

BURTON UPON STATHER PARISH COUNCIL
FULL COUNCIL MINUTES
Monday 12th August 2019

Present:	Cllr Craddock (Chair)	Cllr Allison	Cllr Croft	Cllr Faulks
	Cllr Harber	Cllr Johnston	Cllr Pringle	

Also present: the Clerk

Public session

No members of the public or Ward Councillors were present, so members agreed to open the meeting. The meeting opened at 7.15pm

19/0120 Apologies for absence

Apologies were received from Cllrs Bell & May and Ward Councillors Marper, Ogg & Rowson.

19/0121 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

Cllrs Craddock, & Croft had dispensations for the Village Hall and Thealby Play Area. Cllrs Faulk & Harber had dispensations for the Village Hall

19/0122 Minutes of the meeting held on Monday 8th July 2019

Members had received the draft minutes of the meeting held on Monday 8th July 2019 prior to this meeting. It was proposed by Cllr Harber, seconded by Cllr Croft and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock

19/0123 Clerks Report

Members had received a report prior to the meeting. The Clerk informed the members that she had received quotes from RBS for the cemetery and asset inventory software. This would be discussed at the September meeting. The VAT claim for 2018/19 had been received and from October 2019, VAT claims may have to be done online. The Clerk is looking into this. A new date for the CPRE meeting has been set for 16th September. Members agreed to the Clerk's annual leave of 25-29 November.

19/0124 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
4/7/19	NLC	Community Champion Awards	Members agreed to provide some names at the next meeting
9/7/19	Resident	Concerns over cars reversing out of a driveway near to the school and not being able to see children walking nearby	It was proposed by Cllr Faulks, seconded by Cllr Pringle and RESOLVED unanimously to mention it at NATS, ask the school to reinforce safety matters with parents and to put an article in the next newsletter.
11/7/19	Explorer Scout	Request for sponsorship to attend Eurojam Poland 2020	Members were informed that Council could not give to an individual, but they could give it to the Scout group, to support this event. It was proposed by Cllr Allison, seconded by Cllr Johnston and RESOLVED unanimously to give £100 to the Scout group from the Chairman's allowance
2/8/19	Came & Co	Pre renewal information	It was proposed by Cllr Croft, seconded by Cllr Faulks and RESOLVED unanimously that the office should be revalued once it is complete. Members agreed to discuss the renewal once a quote had been received.
3/8/19	Labour Groups Youth Officer	Request for support for a community youth forum	It was proposed by Cllr Harber, seconded by Cllr Allison and RESOLVED unanimously to invite the Youth Officer to give a five minute presentation at the next Council meeting.
8/8/19	Business	Request for a business advert on the website and to know the fee	Members agreed that the fee to advertise on the website should remain at £25 per annum and all the businesses would be asked if they would like to continue to advertise.
11/8/19	Resident	Concerns about the state of the bridleway from St Andrews Church to Alkborough	Members discussed which footpaths this Council are responsible for: the bridleway through the woodland to Stather Road, but not the one that goes diagonally down the hill towards the road. This one is on land owned by Sir Reginald Sheffield and it is Normanby Estates responsibility. Members reinforced that BUSPC is also only responsible for the footpath along Burton Hills as far as the car park at the picnic area. Members agreed to meet with the contractors to ensure that the paths that BUSPC footpaths are maintained.

19/0125 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Johnston informed the members that the Heritage Group would like to install a second flagpole on the paddock, to fly the commonwealth flag, financed by the group. Members had no objections. Cllr Pringle had been concerned about a recent Facebook posting but it was not posted on the Council page so no further discussion took place. Cllr Craddock had recently spoken to former councillor M Peace who was improving slowly. He had recently read about Neighbourhood Plans but members agreed that they had a parish plan that required updating. The Clerk was asked to circulate the parish plan.

19/0126 Adoption and review of the following policies:

- a) Adult safeguarding Policy
- b) Child Protection Policy
- c) Equality Policy
- d) Health & Safety Policy

It was proposed by Cllr Croft, seconded by Cllr Pringle and **RESOLVED** unanimously to adopt these policies with one amendment in each of the Adult Safeguarding & Child Protection policies.

19/0127 To receive reports from the following and resolve any actions arising:**a) Burton Playing Fields**

Cllr Craddock informed the members that the safety inspection at the playing field had been completed by NLC and had shown that the damaged wooden panel on the play equipment required replacing. A quote had been received for £550 + VAT. Members agreed to see if the panel could be repaired rather than being replaced. A copy of the dog exclusion order 2008 had been received but it did not cover the playing field. The order included the fenced play area, but it was shown in the wrong place. Members agreed to see if the order could be amended since it was incorrect. Members were informed that the PFA lease had been forfeited in accordance with the service of the notice and the subsequent non payment of rent and that the Parish Council had exercised peaceable re-entry and reclaimed the playing field. The draft lease for the bowls club would be drawn up and passed to members prior to its signing. The mower still had problems with the gearbox and axle and members were informed by Cllr Allison that it may need replacing in the next few years. The PFA account needed to be closed. It was proposed by Cllr Croft, seconded by Cllr Pringle and **RESOLVED** unanimously that once the direct debits had been moved to the Council account, the Clerk would write to the signatories asking them to transfer the outstanding money to the Council account and close it.

b) Village Hall Committee

Cllr Croft informed the members that the valves on the radiators had been completed so that all but one could be individually controlled. The tank had been lagged and the pipework reversed as requested by the Water board. Cllr Craddock mentioned that the ladders had gone missing but returned although they did not know who had borrowed them.

c) Thealby Play Area

Cllr Croft informed the members that they were waiting for the grant to be considered for the tarmacaking of the play area. Cllr Craddock mentioned that the roundabout had been repaired.

d) Superfast Broadband grant application

Cllr Craddock informed the members that the contract with Openreach had been received. He had met with Grange Windfarm and NLC (who administered the SSE grant) regarding the grants but complications had occurred. The voucher scheme had now changed and would provide up to £1,500 per resident who signed up to it. They had now managed to get 16 residents to sign up to the voucher scheme which was enough to fund the project. The list of names had been sent to the Department of Culture, Media and Sport and they were waiting for this to be ratified. If this is accepted then the grants would not be required. It was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously that the Clerk and Chair could complete the contract as long as the funding was in place.

e) Parish Pathways Partnership

Members were informed that NLC had agreed to reimburse the costs to cut the parish paths, but had asked for rates the charged by the contractor. Cllr Johnston mentioned that the original contract included recommendations for disabled access and repairs to broken areas. The Clerk was asked to check if this was still in place. The access to the footpath at Ashwood Close required repairs so it was agreed that a quote would be obtained.

f) Burial Ground

Members were informed that there had been a request from a relative to purchase the plot next to their purchased cremation plot so that a wider memorial could be installed. It was proposed by Cllr Johnston, seconded by Cllr Pringle and **RESOLVED** unanimously that the plot could be purchased and memorial installed.

g) Allotments

The Clerk mentioned that she had written to the two plot holders whose plots were not being maintained and both had begun to work on them. One plot had recently become vacant but there was interest from a resident to rent it.

19/0128 PFA Grants: To receive a report of progress with grant applications made to North Lincs Council's Community Fund and resolve any actions arising

At the meeting on 9/7/19 with representatives of NLC it had been agreed that NLC would write to residents asking for suggestions on how to spend the remaining £105,000. Cllr Johnston was asked to provide costings for a disabled access footpath on the playing field which would be submitted. Cllr Craddock had obtained a quote for floodlighting. Once the information had been received from NLC these two proposals would be submitted.

19/0129 Maintenance in the Village: for members to receive a verbal update on any maintenance issues.

Cllr Pringle had been informed about an uneven footpath on Wiltshire Avenue. She would find its exact location and the Clerk would report it to NLC Highways.

19/0130 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 Craddock informed the members that he had received a complaint of heavy goods vehicles driving through Thealby. Cllr Pringle mentioned that large vehicles had been seen going down Wiltshire Avenue.

a) Footpath, Burton Stather Hill

The Clerk had received an update from NLC stating they were investigating the structural stability of the embankment with a view to re-aligning the slab retention. Once the data is gathered, they would look into carrying out the works under a road closure.

19/0131 Parish Office Development

Cllr Johnston informed the members that the lighting, plumbing, heating and windows were nearly complete and the door would soon be delivered. The architect had checked the neighbour's wall when the scaffolding had been removed and there appeared to be no damage. He would write to the neighbour. There was currently no date given for the sewerage connection. Cllr Craddock mentioned that the decorating and flooring still needed to be done and agreed to get some quotes. The Clerk agreed to sort out the broadband. Members discussed the location of the waste bins belonging to the Chinese takeaway. They could either be fenced off at the front of the office or secured at the back. It was agreed that advice would be sought from the solicitor regarding a lease for the bins to be stored on Council land.

19/0132 Website: for members to receive a report on the required accessibility amendments

Members had received a report prior to the meeting stating the legal changes that must be made to public sector websites. It was agreed that the Clerk would make the changes and if further help was required she could get it from the website support.

19/0133 Newsletter

Cllr Craddock informed the members that he had met with Cllr May to discuss the latest edition of the newsletter. He had thanked her for her work, but it had been agreed that it would be good to have it proof read. Members agreed that Cllr Harber would proof read future editions and if she was not available then Cllr Pringle would do it.

19/0134 Emergency Plan: for members to review and update the plan

Members had received a copy of the emergency plan prior to the meeting. The Clerk was checking if the local pubs were still willing to provide emergency shelter. Members suggested a few amendments and agreed to accept the plan once these alterations had been made

19/0135 Village Green Status: for members to consider to apply for village green status for the paddock

Cllr Craddock informed the members that he had a copy of the deeds of the paddock and would like to seek legal advice prior to making an application for village green status, due to it quoting a number of Government Acts. Members agreed to take legal advice prior to the application.

19/0136 Make Burton Accessible Project (Cllr Harber)

Cllr Harber informed the members that a meeting had taken place between herself, Cllr Marper, Cllr May and a resident on 26/7/19. They had previously split the village into zones and rated how difficult it was to get around these areas. Cllr May was to produce electronic maps of the area showing how accessible different routes were in the village. It had been noted that only one area had dropped kerbs for wheelchairs/pushchairs. The junction with the High Street and Stather Road was an issue, as well as the path around the tree opposite the paddock. They were looking into moving the road over a little towards the paddock so that the footpath could be widened. The next meeting would be held on 13/9/19.

19/0137 VE Day 75: for members to receive an update on the planned meeting on 14th August 2019

Members were reminded that a meeting had been arranged for Wednesday 14th August at 7pm in the Westlands Club. A number of the local organisations had agreed to attend.

19/038 Planning Applications: For members to consider informing residents of any planning applications in their immediate vicinity

Cllr Craddock informed the members that NLC were no longer writing to residents when their neighbours had submitted a planning application. It was suggested that the Parish Council could send a simple form to the neighbouring properties informing them of how to view the application and submit their comments. It was proposed by Cllr Faulks, seconded by Cllr Croft and **RESOLVED** unanimously to send residents information on neighbouring planning applications.

19/0139 To consider the following planning applications:**a) Any applications from the date of the agenda being sent out**

Planning Number	Application	Comments
PA/2019/850	Planning permission to erect detached garage land adjacent to 30 High Street, BUS	No Comment
PA/2019/1301	Notice of intention to undertake pruning on a conifer tree within Normanby's conservation area at 3 Main Street, Normanby	No comment
PA/2019/1303	Planning permission to erect single storey extensions to all elevations of dwelling at 9 Eastholme Gardens, BUS	No comment, as long as the neighbours are informed, since it is close to the building line
PA/2019/1069	Outline planning permission to erect a dwelling with all matters reserved for subsequent approval at 17 Normanby Road, BUS	No comment
PA/2019/1178	Planning permission to convert garage, extend kitchen and other associated external works at 90 Flixborough Road, BUS	No comment

b) Planning applications

Planning Number	Application	Comments
PA/2019/1077	Planning permission to erect single storey side and rear extension including associated works at 9 High Street, BUS	No comment as long as the applicant abides by the regulations of the conservation area
PA/2019/1279	Application for determination of the requirement for prior approval of a household extension at 47 Holme Drive, BUS	For information only, applying under permitted development rights

PA/2019/1246	Planning permission to erect a detached garage at 75 Holme Drive, BUS	No comment
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c) Planning decisions made by NLC

Planning Number	Application	Decision
PA/2018/1853	Listed building consent to replace all external windows and doors, remove cellar window, reinstate internal wall and make alterations to chimney breast to include installation of wood burning stove at 22 Thealby Grange, Normanby Road, Thealby	Refused
PA/2019/979	Application for determination of requirement for prior approval of a household extension at 14 Flixborough Road, BUS	Prior approval not required
PA/2019/837	Planning permission to retain a wall at Brookside Caravan Park, BUS	Permission granted
PA/2019/736	Outline Planning Permission to erect a detached dwelling with layout, scale, appearance and landscaping reserved for subsequent approval on land east of 16 The Avenue, BUS	Permission granted
PA/2019/971	Planning permission to erect a single-storey rear extension and associated works at 6 Church Farm Mews, BUS	Permission granted
PA/2019/964	Planning permission for extensions and alterations to dwelling (including demolition of existing conservatory) and associated works at 22 Tee Lane, BUS	Permission granted

9.15pm It was proposed by Cllr Pringle, seconded by Cllr Croft and RESOLVED unanimously to suspend Standing Orders so that the agenda could be completed.

It was noted that despite the Parish Council objecting to planning application PA/2019/736, it was disappointed that NLC had granted outline planning permission

19/0140 Finance: To consider and approve current income and expenditure:

a) monthly balances on accounts and unpresented cheques in the accounting period

The Clerk had provided a monthly update on the accounts. There were no questions from the members

b) to approve payment of accounts and receipts and any other outstanding payments

The Clerk had issued the list of payments prior to the meeting with one addition. It was proposed by Cllr Johnston, seconded by Cllr Pringle and RESOLVED unanimously that the Council would pay the following items. It was agreed to transfer £10,000 from the savings account to the current account to pay these invoices:

Company	Amount	Reason
Scunthorpe Self Storage	162.50	Storage of office items
HMRC	0.00	Tax & NI
ERPF	255.49	Pension
Employee	872.70	Salary
Employee	45.44	expenses
EE	12.13	clerk's telephone (DD)
BT	61.68	CCTV Wifi at Pavilion(DD)
Utility Warehouse	799.76	Electricity Paddock (DD)
Burton in Bloom	300.00	Parish Council Grant
Leggotts Jewellers	24.00	Engraving of chains
Keystone Architecture	324.00	Architect fees
Burr Solutions	19563.59	3rd installment for office
NLC	186.00	Waste collection cemetery
SLCC	72.00	Using social media webinar
ERNLLCA	45.00	Being a Good Cllr part 1 training
Crawfords	23.58	Tractor ignition switch
Anglian Water	3168.10	Office water connection
Trevor Rowbotham	90.00	Litter Pick at BPF
Burton United FC	2456.47	Reimbursement for goal posts/Line paint
BUS Primary School	1500.00	Grant for community garden
SLCC	72.00	Website Accessibility Training
J Crowston	58.58	Pavilion Cleaning & Cleaning Products
Scunthorpe Lawnmowers	87.00	Repairs to BPF mower
Yards Apart	1019.88	Parish Paths & car park clearing
Yards Apart	264.00	Grass cutting
S Norton	290.00	Burial ground & swing repairs
Garden Angels	446.78	Grounds maintenance
Total	32,200.68	

9.20pm It was proposed by Cllr Harber, seconded by Cllr Pringle and RESOLVED unanimously to restore Standing Orders

There being no further business the meeting was closed at 9.20pm. The next scheduled meeting will be held in the Village Hall, Todds Lane at 7.15pm on Monday 9th September 2019.

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

