

FULL COUNCIL MINUTES
Monday 13th July 2020

Present: Cllr A Craddock (Chair from item 20/116) Cllr P Bell Cllr D Faulks Cllr P Pringle
Cllr C Harber (Chair up to item 20/115) Cllr C Sharp Cllr M Taylor Cllr R Webber

Also present: Ward Cllr Ogg, one member of the public and 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.]

Due to some Councillors having difficulty logging into the meeting, it began at 6.10pm

Public session

The member of the public was having difficulty logging in and Cllr Ogg had no report so the meeting commenced at 6.10pm

20/111 Apologies for absence

Apologies were received from Cllr Hall, Ward Cllr Marper

20/112 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 items 20/122 & 20/123 (personal and prejudicial) and Cllr Craddock for item 20/129 a.ii.(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

20/113 Acceptance of minutes for the meeting held on Monday 8th June 2020

Members had received the draft minutes of the meeting held on Monday 8th June 2020 prior to this meeting. It was proposed by Cllr Pringle, seconded by Cllr Taylor and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Harber.

20/114 Clerk’s report

Members had received a report prior to the meeting. They were informed that the query about cycling on Burton Hills had not been taken further. A report had been provided from the COVID-19 community group stating that they had delivered 138 prescriptions. Other items on the Clerk’s report were noted by the Council.

20/115 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
12/6/20	Humber Emergency Planning Service	Request to identify buildings that can be used in an emergency	It was agreed that if the emergency plan had to be activated then priority access would be given
13/7/2020	Baltic Boys	Request to rent football pitches	It was decided that since this may interfere with when BUFC used the pitches, that use of them could not be given

Cllr Craddock took over the Chair

20/116 Councillors’ Forum: Councillors’ information exchange (10 minutes)

Cllr Craddock informed the members that he and Cllr Harber had attended a meeting regarding Riverside footpath with representatives of NLC, It had raised various matters, which will be discussed with the residents group supporting the application.

6.30pm It was proposed by Cllr Harber, seconded by Cllr Webber and **RESOLVED** unanimously to suspend Standing Orders so that a member of the public who had had difficulty accessing the meeting could speak.

A representative of Curly’s Athletes updated the Council on the local events planned for the rest of the year. The Normanby Hall 10k is arranged for 6/9/2020, which supports the Bumblebee Conservation Trust Charity, and approximately 750 runners run through Burton. The hedgehog half marathon is planned for 4/10/2020 and supports the hedgehog hospital at Appleby. Cllr Pringle mentioned that parishioners often found it difficult to attend church when these events were taking place and it was agreed that Curly’s Athletes would liaise with the church.

6.35pm It was proposed by Cllr Harber, seconded by Cllr Faulks and **RESOLVED** unanimously to reinstate Standing Orders.

6.35pm the resident left the meeting

Cllr Pringle mentioned that she had received several concerns that the hedge at the front of the development on land adjacent to 30 High Street, maybe removed. Cllr Ogg agreed to mention this to Martin Wilson at planning enforcement.

The dead tree at Normanby had not been removed, so the Clerk was asked to chase it up.

20/117 **Review of:**

a. Lone worker policy

b. Sickness absence policy

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

20/118 **COVID -19: to receive a verbal update on the reopening of the play equipment, village hall, pavilion and office**

Members were informed that the play areas had been reopened on 4/7/2020. The Village Hall had reopened for some activities and the committee were looking into how it could open for the other regular bookings. The Clerk was now working back in the office and keeping to social distancing regulations when meeting visitors. The pavilion had not been reopened but the football club had enquired as to how the Parish Council could guarantee it would be COVID-19 secure. Cllr Craddock mentioned that there had been a few enquiries regarding the hiring of the pavilion and suggested that the toilets could be made available and using hazard tape, the main hall, kitchen, referees room and showers could be blocked off. The hirers could be given a hire agreement that states they must wipe down all surfaces touched after the pavilion had been used.

It was proposed by Cllr Bell, seconded by Cllr Faulks and **RESOLVED** unanimously that the pavilion could be opened for the use of the toilets only and all hirers would be asked to agree to wipe down touched surfaces when they left the building, with the provided wipes.

20/119 **Todds Lane: to receive an update on enquiries regarding the road surface and resolve any actions arising.**

Members were informed that the Clerk had written to the home owners of Todds Lane and one resident had replied stating that they did not intend to repair it. A quote had been received for £1,937 + VAT to repair the pot holes compared to £9,942 + VAT to resurface the whole road. Since there had already been one fall by a resident, the Parish Council and Village Hall Committee could be liable if there was a serious accident. There were concerns as to whether the Parish Council would be solely responsible for the road if it had it resurfaced. Cllr Ogg agreed to ask NLC about the lane and whether once it was resurfaced, would they adopt it. It was agreed to seek legal advice as to whether the Parish Council would be responsible if it paid to have it resurfaced and to look into possible grant applications.

20/120 **Tree inspections: to receive a quote for the required tree work on Burton Hills and the Paddock and resolve any actions arising**

Members had received the tree report and quote for the work prior to the meeting. Cllr Craddock mentioned that there was no budget for this work, but Cllr Harber enquired as to whether the Parish Council would be liable if the work was not done. Cllr Craddock confirmed that under the Burton Hills lease, the Parish Council were responsible for maintaining the area. After a discussion, it was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to use the left over earmarked reserves from the Parish Office development and get the work done, making sure that the critical work was done immediately.

20/121 **NLGEF: to discuss the reply to the consultation letter and resolve any actions arising**

Cllr Craddock had provided a draft reply to NLGEF prior to the meeting. Members agreed that there was no reason to hold a remote meeting with the company, but to include this in the letter since it was not appropriate in the current circumstances. It was proposed by Cllr Harber, seconded by Cllr Faulks and **RESOLVED** unanimously to send the letter to NLGEF with the additional piece about not feeling the need to hold a remote meeting.

20/122 **Clerk's laptop and mobile phone: to receive quotes to update these items and resolve any actions arising**

Cllr Craddock reminded the Councillors that in March 2020, £500 was precept for a laptop. It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** with one abstention, to purchase the quoted laptop for £499 plus the annual fee for Office 365 at £59.99. It was proposed by Cllr Webber, seconded by Cllr Bell and **RESOLVED** unanimously to update the Clerk's mobile phone with a monthly rental of £16 + VAT

20/123 Website: to receive the initial specification and to resolve any actions arising.

Members had received the initial specification prior to the meeting. Cllr Craddock was concerned about the finances to pay for this, since the current webmaster had put in an invoice for updating the current website. He suggested that Distorted Thinking be paid a down payment of £250 (to be deducted from the overall fee), to start work on the website and the cost to be precept in 2021. It was proposed by Cllr Webber, suggested by Cllr Faulks and **RESOLVED** with one abstention (Cllr Harber) to defer the website going live until April 2021 after precepting for the cost.

20/124 To receive reports from the following and resolve any actions arising:

a. Burton Playing Fields

Cllr Craddock informed the members that a child had damaged their finger in an accident involving one of the gates at the play area on 8/7/2020 at approximately 2.10pm. Cllrs Craddock and Harber had met with the parents to discuss the details of the incident. NLC playground inspectors had been asked to check for any fault with the gate and it had been reported to the insurance company. The gate had been cable tied shut and the CCTV recordings had been checked but they did not cover that area.

7.38pm Cllr Ogg left the meeting

b. Village Hall Committee

Cllr Craddock mentioned that the Village Hall committee were meeting at the end of July. The grant application to Grange Windfarm had been successful to improve the hall entrance and meeting room. Cllr Harber mentioned that a meeting had taken place with all the regular hirers to discuss how they could use the hall again.

c. Thealby Play Area

Cllr Craddock informed the members that the grant had been received for the area in front of the basketball hoop and the tarmac had been ordered. It would hopefully be done in mid-August.

d. Facebook

Cllr Harber mentioned a request for witnesses to the accident at the play area had been put on Facebook but no one had come forward. A resident of Thealby had mentioned that a planning application was not abiding by its permission granted and this had been reported to NLC. A noise on Huntingdon Close had been reported and the resident had been asked to report it to NLC. Cllr Webber informed the members that she had mentioned this to an Openreach contractor working in the area, who stated that it should be reported to BT, which she had done.

e. Make Burton Accessible

Cllr Harber mentioned that the dropped kerb on Darby Road had been installed. This was the final one as promised by NLC. Cllr Craddock informed the members that the Fibre optic broadband work had now been completed and available to all residents in the village. He was proud of the work done by Kim Rounce and the Parish Council.

f. Burton Hills Lease

The Clerk informed the members that she had chased the lease but had received no update. Cllr Craddock mentioned that he thought the estate would hold the Parish Council responsible for the tree work since not much work had been done recently on the hills. NLC Highways had repaired the access to the hills from Ashwood Close and the PROW's were now being maintained by Alkborough Parish Council. Cllr Craddock agreed to find out exactly what the Parish Council was responsible for maintaining. The Clerk would thank NLC Highways for all the recent work it had done in the Parish.

g. Burial Ground

Members were informed that two trees had recently had their branches snapped. They have been cut off and the vegetation removed.

h. Allotments

Members were informed that two plot holders had been written to regarding the state of their plots and work had now begun on them.

20/125 Grants: To receive a report of progress with grant applications and to resolve any actions arising

Members were informed that £3,973 had been awarded by the Grange Windfarm grant fund for three projects: two benches, the fence at the playing field and clearing the area of the playing field where the Parish Council had planted a tree for the VE Day 50 commemorations. The grant application submitted to NLC was to be discussed at their next meeting.

20/126 Maintenance in the Village: To receive a verbal update on any maintenance issues and resolve any actions arising

Cllr Craddock mentioned that currently the Parish Council had no way of knowing if the PROW's in the Parish were being maintained. He asked Cllrs Sharp and Taylor if they would be willing to check them once a month and report back to Council. This they consented to this and Cllr Craddock agreed to meet with them, to provide maps of the footpaths.

20/127 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 mentioned that he had received complaints about the footpaths on Wiltshire Ave and the Clerk was asked to chase this with NLC. Cllr Webber mentioned that there were potholes in the road on the corner of Barnston Way and Flixborough Road. The Clerk would report this to NLC.

20/128 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	Comments
PA/2020/970	Planning permission to raise height of roof to create loft conversion at 19 Orchard Drive, BUS	The Council had no comments. The Clerk was asked to inform the neighbours in Orchard Close who back onto the property.

c. Planning decisions made by NLC

Planning Number	Application	Response
PA/2020/607	Planning permission to erect a 1 ½ side storey extension at 83 Wiltshire Ave, BUS	Permission granted
PA/2020/616	Planning permission to rebuild western end of the southern boundary wall and demolish part of the eastern end of the southern boundary wall at 43 High Street, BUS	Permission granted
PA/2020/650	Notice of intention to fell a tree (species not provided) and prune a sycamore within Burton upon Stather's conservation area at 27 High Street, BUS	Consent given
PA/2020/276	Planning permission for the change of use of land to permit the siting of static caravans at Brookside Caravan Park	Permission refused
PA/2020/449	Notice of intention to fell 10 trees, crown reduce 2 trees and crown lift/prune 4 fruit trees, all situated within Burton upon Stather Conservation Area at 25 High Street, BUS	Consent given

8.00pm it was proposed by Cllr Harber, seconded by Cllr Faulks and **RESOLVED** unanimously to suspend Standing Orders so that the agenda could be completed.

20/129 Finance:

a. to consider and approve current income and expenditure

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

Cllr Craddock informed the members that the quarterly financial review had taken place and the group were satisfied with the work. In the first three months of the financial year, the Parish Council had expenditure of £17,000. The Clerk informed the members that the day after the monthly reconciliation had been completed. £9,812 had been received from NLC for the verge cutting.

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

It was proposed by Cllr Bell, seconded by Cllr Harber and **RESOLVED** with one abstention to pay the following invoices.

It was proposed by Cllr Pringle, seconded by Cllr Faulks and **RESOLVED** unanimously to transfer £7,000 from Barclays savings account to Barclays current account so that the invoices could be paid.

Company	Amount Gross	Reason
HMRC	50.08	June NI
ERPF	36.42	June Pension
Employee	881.46	June Salary
EE	12.13	clerk's telephone
BT	67.80	CCTV Wifi at Pavilion
Utility Warehouse	57.58	Electricity Paddock/Office/broadband
British Gas	62.00	Gas at Pavilion
Barclaycard	14.39	Zoom subscription
Yards Apart	792.00	grass cutting Churchyard & paddock
Simon Brentford	1380.00	website development & support
NLC	626.40	Tree survey
Glover & Co	720.00	internal audit
Burton in Bloom	350.00	Parish Council grant
NS Services	65.00	Bench removal/ bracket installation
Pestcotek	184.80	Mole removal
Hygiene Hub	148.51	Anti-viral cleaning products
Yards Apart	132.00	Paddock & Thealby PA grass cutting
Yards Apart	720.00	churchyard grass cutting
Yards Apart	1989.96	verge grass cutting
Spitfire Services	110.40	Fire extinguisher & alarm service - pavilion
Garden Angels	576.00	Grass cutting playing field & burial ground (x2)

Cllr Craddock	96.25	Ink/postage/gravel/table
G Pearce	140.00	grass cutting around VE day tree at BPF
Mr Therm Ltd	98.40	pavilion boiler service
Mr Therm Ltd	119.75	Village hall boiler service
T Rowbotham	90.00	Litter pick
	9721.33	

20/130 Closed session: Clerk's pay review

It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously to take agenda item 20/130 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; a) Clerk's pay review. It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** unanimously to increase the Clerk's salary (back dated to April 2020) as per the precepted increase; b) Clerk's appraisal review. It was proposed by Cllr Faulks, seconded by Cllr Harber and **RESOLVED** unanimously to come out of Closed Session.

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

There being no further business the meeting was closed at 8.09pm. The next scheduled meeting will be held on Monday 10th August 2020. This will be held remotely via Zoom unless government restrictions have been lifted on public gatherings.

Chairman's signature.....

Date.....