FULL COUNCIL MINUTES
Monday 8th June 2020

Present:				
	Cllr A Craddock (Chair)	Cllr P Bell	Cllr D Faulks	Cllr C Harber
	Cllr P Pringle	Cllr C Sharp	Cllr M Taylor	Cllr R Webber

Also present: the Clerk

This meeting was held remotely via Zoom due to the Coronavirus pandemic. [The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.]
The meeting begun at 6.00pm

Public session
There were no members of the public nor Ward Councillors present.

20/93 **Apologies for absence**
Apologies were received from Cllr Hall

20/94 **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.
Declarations of interest were received from Cllr Faulks for item 20/101 Burton in Bloom (personal and prejudicial),
b. To note dispensations given to any member of the council in respect of the agenda items listed below
Cllr Craddock had dispensations for the Village Hall & Thealby Play Area, Cllrs Harber and Faulks for the Village Hall and Cllr Webber for Burton in Bloom

20/95 **Acceptance of minutes for the meeting held on Monday 11th May 2020**
Members had received the draft minutes of the meeting held on Monday 11th May 2020 prior to this meeting. It was proposed by Cllr Faulks, seconded by Cllr Webber and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

20/96 **Acceptance of minutes for the extraordinary meeting held on Monday 1st June 2020**
Members had received the draft minutes of the extraordinary meeting held on Monday 1st June 2020 prior to this meeting. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously that they were a true and accurate record. The minutes were duly signed by Cllr Craddock.

20/97 **Clerk's report**
Members had received a report prior to the meeting. They were informed that to find out if the proposed mural made by the primary school for the fence by the Parish Office required planning permission, a pre-planning application would need to be submitted. Members agreed to do this. It was agreed that the overweight lorries travelling through Thealby would be mentioned at the next NATS meeting. Other items on the Clerk's report were noted by the Council.

20/98 **Review of:**
a. Grievance Procedure & Grievance Hearing Procedure
b. Disciplinary Procedure & Disciplinary Hearing Procedure
c. Councillor Co-option Procedure
It was proposed by Cllr Faulks, seconded by Cllr Pringle and **RESOLVED** unanimously to accept these policies.
Members were informed that to make these policies be in agreement with Standing Orders, the following statement should be added to Standing Orders item 19d: 'Minor grievances or disciplinary matters can be dealt with by the Chair'. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously to include this sentence in Standing Orders item 19d.

20/99 **Review of terms of reference for Personnel Committee**
Members had received the terms of reference for the Personnel Committee prior to the meeting. It was proposed by Cllr Harber, seconded by Cllr Pringle and **RESOLVED** unanimously to accept the terms of reference.

20/100 **Appointment of members to the Personnel Committee**
It was agreed that Cllrs Faulks, Pringle, Sharp and Webber would be members of the Personnel Committee.

20/101 **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:

Date Emailed	**From**	**Correspondence**	**Action**
12/5/2020	NLC	Public space protection orders	Noted
19/5/2020	Burton	Request to site a litter bin on their	No comment

	School	barrier at the end of the drive	
21/5/2020	Burton in Bloom	The group has received a grant from Grange Windfarm for the hanging baskets. Is the Parish Council still willing to provide them with a grant? The group are requesting if there were any plans to improve the base of the cherry tree outside the Parish Office	It was proposed by Cllr Bell, seconded by Cllr Harber and **RESOLVED** with 2 abstentions that Burton in Bloom could still receive the Parish Council grant. Cllr Craddock mentioned that he proposed to put red granite chippings at the base of the tree. The tree had recently been inspected and was in good health.
27/5/2020	NLC	It has been suggested that the Parish Council can apply for the small business grant for loss of income for the pavilion/playing field. Likewise the Village Hall committee could apply. Do Councillors wish to apply for the grant?	Members discussed applying for the grant but since there were no groups using the pavilion nor football clubs using the field, the expenses had reduced; especially since the football clubs had not required any expenditure to support their activities. It was proposed by Cllr Pringle, seconded by Cllr Sharp and **RESOLVED** unanimously not apply for the small business grant.
2/6/2020	Cllr Marper	Concern from a resident about cyclists on Burton Hills. It was suggested that a post is put on the Facebook page or more signs on the hills	Cllr Craddock mentioned that there were no cycling signs by the church and Ashwood Close. It was agreed to install two more signs in visible places and post on Facebook, that from the church to the picnic area it was a footpath and after that it became a bridleway where cycling was allowed.

20/102 **Councillors' Forum: Councillors' information exchange (10 minutes)**

Cllr Craddock mentioned that when Cllrs Sharp and Taylor joined the Council, he had intended to meet with them with Cllr Harber and the Clerk, to explain Council procedures. He also wanted to answer any questions they had. This had not been possible due to the pandemic, but he reminded them that should they have any queries or want to seek any advice, they could ask any Councillor. Since there had recently been four new Councillors, the Clerk was asked to enquire with ERNLLCA about new Councillor training.

20/103 **North Lincolnshire Green Energy Park: to discuss and resolve a reply to the consultation**

Members were reminded that at the Extraordinary meeting on 1st June, they had resolved to write to the Secretary of State requesting for the consultation to cease. This had been done and the Clerk had received notification that the department for business, energy and industrial strategy had received the letter. Councillors had been sent a draft response to the consultation prior to the meeting which included stating that the Council were objecting to the proposed development. It was proposed by Cllr Faulks, seconded by Cllr Bell and **RESOLVED** unanimously to send the response to the consultation.

20/104 **To discuss and consider a celebration in the Parish once the COVID-19 restrictions had been lifted**

It was agreed to defer this to a future meeting, when large gatherings were allowed.

20/105 **To receive reports from the following and resolve any actions arising:**

a. Burton Playing Fields

Cllr Craddock informed the members that another mole had appeared at the playing field but it had been removed.

b. Village Hall Committee

Cllr Craddock mentioned that the hall was being sanitized now that the work on the cleaner's cupboard had been completed. Cllr Harber informed the members that Cllr Craddock was circulating monthly accounts to the members of the committee.

c. Thealby Play Area

Cllr Craddock informed the members that the fence by the houses had been replace by Normanby Estates. He mentioned that the community grant application that had been made in March 2019 for the area in front of the basketball hoop had been successful. Despite the quote being given in February 2019, he had asked the contractor to hold it to that amount. The Clerk informed the Council that she could not find any evidence of the rent for the lease with Normanby Estates having been paid, so had asked the Estate office to check. If nothing was found, then the Council may have to pay the full rent of £28.

d. Facebook

Cllr Harber mentioned a few messages had been received this month. There had been a request for permanent goal posts on the playing field at Burton. After a discussion it was agreed that they would be in the way of other activities and the Parish Council didn't currently have the finances to purchase any. There had been a complaint about the mud on the roads and paths left by County Turf. The Clerk had reported this to NLC Highways. A resident had complained about the house being built on the High Street and they had been told to take their concerns to NLC planning. A request had been received for an allotment plot and they had been placed on the waiting list.

e. Make Burton Accessible

Cllr Harber mentioned that there had been much activity with a number of dropped kerbs being installed, but it appeared to have stopped, despite the kerb being cut on Darby Road. Cllr Craddock informed the members that the

broadband was being installed. The local contact had sent a link to the residents explaining how to connect to the Fibre broadband.

f. Roxby Landfill Site

No update. Cllr Craddock mentioned that he would enquire with the Environment Agency as to whether they were monitoring the dust from the site, since a number of residents had complained about it.

g. Burton Hills Lease

Members were informed that the solicitor's fees would be approximately £500 + VAT. It was proposed by Cllr Webber, seconded by Cllr Faulks and **RESOLVED** unanimously to agree a payment of £500 + 10% + VAT. Cllr Craddock mentioned that he was still concerned about the access to cut the grass on the hills. It was agreed that the Clerk would chase NLC about improving the area explaining that it was an insurance and health and safety liability and that it needed repairing.

h. Burial Ground

Nothing to report

i. Allotments

Members were informed that there had been an altercation between two plot holders. The Clerk had inspected all the plots and written to two plot holders regarding the state of their plots. One plot holder had replied stating that work had now begun but nothing had been received from the other one.

20/106 **Grants: To receive a report of progress with grant applications and to resolve any actions arising**

Members were informed that NLC had confirmed that the applications to the community grant for the grounds maintenance equipment and the footpath at the playing fields would be discussed at the next meeting. Cllr Craddock mentioned that at the last meeting it had been agreed to apply to the Grange Windfarm grant fund for tree removal and a replacement fence at the playing field and two benches. The grant would only cover 90% of the cost so he asked members if they were willing to use the £700 in the bench budget to cover the other 10%. The total cost of the work would be £4673, so by the Council paying £700 this would bring the grant application down to £3973. It had been recommended that the grant may be more likely to be awarded if it was under £4,000. It was proposed by Cllr Webber, seconded by Cllr Harber and **RESOLVED** unanimously to use the £700 budgeted for benches to supplement the grant application.

20/107 **Maintenance in the Village: To receive a verbal update on any maintenance issues and resolve any actions arising**

Members had received a report on the recent tree inspections on Burton Hills, the paddock and by the office informing them of the work required, which included some needing to be felled. The Clerk had enquired with NLC to see if they would do the work and then bill the Parish Council but was still waiting for a response. Once they had responded with a price, this would be brought back to the next available meeting. Cllr Craddock mentioned that it had been reported to him that the footpath on Wiltshire Ave was not in a good condition. Various areas had been patched . It was agreed to inform NLC Highways about the condition. Members were informed that the Clerk had written to the residents of Todds Lane but had received no responses. Cllr Marper had enquired with NLC and discovered that it was a private road so NLC would not maintain it. Cllr Craddock had received a quote for just under £10,000 so it was agreed to seek a grant to finance the work. The Clerk was asked to write to the residents again explaining that as an unadopted road they were liable if someone fell on the road and not just the Parish Council.

20/108 **Highways: Repair and Other Issues: To consider progress on outstanding repairs or other Highway matters to be reported and resolve any actions arising from them**

Cllr Bell mentioned the dead branch on the bends from Normanby to Burton. This had been reported to NLC but no reply had been received. The Clerk was asked to report it to Normanby Estates as well.

a. Footpath from the churchyard to St Andrew's Drive

Nothing to report

b. Stather Road

Members were informed that the potholes had been filled in

20/109 **To consider the following planning applications:**

a. Any applications from the date of the Agenda being sent out

None

b. Planning Applications

Planning Number	Application	Comments
PA/2020/333	Planning permission to create a new access (resubmission of PA/1999/0967)	Members were informed that Cllr Marper had already asked for this decision to be made by the committee at NLC. Members commented that there were number of concerns over subsidence of the land where the access would be placed.

c. Planning decisions made by NLC

None

20/110 **Finance:**

a. To receive a report from the internal auditor and resolve any matters from it.

Members had received a report from the internal auditor prior to the meeting. Cllr Craddock read it out, which stated that the records and accounts were in good order and that the auditor had no hesitation in giving the accounts a clean audit report.

b. Annual Return: Approval and signing of the Annual Governance and Accountability Return 2019/2020

i. approval and signing of the Annual Governance Statement

Cllr Craddock read through the statements one at a time and the members gave their response. It was proposed by Cllr Pringle, seconded by Cllr Webber and **RESOLVED** unanimously that the Chair should sign the Annual Governance Statement.

ii. approval and signing of the Accounting Statements

Members had received the year-end figures for 2019/2020 along with the Accounting Statements prior to the meeting. It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** unanimously to approve the Accounting Statements and for Cllr Craddock to sign them.

c. To consider and approve current income and expenditure

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

Cllr Craddock asked if there were any questions regarding the detailed receipts and payments and the bank statements. He mentioned that just under 17% of the budget had been spent, which had included some one off payments. He informed the members that the playing field expenditure was mainly the cost of mole removal and that the electricity included heating the Parish Office from when it was first used at the end of 2019.

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

It was proposed by Cllr Bell, seconded by Cllr Pringle and **RESOLVED** unanimously to pay the following invoices.

It was proposed by Cllr Webber, seconded by Cllr Bell and **RESOLVED** unanimously to transfer £7,000 from Barclays savings account to Barclays current account so that the invoices could be paid.

Company	**Amount Gross**	**Reason**
HMRC	50.08	May NI
ERPF	236.42	May Pension
Employee	881.46	May Salary
EE	12.13	clerk's telephone
BT	67.80	CCTV Wifi at Pavilion
Utility Warehouse	870.53	Electricity Paddock/Office/broadband
British Gas	62.00	Gas at Pavilion
Barclaycard	14.39	Zoom subscription
Yards Apart	132.00	Thealby PA & Paddock
Yards Apart	720.00	Churchyard
Came & Co	385.15	Additional premium payment
Garden Angels	636.00	Grass cutting playing field & burial ground
Yards Apart	3979.92	verge grass cutting 6/5 & 28/5
Yards Apart	132.00	grass cutting paddock & Thealby
Pestcotek	100.80	Mole trapping
British Gas	50.65	Electricity at pavilion
Burton School	1032.00	Parish Council grant
	9363.33	

There being no further business the meeting was closed at 7.32pm. The next scheduled meeting will be held on Monday 13th July 2020. This will be held remotely via Zoom unless government restrictions have been lifted on public gatherings.

Chairman's signature……. Date…….