

BROUGHTON TOWN COUNCIL

Minutes of the Full Council Meeting held on Monday, 24th June 2019, at 7.30 pm, in the Phil Grundy Community & Sports Centre, Scawby Road, Broughton

Public Participation

Four members of the public were present.

One expressed concern that three members of the Council had stood as Local Conservatives at the recent elections even though they were not members of the Conservative party. This was an issue for the monitoring officer at North Lincolnshire Council to whom they had made a complaint and received a response.

Another member of the public expressed a concern about the volume of grass on the footpaths on George Street and Estate Avenue and overhanging vegetation on the highway, and was told by one of the ward councillors that North Lincolnshire Council had contacted landowners to deal with the highway problem.

The final issue raised by a member of the public was related to the Broughton Show which would take place later on in the week. They felt that the field was looking better since BCSA had taken over the management of it and was worried that it could be ruined by vehicles driving over it during the Show and the Council should monitor these vehicles as they entered and left the grounds.

2955. Record of Members Present

The following councillors were present: Councillors Senior (Mayor), Glover, Leitch, Mumby-Croft, Portess, Price, Ross, Simpson and Whittingham.

2956. Apologies and Reasons for Absence

There were no apologies as all members of the Council were present.

2957. Declarations of Interest

- (i) Councillors Glover and Senior declared a personal and prejudicial interest in Item 11 - Planning, whilst Councillor Simpson declared a personal and prejudicial interest in Item 15 - Machinery Grant & Storage and Item 16 - Multi-User Games Area.
- (ii) The Clerk had received and granted no dispensations.

2958. Allotments

A trophy was presented to Miss E Dunderdale for the best kept large plot along with a £50 gift voucher, whilst a trophy was presented to Mr D Sharland for the best kept small plot along with a £30 gift voucher. **It was resolved that the information be noted.**

2959. Mayor's Report

The Mayor reported that he had attended a meeting on Wednesday, 29th May 2019, with users of the field to discuss the planning for Broughton Show, and in addition he had also attended an extraordinary meeting of the Full Council held on Monday, 10th June 2019. **It was resolved that the information be noted.**

2960. Police Matters

There had also been issues with youngsters climbing under the cricket covers and also on the containers at the Phil Grundy Community and Sports Centre, and this had been reported to the Police. In addition vehicles had been broken into in the centre of Broughton and two men had been arrested, whilst the fire brigade had also been called to Pocket Park where firework had been let off and led to a fire. **It was resolved that the information be noted.**

2961. Minutes of the Last Meeting

The minutes of an ordinary meeting of the Full Council held on Monday, 13th May 2019, and also an extraordinary meeting of the Full Council held on Monday, 10th June 2019. had been circulated prior to the meeting. **It was resolved that they should be approved as a correct record.**

2962. Matters Arising

Minute 2931 Correspondence (ii) a) ERNLLCA - Representatives for ERNLLCA District Committee Meetings. The Clerk had informed ERNLLCA that Councillors Portess and Price had been elected as the Council's representatives on the North Lincolnshire District Committee.

Minute 2931 Correspondence (ii) d) ERNLLCA - Chairmanship Training Course. The Clerk had booked Councillors Portess and Senior on the Chairmanship Training Course.

Minute 2936 Insurance - The Clerk had renewed the Council's insurance policy with BHIB Limited at a cost of £6,163.44.

Minute 2938 Cemetery - The Clerk informed the Council that the sleepers, compost and plants for the two raised beds at the Cemetery had been purchased and were now in place thanks to Broughton in Bloom.

Minute 2939 Grants - The Clerk had sent off a cheque for the S137 grant of £250 made by the Council to 2nd Broughton Brownies to help towards the purchase of items from their 'Wish List'.

Minute 2941 Items Raised By Councillors (ii) Signs - The Clerk reported that a quote had been sought for a sign at the Play Park to request that the gate be closed in the interests of child safety.

Minute 2941 Items Raised By Councillors (iii) Rubbish - The Clerk had contacted North Lincolnshire Council about the rubbish which had been dumped on the former bowling green and to see if a notice could be served to clear the land up.

2963. Correspondence

- i) a) North Lincs Council - Town & Parish Council Elections Filling Vacant Seats
- b) North Lincs Council - Clerk & Chairman Forms
- c) E.on - New Gas Plan
- d) North Lincs Council - Childminder Briefing
- e) North Lincs Council - Results of Local Government Elections
- f) Mr A Curtis - List of Councillors
- g) NALC / LGRC Local Council EXPO 2019
- h) Brigg Town Council - Town Mayor 2019-20
- i) E.on - Restructuring of Terms and Conditions
- j) Mr B Wells - Complaint about the Cemetery

- k) Bottesford Town Council - Town Mayor 2019-20
- l) VANL - Volunteer Showcase Event
- m) Crowle & Ealand Town Council - Council Appointments
- n) Barton upon Humber Town Council - Mayor 2019-2020
- o) Mr R Bonnett - Thank You
- p) The Pensions Regulator - Work Place Pensions Re-Enrolment
- q) E.on - Update Gas Meter
- r) Broughton Allotment Association & Leisure Gardeners - Intro for Councillors
- s) North Lincs Council - Developing Higher Level Skills Across the Region
- t) North Lincs Council - Civic Party 2019-2020
- u) West Lindsey District Council - Civic Party 2019-20
- v) Beverley Town Council - Mayor Making
- w) 2nd Broughton Brownies - Thank You Letter & Card for Grant
- x) Winterton Town Council - Civic Update
- y) Mrs J Birkby - Useful Information & British Steel
- z) Kirton in Lindsey Town Council - 2019/20 Civic Year
- aa) North Lincs Council - Great Big Small Business Network
- bb) Immingham Town Council - Town Mayor 2019-20
- cc) Talk Talk - Change of Non-Geographic Call Service
- dd) West Lindsey District Council - Invitation to Lincolnshire Show Civic Reception
- ee) ERNLLCA - Data Protection
- ff) Mr R Stones - Air / Smoke Pollution from Broughton Allotments
- gg) North Lincolnshire Clinical Commissioning Group - Your Health Your Future Event
- hh) E.on - Electricity Renewal Summary
- ii) North Lincs Council - Armed Forces Day
- jj) Mr J Bryson - New Development
- kk) North Lincs Council - Declaration of Interest Forms
- ll) Barton Town Council - Councillor Bereavement
- mm) Brigg Town Council - Civic Service
- nn) Mr P Clixby - Complaint about Overhanging Vegetation on Walkways
- oo) HSBC - Business Email Compromise
- pp) Ms M Willerton - Photographs of Broughton
- qq) Mr S Todd - Parking Complaint
- rr) North Lincs Council - NAT Meeting Dates

(ii) a) ERNLLCA - Being a Good Councillor Training. Details of a course being held at several venues across East Riding, North East Lincolnshire, and North Lincolnshire, from July to November 2019. Councillor Leitch expressed an interest in attending such a course. **It was resolved that Councillor Leitch should be allowed to attend the 'Being a Good Councillor Training' at a cost of £112.50 + VAT.**

b) North Lincs Council - North LinKs Seniors' Forum Consultation Questionnaire. A request to complete a questionnaire about older people and the use of the internet by Friday, 28th June 2019. **It was resolved that the information should be noted.**

c) ERNLLCA - Planning Training Day. Details of training days due to be held on Wednesday, 3rd July 2019, at the Ropewalk, Barton, and also on Thursday, 4th July 2019, in the Village Hotel, Hull, both from 9.30 am to 4.15 pm. **It was resolved that the Clerk be allowed to attend the Planning Training Day at a cost of £90 + VAT.**

d) ERPF - Annual Employer Satisfaction Survey 2019. A request to complete an employer's survey by 31st August 2019. **It was resolved that the survey should be completed by the Personnel Committee.**

e) ERNLLCA / YLCA - Play Area Training Event. Details of a training event due

to take place on Thursday, 25th July 2019, from 9.30 am, to 3.15 pm, at the Fairburn⁰³⁰ Community Centre, Knottingley. **It was resolved that the Clerk be allowed to attend the Pay Area Training Event at a cost of £50 per delegate.**

f) **Mrs J Waring** - Dog Bin at Entrance of West Wood. Mrs J Waring wrote to the Council requesting a dog bin be placed at the entrance to West Wood. **It was resolved that the Council should provide a dog bin for the entrance to West Wood subject to North Lincolnshire Council being prepared to empty it,**

g) **ERYNL SLCC** - Budgets, Finance & Burials Training Event. Details of a training event due to be held on Monday, 15th July 2019, at The Ropewalk, Maltkiln Road, Barton upon Humber, from 9,15 am onwards. **It was resolved that the Clerk be allowed to attend the Budgets, Finance & Burials Training Event at a cost of £15.**

h) **RoSPA Play Safety** - Play Area Inspections. Email offering reduced inspection rates for August of £68.50 + VAT per site and any additional items over five per site will cost £3.50 + VAT. The Clerk suggested that the Play Park & Skate Park at the Phil Grundy Community & Sports Centre and the Play Park at Wressle be inspected. **It was resolved that Play Safety Ltd should be asked to carry out an inspection of the Play Park and Skate Park at the Phil Grundy Community & Sports Centre, and the Play Park at Wressle at the cost outlined above.**

i) **Yorkshire Internal Audit Services** - Internal Audit Report. Each member of the Council was provided with a copy of the internal audit report which had been drawn-up in response to a final audit carried out on Wednesday, 12th June 2019, by Yorkshire Internal Audit Services. The audit report noted that the assessment of risk was a continuing responsibility and it should be reviewed on a regular basis, at least annually but preferably more frequently. The auditor concluded his report by saying that he found the books and records to be well maintained and accurate. **It was resolved that the audit report should be noted.**

2964. **Publications**

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| HSBCnet - News | May 2019 |
| NACO - Newsletter | May 2019 |
| SLCC - The Clerk Magazine | May 2019 |
| OPCC - Newsletter | May 2019 |
| War Memorials Trust - Bulletin | May 2019 |
| North Lincs Council - Forthcoming Meetings | June 2019 |
| CPRE - Campaigns Updates | |
| ERPF - Employer Bulletin | |
| Lives - Newsletter | |
| NACO - Newsflash | |
| NALC - Chief Executive's Bulletins & Newsletters | |
| North Lincs Council - Weekly Roadworks List | |
| Public Sector Executive - Online Newsletters | |
| Rural Services Network - Bulletins, Rural Funding Digest & Spotlight | |
| SLCC - News Bulletin | |
| The Pension Regulator - Pension News | |
| VANL - Newsletters | |

It was resolved that the information be noted.

2965. **Planning**

a) The following planning applications had been received:-

PA/2019/980 Proposal: Planning permission to erect a single-storey front extension
Location: 68 South View, Broughton, DN20 0EJ
Applicant: Mr & Mrs P Senior

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

PA/2019/1011 Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline application PA/2018/2328 granted 18/022019 for the erection of a detached three-bedroomed chalet bungalow and detached garage
Location: Land adjacent to Fairacres, Bridge Road, Wressle, Broughton, DN20 0BN
Applicant: Miss Tanya Rodgers

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

b) The following planning decisions had been received:-:

PA/2019/77 Full planning permission granted for change of use from C3 to C2 at The Mount, B1208 from A18 to Brigg Road, Castlethorpe, Broughton, DN20 9LG

PA/2019/555 Full planning permission granted to erect single-storey rear extension, and first-floor extension and porch to the front at 2 The Blackthorns, Broughton, DN20 0BB

It was resolved that the information be noted.

Note: Councillors Glover and Senior had both earlier declared an interest in this item and therefore left the meeting whilst it was discussed, and in addition Councillor Mumby-Croft declared an interest and therefore left the meeting too, and in the absence of the Mayor the meeting was chaired by Councillor Price..

2966. **Finance**

(i) Audit Checks

Prior to the meeting various transactions were picked to follow through the accounts:-

- a) Cheque receipt of £216.54 for Room Hire from Dog Training Group on 20th February 2019 and banked on 28th February 2019.
- b) Cheque payment of £282 for Soil Removal made to Brianplant (Humberside) Limited on 14th February 2019.
- c) Cheque receipt of £42.60 for Room Hire received from Table Tennis on 13th March 2019 and banked on 28th March 2019.
- d) Cheque payment of £1,305 for Burials made to North Lincs Council on 25th March 2019.
- e) Cash receipt of £19,70 for Room Hire from Broughton Photography Group on 1st April 2019.
- f) BACS payment of £3,087.67 for Tax & NI made to HMRC on 2nd April 2019.
- g) Cheque receipt of £235,30 for Room Hire from Clixby Active Pro Sports Ltd on 30th May 2019 and banked on 31st May 2019.

- h) Cheque payment of £54 for Medicals for New Staff to North Lincs Council 1032
On 13th May 2019.

All the relevant paperwork and associated documents were found to be correct. **It was resolved that this be noted.**

(ii) Financial Accounts

Detailed monthly accounts for February, March, April and May 2019 were provided for councillors to scrutinise. **It was resolved that the accounts be approved.**

(iii) Final Budget Report for April 2018 to March 2019

Councillors were provided with a copy of the budget report for April 2018 - March 2019 and the Clerk went through the figures in the report and answered any queries raised by councillors to do with variances between the budgeted and actual figures. **It was resolved that the report be noted.**

(iv) Accounts for Payment

ACCOUNTS FOR PAYMENT - JUNE 2019

Payments made since last meeting:-

| | | | |
|----------|---------------|--|----------|
| 14.05.19 | Chq No.100590 | BHIB Ltd - Insurance | 6,163.44 |
| | Chq No.100591 | Fair Gardens Plant Centre Ltd - Sleepers, Compost & Plants | 250.00 |
| | Chq No.100592 | 2nd Broughton Brownies - S137 Grant | 250.00 |
| | Csh No.12 | Morrisons - Note Book | 3.00 |
| 17.05.19 | Csh No.13 | Brigg Garden Centre - Vouchers for Best Kept Allotments | 80.00 |
| 20.05.19 | Csh No.14 | MFG Brigg Service Station - Fuel for Mowers | 14.00 |
| 21.05.19 | | HSBC - Bank Charges | 7.10 |
| 28.05.19 | BACS | Mr R Lowrie - Mole Control | 33.00 |
| | BACS | Mr P T Senior - Mayoral Allowance | 575.00 |
| 29.05.19 | | Yorkshire Bank - Bank Charges | 5.00 |
| 31.05.19 | BACS | Payroll & Pension | 5,857.53 |
| 03.06.19 | DD | North Lincs Council - Business Rates for Cemetery | 69.00 |
| | DD | North Lincs Council - Business Rates for Sports Centre | 1,264.00 |
| 04.06.19 | Csh No.15 | Peacock & Binnington - Strimmer Cord | 10.00 |
| 05.06.19 | DD | Talk Talk Business - Telephone & Broadband | 44.50 |
| 06.06.19 | Csh No.16 | Broughton Post Office - Stamps | 61.00 |
| 10.06.19 | Csh No.17 | North Lincs Council - Parking Fees | 5.50 |
| | Csh No.18 | MFG Brigg Service Station - Fuel for Mowers | 14.00 |
| | DD | E.on - Electricity for Playing Field | 8.90 |
| | DD | E.on - Electricity for Sports Centre | 34.12 |
| | DD | E.on - Gas for Sports Centre | 34.63 |
| 11.06.19 | | HSBC - Bank Charges | 23.40 |
| | DD | Anglian Water - Water for Cemetery | 11.92 |
| 20.06.19 | Csh No.19 | YJ Express Ltd - Batteries for Clock | 3.49 |
| 21.06.19 | | HSBC - Bank Charges | 26.00 |

It was resolved that the action taken be approved.

Note: Councillor Senior declared an interest in the BACS payment for the Mayoral Allowance.

Payments submitted at this meeting:-

| | | | |
|----------|---------------|---|--------|
| 24.06.19 | Chq No.100593 | North Lincs Council - Annual Fee for Premises Licence | 70.00 |
| | Chq No.100594 | Active Copier Systems Ltd - Photocopier Repair | 480.00 |

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|---------------|---|-------------|
| Chq No.100595 | VANL - Emergency First Aid in the Work Place Training | 1033 120.00 |
| Chq No.100596 | Green Grass Contracting - Grounds Maintenance | 352.80 |
| Chq No.100597 | BCSA - Grounds Maintenance | 1,613.10 |
| Chq No.100598 | Rigby Taylor - White Line Marker | 216.90 |
| Chq No.100599 | Smith of Derby Ltd - Annual Clock Service | 253.20 |
| Chq No.100600 | Supplies - Stationery | 25.88 |
| Chq No.100601 | BHIB Ltd - Additional Insurance Cover | 78.56 |
| Chq No.100602 | Yorkshire Internal Audit Services - Internal Audit | 305.00 |
| Chq No.100603 | Lewis Gas & Plumbing Services - Call Outs & New Toilet | 336.00 |
| Chq No.100604 | Norton Security Systems - Annual Intruder Alarm Service | 240.00 |
| DD | E.on - Gas for Sports Centre | 14.18 |

It was resolved that these accounts be paid.

2967. Annual Governance Statement - Assertions Review

The Clerk had provided each councillor with a copy of the Annual Governance Statement - Assertions Review, and the form was completed after careful discussion by councillors. **It was resolved that Full Council should approve the completed Annual Governance Statement - Assertions Review.**

2968. Annual Governance and Accountability Return

The Clerk had provided each member of the Council with a copy of the annual governance and accountability return. **It was resolved that the Annual Governance and Accountability Return for the year ended 31st March 2019 should be approved by:- (i) The Chairman and Clerk signing Section 1 of the Annual Return to do with the Annual Governance Statement for 2018/19. (ii) The Chairman and Responsible Finance signing Section 2 of the Annual Return to do with the Accounting Statements for 2018/19.**

2969. Machinery Grant and Storage

(i) Machinery Grant - The Mayor reported that the Council and BCSA had been successful in a joint application for a grant from the Football Foundation towards the purchase of some grounds maintenance equipment.

The total cost of the grounds maintenance equipment would be £30,132, with the Football Foundation willing to provide 63% and BCSA prepared to provide the other 37%.

The Clerk had provided each councilor with a copy of the terms and conditions of the grant, and also the minutes of an extraordinary meeting where BCSA had agreed to donate £11,000 to the Council - this was subject to the Council agreeing to the terms and conditions of the grant, purchasing the machinery and paying the associated VAT, being the legal owners and responsible for insuring and storing the machinery.

Some concerns were raised about the maintenance of the equipment and the need for a formal agreement with BCSA to do with this.

Standing orders were suspended to allow a member of the public to speak and then re-instated.

It was resolved that the Council should:-

- 1. Agree to the terms and conditions of the machinery grant.**
- 2. Accept a donation from BCSA.**
- 3. Claim the VAT Back.**

(ii) **Storage** - There was a need for storage space for any new equipment and BCSA had kindly offered to clear out some space in one of the Council's storage sheds for it. **It was resolved that BCSA should be allowed to clear out any equipment that was no longer required by the Council and the space created be used for the equipment being purchased with the machinery grant.**

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

2970. Multi-User Games Area

At an extraordinary meeting of the Full Council held on Monday, 10th June 2019, decisions were made about the MUGA with regards to an acoustic barrier and hedge, opening hours, and the types of sports. These had been forwarded onto North Lincolnshire Council for approval and we were now awaiting a response. However one of the ward councillors informed the Council that there may be a problem with the opening hours, so they were asked to find out what was acceptable and what was not acceptable. Standing orders were also suspended to allow a member of the public to speak about this and then re-instated. **It was resolved that the information be noted.**

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

2971. Telecommunications Mast

At an extraordinary meeting of the Full Council held on Monday, 10th June 2019, it was resolved that the Clerk should seek legal advice and arrange a meeting onsite with Clarke Telecom to further discuss the telecommunications mast.

As requested the Clerk had sought legal advice and provided councillors with some information he had been sent by the Council's solicitors, and in addition he had tried to arrange a meeting with Clarke Telecom to further discuss the telecommunications mast but had not yet received a response from them.

It was resolved that the information should be noted and the Clerk continue to pursue a meeting with Clarke Telecom to further discuss the details of a telecommunications mast.

2972. Cemetery

The Clerk had obtained the following quote for the spraying of weedkiller at the Cemetery - both the grassed areas and path / car park edges:-

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|--|------------|
| Complete Weed Control (Humberside) Limited | £230 + VAT |
|--|------------|

It was resolved that the Clerk should ask Complete Weed Control (Humberside) Limited to carry out the spraying of the Cemetery with weedkiller at a cost of £230 + VAT.

2973. Items Raised by Councillors

(i) **Netting** - Councillor Portess outlined that he had noticed netting on privately-owned land in Broughton and he explained the hazards associated with netting. **It was resolved that the Clerk should seek advice from ERNLLCA about not allowing the use netting of hedges on council owned land and on private owned land.**

(ii) **Safety** - Councillor Mumby-Croft pointed out that it was easy for young children to get under the barrier located in the car park of the Phil Grundy Sports and Community Centre and that something should be placed under the barrier to prevent young children from getting through by going underneath it. **It was resolved that a quote should be sought to put an extra bar / rung / trellis / mesh to act as a physical barrier to stop children running into the car park.**

(iii) **Website** - Councillor Whittingham was pleased with the new website and outlined how the agenda and minutes for the Council's meetings should be put on the Broughton Town Council website. **It was resolved that the new website should be approved and go live as soon as possible.**

(iv) **Buddy System** - Councillor Whittingham commented on how new councillors did not have much support in how to carry out their role. **It was resolved that the Clerk should obtain literature from ERNLLCA about being a councillor.**

2974. Reports From Council Representatives

The following was reported from Council representatives on the following bodies:-

(i) **Village Hall Committee** - Councillor Portess discussed the anti-social behaviour taking place on the land of the village hall and how the back of the building could be blocked off with a new roof to curb the problem. The ward councillors would check to see if there is any financial help available for this from North Lincs Council.

(ii) **Broughton Relief in Need Trust** - Grants were being provided to people in need of them.

(iii) **Broughton Community & Sports Association** - There was an extraordinary meeting to discuss the grant.

(iv) **Broughton Allotment Association & Leisure Gardeners** - Not able to make meeting.

It was resolved that the information should be noted.

2975. North Lincolnshire Councillors' Reports

The ward councillors had nothing new to report in addition to the MUGA. **It was resolved that the information be noted.**

2976. Date, Time and Place of Future Meetings

The next meeting of the Full Council is due to be held on Monday, 29th July 2019, at 7.30 pm in the Phil Grundy Community & Sports Centre, Scawby Road, Broughton. **It was resolved that the information be noted.**

2977. Closure of Council Meeting

The meeting was closed by the Mayor at 9.52 pm.