

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

Present: Cllr Craddock (Chair) Cllr Allison Cllr Croft
 Cllr Faulks Cllr Harber Cllr Johnston
 Cllr May

Also present: the Clerk, Ward Councillor Ogg

Public session

No members of the public were present.

Cllr Ogg reported to the Council that North Lincolnshire Council (NLC) was looking into how to enforce the public space protection order on the playing field. Following a complaint on speeding and tailgating along the Normanby to Burton road, speed monitoring was being considered. He reminded the members that there was a meeting at 5pm on 9th July at the playing field regarding the footpath and play area.

7.18pm Cllr Allison joined the meeting

There being no further comments from the public session, it was proposed by Cllr Johnston, seconded by Cllr Croft and **RESOLVED** unanimously to open the meeting. The meeting opened at 7.18pm

19/0102 Apologies for absence

Apologies were received from Cllrs Bell & Pringle and Ward Councillors Marper & Rowson.

19/0103 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 dispensations for the Village Hall.

19/0104 Minutes of the meeting held on Monday 10th June 2019

Members had received the draft minutes of the meeting held on Monday 10th June 2019 prior to the meeting. It was proposed by Cllr Croft, seconded by Cllr May and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock

19/0105 Clerks Report

Members had received a report prior to the meeting. She informed the members that the SLCC roadshow on 17th July had been cancelled. Members agreed that she could attend the SLCC AGM and lunch on 3/12/19. Rialtus Business Suite could now provide a facility where the asset register could be uploaded and linked to the annual return. Members agreed that the Clerk should get a quote for this. The website had not been working correctly but it seemed to now be alright. Cllr Johnston mentioned that he thought the VAT reclaim was going to be submitted at least every six months so would need to be done online. The Clerk confirmed that this would be done.

19/0106 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
10/6/19	Resident	Concerns over parking on grass verges	The vehicles were no longer parking on the verge so it appeared that this had been sorted by the local police
13/6/19	Resident	Concerns over vegetation covering the path between Burton and Normanby	Cllr Marper had forwarded this onto the relevant department at NLC
1/7/19	Resident	Concerns over drivers speed and tailgating on The Avenue/Main Street	This had been covered in the public session

19/0107 Councillors' Forum: Councillors' information exchange (10 minutes)

Cllr Johnston mentioned that the Parish Council had been asked if they would write a letter to support the beer festival for its events licence. It was agreed that Cllrs Allison & Johnston would draft the letter and send it to the Clerk to be placed on headed paper.

Cllr Allison informed the members that he had been approached by the Normanby Hall Golf Club asking if they could place a banner on the railings at the playing field. After a discussion it was agreed that a notice could be placed in the playing field noticeboard and a banner could be placed on the inner playground fence for a week at the start of the school holidays. The footballers could display a banner whilst a match was in progress. They could also advertise in the next newsletter and on the residents Facebook page.

The Chairs chain's had been sent for engraving and photographs of the last two Chairs were being arranged. It had been noticed that the footpath on the Hills was quite overgrown. This would be discussed under agenda item 19/0112

19/0108 Adoption and review of the following policies:

- a) **Consent to Hold Contact Information**
- b) **Data Security Breach Reporting Form**
- c) **Document Retention and Disposal Policy**
- d) **Retention of Documents – Appendix A**
- e) **Information and Data Protection Policy**
- f) **Privacy Impact Assessment Form**
- g) **Privacy Notice**
- h) **Management of Transferable Data Policy**
- i) **Social Media and Electronic Communication Policy**
- j) **Subject Access Request Form**

Members agreed to adopt the above policies except c) & d). They agreed to keep the retention of documents policy that they had previously adopted.

- k) **Adult safeguarding Policy**
- l) **Child Protection Policy**
- m) **Equality Policy**
- n) **Health & Safety Policy**

These policies required updating so Cllr Craddock proposed and it was agreed to defer their review until a future meeting

19/0109 To receive reports from the following and resolve any actions arising:

a) Burton Playing Fields

Cllr Craddock informed the members that all the inspections in the pavilion had been carried out and the emergency light in the main hall had failed. This would be replaced on 9/7/19. Weekly fire alarm checks would also need to be done, as per the British Standard recommendation. The solicitor would be serving notice of the Playing Field Association (PFA) lease to the two people who had originally signed it and a new 99 year lease would be issued to the bowls club. The bank account would eventually be closed down. Cllr Craddock mentioned that he had been through the PFA files and in August 2018 a number of invoices had been issued to the Burton United Football Club (BUFC) totalling £890 and had not been paid. He had met with the leaders of BUFC and been informed that they had purchased goal posts, line paint, top soil and grass seed during the year at a total cost of £2745.39. They had received a grant of £600 from the Heritage group so after the invoices had been taken off, they had incurred costs of £1355.39. Cllr Craddock had looked through Parish Council minutes but could not find any authorisation to purchase the goal posts. All the other goal posts belonged to the Parish Council. After a discussion, it was agreed that on sight of receipts, the Parish Council would pay for the goal posts (minus £600), the line paint, top soil and grass seed. They would be informed that in the future, all expenditure had to be authorised through the Clerk. Cllr Craddock informed the members that it would be best if the football clubs booked the pitches in advance and informed the Clerk of any cancellations or amendments. The Clerk would invoice them quarterly for their use. Cllr Johnston mentioned that in the past they had offered a block payment and believed the clubs should be given the option. Cllr Croft suggested that this should be introduced from the start of the 2019/20 season and invoiced quarterly. A ten per cent increase in the fees to hire the pitches and pavilion was also suggested. Cllr Faulks proposed, Cllr Croft seconded and it was **RESOLVED** with one abstention that the football clubs would book the pitches in advance, be invoiced quarterly and the fees be increased by ten per cent. Cllr Johnston asked for it to be minuted that he didn't agree with this.

Members were informed of a resident's complaint regarding the grass in the car park towards the entrance to the burial ground. This area was not covered under a maintenance contract but a quote had been received to cut back the area and crown lift the trees for £280. It was proposed by Cllr Harber, seconded by Cllr Johnston and **RESOLVED** unanimously to accept this quote.

b) Village Hall Committee

Cllr Croft informed the members that a recent water inspection had picked up that the input/output pipes to the feeder tank were round the wrong way. A statutory improvement notice had been issued to get the work done. There were no other issues with the Village Hall.

c) Thealby Play Area

Cllr Craddock informed the members that NLC had inspected the play equipment. The bearings on the spinner would need replacing. Cllr Allison agreed to get someone to fix it.

d) Superfast Broadband grant application

Cllr Craddock informed the members that he was waiting to hear from the Department for Culture, Media and Sport as to whether the four residents qualified for the voucher scheme.

e) Parish Pathways Partnership

Members had received an email from NLC prior to the meeting. The Council had been informed that they could continue with the grass cutting of the public rights of way on the understanding that an agreement was in place with NLC and were to submit any outstanding invoices to NLC.

f) Burial Ground

Members were informed that there had been one burial in the conventional area. Graves in the natural burial ground which had had recent interments would need to be reseeded. It was agreed that this should be done once the grass had been cut. The Clerk informed the members that Rialtus Business Solutions could provide an online package for the cemetery. It was agreed that a quote would be obtained for this and brought back to Council.

g) Allotments

The Clerk had inspected the allotments on 27/6/19 and found two plots to be untidy. She had written to the tenants and one had been in touch. They wanted to keep their plot and would work on it in the near future. She had also heard via the allotments association that another tenant would like to vacate their plot but had not received any information officially.

19/0110 PFA Grants: To receive a report of progress with grant applications made to North Lincs Council's Community Fund and resolve any actions arising

This would be discussed at the playing field meeting on 9/7/19 and reported at the next meeting.

19/0111 For members to discuss any outstanding issues from residents questions at the Annual Parish Meeting

Members had received the questions proposed at the Annual Parish Meeting prior to this meeting and gave the following responses: NLC Councillors were helping with the signage regarding dogs on the playing field; a subcommittee was looking into making Burton more accessible; complaints about the width of the footpath near the school would be passed onto NLC; the law had recently changed so planning permission was not required as often, permitted development rights had been increased; pigeon mess on footpaths was not considered a health hazard so NLC would not deal with it.

19/0112 Maintenance in the Village: for members to receive a verbal update on any maintenance issues.

Cllr Craddock informed the members that the noticeboard and seat at Thealby had been repaired, as had the guttering on the bus shelter in the High Street. There was one seat with a rotted slat that still required repairing. He had asked the solicitor to arrange a new lease with Giles Johnston for Burton Hills picnic area but he also had had difficulty in contacting him. Members discussed the overgrown footpath on Burton Hills and it was agreed that a second cut should be made under the parish paths partnership agreement. Cllr Johnston agreed to inform the contractors.

19/0113 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 had chased this up but not received any update.

b) Name signs at the approaches to the village

The Clerk had begun an application to the NLC Community grant but required the deferred policies from agenda item 19/0108 to be updated, before it could be submitted.

Cllr Ogg informed the Council that Flixborough Road and Stather Hill were on the list to be resurfaced.

19/0114 Parish Office Development

Cllr Johnston informed the members that the staircase was in and the roof tiles should be going on later in the week. He was currently holding back an invoice for payment. Members were updated about the recent complaint from a neighbour. Cllrs Craddock & Harber had visited the resident who was alright for the work to continue. When the scaffolding was removed the architect would inspect the wall for damage. If any had occurred the contractor would rectify it. The confidential recycling from the office documents would be collected by NLC on 1st August.

19/0115 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 on 14/6/19. They had divided the village into four zones and were grading each one for accessibility. They had been informed of an issue getting to the playing field from Wiltshire Avenue. They would report back their findings to their next meeting on 19/7/19. Cllr May mentioned that they were hoping to produce a map with accessible routes around the village. She informed the members that a resident had asked about footpath maps that had previously been sold in the village. The Clerk was asked to let Cllr Harber have copies of them.

19/0116 VE Day 75: for members to discuss whether to arrange events to commemorate the 75th anniversary

Cllr Craddock showed the members information on the events that had been arranged in the village for the 50th anniversary. Cllr Allison suggested that the local groups/organisations should be invited to form a committee so that events do not clash. It was agreed that the Clerk, Cllrs May, Faulks, Allison, Craddock and Harber would be on the committee. Cllr Johnston would be on it representing the Heritage Group. The Clerk would invite the groups to the meeting for 14/8/19 at 7pm and ask the Westlands Club if it could be held there.

19/0117 To consider the following planning applications:

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

None received

b) Planning applications

Planning Number	Application	Comments
PA/2019/736	Outline planning permission to erect detached dwelling with access not reserved for subsequent approval – Amended Access on land east of 16 The Avenue, BUS	It was proposed by Cllr Craddock, seconded by Cllr Faulks and RESOLVED with one abstention to strongly object since it was outside the development building line.

c) Planning decisions made by NLC

Planning Number	Application	Decision
PA/2019/716	Planning permission to provide static caravan as temporary accommodation for site manager (3 years) at Acorn Wood, Darby Road, BUS	Refused
PA/2019/828	Planning permission to erect a two storey rear extension at 7 Waveney Close, BUS	Permission granted
PA/2019/499	Planning permission to erect a front porch, side extension and boundary walls, with associated works at 5 Darby Road, BUS	Permission granted

8.50pm Cllr Ogg left the meeting

19/0118 Finance: To consider and approve current income and expenditure:

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

The Clerk had provided a monthly update on the accounts. She agreed to provide a report on the percentages spent of each budget line and informed the members that one invoice for the office should have been recorded as taken from earmarked reserves. She would get this amended. It was proposed by Cllr Harber, seconded by Cllr May and **RESOLVED** unanimously to accept the monthly figures

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 one addition. It was proposed by Cllr Faulks, seconded by Cllr Croft and **RESOLVED** unanimously that the Council would pay the following items:

Company	Amount	Reason
Scunthorpe Self Storage	162.50	Storage of office items
EY & NL Branch SLCC	15.00	Finance, Budget & Burial training
HMRC	0.00	Tax & NI
ERPF	240.38	Pension
Employee	996.94	Salary
Employee	33.30	expenses
EE	12.13	clerk's telephone (DD)
BT	59.88	CCTV Wifi at Pavilion(DD)
Utility Warehouse	14.44	March bill (cheque lost in post)
Utility Warehouse	14.18	Electricity Paddock (DD)
Garden Angels	576.58	Grounds maintenance
Rialtus Bness Solutions	120.00	Accounts Set up
Yards Apart	660.00	Grss Cuttng Thlby/Pddck Mar/Apr/May
Yards Apart	360.00	crown lifting trees Paddock
Mr Therm Ltd	115.75	Boiler service at Pavilion
Mr Therm Ltd	115.75	Boiler service at Village Hall
Burr Solutions Ltd	19563.59	2nd payment on parish office
Keystone architecture	324.00	Architect fees
Holls Electrical Ltd	81.89	PAT testing Village hall
Holls Electrical Ltd	136.92	Emergency Light Test Village hall
Spitfire Services Ltd	220.20	Fire Alarm Service at pavilion
ERNLLCA	208.80	Chairmanship Training
ERNLLCA	108.00	Planning Process Training
Yards Apart	683.88	Grass Cutting Public footpaths
Yards Apart	264.00	Grass Cutting Thlby/Pddck 3&27 June
Yards Apart	264.00	Grass Cutting 4 & 28 Sept 2018
Crowston Engineering	218.68	Repairs to barrier at playing fields
J Crowston	47.11	Pavilion Cleaning
Garden Angels	515.42	Grounds maintenance
Total	26133.32	

19/0119 Closed session: Clerk's job description and pay review

It was proposed by Cllr Croft, seconded by Cllr Harber 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.

8.55pm the Clerk left the meeting

Members discussed the Clerk's job description and pay review. It was proposed by Cllr Faulks, seconded by Cllr Johnston and **RESOLVED** unanimously to accept the suggestions put forwarded by Cllr Craddock

9.00pm the Clerk returned to the meeting and was informed of the decision.

It was proposed by Cllr Faulks, seconded Cllr May and unanimously **RESOLVED** to come out of Closed Session.

There being no further business the meeting was closed at 9.01pm. The next scheduled meeting will be held in the Village Hall, Todds Lane at 7.15pm on Monday 12th August 2019.

Chairman's signature.....

Date.....