

BURTON UPON STATHER PARISH COUNCIL
FULL COUNCIL MINUTES
Monday 13th May 2019

Present: Cllr Allison (Chair item 1) Cllr Craddock (Chair from item 2) Cllr Bell
Cllr Croft Cllr Harber Cllr Johnston
Cllr May Cllr Pringle

Also present: the Clerk, Ward Councillors Marper and Ogg

Public session

There were no members of the public present

Cllr Marper informed the members that the new unit would be delivered to Burton Bears at the weekend. They were asking for three poplar trees to be removed since they would be a hazard for the children when playing. NLC were sending out a consultation for the parking bays in the High Street. She agreed to take the speedway parking concerns to NLC. Part funding for the village signs may be available, but match funding would be required. She was still working on the replacement finger pole at Thealby.

Cllr Croft mentioned the pot hole at the top of Stather Hill and Cllr Marper mentioned that she knew about it and it had been reported to Highways.

There being no further comments for the public session, it was agreed to open the meeting. The meeting opened at 7.20pm

19/062 Election of Chairman

Cllr Allison proposed, Cllr Harber seconded and it was **RESOLVED** unanimously that Cllr Craddock would be the Chair for 2019/2020. Cllr Craddock duly signed the acceptance of office and took the Chair. Cllr Croft and Cllr Craddock thanked Cllr Allison for his hard work as Chair of the Council.

19/063 Election of Vice Chairman

Cllr Johnston proposed, Cllr May seconded and it was **RESOLVED** unanimously that Cllr Harber would be the Vice Chair for 2019/2020. Cllr Harber duly signed the acceptance of office.

19/064 Apologies for absence

Apologies were received from Cllr Rowson (Ward Councillor)

19/065 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 Craddock, Croft & Harber had signed dispensation forms for the Village Hall, prior to the meeting.

19/066 Minutes of the meeting held on Monday 8th April 2019

Members had received the draft minutes of the meeting held on Monday 8th April 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

19/067 Clerks Report

Members had received a report prior to the meeting. The Clerk asked the members if a signatory would contact Barclays Bank re a mandate form. Cllr Allison agreed to do this. She additionally informed them that a representative was required for NATS meetings. It was proposed by Cllr Johnston, seconded by Cllr Croft and **RESOLVED** unanimously that Cllr Pringle would be the Council representative. Cllr May had requested to attend the Councillors training by ERNLLCA. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously that Cllr May should attend the training at a cost of £37.50 + VAT per session (totalling 3). Cllr Craddock and Cllr Harber had requested to attend the Chair's training by ERNLLCA. It was proposed by Cllr Croft, seconded by Cllr Johnston and **RESOLVED** unanimously that they should attend the training at a cost of £87 + VAT per councillor. It had been reported to the Clerk that a tree in the corner of the paddock had some dead wood. It was proposed by Cllr Bell, seconded by Cllr Johnston and **RESOLVED** unanimously to ask Yards Apart to cut back where necessary the trees on the paddock.

19/068 Review of terms of reference for Personnel Committee

Members had received the terms of reference for the Personnel Committee prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr Croft and **RESOLVED** unanimously to accept the reviewed terms of reference.

19/069 Appointment of members to the Personnel Committee

It was proposed by Cllr May, seconded by Cllr Allison and **RESOLVED** unanimously that Cllrs Pringle, May, Croft and Johnston would be the members of the Personnel Committee.

19/070 Appointment of two Councillors to carry out quarterly financial review

It was proposed by Cllr Allison, seconded by Cllr Harber and **RESOLVED** unanimously that Cllrs Craddock and Johnston would carry out the quarterly financial review.

19/071 To elect two councillors to represent this council at ERNLLCA district committee meetings.

No Councillor was able to attend these meetings so it was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously that the Clerk would attend on behalf of the Council should the agenda items be relevant to this Council

19/072 Review of:

a) Standing Orders

Members had been issued with the revised Standing Orders prior to the meeting. Cllr Craddock informed the members that he was concerned about item 25 – restricting Councillors activities. It was proposed by Cllr Croft, seconded by Cllr Bell and **RESOLVED** unanimously to include 'the Council gives authority for Councillors to inspect land and report back at the next meeting.' It was also proposed by Cllr Johnston, seconded by Cllr Bell and **RESOLVED** unanimously to include 'the Chair has powers to deal with emergency matters on Council owned land'

b) Financial Regulations

Members had been issued with the current Financial Regulations prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr May and **RESOLVED** unanimously to accept these Financial Regulations

c) Asset Register

Members had been issued with the current asset register prior to the meeting. It was proposed by Cllr Allison, seconded by Cllr Pringle and **RESOLVED** unanimously to accept the asset register.

d) Council subscriptions

It was agreed to defer this to a future meeting when the accounts had been returned from the auditor.

e) Insurance Cover

It was agreed to defer this to a future meeting when the cover was due for renewal

f) Council direct debits

It was agreed to defer this to a future meeting when the accounts had been returned from the auditor.

g) Complaints Procedure

The Clerk had provided the members with a model complaints procedure from ERNLLCA prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr May and **RESOLVED** unanimously to adopt this procedure. The Clerk agreed to amend it so that it is similar to other Council policies.

h) Handling requests under GDPR 2019 policy

It was agreed to defer this to a future meeting, when the Clerk had looked at the policy.

i) Dealing with press and media policy

It was agreed to defer this to a future meeting, when the Clerk had looked at the policy.

19/073 Time and place of ordinary meetings up to the next annual meeting

The Clerk had issued the dates for the meetings until May 2020. It was agreed that it would be decided at the July meeting as to whether a meeting was required in August.

19/074 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
17/4/19	Utility Warehouse	Final demand for electricity bill. Could Councillors consider setting up a direct debit for the electricity payments?	It was proposed by Cllr Harber, seconded by Cllr Johnston and RESOLVED unanimously that a direct debit should be set up. The Clerk agreed to arrange this.
30/4/19	ERNLLCA	Submission of resolutions to ERNLLCA AGM	Noted

19/075 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Craddock mentioned that previously Council had discussed the setting up of a Facebook account. It was agreed that the Clerk and Cllr Harber would look into this and report back at the next meeting. Cllr Johnston informed the members that he no longer wished to organise the newsletter and proposed that Cllr May take it over. Members agreed to this.

19/076 To receive reports from the following and resolve any actions arising:

a) Burton Playing Fields Association

Cllr Harber informed the members that she had been passed correspondence, including an overdue bill that was being sent to a previous committee member's address. Cllr Johnston mentioned that the bank account still needed the signatories changing. Cllr Allison proposed, Cllr May seconded and it was **RESOLVED** unanimously that Cllr Harber would remain a signatory, with Cllr Johnston and the Clerk being added. It was agreed that eventually this account would be brought into the Council's accounts. Cllr Harber agreed to arrange an appointment with the bank. Cllr Allison informed the members that the playing field association had requested a new line marker at a cost of approximately £300. It was proposed by Cllr Bell, seconded by Cllr May and **RESOLVED** unanimously to purchase the line marker and recover the cost from the PFA bank account. Cllr Harber asked that the PFA make sure they dilute the paint correctly. The Clerk updated the members on the stolen CCTV camera at the pavilion. It had been reported to the police and they had been in touch with Cllr Allison. Cllr Allison mentioned that he was to contact the installer of the CCTV cameras. The Clerk informed the members that the CCTV required a service and Cllr Allison agreed to arrange this with the installer. Members were informed by Cllr Craddock that the insurance for the PFA was due on the 3rd June. The renewal from Zurich was £2,181.58 but did not cover everything required. He had requested a quote from Came & Co which would have more cover and cost £1,724.34. It was proposed by Cllr Pringle, seconded by Cllr Croft and **RESOLVED** unanimously to insure with Came & Co. Cllr Craddock mentioned that one condition of this insurance was to have an up to date 5 year electrical inspection. It was proposed by Cllr Pringle, seconded by Cllr Johnston and **RESOLVED** unanimously that Cllr Craddock would arrange this with Holls Electrical Ltd.

i. Playing Field Committee

Cllr Johnston informed the members that he was willing to remain on the committee to liaise between it and the Council.

ii. Playing Field Footpath

Cllr Johnston informed the members that he had received a quote for the footpath at £40,000 for a one and a half metre wide path, 500 metres long. This would give wheelchair access to the playing field. He agreed to apply to the NLC community fund for a grant. Cllr Johnston also mentioned that he had received a second quote for 200 metres of fence at £6,285+ VAT. He agreed to contact Colin Wilkinson at NLC to see if a grant was available.

b) Village Hall Committee

Cllr Croft had nothing further to report, from the Annual Parish meeting.

c) Thealby Play Area

Cllr Croft had nothing further to report from the Annual Parish meeting. Cllr Craddock informed the members that NLC had asked to leave the election portakabin on site until the European elections, but he would ask them to move it since it was in the way of the grass cutting

d) Burton Hills Picnic Area

Nothing to report. To be left on the agenda

e) Superfast Broadband grant application

Cllr Craddock informed the members that Cllr Marper had passed him the contact details of one of the interested businesses, who he had contacted but received no reply. Likewise he had contacted another business but was waiting for a reply. Paul Smith from Openreach had enquired for an update.

f) Parish Pathways Partnership

Cllr Harber mentioned that she had received complaints about the footpath down Stather Hill. The Clerk had received an email from NLC asking the Council to send a copy of the signed agreement and the contractors insurance. She had been unable to locate a signed copy but Cllr Johnston informed the members that it had been signed and sent the previous year. Cllr Ogg mentioned that this Council was not on the list of those taking part in the partnership this year. He was informed that a contractor was in place to cut the paths three times between May and September. It was suggested that the Clerk email Andy Long at NLC to make enquiries. Cllr Bell enquired as to who was responsible for the finger posts and bridges since the bridge at Thealby had one side missing. He was informed this was the responsibility of Dave Sanderson at NLC.

g) Burial Ground

The Clerk updated the members on interments in the burial ground. They were informed that it had been suggested that a thank you should be sent to the lady who wrote in the Remembrance Book. It was agreed that the Clerk would send a letter. Since the compost heap had been removed there was nowhere for rubbish to be placed. Members were informed that NLC could provide a 240l bin costing £8 per collection. It was proposed by Cllr Pringle, seconded by Cllr May and **RESOLVED** unanimously to ask NLC to provide a bin and collect it fortnightly at an annual cost of £192. Cllr Bell was concerned about the state of the grass in the conventional area of the burial ground. He was informed that the grass had been left over the winter so had grown long. Now that it was being regularly cut it should mulch down.

h) Allotments

Members had received a report from the Allotment Association prior to the meeting. They were informed that all plots were now rented.

19/077 PFA Grants: To receive a report of progress with grant applications made to North Lincs Council's Community Fund and resolve any actions arising

There were no outstanding grants. A request would be made for the funding of the footpath.

19/078 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

No further update

b) Parking on Stather Road (Cllr Harber)

Cllr Harber had been contacted by residents complaining about double parking at the bottom of the road. The new bollards had made the problem worse. Cllr Marper mentioned that she would contact the owners of Brookside to see if they could help relieve the issue by letting residents park in their car park. It was requested that this item should be left on the agenda.

c) Villa Farm footpath

Cllr Marper mentioned that she was waiting for a meeting.

d) Name signs at the approaches to the village

This had been discussed in the public session. Cllr Bell asked if it had been decided on the design and was informed that ideas were in hand.

e) Churchgate road surface

Cllr Ogg mentioned that it had been discussed at NLC and that the subcontractor had been asked to sort it out. It was requested that this item be left on the agenda.

f) Accessibility of footpaths in the village (Cllr Harber)

Cllr Harber had been contacted regarding the difficulties of getting around the village in a wheelchair and it had been suggested about having a dropped kerb near to the Sheffield Arms to cross to the Paddock. Cllr Marper mentioned that previously Highways had looked into this but it was decided to be too dangerous on the S-bend. After a discussion, it was proposed by Cllr Croft, seconded by Cllr May and **RESOLVED** unanimously to form a sub committee consisting of Cllrs Harber, May and Marper to look at the accessibility of paths in the parish.

19/079 Britain in Bloom: for members to decide if they would like to enter

Members were informed that a few groups had replied to the letters. A vote was taken as to whether the Council should enter with a result of: to enter 0; not to enter 5; abstentions 3. It was agreed not to enter this year but would consider it next year.

19/080 Parish Office Development

Cllr Johnston informed the members that the roof had been removed and the new ceiling installed. One gable end had been demolished. The architect had emailed his fees of £270 +VAT per month to oversee the development. Cllr Croft asked how long the work would take and was informed approximately two months as long as the drainage did not cause a delay. It was proposed by Cllr Johnston, seconded by Cllr Harber and **RESOLVED** unanimously to accept the architect fees. Cllr Craddock informed the members that he, Cllr Harber and Cllr Johnston had been going through the documentation at the storage unit to clear out anything not required. Cllr Johnston mentioned that the History Society had been offered space in the office to store their historical items.

19/081 Conflict of Interest: for members to discuss whether dispensations should be given and/or to what extent (Cllr Johnston)

Cllr Johnston mentioned that at the previous meeting there were only five councillors present and three of those were on the Village Hall committee. He was concerned that the Parish Council would not have a proper say on matters. After a discussion, it was agreed that the Clerk would seek advice from ERNLLCA

19/082 To consider the following planning applications:

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

Planning Number	Application	Comments
PA/2019/828	Planning permission to erect a two storey rear extension at 7 Waveney Close, BUS	No objections
PA/2019/499	Removal of 2 nd driveway on planning application at 5 Darby Road	Members did not feel that this is an amended application but a different application and should be treated as such. They were concerned about the height of the fence which will cause visibility issues for vehicles coming out of Vicarage Crescent. They were concerned that work was started prior to the application being put in.
PA/2019/830	Planning permission to vary condition 5 of planning permission PA/2011/1050 namely to allow for the unloading of trains beyond the approved operating hours at Roxby Landfill Site, Winterton Road, Roxby	Members were concerned about the increased noise, dust and smell pollution. They hoped that Roxby and Winterton Council's had been consulted

b) Planning applications

Planning Number	Application	Comments
PA/2019/736	Outline planning permission to erect detached dwelling with access not reserved for subsequent approval at land east of 16 The Avenue, BUS	Members were concerned that the planning application is totally outside the development building line. They would like to know what is the point of a building line if residents are able to build outside it?
PA/2019/716	Planning permission to provide static caravan as temporary accommodation for site manager (3 years) at Acorn Wood, Darby Road, BUS	No objections

c) Planning decisions made by NLC

Planning Number	Application	Decision
PA/2019/436	Planning permission to erect a modular nursery unit at Burton Play, Flixborough Road, BUS	Permission granted

9.07pm Cllrs Marper and Ogg left the meeting

19/083 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 after the payments had been paid there would be approximately £500 in the current account. It was proposed by Cllr Harber, seconded by Cllr Johnston and **RESOLVED** unanimously that Cllr Allison would transfer £10,000 from the deposit account to the current account.

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 Allison, seconded by Cllr Johnston and **RESOLVED** unanimously that the Council would pay the following items:

Scunthorpe Self Storage	170.25	Storage of office items
Direct Removals	180.00	Removal of office items to storage
Utility Warehouse	14.35	Paddock electricity
NS Services	320.00	Work to burial ground
Holls Electrical Ltd	1528.44	Floodlights at Church
Burr Solutions	13042.39	Parish Office Development
T Rowbotham	90.00	Litter collection at Playing fields
HMRC	117.48	Tax & NI
ERPF	240.75	Pension
Yards Apart	1200.00	Removal of compost heap
Employee	731.42	Salary
Employee	36.44	expenses
EE	12.13	clerk's telephone
BT	59.88	
Utility Warehouse	14.13	Paddock electricity
Garden Angels	223.39	Grounds Maintenance
NLC	406.90	PFA waste collection
Came & Co	1724.35	PFA insurance
	20112.30	

c) VAT re: the Bowls Club

Cllr Johnston informed the members that when the Bowls Club Pavilion had been built, £23,000 VAT had been reclaimed which should not have been. He recommended that the Council inform NLC that an error has been made. It was agreed that Cllr Johnston would contact NLC and seek their advice.

There being no further business the meeting was closed at 9.15pm. The next scheduled meeting will be held in the Village Hall, Todds Lane at 7.15pm on Monday 10th June 2019

Chairman's signature.....

Date.....