**BURGH BY SANDS PARISH COUNCIL**

Minutes of the Meeting of Burgh by Sands Parish Council

Tuesday 5th June 2018 in Thurstonfield Chapel

Present: Chairman J Stonebridge, CCClrs J Collier, T Allison, Cllrs G Ferguson, D Metcalfe, J Norman, P Ditch, L Kelton, V Sealby, RFO & Clerk Isobel Elsdon

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| 18225 | Apologies received from Cllrs A Taylor, M Hairsine and V Ferriby. |
| 18226 | The Minutes of 01.05.18 were authorised as a true record.\*\* |
| 18227 | Chairman’s Announcements: There were no announcements. |
| 18228 | Declarations of interest: Cllrs Metcalfe and Sealby declared interest in Tourism and Hertitage grant application. |
| 18229 | Adjournment for Public Participation 19:40 to 19:53  Reports from CCCllrs T Allison and J Collier No members of the public present. Dykesfield cattle grill, road on Burgh Marsh is eroded. Cllr Allison will take photograph of it and report it. Cllr Collier confirmed a £330 grant is to be paid to the PC. Clerk to obtain form from PA at City Council to apply for grant. Discussed ongoing problems with rifle range and stench of burning plastic. Cllr Collier to report problem again. |
| 18230 | Report from the Parish Clerk: Internal audit has been carried out with no problems. Good Cllr Guide – It was agreed 10 copies to be ordered.  Cllrs details for website confirmed. Report from the RFO: The Financial Report and Risk Assessment were circulated (see last Page) |
| 18231 | Approve Section 1 Annual Governance Statement  Annual Governance Statement approved and signed. |
| 18232 | Approve Section 2 Accounting Statement  Accounting Statement approved and signed. |
| 18233 | Approve Certificate of Exemption - Certificate of Exemption approved and signed. To be sent to External Auditors as stated in guidelines. |
| 18234 | Planning Applications, Decisions, Enforcement & Correspondence up to 05.06.2018  **Decisions** Appn Ref18/0305 Longburgh Pool– Permission Granted, Appn Ref 18/0150  3 Dwellings Moorhouse– Permission Granted. Appn Ref: 18/0319 Erection of Gazebo on Village Green, Burgh by Sands, Permission Granted.  **Applications Proposal**: Removal of Beech Tree in back garden. **Location**: Wood Cottage, St Lawrence Lane, Burgh By Sands, CA5 6BT **Appn Ref .** 18/0019/S211  **The following objection was raised: Evidence needs to be provided for the location and state of trees and types.**  **Proposal**: Removal of Dead/Rotten Trees. **Location**: Wood Cottage, St Lawrence Lane, Burgh By Sands, CA5 6BT **Appn Ref .** 18/0020/S211. **The following objection was raised**: **No valid reason appears to be provided for the removal of this tree.**  **Proposal**: Erection Of 3no. Detached Dwellings With Associated Landscaping (Revised Application) Imposed On Planning Permission 16/0096 To Change Foul Drainage From Mains To Package Treatment Plant **Location**: Land adjacent to Longburgh Cottage, Longburgh, Burgh By Sands, CA5 6AF **Appn Ref** 18/0428 - **No objections raised.**  **Proposal:** Erection Of 1No. Dwelling, New Site Access And Associated External Works **Location:** Land adjacent to Willowbank, Longburgh, Burgh by Sands, CA5 6AE **Appn Ref** 18/0457 – **No objections raised.** |
| 18235 | Councillors’ Reports. – Nothing to report–. |
| 18236 | SID Device Discussed installation of post at Burgh by Sands village green towards carpark gate. To obtain a quote from Swarco. |
| 18237 | Allotments - Black plastic has been placed on plot and chippings have now been put down. |
| 18238 | Footway letters. Several footways have been identified as overgrown. Standard letters to be sent out for clearance of footways. |
| 18239 | Notice Boards - Agreed that Cllr Ditch to order a noticeboard the same as the one installed in Burgh. |
| 18240 | Dealing with Litter – Dates agreed for 3 evening community litter picks -Moorhouse, Tuesdays 24th July, meet at Langwath corner at 7.00pm, Thurstonfield, Tuesday 31st July, meet at Noticeboard 7.00pm and Burgh by Sands, Tuesday 7th August, meet at Allotments at 7pm. Cllr Collier to obtain litter picking equipment from City Council and request for bags to be taken away. Clerk to put an ad in Parish Mag asking for volunteers. |
| 18241 | Playground Inspections. Agreed to get prices to address Medium risks identified at Burgh playground. Price to be obtained from Painter and Decorator to paint all the railings and Clerk to put fresh signs up with new contact details. Discussed moving of gate in the Burgh play area, to be addressed after repairs have been carried out. |
| 18242 | Grants and Funding – Clerk and Cllr Ditch to explore funding from local building societies and supermarkets. Three grants have been received:  **Burgh by Sands Sports and Recreation Association** applied for £1250 to improve the safety of children and path users of Village Green. PC agreed to fully support this grant. **Burgh by Sands Sports and Recreation Association** applied for £300 to create a community garden. The PC agreed to decline the award and encourage the sports and recreation association to apply again next year.  **Burgh by Sands Tourism and Heritage** applied for £100 to support the hosting of a lunch for a visiting group from Newcastle as a follow up to Black and British BB2 programme. This will increase awareness of Parish history and promote tourism in the area. PC agreed to award £100 towards the lunch. |
| 18243 | Website – To comply with transparency code, website to go ‘live’ and as a matter of urgency emails to be changed over from Microsoft to new provider asap. |
| 18244 | GDPR compliance –Parliament have confirmed that parish and town councils and parish meetings do not need to appoint a Data Protection Officer under GDPR. |
| 18245 | Clerk’s salary award – Clerk and Cllrs Allison and Collier left the room while a discussion took place to approve national pay increase recommendation effective from 1st April 2018 for the Clerk. Current salary is £8.50 per hour. Resolved to increase Clerk salary to £9.34 per hour - SCP scale 15 and to review at a later date. |
| 18246 | Cllrs Parish walk. Date agreed for Cllrs Parish walk to take place on Tuesday 10th July, meet at Allotments at 7.00pm where an inspection will take place before commencement of the walk. A discussion took place regarding flooding in Thurstonfield and it was proposed for the PC to fund the moving of farm field gate to reduce flooding. Cllr Allison to approach farmer for agreement. It was agreed Cllrs inspect the problem with flooding in Thurstonfield after Parish walk around Burgh. |
| 18247 | Items for next Agenda - Flag Ensign pole, community consultation and parish plan |
| 18248 | Date and Venue for the next meeting Sat 7th July 2018 at Burgh by Sands Village Hall |

**Parish Council Financial Report**

**Meeting date 5th June 2018**

**The following payments have been made after they were approved at the Parish Council meeting held on 01st May 2018.**

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| **CALC** | **Registration** | **£225.00** |  |  |  |
| **Mrs I Elsdon** | **Salary** | **£300.00** |  |  |  |
| **Mrs I Elsdon** | **Expenses** | **£ 46.99** |  |  |  |
| **Dean Little Tree Surgeon** | **Tree Felling** | **£600.00** |  |  |  |
| **Borderloos** | **Portaloo** | **£135.95** |  |  |  |

**Payments made since last meeting.**

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| **BHIB Insurance Brokers** | **Insurance Renewal** | **£519.92** |

**The following requests for payment have been received or are pending.**

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| **Mrs I Elsdon** | **Salary** | **£300.00** |
| **Mrs I Elsdon** | **Expenses** | **£ 63.35** |
| **Burgh by Sands Public Hall** | **Hire of Hall** | **£ 20.00** |
| **CALC** | **LCR Subscription** | **£ 17.00** |
| **CGM Colvilles Ground Main** | **Cut & Strim grass** | **£240.00** |
| **Mr J Sealby** | **Fittings for Notice board and signpost maintenance** | **£120.00** |
| **Mrs V Sealby** | **Microsoft Payments Dec 17 – May 18** | **£ 82.08** |
| **Mrs V Sealby** | **Maintenance of Allotment Plot** | **£ 44.40** |
| **Borderloos** | **Portaloo** | **£140.83** |
| **P L Gauntlett Accts Ltd** | **Internal Audit** | **£ 65.00** |