

## BROUGHTON TOWN COUNCIL

### Minutes of the Full Council Meeting held on Monday, 25<sup>th</sup> June 2018, at 7.00 pm, in the Phil Grundy Community & Sports Centre, Scawby Road, Broughton

#### Public Participation

No members of the public expressed an interest in addressing the Council.

**2654. Record of Members Present**

The following councillors were present: Councillors P Senior (Mayor), Glover, Howe, Mumby-Croft, Price, Ross, D Senior, Siddall, Simpson, Waring, Whitaker-Clark and Whittingham.

**2655. Apologies and Reasons for Absence**

Apologies were received from Councillors Carter & Kitwood - other commitments, Ledger & Portess - ill, and Councillor Williams - away on holiday.

**2656. Declarations of Interest**

(i) Councillor Mumby-Croft declared an interest in Item 10 (i) y) Public Consultation on Affordable Homes, Councillor Glover a personal and prejudicial interest in Item 13 Planning Applications, Councillors Glover, Price & Mumby-Croft an interest in Item 20 Broughton Women's Institute, Councillor Simpson an interest in Item 21 Broughton Mini-Burn, and Councillor Price an interest in Item 22 Sleepover and Item 23 Staff Uniform.

(ii) The Clerk had received and granted no dispensations.

**2657. Broughton Area Regeneration & Council Grant Funding**

Councillor Waltham, Leader of North Lincolnshire Council, was not able to attend due to other engagements. **It was resolved that this item should be deferred to another meeting.**

**2658. Mayor's Report**

The Mayor informed members of the Council that he had attended the opening of the Play Park on Sunday, 10<sup>th</sup> June 2017, and he said over 300 people attended. He thanked the Play Park Working Group and Councillor Waring, whilst the Clerk was asked to write and thank members of the public involved with the Play Park. The Mayor had also attended the North Lincolnshire Council Funding Consultation Session arranged by the ward councillors and was interested to see the feedback about the facilities wanted, and in addition attended the Affordable Housing Consultation organised by Stephenson-Halliday. **It was resolved that this be noted.**

**2659. Police Matters**

The Clerk informed the Council there had been an incident in the Skate Park involving youngsters, and the staff had to intervene to calm down the situation. **It was resolved that the information be noted.**

**2660. Minutes of the Last Meeting**

The minutes of a meeting of the Full Council held on Monday, 21<sup>st</sup> May 2018, and also an extra-ordinary meeting of the Full Council held on Monday, 4<sup>th</sup> June 2018. had been circulated prior to the meeting. **It was resolved that they should be approved as a correct record.**

**2661. Matters Arising**

**Minute 2638 Matters Arising / Minute 2607 Anglian Water** - Councillor Whittingham reported that Anglian Water had tried something else and the initial readings now looked a lot better.

**Minute 2639 Correspondence (ii) b) North Lincs Council / JK Construction**

- Proposed New Road Name. The Clerk had informed North Lincs Council and JK Construction that the Council had accepted the new road name of 'Chambers Court'.

**Minute 2643 Bank Accounts** - The Clerk informed the Council that Councillor Kitwood no longer wished to be a signatory.

**Minute 2644 Insurance** - The Clerk had renewed the Council's insurance policy with BHIB Limited at a cost of £5,957.65.

**2662. Correspondence**

- (i) a) Bottesford Town Council - New Town Mayor of Bottesford
- b) HSBCnet - Online Security Update
- c) Hessle Town Council - Hessle Town Council Mayor for 2018/2019
- d) ERPF - Annual Hymans Robertson Survey of Employers
- e) Beverley Town Council -Town Mayor of Beverley 2018/2019
- f) Barton Town Council - Mayor of Barton upon Humber 2018/2019
- g) Immingham Town Council - Mayor & Mayoress of Immingham 2018/2019
- h) North Lincolnshire Council - Civic Party 2018-2019
- i) Humberside Police & Crime Commissioner - Town & Parish Council Meeting
- j) Seafarers UK - Flying the Red Ensign
- k) TV Licensing - TV Licence Declaration
- l) Brigg Town Council - Mayor of Brigg Town Council 2018/2019
- m) Immingham Town Council - Mayor's Coffee Morning
- n) North Lincs Council - Review of Declaration of Interests
- o) Coun. Rob Waltham - Broughton Regen Meeting
- p) Kirton in Lindsey Town Council - Election of Mayor & Deputy Mayor
- q) Turner Warren - Secure Portal
- r) North Lincs Council - Changes to Services in Brigg Area
- s) CPRE Northern Lincolnshire - CPRE Open Farm Visit
- t) North Lincs Council - Operation Galileo
- u) Evolve Business Developments - Local Village Magazine
- v) VANL - Promotion of Volunteering Opportunities
- w) Mr D Redhead - Winterton Sculpture Trail
- x) BHIB Limited - Insurance Renewal Confirmation
- y) Stephenson Halliday - Public Consultation on Affordable Homes
- z) Mr B Norton - Complaint about Overgrown Snicket
- aa) Clicktrans - Favourite Cycling Route in Yorkshire and the Humber Competition
- bb) Ongo - Advertise in Broughton Community Magazine
- cc) North Lincolnshire Council - Town & Parish Council Liaison Meeting Dates 2018/19
- dd) North Lincs Council - Cream Tea
- ee) North Lincs Council - Temporary Closure of Broughton Household Recycling Centre
- ff) North Lincolnshire Council - Self Service Portal
- gg) North Lincs Council - Armed Forces Day
- hh) Lives - Thank You for Donation
- ii) Mr P Clixby - Complaint about Appleby Lane Cemetery
- jj) PKF Littlejohn LLP - Annual Governance & Accountability Return Extension
- kk) Ms S Twilley - Complaint about Cemetery

- ll) Barton Willmore - Planning Application Notice for Lodge Farm, Clapp Gate, Appleby
- mm) Coun. Louise Price - Broughton in Bloom & Guides at the Cemetery
- nn) ERNLLCA - Important Change in Law regarding Grievance
- oo) North Lincs Council - Update Clerk & Chairman Forms
- pp) Humberside Police & Crime Commissioner - Community Safety Fund Project Visit

**It was resolved that the above information should be noted.**

Note: Councillor Mumby-Croft had earlier declared an interest in this item and therefore left the meeting whilst it was discussed.

ii) a) **ERPF** - Employer Update & Annual Employer Survey 2018. Email with a link to East Riding Pension Fund's Annual Employer Survey asking for views on the service they provide. **It was resolved that the survey should be noted.**

b) **HSBC Bank Plc** - Survey. Opportunity to give thoughts on the Relationship Manager and also HSBC in general. **It was resolved that the survey should be noted.**

c) **Westminster Briefing** - Neighbourhood Planning. Details of a briefing due to be held on Thursday, 13<sup>th</sup> September 2018, from 11.00 am to 3.30 pm, in Central London. **It was resolved that the information should be noted.**

d) **North Lincs Council** - Village Boundary Signs. Email with attachments showing the locations and signs for the Broughton & Appleby Ward. **It was resolved that the Clerk should contact North Lincolnshire Council to let them know the Council was happy with both the signs and their locations.**

e) **RSN** - Rural Conference 2018. Details of a conference due to be held 4<sup>th</sup> & 5<sup>th</sup> September 2018, at the University of Gloucestershire, Park Campus, Cheltenham. **It was resolved that the information should be noted.**

f) **Children's Air Ambulance** - Textile Bank. A request to grant permission for the placing of a textile bank at the Phil Grundy Community & Sports Centre in aid of the Children's Air Ambulance. Some concerns were expressed about where it would go and it not taking up a parking space and problems when collecting the textiles. **It was resolved that the Council was prepared to accept the offer of a textile bank providing large lorries were not arriving too frequently to collect from it and if there was any incident - such as fire, then it would be removed.**

g) **ERNLLCA / NALC** - Community Infrastructure Levy Survey. A request to complete a survey to make the adoption of CIL regimes by local councils mandatory. **It was resolved that the survey should be noted.**

h) **VANL** - Training Courses. Details of various courses being held in June & July 2018, at 4-6 Robert Street, Scunthorpe. The Clerk expressed an interest in attending the Emergency First Aid at Work Course being held on Thursday, 12<sup>th</sup> July 2018, from 9.30 pm to 4.30 pm. **It was resolved that the Clerk should attend the Emergency First Aid at Work Course on Thursday, 12<sup>th</sup> July 2018, at a cost of £60.**

i) **North Lincs Council** - Premises Licence. North Lincolnshire Council had sent a letter stating the annual fee for the premises licence was due for renewal at a cost of £70. **It was resolved that the Clerk should renew the Premises Licence at a cost of £70.**

j) **Tubzbrands** - Galaxy & Rowntree's Sweet Tower. Information about Tubz Sweet Towers and a request for one to be placed at the Phil Grundy Community & Sports Centre for a month's trial. Each tower dispenses pots of £1 and earns the site 20% commission. Some concerns were expressed about encouraging the eating of sweets at a sports centre. **It was resolved that the Council should not accept the trial.**

k) **NALC** - Annual Conference 2018. Details of a conference due to be held on 30<sup>th</sup>-31<sup>st</sup> October 2018, at the Double Tree by Hilton, in Milton Keynes. **It was resolved that the information should be noted.**

l) **RoSPA Play Safety Team** - Play Area Inspections. Special discounted rates were available for the month of August. The Clerk suggested that the Playing Field and Wressle Play Park should be inspected, whilst councillors asked if a copy of the inspection carried out for the Scawby Road Play Park could be obtained from Wicksteed. **It was resolved that the Council should ask for an inspection of Wressle Play Park at a cost of £66.50 + VAT.**

m) **BCSA** - Joint World Cup Event. Proposal for a joint event to show the televising of the World Cup Final on Sunday, 15<sup>th</sup> July 2018, on the Playing Field of the Phil Grundy Community & Sports Centre, from 3,00 pm to 8.00 pm. The event would also provide an opportunity for councillors to meet residents. **It was resolved that the Council should provide the use of the playing field and the facilities free of charge for the Joint World Cup Event.** Note: Councillor Price & Simpson declared an interest in this item and therefore left the meeting whilst it was discussed.

n) **ERPF** - LGPS Employer Training Events. Details of several training events being held in July at various venues throughout the country. **It was resolved that the survey should be noted.**

o) **NALC** - Star Council Awards 2018. Information about the awards which includes the following five categories of Young Councillor of the Year, Clerk of the Year, Councillor of the Year, Outstanding Project of the Year and Council of the Year, and asking for entrants by 17<sup>th</sup> August 2018. **It was resolved that the information should be noted.**

p) **Yorkshire Internal Audit Services** - Internal Audit Report. Councillors were provided with a copy of the internal audit report which had been drawn-up in response to the final audit carried out on Monday, 11<sup>th</sup> June 2018, by Yorkshire Internal Audit Services. The audit report noted that in reviewing the risk assessment document there was no mention of topple testing at the graveyards. In addition no mention of security aspects relating to internet passwords - especially that these should be reviewed periodically, changed on a regular basis and stored securely. A condition of the Council's insurance dictates that when an employee leaves their password should be deleted immediately. The auditor concluded his report by saying that all other records supplied were examined and found to be well maintained and accurate. **It was resolved that the audit report be noted and the Clerk take any appropriate action.**

**2663. Publications**

ERNLLCA - Newsletter	May 2018
War Memorials Trust - Bulletin	May 2018
CPRE Northern Lincolnshire - Newsletter	June 2018
HSBCnet - News	June 2018
North Lincolnshire Council - Forthcoming Meetings	June 2018
CPRE - Campaigns Update	
ERPF - Employer Bulletins	
NALC - Chief Executive's Bulletin	
NALC - Newsletter	
North Lincs Council - Weekly Roadworks List	
Public Sector Executive - Online Newsletter	
Rural Services Network - Newsletters & Bulletins	
VANL - Newsletters	

**It was resolved that the information be noted.**

**2664. Committee Reports**

(i) **Personnel Committee** - The minutes of a meeting of the Personnel Committee held on Tuesday, 27<sup>th</sup> March 2018, had been circulated prior to the meeting. **It was resolved that they be noted.**

(ii) **General Purposes Committee** - The minutes of a meeting of the General Purposes Committee held on Monday, 4<sup>th</sup> June 2018, were not available. **It was resolved that this be noted.**

(iii) **Personnel Committee** - The minutes of a meeting of the Personnel Committee held on Monday, 11<sup>th</sup> June 2018, had been circulated prior to the meeting. **It was resolved that they be approved.**

(iv) **Finance Committee** - The minutes of a meeting of the Finance Committee held on Monday, 18<sup>th</sup> June 2018, had been circulated prior to the meeting. **It was resolved that they be approved.**

**2665. Planning Applications**

a) Consideration was given to the following planning applications:-

**PA/2018/949**                      Proposal: Planning permission to erect a single storey rear extension and conversion of kitchen to garage  
Location: 59 Windsor Way, Broughton, DN20 0EW  
Applicant: Mrs Patricia Smith

**It was resolved that the Council should make no objections or comments.**

**PA/2018/1041**                      Proposal: Planning permission to erect a single-storey extension  
Location: Barn 3, Brackenhill Farm, Scawby Road, Broughton, DN20 9LY  
Applicant: Mr & Mrs S Mayle

**It was resolved that the Council should make no objections or comments.**

**PA/2018/1035** Proposal: Planning permission to erect a single-storey rear extension  
Location: 10 Eastwood Drive, Broughton, DN20 0HJ  
Applicant: Mr & Mrs P Hedley

**It was resolved that the Council should make no objections or comments.**

b) The following planning decision had been received:-

**PA/2018/642** Full planning permission granted to erect a single storey rear extension at 108 High Street, Broughton, DN20 0JR

**PA/2018/770** Full planning permission granted to create 28 parking spaces at Broughton Community Hub, Brigg Road, Broughton, DN20 0JW

**PA/2018/503** Refusal of outline planning permission with all matters reserved to erect thirteen dwellings, including access from Brigg Road and landscaping on land adjacent to The Poplars, Brigg Road, Wressle, Broughton

**It was resolved that the information be noted.**

c) The following planning correspondence had been received:-

**PA/2018/696** Proposal: Advertising consent to update the scheme of signage across the site  
Location: Forest Pines Golf Club & Hotel, Ermine Street, Broughton, DN20 0AQ  
Applicant: Double Tree by Hilton

**It was resolved that the information be noted.**

Note: Councillor Glover had earlier declared an interest in this item and therefore left the meeting whilst it was discussed.

**2666. Co-option**

The Clerk informed members that he had originally received two expressions of interest from members of the public who were interested in being co-opted onto the Council, however one of these had been withdrawn. **It was resolved that Mr John Tweedie should be co-opted onto the Council.** As Mr Tweedie was present he was able to sign his declaration of acceptance of office and therefore participate in the rest of the meeting.

**2667. Brigg Biomass Community Fund**

Benches on the playing field had been suggested as a possible project for which grant funding could be applied from the Biomass Community Fund, but the General Purposes Committee had not yet had an opportunity to look at it and the deadline was early August. **It was resolved that responsibility for applying for a grant to provide 15 benches for the playing field should be delegated to the General Purposes Committee.** Note: Councillor Mumby-Croft declared an interest in this item and therefore left the meeting whilst it was discussed.

**2668. Projects**

One of the ward councillors informed the Council that there was funding available from North Lincolnshire Council in its budget for several projects including a multi-user games area, an upgrade of the changing room facilities and cladding of the building at the Phil Grundy Community & Sports Centre. Discussion followed about a multi-user games area and included the suspension of standing orders to allow a member of the public to speak about it too, then they were resumed to allow further discussion. The Mayor said there was a need for all the information to be presented to Full Council. **It was resolved that the General Purposes Committee should prepare a report to Full Council about a Multi-User Games Area including a proposed location along with a financial budget, whilst discussion about the other projects to be funded by North Lincolnshire Council should be deferred until the next meeting of the Full Council.**

**2669. Annual Governance Statement - Assertions Review**

The Clerk had provided each councillor with a copy of the Annual Governance Statement - Assertions Review, which had been drawn-up by the Finance Committee at a meeting held on Monday, 18<sup>th</sup> June 2018. **It was resolved that Full Council should agree with the Finance Committee and ratify the Annual Governance Statement - Assertions Review.**

**2670. Play Park Regeneration**

The Clerk had received an invoice for the Play Park Regeneration and it amounted to a total of £87,290.17 + VAT, however some concerns were expressed about the path, turf and matting. **It was resolved that the Clerk should pay 80% of the invoice but 20% be retained due to outstanding issues.**

**2671. Invoices**

At a meeting of the Finance Committee held on Monday, 18<sup>th</sup> June 2018, it discussed outstanding invoices and made a recommendation to Full Council about them. **It was resolved that Full Council should agree with the recommendation made by the Finance Committee that two of the debts be written off, whilst a further letter be sent by recorded delivery threatening legal action within 14 days for the other debt.**

**2672. Broughton Women's Institute**

Broughton WI is celebrating its Centenary this year and 10 years ago the Council very generously allowed the use of Broughton Village Hall without charge for their 90<sup>th</sup> Anniversary, and therefore asked if the Council could possibly do the same for its 100<sup>th</sup>? **It was resolved that the Council should give a make a Section 137 grant of up to a maximum of £100 to Broughton WI to cover the cost of hiring the Village Hall for their Centenary Celebrations.** Note: Councillors Mumby-Croft and Price had earlier declared an interest in this item and therefore both left the meeting whilst it was discussed.

**2673. Broughton Mini-Burn**

Mr Steve Portess was organising a Broughton Mini-Burn to raise money for the Little Acorns Pre-School and asked if he could apply for a grant for the hire of the playing field given it was a not-for-profit event. The Clerk had informed him that the Council was unable to give money to an individual, however it may be able to waive the charges for such an event. **It was resolved that the Council should allow free use of the playing field and facilities for the Broughton Mini-Burn.**

**2674. Sleepover**

The Guides requested use of the Pavilion Room for a Sleepover. **It was resolved that the Council should allow the Sleepover but not charge between 10.00 pm at night and 7.00 am in the morning.** Note: Councillor Price had earlier declared an interest in this item and therefore left the meeting whilst it was discussed.

**2675. Parish Paths Partnership**

This item had been deferred until the speaker arrived at the meeting, then Mr Dave Sanderson of North Lincolnshire Council gave a presentation on the Parish Paths Partnership Scheme. The idea was to give responsibility for rights of way to the parishes except for legal and insurance matters. If the Council signed up he could provide the details of 5 contractors and pay 11p per metre for 4/5 cuts. At the moment he had a team of 3 people and who covered 54 parishes - it could not be done in-house and therefore he believed the Parish Paths Partnership was the answer. The Council would engage the services of a contractor, receive money up-front from North Lincolnshire Council - there would be no cost to Broughton Town Council whatsoever and also access to a Parish Paths Liaison Officer. The Mayor thanked Mr Sanderson for his presentation about the Parish Paths Partnership Scheme and it was suggested that that the Council should get a cutting schedule and then make a decision at the next meeting. **It was resolved that the presentation given on the Parish Paths Partnership should be noted.**

**2676. Staff Uniform**

At a meeting of the Personnel Committee held on Monday, 11<sup>th</sup> June 2018, after discussing staff uniform it made a recommendation to Full Council about it. **It was resolved that Full Council should agree with the recommendation made by the Personnel Committee and purchase a staff uniform from Wasp Hockey at a cost of £220.14.** Note: Councillor Price had earlier declared an interest in this item and therefore left the meeting whilst it was discussed.

**2677. Items Raised By Councillors**

(i) **Beacon** - Councillor Price suggested that either the current beacon could be used with a hose on hand, or a gas pipe put up it rather than a live flame. **It was resolved that a Beacon should be lit with real fire subject to a fire risk assessment and a hose on stand-by.**

**2678. Reports From Council Representatives**

(i) **Village Hall Committee** - Currently arranging the decoration of the exterior of the village hall.

(ii) **Broughton in Need Relief Trust** - There had been no meeting of the Trust since the last meeting of the Full Council.

(iii) **Broughton Community & Sports Association** - There had been no meeting of the Association since the last meeting of the Full Council.

**2679. North Lincolnshire Councillors' Reports**

The ward councillors had nothing to report. They were asked about the Ironstone Walk and a problem with the gate to do with the disabled and told representations had been made but the officer was ill, they were also asked if a report on Sports Funding was available and was told it would be as soon as possible, and finally informed that some residents had not received consultation letters which they were aware of and will feed-back. **It was resolved that this be noted.**



**2680. Accounts****ACCOUNTS FOR PAYMENT - JUNE 2018****Payments made since last meeting:-**

24.05.18	BACS	Mole Control Caistor (Lincs) Co Ltd - Mole Control	33.00
24.05.18	Csh No.4	Timpson - Keys	26.50
29.05.18	DD	BT - (01652) 659441 / (01652) 650825	605.23
30.05.18	DD	E.on - Electricity for Sports Centre	78.74
30.05.18	Csh No.5	Reimbursement of Mr J F Suddaby - Cutting & Sanding Discs	12.00
	Csh No.6	MFG Brigg Service Station - Fuel for Mowers	6.01
		Yorkshire Bank - Bank Charges	5.00
31.05.18	Chq No.100488	BHIB Ltd - Insurance	5,957.65
	BACS	Payroll & Pension	5,484.91
01.06.18	DD	North Lincs Council - Business Rates for Cemetery	62.00
	DD	North Lincs Council - Business Rates for Sports Centre	1,236.00
04.06.18	Csh No.7	Boyes - 2 Stroke Oil	6.00
05.06.18	Csh No.8	BAPP - Nuts & Bolts	4.00
11.06.18	Csh No.9	North Lincs Council - Duty of Care Paperwork Fine	40.00
	DD	E.on - Electricity for Sports Centre	99.34
	DD	E.on - Gas for Sports Centre	276.80
12.06.18	Csh No.10	Screwfix Direct Ltd - Padlock	8.99
	Csh No.11	Pickering's - Keys	20.00
13.06.18		HSBC - Bank Charges	23.60
14.06.18	Csh No.12	Argos Limited - TV Monitor	229.99
18.06.18	Csh No.13	Screwfix Direct Ltd - Resolva	19.98
21.06.18		HSBC - Bank Charges	43.95

**It was resolved that the action taken be approved.**

**Payments submitted at this meeting:-**

25.06.18	Chq No.100489	North Lincs Council - Trade Waste	1,585.30
	Chq No.100490	North Lincs Council - Burial	783.00
	Chq No.100491	Green Grass Contracting - Grounds Maintenance	546.96
	Chq No.100492	Yorkshire Internal Audit Services - Internal Audit	310.00
	Chq No.100493	Supplies - Stationery & Cleaning Materials	95.06

**It was resolved that these accounts be paid.**

**2681. Annual Governance and Accountability Return**

The Clerk had provided each member of the Council with a copy of the annual return.

**It was resolved that the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2018 should be approved by:- (i) The Chairman and Clerk signing Section 1 of the Annual Return to do with the Annual Governance Statement for 2017/18. (ii) The Chairman and Responsible Finance signing Section 2 of the Annual Return to do with the Accounting Statements for 2017/18.**

**2682. Personnel**

At a meeting of the Personnel Committee held on Monday, 11<sup>th</sup> June 2018, after discussing the Clerk's overtime it was agreed that a recommendation should be made by the Personnel Committee to Full Council to pay 46 additional hours for work carried out after the Clerk's bereavement. Full Council discussed the additional hours the Clerk had worked. **It was resolved that the Clerk could take the hours as lieu time.**

**2683. Date, Time and Place of Future Meetings**

The next meeting of the Full Council is due to be held on Monday, 23<sup>rd</sup> July 2018, at 7.30 pm, and there is also a meeting of the General Purposes Committee due to be held on Monday, 9<sup>th</sup> July 2018, at 7.30 pm. All meetings are to be held at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton. **It was resolved that the information be noted.**

**2684. Closure of Council Meeting**

The meeting was closed by the Mayor at 9.40 pm.