

**BURTON UPON STATHER PARISH COUNCIL FULL COUNCIL MINUTES  
TUESDAY 16<sup>TH</sup> OCTOBER 2024 IN THE VILLAGE HALL**

Present:	Cllr P Pringle (Chair)	Cllr C Harber	Cllr R Frisbee (from item 24/160)	Cllr S Nicholson
		Cllr E O’Roarty	Cllr R Tuplin	Cllr R Webber

Also present: the Clerk, Ward Cllrs Marper, Ogg and Rowson and five residents,

The meeting began at 7.00pm.

Public session

A resident had recently purchased a property in the parish and due to needing many repairs was considering knocking it down and rebuilding. They wanted to know how planning would consider this. It was suggested to apply for either outline planning or full planning permission.

7.05pm Cllr O’Roarty arrived at the meeting

Ward Cllr Marper gave a report. The snicket at the end of Ridgewood Drive had been adopted by NLC and it was agreed that the Clerk would ask to have it resurfaced. County Turf would soon be cutting the turf fields, and any mud left on the road should be reported to NLC. Cllr Webber asked if the weeds and drains along the Avenue could be cleared out. The weight limit signs had been ordered. Cllr Nicholson mentioned about having extra signs at Thealby and he was asked to email Ward Cllr Marper with his suggestions. Ward Cllr Ogg reported that the flood authority was monitoring flooding at Wood Top, Lodge Lane and Normanby Road. He had spoken with the representative of Normanby Estates about the boundary to Thealby play area and they were checking with their legal department. There being no further comments or questions the meeting was opened at 7.15pm

**24/156 Apologies for absence**

Cllrs Bull & Mitchell

**24/157 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 for 24/173a personal and prejudicial

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

Cllr Harber for the village hall

**24/158 Acceptance of minutes of the meeting held on Tuesday 3<sup>rd</sup> September 2024**

Members had received the draft minutes of the meeting held on Tuesday 3<sup>rd</sup> September 2024 prior to the meeting. It was proposed by Cllr Webber, seconded by Cllr Nicholson and **RESOLVED** unanimously that the minutes were a true and accurate record. Cllr Pringle duly signed the minutes.

**24/159 Clerk’s report**

Members had received a report prior to the meeting. It was agreed that the Clerk would write to Baroness Jones asking for the Lithium Battery Safety Bill to be included in the Product Safety and Metrology Bill. Cllr Pringle had agreed to attend the Octopus Energy consultation regarding the installation of a wind turbine near Winterton. It was **RESOLVED** unanimously to suspend Standing Orders so that Ward Cllr Ogg could speak. He mentioned that in the past Roxby Landfill applied for turbines, but they were refused due to the noise, so there maybe plenty of objections. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to reinstate Standing Orders. It was **RESOLVED** that the Clerk could attend Health & Safety training. Members were informed that NLC had withdrawn the Local Plan from examination due to the government increasing the housing quota. The electoral services department would be informed of Cllr Barnes resignation, and it was agreed that the Clerk would attend a burial law workshop being arranged by NLC.

**24/160 Parish Councillor Co-option**

The resident explained why he would like to become a councillor. He left the meeting so that members could discuss his application. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to co-opt Russell Frisbee to the council. He duly signed the acceptance of office and join the members.

It was agreed to move item 24/168g further up the agenda

7.35pm it was proposed by Cllr Webber, seconded by Cllr Nicholson and **RESOLVED** unanimously to suspend Standing Orders so that the residents could speak.

**24/168**

**g. Kingsferry Wharf**

Members of Stop the Wharf had arranged a meeting with Sir Nick Dakin MP to discuss the issues. The residents asked if the parish council would support them with the campaign and it was confirmed that the parish council was doing all it could within its powers and duties. The council was informed that there had recently been an increase in

activity at the wharf and there were large piles of frag metal. They were working practically daily and there were concerns that the wharf was being used as a lorry park overnight. The Humber & Goole port authority had visited on numerous occasions, but despite trying to contact Natural England over concerns of the SSSI, no response had been received. It was agreed that the Clerk would contact the port authority for an update and try to contact Natural England. The residents thanked the parish council for its support. It was proposed by Cllr Webber, seconded by Cllr O’Roarty and **RESOLVED** unanimously to reinstate Standing Orders.

7.50pm Ward Cllr Rowson and four residents left the meeting

**24/161 To receive the draft notes from the personnel meeting**

Members received the draft minutes from the recent personnel meeting

**24/162 To consider and discuss any issues raised in the public session not covered on the agenda**

Nothing to discuss

**24/163 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
Member of public	Copied in correspondence that was originally sent to Sir Nick Dakin MP and Peter Levy, complaining about the kerbside weeds, fly tipping, unclean signage, state of parish council noticeboards and area around the parish office. (numerous photos and emails were available at the council meeting)	Members were informed that the Clerk had reported the fly tipping and kerbside weeds to NLC. Other comments were noted.
NLC	Review of statement of principles for gambling	Noted
Friends of Burton School	A request to work with the parish council	It was agreed that the Clerk would meet with some members of the group to find out exactly what they were considering
Humber & Wolds Rural Action	Request to work with the parish council to issue a Housing Needs Survey for affordable housing	Noted

**24/164 Councillors Forum: Councillors information exchange (10 minutes)**

Cllr Webber enquired about the hedge between Burton and Normanby and was informed that Normanby Estates would arrange to have it cut back. Cllr Nicholson mentioned that the beginning of the hedge on Darby Road needed to be cut back. Cllr Harber had seen complaints on social media about a car parked over the footpath on Darby Road. It was proposed by Cllr Harber, seconded by Cllr O’Roarty and **RESOLVED** unanimously to suspend Standing Orders so that Ward Cllr Marper could speak. Ward Cllr Marper mentioned that parking on verges was a problem but there was no legal enforcement. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to reinstate Standing Orders. It was agreed that the Clerk would write to the householder.

**24/165 To receive an update on the Christmas tree lights and resolve any actions arising**

Members were informed that the Clerk had not found anyone to install the lights, but that confirmation had been received that the Grange Windfarm funding could be used. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to get the company from which the lights had been purchased to install them.

**24/166 Action Plan: to review and update the three-year plan and resolve any actions**

Members went through the action plan and updated it with their future plans.

**24/167 Review of the following policies:**

- a. CCTV
- b. Document Retention
- c. Risk Management Assessment
- d. Volunteer

It was agreed to defer the review of the Volunteer policy until a future meeting so that it could be updated. It was proposed by Cllr Webber, seconded by Cllr O’Roarty and **RESOLVED** unanimously to accept the review of the other three policies.

**24/168 Reports: to receive the following reports and resolve any actions arising:**

**a. Burton Playing Fields**

Members were informed that the Clerk had received the football match dates and the fees had been paid by the football club up to May 2025. Cllr Nicholson mentioned that he could help with a container if they still needed one. 8.20pm Ward Cllr Marper left the meeting.

The football club had asked about installing a key safe either on the pavilion or the garage, but it was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to not allow this since it was not felt to be secure. Members discussed the fees, the cost of the line paint and the pavilion electricity. It was proposed by Cllr Nicholson, seconded by Cllr Frisbee and **RESOLVED** unanimously to arrange a meeting with the football club managers to discuss the electricity fees and report back to council. Members were informed that the trim trail had been repaired and the remedial work completed at the pavilion. They had received draft signage for the playing field and **RESOLVED** to purchase them.

**b. Village Hall Committee**

Cllr Harber read out a report from the village hall committee chair and it was mentioned that the parish council had booked its stall for the Christmas Fair.

**c. Thealby Play Area**

Members were informed that there were concerns with the planning application to build four houses behind the cottages since it stated that they would knock down the wall between the cottages and the play area. The parish council understood that its lease with Normanby Estates included the maintenance of the wall, so the Clerk was enquiring to find out further information.

**d. Burial Ground**

Members were informed that the burial of a minor had taken place, and it was agreed that should a memorial be requested, it should be the same size as the cremated ones, but the installation fee would be waived.

**e. Allotments**

Members were informed that the Clerk had recently carried out an inspection of the allotments and that the renewals would be sent out at the end of October. There would be at least three vacant plots.

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

Members were informed that the ivy had been cut back from the church wall and the uneven steps on BUR 7 had been reported to NLC.

**h. Roxby Landfill Site**

Cllr Nicholson had attended a meeting, and members had received a report prior to this meeting. There were no questions.

**i. NLGEP**

Members were informed that a decision should be made by 18<sup>th</sup> October.

**24/169 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 the SID had been installed on Stather Road and the paddock footpath resurfaced. Once the invoices had been paid, the Clerk would claim the grants from NLC.

**b. to receive grant applications from community groups and resolve any actions arising**

Members had received a grant application from the bowls club to install an instantaneous water boiler. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to award 90% of the cost from the Grange Windfarm grant (as per its conditions) and to ask the bowls club to apply to the parish council grant fund for the final 10%.

**24/170 Maintenance in the Villages: to receive a verbal update on any maintenance issues and resolve any actions arising**

Members were informed that the remedial work had been carried out in the parish office, but after changing a light, two emergency lights stopped working. These will be changed as soon as possible. Cllr Pringle mentioned that the tractor was now working correctly, but the contractor who had serviced it for the last few years, had not found the fault despite charging to look at it. It was proposed by Cllr Pringle, seconded by Cllr Harber and **RESOLVED** unanimously that the Clerk would write to the company asking for compensation. The contractor who had repaired the tractor would be offered a free advert in the newsletter.

**24/171 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 a resident had mentioned about the speed vehicles were travelling along Flixborough Road. Cllr Nicholson mentioned that the spring was running across Stather Road, the drains along that road needed cleaning and the kerb was cracking again at the entrance of the wharf. The Clerk would mention these to Ward Cllr Marper.

9pm it was proposed by Cllr Webber, seconded by Cllr O’Roarty and **RESOLVED** unanimously to suspend Standing Orders no.3w so that the agenda could be completed. Ward Cllr Ogg left the meeting.

**24/172 To consider the following planning applications:**

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

None

**b. Planning applications**

Planning Number	Application	Comments
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	No concerns
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	No concerns

**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/20245/813	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
PA/2024/912	Planning permission to retain existing boundary fences and gates at 4 Stather Road, BUS	Permission granted
PA/2024/1050	Notice of intention to prune a fir tree situated within Burton upon Stather conservation area at the paddock	Permission granted
PA/2024/1008	Notice of intention to prune a sycamore and 2 beech trees all situated within Burton upon Stather conservation area at 27 High Street, BUS	Permission granted

**24/173 Finance:**

**a. To receive a draft budget for 2025/26 and resolve any actions arising**

Members had received a draft 2025/26 budget prior to the meeting. The Clerk went through the amendments, and it would be discussed further at the next meeting

**b. To receive the external auditors report**

Members were informed that the external auditor had concluded its review and signed off the accounts with no matter of concern.

**c. To approve expenditure from earmarked reserves**

It was proposed by Cllr Webber, seconded by Cllr Nicholson and **RESOLVED** unanimously to take the cost of the Christmas lights and the footpath at the bus shelter from earmarked reserves.

**d. To consider and approve current income and expenditure**

The Clerk went through the income and expenditure so far for the financial year. There were no questions, and they were approved by the Council

**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 Nicholson and **RESOLVED** unanimously to pay the invoices for October. It was proposed by Cllr Nicholson, seconded by Cllr Webber and **RESOLVED** unanimously to transfer £22,000 from the Barclays savings account to the Barclays current account so that the invoices could be paid.

<b>Company</b>	<b>GROSS</b>	<b>Reason</b>
Employee	19.20	Travel expenses
Employee	13.50	Travel expenses
EE	16.82	clerk's mobile (DD)
Quickline	0.00	Pavilion broadband
Pestcotek	100.00	Mole removal
Barclaycard	6.00	GMO phone
J Crowston	132.25	pavilion/office cleaning
NLC	1206.74	SID Installation-grant funded
ERNLLCA	96.00	Conference
British Gas	112.31	Pavilion electricity
Utility Warehouse	109.52	Electricity/broadband (August)
NLC	1347.65	playground inspections/bin emptying
PKF Littlejohn	504.00	External audit
ElanCity	2700.00	Speed indicator device-grant funded
British Gas	37.43	office electricity
Yards Apart	2188.95	Grass verge cutting-grant funded
Screwfix	110.95	PPE
Mackay	116.06	diesel
Employees	2450.67	October salary
HMRC	471.22	October tax/NI
ERPF	723.36	October pension
Wave	24.31	Pavilion water
British Gas	18.64	Pavilion electricity
ERNLLCA	72.00	2 x listed building training
Sir R Sheffield	200.00	allotments rent
Utility Warehouse	108.22	Electricity/broadband (Sept)
Hemswell Surfacing	8954.40	Paddock footpath (grant funded)
Hemswell Surfacing	1708.80	bus shelter footpath
	<b>23549.00</b>	

**24/174 Closed session: to resolve to go into closed session to discuss staff matters**

It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to take agenda item 24/174 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. Cllr Webber went through the recommendations from the personnel meeting. It was proposed by Cllr Pringle, seconded by Cllr Tuplin and **RESOLVED** unanimously that the Clerk could take three and half weeks leave in October 2025. It was agreed that the Grounds Maintenance Operative could work four days a week during the winter months with the Clerk's authority. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously that the employee's salary would each increase by two salary scales in April 2025 and an extra 5% increase would be included in the budget for the government approved pay increase. It was proposed by Cllr Webber, seconded by Cllr Nicholson and **RESOLVED** unanimously to come out of closed session. It was proposed by Cllr Webber, seconded by Cllr Pringle and **RESOLVED** unanimously to reinstate Standing Orders no. 3w

There being no further business the meeting was closed at 9.20pm. The next scheduled meeting will be held on Tuesday 19<sup>th</sup> November 2024 at the Village Hall at 7pm.

Chair's signature.....

Date.....