

FULL COUNCIL MINUTES
Tuesday 15th June 2021

Present:	Cllr C Harber (Chair)	Cllr S Bull	Cllr B Burt	Cllr M Collinson	Cllr D Faulks
		Cllr S Nicholson	Cllr P Pringle	Cllr R Webber	Cllr E Whittaker

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

The meeting began at 7.15pm

Public session

Cllr Harber welcomed everyone saying that it was good to be able to meet in person again. Since no Ward Councillors were present at this time and the member of the public had attended to observe the meeting, it was agreed to open the meeting at 7.17pm

21/100 Apologies for absence

Apologies were received from Cllrs Bell, Johnston and Taylor and Ward Cllr Marper.

21/101 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 Harber for item 21/115e personal and prejudicial, Cllr Webber for item 21/105 prejudicial

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

Cllrs Faulks and Harber for the Village Hall

7.21pm Ward Cllr Ogg joined the meeting

21/102 Acceptance of minutes for the meeting held on Monday 4th May 2021

Members had received the draft minutes of the meeting held on Monday 4th May 2021 prior to the meeting. It was proposed by Cllr Whittaker, seconded by Cllr Pringle and **RESOLVED** with one abstention that they were a true and accurate record. The minutes were duly signed by Cllr Harber.

21/103 Clerk's report

Members had received a report prior to the meeting. Members were also informed that although the PAT testing had been done it appeared to take a long time and the warming cabinet at the Village Hall still needed doing. Signage would be put up by NLC around the villages to promote the new walking route. The Normanby 10k run would take place on 27th June as well as the Burton in Bloom Open Gardens and the street boot. No residents had asked for an election to fill the Councillor vacancies so these could now be co-opted. The school writing competition needed to be judged. It was agreed that Cllrs Collinson, Harber, Nicholson, Taylor and Whittaker would be involved with this.

21/104 To consider and discuss any issues raised in the public session not covered on the agenda

No issues had been raised

21/105 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

From	Correspondence	Action
Resident	Concern over shots being heard in the airspace of Thealby Play Area on 29/5/21	Noted
Wilkin Chapman Solicitors	Draft Burton Hills Lease	It was proposed by Cllr Whittaker, seconded by Cllr Nicholson and RESOLVED unanimously to ask a solicitor who specialises in Parish Councils to look at the lease.
NLGEF	Statutory pre-application consultation	It was agreed to set up a working group with Flixborough Parish Council and meet prior to the arranged meeting with NLGEF representatives.

21/106 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Harber read out the following statement: 'I would like to make a statement regarding threats, abuse and/or harassment by members of the public towards individual Councillors. The Parish Council will support any Councillor in reporting such incidents to the police as this behaviour will not be tolerated. Whilst we recognise not everyone will agree with Parish Council decisions, or individual Councillor's points of view, there are democratic channels by which this can be expressed. We are seeking advice on drafting up a policy to ensure all our Councillors feel safe.' Cllr Webber mentioned that the Japanese knotweed on Flixborough Road had been reported three times to NLC but had not been treated. Cllr Bull mentioned that the verges at Wood Top were very overgrown and Cllr Ogg said that NLC had begun cutting in the area this week, although the rights of way cabinet member was wanting to leave

some verges uncut. Cllr Collinson asked if a dog bin could be sited on the path from Burton to Thealby and the Clerk was asked to enquire about it. Cllr Whittaker asked Cllr Ogg about the disturbances at the Sheffield Arms. She was informed to report it to 101 as well as NLC.

21/107 **Local Government Boundary Commission: Consultation on NLC boundaries**

Cllr Harber mentioned that the map did not appear to make any changes with the ward councillors' boundary for this parish. The consultation stated that there would still be 43 councillors for NLC but did not state how they would be distributed. It was proposed by Cllr Pringle, seconded by Cllr Faulks and **RESOLVED** unanimously to reply stating that the Parish Council wanted to retain 3 ward councillors.

21/108 **Review of:**

- a. **Scheme of Delegation**
- b. **Code of Conduct**
- c. **Privacy Notice**
- d. **Councillor Co-option**

It was proposed by Cllr Pringle, seconded by Cllr Faulks and **RESOLVED** with two abstentions to accept the reviews of these policies.

21/109 **Reports**

a. **Burton Playing Fields**

Members were informed that the Clerk had emailed NLC regarding getting the CCTV linked to its system but had not received a reply. She would attend the town and parish council liaison meeting which is discussing CCTV to see if this can be moved forward. It was proposed by Cllr Whittaker, seconded by Cllr Pringle and **RESOLVED** unanimously that the cleaner could have a new Hoover for the pavilion. It was agreed that the bin by the MUGA could be moved near to the teenage shelters as requested by the Grounds Maintenance Operative.

b. **Village Hall Committee**

Cllr Faulks informed the members that there was a problem with a corner of the main hall floor and that the committee would like to carry out a full building survey since there were other issues as well with the hall. It was proposed by Cllr Nicholson, seconded by Cllr Bull and **RESOLVED** unanimously to arrange a survey up to a maximum cost of £1000. Cllr Nicholson asked if the neighbour had been asked about the fence and it was agreed that the Clerk would phone the neighbour. Cllr Harber mentioned that the village hall committee would like to put on a memorial event for the late Ann Croft and since the Parish Council had budgeted for a village event, could this be used to subsidise it. It was agreed that the family should be asked as to the type of event they would like. It was proposed by Cllr Collinson, seconded by Cllr Whittaker and **RESOLVED** unanimously to use the event budget for this.

c. **Thealby Play Area**

Nothing to report

d. **Facebook**

Cllr Harber informed the members that a statement had been posted on the page stating that the Parish Council doesn't have a footpath officer.

e. **Burial ground**

Cllr Harber brought to the members attention the correspondence received regarding the difficulties with a recent interment in the natural area of the burial ground. Cllr Pringle confirmed that the coffin had to be carried for some distance to reach the grave. It was agreed that Cllrs Bull, Faulks, Harber, Nicholson and Pringle would form a working group to review the regulations and see if any improvements were required with the burial ground. Cllrs Harber, Pringle and the Clerk would research local natural burial grounds

f. **Allotments**

The Clerk informed the members that an inspection had been carried out at the allotments and a few plot holders were written to. One of these had phoned the Clerk stating they did not appreciate receiving another email about the condition of their plot and did not expect to receive anymore. One of the plot holders had vacated their plot which could be divided in half and these were in the process of being reallocated.

g. **Broadband in Normanby**

The Clerk informed the members that Openreach had made an offer to install superfast broadband in Normanby at a cost of £705.11 per premise. She was arranging a call with the representative from Openreach and a Normanby resident to clarify how to proceed. It was suggested that the Clerk contact the Burton upon Stather resident who had been involved in getting it installed in Burton.

h. **Public Rights of Way/Footpaths**

Cllr Harber informed the members that the additional information for the riverside footpath had been submitted to NLC and the Parish Council was waiting for a response. Alkborough Parish Council had started to trim footpath 7 by the church. Cllr Whittaker had reported giant hogweed on footpath 7. It was agreed to report this to NLC and Normanby Estates since the Parish Council did not currently have a lease for Burton Hills.

i. NATS

Cllr Pringle reported from the NATS meeting that Winterton currently had several anti-social problems. The police had asked that all incidents should be reported to 101. There had recently been pre-teen children riding e-scooters along Wiltshire Ave and into the playing field car park, where one of them had nearly been hit by a reversing vehicle. It was agreed to post on Facebook that it is illegal to use e-scooters that are not officially hired on a public road.

21/110 Annual Parish Meeting: to consider the questions raised by the residents.

Members were informed that three questions from the public at the annual parish meeting still required a response.

a. Signage at the playing field.

It was proposed by Cllr Collinson, seconded by Cllr Whittaker and **RESOLVED** unanimously to suspend Standing Orders so that the member of the public could speak

The member of the public commented that other villages have the rules allowed at parks clearly shown on noticeboards.

It was proposed by Cllr Nicholson, seconded by Cllr Collinson and **RESOLVED** unanimously to reinstate Standing Orders

It was agreed to investigate having signage with the rules allowed at the playing field

b. Learner drivers using the carpark and groups from outside the village using the playing field

Cllr Harber mentioned that since it was an open area this could not be regulated.

It was proposed by Cllr Collinson, seconded by Cllr Whittaker and **RESOLVED** unanimously to suspend Standing Orders so that the member of the public could speak

The member of the public mentioned that he thought people were not aware that there was CCTV at the playing field. It was agreed to consider including this in the proposed signage, although there were signs in the pavilion noticeboard.

c. Lack of social housing in the villages

Cllr Harber mentioned that the Parish Council had no powers over this and suggested that the residents should inform NLC of their concerns.

It was proposed by Cllr Nicholson, seconded by Cllr Collinson and **RESOLVED** unanimously to reinstate Standing Orders

21/111 Grants: to receive a report of progress with grant applications and resolve any actions arising

Cllr Harber mentioned that Todds Lane had been resurfaced and once the invoice was received, the grant would be claimed from NLC. The grant for the ground's maintenance equipment would also be claimed once the final invoices had been received.

21/112 Maintenance in the Villages: To receive a verbal update on any maintenance issues and resolve any actions arising

The Clerk had enquired with NLC as to why the bin on Stather Road had been removed and was informed that it had been relocated elsewhere since it was not frequently used. Usage and litter reports would be monitored to see whether additional bins were required. The benches purchased for the paddock and Flixborough Road would be installed when the Ground's Maintenance Operative had time.

21/113 Highways repairs and other issues: To consider progress on outstanding repairs or other Highway matters to be reported and resolve any actions arising from them

a. Meeting with NLC officers

Cllr Harber informed the members that herself, Cllr Nicholson and the Clerk had attended a meeting with NLC officers to discuss various issues in Burton. The top part of Stather Road would be resurfaced and the drop kerb would be done at the same time. The rest of Stather Road would have an asset valuation to see if the whole of it needed to be resurfaced or whether it could be patch resurfaced. Glebe Close would be resurfaced. NLC Highways would investigate the kerb on Vicarage Crescent that was regularly flooding. A request for a memorial bench had been made to the Parish Council and it was suggested to place it on the verge on the corner of Vicarage Crescent/Darby Road. The Clerk would write to the nearest residents to make sure they agreed with it. An enquiry had been made about extending a dropped kerb but this would be the responsibility of the resident.

Cllr Faulks reported on a meeting he had attended with Cllr Ogg, a resident and NLC highways representatives regarding parking and traffic issues in the High Street. NLC Highways agreed to put forward a proposal to move the bus stop to in front of Todds Lane and the cottage next to it, which would use one parking space but free up four from the current bus stop position. This proposal would be brought to the Parish Council who would be asked to consult the residents.

9.15pm It was proposed by Cllr Pringle, seconded by Cllr Nicholson and **RESOLVED** unanimously to suspend Standing Orders for 15 minutes so that the agenda could be completed.

21/114 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/2021/304	Planning permission to erect a two-storey rear extension at 7 Waveney Close, BUS	No comments

c. Planning decisions made by NLC

Planning Number	Application	Response
PA/2021/452	Planning permission to erect single-storey side and rear extension at 65 Wiltshire Ave, BUS	Permission granted
PA/2021/533	Planning permission to erect a single-storey ground floor rear extension at 11 The Avenue, BUS	Permission granted
PA/2021/681	Planning permission to erect a two-storey side extension at 4 Norfolk Ave, BUS	Permission granted

21/115 Finance:

a. To receive a report from the internal auditor and resolve any matters from it

Members had received the internal auditor report prior to the meeting. The Parish Council was pleased with the positive report.

b. Annual Return: Approval and signing of the Annual Governance and Accountability Return 2020/2021

i. Approval and signing of the Annual Governance Statement

The Clerk read through the annual governance statements and the members responded accordingly. It was proposed by Cllr Collinson, seconded by Cllr Nicholson and **RESOLVED** unanimously to accept the responses to the annual governance statement

ii. Approval and signing of the Accounting Statements

It was proposed by Cllr Collinson, seconded by Cllr Nicholson and **RESOLVED** unanimously to accept the accounting statements

9.22pm the member of the public left the meeting

c. To consider and approve current income and expenditure

The Clerk went through the detailed income and expenditure. There were no questions from the members.

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

There were no questions on the bank statements

9.24pm Cllr Harber left the meeting. Cllr Pringle took the Chair

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

Cllr Pringle enquired about the bill from Utility Warehouse and was informed that it was due to the meters not being read for sometime. It was agreed that the Clerk should look into getting a smart metre installed. It was proposed by Cllr Nicholson, seconded by Cllr Bull and **RESOLVED** unanimously to pay the following invoices. It was proposed by Cllr Pringle, seconded by Cllr Whittaker and **RESOLVED** unanimously to transfer £12,000 from the Barclays savings account to the Barclays current account, to pay the invoices

Company	Amount	Reason
HMRC	120.80	May Tax/NI
ERPF	282.77	May Pension
Employees	1789.88	May Salary
EE	25.96	clerk's telephone
J Crowston	86.17	Cleaning
Screwfix	55.47	safety helmet/trousers/laces
Distorted Thinking	2700.00	website design/build
Distorted Thinking	900.00	website annual maintenance
British Gas	71.54	pavilion electricity - April
Spitfire Services	153.00	Fire Alarm/extinguishers serviced-pavilion
Mackay	57.60	Red diesel (x2)
Yards Apart	3979.92	Verge cutting (x2)

Yards Apart	1260.00	Grass cutting - churchyard (x2)
Employee	22.00	Fuel for mower
Employee	47.20	Keys cut/fuel
Employee	42.75	Travel expenses
Employee	11.60	Fuel for mower
Utility Warehouse	501.48	Gas/electricity/broadband- April
Came & Co	136.76	Ride on Mower insurance
Sitebox	359.99	Van vault
Greenstripe Ltd	565.00	Hover mower
Humber Merchants Ltd	117.19	Ground's Maintenance Equipment
Humber Merchants Ltd	37.62	Pressure spray/gloves
Pestcotek	100.00	Mole removal
British Gas	70.89	pavilion electricity- May
Barclaycard	325.59	training/phone/equipment
J Crowston	75.36	Pavilion/office cleaning
Utility Warehouse	122.89	Gas/electricity/broadband- May
Instantprint	302.75	Newsletters
Crawfords	25.00	Strimmer repairs
	14347.18	

9.26pm Cllr Ogg left the meeting. Cllr Harber re-joined the meeting

21/116 **Closed session:**

a. Grounds Maintenance Operative's probationary review

It was proposed by Cllr Pringle, seconded by Cllr Nicholson and **RESOLVED** unanimously to take agenda item 21/116 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. Members discussed the grounds maintenance operative's work and the conclusion of his probationary period. It was agreed that as line manager, the Clerk would give the appraisal with support from Cllr Nicholson. The Clerk was delegated the authority to authorise extra hours for the grounds maintenance operative as required up to a maximum of 30 hours per week. It was agreed to purchase two spare wheels for the ride on mower in case punctures occurred.

It was proposed by Cllr Pringle, seconded by Cllr Whittaker and **RESOLVED** unanimously to come out of closed session and reinstate Standing Orders.

There being no further business the meeting was closed at 9.34pm. The next scheduled meeting will be held on Tuesday 20th July 2021 at the Village Hall.

Chair's signature.....

Date.....