

FULL COUNCIL MINUTES
Monday 9th March 2020

Present: Cllr A Craddock (Chair) Cllr P Bell Cllr D Faulks Cllr C Harber
Cllr P Pringle Cllr C Sharp Cllr M Taylor Cllr R Webber
From Agenda item 4: Cllr S Hall

Also present: the Clerk, Ward Cllrs Marper and Ogg and one resident

Public session

Cllr Ogg informed the members that a public consultation for the Local Plan was being held on 19/3/2020 in the Pavilion from 3pm-7pm. Planning enforcement had written to the resident of 32 Stather Road regarding the caravan and were still waiting for a valid planning application to be submitted. Cllr Marper mentioned that she had asked for the drainage on Stather Road to be looked into. Churchgate had now been resurfaced.

7.22pm Cllr Ogg left the meeting

Cllr Marper informed the members that Cllr Ogg had met with Louisa Simpson from NLC Highways regarding the proposed footpath from Burton to Thealby and a trial pit had been dug. The new path should be completed by 2020/2021.

7.24pm Cllr Ogg returned to the meeting

Cllr Ogg mentioned that a cinder path had been located between Burton and Thealby. At a later date, NLC would enquire about using the new path across Normanby Hall land (which avoids Thealby) so that a complete circular path could be made back round to Burton. The Ward Councillors were expecting to receive an update on the Burton to Thealby path by the end of March and then the Parish Council would have to get quotes for the work.

There being no further questions from the public session, the meeting was opened at 7.25pm.

20/37 Apologies for absence

Apologies were received from Cllr Croft

20/38 Declaration of Interest – Code of Conduct adopted by this Council:

- a. To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

Declarations were received from Cllr Craddock (item 20/57a ii personal and prejudicial), Cllr Pringle (item 20/50 personal and prejudicial), Cllr Harber (item 20/53 personal and prejudicial) and Cllr Taylor (item 20/55 personal and prejudicial).

- b. To note dispensations given to any member of the council in respect of the agenda items listed below**

Cllr Craddock had dispensations for the Village Hall and Thealby Play Area. Cllrs Faulks & Harber had dispensations for the Village Hall. Cllrs Craddock, Harber, Pringle and Taylor had dispensations for the above interests.

20/39 Parish Councillor Co-option

It was proposed by Cllr Faulks, seconded by Cllr Harber and **RESOLVED** unanimously to suspend Standing Orders so that the Parish Council Candidate could speak at the meeting.

The candidate, Sarah Hall, gave a short presentation as to why she would like to become a Parish Councillor.

It was proposed by Cllr Pringle, seconded by Cllr Bell and **RESOLVED** unanimously to reinstate Standing Orders.

7.29pm the candidate left the room.

A discussion took place and it was proposed by Cllr Webber, seconded by Cllr Faulks and **RESOLVED** unanimously to co-opt Sarah Hall.

7.30pm the candidate returned to the meeting.

Cllr Craddock welcomed Sarah to the Parish Council and she signed the declaration of acceptance. Cllr Hall joined the meeting.

It was agreed to move item 20/56 forward since the resident was attending for this item,

20/56 To consider the following licence/planning applications

- b. Any planning applications from the date of the Agenda being sent out**

Planning Number	Application
PA/2020/28	Listed building consent to rebuild western end of southern boundary wall and demolish part of eastern end of southern boundary wall at 43 High Street , BUS

Cllr Craddock mentioned that there were concerns about the access to all the properties. It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** unanimously to suspend Standing Orders so that the resident could be asked questions. Cllr Webber asked if vehicular access would still be available to the cottage and Hill Top and was informed that

since one person owned all the other properties, access rights were available the other side of the wall. It was proposed by Cllr Sharp, seconded by Cllr Pringle and **RESOLVED** unanimously to reinstate Standing Orders. Since there was mutual agreement amongst the residents it was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously that the Council had no comments for this planning application

20/40 Acceptance of minutes for the meeting held on Monday 10th February 2020

Members had received the draft minutes of the meeting held on Monday 10th February 2020 prior to this meeting. Cllr Webber asked for the following amendments to be made: Public session; amend to “should be clearing the road of mud”, item 20/26; “Cllr Webber enquired about the Barnston Way and Eastholme Gardens road sign”, Eastholme Way changed to Eastholme Gardens, and to include the following sentence, “Cllr Webber mentioned that Normanby Road sign was damaged”. It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** with one abstention that with the above amendments, they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

20/41 Acceptance of minutes for the extraordinary meeting held on Friday 28th February 2020

Members had received the draft minutes of the meeting held on Friday 28th February 2020 prior to this meeting. It was proposed by Cllr Faulks, seconded by Cllr Harber and **RESOLVED** with one abstention that they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

20/42 Clerk’s report

Members had received a report prior to the meeting. In addition the Clerk informed the members the primary school had invited the Councillors to litter pick w/c 23/3/2020, the service level agreements had been received for inspections of the play equipment on the playing field and Thealby play area. The speed monitoring report had not been received from NLC and the Ward Councillors agreed to get that sent to the Clerk.

20/43 Correspondence to be noted and resolved upon

Prior to the meeting, members had been given a list of all noted correspondence received since the last meeting, Correspondence to be resolved upon:

Date Emailed	From	Correspondence	Action
12/2/2020	Lincs Lowland Search & Rescue	Request to publicise this charity and/or provide financial help	It was proposed by Cllr Faulks, seconded by Cllr Webber and RESOLVED unanimously to offer them a free advert in the next newsletter
12/2/2020	CPRE	Invitation to enter Best Kept Village Competition 2020	It was agreed to postpone a decision until the best kept village subgroup had met.
5/3/2020	ERNLLCA	Coronavirus update	It was proposed by Cllr Harber, seconded by Cllr Pringle and RESOLVED unanimously that should the government impose no public meetings, then all business would be carried out by email. The Clerk would collate all information from the Councillors and place the decisions on the website. This would include all financial decisions. (LGA 1972, Sec 101)

20/44 Councillors Forum: Councillors’ information exchange (10 minutes)

Cllr Harber informed the members that Cllr Craddock and herself had attended the opening of the new exhibition at Normanby Hall. Cllr Bell enquired about the village signs and was informed that they had been ordered.

20/45 To receive reports from the following and resolve any actions arising:

a. Burton Playing Fields

Members were informed that the garage locks had been changed; BUFC had now paid the outstanding invoices, and were restarting training on the playing field at the end of March. The moles had been dealt with.

b. Village Hall Committee

Members were informed that the application for the Tesco bag for life promotion had been successful and they were one of the charities for the local store from 2/4/2020 to the end of June. The insurance renewal had been received and would cost £360.65.

c. Thealby Play Area

Members were informed that the insurance renewal had been received and would cost £795.16. The fence panels at 19 Normanby Road, Thealby had fallen down into the play area and the Clerk was asked to report this to Normanby Estates.

d. Make Burton Accessible

Cllr Harber mentioned that the meeting with Mick Johnson had been productive and he had agreed to a number of dropped kerbs being installed in the village. He had also agreed to install a plinth on Flixborough Road for the new bench. The Clerk agreed to chase this up. Cllr Marper mentioned that there would be funding for disabled access so asked for the areas that had been agreed.

e. Roxby Landfill Site

Cllr Ogg mentioned that he had attended a meeting at the landfill site but it had been poorly attended by residents. Biffa had been struggling with the weather, but had offered to contribute to litter picking on A1077

f. Burial Ground

Members were informed that there had been one plot reservation. Two plots had been levelled off and the hedge at the entrance had been cut back

g. Allotments

The Clerk had met with a member of NLC pest control and the chair of the allotment association to discuss the rats. It had been suggested that if the housekeeping around the plots improved then the rats would not stay in the area. The allotment holders had been asked to improve the housekeeping.

20/46 BPF Grants: To receive a report of progress with grant applications made to North Lincs Council's Community Fund and resolve any actions arising.

Members were informed that the applications for the grants for the footpath at the playing field and the grounds maintenance equipment had been sent to NLC.

20/47 Maintenance in the Village:

a. To discuss the opportunity to transfer the responsibility of grass verge cutting to the Parish Council

Cllr Craddock informed the members that NLC had offered to transfer the grass cutting to the Parish Council and if members agreed then it would have to go to tender. The Clerk had three companies that would be asked. After a discussion it was proposed by Cllr Harber, seconded by Cllr Hall and **RESOLVED** unanimously to go to tender for the grass cutting and then compare the costs with the reimbursement from NLC.

b. To discuss the PROW agreement with NLC

Cllr Craddock mentioned that NLC had agreed to provide a reimbursement of three cuts per year but he was not sure if this was enough. It was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously to go to tender for this work and compare it to the reimbursement from NLC.

c. To discuss the Service Level Agreement for the litter bin collections and grass cutting

The Clerk explained that the grass cutting along the Avenue had been set up for four extra cuts for when the village entered the Best Kept Village competition. It was proposed by Cllr Webber, seconded by Cllr Hall and **RESOLVED** unanimously to accept the service level agreement for emptying the dog bins on the paddock but not the grass cutting on the Avenue.

d. To receive a verbal update on any maintenance issues

Cllr Bell had been asked about a bench in Vicarage Crescent. Since this would be placed on land belonging to Ongo, the Clerk was asked to write to them. Cllr Craddock mentioned that the contracts for the grass cutting of the Council land had ended. It was proposed by Cllr Bell, seconded by Cllr Webber and **RESOLVED** unanimously to continue to use the contractors on an ad hoc basis until the grant for the grounds maintenance equipment had been received.

e. To receive a report on the requirements of litter bins in the parish (Cllr Webber)

Cllr Webber mentioned that she had noticed that there were no litter bins along Wiltshire Ave.

8.25pm Cllr Ogg left the meeting

Cllr Harber mentioned that there had been a request for a bin near the Water Tower on Tee Lane. This financial year there was £300 left for bins in the budget but nothing allocated for 2020/2021.

8.28pm Cllr Ogg returned to the meeting

There was £600 allocated in the 2020/2021 budget for noticeboards. It was proposed by Cllr Faulks, seconded by Cllr Hall and **RESOLVED** unanimously to reallocate £400 from the noticeboard budget to the litter bin budget for 2020/2021.

8.31pm Cllrs Marper & Ogg left the meeting

20/48 Highways: Repair and Other Issues: To consider progress on outstanding repairs or other Highway matters to be reported and resolve any actions arising from them

Cllr Harber informed the members that a resident had contacted the Parish Council via social media regarding pot holes in Somerset Drive. They had contacted NLC but received no reply. The Clerk was asked to report it to NLC. Cllr Webber mentioned that there were potholes on the junction of Ridgewood Drive and Flixborough Road. This would also be reported.

a. Footpath from the churchyard to St Andrew's Drive

No further information had been received. The Clerk would chase this up.

b. Name signs at the approaches to the village

These had been ordered and NLC would install them once they had arrived.

c. Churchgate

This had now been resurfaced. Cllr Hall asked about the resurfacing of Stather Road. The Clerk would chase this and Wood Top.

20/49 Annual Parish Meeting: for members to agree on a date, venue and format of the meeting

It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** unanimously to hold the Parish meeting in the Village Hall on Tuesday 19th May at 6.30pm. Local groups would be invited to attend.

20/50 NLC Local Plan: to receive a verbal report on the public meeting and to decide the next steps.

Cllr Craddock informed the members that taking into account the comments made at the public meeting; a draft response had been made. After a discussion it was agreed to include recent flooding at Dorset Close East and West, the soil grade on the land proposed and the impact on the wildlife. The response would be forwarded to NLC.

20/51 VE Day: for members to receive a verbal report from the meeting held on 24th February

Cllr Craddock informed the members that they were continuing to make plans until the government states these events must not be held. He asked for £200 for the hire of the tank and £300 for the hire of the PA on the paddock to be allocated from the £1000 VE Day budget. It was proposed by Cllr Harber, seconded by Cllr Sharp and **RESOLVED** with one against (Cllr Pringle) to allocate those funds.

20/52 Best Kept Village: for members to receive a verbal report from the meeting held on 2nd March

Cllr Craddock informed the members that from the best kept village budget he would like to allocate £400 for planters and £350 for wildflower mats. A discussion took place about the wildflower mats and it was agreed not to purchase them. The planters could be purchased at a later date, once people had agreed to look after them.

20/53 To discuss the changes and disposal of Council laptops

Cllr Craddock informed the members that the Council currently had three laptops. Two were obsolete and the third was currently in use but quite old. A quote had been received to wipe the two laptops clear of data at a cost of £0 and to transfer all the documents from the Clerk’s laptop to a new one at a cost of £50. Cllr Pringle mentioned that they could be donated to ‘Tools for Africa’. It was proposed by Cllr Faulks, seconded by Cllr Hall and **RESOLVED** with one abstention to clear the data and donate the laptops to Tools for Africa. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** with one abstention to replace the Clerk’s laptop up to a value of £500 and to have the data transferred as per the quote.

20/54 Parish Office Opening: for members to agree on an official opening

Members agreed to have an official opening of the Parish Office on Thursday 2nd April from 11am to 7pm. Local groups, past Parish Council Chairs, the builder and a local neighbour would be invited. A working group would meet on 17th March to arrange it.

20/55 Review of the newsletter

Members had received notes on a recent working group meeting prior to the meeting. It was agreed that the newsletter would be published four times a year and delivered by Councillors and residents. The format would be A5 in size.

9.15pm it was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** with one abstention to suspend standing orders for fifteen minutes so that the agenda could be completed.

A discussion took place as to whether the price of the adverts would be reduced but it was agreed that this would be decided by the editor.

20/56 To consider the following planning applications:

a. Licence application

Address	Reason for licence	Comments
Taylor’s Gluten Free Beer Network, 36 Darby Road, BUS	Online sales of Gluten Free Beer	No comment

c. Planning Applications

Planning Number	Application
PA/2019/1783	Application for basement and garage at land adjacent to 30 High Street, BUS
PA/2019/1839	These applications are being discussed at NLC planning committee on 11/3/2020

d. Planning decisions made by NLC

Planning Number	Application	Decision
PA/2020/146	Notice of intention to fell several Leyland cypress trees, situated within the Normanby conservation area at 38 Main Street, Normanby	Permission granted
PA/2020/98	Move existing telegraph pole to allow landowner to install gate at 18 Darby Road, BUS	Permission granted

20/57 Finance:

a. To consider and approve current income and expenditure

i. Monthly balances on accounts and unrepresented cheques in the accounting period

Cllr Craddock went through the Detailed Receipts and Payments report stating that currently £54,259 of the annual budget had been spent leaving £7,869 for the final month’s expenditure. There was still £23,000 in the Lloyds account that was allocated for NLC.

ii. To approve payment of accounts and receipts and any other outstanding payments

It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** with one abstention to pay the following invoices.

It was proposed by Cllr Pringle, seconded by Cllr Hall and **RESOLVED** unanimously to transfer £6,000 into the current account so that the invoices could be paid.

Company	Amount	Reason
HMRC	60.63	Tax & NI
ERPF	255.49	Pension
Employee	872.70	Salary
Employee	11.57	expenses

EE	12.13	clerk's telephone (DD)
BT	61.68	CCTV Wifi at Pavilion(DD)
Utility Warehouse	63.14	Electricity Pddck/Office/broadband(DD)
British Gas	39.00	Gas at Pavilion (DD)
Cartridge Save	13.78	Black ink cartridge
Cllr Craddock	30.00	Keys cut (reimbursement)
Barclaycard	653.08	Moles/key lock/1st aid sign
Precision Engraving	2310.00	Village sign
Allied Westminster	360.65	Village Hall insurance
Spitfire Services	66.00	Fire alarm inspection(pavilion)
J Crowston	88.36	Cleaning - Pavilion/Office
British Gas	201.20	Pavilion electricity
Crawford Lawn Mowers	222.00	Lawn mower service
Holls Electrical	81.89	Electrical testing Village Hall
Holls Electrical	210.51	External light Parish Office
Holls Electrical	59.62	Emergency light testing Village Hall
Came& Co	795.16	Thealby Play Area insurance
G Pearce	240.00	Burton Hills/Thealby hedge cutting
S Norton	415.00	Various maintenance
Total	7123.59	

b. Clerk's salary

Cllr Craddock mentioned that the Clerk was currently being paid by cheque and this could be a couple of weeks after the month end. It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** unanimously to set up a standing order to pay the Clerk's basic salary on the 28th of each month.

There being no further business the meeting was closed at 9.29pm. The next scheduled meeting will be held in the Village Hall, Todds Lane at 7.15pm on Monday 6th April 2020.

Chairman's signature.....

Date.....