

BURTON UPON STATHER PARISH COUNCIL
FULL COUNCIL MINUTES
Monday 10th June 2019

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

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

Public session

The resident explained to the Council the reason why he had asked for safety measures to be installed on the bridleway which was to be discussed later in the meeting. Motocross bikes had been using the bridleway so he had enquired with NLC about having the proposed gates installed. This would still allow pedestrian and horse access but should restrict vehicles.

7.19pm Cllr Marper joined the meeting

Cllr Ogg informed the members that there was £69,000 left in the NLC grant for the playing fields. It was agreed that the proposed meeting on 13th June to discuss this should be moved to a later date. He mentioned the recent road traffic accident at Thealby.

7.21pm Cllr Rowson joined the meeting

Cllr Marper went through the Ward Councillors report. The alleged drinking den at the playing field had been removed and the police would monitor the area on evenings and weekends. The annual engineer's inspection had rated Stather Road as 'requiring basic maintenance patching', but Barnston Way, Westover Drive, Linton Rise and Hillcrest Drive had been rated as 'up to standard'. Evidence had been found of weeds in the kerb edges, which should be added to the weed killing programme. Churchgate should be 'planed and inlayed' in the late summer. Holme Drive was currently found not to have enough defects to justify a full plane and inlay.

7.26pm Cllr Ogg left the meeting

Cllr Croft enquired about the trees blocking the traffic view at Normanby roundabout but was informed that they belonged to Normanby Hall. The Clerk was asked to write to the Estate asking for them to be cut back.

7.29pm the resident left the meeting

There being no further comments from the public session, it was agreed to open the meeting. The meeting opened at 7.29pm

19/084 Apologies for absence

Apologies were received from Cllrs Allison & Faulks

19/085 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 Craddock item 19/0101 b) personal and prejudicial

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

Cllrs Craddock, Croft & Harber had dispensations for the Village Hall.

19/086 Minutes of the meeting held on Monday 13th May 2019

Members had received the draft minutes of the meeting held on Monday 13th May 2019 prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Croft and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock

19/087 Clerks Report

Members had received a report prior to the meeting. The Clerk informed the members that Cllr May would like to attend the 'understanding the planning process' training session on 3rd July at a cost of £90+VAT. It was agreed that she could attend this training. Members were informed that the change of mandate for the Lloyds bank account was being completed but the mandate form for the Barclays account still needed to be sorted. The Facebook page was now live but the Clerk asked about the information to be placed on it. It was agreed that posters and agendas should be posted but no discussions to take place. A link to the minutes on the website could also be posted. Members agreed for a set of rules to be arranged and brought back to the next meeting.

7.35pm Cllr Ogg returned to the meeting

19/088 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
21/5/19	Resident	Request to hold fun day on Glebe Paddock to raise awareness of autism	Members agreed to this as long as the resident was self-insured and tidied up afterwards. They would like to know the type of events being held there.

21/5/19	Resident	Concern that a public right of way is inaccessible due to the ploughing of a field	Members discussed this with Cllr Ogg and it was agreed that the landowner was entitled to plough the field and soon it would be walkable again once the turf started to grow.
3/5/19	ERNLLCA	Town & Parish Councils VE Day commemorations	Members were asked to think about events and to discuss it at the next meeting.
27/5/19	Fields in Trust	Search for UK's best park 2019	Members suggested entering Normanby Park but it was felt that since it was privately owned they were unable.
5/6/19	NLC	Request for gates across bridleway 167	Members discussed the suggested safety measures which they had received prior to the meeting. Cllr Craddock provided an example of an alternative measure. It was agreed that the Council were not against a restriction but would suggest the alternative measure. They also asked for information on how often vehicles used the bridleway.

19/089 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Craddock mentioned that a letter should be sent to Mick Peace thanking him for his time as a Councillor which members agreed. Cllr Harber asked if the dates for articles could be published in the newsletter. Cllr May informed the Council that the newsletter would be distributed in the third/fourth week of July. Cllr Pringle updated the members on the recent NATS meeting where they had met the new local police officer. Community speed watch had been mentioned and would soon be rolled out. The members had also discussed the 'drinking den' on the playing field.

19/090 Annual Return: Approval and signing of the Annual Governance and Accountability Return 2018/19

a) Approval and Signing of the Annual Governance Statement

Members had received a copy of the Annual Governance Statement prior to the meeting. The Clerk read through the assertions and responses were given by the members. It was proposed by Cllr Pringle, seconded by Cllr Bell and **RESOLVED** unanimously to accept the members responses. Cllr Craddock signed the Annual Governance Statement

b) Approval and Signing of the Accounting Statements

Members had received a copy of the Accounting Statements 2018/19 prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously to accept the Accounting Statements 2018/19. Cllr Craddock signed the Accounting Statements 2018/19

19/091 Review of:

a) Council subscriptions

Members had received information on the annual subscriptions prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr Johnston and **RESOLVED** unanimously to continue with these subscriptions.

b) Council direct debits

Members had received information on the regular direct debits prior to the meeting. It was proposed by Cllr Johnston, seconded by Cllr Craddock and **RESOLVED** unanimously to continue with these direct debits.

19/092 To receive reports from the following and resolve any actions arising:

a) Burton Playing Fields Association

Cllr Craddock confirmed with the members that since there was neither a playing field association nor playing field committee, the responsibility of the playing fields lay with the Parish Council. He gave a verbal report on the actions that had been done at the playing fields. A self-employed cleaner had been asked to clean the pavilion for two hours per week, the gas boiler serviced, PAT testing on the portable equipment, ENTRUST statutory return and insurance documents displayed. The fire alarm and fire extinguisher service and ICO renewal in July still needed to be done. A combination padlock had been placed on the field emergency access barrier and contact details displayed. The risk assessment of the playing field has done including an inspection checklist. This needed to be carried out regularly. A quote had been received to replace the damaged concrete barrier, the buckled emergency barrier and damaged fencing around the play area at a cost of £182.23. This had been completed on Health and Safety grounds. Advisory signs were required for the skate park and gym equipment and a quote had been given of £54.00. 'No Dogs Allowed' signage and the replacement CCTV camera still needed to be done. The fence along The Avenue required reinstating. He informed the members that himself, Cllr Harber and the Clerk were visiting the solicitor to terminate the lease with the Playing Fields Association and arrange for a new lease with the bowls club. An administrator for the playing field was required and the Clerk had agreed to do this, so he would draw up a proposed modification to the Clerk's job description for presentation at the next meeting in closed session. Cllr Craddock recommended to the members that the PFA bank account be closed and all monies transferred to the Parish Council account. Cllr Craddock proposed, Cllr Harber seconded and it was **RESOLVED** unanimously that these recommendations be carried out. The Clerk asked and it was agreed that she could authorise the servicing of the CCTV equipment and the replacement of the stolen camera. Members decided not to renew the VANL membership for the PFA.

b) Village Hall Committee

Cllr Croft informed the members that there was a new booking secretary. Cllr Craddock agreed to arrange a report for the newsletter.

c) Thealby Play Area

Cllr Croft mentioned she had nothing to report. Cllr Craddock informed the members that they had signed up with NLC for the annual play equipment inspection and agreed to write a report for the newsletter.

d) Burton Hills Picnic Area

Nothing to report. It was requested that this item be removed from the agenda.

e) Superfast Broadband grant application

Cllr Craddock informed the members that the Department for Culture, Media and Sport had made changes to the funding. Residents could now sign up to a lower broadband speed and five people had agreed to this. He was hoping to have received a contract from Openreach by the next Council meeting.

f) Parish Pathways Partnership

Members had received an email from NLC prior to the meeting. Since the Parish Council had instructed a contractor to cut the pathways, it was agreed to inform NLC that they would continue this and would like to investigate signing the revised agreement.

g) Burial Ground

The Clerk informed the members that she had received a request for an additional inscription on a memorial and the fee. Since this had not occurred before there currently was no fee. It was agreed that a fee of £30 per memorial would be added to the burial ground fees for additional inscriptions.

h) Allotments

Nothing to report.

19/093 PFA Grants: To receive a report of progress with grant applications made to North Lincs Council’s Community Fund and resolve any actions arising

Cllr Ogg had informed the members that there was £69,000 left in the grant for the playing fields. Cllr Johnston asked if this included the £23,000 that the Parish Council was going to pay back for wrongly claiming the VAT. Cllrs Ogg and Marper did not know whether it had been included. It was agreed that this would be discussed at the rearranged meeting for the footpath at the playing field.

19/094 Maintenance in the Village: for members to receive a verbal update on any maintenance issues.

Cllr Craddock informed the members that some of the guttering was missing on the bus shelter in the High Street, the bench at Normanby adjacent to the bus stop had a rotting slat, the bench at Thealby had a loose slat and the noticeboard at Thealby was loose.

8.40pm Cllr Ogg left the meeting

Members were informed by Cllr Craddock that he could get someone to do this work for £10 per hour and it was agreed to get this work done.

19/095 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

Members had noticed that the foliage had been cut back. The Clerk had been informed on 10th May 2019 that an inspection would be done in the next 10 days but no further information had been received. The Clerk was asked to chase this up.

b) Parking on Stather Road (Cllr Harber)

Cllr Marper informed the members that penalty notices had been issued and that the car had now been moved. Members mentioned that concrete blocks had been placed on some of the verges and there was concern about the grass cutting. They agreed to monitor this.

c) Villa Farm footpath

Nothing to report

d) Name signs at the approaches to the village

Nothing to report. Cllr Marper suggested applying to the NLC community grant fund. It was agreed the Clerk would make an application.

e) Churchgate road surface

This was discussed in the public session.

19/096 Parish Office Development

Cllr Johnston informed the members that work had been slow recently. There had been problems with the bricklayer but a new one should be on site from next Monday.

19/097 Britain in Bloom: update on reply to groups who had shown an interest

Cllr Craddock informed the members that he would like to form a sub-committee with the groups interested in entering Britain in Bloom, to look at ways of improving the village prior to entering next year. It was agreed to form the group with Cllr Craddock being a member and to put an article in the newsletter.

19/098 Make Burton Accessible Project (Cllr Harber)

Cllr Harber informed the members that a meeting had taken place between herself, Cllr Marper, Cllr May and a resident to identify areas that caused difficulties. They wanted to ensure residents understood that they could not make every area accessible, but hoped to have sign posted accessible routes, with Burton being a pilot scheme for NLC. It was agreed to put an article in the newsletter.

19/099 Conflict of Interest: update from advice sort from ERNLLCA

The Clerk read out an email from ERNLLCA stating that ‘if a Councillor had been granted a dispensation then they were entitled to speak and vote on an issue they may have an interest in. Therefore they would not have a conflict of interest.’

19/0100 To consider the following planning applications:

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

Planning Number	Application	Comments
PA/2019/979	Application for the determination of requirement for prior approval of a household extension at 14 Flixborough Road BUS	No comment
PA/2019/971	Planning permission to erect a single storey rear extension and associated works at 6 Church Farm Mews	No comment

b) Planning applications

Planning Number	Application	Comments
	Application for the variation of a premises licence at Normanby Hall	Members were concerned how the licence holder would ensure underage drinkers were separated. They wanted it noted that the majority of visitors would arrive by car so was there a need for this variation in the licence.
PA/2019/837	Planning permission to retain a wall at Brookside Caravan Park, Stather Road, BUS	No comment
PA/2019/788	Planning application to replace single glazed sash wooden windows and doors with wooden double glazed sash windows and doors at 7 Normanby Road, BUS	No comment
PA/2019/964	Planning permission for extensions and alterations to dwelling (including demolition of existing conservatory) and associated works at 22 Tee Lane, BUS	No comment

c) Planning decisions made by NLC

Planning Number	Application	Decision
PA/2019/474	To erect a single storey extension to the rear and side of the property at 80 Flixborough Road, BUS	Permission granted
PA/2019/456	To retain wooden garden shelter and boundary fence at Hawthorne Lodge, 23a Norfolk Ave, BUS	Permission granted
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	Permission granted

9.00pm Cllrs Marper & Rowson left the meeting

19/0101 Finance: To consider and approve current income and expenditure:

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

The Clerk had provided a monthly update on the accounts. She informed the members that a cheque for Utilities Warehouse had not been received by them so she had arranged for the outstanding amount to be taken by direct debit. Cllr Craddock asked that the cheque be stopped by the bank.

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

The Clerk had issued the list of payments prior to the meeting with two additions. It was proposed by Cllr Pringle, seconded by Cllr Craddock and **RESOLVED** unanimously that the Council would pay the following items:

Scunthorpe Self Storage	162.50	Storage of office items
HMRC	112.36	Tax & NI
ERPF	231.58	Pension
Employee	724.14	Salary
Employee	36.47	expenses
EE	12.13	clerk's telephone (DD)
The Signmaker	208.35	burial ground notice board
Cllr Craddock	10.63	padlock for playing fields
Hygiene Hub	165.49	Cleaning equipment for pavilion
Hygiene Hub	40.44	Magnet sweeper head
Pitchcare Services	394.80	white line marker
BT	59.88	CCTV Wifi at Pavilion(DD)
Cleaner	69.36	Pavilion cleaning
Glover & Co	756.00	Internal audit & Payroll
	2984.13	

c) VAT re: the Bowls Club

Members were informed that NLC had agreed to wait for the repayment until the 2018/19 VAT reimbursement had been received.

There being no further business the meeting was closed at 9.08pm. The next scheduled meeting will be held in the Village Hall, Todds Lane at 7.15pm on Monday 8th July 2019

Chairman's signature.....

Date.....