

FULL COUNCIL MINUTES
Monday 13th January 2020

Present: Cllr Craddock (Chair) Cllr Bell Cllr Croft
Cllr Faulks Cllr Harber Cllr Pringle

Also present: the Clerk and Ward Cllr Ogg

Public session

Cllr Ogg informed the members that he had attended the Biffa meeting regarding the smells at Roxby landfill site. Despite being assured this would stop, there had still been gas smells. Wood Hill was on the list for resurfacing as was Churchgate and Stather Hill. There was still an issue with the spring on Stather Road. Cllr Craddock mentioned that the boundary wall at Normanby Hall was showing signs of falling down in places.

There being no members of the public present or further questions from the public session, the meeting was opened at 7.25pm.

20/1 Apologies for absence

Apologies were received from Cllrs Allison, Johnston and May and Ward Councillor Rowson

20/2 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 declared a personal and prejudicial interest for item 20/14 c) ii)

- b. **To note dispensations given to any member of the council in respect of the agenda items listed below**
Cllrs Craddock & Croft had dispensations for the Village Hall and Thealby Play Area. Cllrs Harber & Faulks had dispensations for the Village Hall

20/3 Acceptance of minutes for the meeting held on Monday 9th December 2019

Members had received the draft minutes of the meeting held on Monday 9th December 2019 prior to this meeting. It was proposed by Cllr Harber, seconded by Cllr Faulks and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock

20/4 Clerk's report

Members had received a report prior to the meeting. The Clerk informed the members that Cllrs Craddock & Harber were booked on the 'Good Employer' training. Members agreed to the Clerk's annual leave request and for her to attend the webinar training on 'Creating Accessible Word and PDF documents'. Cllr Craddock asked if the Clerk had heard from NLC about a planning application for the caravan at 34 Stather Road. Nothing had been received so the Clerk agreed to chase it up.

20/5 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, Correspondence to be resolved upon:

Date Emailed	From	Correspondence	Action
8/1/2020	Resident	Concern over dog mess in the village and a request for a bin on Holme Drive	It was agreed that the Clerk would ask NLC to include this bin on their collection schedule and if so, a bin would be provided.

20/6 Councillors Forum: Councillors' information exchange (10 minutes)

Cllr Craddock informed the members that he had received resignations from Cllrs Allison, Johnston and May. He had spoken to a couple of residents who were considering whether to apply to the Council. The Clerk agreed to inform the electoral services department at NLC of the resignations and was asked to send them letters of thanks.

20/7 To review the following policies and registers:

- a. **Financial Reserves Policy**

Members reviewed the financial reserves policy. It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** unanimously to accept this policy

b. Asset Register

Members reviewed the asset register. It was noted that one of the chains of office was not included. It was proposed by Cllr Faulks, seconded by Cllr Croft and **RESOLVED** unanimously that with the additional inclusion of the second chain of office, the asset register was an accurate record of the Council assets.

20/8 To receive reports from the following and resolve any actions arising:

a. Burton Playing Fields

The Clerk informed the members that she had contacted a company to deal with the moles, but was waiting to hear back from them. Other companies were suggested. Cllr Craddock mentioned that Burton United Football Club had not paid the invoice sent in October. The mower needed to be repaired, but the Council had no key to the garage. He proposed and it was agreed that a meeting be arranged with the football club.

b. Village Hall Committee

Cllr Croft mentioned that apart from a few maintenance jobs, everything was going well with the village hall.

c. Thealby Play Area

Nothing to report

d. NATS meeting

Cllr Pringle gave a report from the meeting held on 8th January. There had been an issue with a flat loader lorry travelling around the villages offering to cut down trees. If they are seen, it should be reported to 101. 'The Little book of Big Scams' was mentioned and Cllr Ogg agreed to see if he could get a copy for the Council.

e. Make Burton Accessible

A meeting had been arranged with Mick Johnson from NLC Highways on 23rd January, who would be shown the areas of concern.

f. Burial Ground

Members were informed that there was a problem with moles in the burial ground and these would be dealt with. The Christmas wreaths on the memorials would be removed after 31st January.

g. Allotments

Members were informed that all the plots were now occupied. A couple of tenants still needed to pay the rent but that was in hand. The Clerk would be attending the Allotment Association AGM on 20th January.

20/9 BPF Grants: To receive a report of progress with grant applications made to North Lincs Council's Community Fund and resolve any actions arising.

Prior to the meeting, Cllr Craddock had provided members with a proposal for the Council to employ a grounds maintenance worker. He suggested that the Council ask NLC to provide the required equipment from the community grant that had been allocated to the area. The grounds person would then be able to cut the grass and maintain Council land rather than hire a contractor. This would be funded from the contractor's budget. It was proposed by Cllr Faulks, seconded by Cllr Croft and **RESOLVED** unanimously to apply to the NLC grant fund for the purchase of the equipment. If this was successful then the Council would look into employing a grounds person. Members were also informed that Council had been asked to get an alternative quote for the footpath around the playing field. This had been received and would be forwarded to NLC.

20/10 Maintenance in the Village: for members to receive a verbal update on any maintenance issues.

Members were informed that a tree on Burton Hills had fallen down, which NLC had removed. The Council has a lease with Normanby Estates, which includes being responsible for the maintenance of the trees. There had also been concerns over a tree on the paddock. It was proposed by Cllr Croft, seconded by Cllr Pringle and **RESOLVED** unanimously to get a tree surgeon to look at these trees. Cllr Craddock mentioned that he had received a request for a litter bin on Burton Hills. It was proposed by Cllr Bell, seconded by Cllr Croft and **RESOLVED** unanimously to ask NLC to include this on their collection schedule and then purchase a litter bin. Members were reminded that they had previously agreed to replace the bench on Flixborough Road. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously to purchase and install a bench.

20/11 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 Bell mentioned that the sign for Barnston Way needed to be secured into the ground. The Clerk agreed to contact NLC Highways. Cllr Croft mentioned that there was a need for a mirror at the corner of the Sheffield Arms. It was agreed that this would be mentioned to Mick Johnson at the meeting on 23rd January.

- a. **Footpath from the churchyard to St Andrew's Drive**
The Clerk had reported this to NLC Highways and it had been passed onto Mick Johnson. It would be mentioned at the meeting on 23rd January.
- b. **Name signs at the approaches to the village**
The Clerk had provided the members with a breakdown of forecasted reserves at the end of the financial year. These would be less than 50% of the annual expenditure (as recommended in the financial reserves policy), so it was recommended that the Council wait to see if their grant application to the NLC community grant fund was successful. Cllr Ogg mentioned that he was sure that the grant had been offered. It was agreed to defer this item to the next meeting and for the Clerk to enquire with NLC about the grant.

20/12 Parish Office Development

Members were informed that the Clerk was now working from the Parish Office. Cllr Craddock asked if members would like to have an official opening. It was agreed that they would provide some suggestions at the next meeting as to who should officially open the building.

20/13 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	Comments
APP/Y2003/W/19/3242595	Appeal re: planning permission to provide static caravan as temporary accommodation for site manager (3 years)	It was proposed by Cllr Faulks, seconded by Cllr Bell and RESOLVED unanimously to support this application

c. **Planning decisions made by NLC**

Planning Number	Application	Decision
PA/2019/1715	Planning permission to relocate and increase height of boundary wall at 22 High Street, BUS	Permission Granted
PA/2019/1836	Planning permission to erect single storey side and front extension at 2 St Barbaras Crescent, BUS	Permission Granted
PA/2019/2011	Notice of intention to fell a Leyland Cypress within Normanby's conservation area at 26 Main Street, Normanby	Permission Granted

8.40pm Cllr Ogg left the meeting

20/14 Finance:

- a. **To receive and agree the draft budget for 2020/2021 (including the grant applications)**
Members discussed the grant application from the primary school. After much discussion it was proposed by Cllr Bell, seconded by Cllr Harber and **RESOLVED** unanimously to give a grant of £1,030 towards the line marking for the sports playground and the transport to the local care homes, but would be for only this year.
After discussing the proposed draft budget, members agreed to set the annual budget at £57,203
- b. **To agree the precept for 2020/2021**
Members discussed the precept and it was proposed by Cllr Harber, seconded by Cllr Faulks and **RESOLVED** unanimously to set the precept at £61,900. This would allow for a contingency should a grounds person be employed.
- c. **To consider and approve current income and expenditure**
 - i. **Monthly balances on accounts and unrepresented cheques in the accounting period**
Members were taken through the reports provided and asked if they had any questions. They were informed that the quarterly review would be carried out the next morning by Cllrs Craddock and Pringle. Cllr Craddock mentioned that the VAT reclaims were being made into the Lloyds account. In future they would be paid into the Barclays current account.

9.15pm It was proposed by Cllr Harber, seconded by Cllr Bell and **RESOLVED** unanimously to suspend Standing Orders so that the agenda could be completed.

- ii. **To approve payment of accounts and receipts and any other outstanding payments**
It was proposed by Cllr Pringle, seconded by Cllr Bell and **RESOLVED** with one abstention to pay the following invoices.

Company	Amount	Reason
HMRC	0.00	Tax & NI
ERPF	255.49	Pension
Employee	872.70	Salary
Employee	42.78	expenses
EE	12.13	clerk's telephone (DD)
BT	61.68	CCTV Wifi at Pavilion(DD)
Utility Warehouse	9.09	Electricity Paddock/Office (DD)
British Gas	39.00	Gas at Pavilion (DD)
SLCC	161.00	membership
ERNLLCA	108.00	Good Employer training- A Craddock
Webhosting	45.93	domain renewal
Forge Welding	230.00	Repair filing cabinet
Barclaycard	425.98	Framing/photocopier
J Crowston	55.58	Pavilion cleaning
SLCC	36.00	Cloud Computing Training
Cllr Craddock	8.40	Microfilter for office phone
Trevor Rowbotham	90.00	Litter pick at playing fields
Cartridge Save	37.66	Printer ink cartridges
ERNLLCA	108.00	Good Employer training -C Harber
St Andrew's Church	100.32	Church Floodlights
Cllr Craddock	55.00	Storage trolleys for office
Viking	117.40	Office supplies
Total	<u>2872.14</u>	

20/15 Closed session: to update members on the Clerk's appraisal

It was proposed by Cllr Harber, seconded by Cllr Bell and **RESOLVED** unanimously to take agenda item 20/15 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; a) update on the Clerk's appraisal. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously to come out of Closed Session.

It was proposed and agreed to reinstate Standing Orders

There being no further business the meeting was closed at 9.30pm. The next scheduled meeting will be held in the Village Hall, Todds Lane at 7.15pm on Monday 10th February 2020.

Chairman's signature.....

Date.....