

FULL COUNCIL MINUTES
Tuesday 8th September 2020

Present: Cllr A Craddock (Chair until item 20/160 and from item 20/162b)
Cllr C Harber (Chair from item 20/160 to item 20/162b)

Cllr Bell Cllr D Faulks Cllr Hall
Cllr P Pringle Cllr C Sharp Cllr M Taylor
Cllr R Webber

Also present: the Clerk

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

There being no members of the public nor Ward Councillors present it was agreed to start the meeting.

20/149 Apologies for absence

None

20/150 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 20/160 (personal and 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, Cllrs Harber and Faulks for the Village Hall. Cllr Webber had dispensations for Burton in Bloom

20/151 Co-option of Councillors

The residents who had enquired about becoming a Councillor had not yet submitted an application form

20/152 Acceptance of minutes for the meeting held on Monday 10th August 2020

Members had received the draft minutes of the meeting held on Monday 10th August 2020 prior to the meeting. It was proposed by Cllr Faulks, seconded by Cllr Bell and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

20/153 Clerk’s report

Members had received a report prior to the meeting. The Clerk informed them that the old village signs had been destroyed and that the road surface on Stather Road was being monitored by NLC Highways. Members agreed to the insurance renewal being paid once the invoice was received and for the Clerk to submit a request to NLC to prune the tree on the paddock. The Clerk was asked to see if the fridge by the Chinese takeaway could be collected by NLC. Members were asked if a Parish Councillor should be on the doctor’s patient representative group.

20/154 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
12/8/2020	Burton in Bloom	Enquiry to seed some wildflower areas at the Paddock.	It was proposed by Cllr Harber, seconded by Cllr Hall and RESOLVED with 5 in favour, 2 against and 1 abstention, to let Burton in Bloom use the verge at the edge of the paddock as a trial for a wildflower area.

20/155 Councillors’ Forum: Councillors’ information exchange (10 minutes)

Cllr Craddock enquired as to whether the Council would like to be involved with the Great British Clean up in September.

6.40pm Cllr Sharp left the meeting

It was proposed by Cllr Harber, seconded by Cllr Hall and **RESOLVED** unanimously to promote this on Facebook to see if there was any interest in taking part.

6.45pm Cllrs Sharp and Taylor joined the meeting

20/156 Review of:

- a. Adult Safeguarding**
- b. Child Protection**
- c. Equality**
- d. Health & Safety**

Members had received draft policies prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** with one abstention to accept these policies.

20/157 For members to review the asset register

Members had received the updated asset register prior to the meeting and the Clerk was asked to check the number of goal posts at the playing field agreed with the register. It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** unanimously to accept the asset register.

20/158 Todds Lane: to receive an update on enquiries regarding the road surface and resolve any actions arising.

Cllr Craddock informed the members that he and the Clerk were currently getting two further quotes for the work. Once these had been received an application would be made to BIFFA for a grant.

20/159 Speeding in the Villages: to receive a verbal update

Cllr Harber informed the members that there had been comments about speeding in Normanby. Herself and Cllr Craddock were meeting a resident the next day and a meeting was being arranged with NLC Highways in October. A discussion took place about the traffic speeds in the village and members wanted to see if anything could be done to reduce it.

6.57pm Cllr Craddock left the meeting due to technical issues. Cllr Harber took over the Chair.

20/160 Website: to receive an update

This item was deferred to later in the meeting, when Cllr Craddock was able to return.

20/161 Newsletter: to discuss producing the next edition and resolve any actions arising

Cllr Pringle informed the members that she had received some articles for the newsletter. The Clerk had asked the printer for a quote. Cllr Sharp agreed to write an article on the public footpaths

20/162 To receive reports from the following and resolve any actions arising:

a. Burton Playing Fields

Members were informed that the contract for the mole removal had been signed and the contractor would regularly check the field, burial ground and Thealby Play Area. There had recently been incidences at the car park where vehicles had been parking overnight and the Councillors were shown a sign that could be erected at the car park. It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** unanimously to order and install two A3 signs. There had been a request to hire the pavilion and members were asked if they wished to open it for hirers. It was proposed by Cllr Faulks, seconded by Cllr Hall and **RESOLVED** unanimously to open the pavilion for hire as long as each booking had its own risk assessment and agreed to COVID-19 regulations. Cllr Harber informed the members that a meeting was being held with NLC to discuss them taking over the monitoring of the CCTV. Cllr Sharp mentioned that the instructions of use on the gym equipment had worn away. She was asked to send photographs to the Clerk who would see if new signage could be purchased.

7.10pm Cllr Craddock returned to the meeting and took over the Chair.

b. Village Hall Committee

Cllr Harber reported that the Committee had held its AGM and she had been elected the Chair. A number of groups were starting back whilst adhering to COVID-19 regulations. Work had started on the refurbishment in the foyer and Wedgewood room. The committee had decided not to hold a Christmas market this year but hopefully would be able to arrange something in the Spring. Cllr Craddock mentioned that the hall was currently running at a loss of £1,995 for this year.

c. Thealby Play Area

Cllr Craddock informed the members that the basketball area tarmac had been completed. In the completion report to NLC, the Chair had challenged the NLC Leader to a basketball hoops competition but he had not received a response. Thealby Play Area Association would have to be dissolved which would mean relinquishing the sublease with the Parish Council. This would involve solicitor's costs. It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** unanimously to relinquish the sub lease, keeping on the lease between the Parish Council and Normanby Estates.

d. Facebook

Cllr Harber mentioned that there had been a message to the Council regarding young people hanging around the surgery car park causing anti-social behaviour. After a discussion it was agreed to see who this should be reported to and to review the situation.

e. Make Burton Accessible

Cllr Harber informed the members that an article would be placed in the newsletter and on Facebook asking residents if there were any further areas in the parish that they felt needed to be more accessible. Cllr Craddock mentioned a dropped kerb at Flixborough Road/Barnston Way and the junction of Stather Road and the High Street. These would be mentioned at the Highways meeting.

f. Burton Hills Lease

The Clerk mentioned that this was slowly being resolved.

g. Public Rights of Way

Cllrs Sharp and Taylor had walked two of the public rights of way and produced a thorough presentation showing where improvements were required. They were asked to forward the photographs to the Clerk so that enquiries could be made to improve the paths. The trees had not been cut back on the hills, so the Clerk was asked to chase this up. Cllr Craddock congratulated and thanked Cllrs Sharp and Taylor for their work and presentation.

h. Burial Ground

Members were informed that one interment of ashes had taken place.

i. Allotments

The Clerk mentioned that she had inspected the allotments and generally they were being well maintained. One allotment would be vacated at the end of the year and a couple of sheds had been broken into in August. This had been reported to the police.

20/160 Website: to receive an update

Members had received the latest version of the contracts just prior to the meeting. Cllr Craddock mentioned that the solicitor had looked at the contracts and had reported that there were no risks or pitfalls for the Council when entering into this contract. There were a few amendments to be made to the contracts and the project specification would need to be finalised. Final drafts of these would be brought to the next meeting.

20/163 Grants: To receive a report of progress with grant applications and to resolve any actions arising

Cllr Craddock mentioned that the grant applications to NLC for the accessible footpath at the playing field and the grounds maintenance equipment had been successful. Work on the path would begin w/c 14th September and the grounds maintenance equipment would be purchased in the New Year. The three projects funded by the Grange Windfarm grant were in progress. The clearing of the area around the VE Day 50th anniversary memorial tree was taking place the next day, the 2 benches had been ordered and the fencing around the playing field would be repaired in October.

20/164 Maintenance in the Village: To receive a verbal update on any maintenance issues and resolve any actions arising

Cllr Craddock informed the members that the hedges at the playing field, burial ground and allotments were not cut last year due to the ground being too wet. They were due to be cut this month but the invoice may be higher than the budget due to them not being cut the previous year.

20/165 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 Bell mentioned that there was a large pothole at the Normanby Road end of Barnston Way. The Clerk was asked to report it to NLC.

20/166 Planning for the future: to discuss the government white paper on the planning reforms and to resolve any actions arising.

Cllr Bell asked and it was agreed to defer this item to the next meeting.

20/167 To consider the following planning applications:

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

Planning Number	Application	Response
PA/2020/1383	Planning permission to erect summer house at 16 Linton Rise, BUS	It was proposed by Cllr Hall, seconded by Cllr Harber and RESOLVED unanimously that the Council had no comments but enquired as to why it required planning permission

b. Planning Applications

PA/2020/1335	Planning permission to erect two storey front extension, erect extension to rear of existing garage and replace flat garage roof with pitched roof at 7 The Avenue, BUS	It was proposed by Cllr Faulks, seconded by Cllr Hall and RESOLVED unanimously that the Council had no comments
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c. Planning decisions made by NLC

None

20/168 **Finance:**

To consider and approve current income and expenditure

Cllr Craddock went through the detailed receipts and payments and informed the members that since the verge grass cutting was funded through a grant from NLC, if this was removed 39% of the budget had so far been spent. At this stage in the financial year, the Council would expect to have spent 41% of budget. It was proposed by Cllr Hall, seconded by Cllr Faulks and **RESOLVED** unanimously to accept the detailed receipts and payments

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

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

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

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

It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** unanimously to transfer £8,000 from Barclays savings account to Barclays current account and £5,805 from the Lloyds current account to the Barclay's current account so that the invoices could be paid.

Company	Amount	Reason
HMRC	57.30	August NI
ERPF	243.52	August Pension
Employee	905.12	August Salary
EE	22.80	clerk's telephone
BT	12.85	CCTV Wifi at Pavilion- Final bill
Utility Warehouse	79.33	Electricity Paddock/Office/broadband
British Gas	62.00	Gas at Pavilion
Holls Electrical	61.42	PAT testing Parish Office
Holls Electrical	61.98	Locating beep in office/cabinet key
Holls Electrical	40.94	Disconnecting pavilion intruder alarm
Holls Electrical	216.13	Emergency lighting test/PAT testing VH & Pavilion
Yards Apart	720.00	grass cutting- churchyard
Marshalls PLC	1341.07	2 x benches
Pestcotek	54.84	Pro rata monthly mole inspection
NS Services	135.00	Repairs to Normanby bench
Newby Leisure Ltd	7740.00	Tarmac area at Thealby Play Area
Hygiene Hub	31.18	Cloths/mop handle
SLCC	30.00	Virtual National Conference
BUFC	13.99	Padlock for goal posts
Pestcotek	100.00	Monthly mole inspection
J Crowston	54.36	Cleaning office/pavilion
British Gas	52.89	Pavilion electricity
Barclaycard	14.39	monthly Zoom subscription
Garden Angels	696.00	Grass cutting - BG/BF
Right Action	46.80	Fire Extinguisher service - Parish Office
Right Action	54.90	Fire Extinguisher service - Village Hall
Yards Apart	1989.96	Grass verge cut
Yards Apart	132.00	Glebe Paddock/Thealby PA grass cut
Hygiene Hub	20.52	Anti-bacteria liquid and soap
	14991.29	

There being no further business the meeting was closed at 8.03pm. The next scheduled meeting will be held on Monday 12th October at 6.30pm

Chairman's signature.....

Date.....