

**FULL COUNCIL MINUTES
Monday 10th August 2020**

Present: Cllr A Craddock Cllr D Faulks Cllr Hall Cllr C Harber
 Cllr P Pringle Cllr C Sharp Cllr R Webber

Also present: the Clerk

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 6.00pm

Public session

There being no members of the public nor Ward Councillors present it was agreed to start the meeting.

20/131 Apologies for absence

Apologies were received from Cllrs Bell & Taylor

20/132 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 of interest were received from Cllr Harber for item 20/140 (personal and prejudicial) and Cllr Webber for item 20/136. (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 & Thealby Play Area, Cllrs Harber and Faulks for the Village Hall. Cllr Webber had dispensations for Burton in Bloom

20/133 Acceptance of minutes for the meeting held on Monday 13th July 2020

Members had received the draft minutes of the meeting held on Monday 13th July 2020 prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

20/134 Clerk's report

Members had received a report prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Webber and **RESOLVED** unanimously that the Clerk could attend a webinar on 'Creating Accessible Excel Documents'. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously that the Clerk could attend the virtual SLCC conference from 12-16 October. Members were informed that the vacant Councillor position could now be advertised for co-option and that the Normanby 10k run would be taking place on 6/9/2020 from 8.15am till 10.30am. The Clerk was asked to post this onto Facebook. Other items on the Clerk's report were noted by the Council. Cllr Pringle asked about the dead tree on the bends at Normanby and was informed that it had twice been reported to NLC. The Clerk was asked to mention this directly to NLC Highways.

20/135 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
21/7/2020	ERNLLCA	Communities Framework & the Devolution white paper	Members discussed the devolution white paper and it was proposed by Cllr Harber, seconded by Cllr Hall and RESOLVED unanimously that the Parish Council perceives that the current political system with a unitary authority meets the needs of the community.
23/7/2020	SLCC	Briefing Regarding Model Code of Conduct	It was proposed by Cllr Faulks, seconded by Cllr Webber and RESOLVED unanimously to note this correspondence

20/136 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Craddock informed the members that he had received a request from Burton in Bloom to put the union flags up along the High Street to commemorate VJ Day, since they had received a conflict of opinion as to whether it was appropriate.

Members believed it would be fitting to mark the final end of WWII. It was proposed by Cllr Harber, seconded by Cllr Hall and **RESOLVED** with five for, one against and one abstention to allow the flags to be put up along the High Street.

Cllr Craddock informed the members that there had been comments on Facebook about speeding through Normanby. Cllr Harber mentioned that a couple of residents had mentioned that they had previously spoken to Councillors about it. Cllr Craddock read out the results of the speed monitoring that had been done in October 2019. Out of 500 monitored sites in North Lincolnshire, Burton High Street was 482nd, Burton to Thealby road was 490th and the Normanby to Burton road was 250th. Due to funding, NLC will only take action on the top 120 sites. It was agreed that the Chair, Vice Chair and Clerk would speak to Highways about speeding in the Parish and possible speed reduction schemes, and report back at the next meeting. This would be an agenda item for September's meeting.

20/137 **Review of:**

- a. **Document Retention**
- b. **Information and Data Protection**
- c. **Removable Media**
- d. **Social media and electronic communication**

Members had received draft policies prior to the meeting. Cllr Sharp mentioned that there was a spelling mistake in the removable media policy, which the Clerk would amend. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously to accept these policies.

20/138 **Todds Lane: to receive an update on enquiries regarding the road surface and resolve any actions arising.**

Cllr Craddock informed the members that the solicitor had been asked about the liability to the Parish Council if it resurfaced Todds Lane and had been informed that the liability would not increase unless an incident was due to poor workmanship. It had been recommended that the insurance company were sent photographs of its current condition. Cllr Craddock suggested that a grant application be made to Biffa so that the work could be done. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to apply Biffa for a grant.

20/139 **NLGEP: to decide whether to work with Flixborough Parish Council for any further consultations**

It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously that the Parish Council would liaise with Flixborough Parish Council in further consultations on NLGEP.

20/140 **Website: to receive an update**

Cllr Craddock informed the members that the contract and maintenance agreement had been forwarded to the solicitor and a few amendments had been made. He suggested that the Clerk and himself met with Distorted Thinking to finalise the contract and then bring the draft copy to Council for approval. The specification would require some amendments and it was suggested that the Chair, Vice Chair and Clerk would form a working group for this with anyone else who would like to be involved. It was proposed by Cllr Hall, seconded by Cllr Pringle and **RESOLVED** with one abstention (Cllr Harber) to discuss and finalise the contract, and to refine the speculation, prior to bringing them back to Council.

20/141 **Local Council Awards Scheme: to receive a report and resolve any actions arising**

Members had received a report about the scheme prior to the meeting. It was agreed to set up a working group to work towards this award consisting of the Chair, Vice Chair, Clerk and Cllr Hall

20/142 **Newsletter: to discuss producing the next edition and resolve any actions arising**

Members discussed producing a paper copy of the newsletter and it was agreed that all articles should be received by the end of September with distribution being the third week of October. The Clerk would arrange a meeting with the Chair, Vice Chair and Cllrs Pringle and Sharp and Councillors were asked to forward any articles to Cllr Pringle.

20/143 **To receive reports from the following and resolve any actions arising:**

a. **Burton Playing Fields**

Cllr Craddock informed the members that there were still moles regularly appearing at the playing fields. The contractor had offered an annual contract for £1,000 which included setting traps, removing moles and monthly inspections. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously to sign the contract.

Cllr Craddock mentioned that the playing field play equipment had been inspected and no fault was found with the gate. This report had been passed to the parents of the child involved in the incident and to the insurance company.

b. **Village Hall Committee**

Cllr Craddock reported that the Village Hall had reopened for some regular hirers and that he and Cllr Harber had done COVID-19 secure guidelines and risk assessments for the users of the hall. The hire rate had been reduced. Cllr Harber informed the members that Cllr Craddock was currently arranging the furniture for each hirer with help from a couple of residents and asked if anyone was willing to help. Cllr Hall asked to see the list of when help was

required and she would see when she could help. Cllr Craddock mentioned that the Village Hall Committee would be applying to Grange Windfarm for a grant to install a full fire alarm system

c. Thealby Play Area

Cllr Craddock informed the members that the play equipment had been inspected with three recommendations of work. The seat and base adjacent to the entrance were in poor condition and Cllr Craddock had arranged for this to be removed. The gate was closing too quickly and the spring should be adjusted and the goal post required de-scaling and repainting. He was still looking for someone to do the work on these items and would welcome any suggestions. Members were informed that Thealby Play Area committee had made an application to the NLC community grant to install a new surface in front of the basketball hoop, with the balance being paid from a Parish Council grant. Currently there were not enough signatories on the account to pay the bill to the contractor so he asked if the Parish Council would accept that NLC paid the grant to the Parish Council, which would then pay the contractor. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to receive the grant from NLC and then pay the whole invoice to the contractor. Cllr Craddock mentioned that the Thealby Play area committee bank account would need to be closed and the assets passed to the Parish Council.

d. Facebook

Cllr Harber mentioned that there had been comments on Facebook about speeding in Normanby. She had put a post on about the tree work on Burton Hills and the Clerk had posted about the installation of the village signs. Cllr Craddock informed the members that the signs would be installed in a couple of weeks. Cllr Hall asked what would happen to the old signs and it was agreed that the Clerk would enquire as to whether residents could purchase them.

e. Make Burton Accessible

Cllr Harber informed the members that a post had been put on Facebook to inform the residents of the work done on the dropped kerbs. It was agreed to put an article in the newsletter and the Clerk was asked to enquire with NLC Highways as to whether anything could be done around the fairy tree, by the paddock.

f. Burton Hills Lease

The Clerk mentioned that she was regularly chasing an update on the lease. Cllr Craddock informed the members that NLC Highways had repaired the access to the hills from Ashwood Close and that the grounds maintenance contractor would be maintaining the area soon.

g. Burial Ground

Cllr Harber mentioned that she had received a request to scatter ashes at the burial ground and noted that the regulations only stated that 'ashes couldn't be scattered on graves'. It was agreed that the regulations would be reviewed.

h. Allotments

Members were informed that an inspection was due but there were no other issues with the allotments.

20/144 Grants: To receive a report of progress with grant applications and to resolve any actions arising

Members were informed that the Clerk was still waiting to hear if the application to NLC community grant for the grounds maintenance equipment and the footpath around the playing field had been successful.

20/145 Maintenance in the Village: To receive a verbal update on any maintenance issues and resolve any actions arising

Cllr Craddock mentioned that at the last meeting Cllrs Sharp and Taylor had agreed to check the PROW's each month. He had met with them, explaining the lone worker policy and it had been agreed that they would give a verbal report at the next meeting. It had been mentioned that the footpath sign on Burton Hills did not show the footpath towards Burton. Cllr Sharp had been to the hills to take a photo and Cllr Webber mentioned that there did used to be one. The Clerk was asked to report this to NLC Highways. Cllr Craddock informed the members that Ward Cllr Marper had been contacted by a resident about the condition of the bench at Normanby by the post box. He had arranged for it to be sanded down and sealed and it now looked like new. Cllr Craddock had also strimmed the area around the bench prior to it being reinstalled. The Clerk had received a request from a resident about having a tree on the paddock removed since it was very large and the leaves fell into their garden each year. It was agreed that the Council's grass contractor would be asked to collect the leaves from the garden in the Autumn when all the leaves had dropped.

20/146 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 Hall asked if a date had been set for the road surface on Stather Hill to be repaired, but nothing had been announced. The Clerk was asked to enquire with NLC Highways about Stather Hill and Flixborough Road, expressing their concerns on the condition of the road surface.

20/147 To consider the following planning applications:

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

None

b. Planning Applications

None

c. Planning decisions made by NLC

Planning Number	Application	Response
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Full Council

10th August 2020

Initial.....

35

PA/2020/970	Planning permission to raise the height of the roof to create a loft conversion at 19 Orchard Drive, BUS	Permission refused
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20/148 **Finance:**

a. to consider and approve current income and expenditure

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

Cllr Craddock informed the members that the Clerk had transferred two VAT repayments for a total of £3,096 from the Lloyds account to the Barclays current account. He talked through the bank accounts and explained the detailed receipts and payments. Members were informed that since the cost of the grass verge cuts was funded by a grant from NLC, this could be subtracted from the expenditure as compared to budget. This would then mean that £18,811 had so far been spent this financial year which was 29% of budget. Members were asked if they had any questions.

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

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

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

Company	Amount Gross	Reason
HMRC	78.97	July NI
ERPF	264.79	July Pension
Employee	976.13	July Salary
Employee	3.75	expenses
EE	12.13	clerk's telephone
BT	67.80	CCTV Wifi at Pavilion
Utility Warehouse	87.67	Electricity Paddock/Office/broadband
British Gas	62.00	Gas at Pavilion
Barclaycard	659.27	Zoom subscription/tree survey/ink cartridge
NLC	212.80	Waste collection- burial ground
NLC	10.00	Annual duty of care fee - burial ground
Agrovista UK	206.44	Line marker paint
Distorted Thinking	300.00	Deposit for website
BUFC	25.00	Reimbursement for padlock
Pestcotek	100.80	Mole removal
Pear Technology	102.00	Annual subscription
British Gas	51.67	Electricity Pavilion (June)
British Gas	50.08	Electricity Pavilion (July)
Hygiene Hub	10.19	Mop heads
Yards Apart	3979.92	Verge cut (x2)
Yards Apart	264.00	Paddock/Thealby grass cut (x2)
Yards Apart	720.00	St Andrews grass cut
J Crowston	61.62	Pavilion/office cleaning
NLC	401.80	Waste collection- pavilion
Garden Angels	864.00	Grass cutting- burial ground/playing field (x3)
ICO	40.00	Annual subscription
Pestcotek	156.00	Wasp nest/mole removal
	9768.83	

There being no further business the meeting was closed at 7.19pm. The next scheduled meeting will be held on Tuesday 8th September at 6.30pm in the Village Hall.

Chairman's signature..... Date.....