

**BURTON UPON STATHER PARISH COUNCIL FULL COUNCIL MINUTES  
TUESDAY 19<sup>TH</sup> MARCH 2024 IN THE VILLAGE HALL**

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

Also present: the Clerk, Ward Cllrs Marper & Ogg, PC Bright and sixteen members of the public.

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

Public session

A member of the public asked if a Grounds Maintenance Operative had been appointed and they were informed that the new employee would begin on 2<sup>nd</sup> April. Cllr Pringle asked if anyone else had anything to say but no one did

Ward Cllr Marper went through her report. The NLC budget has been set below inflation. Council tax will increase by 0.89 per cent and the adult social care precept increase by two per cent.

7.02pm Cllr Nicholson arrived at the meeting

Free swimming lessons would be extended to cover the Easter holidays. The community grant budget had been set at £500,000. Ridgewood Drive snicket had been put forward to be added to the definitive map and NLC will take responsibility to repair the fence. The issues at the wharf have been reported to the relevant agencies and the tree on Main Street, Normanby that is damaging the footpath has been reported to NLC. Normanby Grange has units to rent and if anyone is interested, they are to contact the estate office.

There being no further comments or questions, the meeting was opened at 7.07pm.

**24/38 Apologies for absence**

Cllr Bull & O’Roarty and Ward Cllr Rowson

**24/39 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 Pringle for item 24/53c, personal and prejudicial

**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.

It was agreed to move item 24/48g up the agenda so that it could be discussed with PC Bright

**24/48 Reports: to receive the following reports and resolve any actions arising:**

**g. Kingsferry Wharf**

It was proposed by Cllr Harber, seconded by Cllr Webber and **RESOLVED** unanimously to suspend Standing Orders so that PC Bright and the members of the public could speak

PC Bright mentioned that he was aware of the issues with the wharf and had been in contact with all the stakeholders to try to get some answers to questions put forward by NLC and Stop the Wharf. He understood that emotions are high but did not want anyone to put themselves at risk getting evidence. Any issues should be reported to Stop the Wharf, who would pass them onto the relevant stakeholders.

7.11pm Cllr Bell arrived at the meeting.

He emphasised that it is essential that no one risks a criminal offence by potentially harassing the wharf employees. Ward Cllr Marper mentioned that there had been issues with HGV’s arriving before the wharf opened in the morning and causing an obstruction on Stather Road. Cllr Nicholson reminded the council that he had enquired last year about requesting a no waiting restriction on this road. A discussion took place as to how to try to solve the parking issue in the short term and PC Bright agreed to speak with the wharf owners to see if they would agree to be open earlier so that the lorries can go straight into the wharf. A traffic regulation order was discussed but this could take between 12-18 months and may not be successful. Cllr Pringle thanked PC Bright for attending and trying to help with some of the issues at the wharf.

7.30pm PC Bright, Ward Cllr Ogg and twelve members of the public left the meeting

It was proposed by Cllr Mitchell, seconded by Cllr Harber and **RESOLVED** unanimously to reinstate Standing Orders

**24/40 Acceptance of minutes for the meeting held on Tuesday 20<sup>th</sup> February 2024**

Members had received the draft minutes of the meeting held on Tuesday 20<sup>th</sup> February 2024 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.

**24/41 Clerk’s report**

Members had received a report prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESLOVED** unanimously to purchase a dock for the laptop at a cost of £129.99 to connect with two donated

monitors. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously that the Clerk should attend 'Crisis Communication for Local Councils' training. The Clerk had been in contact with a resident regarding the brown bins not being collected in Old Row and she was trying to solve this with NLC. Members were reminded that the Annual Parish Meeting would be on Tuesday 7<sup>th</sup> May at 6pm. The nominations for the awards would be discussed at the next meeting and the Clerk would invite local community groups to speak. The AGAR information had been received and the accounts would be submitted to the internal auditor by mid-April. Members were reminded that if they needed to report anything to NLC it should be via the self-portal. If an officer needed to be contacted directly, then it should be done via the Clerk.

7.37pm Ward Cllr Ogg returned to the meeting

**24/42 To consider and discuss any issues raised in the public session not covered on the agenda.**

Nothing to discuss

**24/43 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
Rural Market Town Group	Notification of the end of the free trial period	Council agreed not to subscribe to this group
NLC	Workers Memorial Day 29 <sup>th</sup> April 2024	Noted
NLC	Occasional Market application – Burton in Bloom 29 <sup>th</sup> June 2024	Members had no concerns with this application

**24/44 Councillor's Forum: Councillor's information exchange (10 minutes)**

Cllr Webber enquired as to whether there was any progress with installing a footpath along the Avenue. It was proposed by Cllr Mitchell, seconded by Cllr Webber and **RESOLVED** unanimously to suspend Standing Orders so that Ward Cllr Ogg could speak. Ward Cllr Ogg mentioned that the planning application on the Avenue had gone to planning committee and they had requested a site visit. This application would affect the footpath but he agreed to look into having one installed. It was proposed by Cllr Harber, seconded by Cllr Webber and **RESOLVED** unanimously to reinstate Standing Orders. Cllr Barnes mentioned that the wrong email address was on the website and the Clerk agreed to get this amended. Cllr Harber mentioned that there was no acceptable dropped kerb opposite the one outside the doctors. The Clerk agreed to contact NLC to see if this could be rectified.

**24/45 To receive the updated asset register and resolve any actions arising**

Members had received the asset register prior to the meeting and it was agreed to accept the additions.

**24/46 To receive an update on gov.uk email addresses**

Members were informed that the Clerk had attended a webinar with the Parish Council Domains Helper Service, which explained how to get gov.uk email addresses. It was agreed that she would get quotes from approved registrars and report back to council at a later date.

**24/47 Review of the following policies:**

- a. Bereavement/Compassionate Leave
- b. Dignity at Work
- c. Lone Working

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

**24/48 Reports:**

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

Members were informed that the Clerk was obtaining a quote to complete the fencing between the car park and the playing field, which would include the hire of a skip. The Clerk had completed the legionella online training and would put the control measures in place. The five-year electrical inspection for the pavilion is booked in for later in the week. The national lottery grant for the monkey challenge equipment has been applied for. Cllr Mitchell informed the members that he had looked at the area around the garage to site the storage container for the football club, but didn't think it was the correct place and he suggested that it should be placed at the left hand end of the playing field. It was proposed by Cllr Mitchell, seconded by Cllr Pringle and **RESOLVED** with one abstention to apply for planning permission to site the storage unit near to the skatepark. Members had received five quotes for the replacement trim trail and it was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously to go with option E (Creative Play)

**b. Village Hall Committee**

Cllr Harber read out a report from the Chair of the management committee. Members were informed that the village hall insurance had been renewed.

**c. Thealby: Play Area**

The grant for the monkey challenge equipment had been applied for.

**d. Burial Ground**

Members were informed that there had been one grave reservation. The Clerk had arranged to have the grass cut and once the Grounds Maintenance Operative had begun work, the memorial tree would be ordered. Members agreed for a small memorial plaque to be installed by the tree.

**e. Allotments**

Cllr Mitchell mentioned that he had been in contact with Normanby Estates and the farm manager to discuss the flooding issue. He was meeting with them next week and would try to get something sorted.

**f. Public Rights of Way/Footpaths/Burton Hills**

Members had received a quote to assess the condition of the ash tree on Burton Hills near to Ashwood Close entrance. It was proposed by Cllr Mitchell, seconded by Cllr Webber and **RESOLVED** unanimously to accept the quote. He had met with the NLC officer at BUR167 to discuss the bridleway condition and the bridge. The officer would report back his findings regarding repairing the path and the bridge. The Clerk had asked NLC about installing a handrail as you enter Burton Hills from Ashwood Close but had not received a positive response. It was agreed to ask the Grounds Maintenance Operative to look into it.

**g. Kingsferry Wharf**

This was discussed earlier in the meeting

**h. NLGEP**

Members were informed that the Secretary of State had extended the date for a decision to 10<sup>th</sup> May 2024

**24/49 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 table tennis table's price had increased since the grant application had been submitted. It was proposed by Cllr Mitchell, seconded by Cllr Webber and **RESOLVED** unanimously to pay £397 towards the cost of the table tennis table. Members were informed that due to extra repairs required to the bus shelter the costs had increased. Grange Windfarm had agreed to increase the grant to £2,780, which would leave £640 to pay. It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously to pay the outstanding balance for the bus shelter repairs.

**24/50 Maintenance in the Villages:**

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

Cllr Webber mentioned that there were some potholes that needed repairing but she would report them via NLC self-portal.

**b. to receive an update on the noticeboards and resolve any actions arising**

Members were informed that Cllr Webber had sourced two free noticeboards and the Clerk had arranged for these to be installed to replace the burial ground and Stather Road noticeboards. The Clerk mentioned that if a noticeboard was to be placed on the side of the parish office then it may need planning permission since it was in the conservation area and Cllr Harber suggested using the High Street notice board for the community.

8.06pm Ward Cllr Marper left the meeting

Quotes had been provided to replace the noticeboard on the High Street. Members discussed the quotes and it was proposed by Cllr Webber, seconded by Cllr Barnes and **RESOLVED** unanimously to purchase option 2 (Harry Stebbing) from the list of quotes to replace the High Street noticeboard and have it as a community noticeboard.

8.10pm Ward Cllr Marper returned to the meeting

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

Members had received quotes to resurface the paddock footpath prior to the meeting. After a discussion it was proposed by Cllr Mitchell, seconded by Cllr Webber and **RESOLVED** unanimously to accept quote A from Hemswell Resurfacing Ltd.

**24/51 Highways repairs and other issues:**

**a. To consider progress on outstanding repairs or other Highway matters to be reported and resolve any actions arising from them.**

Members were informed that NLC had cleaned the footpath and road by County Turf field, but it had since rained and returned to the same muddy condition. Cllr Webber mentioned that the blocked drain she had reported has now been cleared. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to suspend Standing Orders so that Ward Cllr Marper could speak. Ward Cllr Marper asked if this was the grips, but it was not, so she agreed to report that these needed clearing out as well. It was proposed by Cllr Harber, seconded by Cllr Webber and **RESOLVED** unanimously to reinstate Standing Orders. The Clerk had received correspondence regarding parking outside the village shop near to the dropped kerb. Members discussed this and agreed that the area was unrestricted parking so anyone could park there. The Clerk had also received correspondence regarding the potholes on the High Street and Darby Road. The ward councillors had been asking for the High Street to be resurfaced and in the meantime the Clerk would report the potholes on NLC self-portal. Cllr Webber also enquired about Thealby Lane and was informed that it was on the list to be resurfaced. Cllr Nicholson mentioned the road surface on Stather Road, the double yellow lines opposite Old Row that hadn't been reinstated and the drain outside number 122 which needed to be sorted. The Clerk agreed to report this to NLC.

**b. To consider asking NLC to install ‘no waiting for wagons’ signage on Stather Road and resolve any actions arising**

Cllr Nicholson mentioned that this should have been put in place before the problems began with the wharf lorries but Cllr Webber stated that there was no evidence before then, that it was required. It was agreed that the Clerk would make enquiries on how to get a traffic regulation order installed.

8.22pm Ward Cllrs Marper and Ogg left the meeting

**24/52 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/2024/197	Planning permission for a front porch and changes to the front elevation including a pitched roof and other external alterations at 21 Hillcrest, BUS	No comments
PA/2024/264	Planning permission to erect a single-storey rear and side extension and new roof over garage conversion at 33 Tee Lane, BUS	No comments

**c. Planning decisions made by NLC**

None received

Cllr Mitchell took the chair for item 24/53 due to Cllr Pringle declaring an interest

**24/53 Finance:**

**a. 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 and they were approved by the Council

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

The Clerk went through the balances of the accounts.

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

It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to pay the invoices for March. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to transfer £6,000 from the Barclays savings account to the Barclays current account so that the invoices could be paid.

Company	GROSS	Reason
Employee	1393.97	March salary
HMRC	317.64	March tax/NI
ERPF	422.10	March pension
EE	23.96	clerk's mobile
Quickline	0.00	Pavilion broadband
Pestcotek	100.00	Mole removal
Barclaycard	90.49	GMO phone/postage/paper/battery/Microsoft 365
J Crowston	90.00	Pavilion/office cleaning
ERNLLCA	36.00	Good Employer training - C Harber
ERNLLCA	36.00	Canva training pt 1 - Clerk
Cllr P Pringle	450.00	Newsletter printing (reimbursement)
Waterplus	207.68	Sewerage & surface water - office
Allied Westminster	412.29	Village hall insurance
NLC	0.00	Pavilion rates 2024/2025
Utility Warehouse	1031.67	gas/electricity/broadband
Essential Build	3420.00	bus shelter repairs (£2780 grant funded)
	<b>8031.80</b>	

Cllr Pringle returned to the chair

8.26pm the four remaining members of the public left the meeting

**24/54 Closed session: to resolve to go into closed session**

It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to take agenda item 24/54 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 staff matters**

Members were informed that references had been received for the Grounds Maintenance Operative and a DBS check had been applied for. It was proposed by Cllr Webber, seconded by Cllr Nicholson and **RESOLVED** unanimously to accept the increased hourly rate for the cleaner. Members were reminded of the Clerk's salary increase from April as per the 2024/25 budget.

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

There being no further business the meeting was closed at 8.30pm. The next scheduled meeting will be held on Tuesday 16<sup>th</sup> April 2024 at the Village Hall at 7pm.

Chair's signature.....

Date.....