

FULL COUNCIL MINUTES
Monday 9th November 2020

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

Also present: the Clerk and Ward Councillors Marper, Ogg and Rowson

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 Ogg updated the members on the recent closure of Normanby Park and confirmed that it would be reopening from 10th November. Planning application PA/2020/333 would be heard at the planning committee on 18th November. There had been a substantial amount of fly tipping at Wood Bottom recently as well as some at the picnic area. Despite it being witnessed at the picnic area, the Ward Councillors had been informed that it was an environment issue and not a police matter.

6.35pm Cllr Hall joined the meeting

Cllr Bell thanked the Ward Councillors in their work to reopen Normanby Park.

Cllr Marper mentioned that the planning application for a technical crematorium facility at Normanby Enterprise Park would also be discussed at the planning committee on 18th November.

There being no further reports from the Ward Councillors nor members of the public present, the meeting was opened at 6.38pm

20/189 Apologies for absence

None

20/190 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.

None

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 for Burton in Bloom.

20/191 Acceptance of minutes for the meeting held on Tuesday 13th October 2020

Members had received the draft minutes of the meeting held on Tuesday 13th October 2020 prior to the 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 Craddock.

20/192 Clerk's report

Members had received a report prior to the meeting. It was agreed that the Clerk would persevere to purchase a laptop using the credit card so that the VAT could be reclaimed. There were no questions asked.

20/193 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.

20/194 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Harber thanked those who installed the poppies on the street lamps and in particular that some had been placed on near the school for the children to see. Cllr Craddock mentioned that he had received 16 complimentary litter pickers from the company that supplies the Parish Council and Village Hall's cleaning products. They would be placed in the Parish Office. Cllr Ogg informed the Council that he had pink litter bags and would deliver some to the office. When full, these could be placed with household rubbish for collection. Cllr Webber enquired about the fence around the playing field and was informed that a new fence was placed on Wiltshire Ave and the fence along The Avenue was repaired. Cllr Taylor mentioned the damaged manhole cover on Wiltshire Ave, which the Clerk had reported to NLC on 28th October. Cllr Marper agreed to look into this matter.

20/195 **Review of the following policies:**

a. Model Publication Scheme

Members had received the model publication scheme with some suggested amendments prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to include the fees of 10p per black and white photocopy and 15p per colour photocopy. It was proposed by Cllr Pringle, seconded by Cllr Hall and **RESOLVED** unanimously to accept the updated model publication scheme.

b. Training Policy

Members had received a draft training policy prior to the meeting. It was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously to adopt the training policy

20/196 **NLGEP: to resolve a response to the Scoping Consultation**

Cllr Craddock went through a suggested reply to the consultation which had been distributed prior to the meeting. It included comments on the Waste Incineration Directive, Air Quality and the Cumulative Effects Assessment Approach. Cllr Webber mentioned that she would like to include a comment on the Noise Sensitive Receptors and Cllr Craddock asked her to forward the information to him. He would also add information on the population of the parish and the proximity of the primary school. It was proposed by Cllr Bell, seconded by Cllr Faulks and **RESOLVED** unanimously to forward this report with the discussed additions to the consultation.

20/197 **Neighbourhood Plan: to receive a report and resolve any actions arising.**

Members had received a report prior to the meeting and the Clerk went through the main points. It was proposed by Cllr Pringle, seconded by Cllr Faulks and **RESOLVED** unanimously that due to the cost and time to complete it, that currently the Council would not go ahead with a Neighbourhood Plan.

20/198 **Speeding in the Villages: to receive a verbal update from the recent meeting with the NLC Road Safety Partnership**

Cllr Craddock updated the members on the recent meeting and explained that it had been recommended that a local Community Speed Watch should be set up, since they made a large difference in areas where they were in operation. A Humberside Police Officer who works with the Community Speed Watch would be available to give a presentation to the Council. Cllr Harber mentioned that it would be good to hear the presentation, so it was agreed to invite the police officer at a later date when he could come in person.

20/199 **To receive reports from the following and resolve any actions arising:**

a. Burton Playing Fields

Cllr Craddock informed the members that the parents of the child who had the accident at the play park were suing the Council. This was in the hands of the insurance company and the loss adjuster had met with the Clerk, Chair and Vice Chair. Members were informed that due to current government regulations, the pavilion was shut and the shutter had been locked.

b. Village Hall Committee

Cllr Harber reported a treasurer had been recruited for the Village Hall Committee. The Westlands Club had installed scaffolding on top of the flat roof extension of the hall, but when questioned, they stated that when the extension was built, a condition was that access would be given to their own building should repairs be required. The Village Hall committee had asked for a meeting with the Club, but they had not responded.

c. Thealby Play Area

Cllr Craddock mentioned that when NLC had inspected the play area, the inspection mentioned that the gate was closing too quickly and the goal post was unsafe. Work had now been done to release the gate spring and remove the goal post.

d. Facebook

Cllr Harber mentioned that she had received information that morning about an accident at the Flixborough turning from the B1430, but nothing else had been reported.

e. Make Burton Accessible

Nothing to report

f. Burton Hills Lease

The Clerk had chased this with the Estate, but had received no response.

g. Public Rights of Way

Cllr Sharp informed the members that she had been asked to include the footpath from the church to the public footpath towards the hills, which she had walked that morning. A number of tree stumps were found in the path. Cllr Harber had found a letter in the office stating that NLC would take responsibility for the path from the church to St Andrews Drive

h. Burial Ground

Nothing to report

i. Allotments

The Clerk informed the members that allotment rent renewals would be sent out by the end of the week. There were currently eight people on the waiting list. Cllr Craddock mentioned as to whether those with full plots should be told

this, in case they would like to give up half their plot. It was agreed to mention this to the Allotment Association since they may be aware of anyone who would like to go down to a half plot.

20/200 Grants:

a. To receive a report of progress with grant applications and to resolve any actions arising

Cllr Craddock mentioned that there were currently no outstanding grant applications. The application to BIFFA for the repairs to Todds Lane still needed to be made but there was difficulty in obtaining a third quote. Several of the companies recommended by NLC had not replied to the Council's request. The fence at the playing field was now complete and the Clerk had asked Grange Windfarm to release the grant funding.

b. To receive requests from organisations for help during COVID pandemic and resolve any actions arising

Cllr Craddock reminded the members that in April they had awarded a £1,000 grant to the Burton Support Group, with £500 released then and the second £500 released when the Chair and Clerk were satisfied with how it had been spent. They were now asking for the second £500 and since the Chair and Clerk were content with the previous spending, this would be released. The school had asked for a donation towards Christmas presents for the children and volunteers. Usually they would have fundraised for this but due to the pandemic had been unable to. It was proposed by Cllr Faulks, seconded by Cllr Harber and **RESOLVED** 6 in favour with 3 abstentions to give the requested £300 for the pupils presents but that the £45 for the volunteers presents should come out of the £500 given to the support group.

20/201 Maintenance in the Village: To receive a verbal update on any maintenance issues and resolve any actions arising

Members had received a proposed woodland management scheme for Burton Hills prior to the meeting. Cllr Craddock mentioned that the recently commissioned survey had shown that a number of trees would require work done to them. Cllr Hall enquired if the annual fee included purchasing the trees that would be planted in place of any removed and Cllr Craddock confirmed it did. Checks had been made as to the qualifications held by this company. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to award a contract for three years. Cllr Craddock agreed to devise an agreement between the company and the Council, since the work must abide with the conditions of the lease held with Normanby Estates.

Cllr Webber asked if there was any updates on the gates being installed at Wood Bottom and was informed by Cllr Ogg that it was in the hands of Normanby Estates. The latest information was that an order had been placed for the gates but the electricity still needed to be sorted.

20/202 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 Stather and Flixborough Roads were still waiting for repairs. Cllr Hall stated that Stather Road was getting worse, so Cllr Marper agreed to chase this up.

20/203 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
APP/Y2003/D/20/3260096	Appeal against the refusal of planning permission to raise the height of the roof to create a loft conversion at 19 Orchard Drive, BUS	Noted since no further response is possible.

c. Planning decisions made by NLC

Planning Number	Application	Response
PA/2020/1335	Planning permission to erect two storey front extension, erect extension to rear of existing garage and replace flat garage roof with a pitched roof at 7, The Avenue, BUS	Permission granted
PA/2020/1383	Planning permission to erect a summer house at 16 Linton Rise, BUS	Permission granted

20/204 Finance:

a. External Audit: to receive a verbal report regarding the audit conclusion

The Clerk informed the members that the notice of audit conclusion for the year ending March 2020 had been received from PKF Littlejohn. There were no concerns with the information in Sections 1 and 2 of the AGAR. During the audit, the Clerk had been asked to amend the total of the fixed assets, since noticeboards had been purchased and not added to the asset register. The external auditor had noted that the AGAR had been returned for amendment. The notice of conclusion had now been posted on the website and in the noticeboards.

b. Update on the quarterly review: June –September 2020

Cllr Pringle had provided a report on the recent review prior to the meeting. Cllr Craddock mentioned that the quarterly reviews would now revert back to two councillors, with Cllrs Pringle and Sharp to do the next one.

c. 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 at the January 2020 meeting, members had agreed to look into employing a grounds person should the grounds maintenance equipment grant application to NLC be successful. This had now been awarded. Cllr Craddock went through all the work available and the savings to the Council should it employ its own grounds person. Cllr Webber enquired as to whether there would be people willing to do this work and Cllr Craddock believed there would be. The Clerk would manage this person along with the Chair and all risk assessments and training would be in place. It was proposed by Cllr Hall, seconded by Cllr Webber and **RESOLVED** unanimously to employ a grounds person.

Cllr Craddock went through various sections of the proposed budget including areas where it may be able to be reduced. He agreed to make some adjustments with the Clerk and bring the proposed budget to the next Council meeting. Members were asked to contact the Clerk or Cllr Craddock if they had any questions. It was proposed by Cllr Bell, seconded by Cllr Hall and **RESOLVED** unanimously that a final budget would be presented at the next Council meeting for resolution.

d. To agree for a second signatory to be set up to authorise the BACS payments

It was proposed by Cllr Pringle, seconded by Cllr Faulks and **RESOLVED** unanimously to add Cllr Harber as a second authoriser for the BACS payments.

e. To consider and approve current income and expenditure

Cllr Craddock went through the detailed receipts and payments and explained that if you took out the payments where grant funding had been received, then the Council was in line with its budget.

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

Cllr Craddock went through the monthly balances and bank statements. He informed the members that it was looking likely that at the end of the financial year there should be between three and six months expenditure in reserve.

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

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

It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to transfer £3,500 from Barclays savings account to Barclays current account so that the invoices could be paid.

Company	Amount	Reason
HMRC	0.00	October NI
ERPF	243.52	October Pension
Employee	905.12	October Salary
Employee	11.50	Envelopes/Strong adhesive for doorbell
EE	25.01	clerk's telephone
Utility Warehouse	89.42	Electricity/broadband
British Gas	45.00	Gas at Pavilion
Wave	126.48	Pavilion/allotments water
PKF Littlejohn	480.00	External audit fee
ERNLLCA	36.00	VAT for local councils training
Wicksteed	40.20	Leg press instructions plaque
Instant print	24.00	Village hall lottery leaflets
Barclaycard	222.97	Line paint/Zoom/poppy wreath
J Crowston	90.60	Office/pavilion cleaning
Normanby Estates	200.00	Allotment rent
British Gas	73.13	Pavilion electricity
A Rocca & J Mitchell	200.00	Tree removal Burton Hills
A Rocca & J Mitchell	250.00	Tree survey Burton Hills
Garden Angels	480.00	Grass cutting
Forge Welding	250.00	Repairs at the playing field and Thealby PA
Lincolnshire Fencing	1633.00	Playing field fence (grant funded)
	5425.95	

There being no further business the meeting was closed at 7.55pm. The next scheduled meeting will be held on Monday 14th December via Zoom, unless government guidelines dictate otherwise

Chairman's signature.....

Date.....

Full Council

9th November 2020

Initial.....

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