

**BURTON UPON STATHER PARISH COUNCIL FULL COUNCIL MINUTES  
Tuesday 6<sup>th</sup> September 2022 in the Village Hall**

<b>Present:</b>	Cllr C Harber (Chair)	Cllr S Bull	Cllr W Johnston	Cllr J Mitchell	Cllr P Pringle	Cllr R Webber
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Also present: the Clerk, Ward Cllrs Marper, Ogg and Rowson and two residents

The meeting began at 7.00pm

Public session

One resident was concerned about the dog mess on FP 164 (alongside the burial ground) and asked whether signs could be erected asking people to pick it up. Cllr Harber suggested posting on Facebook, and an article in the newsletter. The Ward Cllrs agreed to see if they could provide signs and would pass them to the Clerk.

7.05pm the resident left the meeting

The other resident was concerned about planning application PA/2022/1293 since the residents of Thealby were already being disturbed by the railway deliveries at 6am. It was agreed to move this item further up the agenda.

Cllr Marper gave the following report:

A new pothole repairing machine will soon be on the streets across North Lincolnshire. It is greener, safer, quicker and creates better repairs.

Hundreds of youngsters took advantage of free swimming across the six pools in North Lincolnshire as part of the Council's Summer Daze sessions.

Help is required to shape and support the life of young people in providing supported lodgings in North Lincolnshire. NLC is providing opportunities to help change a life and support young people as they move towards independence.

Five parks in North Lincolnshire have been awarded the coveted Green Flag Award 2022 and are officially recognised among the country's best parks.

NLC has been awarded £4million from the government's £2.6bn shared prosperity funding. Local organisations can apply for funding for the following areas: town centres and high streets; arts, cultural, heritage and creative activities; local sports facilities, leagues and tournaments; community measures to reduce cost of living

The Jobs Expo is taking place at Baths Hall on 21<sup>st</sup> September with many local companies being present who have current vacancies.

Discover - A fun free event for families is taking place in Scunthorpe on Saturday 24 September  
The 5<sup>th</sup> vaccine rollout will be commencing soon.

There being no further comments or questions, the meeting was opened at 7.25pm.

**22/109 Apologies for absence**

Apologies were received from Cllrs Bell, Faulks, Nicholson and Whittaker. Cllr Collinson is on an agreed sabbatical until January 2023.

**22/110 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.**

**b. To note dispensations given to any member of the council in respect of the agenda items listed below**  
Cllrs Harber and Johnston for the Village Hall.

**22/126b To consider the following planning applications**

It was agreed to move this item up the agenda so that the resident could witness the decision

Planning Number	Application	Comments given to NLC
PA/2022/1293	Planning application to vary conditions 3 and 9 of planning permission PA/2019/830 to amend the end date for the development at Roxby Landfill Site Winterton Road, Roxby, DN15 0BJ	The Parish Council opposes this amendment and feels the speed that the waste has been coming into the site has been sufficient to complete the project in the planned timescale. This will add more upheaval to the residents of Normanby and Thealby

7.30pm the second resident left the meeting

**22/111 Acceptance of minutes for the meeting held on Tuesday 21<sup>st</sup> June 2022**

Members had received the draft minutes of the meeting held on Tuesday 21<sup>st</sup> June 2022 prior to the meeting. It was proposed by Cllr Pringle, seconded by Cllr Mitchell and **RESOLVED** unanimously that the minutes were a true and accurate record. Cllr Harber duly signed the minutes.

**22/112 Clerk's report**

Members had received a report prior to the meeting. The July meeting had been cancelled due to the hot weather. Members agreed to purchase a poppy wreath for Remembrance Day. The Clerk was allowed to investigate a new contract for the mobile phone. Members were informed that a letter had been received from the Valuation Office Agency addressed to the Playing Field Association and the Clerk had replied stating it had been disbanded. Only one resident had responded to the newsletter article to help with a Neighbourhood Plan and since this required community involvement it was agreed that unless anymore residents came forward it could not go ahead. Members were informed that the insurance renewal was due

on 1<sup>st</sup> October. One quote had been received from the current broker but was a significant increase on the previous year. The Clerk was getting a further quote and it was agreed to go with whichever was the cheapest. Members were informed that Chloe Sharp and Molly Taylor had resigned from the Council. Miss Taylor had asked for the assessor's report to be completed for her Gold D of E and members discussed the response to be given.

**22/113 To consider and discuss any issues raised in the public session not covered on the agenda**

None. These had been discussed elsewhere in the meeting.

**22/114 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
NLC	A Green Future	Members agreed to respond that by employing a ground's maintenance operative and the use of local contractors, they were contributing to Net Zero
SAAA	Option to opt out of the SAAA central external auditor appointment arrangements	It was agreed to not opt out.
Contractor	Grave Digging Enquiry	It was agreed to continue with the undertakers providing a grave digger for burials and use the grounds maintenance operative for ashes
Liaison Officer, Sir John Mason House	Activities/services to help loneliness	Members considered the many groups and activities in the parish and the Clerk would submit these to the liaison officer.

**22/115 Councillor's Forum: Councillor's information exchange (10 minutes)**

Cllr Pringle mentioned that there were concerns about the fence that had been erected in the Sheffield Arms car park. The Clerk was asked to report this to the conservation officer. Cllr Harber thanked NLC for the active referral scheme which she had joined. It gave access to gyms and swimming pools for the elderly and those with health conditions. Cllr Pringle had visited the resident who was installing a sign outside their house for their new business. Cllr Mitchell mentioned the recent rural crimes that had occurred.

**22/116 Village Green Application: to receive an update on registering the paddock and resolve any actions arising**

Members were informed that when the paddock was sold to the Parish Council, Lincoln Diocesan Trust had included a clause that if the land was registered for anything, the Parish Council had to get its permission. The Clerk had been in touch with the Diocesan Trust, and they had asked their solicitor to deal with it, at a cost of £300 + VAT. It was agreed that this would not be an effective use of public money so the paddock would not be registered as a village green.

**22/117 Quickline: to receive a report on the site visit held on 4<sup>th</sup> July 2022 and meeting on 16<sup>th</sup> August 2022**

Members had received a report prior to the meeting. They were informed that a pole would be erected at the end of the High Street by the fence which would be similar to a telegraph pole. At the meeting on 16<sup>th</sup> August, Quickline had mentioned that they would like to be involved within the community and suggested a community hub. It was agreed to look at this at a later date.

**22/118 Playing Field Pavilion: to receive a verbal report on the working group meeting held on 22<sup>nd</sup> August**

Cllr Harber went through the notes from the meeting and mentioned that the group had agreed to recommend to Council to invite expressions of interest to lease the pavilion. It was agreed to advertise this via posters and Facebook, to see if anyone was interested.

**22/119 NLGEP: to receive a report from the working group meetings held on 1<sup>st</sup>, 8<sup>th</sup>, & 30<sup>th</sup> August 2022 and resolve any actions arising**

Members were informed that the working group had completed a response which was ready to submit to the Planning Inspectorate, and the Clerk had spent over four hours drafting it for them. The group was now called RAIN (Residents Against INcineration). Members had received a draft response, to be submitted from the Parish Council, prior to the meeting. It was agreed to submit this response.

8.00pm the Ward Cllrs left the meeting

**22/120 Action Plan: to review and update the three-year plan and resolve any actions arising**

Members updated the Action Plan, and it was agreed to have this as an agenda item next month so that they could consider other projects that could be done.

**22/121 To decide whether to pass a resolution to sign up to the civility and respect pledge and resolve if agreed**

Members **RESOLVED** to sign the civility and respect pledge. It was agreed to put the opening statement at the head of each agenda and in the newsletter.

**22/122 Review/acceptance of policies:**

- a. Volunteer
- b. CCTV
- c. Disciplinary Procedure
- d. Disciplinary Hearing Procedure
- e. Grievance Procedure

#### **f. Grievance Hearing Procedure**

Members reviewed the above policies together. It was agreed to make 3.6 on the CCTV policy more specific as to who can access the equipment and to make all the policies gender neutral. It was proposed by Cllr Pringle, seconded by Cllr Mitchell and **RESOLVED** unanimously to accept the reviews of these policies with the amendments.

#### **22/123 Reports:**

##### **a. Burton Playing Fields**

Members were informed that the boiler had been serviced and the taps replaced at the pavilion. It was agreed to fill the voids at the top of the slide and the playground gate with soil. Members were informed that the play equipment annual inspection had been completed and the Grounds Maintenance Operative was working through the actions that had been mentioned. The fence which had been knocked down had been reported to the police but since there were no witnesses, no further action would be taken. A sign had been installed at the MUGA stating that CCTV was in operation. Two posts by the trim trail would be removed for H&S and the garage roof was leaking. The Grounds Maintenance Operative would investigate repairing this.

##### **b. Village Hall Committee**

Cllr Harber mentioned the report that had recently been completed on the hall. The committee was looking for tradesmen to do the work. It was agreed that the Clerk would ask ERNLLCA if they had any details. It was also agreed to ask if the Grounds Maintenance Operative could clean out the guttering and rainwater gullies as per 5.1 and 5.2 of the report. Cllr Harber would contact Dynarod to see if they could survey the drainage as per 5.3 of the report. She would also contact the ward councillors to see if NLC had any contractors they could recommend. Members agreed to have a stall at the Christmas market which Cllr Webber agreed to help with on the day. The Clerk was asked to be available.

##### **c. Thealby Play Area**

Members had received the report from the annual inspection and were informed that the Grounds Maintenance Operative was working through the actions.

##### **d. Facebook**

Nothing to report

##### **e. Burial Ground**

Members agreed that the fee for the Grounds Maintenance Operative to dig ashes graves would be £40 and the fee to install a plaque at the natural burial ground would be £20. They were informed that the gate and bench at the burial ground would need repairs/replacing. It was agreed to get a quote to repair the gate and to ask Winterton Lions if they would replace the bench since they had provided it originally.

##### **f. Allotments**

Members were informed that the Clerk had inspected the allotments in July and one plot holder had given up their plot. This had now been rented out. There was currently no waiting list.

##### **g. Public Rights of Way/Footpaths/Burton Hills**

Members were informed that the Clerk, the Grounds Maintenance Operative and Cllr Faulks had walked along the hills and they were in good repair. The two benches needed to be replaced. A resident had enquired about an ash tree on the footpath that overhangs their garden. Since it has a TPO, it was agreed to ask NLC to get it checked by an arboriculturist. Cllr Bull mentioned about the weeds alongside the footpath at the top of Stather Road. The Grounds Maintenance Operative would be asked to strim them.

##### **h. Youth Council**

Cllr Harber updated the members on the work of the Youth Council. They had completed a litter pick and painted the inside of the bus shelter at Normanby on a request from a resident. They are planning a Halloween party for the community and other events in the new year.

##### **i. ERNLLCA North Lincolnshire District Committee**

Cllr Webber had attended the meeting and provided a report which the Clerk read out. There were concerns that NLC might reduce councillor numbers on parish councils like they had for town councils four years ago.

##### **j. NATS**

Cllr Pringle had attended the meeting and reported that the police had been unable to provide crime statistics since their computers were not working. It was felt that they were not concerned about the villages. The Clerk was asked to write to the Police Crime Commissioner expressing the Parish Council's concerns over the lack of police presence in the parish.

#### **22/124 Grants: to receive a report of progress with grant applications made by the Parish Council and resolve any actions arising.**

Members were informed Grange Windfarm grants were open for applications. It was agreed to apply for a grant to make Thealby Play Area more accessible. The Clerk would get quotes for the work.

##### **a. Maintenance in the Villages: To receive a verbal update on any maintenance issues and resolve any actions arising**

It was agreed to purchase the required equipment as requested by the Grounds Maintenance Operative, but that since the tractor was still under warranty, the service should be completed with the oil/filters etc supplied by the retailer. It was agreed to get quotes for replacement trees on Wiltshire Ave and see if Burton in Bloom would be able to finance them. The Clerk was asked to get quotes to install a handrail for the office stairs.

#### **22/125 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 and to include:**

##### **a. Quiet Lanes in the parish similar to those adopted in Suffolk**

Members were informed that Wood Top had too much traffic to be registered as a quiet lane, but Cllr Harber mentioned that she was getting information on how to get the speed limit reduced. Members were informed that cars were now parking on the wide bend at the top of Stather Road which was making it difficult for lorries. The Clerk was asked to enquire with NLC Highways for double yellow lines along this area. The ward councillors had requested for the road surface on Thealby Lane to be re-surfaced.

**22/126 To consider the following planning applications:**

**a. Any applications from the date of the Agenda being sent out**

Planning Number	Application	Response
PA/2022/1611	Notice of intention to undertake pruning on two silver birch and a rowan all within Normanby's conservation area at 16 The Old Estate Yard, Normanby	No comment

**b. Planning Applications**

Planning Number	Application	Response
PA/2022/1462	Planning application to vary condition 4 of PA/2022/774 so that no caravan on the application site shall be occupied between 03 January and 03 March at Brookside Caravan Park, Stather Road, BUS, DN15 9DH	Agree with this since it makes good business sense
PA/2022/1478	Application to vary condition 2 of PA/2019/1839 namely to change double garage to triple garage land adjacent to 30 High Street, BUS	Disagree due to the impact on the community with further disruption to local residents. Throughout the whole planning process the plans have constantly been amended and retrospective applications made. The size of the development is already oversized so cannot take the garage being increased in size.

**c. Planning comments submitted to NLC since the last meeting**

Planning Number	Application	Parish Council Response
PA/2022/1113	Application to fell crown reduce a holly situated within Normanby's conservation area at Kilve House, 11 Main Street, Normanby	no comments as long as there are no concerns from the neighbours
PA/2022/1162	Application for approval of all reserved matters pursuant to application PA/2002/0516 dated 29/03/2005 for one dwelling at Former 32, Stather Road, BUS	no comments as long as there are no concerns from the neighbours
PA/2022/1164	Single storey rear extension, dormer roof extensions and alterations and two storey front extension at Green Trees, 12 Burton Road, Thealby	no comments as long as there are no concerns from the neighbours
PA/2022/1394	Reserved matters application at land east of 16 The Avenue, BUS	No comments
PA/2022/1424	Application for approval of reserved matters (access, appearance, landscaping, layout and scale) pursuant to outline application PA/2019/1069 dated 01/10/2019 to erect a dwelling at and rear of 17 Normanby Road, BUS, DN15 9EZ	No Comments

**d. Planning decisions made by NLC**

Planning Number	Application	Response
PA/2022/43	Planning permission to erect two-storey extensions and detached garage, and carry out internal alterations at 6 Glebe Close, BUS	Permission granted
PA/2022/881	Planning permission to erect a single storey rear extension and the conversion of the roof space to habitable use, to include a rear dormer at 9 Flixborough Road, BUS	Permission granted
PA/2022/1113	Application to fell crown reduce a holly situated within Normanby's conservation area at Kilve House, 11 Main Street, Normanby	Permission granted
PA/2022/774	Planning permission for change of use of land to permit the siting of static caravans (resubmission of PA/2020/1949) at Brookside Caravan Park, Stather Road, Burton upon Stather, DN15 9DH	Permission granted
PA/2022/1164	Planning permission to erect a single storey rear extension, dormer roof extensions and alterations and a two-storey front extension at 12 Burton Road, Thealby	Permission granted

**22/127 Finance:**

**a. To receive the report on the quarterly review**

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

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

The Clerk mentioned the budget lines where expenditure was quite high. There were no questions on the reports

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

The Clerk went through the balances of the accounts. It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously that should the amount in the Barclays accounts combined exceed £85,000 the Clerk can transfer some to the Lloyds account so that it is secure under the Financial Services Compensation Scheme.

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

It was proposed by Cllr Webber, seconded by Cllr Bull and **RESOLVED** unanimously to transfer £5,000 from the Barclays savings account to the Barclays current account so that the invoices could be paid. It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously to pay the invoices for September

HMRC	238.65	August Tax/NI
ERPF	601.28	August Pension
Employees	2169.21	August Salary
EE	27.02	clerk's telephone
Employee	56.33	ball bearing/keys cut/fuel
Barclaycard	42.80	Chairs chain engraving/postage/GMO phone
Yards Apart	1989.96	Grass verge cutting
Utility Warehouse	192.54	Gas/electricity/broadband
GB Sport & Leisure	186.48	Wet pour repair kit
Pestcotek	100.00	Mole removal
J Crowston	57.00	Pavilion/office cleaning
Humber Merchants	7.42	line paint
Mr Therm	360.00	Pavilion boiler service & replacement part
	<b>6028.69</b>	

The following invoices were paid in July and August under the Clerks delegated powers.

HMRC	421.99	June Tax/NI
ERPF	672.27	June Pension
Employees	2299.06	June Salary
EE	27.02	clerk's telephone
Employee	220.09	fuel/ bowl for weed killer/cutting disk/PPE
Barclaycard	56.25	postage/GMO phone/stationery/battery
Pestcotek	100.00	Mole removal
J Crowston	78.53	Cleaning pavilion/office
D Denby	6.42	memory stick for Jubilee photos
Holls Electrical Ltd	127.80	PAT testing
Wave	0.00	Pavilion water
Utility Warehouse	62.65	Gas/electricity/broadband
Queensway Engineering	702.00	Steel pipes for playing field barrier
HMRC	426.06	July Tax/NI
ERPF	697.59	July Pension
Employees	2406.84	July Salary
EE	27.02	clerk's telephone
Employee	80.10	Travel expenses
Barclaycard	123.64	map/fenceposts/GMO phone/A4 paper
Pestcotek	100.00	Mole removal
J Crowston	89.48	Cleaning pavilion/office
Scunthorpe	19.19	Mower blade
Lawnmowers	480.00	Village hall floor survey
Jaram Associates	450.00	Newsletter printing
Instant Print	102.00	Cemetery software
Pear Technology	313.88	Surface Water Drainage (since 1/11/20)
Waterplus	3979.92	Grass verge cutting
Yards Apart	100.00	tap replacement
j.h.w development ltd	12.16	Parish office water
Wave		
Mackay	192.00	Diesel
Trade UK	59.97	Pavilion taps
ICO	35.00	Data protection fee
	<b>14468.93</b>	

There being no further business the meeting was closed at 9.00pm. The next scheduled meeting will be held on Tuesday 18<sup>th</sup> October 2022 at the Village Hall at 7pm.

Chair's signature.....

Date.....

Full Council

6<sup>th</sup> September 2022

Initials..... 32