

**FULL COUNCIL MINUTES**  
**Tuesday 15<sup>th</sup> February 2022 in the Village Hall**

<b>Present:</b>	Cllr P Pringle (Chair)	Cllr P Bell	Cllr M Collinson	Cllr W Johnston	Cllr C Sharp
		Cllr S Bull	Cllr D Faulks	Cllr J Mitchell	Cllr R Webber

Also present: the Clerk, Ward Cllrs E Marper and R Ogg, and the Grounds Maintenance Operative

The meeting began at 7.15pm

Public session

Cllr Marper mentioned that the Ward Councillors had attended the Youth Council meeting where it had been requested whether the library could stay longer in the village. The driver has agreed that for a trial period of four weeks, the library will stay at the medical centre until 4.45pm. The trial will take place on 1<sup>st</sup> and 15<sup>th</sup> March and 12<sup>th</sup> and 26<sup>th</sup> April. Cllr Ogg had provided equipment for the Youth Council to do a litter pick. The park wall hedge had been cut back and the timetable at Normanby bus stop replaced. Darby Road litter bin had been reinstalled. The NLC officers had asked for the gate on FP7 to be removed. Cllr Marper asked if the grit bins could be discussed again in six months' time when legislation allowed it. Armed Forces Day will take place on 18<sup>th</sup> June 11am till 4pm. The High Street will be closed from 28<sup>th</sup> February to 3<sup>rd</sup> March for work by Severn Trent and the medical centre is having a new telephone system. Cllr Webber asked where the nearest grit bin was to Dorset Close East, and it was confirmed it was at Norfolk Ave. She also asked about holes in the Normanby Estate park wall. Cllr Marper agreed to investigate this. Cllr Ogg mentioned that NLC was waiting until Severn Trent had completed the work on the High Street before it resurfaced High Street and Stather Road. Flixborough Parish Council had asked for better signage along FP 165 and this was in hand. Cllr Johnston asked about the signage for the permissive route in Thealby and was informed this was in progress, but it would be chased up. Cllr Bell mentioned the parked vans at the end of Barnston Way. The Clerk had contacted NLC and was informed it was a police matter. She had reported it to the local police but not received a reply. Cllr Marper agreed to chase this up. Cllr Webber asked if there was an update on the gates at Wood Bottom. Cllr Marper had received an email mentioning some difficulties that had been incurred.

The Grounds Maintenance Operative updated the Council on the work he had done on the hedge at the paddock. He wanted to use a teleporter to remove the self-seeded sycamore and then plant new blackthorn and hawthorn seedlings. There were some larger self-set seedlings at the burial ground that could be planted in the gap until the seedlings grew and a green mesh could be placed in the gap to secure the seedlings.

There being no further comments or questions, the meeting was opened at 7.31pm. The Grounds Maintenance Operative left the meeting.

**22/17 Apologies for absence**

Apologies were received from Cllrs Harber, Nicholson, Taylor and Whittaker. Also, from Ward Cllr Rowson

**22/18 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 Faulks, Johnston and Sharp for Village Hall.

**22/19 Acceptance of minutes for the meeting held on Tuesday 18<sup>th</sup> January 2022**

Members had received the draft minutes of the meeting held on Tuesday 18<sup>th</sup> January 2022 prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Faulks and **RESOLVED** unanimously that the minutes were a true and accurate record. The minutes were duly signed by Cllr Pringle.

**22/20 Clerk's report**

Members had received a report prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Bull and **RESOLVED** unanimously that the Clerk should sign the Service Level Agreement for the playground inspections. It was proposed by Cllr Webber, seconded by Cllr Bull and **RESOLVED** unanimously that the Clerk could apply for the Land Registry documents at a cost of £6 for the village hall and to get the contact address amended to the office address. It was proposed by Cllr Webber, seconded by Cllr Bull and **RESOLVED** unanimously that the Clerk could set up a direct debit to pay the office water bills. Members were informed that Cllr Burt had resigned from the Council.

**22/21 To consider and discuss any issues raised in the public session not covered on the agenda**

Members discussed the request from the Grounds Maintenance Operative regarding the work to the centre of the hedge at the paddock. There were concerns about using a teleporter, but the Clerk agreed to inform the Grounds Maintenance Operative. It was proposed by Cllr Webber, seconded by Cllr Johnston and **RESOLVED** unanimously that the Grounds Maintenance Operative could remove the self-seeded sycamore and plant hawthorn and blackthorn seedlings in the gap since eventually this would improve the hedge.

**22/22 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.

From	Correspondence	Action
National Garden Scheme	Grants for community groups to create a garden to benefit the local community	Noted
Keep Britain Tidy	Great British Spring Clean 25 March to 10 April.	The Clerk would promote this on Facebook

**22/23 Councillors’ Forum: Councillors’ information exchange (10 minutes)**

Members had received a report from Cllr Nicholson on the meeting he had attended regarding Roxby Landfill site. The Council noted the report. Cllr Ogg mentioned that it would be 3 ½ years before the last void was filled. Cllr Pringle mentioned that a few years ago, Council had discussed about getting village green status for the paddock. It was agreed that the Clerk should apply for this.

**22/24 Consultation: OFCOM Review of Postal Regulation**

The Clerk had provided a draft response to the consultation prior to the meeting. It was agreed to submit this response.

**22/25 Newsletter: Update on the next edition**

Cllr Pringle mentioned that articles for the next newsletter were required by mid-March for a delivery in April.

**22/26 Review/acceptance of policies:**

- a. Code of Conduct
- b. Grants
- c. Risk Management Assessment
- d. Publication Scheme

The Clerk mentioned that NLC had issued an updated Code of Conduct that they would like the Parish Council to adopt. Cllr Johnston asked for the Grants Policy to include groups that benefited the local community even if they were not located in the parish. Cllr Webber asked if it could include the documentation required when applying for a grant. She also mentioned about putting coloured risk indicators onto the Risk Management Assessment. The Clerk requested that placing the asset register onto the website could be removed from the publication scheme. It was proposed by Cllr Webber, seconded by Cllr Johnston and **RESOLVED** unanimously to adopt/accept the reviews of the four policies to include the discussed amendments.

**22/27 Reports:**

**a. Burton Playing Fields**

The Clerk mentioned that she had received two quotes for the resurfacing of the car park entrance at the playing field. A third company had visited but not provided a quote. It was proposed by Cllr Mitchell, seconded by Cllr Bull and **RESOLVED** unanimously to accept the cheaper quote of £3,985 + VAT and apply to NLC for a community grant. Members were informed that the instruction signs on four pieces of gym equipment had faded and could be replaced at a cost of £31.90 + VAT each. It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously to purchase the signs. The Clerk was still getting quotes for the taps in the pavilion. It was agreed that the Clerk should get a quote to have the shutters serviced. Cllr Mitchell had met with representatives of the football club, who had asked about having floodlighting at the playing field so that they did not need to travel to Normanby for winter training. They thought that if the current floodlights were changed from halogen to LED then there would be enough light. It was agreed that the Clerk would get quotes to change the lights. Cllr Mitchell had looked at the gate at the children’s play area and could not see there was a trap hazard, although fixing a steel plate and latch to it would stop the damage to the pavilion wall.

**b. Village Hall Committee**

Cllr Faulks mentioned that the gas supply had been moved to a new company with a lower rate. The walls had been washed down with sugar soap, which had removed the mildew. The Clerk informed the Council that the insurance was due. She was making enquiries with another insurer that specialised in village halls. It was agreed that the Clerk could renew the insurance with the cheapest quote. Cllr Sharp mentioned that help was required to sell tickets for the Ann Croft memorial afternoon tea. Cllr Bull agreed to help. Cllr Pringle enquired about the informal survey on the village hall and Cllr Faulks updated that he is waiting for details of contractors to help with the work.

**c. Thealby Play Area**

Members were informed that the Thealby Play Area Committee bank account had been closed and the outstanding £380.67 had been transferred to the Parish Council account. This would be earmarked for Thealby Play Area. The charity returns had not been made since 2016. The Clerk was waiting for one of the trustees to contact the Charity Commission to get the email address transferred to the Council’s. She would then upload the relevant returns and try to close the charity. The previous treasurer had been asked to pass all records that he held on the account to the Clerk.

Members were informed that when the bearings on the spinner had been tightened, a small section of wet pour would need to be replaced. It was agreed to purchase a wet pour kit for the Grounds Maintenance Operative to replace it.

**d. Facebook**

Cllr Webber enquired about a piece of land that had been posted on Facebook on Stather Road showing plans for a property. Cllr Marper agreed to check this out.

**e. Burial ground**

The Clerk informed the members that a memorial mason at Brigg could provide plaques for the natural burial ground. It was proposed by Cllr Bell, seconded by Cllr Mitchell and **RESOLVED** unanimously to offer 12" x 6" granite plaques for the natural burial ground graves. The Grounds Maintenance Operative would need to strim around the plaques.

**f. Allotments**

Members were informed that all the plots were now rented. The AGM had been postponed and would now take place on 21<sup>st</sup> February. The Clerk would give the Chairperson a report since she could not attend this date.

**g. Public Rights of Way/Footpaths**

The Clerk mentioned that an officer at NLC was checking the planning applications to see who owned the snicket land at Ridgewood Drive. Lincoln Diocesan Assets and Trusts Manager was looking for evidence that NLC had taken over responsibility for the path from the church to St Andrew's Drive.

**h. Platinum Jubilee**

Members were informed that the coins for the school children had been ordered. The next meeting would be on 9<sup>th</sup> March in the pavilion. The Heritage Group had asked if they could hold the 'Big Jubilee Lunch' on 5<sup>th</sup> June at the playing fields. It was proposed by Cllr Johnston, seconded by Cllr Bull and **RESOLVED** unanimously to hold this event on the playing field. The Clerk would inform the football club that no matches could take place that day.

**i. Youth Council**

Cllr Pringle reiterated Cllr Marper's comments that the youth council was positive in its ideas and plans. She reminded members that they meet on the last Wednesday of each month in the pavilion.

**22/28 Grants: to receive a report of progress with grant applications and resolve any actions arising**

Members were informed that the platinum jubilee grant application to NLC had been successful. The final part of the Grange Windfarm grant would be claimed once the invoice had been received for the cutting of the posts.

8.34pm Cllr Marper left the meeting

**22/29 Maintenance in the Villages: To receive a verbal update on any maintenance issues and resolve any actions arising**

Members were informed that five companies had either refused to quote or were not interested in the handrail at the office. The branches of a tree on the paddock were touching the telegraph cables so the Grounds Maintenance Operative had cut them back. It was proposed by Cllr Webber, seconded by Cllr Bull and **RESOLVED** unanimously to renew the inset picture on the Normanby village sign at a cost of £37.50 + VAT. Members agreed that the Grounds Maintenance Operative could use the tractor when he did self-employed work for the church, pollarding the trees, as long as there was suitable insurance cover in place.

8.37pm Cllr Marper rejoined the meeting

**22/30 Highways repairs and other issues: To consider progress on outstanding repairs or other Highway matters to be reported and resolve any actions arising from them**

Members mentioned a number of potholes around the villages. The Clerk had reported one on Tee Lane, (which had been filled in) and one on Wiltshire Ave.

**22/31 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
APP/Y2003/D/21/3288264	Appeal against refusal of household planning application to erect a single and two-storey rear extension and a two-storey side extension to include a replacement roof at 26 Tee Lane, BUS (for notification only)	Noted
PA/2022/43	Planning permission to erect two storey extensions and detached garage and carry out internal alterations at 6 Glebe Close, DN15 9BZ	After a discussion, a vote was taken with 5 members concerned about the application and 4 members with no comment. It was agreed to respond with concerns about the layout and density of the application and that it was an inappropriate development.

PA/2022/166	Notice of intention to undertake pruning on a tree within Burton upon Stather's conservation area at 29a, High Street, BUS	No comments
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**c. Planning decisions made by NLC**

Planning Number	Application	Response
PA/2021/1997	Planning permission to erect a metal storage shed (including demolition of existing building) at 16 Carr Lane, Thealby	Permission granted

**22/32 Finance:**

**a. Quarterly Financial Review: to receive and accept the report**

Members had received a report prior to the meeting. There were no questions on this report.

**b. To agree on second online signatories for the Barclays and Lloyds accounts**

It was agreed that Cllr Webber would be added as a signatory to the Barclays and Lloyds accounts and to be given access to the online banking.

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

The Clerk went through the Detailed Receipts and Payments by Account Report. It was agreed that a virement could be done from the Garden Angels budget line to the Burton Hills budget line.

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

The Clerk went through the bank account totals. There were no questions on the bank statements.

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

It was proposed by Cllr Mitchell, seconded by Cllr Bull and **RESOLVED** unanimously to transfer £3,000 from the Barclays savings account to the Barclays current account so that the invoices could be paid. It was proposed by Cllr Collinson, seconded by Cllr Webber and **RESOLVED** unanimously to pay the invoices.

HMRC	147.25	Jan Tax/NI
ERPF	489.10	Jan Pension
Employees	1785.20	Jan Salary
EE	28.64	clerk's telephone
Employee	14.35	fuel
ERNLLCA	138.00	Planning training
Insignia	645.00	Platinum jubilee coins
Barclaycard	160.51	Zoom/stationery/postage
Pestcotek	100.00	Mole removal
J Crowston	74.39	Cleaning pavilion/office
Mackay	16.80	Red diesel
Utility Warehouse	459.21	Gas/electricity/broadband
John Espin Signs	146.46	Playing field signs
	<b>4204.91</b>	

**22/33 Closed session: Clerk's time owed**

It was proposed by Cllr Webber, seconded by Cllr Bull and **RESOLVED** unanimously to take agenda item 22/33 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. Members were informed on the Clerk's time owed and agreed for it to be taken off as whole days. It was proposed by Cllr Webber, seconded by Cllr Faulks and **RESOLVED** unanimously to come out of closed session

There being no further business the meeting was closed at 8.58pm. The next scheduled meeting will be held on Tuesday 15<sup>th</sup> March 2022 at the Village Hall.

Chair's signature..... Date.....