

**FULL COUNCIL MINUTES**  
**Tuesday 13<sup>th</sup> October 2020**

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

Also present: the Clerk and one member of the public

This meeting was held in The Village Hall at 6.30pm

Public session

The member of the public did not wish to speak so it was agreed to start the meeting.

**20/169 Apologies for absence**

Apologies were received from Cllr Hall and Ward Cllrs Marper, Ogg and Rowson

**20/170 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 of interest were received from Cllr Harber for item 20/179 (personal and prejudicial)

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

Cllr Craddock had dispensations for the Village Hall & Thealby Play Area, Cllrs Harber and Faulks for the Village Hall. Cllr Taylor for the newsletter.

**20/171 Acceptance of minutes for the meeting held on Tuesday 8<sup>th</sup> September 2020**

Members had received the draft minutes of the meeting held on Tuesday 8<sup>th</sup> September 2020 prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr Taylor and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

**20/172 Clerk's report**

Members had received a report prior to the meeting. Items that had further information would be discussed later in the meeting. Cllr Webber enquired about the Japanese Knotweed on Wood Top, which NLC had confirmed had been removed. She agreed to check it regularly to make sure it had not grown back.

**20/173 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                            |
|--------------|-----------------------------------|---|-----------------------------------|
| 11/9/2020    | Humberside and Wolds Rural Action | Membership renewal for 2020/2021 at £25 for the year. | Members noted this correspondence |

**20/174 Councillors' Forum: Councillors' information exchange (10 minutes)**

Cllr Craddock expressed the Council's condolences to Cllr Taylor for the recent death of her grandfather.

**20/175 Planning for the future: to discuss the government white paper on the planning reforms and to resolve any actions arising**

Cllr Craddock had provided the members with a report prior to the meeting. He explained the key issues with the white paper and explained that the report could be converted into a letter as a response to the consultation, should the Council so decide. After a short discussion it was proposed by Cllr Faulks, seconded by Cllr Bell and **RESOLVED** unanimously to convert the report into a letter, as a response to the consultation and send it to the Secretary of State for Housing, Communities and Local Government, and NLC

It was agreed to move item number 20/182 further up the agenda since it was the item that the member of the public was interested in.

**20/182 Remembrance Day: for member to discuss how this should be commemorated with the current restrictions and to resolve any actions arising**

Cllr Craddock mentioned that the heritage group had asked if they could hold the remembrance commemoration on the paddock this year. They were proposing that one year group from the primary school would attend. Members were informed that the Chair and the Clerk had researched the current government legislation and had found nothing to prohibit the event. The Parish Council's insurers would insure it, as long as it was a Parish Council event organised by the heritage group on their behalf. Social distancing would be ensured throughout the event. It was proposed by Cllr

Faulks, seconded by Cllr Bell and **RESOLVED** with one against that the Parish Council would hold the event, with it being organised on its behalf by the heritage group.

6.51pm the member of the public left the meeting

**20/176 Review of the following policies:**

**a. Emergency plan**

Members had received the emergency plan with some suggested amendments prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to accept the updated plan with the suggested amendments

**b. Risk management assessment**

Members had received an amended risk management assessment prior to the meeting. Cllr Craddock suggested a few more amendments. Cllr Webber mentioned about using an external hard drive to store the documents as well as the Cloud and the Clerk was asked to look into this. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to accept the risk management assessment with the suggested amendments.

**20/177 Todds Lane: to receive an update on enquiries regarding the road surface and resolve any actions arising.**

Cllr Craddock informed the members that two quotes had been received for the work and the Clerk had asked a company for a third one. Council had previously agreed to apply for a grant from BIFFA, but this would require third party funding for some of the expenditure. It was proposed by Cllr Bell, seconded by Cllr Webber and **RESOLVED** unanimously to apply to BIFFA for the grant. Cllr Harber mentioned that it would be hoped that members of the community could help to fund raise for the third party expenditure.

**20/178 Speeding in the Villages: to receive a verbal update**

Cllr Craddock informed the members a meeting with the North Lincs Road Safety Partnership had been postponed, but would be rearranged. Cllr Harber agreed to inform the local residents. Cllr Craddock mentioned about the community speed watch where residents could receive training from the police to use speed guns and inform the police of cars caught speeding in their parish. The police would then write to the owners. It was agreed to post this onto Facebook to see if any residents were interested in being involved.

**20/179 Website: to receive an update**

Members had received the finalised contracts for the development and maintenance of the website prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Taylor and **RESOLVED** with one abstention (Cllr Harber) to sign the development and maintenance contracts.

**20/180 Newsletter: an update on the progress of the next edition and to arrange delivery**

Members were informed that the newsletter had been sent to the printers. Cllr Pringle agreed to sort out the delivering once the newsletter had been received.

7.15pm Cllr Webber left the meeting

**20/181 Local Council Awards Scheme: to receive a verbal update and agree to register for the scheme**

Cllr Craddock mentioned that the working group had met and discussed the awards scheme. The Clerk informed the members that it appeared that the Council had the majority of the information in place for the Foundation Award and asked if the members were in agreement to register for the scheme at a cost of £50.

7.18pm Cllr Webber returned to the meeting

It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** unanimously to register for the foundation award.

**20/183 To receive reports from the following and resolve any actions arising:**

**a. Burton Playing Fields**

Cllr Craddock informed the members that there was chafer grub on the playing field. The Clerk was looking into seeking advice to treat it. Cllr Webber mentioned how she had used a live enzyme mix in the past. Members were informed that there was now a regular booking at the pavilion, but they were unable to open the shutter themselves, so someone would have to do this for them for each session. Cllr Craddock and Cllr Pringle had currently been doing it. Cllr Craddock informed the members that he had received a quote for an electronic shutter at a cost of £782 + £100 for the electricity supply. After a discussion it was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** with five in favour to not install an electronic shutter at the pavilion.

**b. Village Hall Committee**

Cllr Harber reported Cllr & Mrs Craddock had stepped down as Treasurer and Vice Treasurer respectively as from the end of the year and were ceasing to be committee members as well, so there was currently a vacancy for the treasurer. The majority of the regular hirers were now back although the hall was running at a loss. This was mainly due to the extra cleaning that was required.

**c. Thealby Play Area**

Nothing to report

**d. Facebook**

Cllr Harber mentioned that there had been comments on social media regarding the footpath at the playing field. Cllr Bell enquired as to why it did not join up with public right of way 164 and was informed that that was never the intention. It was to give access to the skate park for those with buggies and in wheelchairs. Cllr Taylor asked if dogs could be walked along it and it was agreed that this was allowed as long as they were kept under control. Cllr Harber also mentioned that there had been a query on Facebook about having a local foodbank and it was agreed that this would be mentioned to Burton Support Group.

**e. Make Burton Accessible**

Cllr Craddock mentioned that a meeting had been held with a member of the NLC Highways Department in which a long wish list had been discussed. This had included additional drop kerbs. He had agreed to take this to his manager for further discussion. Members were asked to bring any further suggestions to improve village accessibility to the Council.

**f. Burton Hills Lease**

The Clerk mentioned that the lease had been chased with Normanby Estates and she was waiting for a reply. Cllr Craddock shared a photograph of a tree on Burton Hills that had been damaged in recent strong winds, where a large branch had become lodged in the branches of a neighbouring tree. A local landowner had made the area safe. Cllr Craddock informed the members that he had recently met with the landowner since he was concerned about the state of all the trees on the hills and the landowner had agreed to carry out a woodland survey of Burton Hills for £250. He would then do any urgent work and maintenance work for the Council if it so wished. There were concerns about insurance cover and qualifications to do this work. It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** with one abstention to authorise the woodland survey at £250, which would include a report of any immediate work required and ongoing maintenance. The landowner's insurance cover and qualifications would be checked.

**g. Public Rights of Way**

Cllr Sharp informed the members that she had recently walked PROW 169,170,171 and gave a presentation on the areas that may require bringing back to an acceptable standard. Cllr Craddock suggested that the NLC footpath officer be invited to a meeting so that Cllrs Sharp and Taylor could present their findings to them.

**h. Burial Ground**

Members were informed that one burial was taking place next week.

**i. Allotments**

The Clerk informed the members that the hedges had been cut. She would be issuing the new allotment agreements at the beginning of November.

**20/184 Grants: To receive a report of progress with grant applications and to resolve any actions arising**

Cllr Craddock mentioned that the grant application to NLC for the accessible footpath at the playing field had been claimed and once received the invoice would be paid. The grounds maintenance equipment would be purchased in the New Year and the grant funding claimed then. The funding for the memorial tree area and the benches had been received from Grange Windfarm and the fencing around the playing field should begin to be installed later this week. Once completed, the funding would be claimed from Grange Windfarm. The Village Hall committee would be making an application for a grant from Grange Windfarm for a new fire alarm system.

**20/185 Maintenance in the Village: To receive a verbal update on any maintenance issues and resolve any actions arising**

Cllr Craddock informed the members that the hedges at the playing field, burial ground, allotments and the paddock had now been cut. Burton Hills hedges and grass had also been cut. He had received a letter of thanks from a resident. Cllr Webber had informed the Clerk about a bench that needed repairing and this had been done. Members were informed that a resident of Ashwood Close who backed onto the public footpath had contacted the Clerk asking if the hedge at the end of their garden could be removed. It was agreed that Council could not give permission since this was the property of Normanby Estates.

**20/186 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 Craddock mentioned that the state of the road surface on Stather Road and Flixborough Road had been mentioned at the meeting with the NLC Highways representative.

**20/187 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   | Response  |
|-----------------|---|---|
| PA/2020/654     | Planning permission to erect single-storey rear extension to existing garage & erect new detached garage at 5 Norfolk Ave, BUS  | Cllr Craddock mentioned that an extension for comments had been requested but was informed by NLC planning that this was not possible, on the day after the consultation had ended. |
| PA/2020/276     | Appeal of planning permission refusal for the change of use of land to permit the siting of static caravans at Brookside Caravan Park, Stather Road, BUS                                | Members were informed that all the Council's previous comments will have been forwarded to the appeal officer   |
| PA/2020/1247    | Notification for prior approval for a proposed change of use of a building from office use (Class B1(a)) to a dwelling house (Class C3) at First Floor Office, 32 Main Street, Normanby | No comments   |

**c. Planning decisions made by NLC**

| Planning Number | Application  | Response  |
|-----------------|--|---|
| PA/2020/654     | Planning permission to erect single-storey rear extension to existing garage & erect new detached garage at 5 Norfolk Ave, BUS | Permission granted                                      |
| PA/2020/333     | Plannning permission to create a new access (resubmission of PA/1999/0967) at Tyr Fryn, Todds Lane, BUS                        | To be discussed at NLC planning committee on 21/10/2020 |

20/188 **Finance:**

**a. Budgets: for members to consider the budget for 2020/2021**

Members had received a draft budget prior to the meeting and were asked to bring any other budget requirements to the next meeting. They were informed that the budget needed to be agreed by the January 2021 meeting at the very latest.

**b. To agree to request grant requests from local community groups**

It was proposed by Cllr Webber, seconded by Cllr Bell and **RESOLVED** unanimously to invite the local community groups to apply for a grant.

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

Cllr Craddock went through the detailed receipts and payments explaining areas where the budget would not be spent in the financial year 2019/2020 so it could be allocated to another budget line.

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

Cllr Craddock went through the monthly balances. There were no questions from the Councillors

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

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

It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to transfer £16,000 from Barclays savings account to Barclays current account so that the invoices could be paid.

| Company              | Amount   | Reason  |
|----------------------|----------|---|
| HMRC                 | 57.30    | September NI                                    |
| ERPF                 | 243.52   | September Pension                               |
| Employee             | 905.12   | September Salary (paid BACS 29/9/20)            |
| Employee             | 5.00     | Expenses - A4 file & paper                      |
| EE                   | 25.01    | clerk's telephone (DD)                          |
| Utility Warehouse    | 120.21   | Electricity/broadband(DD)                       |
| British Gas          | 62.00    | Gas at Pavilion (DD)                            |
| Came& Co             | 3245.48  | Parish Council Insurance (paid BACS 29/9/20)    |
| SLCC                 | 36.00    | Creating Accessible Excel documents training    |
| NLC                  | 765.60   | SLA playground inspections & Pdk dog bins (chq) |
| Yards Apart          | 1989.96  | Verge cutting                                   |
| Yards Apart          | 132.00   | Grass cutting - paddock & Thealby PA            |
| Yards Apart          | 1800.00  | Clearance of undergrowth at playing field       |
| T Rowbotham          | 90.00    | Litter pick July-Sept                           |
| Barclaycard          | 39.39    | combi lock/Zoom                                 |
| British Gas          | 45.71    | Electricity pavilion                            |
| Garden Angels        | 708.00   | Grounds maintenance                             |
| Pestcotek            | 100.00   | Mole removal                                    |
| Countryside Services | 18421.20 | Accessible Footpath                             |

|              |                 |  |
|--------------|-----------------|--|
| NLC          | 3282.00         | Tree works at Burton Hills(chq)            |
| J Crowston   | 85.41           | Cleaning office & pavilion                 |
| G Pearce     | 200.00          | Hedge & grass Burton Hills                 |
| Instantprint | 364.00          | Newsletter printing (paid BACS 12/10/2020) |
| Yards Apart  | 720.00          | Churchyard grass cutting                   |
| Yards Apart  | 1716.00         | Hedge cutting                              |
| NS Services  | 95.00           | Repairs to bench                           |
| Hygiene Hub  | 93.34           | Cleaning products Village Hall             |
|              | <b>35347.25</b> |  |

There being no further business the meeting was closed at 8.28pm. The next scheduled meeting will be held on Tuesday 10<sup>th</sup> November at 6.30pm in the Village Hall, unless government guidelines dictate otherwise

Chairman's signature.....

Date.....