BURTON UPON STATHER PARISH COUNCIL FULL COUNCIL MINUTES
ANNUAL PARISH COUNCIL MEETING TUESDAY 20TH MAY 2025 IN THE VILLAGE HALL

Present:	Cllr P Pringle (Chair)	Cllr R Durant	Cllr R Frisbee	Cllr C Harber	Cllr J Mitchell
	Cllr S Nicholson	Cllr E O'Roarty	Cllr M Raeburn	Cllr R Tuplin	Cllr R Webber

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

The meeting began at 7.00pm.

Public session

The residents were attending to listen to the discussion on a planning application that they had submitted.
Ward Cllr Marper gave the following report: like the Clerk, she had also had it confirmed that since there was a road name sign for Linton Rise on one side of the road, the broken one would not be replaced. This may also be the case with 'The Paddock' name sign. The road surface at Thealby would be resurfaced during this financial year. The cherry trees in Orchard Drive had been cut back since they were making it difficult for lorries/bin lorries to get down the road. There will be an event at Normanby Hall on the next bank holiday weekend, and a free bus service would in place from Scunthorpe.

There being no further comments or questions the meeting was opened at 7.05pm

25/70 Election of Chair
It was proposed by Cllr Harber, seconded by Cllr Frisbee to elect Cllr Pringle as Chair for 2025/26 so that there was continuity with meetings etc regarding the issues at the wharf. Cllr Pringle was duly elected unopposed and signed the declaration of acceptance of office to Chair

25/71 Election of Vice Chair
It was proposed by Cllr Pringle, seconded by Cllr Harber to elect Cllr Mitchell as Vice Chair for 2025/26. Cllr Mitchell was duly elected unopposed and signed the declaration of acceptance of office to Vice Chair

25/72 Apologies for absence
Apologies were received from Cllr Bull

25/73 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 Webber for agenda item 25/90b
b. To note dispensations given to any member of the council in respect of the agenda items listed below.
Cllr Webber for the village hall and Burton in Bloom, Cllr Raeburn for Burton United Football Club

25/74 Acceptance of minutes of the meeting held on Tuesday 15th April 2025
Members had received the draft minutes of the meeting held on Tuesday 15th April 2025 prior to the meeting. It was proposed by Cllr Mitchell, seconded by Cllr Nicholson and **RESOLVED** unanimously that the minutes were a true and accurate record. Cllr Pringle duly signed the minutes

25/75 Clerk's report
Members had received a report prior to the meeting and were informed that the Japanese Knotweed on Wood Top had been treated but was still putting out shoots. This had been reported to NLC. The Council has been registered for the Local Council Award Scheme. It was proposed by Cllr Harber, seconded by Cllr Mitchell and **RESOLVED** unanimously that Cllr Webber and the Clerk could attend HR training. It was proposed by Cllr Frisbee, seconded by Cllr Harber and **RESOLVED** unanimously that the Clerk could purchase a replacement swing for Thealby Play Area. Members gave permission for the Clerk to help at the weekly coffee morning at Westlands Club, should it be required. It was agreed that the Allotments Association could plant wildflowers in the vacant plot. Members were informed that the Clerk was moving the paddock electricity to British Gas Lite as previously agreed. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** that the Clerk could purchase a small step ladder for the office.

It was agreed to bring item 25/91b further up the agenda, for the convenience of the members of public in attendance

25/91 b. Planning Applications

Planning Number	Application	Comments
PA/2025/552	Planning permission to erect a garage extension at 1 The Avenue, BUS	The parish council had no comments on this application

7.14pm the two residents left the meeting

25/76 Review of delegation arrangements to staff and other local authorities
Members reviewed and accepted the scheme of delegation. There were no delegations to other local authorities.

25/77 Review of terms of reference for the personnel committee
Members reviewed and accepted the terms of reference for the personnel committee.

25/78 Appointment of members to the personnel committee and election of Chair
It was proposed by Cllr Durant, seconded by Cllr Pringle and **RESOLVED** unanimously to appoint Cllrs Bull, Harber, Mitchell and Webber to the personnel committee with Cllr Webber elected as Chair.

25/79 Appointment of members to carry out the quarterly review
It was proposed by Cllr Webber, seconded by Cllr Mitchell and **RESOLVED** unanimously to appoint Cllrs Bull, Durant, Frisbee and Pringle to carry out the quarterly review.

25/80 Review of representations on NATS, Roxby Landfill, Stop the Wharf, Town & Parish Council Liaison meetings, ERNLLCA, and any other meetings as mentioned by the Council and to include arrangements for reporting back.
The following Councillors were elected to represent the council at the following meetings: NATS – Cllrs Harber & Pringle, Roxby Landfill – Cllrs Nicholson & Raeburn, Stop the Wharf – Cllrs Mitchell & Nicholson, Town & Parish Council Liaison – Cllrs Mitchell & Webber, ERNLLCA – Cllrs Harber & Webber, Village Hall – Cllr Harber, Burton United Football Club – Cllrs Bull & Nicholson.

25/81 Review of the following policies/procedures:
a. Financial Regulations
These regulations had been reviewed in April 2025, so were not reviewed again
b. Standing Orders
c. Complaints procedure
d. Media policy
e. Asset register
Members were informed that at the previous review, it had not been noticed that the new play equipment was not included, which had now been done prior to the internal audit. It was agreed to add the date 'pre-1987' for the pavilion as included for the other properties.
f. Arrangements for insurance cover
Members were informed that the insurance cover would be renewed in September and since this was the final year of a three-year contract, the Clerk would seek quotes from other companies.
g. Grass cutting contract with North Lincolnshire Council
Members were informed that this was the final year of a three-year contract, and it was agreed to go out to tender for 2026 should NLC renew their contract.
h. Council subscriptions
Members had received a list of subscriptions prior to the meeting
i. Council direct debits
Members had received a list of direct debits prior to the meeting
j. Expenditure incurred under s137 of the Local Government Act 1972
Members were informed that the only expenditure incurred under s137 of the Local Government Act 1972 was the poppy wreath for Remembrance Day.
Members accepted the review of the above policies and procedures.

25/82 Review of representations on NATS, Roxby Landfill, Stop the Wharf, Town & Parish Council Liaison meetings, ERNLLCA, and any other meetings as mentioned by the Council and to include arrangements for reporting back.
This was a duplicate of item 25/80

25/83 To receive the time and place of the ordinary meetings up to the next Annual Parish Council meeting.
Members accepted the dates for the meetings until May 2026.

25/84 To consider and discuss any issues raised in the public session not covered on the agenda
None

25/85 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.

From	Correspondence	Action
NLC	Occasional Market Consent – Normanby Hall: 26th May, 15th June, 25th August, 26th October, 6th ,7th December	Noted

Humber Forest	Community Forest request to help plant trees and hedges in the parish	It was agreed to meet with them, to see if there were any suitable areas in the parish.

25/86 Councillors Forum: Councillors information exchange (10 minutes)

Cllr Webber mentioned that people were not taking any notice of the 'dogs on leads' signs at the playing field. She had designed a poster for a social media/newsletter campaign to remind dog owners. It was agreed that the Clerk would share the poster with the Council, and it would be placed on Facebook and in the newsletter. It was proposed by Cllr Mitchell, seconded by Cllr Harber and **RESOLVED** unanimously to suspend Standing Orders 3f so that Ward Cllr Ogg could speak. He mentioned that there was no law requiring a dog to be on a lead, but there were orders in place in certain areas like parks, sports pitches. While the Parish Council acknowledged that no law was in place, the Parish Council have requested that users of the playing field keep dogs on leads and under control out of consideration for the health and safety of all users. It was proposed by Cllr Mitchell, seconded by Cllr Harber and **RESOLVED** unanimously to reinstate Standing Orders 3f. Cllr Harber mentioned that there had been a Facebook message regarding the trees on Vicarage Crescent overgrowing onto a neighbouring property. The Clerk had reported this to NLC. Cllr Raeburn mentioned that there had recently been people riding around the villages on e-bikes, but the police were aware of their identity. It was proposed by Cllr Harber, seconded by Cllr Webber and **RESOLVED** unanimously to suspend Standing Orders 3f, so that Ward Cllr Ogg could speak. Ward Cllr Ogg mentioned that these people were being dropped off in vans and collected later. They had been seen in Alkborough. It was proposed by Cllr Mitchell, seconded by Cllr Webber and **RESOLVED** unanimously to reinstate Standing Orders 3f.

25/87 Approval and signing of the Annual Governance and Accountability Return 2024/2025:

a. To receive the Internal Auditors Report

The Clerk went through the recommendations from the Internal Auditor and would get them rectified.

b. Approval and signing of the Annual Governance Statement

The Clerk read out the Annual Governance Statement. The Council approved each one in turn and the Clerk and Cllr Pringle duly signed it.

c. Approval and signing of the Accounting Statements

Members approved the Accounting Statements and Cllr Pringle duly signed them

d. To agree the publication dates of the period for the exercise of public rights

It was agreed that the dates for the publication of the period for the exercise of public rights would be from Tuesday 3rd June to Monday 14th July 2025.

25/88 To review the Annual Parish Meeting held on 6th May 2025

Members felt it had been a good evening but were concerned that not everyone stayed for the whole meeting. It was agreed to discuss ways to improve this in the new year

25/89 Reports: to receive the following reports and resolve any actions arising:

c. Burton Playing Fields

Members were informed that the Inpost box was installed and active. The Clerk thanked Cllr Nicholson for his help on the installation day. It was agreed that the Clerk could get a plumber to look at the disabled toilet problems at the pavilion and members accepted a quote to have sanitary bins installed in the two toilets. The Clerk would also get a quote for the village hall. The barrier between the car park and playing field would be installed w/c 23/6/25 and the Clerk would arrange to hire a skip. BUFC had received a grant to purchase the storage container, so would be laying slabs prior to its arrival on 30/5/25. The Clerk would arrange for the council's solicitor to draw up a permit for it. Members were informed that the fence along by the Avenue was rotting. It was agreed to see if Humber Forest could plant a hedge.

d. Village Hall Committee

Nothing to report.

e. Kingsferry Wharf

Cllr Mitchell mentioned it had been quiet recently, but he had met with the MP to discuss matters. The MP agreed to try to get a contact with the Environment Agency. Cllr Pringle mentioned that at the last multi agency meeting PC Bright had mentioned about the numerous agencies getting together to door knock households. A date was yet to be set. Cllr Nicholson mentioned that when he had been delivering the Stop the Wharf leaflets recently, he found that most residents supported the campaign.

f. ERNLLCA district meeting

The Clerk had attended in Cllr Webber's absence. A representative from Live Well explained about the website and how community groups could sign up to it. The national governance review would affect ERNLLCA since its area would be split in half. The Executive committee had decided to be incorporated since it would give them more security but since it had a financial cost, they would wait until the local government review was complete

25/90 Grants:

a. Update on the Grange Windfarm grant fund

Members had received the grant application from the village hall committee for the final funding from the 2024/25 grant fund. It was agreed to pay £460.79 to the village hall for roof repairs

b. To consider the grant application from Burton in Bloom

Cllr Webber explained what the funding would be spent on. It was proposed by Cllr Mitchell, seconded by Cllr Harber and **RESOLVED** unanimously to give £1,400 to Burton in Bloom for hanging baskets and Christmas trees from the grant aid budget.

8.15pm Ward Cllr Marper left the meeting

25/91 To consider the following planning applications:

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

Planning Number	Application	Comments
PA/2025/625	Notification to fell a locust tree, situated within BUS conservation area at 26 High Street, BUS	The parish council is against this application since the tree forms part of the character of the conservation area and there are no reasons given for it to be felled

b. Planning applications

Planning Number	Application	Comments
PA/2025/505	Planning permission to erect single-storey side and front extension including garage conversion at 20 Huntingdon Crescent, BUS	No comments or concerns
PA/2025/269	Planning permission for change of use from storage to offices, including proposed single storey extension for storage use at Overhall Contractors, Carr Lane, Thealby	The parish council objects to this planning application since it is too close to the boundary line and overlooks a neighbouring property. It also opposes the application since it has been made retrospectively.

c. Planning decisions made by NLC

Planning Number	Application	Decision
PA/2025/492	Notice of intention to crown reduce 10 pine trees all within Normanby's Conservation Area at Ironstone Lodge, Main Street, Normanby	Permission granted

8.27pm Ward Cllr Rowson left the meeting

25/92 Finance:

a. To receive the quarterly review

Members had received a report on the recent quarterly review which they accepted

b. To approve expenditure from earmarked reserves

There was no expenditure to be taken from earmarked reserves this month

c.To receive an update on the closing of the Lloyds bank account and to resolve as to which bank account should hold the funds

Members were updated on the closing of the Lloyds bank account, and it was proposed by Cllr Mitchell, seconded by Cllr Pringle and **RESOLVED** unanimously to move £37,000 from the Lloyds account to the Barclays current account and to then move £14,000 from the Barclays current account to the CCLA account.

d. To consider and approve current income and expenditure

The Clerk went through the income and expenditure for the financial year. Up to 29/4/25 expenditure for the year = £15,866, income = £46,957. There were no questions, and it was approved by the Council

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

The Clerk went through the balances of the accounts. On 29/4/25, Lloyds current account = £37,833.57, Barclays current account = £7,629.24, Barclays savings account = £62,100.26, CCLA = £45,629.72

f. 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 May.

Income

Income	Amount
Pitch hire - 20/4/25	33.00
Pavilion hire - 18/7/25	66.00
Allotment plot rent	20.00
1st half of precept	45394.00
NLC grant	551.00
VAT rebate	578.22
CCLA interest	167.33
Allotment rent	20.00
Recycling bin	64.00
Pavilion hire - 29/6/25	66.00
Pavilion hire - April	450.00
TOTAL	**£47409.55**

Expenditure	GROSS	Reason
Employees	3001.71	May salary
HMRC	906.11	May tax/NI
ERPF	920.41	May pension
EE	24.58	clerk's mobile
Quickline	0.00	Pavilion broadband
Pestcotek	100.00	Mole removal
Barclaycard	125.93	GMOphone/keys/stationery/cleaning prdts/email advce
J Crowston	116.00	pavilion/office cleaning
Utility Warehouse	91.18	paddock electric box/office broadband
B K Brooks	500.00	Internal Audit
British Gas	35.21	Pavilion gas
Yards Apart	2188.95	verge cutting - May
British Gas	63.64	Office electricity
Wave	677.42	Pavilion water
Lloyds	4.25	bank charges (April 2025)
Employee	13.98	bin bags/wood preserver
British Gas	78.53	pavilion electricity
Wave	20.40	Office water
Mackay	49.56	diesel
AJ Gallagher	300.52	Tractor insurance
ICCM	105.00	Annual subscription
Lloyds bank	4.25	Bank charges (10-15 May 2025)
TOTAL	**£9327.63**	

There being no further business the meeting was closed at 8.32pm. The next scheduled meeting will be held on Tuesday 17th June 2025 at the Village Hall at 7pm.

Chair's signature……. Date……