

BURTON UPON STATHER PARISH COUNCIL
FULL COUNCIL MINUTES
Monday 8th April 2019

Present: Cllr Johnston (Chair) Cllr Bell Cllr Craddock
 Cllr Croft Cllr Harber

Also present: the Clerk

Public session

There were no members of the public present

7.45pm Cllr Bell arrived

Due to there not being quorum for the meeting, the start was delayed until Cllr Bell's forewarned late arrival

The meeting began at 7.49pm

19/045 Apologies for absence

Apologies were received from Cllrs Allison, May, Pringle and Peace

19/046 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

Dispensation had been given to Cllrs Craddock, Croft & Harber for the Village Hall.

19/047 Minutes of the meeting held on Monday 11th March 2019

Members had received the draft minutes of the meeting held on Monday 11th March 2019 prior to the meeting. It was proposed by Cllr Croft seconded by Cllr Craddock and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Johnston

19/048 Clerks Report

Members had received a report prior to the meeting. She additionally informed them that she had received all the forms required to be completed for the external auditor for the year end. Members agreed that she should watch an SLCC webinar on 26th June on 'Using social media platforms' as well as one on 'Web Accessibility Regulations' which would come into force in 2020. The Clerk informed them that she would be looking at the GDPR policies and had templates from SLCC for any that were missing. Cllr Craddock asked if anyone had replied to the CPRE letters sent out and was informed that Burton in Bloom and the Allotments Association were positive towards entering the competition but no one else had replied. This would be an agenda item at the next meeting.

19/049 Correspondence to be noted and resolved upon

Prior to the meeting, members had been given a list of all correspondence received since the last meeting, which was to be noted

Correspondence to be resolved upon

| Date Emailed | From | Correspondence | Action |
|--------------|-----------------|--|--|
| 1/4/19 | Burton in Bloom | Request for funding from the 2018/19 community grant for the school garden project | It was proposed by Cllr Craddock, seconded by Cllr Bell and RESOLVED unanimously to support the school garden project (which was being organised with Burton in Bloom) and donate £1,500 from the 2018/19 community grant for this work |

19/050 Councillors' Forum: Councillors' information exchange (10 minutes)

Councillors had nothing extra to exchange

19/051 Election: for members to receive a verbal update

Members were informed that since only ten people were nominated for the fifteen Councillor places, that they had been elected uncontested. They were informed of the process to form the new Council and it was agreed that the two new Councillors would be contacted and every Councillor would be issued with a welcome pack.

19/052 May Meetings: for members to agree on the format of:

i. The Annual Parish Meeting

The Clerk verbally went through the agenda from 2018 and members agreed on the agenda for the 2019 meeting. She was asked to invite a representative from NATS and the local PCSO. The meeting would be held on 7th May as previously agreed.

ii. The Annual Meeting

The Clerk informed the Council that in 2018, they had held the monthly Council meeting on the same evening as the Annual Parish meeting and the Annual meeting a week later. This would not be possible this year since agendas for the monthly meeting would have to be issued prior to the election and this was not legal. It was agreed to hold one meeting which would include the Annual Meeting plus regular council agenda items. This meeting would be held on 13th May as agreed in the March meeting.

19/053 Standing Orders: for members to receive the updated recommendations

Members received amended Standing Orders, which are to be accepted at the Annual Meeting. Cllr Craddock mentioned that the document mentioned 'he' throughout, so the Clerk was asked to amend this to 'he/she'

19/054 To receive reports from the following and resolve any actions arising:

a) Burton Playing Fields Association

i. Playing Field Committee

Cllr Johnston informed the members that he had been speaking with the footballers and they were content to take on the maintenance of the area as long as the Parish Clerk took over the bookings and invoices.

This would mean dissolving the charity. It was suggested that the control of the playing fields should come back to the Parish Council and members agreed to support this. The signatures for the bank accounts would need changing and it was agreed that Cllr Harber (since she was a signatory) would get in touch with the other signatory. Cllr Johnston would get the information on the accounts and they would report back next meeting.

ii. Playing Field Footpath

Cllr Johnston informed the members that he was meeting with a second company to get an alternative quote.

b) Village Hall Committee

Cllr Croft informed the members that the Village Hall was running smoothly. Cllr Craddock mentioned that there were concerns over the fire protection of the Hall, since it only had five domestic smoke alarms. He had received a quote of £3,500 inc VAT for a fixed fire system and would apply to the Tesco bag appeal for the funding. Since the Parish Council owned the hall, they would need to sign the application to agree to the modifications. Cllr Bell proposed, Cllr Johnston seconded and it was **RESOLVED** unanimously that the Parish Council would support the application for funding and the Clerk would sign the application on behalf of the Council. Cllr Craddock informed the members that the Village Hall had outstanding applications with the North Lincolnshire Council Community Grant Fund for the cleaners work area.

c) Thealby Play Area

Cllr Craddock informed the members that the committee had applied to the North Lincolnshire Council Community Grant Fund for £6,000 for the tarmac area in front of the basketball hoop

d) Burton Hills Picnic Area

Nothing to report

e) Superfast Broadband grant application

Cllr Craddock informed the members that Openreach had confirmed that they would hold to their original quote of £17,779. Grants had been secured from SSE Windfarm (£11,000) and Grange Windfarm (£5,000) and he would ask the ward councillors if they could contact one of the businesses who had agreed to sign up to the gigabyte voucher scheme. If they signed up then the £2,000 voucher could be paid to the Parish Council to cover the shortfall. The Parish Council had previously agreed to be the contracting party and the legal identity. It was proposed by Cllr Craddock, seconded by Cllr Croft and **RESOLVED** unanimously that the Clerk would be the contact for Openreach.

f) Parish Pathways Partnership

Cllr Craddock enquired as to which areas this covered and it was confirmed that it was all public right of ways in the parish.

g) St Andrew's Church floodlights

This work was now complete.

19/055 PFA Grants: To receive a report of progress with grant applications made to North Lincs Council's Community Fund and resolve any actions arising

Members discussed that £120,000 had been set aside for the pavilion and that in December's meeting it had been resolved to pass the remaining £100,000 to Burton Play. Other options for the pavilion money were discussed. Cllr Bell asked that it was made clear that the Parish Council had donated the money to Burton Play.

19/056 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

a) Footpath, Burton Stather Hill

The Clerk informed the members that this had been reported to NLC Highways

b) Villa Farm footpath

Nothing to report

c) Normanby Park wall and Normanby Road repairs

All work had now been completed

d) Burton to Thealby footpath

Nothing to report

e) Hedge at the Paddock/Darby Road

This matter was now concluded

f) Name signs at the approaches to the village

Cllr Craddock informed the members that the signs would cost £825 each, so for all the signs it would cost £5,000-£6,000. The Clerk was asked to enquire with the ward councillors as to whether there was a grant available.

g) Churchgate road surface

The Clerk informed the members that this had been reported to NLC Highways

19/057 Burial Ground: for members to:

a) receive an update on the work to be done in the burial ground

Cllr Craddock informed the members that the graves had been levelled off and the bench and gate repaired. The first grass cut had taken place. The one eyesore left was the compost heap which he had received a quote of £1,000 to remove it. Cllr Craddock proposed, Cllr Bell seconded and it was **RESOLVED** unanimously to pay to have the compost heap removed.

b) accept the funeral director/gravediggers rules

Members had received the proposed funeral director/gravediggers rules prior to the meeting. Cllr Craddock proposed, Cllr Harber seconded and it was **RESOLVED** unanimously to accept the proposed rules and issue them to the funeral directors

c) accept the amendments to the burial ground regulations and fees

Members had received the revised burial ground regulations and fees with two additional amendments prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Craddock and **RESOLVED** unanimously to accept the amended regulations and fees.

19/058 Parish Office Development

Cllr Johnston reminded the members that he had received a quote of £60,000 + VAT for the parish office including the drains. It was proposed by Cllr Craddock, seconded by Cllr Harber and **RESOLVED** unanimously that the work to the parish office to the cost of £60,000 + VAT should go ahead since planning permission had been granted. The cost would be taken out of reserves. Cllr Johnston informed the members that the office would be emptied on Thursday with everything going into storage at a cost of £36 per week for 12 weeks. The fee to remove it to storage would be £60 per hour. Cllr Craddock mentioned that before everything is placed back in the office it should be sorted out in line with the Council's document retention policy. Anything not required would be shredded via the NLC confidential information shredding scheme. Cllr Craddock had a company who would remove the chairs and it was agreed that he would contact them to remove them prior to the work beginning on Monday 15th April 2019.

19/059 To consider the following planning applications:

a) Any applications from the date of the agenda being sent out

| Planning Number | Application | Comments |
|-----------------|---|--------------------------------|
| PA/2019/660 | Listed building consent to refurbish café kitchen including the addition of an intake air grille to the front elevation at the café, Normanby Hall Country Park | Members had no comment to make |

b) Planning applications

| Planning Number | Application | Comments |
|-----------------|--|--|
| PA/2019/474 | To erect a single-storey extension to the rear and side of the property at 80 Flixborough Road, BUS | No objections |
| PA/2019/456 | Planning permission to retain wooden garden shelter and boundary fence at Hawthorn Lodge, 23a Norfolk Ave, BUS | No comment |
| PA/2019/499 | Planning permission to erect a front porch and extend front bay window at 5 Darby Road, BUS | Members are concerned over the proposal of the second driveway and the |

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|--|--|--|
| | | effect it will have on the existing tree. They cannot see a justification for the second driveway. They are disappointed that work has begun prior to applying for planning permission |
|--|--|--|

c) Planning decisions made by NLC

| Planning Number | Application | Decision |
|-----------------|--|--------------------|
| PA/2019/316 | Notice of intention to prune a willow tree situated within BUS conservation area at 25 High Street | Permission granted |

19/060 Finance: To consider and approve current income and expenditure:

a) monthly balances on accounts and unrepresented cheques in the accounting period

Cllr Johnston had provided the members with the monthly balances and unrepresented cheques prior to the meeting and there were no questions. He had also provided a cheque reconciliation list and VAT claim for 2018/19. On behalf of the Council, Cllr Craddock thanked Cllr Johnston for all the work he had done. Cllr Johnston informed the members £10,000 had been transferred into the current account.

b) to approve payment of accounts and receipts and any other outstanding payments

Members discussed an outstanding invoice from Smailes Goldie Group that the Clerk had received. They did not feel that the company had completed the work to a satisfactory standard. It was proposed by Cllr Craddock, seconded by Cllr Harber and **RESOLVED** unanimously to recommend not to pay the invoice and that further information would be requested. Members approved to pay the following accounts:

| | | |
|----------------------------------|------------------|-------------------------|
| Mrs C Brent | £317.76 | Salary – March 2019 |
| HMRC | £79.20 | PAYE tax |
| East Riding of Yorkshire Council | £122.63 | Pension |
| Mrs C Brent | £46.81 | Expenses |
| Burton upon Stather Village Hall | £2,500 | Grant |
| Utility Warehouse | £14.44 | Electricity for paddock |
| Garden Angels | £84.00 | Grass Cutting |
| Newton Printing Services Ltd | £283.00 | Newsletter |
| Yards Apart | £852.00 | Hedge cutting |
| Jack Startin | £241.44 | Burial Clerk fees |
| ERNLLCA | £791.14 | Subscription |
| ICCM | £95.00 | Subscription |
| Rialtas Business Solutions | £145.20 | Annual software support |
| Total | £5,572.62 | |

19/061 Closed session: Clerk’s probationary period

It was proposed by Cllr Craddock, seconded by Cllr Croft and **RESOLVED** unanimously to move into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, for members to discuss items that contained information of a confidential nature a) the Clerk’s probationary period. Members agreed that the Clerk’s position would now be made permanent. It was then proposed by Cllr Craddock, seconded by Cllr Croft and unanimously **RESOLVED** to come out of Closed Session.

There being no further business the meeting was closed at 9.10pm. The next scheduled meeting will be held in the Village Hall, Todds Lane at 7.15pm on Monday 13th May 2019

Chairman’s signature.....

Date.....