

**FULL COUNCIL MINUTES**  
**Monday 6th April 2020**

**Present:** Cllr A Craddock (Chair) Cllr P Bell Cllr A Croft Cllr D Faulks  
Cllr S Hall Cllr C Harber Cllr P Pringle Cllr C Sharp  
Cllr M Taylor Cllr R Webber

Also present: the Clerk

This meeting was held remotely via Zoom due to the Coronavirus pandemic. [The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.]

The meeting begun at 6.05pm

Public session

The Ward Councillors had provided a report prior to the meeting.

**20/258 Apologies for absence**

None

**20/259 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.**

Declarations were received from Cllr Croft & Cllr Hall for item 20/65 b (personal and prejudicial),

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

None

**20/260 Acceptance of minutes for the meeting held on Monday 9<sup>th</sup> March 2020**

Members had received the draft minutes of the meeting held on Monday 9<sup>th</sup> March 2020 prior to this meeting. It was proposed by Cllr Croft, seconded by Cllr Pringle and **RESOLVED** unanimously that they were a true and accurate record.

The minutes were duly signed by Cllr Craddock.

**20/261 Clerk's report**

Members had received a report prior to the meeting. In addition the Clerk informed the members that the gas direct debit for the pavilion would be increasing due to the contract with British Gas ending. Utility Warehouse was starting the process of moving the pavilion broadband, gas and electricity to them as requested. A resident had enquired about using the paddock for a celebration when the pandemic restrictions were lifted. Cllr Webber mentioned that Burton in Bloom was also considering a celebration. It was agreed to inform the resident of this and suggest that the groups work together. Cllr Harber asked for this item to be placed on the next agenda. Cllr Craddock informed the members that notices closing the play areas had now been displayed at the relevant sites. On 25<sup>th</sup> March 2020, members had voted (via email), eight for and one non-vote for the following financial aid to be given to the local COVID-19 Support group: 'Burton upon Stather Parish Council awards the COVID-19 Support Group, via Burton Primary School, a grant of up to £1,000. The grant to be made in two tranches, one immediately of £500, the second £500 upon request with supporting evidence of expenditure to date. This second tranche to be approved by the Clerk and Chairman. Any monies not spent to be returned to the Parish Council'. Members had received an update on the activities of the community group and a discussion took place as to what was being funded. It was agreed that Cllr Craddock would make some enquiries with the community group.

6.15pm Cllr S Hall joined the meeting

**20/262 Maintenance in the Village:**

Cllr Craddock informed the members that despite laying traps there were still moles on the playing field and it appeared that Thealby Play Area had not been treated. He had found another company who had provided a quote of £99 to lay the traps on each site and £35 for each mole caught. It was proposed by Cllr Faulks, seconded by Cllr Croft and **RESOLVED** unanimously to spend the fees of the two sites having traps set and a maximum of £700 for the moles to be caught.

**a. To receive tenders for the verge grass cutting and to decide the next steps.**

Members had received a report on the grass cutting tenders prior to the meeting. The quotes were discussed and it was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** to accept company one's tender, since they were based locally.

**b. To receive the tenders for the PROW agreement with NLC and decide the next steps.**

Cllr Craddock explained the PROW agreement and how for the last three years, the Parish Council had found it difficult to maintain them to a reasonable standard. The grant offered by NLC would not cover the cost of using a contractor for three cuts per year. It was proposed by Cllr Hall, seconded by Cllr Webber and **RESOLVED** unanimously to inform NLC that the Parish Council did not want to accept the grant to cut the PROW's.

**20/263 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. Update from NLC Highways**

Members had received an update on the road maintenance and drop kerb installations that had been agreed by NLC. These would now be delayed until travel restrictions had been lifted.

**20/264 Playing Field Insurance: for members to agree to add the playing field insurance items to the Parish Council insurance policy**

Members were informed that the playing field insurance was due for renewal on 3<sup>rd</sup> June and now that the playing field association was no longer in existence it would be best to add the assets from this policy to the Parish Council insurance policy. Cllr Craddock mentioned that this had been discussed in the past but that was when the playing field association existed. By combining the insurance, there would be an annual saving of £543. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to add the playing field assets to the Parish Council insurance policy.

**20/265 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
PA/2020/276	Planning permission for the change of use of land to permit the siting of static caravans at Brookside Caravan Park, Stather Road, BUS	Members discussed the application and it was proposed by Cllr Harber, seconded by Cllr Faulks and <b>RESOLVED</b> with two abstentions to reiterate the comments submitted for PA/2019/1254, but to include that moving the caravans 100 yards from the kennels would not make a difference. The previous comments submitted were concerns over the following: <ul style="list-style-type: none"> <li>the impact that it would have on the local residents due to the over development of the site</li> <li>the extra traffic movement and noise it would create</li> <li>the impact on the local sewerage services and utilities</li> <li>the potential to create issues at the neighbouring kennels</li> </ul>
PA/2020/449	Notice of intention to fell 10 trees, crown reduce 2 trees and crown lift/prune 4 fruit trees, all situated within Burton upon Stather Conservation Area at 29A High Street, BUS	Members mentioned that it was difficult to see the trees from the road and that the application stated that a laurel hedge would be planted when the trees had been removed. Members had no comments for this application.

**c. Planning decisions made by NLC**

Planning Number	Application	Decision
PA/2020/144	Notice of intention to fell 3 poplar trees and 1 ash tree, all within Normanby conservation area at 19 Main Street, Normanby	Permission granted
PA/2020/147	Notice of intention to undertake pruning on 2 cedar trees, situated within the Normanby conservation area at Fourwinds Bungalow, Dairy Close, Normanby	Permission granted
PA/2019/1783	Planning permission to vary condition 2 of planning permission PA/2016/1777 to create basement and associated works on land adjacent to 30 High Street, BUS	Permission granted
PA/2019/1839	Planning permission to erect a detached garage on land adjacent to 30 High Street, BUS	Permission granted

**20/266 Finance:**

**a. To consider and approve current income and expenditure**

Cllr Craddock went through the Detailed Receipts and Payments report stating that the annual expenditure for 2019/2020 was £59,670. The budget was £62,108 so expenditure was £2,438 under budget. The grant for Thealby Play area had not been given and Cllr Craddock asked that since the NLC grant for the tarmac around the basketball area had not yet been received, he would like this grant to be carried over into 2020/2021. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to place £2,000 into earmarked reserves for Thealby Play Area.

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

Cllr Craddock mentioned that the Lloyds Bank account had £23,000 which was owed to NLC but the rest of it was VAT returns and grant funding. Since the expenditure from these came out of the Barclays current account, he suggested that it should be transferred into the Barclays savings account. It was proposed by Cllr Bell, seconded by Cllr Webber and **RESOLVED** unanimously to, leave £25,000 in the Lloyds account and transfer the rest to the Barclays savings account.

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

It was proposed by Cllr Harber, seconded by Cllr Hall and **RESOLVED** unanimously to pay the following invoices.

It was proposed by Cllr Croft, seconded by Cllr Pringle and **RESOLVED** unanimously to transfer £7,000 from Barclays savings account to Barclays current account so that the invoices could be paid.

<b>Company</b>	<b>Amount Gross</b>	<b>Reason</b>
HMRC	60.63	March NI
ERPF	255.49	March pension
Employee	872.70	March salary
Employee	34.18	Staff expenses
EE	12.13	Clerk's phone
BT	67.32	CCTV at pavilion
Utility Warehouse	56.80	Electricity paddock/office broadband
British Gas	39.00	Pavilion gas
Yards Apart	72.00	Hedge cutting at burial ground
SLCC	36.00	Creating accessible documents training
Barclaycard	39.84	White line marker/stamps
Hygiene Hub	38.30	Hygiene lotion/wipes
Cartridge Save	38.05	Ink cartridges
Burr	900.00	Installation of fence
Hygiene Hub	49.47	Mop and bucket/ sanitizer
Symes Bains Broomer	300.00	Fees for licence for Chinese takeaway
J Crowston	84.46	Cleaning pavilion and office
Rialtus Business Solutions	148.80	Accounts software support
T Rowbotham	90.00	Litter picking Jan-March
British Gas	118.09	Pavilion electricity
Garden Angels	60.00	Grass cutting burial ground
<b>Total</b>	<b>3373.26</b>	

**b. 2020/2021 Budget Lines – to consider and approve to put excess budget into general reserve**

Cllr Craddock explained that the precept requested was £4,698 more than the budgeted expenditure for 2020/2021. It was proposed by Cllr Hall, seconded by Cllr Pringle and **RESOLVED** unanimously to move the £4,698 to general reserves

There being no further business the meeting was closed at 6.50pm. The next scheduled meeting will be held on Monday 11<sup>th</sup> May 2020. This will be held remotely via Zoom unless government restrictions have been lifted on public gatherings.

Chairman's signature.....

Date.....