

FULL COUNCIL MINUTES
Tuesday 21st December 2021 in the Village Hall

Present:	Cllr C Harber (Chair)	Cllr D Faulks	Cllr W Johnston	Cllr J Mitchell (from item 21/203)	Cllr P Pringle
		Cllr C Sharp	Cllr M Taylor	Cllr R Webber	

Also present: the Clerk, a resident (until item 21/203)

The meeting began at 7.15pm

Public session

There were no members of the public nor Ward Councillors present

There being no further comments or questions, the meeting was opened at 7.15pm

21/200 Apologies for absence

Apologies were received from Cllrs Bell, Bull, Collinson, Nicholson and Whittaker and Ward Cllrs Marper, Ogg and Rowson

21/201 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

Cllrs Harber, Faulks, Johnston and Sharp for Village Hall

21/202 Parish Councillor Co-option

Cllr Harber introduced Mr Mitchell who explained why he would like to be co-opted to the Council. He mentioned that he had been a Councillor in the past. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously that Mr Mitchell should be co-opted to the Parish Council. Cllr Harber welcomed him to the Council. Mr Mitchell signed the 'Declaration of Acceptance of Office' and joined the meeting.

21/203 Acceptance of minutes for the meeting held on Tuesday 16th November 2021

Members had received the draft minutes of the meeting held on Tuesday 16th November 2021 prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr Johnston and **RESOLVED** with one abstention that the minutes were a true and accurate record. The minutes were duly signed by Cllr Harber.

21/204 Clerk's report

Members had received a report prior to the meeting. The Clerk mentioned that the solicitors fee to have her identity verified had increased to £150, but the lease had now been sent to HM Land Registry to be registered. It was hoped that the Grounds Maintenance Operative could attend a play equipment training session on 5th January at NLC. Members had been provided with the scheme of delegation that was in place and could be used should the government make face to face meetings impossible due to the pandemic. It was agreed that the Clerk should send another letter to the MP (as requested by NALC) stating the current difficulties in holding face to face meetings. The Clerk had received the certificate for the Local Council Foundation Award and it was agreed to purchase a frame and display it downstairs in the office. The Service Level Agreement to empty the dog bins on the paddock and inspect the play equipment had been signed with NLC. It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to renew the annual Zoom subscription.

21/205 Personnel Committee: to receive the minutes of the meeting held on 13th December 2021

Members had received the draft minutes of the meeting held on 13th December 2021 prior to the meeting. Since there was no future date for a personnel committee meeting to be held it was agreed to sign the minutes at this meeting. It was proposed by Cllr Pringle, seconded by Cllr Faulks and **RESOLVED** unanimously that the minutes were a true and accurate record. The minutes were duly signed by Cllr Pringle (Chair of the Personnel Committee).

21/206 To consider and discuss any issues raised in the public session not covered on the agenda

None

21/207 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

21/208 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Webber mentioned that there was a large pot hole on the junction of Flixborough Road and Barnston Way. The Clerk agreed to report this to NLC

21/209 Council meetings: to agree and resolve the meeting dates for 2022

Cllr Harber mentioned that the main hall was only available in the evening on the third Tuesday of the month. It was proposed by Cllr Webber, seconded by Cllr Johnston and **RESOLVED** unanimously that meetings should be kept to the third Tuesday of the month and held in the main hall.

21/210 Burton Hills: to discuss the setting up of a working party and resolve any actions arising

Cllr Harber mentioned that in the past the heritage group had asked about setting up a friends of Burton Hills group. The Clerk was asked to enquire if they were still interested.

21/211 Reports:

a. Burton Playing Fields

The Clerk mentioned that she had met with two other decorators at the pavilion and was waiting for the quotes. It was agreed that the Grounds Maintenance Operative could install a gated opening onto the playing field at the end by the garage so that it was easier to get the mower onto the field. The fire alarm at the pavilion had been serviced but would need a new battery at the next service in six months' time. The one-hour emergency lighting service needed to be done and the Clerk had contacted an engineer. The light bulb in changing room one needed to be replaced but the Grounds Maintenance Operative would do this. The taps in the shower room were hard to switch off and had been left running over the weekend. It was agreed the Clerk would get a quote from a plumber. There had recently been water on the changing room floor, which would be monitored. The Clerk had obtained three quotes for the signs at the playing field. It was agreed to purchase a large sign for the car park entrance and A4 signs for the children's play area. Members were informed that the entrance to the car park had a number of pot holes. It was agreed to obtain quotes for the work. Members considered the support given to the football club from the Parish Council. It was agreed that Cllr Mitchell would meet with them in the New Year.

b. Village Hall Committee

Cllr Faulks mentioned that the Christmas Fair had seemed a success although the financial figures had not yet been received. A number of stall holders had already asked about next year. Cllr Johnston mentioned that he had received concerns that only drinks were provided and no other refreshments. Cllr Harber informed him that this had been a decision taken by the Village Hall Committee. Cllr Faulks mentioned that the new treasurer was working through the books and that a previous treasurer had offered to help if required. Cllr Harber asked if Cllr Faulks had any information on his meeting with the civil engineer and was informed that it was still being worked on and he would continue with it. Two companies were suggested to see if they were interested in helping with the work identified in the survey. The Clerk would get in touch with them. The committee were meeting in January to go through the accounts, since the audit is due.

c. Thealby Play Area

Members were informed that the hedge had been cut back by the Grounds Maintenance Operative as requested. The spinner had been picked up in the annual inspection as having loose bearings. The Grounds Maintenance Operative had tried to sort it out but to get at the bearings the matting would need to be cut. Currently the spinner is safe, but the Grounds Maintenance Operative is trying to sort out the problem.

d. Facebook

Members were informed that there had been no messages.

e. Burial ground

Members were informed that there had been one burial in the natural burial ground and Cllr Pringle informed them that the undertakers were impressed with the changes that had been made. The investigations regarding the excess water between the burial ground and the allotments would be done in the new year. It was agreed that the Grounds Maintenance Operative could remove the straggly shrubs in the hedge and replace them with hawthorn.

f. Allotments

The Clerk mentioned that the renewals were gradually being received. Members had been invited to the Allotment Association AGM 31st January 2022 in the pavilion. It was agreed the Clerk would attend.

g. Public Rights of Way/Footpaths

Cllr Taylor mentioned that the footpath between Thealby and Thealby Lane was covered in thorns from when the hedge had been cut, which had got into dog's paws and peoples feet. The Clerk had reported this to NLC. She was asked to see if the Grounds Maintenance Operative could clear the path. Members were informed that the state of the steps on FP 170/171 had been reported to NLC. The dyke on Burton Hills was currently too wet to be cleared but would be done in the Spring. The state of the path from the church to St Andrews Drive had been reported to NLC, but the Council had replied saying that they are not responsible for it. The Clerk has supplied them with a letter and minutes from the church stating in 2010, that NLC had agreed to take responsibility and is awaiting a reply. Likewise, the snicket between Ridgewood Drive and Wood Top was not the responsibility of NLC. The Clerk is making enquiries

h. Platinum Jubilee

Members were informed that NLC were offering a £250 grant to aid celebrations for the Queen's Platinum Jubilee and the closing date was 10th January 2022. It was proposed by Cllr Webber, seconded by Cllr Johnston and **RESOLVED** unanimously to purchase a celebratory coin with a case for each pupil at the primary school. The Clerk

would apply for the grant to help cover the cost. A meeting would be arranged in the new year with the community groups that had agreed to help with the celebrations.

i. Youth Council

Cllr Harber informed the members that the Youth Council had met on 24th November where two young people had attended. They were keen to get the mobile library hours extended so that they could use it after they returned from school. A Facebook page had been set up which was being monitored by the Clerk and Cllr Harber. One of the young people would be posting on it soon. The Youth Council would continue to meet on the last Wednesday of each month in the pavilion.

21/212 Grants: to receive a report of progress with grant applications and resolve any actions arising

Members were informed that Grange Windfarm had offered the grant for the barrier to be renewed at the playing field. The steel had been paid for and was waiting to be delivered.

21/213 Maintenance in the Villages:

a. To receive a verbal update on any maintenance issues and resolve any actions arising

Cllr Harber mentioned how impressed she was with the state of the churchyard when she visited a grave recently. The Clerk had received one quote to install a handrail on the Parish Office ramp. She would try to get some more quotes. It was agreed that the Grounds Maintenance Operative could reduce the height of the hedge on the paddock to six foot but no lower.

b. To receive a report on the devolution of tasks from NLC and resolve any actions arising

Members had received a report with suggested tasks that could be devolved from NLC to the Parish Council. The Clerk mentioned that during the summer there had been several complaints about the length of the verges on the roads between Burton and Normanby, and Burton and Thealby and at Wood Top. It was agreed to see what grant would be offered from NLC if the Parish Council took on this verge cutting and to gain a quote from the current contractor to do this work. The Grounds Maintenance Operative would also be asked if he could cut the verges between Burton and Thealby.

21/214 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

The Ward Councillors had asked if the Parish Council would consider installing grit bins at Dorset Close and Holme Drive since they had received requests from residents. It was agreed the Clerk would ask NLC for the cost to purchase a grit bin. A post would be put on Facebook stating that the grit could be used by members of the public for roads only. Huntingdon Crescent had recently had the edge of the road resurfaced by NLC and the finger posts that needed replacing were being dealt with. Cllr Sharp asked if the cycle path could be continued along Normanby Road since it stopped at Lodge Lane, Flixborough. The Clerk would make enquiries with NLC. Cllr Webber asked if there was an update on the gates at Wood Bottom, since there was still much flytipping. The Clerk would make enquiries.

21/215 To consider the following planning applications:

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

Planning Number	Application	Response
PA/2021/1997	Planning permission to erect a metal storage shed (including demolition of existing building) at 16 Carr Lane, Thealby, DN15 9AE	No comment
PA/2021/1653	Planning permission to construct 3 wildlife habitat ponds to enhance the population of Great Crested Newts Normanby Hall Country Park, Normanby Park, Normanby, DN15 9HU	No comment

b. Planning Applications

None

c. Planning decisions made by NLC

Planning Number	Application	Response
PA/2021/1618	Application for the storage of 36 tonnes of propane gas as described under Part 2, 18 of Schedule 1 of the Planning (Hazardous Substances) Regulations 1992 at: Sheffield Farm, Bagmoor Lane, Normanby, DN15 9BG	Permission granted

21/216 Finance:

a. Budgets: to receive and discuss the draft budget for 2022/2023

It was agreed to discuss item 21/216a after item 21/217

b. To consider and approve current income and expenditure

There were no questions on the income and expenditure

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

The Clerk went through the bank account totals. There were no questions on the bank statements.

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

It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to pay the invoices. It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously to transfer £19,000 from

the Lloyds account to the Barclays current account to pay the invoices and then to move the excess amount of £10,000 from the Barclays current account to the Barclays savings account.

HMRC	123.97	Nov Tax/NI
ERPF	480.90	Nov Pension
Employees	1772.67	Nov Salary
EE	25.28	clerk's telephone
Clerk	22.64	stationery/photos/postage
Clerk	21.00	Travel expenses
GMO	91.58	battery/cargo net/wheel joints
GMO	77.85	Travel expenses
NLC	1108.80	SLA - dog bins/play inspections
EY & NL branch SLCC	15.00	AGM attendance
SLCC	90.00	Practitioners Conference
Yards Apart	1989.96	Verge cutting
Lincolnshire Cab Makers	132.00	Fencing wood
Pestcotek	100.00	mole removal
J Crowston	97.18	Office/pavilion cleaning
ERNLLCA	120.00	Grievance training
ERNLLCA	126.00	Good Councillor training
Barclaycard	943.66	Bench/tyre insulator/stamps
Humber merchants	34.02	jigsaw blade
Hygiene Hub	47.99	Anti-bac wipes
Mackays	50.40	Red diesel
Utility Warehouse	149.01	Electricity/gas/broadband
Various	510.00	Bus shelter cleaning
Symes Bains Broomer	180.00	Charges to complete ID2 form - BH lease
BAPP	75.60	PPE equipment
Land Registry	40.00	Register of Burton Hills Lease
BSS Group	1309.15	Steel for playing field barrier (grant funded)
Spitfire Services Ltd	78.00	Alarm inspection - pavilion
HMRC	123.97	Dec Tax/NI
ERPF	480.90	Dec pension
Employees	1772.67	Dec salary
Resident	42.00	Refund for cancelled hire of pavilion
	12232.20	

21/217 Closed session: to receive recommendations on staff salaries from the personnel committee

It was proposed by Cllr Webber, seconded by Cllr Taylor and **RESOLVED** unanimously to take agenda item 21/217 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. Cllr Pringle went through the recommendations for the staff salaries. After a discussion, concluding that both members of staff were not being paid in line with the work expected from them, it was proposed by Cllr Pringle, seconded by Cllr Johnston and **RESOLVED** unanimously that the Clerk would update the draft budget to include the Clerk's salary to be raised to Level 22 of the NJC (National Joint Council for Local Government Services) salary scales and the Grounds Maintenance Operative's salary to be raised to Level 6. It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously to come out of closed session

21/216 Finance:

a. Budgets: to receive and discuss the draft budget for 2022/2023

Members discussed the draft budget. It would be finalised once the amended salary scales had been included.

There being no further business the meeting was closed at 9.10pm. The next scheduled meeting will be held on Tuesday 18th January 2022 at the Village Hall, as long as government regulations allow it.

Chair's signature.....

Date.....

Full Council

21st December 2021

Initials..... 52