

FULL COUNCIL MINUTES  
Monday 14<sup>th</sup> October 2019

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

Also present: the Clerk, Ward Cllr Marper and two residents

Public session

One resident informed the members about his concerns over the reinstating of the footpath to the tank ramp. He mentioned that this had been tried in 2015 but been rejected. Members were told about his reasons for not wanting the footpath to be reopened, although previously he had agreed with the heritage group to allow groups by appointment to visit the tank ramp. Cllr Craddock mentioned that there were two views on this matter but would include this item on the agenda at the next meeting.

7.25pm two residents left the meeting

Cllr Marper gave apologies for Cllrs Ogg and Rowson. She informed the members that NLC were suggesting moving the bus stop on the High Street to in front of the shop. NLC had offered to explain about the public space protection orders and it was agreed that Councillors would attend a meeting at Church Square, which Cllr Marper would get some dates for. She informed the members that the fly tipping on Stather Road was a civil issue. No license had been issued and NLC were checking what to do. Residents were concerned about planning application PA/2019/1512 which was proposing cream paint for the windows when the houses in the vicinity were painted white. Cllr Craddock informed Cllr Marper that the work on Stather Hill was not completed and some slabs were still not straight. Cllr Marper agreed to look into this. She recommended that those involved with 'Make Burton Accessible' should contact Julie Reed at parliament for funding for a brochure. Cllr May asked about the road closure on Wiltshire Ave and concerns about traffic using Norfolk Ave, but Cllr Marper did not have any further information.

7.35pm Cllr Marper left the meeting

**19/0168 Apologies for absence**

Apologies were received from Cllr Croft

**19/0169 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 Craddock declared a pecuniary interest for agenda item 19/0185 b)

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

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

**19/0170 Acceptance of minutes:**

**a) For the meeting held on Monday 9<sup>th</sup> September 2019**

Members had received the draft minutes of the meeting held on Monday 9<sup>th</sup> September 2019 prior to this meeting. It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** with one abstention that they were a true and accurate record. The minutes were duly signed by Cllr Craddock

**b) For the extraordinary meeting held on Tuesday 24<sup>th</sup> September 2019**

Members had received the draft minutes of the extraordinary meeting held on Tuesday 24<sup>th</sup> September 2019 prior to this meeting. It was proposed by Cllr Faulks, seconded by Cllr Allison and **RESOLVED** with one abstention that they were a true and accurate record. The minutes were duly signed by Cllr Craddock

**19/0171 Clerks Report**

Members had received a report prior to the meeting. They were updated that the Anglian Water direct debit had been amended, so the PFA bank account could now be closed. The Clerk had enquired about making the website more accessible by amending the colours but was informed this may be costly and involve much work. Members agreed to ask for a quote to get it done and would then decide if it should be done. The Clerk informed the Council that a letter had been sent to the resident on Stather Road who had fenced off the riverbank but no reply had been received. The solicitor was looking into the next step but in the meantime it was agreed to resend the letter by recorded delivery. Members had agreed in the public session to discuss the tank ramp footpath at the next meeting.

**19/0172 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
13/9/19	ERNLLCA	Conference 15 <sup>th</sup> November 2019.	It was proposed by Cllr Bell, seconded by Cllr Johnston and <b>RESOLVED</b> unanimously that the Clerk could attend
3/10/19	NLC	Rough Sleeping estimate meeting 21/10/19.	Noted

**19/0173 Councillors' Forum: Councillors' information exchange (10 minutes)**

Cllr Harber informed the members of the work of the charity 'Side by Side for North Lincs', which matches up volunteers with people suffering from dementia. It was agreed that the poster should be displayed on the Facebook page. Cllr Craddock asked if

the Parish Council usually laid a wreath at the Remembrance service. It was confirmed this was usual practice so the Clerk was asked to purchase a wreath. He informed the members that the Parish Plan was being reviewed and would be on the next agenda. Cllr Allison mentioned that the Christmas tree lights had been damaged, so they would be sorted out and placed higher up the tree. The Heritage Group were planning the switching on of the lights on 6<sup>th</sup> December and hoping to have a larger event to include stalls.

#### **19/0174 Policies**

##### **a) Financial Regulations: to accept the amendments from NALC**

Cllr Craddock asked the members if they accepted the amendments that had been made to the Financial Regulations. It was proposed by Cllr Pringle, seconded by Cllr May and **RESOLVED** unanimously to adopt the amended Financial Regulations.

##### **b) Financial Risk Assessment: to be reviewed**

Cllr Craddock went through the additional items on the Financial Risk Assessment pointing out the need for the one for BACs payments. It was proposed by Cllr Bell, seconded by Cllr Faulks and **RESOLVED** unanimously to accept the amendments to the Financial Risk Assessment

##### **c) Code of Conduct: to adopt the revised policy from NLC**

Cllr Craddock went through the two amendments to the policy. It was proposed by Cllr Johnston, seconded by Cllr Faulks and **RESOLVED** unanimously to adopt the amended policy

#### **19/0175 Budgets:**

##### **a) For members to consider the budget for 2020/2021**

It was agreed to move this item to item 19/0185

##### **b) For members to agree to request grant requests from local community groups**

It was agreed that the Clerk would write to local community groups.

#### **19/0176 Internal Audit: for members to review the internal controls**

A report on the quarterly review of accounts carried out by Cllrs Craddock and Johnston had been circulated prior to the meeting. The Clerk went through the current internal controls stating that as well as the quarterly review, the Internal Auditor reviews the accounts at the end of the financial year. He will complete a check against the annual figures, issue a report and sign the AGAR. It was proposed by Cllr Pringle, seconded by Cllr Johnston and **RESOLVED** unanimously to continue with Glovers accountants as the Internal Auditor and to receive a written report once the audit was complete.

#### **19/0177 To receive reports from the following and resolve any actions arising:**

##### **a) Burton Playing Fields**

The Clerk informed the members that the BT contract for the CCTV would expire in six months' time. She agreed to get quotes for its renewal. Cllr Craddock mentioned that there were chafer grubs on two areas of the playing field and suggested that if the Parish Council purchased the product to treat it, that the footballers be asked to put it on the field. It was proposed by Cllr Johnston, seconded by Cllr Allison and **RESOLVED** unanimously to purchase the treatment and ask the footballers to put it down. Cllr Craddock informed the members that the invoice for the solicitor's fees to remove the PFA lease had been received, the repair to the play area had been completed and the service for the CCTV was over due. He was enquiring about getting this linked up to NLC CCTV monitoring system.

##### **b) Village Hall Committee**

Cllr Craddock informed the members that the Christmas Fair was taking place on 30<sup>th</sup> November. Cllr Harber asked if anyone had any spare bottles for the tombola they would be gratefully received

##### **c) Thealby Play Area**

There was nothing to report

##### **d) NATS**

Cllr Pringle confirmed that the minutes of the last meeting had been distributed to all Councillors as well as information on the meeting to be held about bank account scams. She had mentioned at the meeting, the concerns about vehicles reversing from their driveways and was informed that any further incidences should be reported to the police as a near miss. There had been a number of vehicle thefts happening in Scunthorpe in particular on keyless cars. It was recommended to store the key in a microwave over night. Cllr Craddock mentioned that he had found a number of helium canisters in the playing field carpark and it was suggested to report this to the PCSO.

##### **e) Make Burton Accessible**

Cllr May explained a map which had been produced showing how accessible paths were in the village. Cllr Johnston enquired as to whether this showed the drop pavement requirements and was informed that Cllr Marper was looking into this but it might be costly. Cllr Harber mentioned that an article had been placed in the newsletter asking residents for their opinions. Cllr May mentioned that the most difficult area to solve accessibility problems was the bend by the Paddock. Cllr Craddock asked that they continue to establish the costs to rectify the drop kerb access in this area and on the corner of Wiltshire Avenue/The Avenue. He also thanked Cllr May for her hard work in producing the map.

##### **f) Superfast Broadband grant application**

Cllr Craddock informed the members that the funding was now in place and the contract had been signed. The Ward Councillors would be updating the effected residents. Openreach now had 12 months to install the fibre optic broadband.

##### **g) Parish Pathways Partnership**

The Clerk had received an email from NLC stating that they should let them know of any repairs required on the parish footpaths. Members mentioned; the bridge on BUR/164 (by the allotments), access to BUR/7 from Ashwood Close and the fence along BUR/7 from the cemetery to St Andrews Drive. The Clerk was asked to pass these areas to NLC. Cllr Craddock wanted to understand the Parish Pathways Partnership so it was agreed that the Clerk and Cllrs Craddock, Harber and Johnston would meet to go through it.

##### **h) Burial Ground**

Members were informed of the areas of maintenance required in the burial ground. A memorial had recently been erected but it would require moving to the right, which would encroach on a reserved plot. The Clerk had spoken to everyone concerned and a suitable conclusion had been sorted. The cost of moving the memorial would have to be incurred by the Parish Council, which members accepted.

**i) Allotments**

Cllr Craddock informed the members that the allotments land was leased from Sir Reginald Sheffield at a rent of £200 per annum, but he was not sure when this was last paid. The Clerk was asked to enquire at the Estates Office. The Clerk informed the members that she had inspected the allotments on 24<sup>th</sup> September and a few plots were not being maintained thoroughly. The Clerk would let them know when the renewals go out in November. It had been requested that an additional condition be placed in the agreement in that plot holders are responsible to cut the hedge by their plot. It was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously that the wording 'plot holders are responsible to maintain the internal side of the hedge alongside their plot to the same height as the external side, but must not be cut during the nesting season'.

**19/0178 PFA Grants: To receive a report of progress with grant applications made to North Lincs Council's Community Fund and resolve any actions arising**

Members were informed that a meeting was to be held at the Pavilion on Monday 4<sup>th</sup> November at 1pm to discuss the results of the consultation. It was agreed that the Clerk and Cllrs Craddock, Harber and Johnston would attend.

**19/0179 Maintenance in the Village: for members to receive a verbal update on any maintenance issues.**

Members were informed that the bench on Flixborough Road would need replacing and it was agreed that this should be done since there was funding in the budget. The noticeboard at Normanby would also need replacing and it was agreed to get this done since there was also funding in the budget. Cllr Craddock mentioned that the on footpath BUR/7 there was about 12 metres of fencing that had fallen down. Part of it had been cut down to make an unofficial footpath. Cllr Johnston informed the members that this had been authorised by NLC. After a discussion it was agreed to put this on the agenda for the next meeting and the Clerk would find out if the footpath had been officially moved. Cllr Craddock informed the members that the mortar was beginning to fall out of the brickwork on the Pavilion and he would get quotes to get it either repointed or rendered. Cllr Craddock had received a quote to repair and reinstate the fence around the playing field. It was suggested that the Council should look for grants to pay for the work. Cllr Allison mentioned about a caravan on Stather Hill. The Clerk would look into it.

**19/0180 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 was discussed in the public session

**b) Name signs at the approaches to the village**

The Clerk had emailed the Deputy Chair of NLC regarding funding but had received no reply. It was agreed to apply to the NLC Community Grant for funding. Cllr Craddock showed the members a bespoke design which included all 7 signs being made and installed for a total of £2275 + VAT. A discussion took place over the Burton upon Stather logo and Cllr May agreed to look into making it clearer.

**19/0181 Britain in Bloom: for members to receive a verbal report from the meeting held on 16<sup>th</sup> September**

Cllr Craddock informed the members that a meeting had been held with interested parties. Suggestions had been made including: installing benches, wildflower areas on verges, replacement of dead trees on Wiltshire Ave and noticeboards for information. It is aiming to make the village more attractive and will decide next year whether to enter the competition.

**19/0182 For members to receive a verbal report for Councillor inductions (Cllr May)**

Cllr May informed the members that she would meet with the Clerk to produce a draft process of induction, which will be brought to Council. Cllr Craddock mentioned that it would be good to encourage anyone interested in becoming a Councillor to attend a meeting.

**19/0183 Parish Office Development**

Cllr Johnston informed the members that the Parish Office was now complete and that building control had issued the certificate. There was just the ramp to complete. It would then require decorating and carpeting before everything could be returned from storage. Cllr Craddock went through the outstanding costs and had estimated them to be at £16,803 +VAT. This would mean that the net cost of the building work would be £72,000. Last month Council approved a spending of £65,000 +VAT so he was asking that Council approve a final net budget of £75,000 for completion. It was proposed by Cllr Faulks, seconded by Cllr Bell and **RESOLVED** unanimously to increase the net budget to £75,000.

Cllr Craddock thanked Cllr Johnston for all his work with the office renovation. Cllr May asked if it had been decided what the uses would be for the building and after a discussion, it was stated that apart from being an office for the Clerk and housing the village archives, any further uses could be discussed at a future date. Cllr Johnston asked if anything had been done about the decorating and was informed that a quote had been received for £500-£600 for the labour and £400 for the paint. Quotes had also been received for the carpeting at a cost of £1,100. It was agreed to get the decorating and carpeting done.

**19/0184 To consider the following planning applications:**

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

There were no additional planning applications

**b) Planning applications**

Planning Number	Application	Comments
PA/2019/1617	Planning permission to erect a 1.5m timber fence and associated works at corner of High Street/Norfolk Ave, BUS	No comment
PA/2019/1512	Planning application to replace windows at 36 High Street, BUS	Members felt it would be an improvement to the building, but felt it should be in keeping with the other cottages, which they believed to be white. It should also be in keeping with the conservation area.

**c) Planning decisions made by NLC**

Planning Number	Application	Decision
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PA/2019/1303	Planning permission to erect single-storey extensions to all elevations to dwelling at 9 Eastholm Gardens, BUS	Permission granted
PA/2019/1301	Notice of intension to undertake pruning on a conifer within Normanby's conservation area	Permission granted
PA/2019/1246	Planning permission to erect a detached garage at 75 Holme Drive, BUS	Permission granted
PA/2019/1178	Planning permission to convert garage, extend kitchen and other associated external works at 90 Flixborough Road, BUS	Permission granted
PA/2019/1456	Notice of intention to fell a plum tree within the Normanby conservation area at 28 Main Street, Normanby	Permission granted
PA/2019/1069	Outline planning permission to erect a dwelling with all matters reserved for subsequent approval at 17 Normanby Road, BUS	Permission granted
PA/2019/788	Planning application to replace existing single glazed sash wooden windows and doors with wooden double glazed sash windows and doors including widening of access at 7 Normanby Road, BUS	Permission granted

9.15pm It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously to suspend Standing Orders until the agenda was complete

**19/0185 Finance: To consider and approve current income and expenditure**

Cllr Craddock had circulated papers and the Clerk had provided reports (that had been used in the quarterly review) plus the bank statements prior to the meeting. Members were informed that Cllr Johnston had signed off the Barclays statements but since he was a signatory on the Lloyds account, someone else would be required to do this. It was agreed that Cllrs May and Pringle would sign off the Lloyds accounts at the end of the next quarter. Cllr Craddock had provided a forecast of expenditure to the year end which showed a surplus of £367. He went through the account balances which showed a forecast of £47,799 unallocated reserves so there was plenty available for the extra costs of the office. He asked if there were any questions. There were none.

**a) Monthly balances on accounts and unrepresented cheques in the accounting period**

The Clerk had provided the monthly reconciliation prior to the meeting. It was proposed by Cllr Johnston, seconded by Cllr Allison and **RESOLVED** unanimously to accept the balance of accounts

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

Cllr Craddock asked the members if they would like him to leave the room since he had declared an interest. Members allowed him to stay. It was proposed by Cllr Johnston, seconded by Cllr Harber and **RESOLVED** with one abstention to pay the following 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	76.80	expenses
EE	12.13	clerk's telephone
BT	61.68	CCTV Wifi at Pavilion
British Gas	39.00	Gas/Electricity at Pavilion
Cllr Craddock	10.00	Parish Office key cut
T Rowbotham	90.00	Litter picking at playing fields
Hygiene Hub	58.07	Ist aid kit- pavilion
Keystone Architecture	259.00	Planning Application
Forge Welding	60.00	Repairs to Goal Posts
Yards Apart	264.00	Grass cutting
Rigby Taylor	160.58	line paint
Holls Electrical	58.22	Replacement bulkhead, pavilion
Right Action	91.80	Fire extinguisher servicing, VH
Utility Warehouse	14.38	Paddock electricity
Symes Bains Broomer	684.80	BPF lease & Stather Road
Mrs J Crowston	54.35	Pavilion Cleaning
SLS Lawnmowers	268.85	Repairs to lawnmower
NLC	1091.32	SLA and play area inspections
Cllr Craddock	168.00	Confidential paper shredding
ERNLLCA	45.00	Councillors training
NLC	10.00	Waste Collection Duty of care fee
Garden Angels	602.78	Grass cutting
Burr Solutions	13042.62	Final payment for office
Burr Solutions	2204.99	Heaters, ramp for office
	<b>20719.06</b>	

9.24pm It was proposed by Cllr Johnston, seconded by Cllr Pringle and **RESOLVED** unanimously to reinstate Standing Orders

There being no further business the meeting was closed at 9.24pm. The next scheduled meeting will be held in the Village Hall, Todds Lane at 7.15pm on Monday 11<sup>th</sup> November 2019.

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