

**FULL COUNCIL MINUTES**  
**Monday 14<sup>th</sup> December 2020**

**Present:** Cllr A Craddock (Chair) Cllr P Bell Cllr D Faulks Cllr S Hall  
Cllr P Pringle Cllr C Sharp Cllr M Taylor Cllr R Webber

Also present: the Clerk and Ward Councillors Marper and Ogg. One resident tried to attend but could not get connected.

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

Cllr Marper mentioned that Stather Road and Flixborough Road were now on a priority list for repair. She informed the members that the green waste collections had been suspended earlier than usual due to the lack of available staff. Cllr Marper confirmed that the Ward Councillors would support the Parish Council and residents in the consultation for the North Lincs Green Energy Park.

There being no further reports from the Ward Councillors or members of the public, the meeting was opened at 6.37pm

**20/205 Apologies for absence**

Apologies were received from Cllr Harber

**20/206 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 Taylor for item 20/219a (personal & prejudicial)

**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, Thealby Play Area and Burton Bowls Club, Cllr Faulks for the Village Hall. Cllrs Webber & Sharp for Burton in Bloom.

**20/207 Acceptance of minutes for the meeting held on Monday 9<sup>th</sup> November 2020**

Members had received the draft minutes of the meeting held on Monday 9<sup>th</sup> November 2020 prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

**20/208 Clerk's report**

Members had received a report prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Hall and **RESOLVED** unanimously that the Clerk could attend the virtual Practitioners Conference at the cost of £75 + VAT. Members were informed that the Clerk had applied to the North Lincolnshire Discretionary Business Grant Scheme and been awarded £934 and the ICO certificate had been received. It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** unanimously that the Clerk could purchase the new edition of Arnold Baker Local Council Administration.

**20/209 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. There was no correspondence to be resolved upon.

**20/210 Councillors' Forum: Councillors' information exchange (10 minutes)**

Cllr Webber updated the members on the recent Town & Parish Council Liaison meeting with NLC that she and the Clerk had attended virtually.

**20/211 NLGEP: to receive an update and resolve any actions arising**

Cllr Craddock mentioned that he was appalled to discover that NLC were supporting the NLGEP and that it was included in the investment project that had been submitted to the government. It was agreed that Cllr Craddock would make contact with the Chair of Flixborough Parish Council. It was proposed by Cllr Bell, seconded by Cllr Faulks and **RESOLVED** unanimously to write a letter to NLC expressing the Parish Council's concerns about its support and copy them in with all the previous correspondence to the consultations.

20/212 **Review of the following policies:**

**a. Investment Strategy Policy**

**b. Financial Reserves Policy**

Members had received copies of these policies prior to the meeting. It was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously to accept these policies.

20/213 **To receive reports from the following and resolve any actions arising:**

**a. Burton Playing Fields**

Cllr Craddock informed the members that he had had a brief meeting with the secretary of the football club regarding the equipment in the garage. He had asked to meet the managers in the New Year to clear out any unwanted equipment. The football club had asked for a new line paint marker, but it was agreed that since one was purchased in 2019 the current ones should be cleaned so that they don't clog up.

**b. Village Hall Committee**

Cllr Craddock reported that the application to the North Lincolnshire Discretionary Business Grant had been successful.

**c. Thealby Play Area**

Cllr Craddock mentioned that the paying in book, cheque book and current bank statement for Thealby Play Area committee bank account had been handed to the Clerk and was stored in the Parish Office for safe keeping. In the New Year he would get a cheque signed to transfer the outstanding money to the Parish Council.

**d. Facebook**

Members were informed that queries had been made about the requested litter bins for Holme Drive and by the Water Tower. North Lincolnshire Council could install a bin for £150 + VAT and empty it at a cost of £7 per week. After a discussion, it was agreed that the Clerk would enquire as to whether collections could be fortnightly and the decision about a bin for Holme Drive would be made at the next Council meeting.

**e. Allotments**

The Clerk informed the members that the majority of the allotment rent renewals had been received. The allotment association had recently held a meeting and enquired about the demarcations between the plots. It was proposed by Cllr Webber, seconded by Cllr Faulks and **RESOLVED** unanimously that the allotment's association could agree, whichever was more appropriate, whether the demarcation between plots could be by path or fencing.

20/214 **Grants: To receive a report of progress with grant applications and to resolve any actions arising**

Cllr Craddock mentioned that the Council had until the end of March 2021 to claim the funding from the grounds maintenance grant. He was planning to start the process of the recruitment in January. The application to the BIFFA grant fund for the repairs to Todds Lane road surface still needed to be made. It was proposed by Cllr Bell, seconded by Cllr Faulks and **RESOLVED** unanimously that the Clerk and Cllr Craddock would apply for the grant.

20/215 **Newsletter: to discuss the publishing of the next newsletter and to resolve any actions arising**

Cllr Pringle mentioned that when she delivered the last newsletter, a resident of Normanby asked why they received it. It was suggested to try to include more information on Thealby and Normanby as well as an article to encourage the residents of those villages to become Parish Councillors.

7.20pm Cllr Ogg joined the meeting

It was agreed that articles for the next newsletter should be received by the end of January with distribution by mid-February.

20/216 **Maintenance in the Village: To receive a verbal update on any maintenance issues and resolve any actions arising**

Cllr Craddock updated the members on the woodland tree management contract for Burton Hills. It was for three years with payment being made in two stages each year. This was so that if the work was not acceptable the second payment could be withheld. Work had begun on managing the trees on the hills. Cllr Craddock had recently walked the footpath behind Ashwood Close which was extremely muddy. Cllr Ogg mentioned that there had been more rain recently than usual. Correspondence had been received from Andy Tate at NLC regarding the grass verge cutting grant. It had been confirmed that for 2021/2022 the Parish Council would receive £19,623. In accordance with the terms and conditions of the grant, the Parish Council must provide NLC with the cost involved and information on how any surplus would be spent. Cllr Craddock informed the members that there was enough funding for three more cuts and these would be done before the end of March.

20/217 **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**

Cllr Craddock reminded the members that Cllr Marper had informed them of Stather Road and Flixborough Road being on the priority list for repairs to the road surface. The Clerk had been chasing a reply to the recent Highways meeting but had not received a response. She would continue to chase this.

20/218 **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	Response
PA/2020/1531	Planning permission to replace windows and doors at 17 High Street, BUS	No comment as long as it is in keeping with the conservation area
PA/2020/1834	Application to prune a beech tree identified as T2, subject to and within tree preservation (Main Street, Normanby) Order 2017 at Wayside Cottage, 15 Main Street, Normanby	No comment
PA/2020/1891	Planning permission to erect a rear extension and detached outbuilding at 68 Flixborough Road, BUS	No comment

**c. Application for development under permitted rights**

Planning Number	Application	Response
PA/2020/1923	Application for determination of the requirement for prior approval of a household extension at 45 Holme Drive, BUS	For notification only

**d. Planning decisions made by NLC**

Planning Number	Application	Response
APP/Y2003/W/20/3257186	Change of use of land to permit siting of static caravans at Brookside Caravan Park, Stather Road, BUS	Appeal dismissed
PA/2020/1247	Notification for prior approval for a proposed change of use of a building from office use (Class B1(a)) to a dwelling house (Class 3) at First-Floor Office, 32 Main Street, Normanby	Prior approval not required.
PA/2020/333	Planning permission to create a new access (resubmission of PA/1999/0967) at Tyr Fryn, Todds Lane, BUS	Permission granted

20/219 **Finance:**

**a. To receive the grant requests from local community groups and to resolve any actions arising**

Members had received a report prior to the meeting with applications for grants from three local groups. After a discussion where members raised concerns about giving to a charity particularly that if they gave a grant to one charity others would also request one, a proposal to award a grant to the Burton Hospice Supporters Group was voted with 2 for and 6 against. No grant would be awarded.

7.35pm Cllr Webber left the meeting

It was proposed by Cllr Hall and **RESOLVED** with 4 in favour, none against and 3 abstentions to award a grant to Burton Bowls Club.

7.38pm Cllr Webber rejoined the meeting

It was proposed by Cllr Hall, seconded by Cllr Bell and **RESOLVED** with 6 in favour and 2 abstentions to award a grant to Burton in Bloom.

**b. Budgets: for members to consider the budget for 2020/2021**

Members had received a draft budget with notes on the significant variations prior to the meeting. Cllr Craddock mentioned that the tax base calculation and support grant had not been received from NLC so the budget could not be finalised this meeting. He suggested that with the extra work that the Clerk was taking on, that her hours be increased to 22 per week from January. It was proposed by Cllr Bell seconded by Cllr Faulks and **RESOLVED** unanimously to increase the Clerks hours from January 2021 to 22 per week. Cllr Craddock mentioned that the Clerk was owed 22.25 hours. It was proposed by Cllr Bell, seconded by Cllr Faulks and **RESOLVED** unanimously to pay the Clerk for these hours she was owed. Cllr Craddock agreed to make some alterations to the draft budget and bring it to the next Council meeting to be finalised along with the precept.

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

Cllr Craddock mentioned that even with the Clerks increase in hours, the Clerk's salary would come under budget for 2020/2021. It was proposed by Cllr Pringle, seconded by Cllr Hall and **RESOLVED** unanimously to move £1,000 from the VE Day budget line and £200 from the Best Kept Village budget line to the Burton Hills budget line to pay for the tree management contract. Cllr Craddock informed the members that he was predicting a £3,000 underspend for the financial year.

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

Cllr Craddock went through the monthly balances and bank statements. There were no questions from the Councillors.

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

It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** unanimously to pay the following invoices.

It was proposed by Cllr Hall, seconded by Cllr Pringle and **RESOLVED** unanimously to transfer £5,000 from Barclays savings account to Barclays current account and the £3,137.86 VAT reclaim from the Lloyds account to the Barclays current account so that the invoices could be paid.

<b>Company</b>	<b>Amount</b>	<b>Reason</b>
HMRC	0.00	November NI
ERPF	243.52	November Pension
Employee	905.12	November Salary
Employee	3.50	A4 paper
EE	25.01	clerk's telephone
Utility Warehouse	184.52	Electricity/broadband October
British Gas	45.00	Gas at Pavilion
St Andrews Church	145.05	reimbursement of floodlight electricity (Jan-Oct)
Barclaycard	67.13	Paint spray/stamps/Zoom
Burton Support Group	500.00	COVID - 19 grant (2nd half)
Burton Primary School	300.00	Grant for pupils Christmas presents
Lincs Fencing & Timber	155.00	Posts at playing field
NALC	60.00	LCAS Registration Fee
Yards Apart	1989.96	Verge cutting
Yards Apart	132.00	Paddock/Thealby PA grass cutting
Yards Apart	720.00	Churchyard grass cutting
Various	420.00	Bus shelter cleaning
Pestcotek	100.00	Monthly mole inspection
Baa Yuma Pntp	600.00	Burton Hills woodland management
British Gas	68.30	Electricity at pavilion
J Crowston	18.12	Office/pavilion cleaning
Skipton Business Finance	90.00	BPF carpark signs
Agrovista	63.34	Blue line paint
Utility Warehouse	88.38	Electricity/broadband November
	<b>6923.95</b>	

There being no further business the meeting was closed at 7.50pm. The next scheduled meeting will be held on Monday 11<sup>th</sup> January 2021 via Zoom, unless government guidelines dictate otherwise

Chairman's signature.....

Date.....