

**FULL COUNCIL MINUTES**  
**Monday 8<sup>th</sup> February 2021**

<b>Present:</b>	Cllr A Craddock (Chairman)	Cllr P Bell	Cllr D Faulks	Cllr S Hall	Cllr C Harber
		Cllr P Pringle	Cllr C Sharp	Cllr R Webber	Cllr W Johnston (from item 21/20)

Also present: the Clerk, Ward Councillors Marper and Ogg, and two members of the public

This meeting was held remotely via Zoom due to the Coronavirus pandemic. [[The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020.](#)]

The meeting began at 6.30pm

Public session

Cllr Marper had no report to give.

There being no further reports from the Ward Councillors or members of the public, the meeting was opened at 6.32pm

**21/17 Apologies for absence**

Apologies were received from Cllr Taylor

**21/18 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.**

None

**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 Thealby Play Area; Cllrs Harber and Faulks for the Village Hall; Cllrs Sharp and Webber for Burton in Bloom

6.34pm Cllr Hall joined the meeting

**21/19 Parish Councillor Co-option**

Members had received the application from Mr Bill Johnston prior to the meeting and he gave a short presentation for his reasons to rejoin the Parish Council. Cllr Craddock asked the members and it was agreed that Mr Johnston should leave the meeting whilst a vote was taken.

6.35pm Mr Johnston was moved to the waiting room

It was proposed by Cllr Faulks, seconded by Cllr Bell and **RESOLVED** unanimously to accept Mr Johnston as a Councillor

6.36pm Mr Johnston rejoined the meeting

Cllr Craddock informed Mr Johnston that he had been co-opted onto the Council and welcomed him as a member. Mr Johnston signed the declaration of acceptance of office and joined the meeting. He made a declaration of interest for the Village Hall.

**21/20 Acceptance of minutes for the meeting held on Monday 11<sup>th</sup> January 2021**

Members had received the draft minutes of the meeting held on Monday 11<sup>th</sup> January 2021 prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr Hall and **RESOLVED** with two abstentions that they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

**21/21 Clerk's report**

Members had received a report prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously that the Clerk could attend Cyber Awareness training. It was proposed by Cllr Pringle, seconded by Cllr Hall and **RESOLVED** unanimously that a third laptop, that had been located in the office, and the Clerks old laptop should be given to the primary school.

**21/22 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.

From	Correspondence	Action
Public Sector Network	NHS, Social Care & Frontline Workers Day 5 <sup>th</sup> July 2021.	Members discussed this event and whether it would be possible to take place. There were concerns that it would be the weekend after Burton in Bloom.

6.45pm Cllr Ogg joined the meeting

6.45pm It was proposed by Cllr Hall, seconded by Cllr Harber and **RESOLVED** unanimously to suspend Standing Orders so that a member of the public could speak.

The member of the public mentioned that he was a member of the Royal British Legion Riders and events were being planned for Armed Forces Day.

6.47pm It was proposed by Cllr Pringle, seconded by Cllr Bell and **RESOLVED** unanimously to reinstate Standing Orders.

It was agreed that Cllr Webber would enquire with Burton in Bloom, Cllr Johnston with the Heritage group and Cllr Craddock with Burton School as to whether a combined event could be done with the Burton in Bloom weekend. Members would report back at the next meeting.

From	Correspondence	Action
LIVES	Request for financial support	It was agreed to discuss this under item 21/33a
CEE Bill Alliance	Climate & Ecological Bill	Members noted this correspondence

21/23 **Councillors' Forum: Councillors' information exchange (10 minutes)**

There was no information from the Councillors

21/24 **Policies: to review the following policies**

- a. **Adult Safeguarding**
- b. **Child Protection**

Members had received updated copies of the Adult Safeguarding and Child Protection policies. Cllr Harber and the Clerk agreed to continue to be the designated and deputy designated protection officers respectively. It was proposed by Cllr Johnston, seconded by Cllr Pringle and **RESOLVED** unanimously to accept the amendments.

21/25 **To receive reports from the following and resolve any actions arising:**

a. **Burton Playing Fields**

Cllr Craddock mentioned that a large item covered in tarpaulin had been left by the garage at the playing field. This had been reported to NLC and the police. It appeared to have been taken away but had been moved to near the skate park, so NLC had been asked to get it removed.

b. **Village Hall Committee**

Cllr Faulks reported that the committee had held its first meeting of the year via Zoom. The hall was still closed although the regular hirers wanted to return as soon as regulations allowed. The new treasurer was in post and there were currently no major projects planned. Cllr Craddock mentioned that just over £6,000 had been received from the business interruption grant in January.

Members were informed that the Village Hall insurance was up for renewal. It was proposed by Cllr Bell, seconded by Cllr Harber and **RESOLVED** unanimously to renew the policy with a three year agreement of £354.62 per annum

c. **Thealby Play Area**

Members were informed that the Thealby Play Area insurance was up for renewal. Since the play area committee was no longer in existence, the area had returned to the responsibility of the Parish Council, so could now come under the Parish Council's insurance. It was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously to amalgamate this with the Parish Council's insurance for an increased annual premium of £408.76. The pro rata payment until the Parish Council's insurance renewal in September would be £234.06

d. **Facebook**

There was nothing to report

e. **Allotments**

Members had received a report prior to the meeting of the allotment associations concerns about the entrance to the allotments and the public footpath from the burial ground to the allotments. Cllr Craddock mentioned that the Parish Council had a responsibility to maintain the entrance area and suggested that it should cost between £250-£300 to repair it. This could be taken from the allotment rent income. It was proposed by Cllr Hall, seconded by Cllr Webber and **RESOLVED** unanimously to do the entrance area repairs once the weather improved.

Cllr Craddock informed the members that there was a problem with flooding in the top end of the allotments and although in the past it was believed to come from the agricultural field, it appeared to be coming from the burial ground. It was proposed by Cllr Johnston, seconded by Cllr Faulks and **RESOLVED** unanimously to get a quote for a ditch to be installed at the far end of the burial ground.

f. **Broadband in Normanby**

Cllr Craddock informed the members that Openreach had provided an online link for residents to register their details so that they could investigate the broadband speed in the area.

**21/26 Local Council Award Scheme Action Plan**

Members had received a report with suggested proposals prior to the meeting. After a discussion it was agreed to have a one year plan to provide an accessible website, have a publically available office and put a Councillor training programme in place. A one to three year plan would include a pavilion redesign, school/youth council involvement, annual award scheme and an improved annual parish meeting.

**21/27 Newsletter: update on the next edition**

Cllr Pringle informed the members that the newsletter was now complete and ready for distribution. Members were asked if they were willing to deliver the newsletter under the current restrictions and agreed to do this. The Clerk was asked to arrange to have the newsletter printed.

7.25pm one member of the public left the meeting

**21/28 Grounds Maintenance Operative: to resolve to advertise the grounds maintenance operative job on NLC website and agree the process for interviews**

Members had received a report prior to the meeting. It was proposed by Cllr Johnston, seconded by Cllr Webber and **RESOLVED** unanimously to advertise the job on the NLC website for two weeks. It was also agreed to put adverts on the noticeboards, in the village shop and in the newsletter. It was proposed by Cllr Pringle, seconded by Cllr Johnston and **RESOLVED** unanimously that after the applications had been received, the Personnel Committee would shortlist for interview and the interviews would be held in the pavilion with an interviewing panel of Cllr Craddock, the Clerk and one/two other Councillors. Cllr Craddock mentioned that the garage had been cleared of unwanted items and he had sought advice on trading in the ride on lawn mower. He had been recommended that it was worth approximately £400-£500. It was proposed by Cllr Faulks, seconded by Cllr Hall and **RESOLVED** unanimously that Cllr Craddock could arrange a trade in of the ride on lawn mower of at least £450.

**21/29 Grants: To receive a report of progress with grant applications and to resolve any actions arising**

Cllr Craddock mentioned that grant applications had been made to NLC for the Spring in Bloom grant and for the resurfacing of Todds Lane and they were waiting to hear if they were successful. It was believed that there was still some finances left in the £500k grant from NLC and an enquiry would be made.

**21/30 Maintenance in the Village: To receive a verbal update on any maintenance issues and resolve any actions arising**

Cllr Bell asked what was happening about the reinstallation of the bench on Flixborough Road and was informed that NLC Highways had agreed to install it. This had recently been chased by the Clerk. Cllr Harber asked if an update had been received on the dropped kerb in Vicarage Crescent but the Clerk had heard nothing. This would be chased up. Cllr Ogg updated the Council on the proposed footpath from Burton to Thealby. The Ward Councillors had also received a request about making some of the public footpaths into bridleways.

7.41pm a member of the public left the meeting

Cllr Marper mentioned that some landowners may not be willing to have the footpaths upgraded to bridleways, but NLC were looking into it, although it may take some time.

Burton in Bloom had asked to install two hay baskets filled with plants on the fence by the parish office. Members were in agreement for this. They were also informed that Burton in Bloom was looking into placing two flower planters by the noticeboard on Stather Road.

**21/31 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**

Members were informed that the potholes by Dairy Close, Normanby had been reported to NLC but since nothing had been done, the Clerk was asked to report it again. The road surface was getting quite dangerous. The Ward Councillors mentioned that they had also reported it.

**21/32 To consider the following planning applications:**

**a. Any applications from the date of the Agenda being sent out**

None

**b. Planning Applications**

Planning Number	Application	Response
PA/2021/73	New pitched roof to existing flat roof garage at 11 Somerset Drive, BUS	It was proposed by Cllr Webber, seconded by Cllr Harber and <b>RESOLVED</b> unanimously that the Council had no comments to make

**c. Planning decisions made by NLC**

Planning Number	Application	Response
PA/2020/1923	Determination of prior approval of a household extension at 45 Holme Drive, BUS	Prior approval not required
PA/2020/1834	To prune a beech tree identified as T2, subject to and within Tree Preservation Order at Wayside Cottage, 15 Main Street, Normanby	Permission granted
PA/2020/1891	Planning permission to erect a rear extension and detached outbuilding at Bishopthorpe, 68 Flixborough Road, BUS	Permission granted

21/33 **Finance:**

**a. To consider the grant application from Normanby Cricket Club and resolve any actions arising**

Cllr Craddock mentioned that usually all grant applications were discussed in the Autumn so that they could be included in the budget, but occasionally some were considered at other times of the year. Members had received the application and supporting documentation prior to the meeting. After a discussion it was proposed by Cllr Johnston, seconded by Cllr Webber and **RESOLVED** with one abstention that should the match funding be awarded by NLC, the Parish Council would award the requested £1,000 for the fence around the cricket club. The funding would be taken from the grant budget for 2020/2021. The cricket club would be invited in the Autumn to apply for a grant.

Members discussed the request for funding from LIVES and it was agreed that should they identify a specific benefit to the local community then they could apply for a grant in the Autumn.

**b. To consider and approve current income and expenditure**

Cllr Craddock went through the detailed receipts and payments report. He explained that grants had been awarded for the footpath and fence at the playing field, the tarmac in front of the basketball hoop at Thealby Play Area, two benches and the clearance of the memorial area at the playing field, totalling £27,430. There had been £5,670 taken from earmarked reserves to pay for the completion of the Parish Office and Burton Hills maintenance. The grounds maintenance was under budget but this may be required to do some initial cuts of Council land by a contractor prior to the grounds maintenance operative being employed.

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

Cllr Craddock went through the monthly balances and bank statements. It was proposed by Cllr Pringle, seconded by Cllr Hall and **RESOLVED** unanimously to move the VAT reclaim of £5752.67 from the Lloyds account to the Barclays current account.

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

It was proposed by Cllr Bell, seconded by Cllr Faulks and **RESOLVED** unanimously to pay the following invoices.

Company	Amount Gross	Reason
HMRC	83.10	January NI
ERPF	267.87	January Pension
Employee	985.92	January Salary
EE	25.01	clerk's telephone
British Gas	45.00	Gas at Pavilion
Barclaycard	129.23	stamps/Zoom annual subscription
Utility Warehouse	88.78	Electricity/broadband/phone
Wave	116.80	Pavilion water
Trevor Rowbotham	90.00	Litter pick
ERNLLCA	138.00	Planning training (x4)
NS Services	75.00	Repair pavilion gutters
Pestcotek	100.00	Mole removal
British Gas	61.13	Pavilion electricity
	<b>2205.84</b>	

There being no further business the meeting was closed at 8.05pm. The next scheduled meeting will be held on Monday 8<sup>th</sup> March 2021 via Zoom, unless government guidelines dictate otherwise

Chairman's signature.....

Date.....