

**FULL COUNCIL MINUTES**  
**Monday 19<sup>th</sup> April 2021**

<b>Present:</b>	Cllr C Harber (Chair)	Cllr P Bell	Cllr D Faulks	Cllr S Hall	Cllr W Johnston	Cllr S Nicholson
		Cllr P Pringle	Cllr M Taylor	Cllr R Webber	Cllr S Bull (from item 21/56)	Cllr M Collinson (from item 21/56)

Also present: the Clerk, Ward Councillor Marper, the Grounds Maintenance Operative and one member 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

The member of the public mentioned that he had spoken with NLC footpath officers regarding BW 167 and agreed to forward the information received to the Clerk. He enquired as to whether the public session was for questions and answers and the Clerk explained that it was for questions on agenda items or if other queries were raised, they could be placed on the next agenda.

Cllr Marper gave a Ward Councillor report. A member of the public had raised concerns about the road surface on Wiltshire Ave and an inspection would be carried out. The footpath between Burton and Thealby was progressing well. Numerous potholes had been reported around the parish.

6.35pm Cllr Hall joined the meeting

Numerous grants had been awarded to local charities and community groups, including Normanby Sports and Activity Club which had also received match funding from the Parish Council. Various litter picks had been arranged for the Great British Clean up. Cllr Marper went through the new stage of lockdown two and what was allowed.

6.41pm the Grounds Maintenance Operative joined the meeting

The Council was introduced to the new Grounds Maintenance Operative

6.42pm the Grounds Maintenance Operative left the meeting

There being no further reports from the Ward Councillor or member of the public, the meeting was opened at 6.42pm

**21/53 Election of the Chairman**

It was proposed by Cllr Nicholson, seconded by Cllr Pringle and **RESOLVED** unanimously that Cllr Harber be elected Chair. Cllr Harber signed the acceptance of office.

**21/54 Apologies for absence**

Apologies were received from Ward Councillors Ogg and Rowson

**21/55 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 21/66 (personal and prejudicial)

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

Cllrs Harber, Faulks and Johnston for the Village Hall

**21/56 Parish Councillor Co-option**

Ms Bull and Ms Collinson explained their reasons for wanting to become a Parish Councillor.

6.47pm Ms Bull and Ms Collinson were moved to the waiting room

Members discussed the applications. It was proposed by Cllr Hall, seconded by Cllr Johnston and **RESOLVED** unanimously to accept Ms Bull as a Councillor. It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to accept Ms Collinson as a Councillor.

6.52pm Ms Bull and Ms Collinson rejoined the meeting

Cllr Harber informed Ms Bull and Ms Collinson that they had been co-opted onto the Council and welcomed them as members. They signed the declaration of acceptance of office and joined the meeting.

**21/57 Acceptance of minutes for the meeting held on Monday 8<sup>th</sup> March 2021**

Members had received the draft minutes of the meeting held on Monday 8<sup>th</sup> March 2021 prior to the meeting. It was proposed by Cllr Nicholson, seconded by Cllr Bell and **RESOLVED** that they were a true and accurate record. The minutes were duly signed by Cllr Harber.

## 21/58 Clerk's report

Members had received a report prior to the meeting. It was agreed that Cllrs Harber, Nicholson and Taylor would arrange a visit to the primary school to talk about the writing competition. It was proposed by Cllr Webber, seconded by Cllr Johnston and **RESOLVED** unanimously that the Clerk should sign and return the service level agreement with NLC for the playground inspections. Members were informed that the Clerk had received Cllr Craddock's resignation. It was agreed that the Clerk would write a letter of condolence to the Queen regarding the recent passing of the Duke of Edinburgh.

## 21/59 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
Resident	Smoke nuisance from neighbour	The Clerk was asked to write to Environmental Health in support of the resident
Resident	Sheffield Arms Re-opening	It was agreed to monitor the situation regarding the noise level from the live music
Keep Britain Tidy	Great British Clean 2021	It was agreed to advertise this on Facebook
Resident	Concern of leaves from trees at The Avenue	Noted. The Clerk mentioned this to the Ward Councillors
Resident	Drugs found at the playing field	Noted. Any further evidence would be reported to the police

## 21/60 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Harber acknowledged and thanked Mr Craddock for the hard work that he had done during his time as a Councillor. She also suggested about having a stall at Burton in Bloom but since the event had not been confirmed the decision was postponed to the next meeting. Cllr Harber wanted to encourage all Councillors to attend training. Cllr Johnston enquired about the letter written to the property at the bottom of Stather Road and was informed that a response had not been received. He mentioned that action may be taken. Cllr Webber asked what was happening about the Burton Hills lease and was informed that it was still in progress. The Clerk was asked to chase it up. She mentioned that there had been comments on Facebook about the bins overflowing and the Clerk confirmed this had been reported to NLC. She also asked for an update on the restrictions proposed at Wood Bottom and mentioned a sign at Wood Hill that was pulling at the handrail. Cllr Marper agreed to investigate this. Cllr Marper also agreed to get an update on the potholes on Ridgewood Drive, Barnston Way and Normanby. Cllr Collinson had reported that the handle on the dog bin at Thealby was rusted and broken. She was informed that the Grounds Maintenance Operative would sort it out.

## 21/61 To receive reports from the following and resolve any actions arising:

### a. Burton Playing Fields

The Clerk informed the members that the car park signs had been installed at the playing field.

### b. Village Hall Committee

Cllr Harber mentioned that Micron Analytical had carried out the asbestos survey and mentioned that the asbestos under the void was sealed, so safe. They had been advised not to clear out the gutters in the immediate future. Jon Bayley had looked around the hall and located a large crack in the ladies toilet and one on an external wall. He had suggested to monitor it with a crack monitoring kit. It was proposed by Cllr Nicholson, seconded by Cllr Pringle and **RESOLVED** unanimously to purchase the crack monitoring kit at a cost of £125. Cllr Harber mentioned that the gardener had informed her that the compost heap was getting large. The grounds maintenance operative had said he could remove it, but it was agreed to offer it to the allotment holders first prior to removal. The village hall committee had been awarded £1000 from the Tesco Bags of Help grant.

### c. Thealby Play Area

Members were informed that the Grounds Maintenance Operative would put the wheelie bin out each fortnight.

### d. Riverside Footpath and Bridleway 167

Cllr Nicholson had provided the members with a report prior to the meeting. He mentioned that NLC had requested a map for the route of the footpath and consistent affidavits. A discussion took place and it was proposed by Cllr Johnston, seconded by Cllr Taylor and **RESOLVED** with one abstention that Cllrs Bull, Johnston and Nicholson would arrange a meeting with the group that had brought the issue of the footpath to the Parish Council to see whether there was enough new information to proceed further with getting the footpath onto the definitive map. They would report back to the Council. It was also agreed that the blocking of BW 167 would also be discussed at the meeting.

### e. Facebook

Members were informed that there had been comments about the overflowing bins.

### f. Burial Ground

Members were informed that there was one burial later in the week and an interment of ashes next month

### g. Allotments

Members were informed that one plot had been vacated but it had been reallocated.

### h. Broadband in Normanby

Cllr Harber mentioned that the interested parties had registered with Openreach and were waiting to hear back.

7.45pm the resident left the meeting

**21/62 Model Design Code Consultation: to resolve a reply to the consultation**

Cllr Webber had provided a report with a suggested response prior to the meeting. It was proposed by Cllr Johnston, seconded by Cllr Collinson and **RESOLVED** unanimously to send the suggested response. Cllr Harber thanked Cllr Webber for all the work she had put into the report.

**21/63 Internal Audit: to review the financial internal controls**

Members had received a report outlining the Council’s internal controls prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Nicholson and **RESOLVED** unanimously to set up a second signature authority for BACS payments on the Lloyds account. It was agreed to continue with all the other controls. It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously that Cllr Nicholson would support Cllr Pringle with the quarterly reviews.

**21/64 May meeting: to discuss whether to change the date of this meeting and to resolve any actions arising**

Members were informed that since the government had not extended to allow virtual meetings beyond the 7<sup>th</sup> May, the next meeting could either be held virtually prior to that date or face to face after the 17<sup>th</sup> May when the road map allowed indoor gatherings. Cllr Webber had recently attended a meeting with ERNLLCA where other Councils mentioned that they were planning to hold the May meeting virtually prior to the 7<sup>th</sup> May. It was proposed by Cllr Nicholson, seconded by Cllr Pringle and **RESOLVED** unanimously to hold the May meeting virtually on Tuesday 4<sup>th</sup> May at 6.30pm. Cllr Taylor gave her apologies.

**21/65 Annual Parish Meeting: to agree on a date and format for the meeting**

It was proposed by Cllr Pringle, seconded by Cllr Johnston and **RESOLVED** unanimously to hold the Annual Parish Meeting in the Village Hall with COVID safe rules on Tuesday 18<sup>th</sup> May at 6.30pm. Cllr Webber mentioned that at the ERNLLCA meeting, it had been mentioned that most Councils were not publishing the Zoom link but requesting residents to ask for it. There were several training sessions planned on webinars which will soon be able to be booked online.

8pm Cllr Harber was moved to the waiting room. Cllr Faulks took the Chair

**21/66 Website: to agree a date to make the new website live**

It was proposed by Cllr Pringle, seconded by Cllr Nicholson and **RESOLVED** unanimously to use the ‘buspc.org’ domain and to set the website live as soon as the Clerk was able.

8.06pm Cllr Harber returned to the meeting and took the Chair

**21/67 Grants: To receive a report of progress with grant applications and to resolve any actions arising**

Members were informed that the Todd’s Lane grant had been awarded by NLC to a maximum value of £7101, so the Parish Council would have to fund the final £1775. It was proposed by Cllr Nicholson, seconded by Cllr Faulks and **RESOLVED** unanimously to write to the residents of Todd’s Lane to ask for a donation towards the balance. Members were informed that the Grounds Maintenance Equipment grant would be claimed once all the equipment had been purchased. The Grangewind farm grant was now open for applications and members were asked to bear that in mind.

**21/68 Maintenance in the Village: To receive a verbal update on any maintenance issues and resolve any actions arising**

Members were informed that the planters were now in place on The Avenue and by Thealby bus shelter. The benches for Flixborough Road and the Paddock still needed to be installed and Cllr Johnston agreed to help the Grounds Maintenance Operative.

**21/69 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. Stather Road (Cllr Nicholson)**

Cllr Nicholson mentioned that he had contacted NLC on 10<sup>th</sup> March for an update on when Stather Road would be resurfaced and despite two further phone calls, had still not received a reply. He had been given a reference number on the third attempt. Cllr Marper informed the members that it had been on the list for two years and would require three-way traffic management. It was agreed that Cllr Nicholson would forward the reference number and emails to the Clerk who would report it via the NLC portal.

**21/70 To consider the following planning applications:**

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

Planning Number	Application	Response
PA/2021/681	Planning permission to erect a two-storey side extension at 4 Norfolk Ave, BUS	No comments
PA/2021/686	Planning permission to erect at single storey rear extension at 34 Tee Lane, BUS	No comments

**b. Planning Applications**

Planning Number	Application	Response
PA/2021/452	Planning permission to erect single-storey side and rear extensions to the property at 65 Wiltshire Ave, BUS	No comments

PA/2021/533	Planning permission to erect a single-storey ground floor rear extension at 11 The Avenue, BUS	No comments
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**c. Planning decisions made by NLC**

Planning Number	Application	Response
PA/2021/73	Planning permission to erect a new pitched roof to existing flat roof garage at 11 Somerset Drive, BUS	Permission granted
PA/2021/301	Planning permission to erect a 1 ½ storey side extension including demolition of existing garage (re-sub PA/2020/607) at 83 Wiltshire Ave, BUS	Permission granted
PA/2020/898	Planning permission to convert garage into 2 bedrooms, outbuilding into games room with a new link building attached to main dwelling at 73 Flixborough Road, BUS	Permission granted
PA/2020/1270	Planning permission to replace windows and doors at 3 Main Street, Normanby	Permission granted

**21/71 Finance:**

**a. To consider and resolve moving 2020/2021 surplus into earmarked reserves**

Members had received a report of the suggested earmarked reserves prior to the meeting. It was proposed by Cllr Nicholson, seconded by Cllr Pringle and **RESOLVED** unanimously to move £12,667 into earmarked reserves.

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

The Clerk went through the detailed income and expenditure. There were no questions from the members.

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

There were no questions on the bank statements

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

It was proposed by Cllr Webber, seconded by Cllr Nicholson and **RESOLVED** unanimously to pay the following invoices. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to transfer £8000 from the Barclays savings account to the Barclays current account, to pay the invoices

Company	GROSS	Reason
HMRC	83.10	March NI
ERPF	267.87	March Pension
Employee	985.92	March Salary
EE	25.01	clerk's telephone
Utility Warehouse	257.49	Electricity/broadband/phone
Barclaycard	299.06	Compost/Plants/Trailer/Locker (granted funded)
Rialtus Business Suite	30.00	Transfer of accounts software
Enforce	240.00	CCTV service
Farmstar	13078.14	Ride on mower (grant funded)
John Coopers	300.00	Trailer (grant funded)
Crawford Lawnmowers	560.97	Ground's equipment (grant funded)
Primrose	435.98	Planters (grant funded)
NLC	70.00	Job advert
Cllr Craddock	55.50	key cut/padlock/compost
Garden Angels	432.00	Grass cutting
NS Services	230.00	Ground's maintenance
NS Services	195.00	Garage security
J Crowston	36.24	Pavilion/office cleaning
Rialtus Business Suite	148.80	Software Support
Pestcotek	100.00	Mole removal
ERNLLCA	851.47	Membership
ERNLLCA	36.00	Internal Controls training
John Coopers	37.97	Security Items
Yards Apart	192.00	Churchyard tree
Yards Apart	720.00	Churchyard grass cutting
Yards Apart	1989.96	Verge cutting
Yards Apart	132.00	Paddock/Thealby PA grass cutting
Yards Apart	71.47	Pavilion electricity

British Gas	690.00	Village Hall asbestos survey
Micron Analytical	145.88	Ground's maintenance PPE
Screwfix	1000.00	Parish Council grant
Normanby Cricket Club	90.00	Litter Pick
T Rowbotham	11.33	Fuel for mower etc
Employee	56.49	Pavilion water
Wave	432.00	Pavilion shutter locks changed
Cord Door Systems	120.83	Electricity/broadband/phone (DD)
Utility Warehouse	95.00	Subscription
ICCM	125.00	Crack monitoring kit
Avonguard	<b>24628.48</b>	

It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to suspend Standing Orders for fifteen minutes so that the agenda could be completed.

8.40pm Cllr Marper left the meeting

It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to take agenda item 21/72 into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, for members to receive updates on items that contained information of a confidential nature.

**21/72 Closed session:**

**a. Update on the ground's maintenance operative.**

Members were given an update on the work of the grounds maintenance operative and agreed to purchase the additional equipment that was required. It was agreed to delay enrolling him into a pension scheme until he had completed his probationary period.

**b. Clerk's pay scale**

Member were reminded that they had approved the Clerk's new pay scale in January and it became effective from 1<sup>st</sup> April.

It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to come out of Closed Session.

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

There being no further business the meeting was closed at 8.45pm. The next scheduled meeting will be held on Tuesday 4<sup>th</sup> May 2021 via Zoom, unless government guidelines dictate otherwise

Chairman's signature.....

Date.....