

**BURTON UPON STATHER PARISH COUNCIL FULL COUNCIL MINUTES
TUESDAY 20TH FEBRUARY 2024 IN THE VILLAGE HALL**

Present:	Cllr P Pringle (Chair)	Cllr S Bull	Cllr E Evans	Cllr C Harber	Cllr J Mitchell
		Cllr S Nicholson	Cllr E O’Roarty (from item 24/21)	Cllr R Tuplin (from item 24/21)	Cllr R Webber

Also present: the Clerk, Ward Cllrs Marper & Rowson. Two members of the public until item 24/21

The meeting began at 7.00pm. Cllr Pringle welcomed everyone to the meeting.

Public session

The two members of the public had applied to be co-opted onto the parish council

Ward Cllr Marper went through her report. Dragon’s teeth would be installed on Tee Lane in the summer works programme. NLC Highways will consult with residents and the primary school about introducing a 20mph speed limit on the Avenue. The path between Burton and Normanby had been cleared of vegetation. The overgrown verge near to Normanby would be monitored to see if it was holding back the water flow and stopping flooding in Normanby. A resident had emailed Ward Cllr Marper regarding cars parked in Vicarage Crescent which make it difficult for emergency vehicles to get through. The parish council agreed to include the parking leaflets in the next newsletter to help with this. NLC Highways are looking into installing improved weight limit signage and any noise issues from the wharf should be reported to NLC Environmental Health. NLC has taken delivery of new street sweeper vehicles, and they should be back to cleaning every sixteen weeks. Ward Cllr Marper had received a request for a handrail as you enter Burton Hills from Ashwood Close snicket. Brown bin collections should resume to the schedule once staff levels are back to normal. This is not a statutory duty and many other councils do not restart collections until March and charge for this service.

There being no further comments or questions, the meeting was opened at 7.20pm.

24/19 Apologies for absence

Cllr Barnes and Ward Cllr Ogg

24/20 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 Evans and Harber for the village hall.

24/21 Parish Councillor Co-option

The two members of the public explained why they would like to join the parish council. Members asked them questions

7.25pm the members of the public and the Ward Cllrs left the meeting

Members discussed the applications

7.27pm the members of the public and the Ward Cllrs rejoined the meeting

Cllr Pringle informed the members that they had been accepted to join the parish council. They duly signed the declaration of acceptance of office and joined the councillors.

24/22 Acceptance of minutes for the meeting held on Tuesday 16th January 2024

Members had received the draft minutes of the meeting held on Tuesday 16th January 2024 prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously that the minutes were a true and accurate record. Cllr Pringle duly signed the minutes.

24/23 Clerk’s report

Members had received a report prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Webber and **RESLOVED** unanimously that the Clerk should sign and return to NLC the Service Level Agreements to empty the dog bins on the paddock and complete the annual playground checks. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously that the Clerk should get quotes for gov.uk email addresses. Cllr Nicholson mentioned that the potholes that had been filled in on Darby Road were done every year and that a more substantial job should be done. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to suspend Standing Orders so that Ward Cllr Marper could speak. She suggested that Cllr Nicholson report this directly to NLC and it was agreed he would do this as a resident. It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously to reinstate Standing Orders.

24/24 To consider and discuss any issues raised in the public session not covered on the agenda.

Nothing to discuss

24/25 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
Resident	Freedom of Information request asking for the Schedule showing the street cleaning/kerbs of the streets in Burton upon Stather for the year 2024 showing proposed dates, days, start times, finish times. Also to confirm whether this work is to be carried out by North Lincolnshire Council or Burton upon Stather Parish Council or a contractor contracted by North Lincolnshire Council or Burton upon Stather Parish Council?	Members noted this correspondence, and the Clerk will respond to it.

24/26 Councillor's Forum: Councillor's information exchange (10 minutes)

Cllr Webber had been informed by a resident that they were concerned about the ash tree on Burton Hills since it was leaning at an angle. It was proposed by Cllr Mitchell, seconded by Cllr Webber and **RESOLVED** unanimously that the Clerk would arrange for a tree surgeon to check it. Cllr Webber had noticed that the handrail at the snicket at the end of Ridgewood Drive had a broken rail. It was agreed that the Clerk would send a photo to Ward Cllr Marper.

24/27 Digital Security: to receive the response from the ICO and resolve any actions arising

The Clerk read out the reply from the ICO regarding keeping the data of people who used the free Wi-Fi in the village hall. It was mentioned that data law protection does not require records of users to be kept and if they are, then it must be justified as to why it is being kept. A sign could be placed next to the Wi-Fi password code or a pop-up set up before people log in.

24/28 Community Governance Review: to receive a report and resolve any actions arising

Members discussed the review and considered the requests from NLC. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to suspend Standing Orders so that Ward Cllr Marper could speak. She mentioned that when the NLC wards were reviewed, it was recommended that Skippingdale should be moved into Scunthorpe, but this was turned down. It was proposed by Cllr Webber, seconded by Cllr O'Roarty and **RESOLVED** unanimously to reinstate Standing Orders. After a discussion it was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously that in response to the community governance review, the parish council would reply by stating that it wanted to keep the same name, keeping Burton upon Stather, Normanby and Thealby in the parish boundaries and suggest that the number of councillors is reduced to twelve.

24/29 Christmas tree lights: to receive a verbal report to discuss how to progress and resolve any actions arising

The Clerk had discussed the Christmas tree lights with Burton Heritage group and although they should be all right for one more year, since they were left on the tree permanently, they were getting damaged in strong winds. It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously that the Clerk would get quotes to either rent or purchase the lights and to have them installed and removed by a contractor.

24/30 Review of the following policies:

- a. Code of Conduct
- b. Grants
- c. Publication Scheme

It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to accept the review of these policies.

7.50pm Ward Cllr Marper left the meeting

24/31 Reports:

a. Burton Playing Fields to include an update on the storage container

Members were informed that the storage container requested by the football club would require planning permission.

7.52pm Ward Cllr Marper returned to the meeting

Members discussed applying for planning permission and it was agreed that prior to applying, Cllr Mitchell would visit the residents opposite the playing field to inform them about the proposed storage container.

b. Village Hall Committee

Cllr Harber read out a report from the Chair of the committee. The Clerk had received the insurance renewal and it had been suggested by the insurance company that it should be in the name of the village hall management committee, which would mean that the invoice would no longer be in the name of the parish council. It was agreed to ask the village hall management committee to pay the insurance and then apply to the parish council to be reimbursed.

c. Thealby: Play Area

Nothing to report

d. Burial Ground

The Clerk had been in contact with the residents who had reserved double depth graves and the records had now been amended, so that all graves would be single depth.

e. Allotments

Cllr Mitchell mentioned that he had spoken with the farm manager at Normanby Estates and that when the weather was drier, the dykes would be dug back in. Cllr Nicholson mentioned that when he had previously spoken with the farm manager, he had been informed that they would jet water down the dykes, but it needed to be wet to do this and then a french drain would be installed at the bottom of the burial ground. The Clerk agreed to make sure that the issue of flooding would be investigated further. Members were informed that there were two vacant plots, and this would be advertised in the next newsletter. The Clerk had attended the Allotment Association AGM and there had been concerns about the flooding at the allotments.

f. Public Rights of Way/Footpaths/Burton Hills

Cllr Nicholson mentioned that he had been informed that one of the slats on the bridge on BURT167 was showing signs of rotting. The Clerk had already reported this to NLC and Cllr Mitchell agreed to look at it. If it was dangerous, he would close the bridge and reinstate signs stating this. It was agreed that the Clerk would request to NLC for a handrail on the entrance to the hills by Ashwood Close.

g. Kingsferry Wharf

Cllr Mitchell had been informed by a resident that the 'Stop the Wharf' members were forming a committee and he requested if the parish council would allow two councillors to join, so that they could report back to council. It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** with one abstention that Cllrs Mitchell and Nicholson could represent the parish council on this committee.

h. NLGEP

Members were informed that the Secretary of State has asked the applicant for further information and should be making a decision by 15th March 2024

i. NLC Local Plan meeting

The Clerk had attended the Local Plan meeting with NLC, which had been called by the planning inspector to find out why there has been a delay in producing the plan and to try to resolve any issues. Members were informed that NLC were progressing well, and the plan should hopefully be implemented in 2025 and last until 2038.

j. NATS

Cllr Pringle had attended the recent NATS meeting and mentioned that although much of the meeting covered issues in Winterton although she had informed them about the drugs issues at the playing field. The police had asked for evidence to be collected and report any problems. Cllr Nicholson asked if the lorries going to the wharf had been mentioned and it was confirmed that this had been mentioned. Cllr Bull asked about the light pollution from the wharf and Cllr Mitchell informed her that it had been reported to NLC Environmental Health who were looking into it.

8.25pm Ward Cllrs Marper and Rowson left the meeting

24/32 Grants: to receive a report of progress with grant applications made by the Parish Council and resolve any actions arising

Members were informed that the defibrillator grant from NLC had been allocated as a percentage of the whole cost, so NLC would only pay out 31% of the grant. The parish council would have to fund the £300 shortfall. NLC had offered a grant for the table tennis table for the playing field. Grangewind Farm will be changing how they provide grants, but this will be confirmed at a later date.

24/33 Maintenance in the Villages:

a. to receive a verbal update on any maintenance issues and resolve any actions arising.

A resident had asked if they could paint the inside and the soffits of the bus shelter in Normanby. Members agreed to this. The Clerk had consulted with Thealby residents about moving a litter bin to the bus shelter, but they either felt there was need for an additional bin or did not want one placed by the bus shelter. It was agreed to leave the bins as they are. The bus shelter on Normanby Road will be repaired w/c 4th March.

b. to receive quotes to purchase two noticeboards and resolve any actions arising

Members had received quotes for two noticeboards prior to the meeting. Cllr Webber mentioned that she had been offered two free noticeboards and it was agreed to accept them and see if they were suitable before purchasing any. Cllr Harber asked if a community noticeboard could be placed on the office wall. It was agreed that the clerk would seek permission from NLC since it was in the conservation area.

c. to receive quotes to resurface the footpath at the paddock

The clerk was still waiting for some quotes, so this item would be included on the next agenda.

24/34 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 were informed that the Clerk had reported the car on Stather Road, which had been written off in a recent accident to NLC. NLC Highways had responded regarding installing bollards at the top of Stather Road by stating that the footpath was too narrow for them. It was agreed that the Clerk would ask Cllr Marper if she could advise with this. The Clerk agreed to send photos of the road condition on Stather Road to NLC.

24/35 To consider the following planning applications:

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

None received

b. Planning applications

Planning Number	Application	Response
PA/2024/78	Listed building consent to replace sash windows and door to the front elevation at 23, High Street, BUS	No comments
PA/2024/124	Planning permission to erect a single-storey rear and side extension at 9, Beech Grove, BUS	No comments as long as there are no concerns from the neighbours

c. Planning decisions made by NLC

None received

24/36 Finance:

a. To receive the quarterly review

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

b. To receive a report on changing energy supplier and resolve any actions arising

Members received quotes for alternative energy suppliers prior to the meeting. It was agreed to move to a 3-year contract with British Gas Lite for the gas and electricity.

c. To review the internal audit and resolve any actions arising

Members agreed that the Clerk should get quotes for alternative internal auditors and review this at a later meeting.

d. To consider and approve current income and expenditure

The Clerk went through the income and expenditure for the financial year so far, explaining why some budget lines were close to their limit. There were no questions

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

The Clerk went through the balances of the accounts.

f. 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 February. It was proposed by Cllr Webber, seconded by Cllr Mitchell 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
Employee	1394.17	February salary
HMRC	317.44	February tax/NI
ERPF	422.10	February pension
EE	23.96	clerk's mobile (DD)
Quickline	0.00	Pavilion broadband
Pestcotek	100.00	Mole removal
Barclaycard	6.00	GMO phone (DD)
NLC	70.00	GMO advert
SLCC	78.00	Community Engagement training - Clerk
SLCC	36.00	Operation London Bridge training - Clerk
J Crowston	114.18	Pavilion/office cleaning
Wave	21.08	parish office water (DD)
Utility Warehouse	777.32	gas/electricity/broadband (DD)
Fox People Mgmt	50.00	HR letter
	3410.25	

24/37 Closed session: to resolve to go into closed session

It was proposed by Cllr Mitchell, seconded by Cllr Webber and **RESOLVED** unanimously to take agenda item 24/37 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 discuss correspondence received and resolve any actions arising

Members discussed the correspondence that had been received and it was agreed that the chair of personnel could send the letter that had been provided to the council.

b. To discuss staff matters

Members were informed that interviews had taken place for the Grounds Maintenance Operative position. It was proposed by Cllr Harber, seconded by Cllr Nicholson and **RESOLVED** unanimously to appoint the candidate suggested by the personnel committee. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to send the Grounds Maintenance Operative on a playground inspection course.

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

There being no further business the meeting was closed at 9.04pm. The next scheduled meeting will be held on Tuesday 19th March 2024 at the Village Hall at 7pm.

Chair's signature.....

Date.....