

BURTON UPON STATHER PARISH COUNCIL
FULL COUNCIL MINUTES
Monday 9th September 2019

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

Also present: the Clerk, Ward Cllrs Marper and Ogg

Public session

No members of the public were present. Cllr Ogg reported that the three ornamental lights in the High Street had been reported for not working, but had not yet been sorted.

7.16pm Ward Cllr Marper arrived

Cllr Marper mentioned that a bulb had been put in but it was too bright and illuminated 360 degrees so had been removed. Cllr Ogg offered to chase this up. He mentioned that the resurfacing of some of the footpaths had been authorised including the work on Stather Road. Cllr Craddock enquired about the drainage work on Wiltshire Ave and Cllr Ogg agreed to get an update. The road surface on Glebe Close/Holme Drive would be sorted out.

There being no further reports it was agreed to open the meeting. The meeting opened at 7.24pm

19/0141 Apologies for absence

Apologies were received from Cllr Allison

19/0142 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.

Cllr Croft for agenda item 23, planning application PA/2019/1254

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

19/0143 Minutes of the meeting held on Monday 12th August 2019

Members had received the draft minutes of the meeting held on Monday 12th August 2019 prior to this meeting. Cllr Johnston queried a payment to Burton Primary School, which should have stated it was paid to Burton in Bloom. This was amended. It was proposed by Cllr Harber, seconded by Cllr Croft and **RESOLVED** unanimously that with the one amendment, they were a true and accurate record. The minutes were duly signed by Cllr Craddock

19/0144 Clerks Report

Members had received a report prior to the meeting. Members were informed that the grant to the Explorer Scout for Eurojam was in accounts to be paid. There had been no reply to the query about the Dogs Exclusion Order being incorrect. Amendments were being made to the website as and when time allowed. The Emergency Plan had been updated and the form to notify residents of neighbouring planning applications was in use.

19/0145 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
15/8/19	ERNLLCA	AGM 19 th September	Noted
12/8/19	Resident	Request to look into the fencing off of the river bank near to the Ferry House Inn	This would be discussed under agenda item 19/0155
27/8/19	ERNLLCA	Policy Consultation E-briefing 09/19 – Independent Review into Local Government Audit	Members discussed the Local Government Audit and the process carried out by the Council. It was proposed by Cllr Pringle, seconded by Cllr Croft and RESOLVED with one abstention (Cllr May) that the Local Government Audit is a fair process and works properly.
3/9/19	NLC	Crime Reduction Fund	It was proposed by Cllr Johnson, seconded by Cllr Bell and RESOLVED unanimously to forward this information to local community groups
9/9/19	OPCC Engagement officer	Offer to attend Council	Members agreed that there was no need to invite the Engagement officer to Council since they received reports from her via NATS
9/9/19	Burton & Winterton Unitary Ward Youth Forum	Offer to provide in-depth analysis of vision	After a discussion it was agreed not to take up the offer of an analysis or to invite him to another meeting.

19/0146 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Craddock asked the members if they would like NATS reports to be on the agenda and it was agreed to have an agenda item for the next meeting after a NATS meeting. Cllr Pringle mentioned that a path had been burnt into the grass in the paddock using weedkiller. Cllr Craddock agreed to look into this. Cllr Harber asked if the members would like her to enquire at the primary

school about having contact with their school council as well as at Outwood Academy Foxhills. Cllr Johnson suggested asking the school governors to attend a Council meeting. It was agreed that Cllr Harber would make these enquiries. Cllr May mentioned the footpath on Wiltshire Ave and was informed that the Clerk had reported this to NLC. She was also concerned about the length of the grass on some of the verges. Cllr Craddock informed the members that this had been reported on numerous occasions to the Ward Councillors and the leader of NLC. This would still be pursued.

19/0147 Policies

a) Financial Regulations: to accept the amendments from NALC

Cllr Craddock informed the members that he had read through the Financial Regulations and there were a few more amendments that he felt would be required. It was agreed that the Clerk would add these amendments and the document would be returned for Council's discussion and approval at the next meeting.

b) Investment Strategy Policy: to adopt the policy stated in the Financial Regulations

It was proposed by Cllr Croft, seconded by Cllr Bell and **RESOLVED** unanimously to adopt the Investment Strategy Policy

19/0148 To receive reports from the following and resolve any actions arising:

a) Burton Playing Fields

Cllr Craddock informed the members that he was meeting with a joiner to see if the panel on the play equipment could be repaired. The resident who does the litter pick had informed him that he was away, so Cllr Craddock did it for one week. There had not been much litter apart from around the MUGA since there was no bin near there. All the other bins were full which showed that they were being used. Members had been given a proposed 'conditions of hire' for the playing field and pavilion prior to the meeting. Cllr Johnson was concerned about the wording on item 16. It was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously to accept the conditions of hire with the amendment to item 16 stating that the Council were not liable to the hirer for any loss or damage once a booking had been made.

b) Village Hall Committee

Cllr Croft informed the members that the valves on the radiators had been completed and had nothing else to report.

c) Thealby Play Area

Cllr Croft informed the members that they were still waiting for the grant to be considered by NLC for the tarmacking of the play area. Cllr Craddock mentioned that following the inspection report from NLC, the roundabout had been repaired and the grass around the safety area had been dealt with.

d) Superfast Broadband grant application

Cllr Craddock informed the members that he was still waiting for the Department of Culture, Media and Sport to look into the new request which had been submitted using the voucher scheme.

e) Parish Pathways Partnership

The Clerk informed the members that she had not received any further information from NLC. Cllr Johnston mentioned that Council had asked if maintenance was still included since there was a bridge near the allotments which required repairing

f) Burial Ground

Members were informed that the natural burial ground had now been cut. Relatives had been cutting the grass around the graves in the cremation area. Cllr Johnston mentioned that he had received enquiries as to what was going to be done with the area around the garage now that it had been cleared. Members were informed that it still needed raking but suggestions would be discussed later in the year.

g) Allotments

The Clerk mentioned that all allotment plots were now being rented.

19/0149 PFA Grants: To receive a report of progress with grant applications made to North Lincs Council's Community Fund and resolve any actions arising

The proposals for the accessible path and floodlighting on the playing field had been submitted to the ward councillors. Cllr Marper mentioned that the consultation would take place on Thursday 12th September in the pavilion from 3pm to 7pm.

19/0150 Maintenance in the Village: for members to receive a verbal update on any maintenance issues.

The Clerk had been informed of a broken bench on Flixborough Road. Cllr Craddock agreed to get someone to look at it. He informed the members that the hedges had previously been cut in March, but he would like to suggest that they are cut in late October/early November this year. Members agreed to this. Cllr Pringle asked what was being done to the hedge on Darby Road and was informed that the sides would be cut and the middle left, to encourage it to grow.

19/0151 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, Burton Stather Hill

This had previously been stated that NLC had agreed to repair it.

b) Name signs at the approaches to the village

Cllr Craddock mentioned that he had been informed that in other areas, the ward councillors were offering signs paid by NLC. Cllr Ogg suggested that enquiries were made with Cllr Richard Hannigan. It was agreed that Councillors would bring proposals for the sign designs to the next meeting and the Clerk would enquire about a grant from NLC.

19/0152 To receive and accept the insurance renewal quote from Came & Co

Members had received a renewal quote from Ecclesiastical Insurance prior to the meeting. They had been informed that Came & Co had tried to get two further quotes but had been unsuccessful due to the Parish Office currently being unoccupied. After a discussion it was proposed by Cllr Pringle, seconded by Cllr Faulks and **RESOLVED** unanimously to accept the quote and renew the Parish Council insurance for a three year binding long term agreement at a cost of £1856.73 per annum.

8.35pm Ward Cllrs Marper and Ogg left the meeting

19/0153 Rialtus Business Solutions: for members to discuss the cemetery and asset inventory software available and to decide whether it is required by this Council

Members had received a quote prior to the meeting for the cemetery and asset inventory software provided by Rialtus Business Solutions. The Clerk informed them that although she did not feel the need for the asset inventory software, she did feel that the cemetery software would be beneficial. It was proposed by Cllr Croft, seconded by Cllr Pringle and **RESOLVED** unanimously that the costs would be included in the 2020/2021 budget so that the software could be used from April 2020.

19/0154 Parish Plan: to resolve to form a subcommittee to update the 2006 plan

It was proposed by Cllr Pringle, seconded by Cllr Faulks and **RESOLVED** unanimously that the Clerk, Chair and Vice Chair would look at the amendments required and report back to the next meeting

19/0155 For members to receive a report from the recent meeting with the solicitor

Members had received a report from the recent meeting. They were informed that although the deeds to the paddock stated that nothing could be built on it, it may be good to apply for village green status; although if a request to adjust the road near this area was made to NLC then village green status would make that more difficult. It was proposed by Cllr Faulks, seconded by Cllr Bell and **RESOLVED** unanimously to currently hold off from applying for the village green status. Members had been provided with a draft lease for the bowls club but it did not include a covenant stating that they must consult with the Parish Council prior to any building work. The solicitor's costs for this lease would be a maximum of £750 + VAT which the bowls club had agreed to pay half. It was proposed by Cllr Harber, seconded by Cllr Johnston and **RESOLVED** unanimously to accept the quote and lease, once the covenant had been included. The Clerk had been informed that the owner of a property on Stather Road had fenced off the riverbank. The solicitor had checked the land registry and the owner of the property did not appear to own this land, so he suggested that the Parish Council write to the owner, asking for the fence to be removed or evidence of ownership provided. It was proposed by Cllr May, seconded by Cllr Johnston and **RESOLVED** unanimously that the Clerk would write to the owner, but have the letter checked by the solicitor prior to sending. Members were informed that a letter had been sent to the Chinese takeaway regarding the bins.

19/0156 Burton Tank Ramp: for members to discuss the request to support to reinstate the footpath to the tank ramp and decide on the next steps

Cllr Craddock informed the members that residents had provided documentation to support the reopening of Villa Farm footpath and had asked the Parish Council to sign it. He reminded them that in September 2018, the Parish Council had resolved to support this matter. It was proposed by Cllr Johnston, seconded by Cllr Bell and **RESOLVED** with one against (Cllr Pringle) to sign the documentation in support of reinstating the footpath.

19/0157 Christmas events

Cllr Johnston informed the members that the Heritage Group were arranging the Christmas lights switch on for 6th December

19/0158 For members to discuss the request to plant an oak tree in the paddock

Since Cllr Ogg had left the meeting this item was deferred to the next meeting

19/0159 For members to receive a verbal request for Councillor inductions (Cllr May)

Cllr May informed the members that at a recent Councillors training that she had attended, it was mentioned that all Councillors should receive an induction with their Council. She acknowledged that a welcome pack had been sent by the Clerk after the recent elections. Cllr Craddock acknowledged that new members should be introduced to the Councillors.

19/0160 Make Burton Accessible Project (Cllr Harber)

Cllr Harber mentioned that no meeting had been held since the Council last met. At the consultation meeting for the community grant from NLC she would be asking about the accessibility footpath and a dropped kerb in Wiltshire Ave so that the play area at the playing fields could be accessed without going through the car park.

19/0161 VE Day 75: for members to receive an update on the recent meeting

Cllr Craddock informed the members that fourteen people from the community groups had attended the meeting. Suggestions of events included: 40's style dance in the Village Hall and a tea party. The Village Hall committee had agreed to the dance and a bar and disco had been booked. Cllr Craddock was trying to book a band. The Heritage Group had agreed to hold a tea party at the Ferry House Inn on the Saturday afternoon/evening. There would be an ecumenical church service on the Sunday morning, a piper had been booked to play at 3pm on the Friday and it was hoped that the church bells would ring at 7pm on the Friday. There was still a gap on the Friday between 3pm and 7pm. It was hoped to arrange something for the children on the Saturday. The next meeting would be held on Wednesday 16th October at 7pm at the Westlands Club.

19/0162 Parish Office Development

Cllr Johnston informed the members that the project was nearly complete. They were waiting for Anglian Water to connect the water. The architect would arrange a snagging meeting. The confidential waste in storage still needed to be removed and the Clerk was asked to locate a different company since the one booked had been unreliable. Cllr Bell enquired about a ramp at the front and was informed that the ground would be raised to a gentle slope. Cllr Craddock mentioned that the decorating and flooring was still needed to be done and that Cllr Pringle had provided the details of some companies. Some quotes would be requested. The inside of the building required cleaning and Cllr Johnston suggested this should be added to the snagging report. Cllr Craddock informed the members that the final cost of the work would be approximately £65,000 + VAT. It was proposed by Cllr Croft, seconded by Cllr Johnston and **RESOLVED** unanimously that an additional £15,000 be allocated from the general reserves to pay for the work.

19/0163 To consider the following planning applications:

a) Any applications from the date of the agenda being sent out

Planning Number	Application	Comments
PA/2019/1445	Planning permission to erect a single-storey rear extension at 47 Holme Drive, BUS	No objection

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

b) Planning applications

Planning Number	Application	Comments
PA/2019/1254	Planning permission for the change of use of land to permit the siting of static caravans at Brookside Caravan Park, Stather Road, BUS	Council agreed that Cllr Croft could talk on this item. After a discussion it was proposed by Cllr Pringle, seconded by Cllr May and RESOLVED with 2 abstentions to object to the application and put forward the following concerns: the impact on the local residents due to the overdevelopment of the site, the extra traffic movement and noise, the impact on the local services and utilities, and the potential to create issues at the kennels
PA/2019/1456	Notice of intention to fell a plum tree, within and subject to Normanby conservation area at 28 Main Street, Normanby	No objections

c) Planning decisions made by NLC

Planning Number	Application	Decision
PA/2019/1077	Planning permission to erect single storey side extension including associated works at 9 High Street, BUS	Permission granted

19/0164 Finance:

a) To receive the report from the external auditor

Members had received the report prior to the meeting. Cllr Craddock informed the members that he felt it was a fair report especially since when they answered the accounting statements, they were not too sure how they could answer them. PKF Littlejohn had been made aware of their exceptional circumstances in the previous year. It was proposed by Cllr Croft, seconded by Cllr Harber and **RESOLVED** unanimously to accept the report from the external auditor and to pay the invoice.

b) to consider and approve current income and expenditure

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

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

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

Cllr Johnston was not impressed with the standard of the last cut at Burton Hills, so the Clerk was asked to arrange a meeting with the contractor. It was proposed by Cllr Johnston, seconded by Cllr Harber and **RESOLVED** unanimously to pay the following items except the one for the grass cutting, until a meeting had been held. It was proposed by Cllr Pringle, seconded by Cllr Faulks and **RESOLVED** unanimously to transfer £10,000 to the current account so that these invoices could be paid

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	10.17	expenses
EE	12.13	clerk's telephone (DD)
BT	61.68	CCTV Wifi at Pavilion(DD)
Utility Warehouse	-640.30	Electricity Paddock (DD)
Newton Printing	438.00	Newsletter printing
Bowls Club	250.00	Grant
Overhall	6328.80	Drainage Connection
NLC	462.00	Building regulation inspections
NS Services	120.00	Installation of noticeboard/repairs to bins
Yards Apart	120.00	Edging to matting at Thealby
Yards Apart	396.00	Grounds maintenance
J Crowston	45.72	Pavilion cleaning & products
PKF Littlejohn	360.00	External audit
Winterton Scout Group	100.00	Grant for Eurojam
ERNLLCA	45.00	Councillor training (part 2)
ICO	40.00	Annual registration
Garden Angels	633.98	Grass cutting
Came & Co	1856.73	Insurance
Total	<u>11930.60</u>	

c) to approve that payments can be paid online

Members were informed that all BACS payments from the Barclays current account would need to be authorised by a second signatory. It was agreed that once a trial payment had been made, that invoices could be paid from the current account by BACS.

9.29pm It was proposed by Cllr Johnston, seconded by Cllr Croft and **RESOLVED** unanimously to restore Standing Orders

There being no further business the meeting was closed at 9.29pm. The next scheduled meeting will be held in the Village Hall, Todds Lane at 7.15pm on Monday 14th October 2019.

Chairman's signature.....

Date.....