



BURTON UPON STATHER PARISH COUNCIL
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Parish Clerk: Candace Brent

Notice is hereby given that the Full Council Meeting of BURTON UPON STATHER PARISH COUNCIL
Will be held on **TUESDAY 21st November 2023 at 7.00pm**
At the Village Hall, Todds Lane, Burton upon Stather
when the following business will be transacted.

There will be a Public Open Session, commencing at 7.00pm lasting for a maximum of 15 minutes, where members of the public are welcome to attend and are invited to address the Parish Council. This will include reports from any Ward Councillors present. The full council meeting will commence at 7.15pm or at the closure of the Public Open Session, whichever is the sooner

Agenda

1. Apologies for absence
2. 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
3. Parish Councillor co-option
4. Acceptance of minutes of the meeting held on Tuesday 17th October 2023
5. Acceptance of minutes of the extra ordinary meeting held on Tuesday 31st October 2023
6. Acceptance of minutes of the extra ordinary meeting held on Tuesday 7th November 2023
7. To receive the notes from the personnel committee meeting held on Monday 23rd October 2023
8. Clerk's report
9. To consider and discuss any issues raised in the public session not covered on the agenda
10. Correspondence to be noted and resolved upon
11. Councillor's Forum: Councillor's information exchange (10 minutes)
12. To receive a verbal update on the planting of wildflower verges and resolve any actions arising
13. To consider Utility Aid to check the parish council's utility invoices and resolve any actions arising
14. Review/adoption of the following policies:
 - a. Guide to Health and Wellbeing
 - b. Dignity at Work
 - c. Document Retention
 - d. Lone Worker
15. Reports: to receive the following reports and resolve any actions arising:
 - a. Burton Playing Fields
 - b. Village Hall Committee
 - c. Thealby Play Area
 - d. Burial ground
 - e. Allotments
 - f. Public Rights of Way/Footpaths/Burton Hills
 - g. NLGEP
16. Grants:
 - a. to receive a report of progress with grant applications made by the Parish Council and resolve any actions arising
 - b. to consider the grant application from LIVES and resolve any actions arising
17. Maintenance in the Villages: to receive a verbal update on any maintenance issues and resolve any actions arising
18. 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
19. To consider the following planning applications:
 - a. Environmental Permit at Kingsferry Wharf
 - b. Any applications received after the date of the agenda being sent out

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

Planning Number	Application	Comments given to NLC
PA/2023/1636	Outline planning permission with all matters reserved to erect a new dwelling at 1, The Avenue, BUS	The parish council objects to this application for outline planning permission. It is concerned that the proposed exit from this property would be directly opposite a junction. At the top of this junction is the entrance/exit to the primary school and Normanby Road/The Avenue get congested at school dropping off/picking up times. This could decrease the safety at this junction. Prior to considering this application, a site visit should be arranged when parents are dropping off/collecting their children from the school.
PA/2023/1564	Non-material amendment of PA/2022/622 namely to alter the window format at first floor level at Waterside, 10 Burton Road, Thealby	The parish council has no concerns with this planning application
PA/2023/1712	Planning permission to amend condition 1 (approved drawings condition) of PA/2022/1394 namely to reduce to size of the proposed dwelling at 16 The Avenue, BUS	The parish council has no concerns with this planning application

d. Planning decisions made by NLC

Planning Number	Application	NLC Decision
PA/2023/1563	Planning permission to erect an upgraded electrical substation at Brookside Caravan Park, Stather Road, BUS	Permission granted

20. Finance:

- a. Budget: to receive a draft budget and consider any amendments
- b. To receive the quarterly financial review report
- c. To resolve a virement in the staff budget lines
- d. To consider and approve current income and expenditure
- e. Monthly balances on accounts and unrepresented cheques in the accounting period
- f. To approve payment of accounts and receipts and any other outstanding payments

21. Closed session: to resolve to go into closed session:

- a. To receive the confidential notes from the personnel committee meeting and extra ordinary meetings held in October and November 2023
- b. To discuss staff matters

C E Brent

Candace Brent
 Clerk to Burton upon Stather Parish Council
 15th November 2023