

BURSTWICK PARISH COUNCIL

To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council held via Zoom video conference on Thursday 28th January 2021 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 22.01.2021

AGENDA

- 2021/01/01 To note apologies for absence
- 2021/01/02 Councillors to disclose their interests in matters to be discussed
- 2021/01/03 Members of the public are invited to address the council
- 2021/01/04 To confirm the minutes of the meeting held on 26th November 2020
- 2021/01/05 To receive the clerks report and councillor updates
- 2021/01/06 To note correspondence received
- 2021/01/07 To consider planning applications received and note planning decisions
- 2021/01/08 To discuss road safety in the village and receive any updates on action taken
- 2021/01/09 To consider quote for the annual service of the village flood pumps
- 2021/01/10 To discuss footpath in graveyard to access cemetery
- 2021/01/11 To review the decision regarding hosepipe usage at the allotments
- 2021/01/12 To receive the results of the allotment survey on future management and administration of the site
- 2021/01/13 To receive a quarterly financial update and budget monitoring
- 2021/01/14 To adopt updated Disciplinary Policy
- 2021/01/15 To adopt updated Grievance Policy
- 2021/01/16 To discuss options for the village Christmas tree
- 2021/01/17 To consider making the role of village hall clerk a permanent position
- 2021/01/18 To agree payments in accordance with the budget
- 2021/01/19 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 25th February 2021 at 7.30pm on Zoom

2021/01/05 To receive the clerks report and councillor updates

- The play area had a quarterly operational inspection on Monday 14th December 2020. There were no major concerns however it was noted that the ERYC litter bin needs re-installing following the works to the gate, clerk was asked to contact Lee Richards at Grassland to delay the application of wood preserver until the spring and to ask if plastic squares that can be filled with gravel be installed to entrance of the toddlers play area, this was completed before Christmas.
- Site meeting to discuss play area gate was cancelled due to the current lockdown, will look to rearrange once restrictions are lifted.
- Road safety response letter was sent to ERYC on 6th January 2021 and a response was received on 18th January.
- Jupiter Web Solutions one year website maintenance contract has begun, each quarter checks will be made on updates needed and a backup taken. The first quarter check-up took place at the start of January.
- The sit on lawnmower is with F.G. Adamsons of Swanland for its annual service.

2021/01/06 To note correspondence received

Emails forwarded to all councillors:

December

66/20-21 ERYC Press release re Covid-19 Tier announcement

67/20-21 Humberside Police Street Beat Newsletter for November

68/20-21 ERYC Transport Champions – East Yorkshire buses update

69/20-21 ERNLLCA planning training events

70/20-21 ERNLLCA newsletter for December

71/20-21 Police and Crime Commissioners Office Rural Policing Priorities survey

72/20-21 Police and Crime Commissioners Office E-Bulletin for December

January

73/20-21 ERNLLCA newsletter for January

74/20-21 Humberside Police Street beat Newsletter for December

75/20-21 ERYC Code of conduct training link to view video

76/20-21 ERYC Covid-19 Members briefing 7th January

77/20-21 ERYC East Yorkshire Buses – update for parish transport champions

78/20-21 Holderness Health – Town and Parish Councils update on Covid-19 vaccination programme

79/20-21 ERNLLCA Finance Training update on availability

80/20-21 Humberside Police Covid vaccine scam awareness

81/20-21 ERYC consultation on draft flood risk supplementary planning document

82/20-21 ERYC response to parish councils road safety letter of 6th January

83/20-21 Census 2021 information and posters

Letters

None received

2021/01/07 To consider planning applications received and note planning decisions

New applications:

20/03617/PLF first floor extension to rear
17 Churchill Rise, Burstwick

Closing date for comment was the 26th December 2020, application was circulated to all councillors for comment, 5 responses were received and clerk logged no objections

20/03963/PLF Single storey extension to rear
3 North Rise, Burstwick

Closing date for comment was the 2nd January, application was circulated to all councillors for comment, 6 responses were received and clerk logged no objections

20/03956/PLF Raising of existing roof height, construction of dormer window to rear and erection of single storey extension to rear (resubmission of 20/01559/PLF – this was refused planning permission on 15th October 2020)

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/03956/PLF>

Decisions to note:

None

Appeals:

None

2021/01/08 To discuss road safety in the village and receive any updates on action taken

As agreed in the November meeting a letter was sent on 6th January in response to the email the parish council received on 27th March 2020, following a site visit to look at road safety concerns.

A response was received on 18th January by ERYC as follows:

Burstwick Parish Council

Thank you for your recent correspondence. The Traffic Management team are aware of the issues which are causing concern to residents in the village, and our team has had a number of communications with various representatives of the village in the months since March 2020. This included a meeting with the Parish Council on the 13th October along with the Humberside Police CSW co-ordinator. As a result, I believe many of your queries are already being addressed.

The actions taken by Traffic management to date in 2020/21 include placing the village back in the speed management procedure. This means that the Traffic management team are investigating all current and potential speed management measures by collecting the most up to date speed and collision data. This data will then supersede all previous information, and any interventions would be re-evaluated on that basis. In respect of your questions regarding the vehicle speeds, collision history and Safer Roads Humber enforcement; resolution is in progress.

Surveys in the village, planned for the autumn of 2020, have been delayed by various lockdowns and winter weather conditions. The programme will recommence in the spring and continue through the summer months. The surveys, together with Police data, will provide the basis to decide what speed management actions would be most appropriate for the village. This will include a review of Safer Roads Humber involvement.

Given that this delay in the surveys is an area-wide issue, I am also investigating additional speed intervention measures with the support of the Community Police teams. Although progress has been delayed by the lockdowns, we are also aware that the Parish Council is in the process of setting up a Community Speedwatch Group at a number of locations. We fully support the Speedwatch initiative, and find that it is often very effective in reducing speeds in the area of operation.

In respect of your concerns around the school, the Council has commissioned a county-wide research project to investigate traffic management arrangements at every school in the East Riding, including a survey of existing signing and lining provision. If any concerns are raised as to the condition, or enforceability of signs and marking, these will be addressed. The Council has a rolling programme to replace and refresh worn markings, and I will confirm that your location is due to be addressed in due course.

Please be reassured that the Council takes matters of road safety and community concern seriously, and we are working closely with the Police, and Safer Roads Humber to improve road safety across the county as a whole. Also, please note that I have now taken over the management of this process, and would be grateful if you could address future correspondence to the Traffic Management inbox, and/or direct to me.

regards,
Lianne Darbinson | MSc | IEng | FIHE | EngTech | MICE |
Senior Engineer - Traffic Management

2021/01/09 To consider quote for the annual service of the village flood pumps

Quote from Tony Styche is £200 per pump, £400 plus vat in total. The quote is lower as the pumps don't require an oil change this year.

2021/01/10 To discuss footpath in graveyard to access cemetery

The council has received a complaint from a resident who regularly visits the cemetery about the state of the path through the graveyard.

2021/01/11 To review the decision regarding hosepipe usage at the allotments

Six months has passed since the council agreed to uphold the ban on hosepipe usage at the allotments. Following pressure from some allotment tenants after the decision in June 2020, there was a request to review this decision.

Areas for the council to consider when reviewing this decision:

- Environmental impact of hosepipes – we are all being encouraged to use less water
- Damage to taps from homemade devices to connect hosepipes
- If decision is overturned – time and cost of re-issuing new tenancy agreements to all tenants
- Water bills – see table for info:

Year	Amount
2014-15	£170.04
2015-16	£97.03
2016-17	£219.34
2017-18	£223.91
2018-19	£329.00
2019-20	£327.17
2020-21	£229.77
To date	

2021/01/12 To receive the results of the allotment survey on future management and administration of the site

Allotment survey results

29 responses from 50 tenants, just over half responded or 58%

25 surveys were sent by email and 17 responded (59%)

25 surveys were sent in the post and 12 responded (41%)

The allotment tenants were asked to choose one of the following four options:

1. The parish council continues to provide administration and maintenance of the allotments with an allotment committee made up of parish councillors only.
2. The parish council continues to provide administration and maintenance of the allotments with an allotment committee made up of parish councillors and two allotment tenants.
3. An allotment association is set up for social and communication purposes and nominates two allotment holders to join the parish council allotments committee. The parish council will continue to provide the administration and maintenance of the allotments.

If you have ticked this option would you be willing to join the association committee?

Yes / No

4. An allotment association is set up to take over the full administration and maintenance of the allotments. The council will no longer run the allotments.

If you have ticked this option, would you be willing to join the associations committee?

Yes / No

Breakdown of responses by option

Option 1	Option 2	Option 3	Option 4
11	13	5	0
37.9%	44.8%	17.2%	0

The most popular individual option by a fraction – was option 2

However, option 1 and 2 combined have the vast majority of votes.

There was little support to set up an association, only 5 tenants chose this option and all five indicated they would be willing to join the associations committee.

For an association to be viable it needs far greater popular support – nearer 100% support

From the results the Clerk would recommend that the council continues to maintain and administer the allotments and invite 2 allotment tenants to join the parish council committee.

2021/01/13 To receive a quarterly financial update and budget monitoring

Overall the council remains on budget

The council has overspent in the following areas:

- Website budget due to unexpected costs relating to the website accessibility work.
- An unexpected employers NIC contribution, the local government pay rise was applied in October's salary and the backpay owed took the clerks pay that month over the threshold.
- Admin contingency budget due to the ongoing cost of the Zoom subscription and the civic award costs.

2021-22 budget has included a separate amount to cover the cost of future civic awards and there is extra money for the contingency budget.

The clerk has highlighted the salary amounts in orange as by the end of the financial year there will be a slight overspend in the salary budget due to the slightly higher local government salary increase of 2.75% (I had budgeted for 2.5%) – this means a £21.44 overspend for the clerks salary and £19.48 for village hall clerks salary, there is a modest carryover in the salary budget that can cover these overspends

3rd Quarter update: 1st October to 31st December 2020

3rd Quarter:

Year to date:

Receipts: £220.45

Receipts: £27,316.39

Payments: £7345.61

Payments: £16,584.6

Bank reconciliation for 31st December 2020

Balance per bank statement at 31st December 2020

NS&I Investment Account	16,647.48
HSBC Business Money Manager Account	14,520.79
HSBC Community Account (CA)	1,257.22
Credit card	
Total	32,425.49

Plus unaccounted payments

Less any unrepresented cheques

0.00

Net balance

32,425.49

Cash Book

Opening balance 1/04/2020	21,693.73
Receipts to date	27,316.39
Less payments to date	-16,584.63
Closing balance per cash book	<u>32,425.49</u>

2021/01/14 To adopt updated Disciplinary Policy

Template policy from the National Association of Local Councils (NALC) has been circulated to all councillors for information and comment.

2021/01/15 To adopt updated Grievance Policy

Template policy from the National Association of Local Councils (NALC) has been circulated to all councillors for information and comment.

2021/01/16 To discuss options for the village Christmas tree

Height/maintenance

Tree was installed in 2012 and has grown and is now not far off the telephone wire.

Council to consider options for the future including – pruning tree in the short term, removing tree and planting a new one or purchasing a Christmas installation. Any other ideas?

Coloured lights

The manufacturer of our Christmas lights offers coloured caps and star light lenses. The existing lights were expensive, but are good quality, long lasting and spares are available, it would be cost effective to modify the existing lights.



2021/01/17 To consider making the role of village hall clerk a permanent position

Andy James has been employed by the council for nearly two years (18th February) in the role of Village Hall Clerk on a 1-year fixed term contract that has been renewed once, last year.

Is the council in agreement to now make this position a permanent role?

2021/01/18 To agree payments in accordance with the budget

December 2020 Accounts

Payments

Description	Amount	VAT
Glazik Kershaw - payroll provider	44.40	7.40
Staff salaries for December	881.41	
Credit card:	90.38	
Zoom subscription £14.39		
Calceus Hedon - play area gate key x 2 £11.00		
Norton anti-virus for parish council laptop £64.99		10.83
	1,016.19	

Receipts

0.00

January 2021 Accounts

Payments

Description	Amount	VAT
Jupiter Web Solutions 1 year maintenance contract	120.00	
ICCM - Cemetery Management and Compliance training	222.00	37.00
ICCM - Exclusive Rights of Burial training	222.00	37.00
Glazik Kershaw - payroll provider	44.40	7.40
Staff salaries for January	881.41	
Credit card:	29.99	
Zoom subscription £14.39		
Post Office stamps for allotment survey £15.60		
	1,519.80	

Receipts

Cemetery fees	160.00
Headstone fee	60.00
Headstone fee	60.00
	280.00

2021/01/19 Items for next month's agenda