



BURTON UPON STATHER PARISH COUNCIL
The Parish Office, High Street, Burton upon Stather, DN15 9DE.
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Parish Clerk: Candace Brent



Notice is hereby given that the Full Council of BURTON UPON STATHER PARISH COUNCIL
Will be held on **TUESDAY 15th OCTOBER 2024 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. Acceptance of minutes of the meeting held on Tuesday 3rd September 2024
4. Clerk's report
5. Parish Councillor co-option
6. To receive the draft notes from the personnel meeting
7. To consider and discuss any issues raised in the public session not covered on the agenda
8. Correspondence to be noted and resolved upon
9. Councillor's Forum: Councillor's information exchange (10 minutes)
10. To receive an update on the Christmas tree lights and resolve any actions arising
11. Action Plan: to review and update the three-year plan and resolve any actions arising
12. Review of the following policies:
 - a. CCTV
 - b. Document Retention
 - c. Risk Management Assessment
 - d. Volunteer
13. 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. Kingsferry Wharf
 - h. Roxby Landfill
 - i. NLGEP
14. Grants:
 - a. to receive a report of progress with grant applications made by the Parish Council and resolve any actions arising
 - b. to receive grant applications from community groups and resolve any actions arising
15. Maintenance in the Villages: to receive a verbal update on any maintenance issues and resolve any actions arising
16. 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
17. To consider the following planning applications:
 - a. Any applications received after the date of the agenda being sent out

b. Planning Applications

Planning Number	Application
PA/2024/1176	Notice of intentions to fell a tree of heaven, weeping willow and a false acacia tree and reduce height of a cypress tree, all situated within Burton upon Stather conservation area at 35 High Street, BUS
PA/2024/1172	Planning permission to erect a custom and self-build detached three-bedroomed, one and a half storey chalet bungalow on land rear of 17 Normanby Road, BUS

c. Planning comments sent to NLC since the last meeting

Planning Number	Application	Comments
PA/2024/1063	Outline planning permission for a residential development of up to four dwellings with appearance, landscaping and scale reserved for subsequent consideration at land rear of 7-19 Normanby Road, Thealby	Burton upon Stather Parish Council is concerned about the removal of the wall and replacement post and rail fence, since it rents the land (play area) adjacent to this application from Normanby Estates. The lease with Normanby Estates states that the parish council is responsible for all fences, hedges and gates which would include all the walls. The fence is not post and rail, but a timber one and has been partly knocked down by the applicant when installing another fence one metre from the original one. The responsibility for the fence and wall on this boundary needs to be sorted out before any planning permission is given. There are also concerns about the emergency access to these properties, especially since the cottages in front have no off-road parking and visibility from the access road from the houses could be blocked by parked cars. Heavy vehicles travel through Thealby at quite a speed, so getting out of the access road could be difficult.
PA/2024/1084	Notice of intention to fell a pine tree within Burton upon Stather's conservation area at Tyr Fryn, Todds Lane, BUS	No concerns

d. Planning decisions made by NLC

Planning Number	Application	Decision
PA/2024/813	Permission to fell a willow and a pine tree within Normanby's conservation area at Ironstone Lodge, Main Street, Normanby	Permission granted
PA/2024/726	Listed building consent to repair the chimney stack at The Old Vicarage, Churchgate, BUS	Permission granted
PA/2024/758	Planning permission to erect a detached garage at 26 High Street, BUS	Permission granted

18. Finance:

- a. To receive a draft budget for 2025/26 and resolve any actions arising
- b. To receive the external auditors report
- c. To approve expenditure from earmarked reserves
- 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

19. Closed session: to resolve to go into closed session to discuss staff matters

C E Brent

Candace Brent

Clerk to Burton upon Stather Parish Council

9th October 2024