

BURTON UPON STATHER PARISH COUNCIL FULL COUNCIL MINUTES
TUESDAY 21ST NOVEMBER 2023 IN THE VILLAGE HALL

Present:	Cllr P Pringle (Chair)	Cllr S Barnes	Cllr S Bull	Cllr E Evans
	Cllr C Harber	Cllr J Mitchell	Cllr S Nicholson	Cllr R Webber

Also present: the Clerk, Ward Cllrs Marper and Ogg and fourteen members of the public

The meeting began at 7.00pm

Cllr Pringle welcomed everyone to the meeting read out some rules from Standing Orders that would be adhered to.

Public session

Ward Cllr Marper mentioned that she had asked for the vegetation on the footpath between Normanby and Burton to be cut back. She was concerned about the wharf permit application and the Ward Cllrs would put in comments even though they were not statutory consultees.

Various members of the public put forward their views and concerns about the permit application. They agreed to do a leaflet drop, if they were provided with the leaflet and would also like some guidance on what to write in their report to Hull & Goole Port Health Authority.

There being no further comments or questions, the meeting was opened at 7.15pm.

23/176 Apologies for absence

Apologies were received from Cllr Bell

23/177 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.

Cllr Harber, prejudicial and personnel for 23/195a

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

Cllrs Evans and Harber for the village hall.

23/178 Parish Councillor Co-option

Since the candidate had not attended the meeting, this was postponed to a future date.

It was agreed to bring item 23/194a further up the agenda.

23/194 To consider the following planning applications:

a. Environmental permit at Kingsferry Wharf

Members considered the draft response to the wharf permit application which would be sent to Hull & Goole Port Health Authority. It was agreed to add the SSSI map and website link. Cllr Pringle read out the parish council's response. It was **RESOLVED** to suspend Standing Orders so that Cllr Marper could speak. She asked if the recent floods due to the tidal surge could be included. It was **RESOLVED** to reinstate Standing Orders. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to submit the response with the additions of the SSSI map, website link and information on the tidal surge. It was agreed that the Clerk would write to Natural England to inform them about the permit application and print out leaflets which could be delivered to households with the parish council newsletter.

7.35pm the residents left the meeting

23/179 Acceptance of minutes for the meeting held on Tuesday 17th October 2023

Members had received the draft minutes of the meeting held on Tuesday 17th October 2023 prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Mitchell and **RESOLVED** unanimously that the minutes were a true and accurate record. Cllr Pringle duly signed the minutes.

23/180 Acceptance of minutes for the extra ordinary meeting held on Tuesday 31st October 2023

Members had received the draft minutes of the meeting held on Tuesday 31st October 2023 prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Bull and **RESOLVED** unanimously that the minutes were a true and accurate record. Cllr Pringle duly signed the minutes.

23/181 Acceptance of minutes for the extra ordinary meeting held on Tuesday 7th November 2023

Members had received the draft minutes of the meeting held on Tuesday 7th November 2023 prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Mitchell and **RESOLVED** unanimously that the minutes were a true and accurate record. Cllr Pringle duly signed the minutes.

23/182 To receive the notes from the personnel committee meeting held on Monday 23rd October 2023

It was proposed by Cllr Harber, seconded by Cllr Bull and **RESOLVED** unanimously to accept these notes

23/183 Clerk's report

Members had received a report prior to the meeting. Cllr Mitchell agreed to install the Christmas trees on the parish office. It was agreed that either Cllr Webber or the Clerk would attend the Local Plan meeting at NLC on 23rd January 2023. Cllr Webber would attend the pothole reporting meeting with NLC online. The Clerk was asked to write to Anglian Water and Severn Trent Water regarding the regular loss of water in the parish. Cllr Pringle agreed to remove the ash tree leaves near the paddock.

23/184 To consider and discuss any issues raised in the public session not covered on the agenda.

Nothing to discuss

23/185 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. There was no correspondence to be resolved upon.

23/186 Councillor's Forum: Councillor's information exchange (10 minutes)

Cllr Pringle mentioned that at the recent NATs meeting parking problems on Huntingdon Crescent and Barnston Way had been mentioned. The police stated that this was the responsibility of NLC. The Clerk would chase this with NLC. Cllr Webber mentioned that there is evidence of drug use in the playing field car park. The Clerk would report this to 101. Cllr Webber also asked about the road surface in Thealby and along Burton Road and was informed by Cllr Marper that this was on schedule. Cllr Mitchell had been asked by a resident on Normanby Road, Normanby as to whether the park wall stretch could be reduced to 40 mph. The Clerk would enquire with NLC Highways. Cllr Evans had been asked by the original fish and chip van, if they could return weekly to the playing field car park. He was asked to get them to contact the Clerk.

23/187 To receive a verbal update on the planting of wildflower verges and resolve any actions arising

Members agreed to put this on hold until a future date.

23/188 To consider Utility Aid to check the parish council's utility invoices and resolve any actions arising

It was agreed to ask Utility Aid to check that the parish council was not being overcharged on its utility bills.

23/189 Review/Adoption of the following policies:

a. Guide to Health and Wellbeing

Cllr Webber mentioned that this was advice and guidance for well being and had links to external support. It was aimed at staff, councillors or anyone else who could benefit from it. It was proposed by Cllr Harber, seconded by Cllr Webber and **RESOLVED** unanimously to adopt this guide.

b. Dignity at Work

c. Document Retention

d. Lone Worker

It was agreed to postpone the review of the Dignity at Work and the Lone Worker policies until a future date. It was proposed by Cllr Harber, seconded by Cllr Mitchell and **RESOLVED** unanimously to accept the review of the document retention policy.

23/190 Reports:

a. Burton Playing Fields

Members were informed that the advertising boards requested by the football club would require advertising consent. Since the fee for the parish council was half that for the football club it was proposed by Cllr Mitchell, seconded by Cllr Nicholson and **RESOLVED** unanimously to submit the advertising consent application and ask the football club to put on an activity at the playing field that would benefit the community. The Clerk had accepted the offer from a resident to empty the litter bins on the playing field. She had also received a thank you from a resident for installing the pull-up bars. She still needed to enquire about planning permission for the storage container for the football club. The fire risk assessment had been completed for the pavilion and the parish office. It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously to purchase an evacuation ladder and key safe for the parish office (as recommended in the risk assessment) up to a total value of £200.

b. Village Hall Committee

Cllr Harber read out a report from the Chair of the committee. It was agreed that the parish council would have a table at the village hall Christmas Fayre and the Clerk would arrange a display board.

c. Thealby: Play Area

Members were informed that the grass could wait until the new year to be cut again.

d. Burial Ground

Members were informed that the grass would be cut prior to an interment of ashes should the weather allow. It was agreed not to accept the quote from Epitaph and the Clerk would devise an electronic map with details of those who had reserved plots. Members agreed to no longer do double depth graves due to the water table level and the Clerk would write to those who had reserved one, to arrange to move it to two plots next to each other.

e. Allotments

Cllr Mitchell had spoken with the farm manager about the drainage problems in the allotments, who had agreed that a dyke should be dug to feed into the bottom dyke. This hopefully would solve the issue. It was agreed the Clerk would attend the Allotment Association AGM on 25/1/24.

f. Public Rights of Way/Footpaths/Burton Hills

Members were informed that the ditch on Burton Hills would be cleared in the next week or so. The Clerk had contacted NLC regarding the request for a streetlight along the snicket from High Street to Hillcrest Drive, but was informed this was not an area that they would seek to light since there was a short alternative route along the highway.

g. NLGEP

Members were informed that the Secretary of State had extended the deadline for a decision until 15/3/24. Cllr Nicholson mentioned that this was the longest time that had ever been given so hopefully it was positive decision for the community.

8.20pm Ward Cllrs Marper & Ogg left the meeting

23/191 Grants:

a. to receive a report of progress with grant applications made by the Parish Council and resolve any actions arising.

Members were informed that once the invoice to install the defibrillator was received, she would claim the grant. The bus shelter would be repaired on 11/12/23 and the Clerk would soon apply to NLC for a grant for the table tennis table. Members were told that the only suitable place for the 5th SID was Wiltshire Ave, and it was agreed to have it installed there.

b. to consider the grant application from LIVES and resolve any actions arising

Members discussed the grant application, and it was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** unanimously to give a £500 grant now and ask LIVES to apply in April for the rest of their request.

23/192 Maintenance in the Villages: to receive a verbal update on any maintenance issues and resolve any actions arising.

Members were informed that the verges would next be cut in the new year. The playing field had recently been cut and the Clerk would monitor the football pitches.

23/193 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.

NLC had offered to provide new 'no litter' signs due to a change in the fines but there did not appear to be any around the village. The double yellow lines on Stather Road opposite Old Row should have been replaced by the contractor when it was re-surfaced. NLC Highways will chase this up. The Clerk was asked to report the road condition on the Stather to NLC.

23/194 To consider the following planning applications:

b. Any applications received after the date of the Agenda being sent out.

None received

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

Planning Number	Application	Response
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 decision made by NLC

Planning No.	Application	NLC Decision
PA/2023/1563	Planning permission to erect an upgraded electrical substation at Brookside Caravan Park, Stather Road, BUS	Permission granted

23/195 Finance:

a. Budget: to receive a draft budget and consider any amendments

The Clerk went through the draft budget, and it was agreed to finalise it at the next meeting.

b. To receive the quarterly financial review report

Members had received the quarterly financial review report prior to the meeting. There were no questions.

c. To consider and approve current income and expenditure

The Clerk went through the expenditure and income for the financial year so far. There were no questions

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

The Clerk went through the balances of the accounts.

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

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

Company	GROSS	Reason
Employees	2632.79	November salary/backpay
HMRC	606.25	November tax/NI
ERPF	798.29	November pension
EE	23.96	clerk's mobile
J Crowston	134.64	office & pavilion cleaning
Employee	54.00	Travel Expenses
Hygiene Hub	47.96	Bleach
Quickline	0.00	Pavilion broadband
T Rowbotham	15.00	Litter pick - playing field
BAPP	27.60	ear defenders
Pestcotek	100.00	Mole removal
Barclaycard	35.99	poppy wreath/GMO phone/computer mouse
Instant Print	432.00	newsletter printing
Hygiene Hub	23.99	first aid kit
Utility Warehouse	563.03	gas/electricity/broadband
	5495.50	

23/196 Closed session: to resolve to go into closed session and discuss staff matters

It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously to take agenda item 23/196 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.

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

Members received the confidential notes and accepted them with one amendment.

b. To discuss staff matters

Nothing to discuss, but to keep this on the agenda for the next meeting

It was proposed by Cllr Mitchell, seconded by Cllr Evans and **RESOLVED** unanimously to come out of closed session.

There being no further business the meeting was closed at 8.46pm. The next scheduled meeting will be held on Tuesday 19th December 2023 at the Village Hall at 7pm.

Chair's signature.....

Date.....