

Burton upon Stather Parish Council  
**Annual Parish Meeting**  
Held on Tuesday 24<sup>th</sup> May 2022 at 6pm in the Village Hall

|          |                     |              |            |             |
|----------|---------------------|--------------|------------|-------------|
| Present: | Cllr Harber (Chair) | Cllr Bell    | Cllr Bull  | Cllr Faulks |
|          | Cllr Nicholson      | Cllr Pringle | Cllr Sharp | Cllr Webber |

Also present: Dave Lofts (NLC), four members of the Youth Council, five residents and one member of the public

Six Burton school children and their teacher greeted residents at the door.

**1. Welcome by the Chairman**

The Chairman welcomed everyone to the meeting. (see attached report)

**2. Performance by Burton upon Stather Primary School Choir**

Due to not enough pupils being available, the choir was unable to perform

**3. Apologies for absence**

Apologies had been received from Cllrs Collinson, Johnston, Mitchell and Whittaker and Ward Cllr Rowson

**4. 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 declared

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

None

**5. To approve minutes of the Annual Parish Meeting held on 18<sup>th</sup> May 2021**

Members had received the draft minutes of the Annual Parish Meeting held on Monday 18<sup>th</sup> May 2021 prior to the meeting. It was proposed by Cllr Webber seconded by Cllr Pringle and **RESOLVED** with two abstentions that they were a true and accurate record. The minutes were duly signed by Cllr Harber.

**6. Presentation on Neighbourhood Plans by Dave Lofts, Senior Planning Specialist at NLC**

Dave Lofts explained how NLC could help a group to start a neighbourhood plan. So far in the area there were two adopted plans (Appleby Parish Council and Worlaby Parish Council). He mentioned that a neighbourhood plan must add onto the Local Plan, so if the Local Plan had allocated 100 new houses in the village, a neighbourhood plan could not change this. All policies in the neighbourhood plan must be based on evidence and the community can come together to shape the growth of the parish. If there are no issues needing to be addressed, then it may not be worth doing a neighbourhood plan. A neighbourhood plan is led by the Parish Council, by and for the community. It is community led through consultation and surveys. NLC will support the group doing the neighbourhood plan. There is funding and practical help from the government for up to £10,000 to prepare the plan. Once it is adopted, it carries weight for when NLC considers planning applications in the parish. There are five stages that the neighbourhood plan must go through before it is adopted:

- a. Designation of the area: the application is on NLC website and must include a map.
- b. Preparation of the plan: this can take anything between months and years. There are rounds of engagement and consultation. A pre-submission plan goes to consultation for six weeks in the local area, which asks for comments and if required, amendments will be made.
- c. Formal submission of the plan to NLC: this checks that the requirements have been met and NLC takes it to consultation. All statutory bodies, neighbouring Parish Councils, stakeholders etc are consulted and if required the plan is amended again.

- d. Formal examination of the plan: this is organised and paid for by NLC. An impartial planning inspector checks the plan to see that the requirements have been met. Recommendations may be given before it goes to the final round.
- e. Referendum: this is paid for and organised by NLC. It is done at a polling station with a ballot paper. To be adopted at least 51% of people voting must want it.

Cllr Nicholson enquired as to how long a neighbourhood plan would take to do and was informed that this depends on the issues in the parish. The average is approximately three years. Sixteen areas have been designated in North Lincolnshire, but many had struggled. There were five to six groups still progressing. Cllr Webber asked about engagement in the community and was informed that this was essential. If the Parish Council was thinking about a neighbourhood plan, then it would be good to get the area designated. Cllr Harber asked if there was a time limit to complete the plan and was informed there wasn't one as long as national guidance doesn't change e.g., if the Local Plan changes and the draft neighbourhood plan would not follow the Local Plan. Cllr Nicholson enquired as to whether the neighbourhood plan could influence national infrastructure planning decisions and was informed that national policy could be considered. He was informed that there was no reason that the designated area couldn't cover more than one parish. Cllr Faulks mentioned the concerns of the residents about the planned incinerator at Flixborough Industrial Estate.

Cllr Harber asked the residents that if they had any further questions for Dave Lofts to email them to the Clerk.

6.25pm Dave Lofts left the meeting

**7. Parish Council Chair's Report**

Cllr Harber had provided a written report on the last years work of the Council. (See attached report). After her report, she invited the Youth Council to give a report. Erin Taylor introduced herself as the Chair of the Youth Council along with the other members, Ellie Crampton-Pullan (Vice Chair), Seb Busby and Joe Porteous. Erin informed the residents that the Youth Council had carried out a litter pick from Tee Lane to Thealby and another one would be planned to cover Burton upon Stather. Ellie mentioned that the Youth Council had campaigned with the Parish Council and the Ward Councillors for the library bus to stay longer in the village. This had been trialled during March and April staying at the medical centre until 4.45pm. It was publicised on social media. Erin mentioned that they had a display board showing the logo that Joe had designed and that they would be having t-shirts printed with the logo.

**8. Responsible Financial Officer's Report**

The Clerk gave a report on the Council's finances. (See attached report)

**9. Report from Village Hall Management Committee**

Cllr Faulks gave a report from the Village Hall Committee. (See attached report)

**10. Questions from members of the public**

There were no questions asked.

**11. Date of next meeting**

A proposed date of Tuesday 23<sup>rd</sup> May 2023 was set for the next Annual Parish Meeting.

There being no further business, Cllr Harber closed the meeting at 6.45pm

Chair's signature.....

Date.....

Chair's Welcome Report

Welcome:

Hello and welcome to everyone who has found the time to attend tonight. My name is Cathy and I am the Chair of the Parish Council. We have a number of organisations here tonight so we hope that you can speak to them and learn about what goes on in our lovely Parish. Teas and coffees are available from the kitchen – think there might be biscuits too!

Health and safety – we are not expecting the fire alarm to go off tonight, if it does there are fire exits to my right, in the kitchen lobby, the main entrance and one backstage should we need it. Toilets are situated through the foyer.

We hope you enjoy the evening; we have a number of reports to give and a presentation by David Lofts, Senior Planning Specialist at NLC who is here to talk to us about Neighbourhood Plans, and Councillors will be available afterwards if you want to talk to us.

Unfortunately, the Burton School Choir have been unable to attend this evening, but it has been lovely to have some of the pupils greeting you as you all arrived.

Chairs Report

Thank you to Mr Lofts for his informative presentation.

The past year has certainly been more stable as we have moved out of lockdown and been able to hold face to face meetings. The Parish Council have taken the decision to continue to hold meetings in the main Hall as this gives us more space for members of the public to attend.

In June of 2021 the resurfacing of Todds Lane took place and I think we can all agree it has made a huge difference, especially in terms of accessibility for all. This was funded through a grant from the North Lincs Community Grant Fund, for which we were very grateful.

Last year the Parish Council appointed Mr Michael Lonsdale as a Grounds person. He works extremely hard to keep all Parish Council areas tidy and maintained. Mr Lonsdale is a real asset to the Parish.

The Parish Council held a public meeting in October 2021 to consult with parishioners about their response to the proposed North Lincs Green Energy Park aka a huge incinerator. It was clear from the meeting that this was not wanted in the area and the Parish Council formed a Working Group with members of Flixborough Parish Council, Roxby cum Risby Parish Council and a representative from Amcotts, together with support from relevant Ward Councillors, to work together to oppose the development. The current situation is that the Planning Application has been withdrawn, but the Working Group remains vigilant, watching for a renewed Planning Application and will reconvene should this happen.

Some of you may recall the Parish Council holding a Public Meeting in March 2020 just before lockdown began, to discuss the proposed development on land off Darby Road. In October 2021 North Lincs Council published their draft Local Plan which had no mention of this proposed development. The Parish Council will continue to monitor the situation and will work with the local community to address the issue should we need to when the Local Plan is published.

The Parish Council worked with North Lincs, the Ward Councillors and Normanby Estates to establish the new circular footpath linking Burton with Thealby, and we hope that eventually it will be linked up with Normanby.

In December we welcomed back Cllr Jim Mitchell to the Parish Council. Cllr Mitchell has several years' experience having served on the Parish Council previously and we are very grateful to have his knowledge and expertise on board.

In February Cllr Burt resigned from the Parish Council and we thank her for her contributions and wish her well in her future endeavours.

I would like to take this opportunity to thank each and every one of our Parish Councillors for all their hard work and support over the past year. They turn up in all weathers to attend meetings, to listen and work together to make decisions about our parish. Some attend other meetings and working groups, representing our parish and making sure your voice is heard. All this is in their own time, and I thank them all for that. I would also like to thank Michael, our trusty and hardworking groundsman, who has turned out in the evenings and weekends when there is an urgent job that needs doing. And last, but by no means least, I would like to thank Candace, our clerk. Candace has a wealth of experience and works extremely hard to keep us all on track. I cannot thank her enough for all her advice and hard work – the Parish Council would not be where it is today without her input.

Candace encouraged the Parish Council to apply for the Local Council Award Scheme, and we were successful in achieving the Foundation Award in January of this year. The Council are now working towards the next level, which is the Quality Award.

In October the Parish Council met with young people to set up the Burton upon Stather Parish Council Youth Council. We have some members of the Youth Council with us today and I now invite them to give their presentation.

#### Responsible Financial Officer's Report

|                               | 2020/2021       | 2021/2022       |
|-------------------------------|-----------------|-----------------|
| <b>Opening Balance</b>        | £57,453         | £62,645         |
| <b>Income</b>                 |                 |                 |
| Precept                       | £61,900         | £64,000         |
| Newsletter                    | £50             | £205            |
| Grants                        | £31,521         | £27,738         |
| Allotments                    | £660            | £640            |
| Burial Ground                 | £2,540          | £3,440          |
| Burton Playing Field          | £960            | £1,140          |
| NLC Grass verge cutting grant | £19,624         | £19,624         |
| Other Income                  | £20             | £1,540          |
| VAT reclaimed                 | £11,992         | £12,076         |
| Bank Interest                 | £18             | £6              |
| <b>Total Income</b>           | <b>£129,285</b> | <b>£130,409</b> |
| <b>Expenses</b>               |                 |                 |
| Staff Costs                   | £14,994         | £31,500         |
| Administration                | £14,004         | £30,218         |
| Grounds Maintenance           | £44,385         | £31,062         |
| Allotments                    | £200            | £200            |
| Burial Ground                 | £1,826          | £611            |
| Events                        | £0              | £288            |
| Parish Office Development     | £1,000          | £0              |

|                          |  |          |  |          |
|--------------------------|--|----------|--|----------|
| Burton Playing Field     |  | £24,810  |  | £5,497   |
| Village Hall             |  | £833     |  | £2,306   |
| Thealby Play Area        |  | £8,322   |  | £140     |
| VAT paid                 |  | £13,719  |  | £9,942   |
| <b>Total Expenditure</b> |  | £124,093 |  | £111,764 |
|                          |  |          |  |          |
| <b>Closing Balance</b>   |  | £62,645  |  | £81,290  |
|                          |  |          |  |          |
|                          |  |          |  |          |

|  |                                |  |         |
|--|--------------------------------|--|---------|
| In 2021/2022 the following grants were received: |                                |  |         |
|  |                                |  |         |
| NLC  | Support                        |  | £2,013  |
|  | Re-surface of Todds Lane       |  | £7,101  |
|  | Grounds Maintenance Equipment  |  | £17,015 |
|  | Jubilee Coins                  |  | £250    |
|  | Grass verge cutting            |  | £19,624 |
|  |                                |  |         |
| Grange Windfarm                                  | Playing field car park barrier |  | £1,309  |

You should have sight of the balance sheet for 2021/2022 and I would like to bring a few items to your attention.

In April 2021, the Parish Council employed a Grounds Maintenance Operative which doubled the employee costs. However, it meant that contractors were no longer required for much of the grass cutting and maintenance and was no more expensive.

During the year several grants were awarded to the Council. From North Lincs Council, £7,101 was received to re-surface Todds Lane, £17,015 for the Grounds Maintenance Equipment, and £250 for the Platinum Jubilee coins gifted to the primary school pupils. A grant has also been received from Grange Windfarm for £1,310 to replace the barrier at the playing fields between the car park and the playing field.

The Parish Council also awarded community grants to several local groups: £1,000 to Normanby Cricket Club, £450 to Burton in Bloom, and £250 to Burton Bowls Club. In this financial year, the Council has changed how these grants will be considered. Groups can apply throughout the year and the Council will consider them at their April, July, October and January meetings. This means that groups do not have to try to predict any funding requirements they may have but can apply for a grant when they need financial support.

At the bottom of the balance sheet, you can see that the closing balance for 2021/22 was £18,645 greater than the closing balance for 2020/2021. This is because the Parish Council purchased equipment for the Grounds Maintenance Operative in 2020/21 but did not receive the grant from NLC until November 2021. It is recommended to have between three to six months expenditure in general reserves for emergencies. The Parish Council has £29,833 in earmarked reserves to cover certain expenditure/projects, which leaves £51,457 in general reserves. It is essential to have these reserves for unforeseen expenditure and since NLC does not pay the first half of the precept until the end of April, the first month's bills for the new financial year must be paid from the general reserves. On 31/3/22, the Council had approximately 6 months general reserves which is within the suggested amount.

Village Hall Chair's Report

Well at least the worst effects of covid are behind us, unless we get hit with a new variant from China or North Korea.

Now the hall is fully open again and in regular use it looks a lot less neglected than when it had been on lockdown. With no heating and very little ventilation. The walls have all been washed, and the hall looks fit for purpose once again, serving all village activities.

Thanks due also to Judy our cleaner for all her extra sessions to keep it safe and sanitised between hirers

Thanks also to Jan Benn, for taking over as treasurer and getting our books in order to pass scrutiny by our auditors and now the charity commission.

In fact thanks to all the committee for helping in a whole variety of ways to keep the ship afloat.

The PC who own the freehold ordered a survey of the premises. What we got was a sorry tale of woe, in fact at first reading it seemed a miracle that it was still standing at all but they had tried to fit their comments into a standard template which was better suited to the sale particulars for a 3 bed semi. A second report by a well-established local builder finished with the comments "the building is in a reasonable state of repair and a credit to the committee running it."

We are now using this more positive report as a framework for further improvements and a recommended building engineer has been instructed to inspect the floor and the outside walls.

Over the past year we did succeed in claiming a covid business support grant so our financial position is largely unaffected by covid so we were able to install a decent fire detection and alarm system together with a new store room with a sink and running water for the cleaner.

As for what next?..?

We need to sort out the bounce in the floor. The settlement crack in the north wall. The old asbestos cement roof tiles and whatever comes up that needs attention to keep the hall fit for purpose.

So once again thanks to all the committee for their help and support and please buy a Lincs Lotto ticket to help our on-going finances.

Thank you for your attention.