

FULL COUNCIL MINUTES
Monday 11th May 2020

Present: Cllr A Craddock (Chair) Cllr P Bell Cllr D Faulks Cllr S Hall
Cllr C Harber Cllr P Pringle Cllr C Sharp
Cllr M Taylor 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 were no members of the public nor Ward Councillors present.

Cllr Craddock mentioned that it was exactly a week since he had been informed of the death of Cllr Croft. It was mentioned that she was very much respected for her work on the Parish Council and the Village Hall Committee, as well as forming the popular Chat and Craft group. She was a fount of knowledge and expertise, always keeping the Parish Council on the right track, as well as having a tremendous sense of fun and generosity. Her presence would be sadly missed. A letter of condolence had been sent to her family from the Parish Council. Councillors gave their own recollections of Cllr Croft as a friend and colleague. A minutes silence was held in her memory.

There being no further business for the public session, the meeting began at 6.10pm

20/267 Election of Chairman

It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously that Cllr Craddock be elected Chair for 2020/2021. Cllr Craddock duly signed the acceptance of office.

20/268 Election of Vice Chairman

It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously that Cllr Harber be elected Vice Chair for 2020/2021. Cllr Harber duly signed the acceptance of office.

20/269 Apologies for absence

None

20/270 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 Harber item 20/282 (personal and prejudicial),

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

Dispensation forms for 2020/2021 were signed by the following Councillors: Cllr Craddock (Village Hall & Thealby Play Area), Cllr Harber (Village Hall), Cllr Faulks (Village Hall), Cllr Taylor (newsletter), Cllr Pringle (St Andrew's Church & Darby Road proposed development), Cllr Bell (Methodist Church), Cllr Webber (Burton in Bloom)

20/271 Acceptance of minutes for the meeting held on Monday 6th April 2020

Members had received the draft minutes of the meeting held on Monday 6th April 2020 prior to this meeting. It was proposed by Cllr Webber, seconded by Cllr Faulks and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

20/272 Clerk's report

Members had received a report prior to the meeting. They were informed that the interim insurance payment, for the playing field and pavilion to be added to the Parish Council insurance, would need paying prior to the next meeting. It was proposed by Cllr Harber, seconded by Cllr Faulks and **RESOLVED** unanimously that the payment could be made up to a maximum of £500. Cllr Craddock mentioned that NLC had queried about the starting location of the Villa Farm footpath and the Clerk had responded (after in consultation with the Chair and Vice Chair) by stating that the footpath starts at the point where it is clearly shown on the submitted Ordnance Survey map. The definitive map officer had written to those who had made witness statements asking them to mark where they had walked on a map. Cllr Marper had received a number of concerns from these residents so had suggested a remote meeting with the NLC Council Leader, herself and NLC officers. It was proposed by Cllr Harber, seconded by Cllr Bell and **RESOLVED** with one abstention that there was no need for a meeting and all queries should be put in writing to the Clerk. Members were reminded that the next newsletter was scheduled for the end of June. It was agreed to forgo this edition and hopefully be able to publish a hard copy in September. Cllr Faulks asked if the fence at Thealby Play Area had been reinstated by Normanby Estates, but was informed that this had not recently been checked.

20/273 Review of terms of reference for Personnel Committee

It was agreed to defer this item to the next meeting

20/274 Appointment of members to the Personnel Committee

It was agreed to defer this item to the next meeting

20/275 Appointment of three Councillors to carry out the quarterly financial review

It was proposed by Cllr Faulks, seconded by Cllr Hall and **RESOLVED** unanimously that the Chair, Vice Chair and Cllr Pringle should carry out the quarterly financial reviews.

20/276 To elect two Councillors to represent this Council at ERNLLCA district committee meetings

It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** unanimously that the Chair and Vice Chair represent the Council at ERNLLCA district committee meetings when there were relevant items to this Council on the agenda

20/277 To elect a Councillor to represent this Council at NATS meetings

It was proposed by Cllr Harber, seconded by Cllr Webber and **RESOLVED** unanimously that Cllr Pringle should represent the Council at NATS meetings. Cllr Craddock thanked Cllr Pringle for agreeing to continue to attend them.

20/278 Review of:

a. Standing Orders

Members had received the current Standing Orders prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** unanimously to authorise Cllr Craddock to inspect and give instructions for Council land and properties as per Standing Order 25. Members accepted the Standing Orders.

b. Council subscriptions

Members had received a list of the annual subscriptions prior to the meeting. These totalled £1248 whereby the budget set was £1000. It was proposed by Cllr Webber, seconded by Cllr Hall and **RESOLVED** unanimously to accept the subscriptions.

c. Council direct debits

Members had received a list of the monthly and quarterly direct debits prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr Taylor and **RESOLVED** unanimously to accept the direct debit payments.

d. Complaints Procedure

Members had received a copy of the complaints procedure prior to the meeting. It was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously to accept the complaints procedure.

20/279 Time and place of ordinary meetings up to next annual meeting

Members noted dates of the ordinary meetings up to the next annual meeting in May 2021.

20/280 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
11/5/2020	Burton Primary School	To consider a mural to be designed by the school for the fence outside the Parish Office	Members agreed to enquire with the conservation officer at NLC as to whether this would be allowed in the conservation area and then report back to Council

20/281 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Craddock gave an update on the work of the COVID-19 community group. They had spent approximately £80-£90 of the grant on essential items for those with difficulties. It was agreed that this was acceptable but if a large sum of money was spent on one household then the Parish Council should be informed. The school had asked if some of the grant could be spent on books for the school children since they were unable to visit school to change the ones they had borrowed. Financial figures for this had been requested but not yet received. Cllr Craddock asked the members how long they felt the VE Day wreath should be left at the memorial and it was agreed to remove it on Monday 18th May. Cllr Pringle mentioned the dead tree leaning over the road in Normanby and the Clerk was asked to enquire about getting it cut down. Cllr Faulks informed the members that he had seen some Japanese Knotweed on the verge of the road between Burton and Flixborough. The Clerk had reported it to NLC and markings had been made on the road so it looked like it was about to be removed. Cllr Webber enquired about the invoice for the metal bar at the playing field and Cllr Craddock explained that it had been straightened again and reinforced on the underside.

20/282 For members to receive a report on the website and Council emails

Cllr Craddock explained that for a number of years he had not been impressed with the Council website, since it was difficult to navigate. A local IT consultant had been commissioned to look at the website; a report had been produced and issued to Councillors. It was suggested that the company be asked to produce a specification for a website at a cost of £250, which could then be given to site designers. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** with one abstention to commission the local IT consultant to provide a website specification.

20/283 For members to receive an update on the Burton Hills lease

Members were informed that the Clerk had been in contact with Normanby Estates land agent and Sir Reginald Sheffield had agreed to extend the lease for 21 years at a rent of £150 per annum, on the same terms as the previous one. Once the lease was signed, it was suggested to look into forming a 'friends of Burton Hills' group to help with the maintenance. Cllr Webber asked as to whether the lease could be for more than 21 years and it was agreed to look into that. It was proposed by Cllr Webber, seconded by Cllr Bell and **RESOLVED** unanimously to renew the lease, giving the Clerk authority to get it signed by two Councillors on the same terms as the previous one. Cllr Craddock also mentioned that the legal fees would have to be paid and 3 years back rent of £22.50.

20/284 To receive reports from the following and resolve any actions arising:

a. Burton Playing Fields

Cllr Craddock informed the members that the moles had been treated on the playing fields and appeared to have been cleared.

b. Village Hall Committee

Cllr Craddock mentioned that due to the passing of Cllr Croft, a new Chair would be elected when the committee next met. The cleaner's cupboard was being installed with a sink and hot water. Since the hall was currently closed to hirers, its outgoings had reduced in cost with the exception of the Eon direct debit. Cllr Craddock was trying to get that amended.

c. Thealby Play Area

Cllr Craddock informed the members that the moles had now been removed from the area. The land was leased from Normanby Estates with an under lease to the Thealby Play Area Association. Currently Cllr Craddock was the only member of this association so it was suggested that the association should be disbanded and the under lease cancelled. This would be looked into at a later date. The Clerk mentioned that the lease to Normanby Estates was for 28 years which expires on 30 September 2036 at an annual rent of £1 and was looking into when the rent was last paid.

d. Facebook

Cllr Harber mentioned that this item was so that the Council were kept up to date with comments on Facebook. Members were informed that last weekend, residents were asked to upload their VE Day 75 photos to the page but due to the security levels set, this was not possible, so they have been asked to post them to the inbox. This will then form a record of how the village commemorated the event. There had also been a number of comments about Burton Hills.

e. Make Burton Accessible

Cllr Craddock mentioned that the broadband project was now being installed although there was some confusion as to what is being offered. This was being checked with Openreach. It had been noticed that markings had been placed around the village where the drop kerbs had been requested. Cllr Faulks mentioned that work had begun on one at Barnston Way.

f. Roxby Landfill Site

Cllr Craddock mentioned that the latest report had been received today and the Clerk would post it onto Facebook.

g. Burial Ground

Nothing to report

h. Allotments

Nothing to report

20/285 Grants: To receive a report of progress with grant applications made to North Lincs Council's Community Fund and to resolve any actions arising

Members were informed that NLC had acknowledged receipt of the grounds maintenance equipment grant but were currently not awarding any grants.

7.30pm Cllr Bell left the meeting

Cllr Craddock mentioned that Grange Windfarm had grants available. He informed the members that the Parish Council had planted an oak tree in the far corner of the playing field to commemorate VE Day 50 and the area was very overgrown.

7.33pm Cllr Bell returned to the meeting

He suggested that a quote was obtained to restore the area so that the tree could be seen and apply to the grant fund for the cost of this. He also suggested that the Council apply for funding for some benches and replacing the fence on the Wiltshire Ave side of the playing field. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously for the Chair, Vice Chair and Clerk to complete the application form and apply for a grant to Grange Windfarm.

7.38pm Cllr Bell left the meeting

20/286 Maintenance in the Village

a. To receive a verbal update on any maintenance issues

Cllr Craddock informed the members that a resident had tripped in Todds Lane and the Clerk had informed the insurers, but it was not clear who was responsible for the upkeep of the lane. He had obtained a quote to repair the surface for just under £10,000 and in the past NLC had been asked to adopt the road. It was agreed that the Clerk would write to all the households/users of the lane asking for their comments and solutions. Members also agreed to seek another quote.

Cllr Craddock mentioned that the churchyard had been cut although it had been left too long and would require another cut soon, which would mean that by the end of the season, it would have exceeded the budget. The current budget was £1,800 but there was £2,800 in the parish pathways partnership budget which would not be required. It was proposed by Cllr Harber, seconded by Cllr Hall and **RESOLVED** unanimously to move the £2,800 from the parish pathways partnership budget to the St Andrews churchyard maintenance.

Members were informed that the road name signs at Barnston Way and Flixborough Road had been replaced as well as the fingerpost on the path from the High Street to Hillcrest Drive. Cllr Webber mentioned that the one by the hedge on Normanby Road had not been done, so the Clerk agreed to enquire with NLC.

Members were informed that the ornamental light on the Paddock had been replaced with a LED bulb. The ornamental light on the corner of Stather Road and the High Street was permanently on and had been reported to NLC.

Cllr Harber had received a complaint about the daffodils being cut down and was informed that due to them looking tatty Cllr Craddock had asked the contractors to mow them.

20/287 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

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

Nothing to report

b. Stather Road

Members were informed that the repairs to the road were pending. The Clerk was asked to enquire if the potholes could be repaired in the near future.

20/288 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	Comments
PA/2020/607	Planning permission to erect a 1 ½ storey side extension (including demolition of existing single garage) at 83 Wiltshire Ave, BUS	No concerns as long as it does not affect the drainage/sewerage system
PA/2020/616	Planning permission to rebuild western end of the southern boundary wall and demolish part of the eastern end of the southern boundary wall at 43 High Street, BUS	Council would like due consideration to be given to the vehicular access to all properties.

8.00pm It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to suspend Standing Orders for fifteen minutes.

Planning Number	Application	Comments
PA/2020/650	Notice of intention to fell a tree (species not provided) and prune a sycamore within Burton upon Stather's conservation area at 27 High Street, BUS	No comment

c. Planning decisions made by NLC

Planning Number	Application	Decision
PA/2019/716	Appeal application for planning permission for a static caravan as temporary accommodation for a site manager (3 years) at Acorn Wood Caravan & Camping Site, Darby Road, BUS	Appeal dismissed

20/289 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 and asked if there were any questions. There were none. He mentioned that from the bank statements it could be seen that the Clerk had transferred the requested finances from the Lloyds account to the Barclays savings account.

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

Cllr Craddock mentioned that the payment for cutting the grass verges would be reimbursed from NLC in two equal instalments on 30 June and 30 September. Members were also informed that the ERNLLCA payment was made annually and the payment for the moles shouldn't be recurring. It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to pay the following invoices.

It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to transfer £7,000 from Barclays savings account to Barclays current account so that the invoices could be paid.

Company	Amount Gross	Reason
HMRC	50.08	April NI
ERPF	236.42	April Pension
Employee	881.46	April Salary
EE	12.13	clerk's telephone

BT	67.32	CCTV Wifi at Pavilion
Utility Warehouse	59.70	Electricity Paddock/Office/broadband
British Gas	62.00	Gas at Pavilion
Barclaycard	242.44	Moles/email
British Gas	118.09	domain/Zoom
Distorted Thinking	36.00	electricity at pavilion
Distorted Thinking	240.00	setting up domain & emails
ERNLLCA	828.36	Web investigation & analysis
ICCM	95.00	Annual membership
Yards Apart	72.00	Annual membership
Yards Apart	96.00	Grass cutting Paddock
Yards Apart	1989.96	Flailing Thealby Play area
Yards Apart	72.00	Verge cutting
Yards Apart	720.00	Paddock grass cutting
Pestcotek	546.00	churchyard grass cutting
Burton Bowls Club	250.00	Moles relocated
Wave	20.42	PC Grant
Hygiene Hub	53.99	Pavilion water
Royal British Legion	25.00	Hand sanitizer
British Gas	50.69	Donation for VE Day wreath
Sir Reginald Sheffield	22.50	electricity pavilion
Pestcotek	100.80	Rent for Burton Hills
Forge Welding	160.00	Mole on playing field
	7108.36	Repair to bar at BPF

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

There being no further business the meeting was closed at 8.05pm. The next scheduled meeting will be held on Monday 8th June 2020. This will be held remotely via Zoom unless government restrictions have been lifted on public gatherings.

Chairman's signature.....

Date.....