

BROUGHTON TOWN COUNCIL

Minutes of the Full Council Meeting held on Monday, 27th January 2020, at 7.30 pm, in the Phil Grundy Community & Sports Centre, Scawby Road, Broughton

Public Participation

Prior to the start of the meeting a minute's silence was held in remembrance of Councillor Glover who had sadly passed away. Councillor Senior paid tribute to Councillor Glover and other councillors also commented individually on their memories of Councillor Glover.

Members of the public raised the following issues:-

- (i) **Christmas Tree** - A resident said it looked amazing and thanked everyone involved in getting it set up.
- (ii) **Litter** - Another resident referred to an article which appeared in a political newsletter about a team of litter pickers being put together to help keep Broughton tidy, and the litter situation was appalling especially when driving into Broughton, and therefore asked where was the litter picking team.
- (iii) **Vegetation** - A resident wished to express his ongoing concern about overhanging Vegetation in the town - especially the area from Ermine Street to the Dog & Rat Public House, and believed the issue should be brought up again with North Lincolnshire Council.

3130. Record of Members Present

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

3131. Apologies and Reasons for Absence

Apologies were received from Councillor Mumby-Croft - work commitments.

3132. Declarations of Interest

- (i) Councillor Simpson declared an interest in Item 14 - Multi-User Games Area, Item 17 - Grass Pitch Maintenance Agreement and Item 9 - Correspondence (ii) k) BCSA - VE Day Celebrations.
- (ii) The Clerk had received and granted no dispensations.

3133. Christmas Light Competition

The winner of the Christmas Lights Competition for 2019 was Miss Sharon Carter - who the Mayor presented with a certificate, whilst the runner-up was Mr & Mrs Woodhouse. **It was resolved that the information be noted.**

3134. Mayor's Report

On Monday, 13th January 2020, the Mayor met with Councillors Price, Whittingham and the Clerk to put their thoughts together on how the MUGA was going to be run and to discuss the tendering part of the process. **It was resolved that the report be noted.**

3135. Police Matters

Councillor Portess explained that an iPhone 6 had been found at the back of the Village Hall which displayed text messages related to drug usage. He had tried to drop it off at Brigg Police Station but there was nobody there to hand it to, so he would bring it along to the next NATS meeting and hand it in to an officer. The Mayor Councillor Senior explained, as mentioned on Facebook, the issue of attempted burglaries and thieves trying to open people's doors in daylight. **It was resolved that the information be noted.**

3136. Minutes of the Last Meeting

The minutes of a meeting of the Full Council held on Monday, 23rd December 2019 were circulated prior to the meeting. **It was resolved that they should be approved as a correct record.**

3137. Matters Arising

Minute 3112 Correspondence (ii) a) North Lincs Council - Amendments to Yellow Lines on Brigg Road, Broughton. The Clerk had informed North Lincolnshire Council to say that there were no objections to the amendments to the yellow lines on Brigg Road, Broughton subject to them being enforced.

Minute 3112 Correspondence (ii) c) Mr G Knott - Dog Mess / Village Hall / Dog Bin. The Clerk had asked North Lincolnshire Council if they were prepared to provide a dog bin on Lilywood Road, Broughton.

Minute 3112 Correspondence (ii) d) Mrs E A Allcock - Resignation. The Clerk had sent a letter on behalf of the Council to thank Mrs Allcock for all her hard work over the years and wish her well for the future.

Minute 3112 Correspondence (ii) f) Mrs E Mullin / Mr C Trevor - Snicket Connecting Beagle Close & Windsor Way. The Clerk had forwarded the email on to Councillor Mumby-Croft who would take the issue up with North Lincolnshire Council.

Minute 3116 Finance (iii) Accounts for Payment - The payments could not be made by cheque so instead were paid by BACS.

Minute 3124 Bookings (i) Use of the Showers - The query had been responded to and the person informed that a charge of £12.25 would be made for the use of the showers.

Minute 3124 Bookings (ii) Use of the Playing Field - A quote was provided for the Annual Broughton Show due to be held on 27th and 28th June 2020 and the person informed that the MUGA may impact use of the field.

3138. Correspondence

- (i) a) Crowle & Ealand Town Council - Office Move
- b) Northern Powergrid - Contact in Power Cut
- c) NALC - Chairman's Open Letter to Councillors
- d) North Lincs Council - General Election Results
- e) Brigg Town Council - Christmas Greetings
- f) Arc4 - Housing Need Survey
- g) Mr & Mrs Birkby - Christmas Card
- h) North Lincs Council - Yearly Parish Register
- i) Immingham Town Council - Merry Christmas & Prosperous New Year
- j) Mr T Howe - Merry Christmas

- k) Hessle Town Council - Civic Service
- l) Snaith & Cowick Town Council - Ceilidh Dance
- m) North Lincs Council - Free Over 40s Health Checks
- n) Conservative Group Office at North Lincs Council - Future Meeting Dates
- o) Brigg Town Council - Civic Dinner
- p) BCSA - Minutes
- q) Environment Agency - Deadline Extension for Previously Exempt Abstraction Activities
- r) BSCA - Agenda
- s) Immingham Town Council - Civic Service
- t) PSE Online - Digital Self-Service in the Public Sector Report
- u) North Lincolnshire Alzheimer's Society - Side by Side

It was resolved that this correspondence should be noted.

(ii) a) NALC - Spring Conference 2020. Details of the conference due to be held on Tuesday, 17th March 2020, at the Aviva Auditorium, St. Helen's, 1 Undersholt, London, at a cost of £224.14 + VAT per person. Councillor Portess explained that he would be attending as an ERNLLCA representative and would report back to us. **It was resolved that the information be noted.**

b) Mr M Peers - Refuse Bin at Pizza Shop. Complaint about customers casting takeaway food boxes on the street and asked whether a bin could be placed outside the shop. **It was resolved that the Clerk should write to the Pizza Shop to ask them to liaise with North Lincolnshire Council about placing a refuse bin outside their shop to help curb the problem of litter.**

c) Westminster Insight - Digital Transformation in Public Services. Details of a forum due to take place on Thursday, 23rd April 2020, from 8.30 am to 1.00 pm, in Central London. **It was resolved that the information be noted.**

d) VANL - Cyber Security Training Course. Details of a course due to be held on Friday, 31st January 2020, at 4-6 Robert Street, Scunthorpe. **It was resolved that the information be noted.**

e) Public Sector Executive - Survey on Government's Cloud First Policy. A request to complete a survey to explore the impact of the government's 'cloud first' policy. **It was resolved that the information be noted.**

f) NALC - Study Tours 2020 / 21. Details of three new study tours across 2020 /21. Each study tour will centre around a theme that is relevant to the work of many larger councils - Frome Town Council on 8-9th June 2020 will focus on Health & Wellbeing, Folkestone Town Council on 7-8th September 2020 will focus on Climate Change, Biggleswade Town Council on 25-26th January 2021 will focus on Strategic Planning. The tours are an excellent opportunity to learn, gain knowledge, share good practice and network. **It was resolved that the information be noted.**

g) Kubota (UK) Ltd - Questionnaire. A request to complete a questionnaire about the experience of buying a Kubota Tractor. **It was resolved that the questionnaire be sent to BCSA to see if they wish to complete the questionnaire on behalf of the Council.**

h) Cognitive Publishing Ltd – EvoNorth Conference. Details of a conference due to take place on Wednesday, 4th March 2020, in Manchester, at a cost of £44.97. **It was resolved that the information be noted.**

i) ERPF - Employer Workshops 2020. Details of two workshops cover topics in respect of the 'Employers Role in the Local Government Pension Scheme' and 'Understanding Pay'. They are due to be held on Thursday, 12th February 2020, and Tuesday, 13th May 2020, from 9.00 am to 4.00 pm, in Goole Leisure Centre, North Street, Goole. **It was resolved that a member of staff be allowed to attend the Employer Workshop if they wished to do so.**

j) HumberSide Police - Community Speed Watch. Email from the Community Speed Watch Coordinator asking the following questions (with the answers in italics):

1. Does the Council know of Community Speed Watch? *Some Councillors did, some did not.*
2. Does the Council have any complaints from residents about speeding? Yes
3. Would a visit to a Council meeting to explain the scheme be of any interest to the Councillors? Yes.

It was resolved that the Clerk respond to the email with the answers given above and invite the Community Speed Watch Coordinator to a future meeting of the Full Council.

k) BCSA - VE Day Celebrations. Email request asking if the Council would allow free use of the playing field to host a free community picnic to celebrate this year's VE Day. BCSA intend to apply for funding from North Lincolnshire Council to help fund the event and take suggestions from the community as to what they would like to see, to ensure it is an event for all. **It was resolved that the Clerk should ask BCSA to apply for a grant from Broughton Town Council rather than be given free use of the playing field.**

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

3139. Publications

The following publications had been received:-

HWRCC - Newsletter	December 2019
Clerk & Councils Direct - Newsletter	January 2020
ERPF - Employer Alert	January 2020
HSBCnet - News	January 2020
NACO - Newsletter	January 2020
North Lincs Council - Forthcoming Meetings	January 2020
SLCC - The Clerk Magazine	January 2020
CPRE - Campaigns Update	
NALC - Chief Executive's Bulletins	
North Lincs Council - Weekly Roadworks List	
Northern Gas Networks - Update	
Public Sector Executive - Online Newsletters	
Rural Services Network - Bulletins & Rural Funding Digest	

It was resolved that the information be noted.

3140. Planning Applications

- a) The following planning applications had been received:-

PA/2019/2035 Proposal: Planning permission to erect four single storey dwellings with all matters reserved for subsequent consideration
 Location: Land adjacent 17 Common Road, Wressle, DN20 0DH
 Applicant: Mr Chris Morley

It was resolved that the Council should object due to it being outside the development line.

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

PA/2019/1717 Full planning permission granted to erect a two-storey and single storey rear extensions, increase size of dormer window to front, erect canopy to front elevation, and render the dwelling at 79 George Street, Broughton, DN20 0LE

PA/2019/1954 Refusal of planning permission for a roof lift to create living space & replace existing conservatory at 7 Old Mill Lane, Broughton, DN20 0JF

PA/2019/1972 Full planning permission granted to erect single storey rear extension and side chimney at 2 Badger Way, Broughton, DN20 0TW

It was resolved that the information be noted.

- c) The following planning correspondence had been received:-

PA/2019/2090 Application for determination of the requirement for prior approval of a household extension at 47 Avenue Nozay, Broughton, DN20 0TR by Mr & Mrs Rickells

It was resolved that the information be noted.

- d) The Inspector had upheld the appeal made by Egdon Resources with regard to the Wressle Wellsite. Some concerns were expressed about risks posed to the water supply as a result of this decision, and perhaps a need to monitor it. **It was resolved that any further discussion about this item should be deferred to next month to allow the Clerk to gain more information about the source of the water supply and the costs of monitoring it.**

3141. Finance

(i) Audit Checks

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

- a) BACS receipt of £51 for Room Hire received from Broughton Cricket Club on 23rd December 2019.
- b) Cheque receipt of £43.80 for Room Hire received from Table Tennis on 10th December 2019, and banked on 24th December 2019.
- c) Cheque payment of £36 made to CPRE for Annual Membership on 2nd December 2019.
- d) Cash payment of £9.67 for Wood made to Skuma Timber Ltd on 7th December 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 December 2019 were provided for councillors to scrutinise. **It was resolved that the accounts be approved.**

(iii) Budget Report

Councillors were provided with a copy of the budget report for April 2019 - December 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

The following financial information was presented:-

ACCOUNTS FOR PAYMENT - JANUARY 2020

Payments made since last meeting:-

27.12.19		Unpaid Cheque - Cem Inv No.025 for Erection	62.00
30.12.19	BACS	Mr D K Portess - Travel Expenses	40.80
	BACS	Holiday Pay	2,356.45
31.12.19		Unpaid Cheque - Cem Inv No.025 for Erection	62.00
		Yorkshire Bank - Bank Charges	6.50
	DD	E.on - Gas for Sports Centre	448.91
	BACS	Payroll & Pension	5,790.56
02.01.20	DD	North Lincs Council - Business Rates for Cemetery	69.00
	DD	North Lincs Council - Business Rates for Sports Centre	1,264.00
03.01.20	DD	Talk Talk Business - Telephone & Broadband	39.60
		Unpaid Cheque - Cem Inv No.025 for Erection	62.00
07.01.20		Unpaid Cheque - Cem Inv No.025 for Erection	62.00
10.01.20	DD	E.on - Electricity for Playing Field	16.79
	DD	E.on - Electricity for Sports Centre	348.40
12.01.20	Csh No.56	Tesco Stores Ltd - Stamps	54.48
13.01.20	BACS	HSBC - Bank Charges	23.36
17.01.20	BACS	HMRC - Tax & NI	2,918.24
19.01.20	Csh No.57	Trotters Traders - Blades	1.49
20.01.20	DD	Anglian Water - Water for Sports Centre	50.30
21.01.20	DD	Anglian Water - Water for Cemetery	14.90
	DD	HSBC - Bank Charges	25.00
22.01.20	Csh No.58	Skuma Timba Ltd - Wood	31.68
	Csh No.59	Wickes Building Supplies - Gutter / Pipe	15.64
24.01.20	Csh No.60	Brians DIY - Fixings	4.14
	BACS	Microsoft - Online Services	270.72

It was resolved that the action taken be approved.

Payments submitted at this meeting:-

27.01.20	BACS	S & E Mechanical & Fabrication Services Ltd - Steel Tube	468.00
	BACS	Bowness Electrical Ltd - Electrics for Xmas Tree	574.21
	BACS	Crawford Lawn Mowers Ltd - Service of Mowers / Strimmers	449.15
	BACS	Turner Warren - Payroll Services	68.40
	BACS	BCSA - Grounds Maintenance	216.00

BACS	Cathedral Leasing Limited - Hygiene Services	205.92
BACS	ERNLLCA - Training Event	108.00
BACS	Rigby Taylor Ltd - White Line Marker	227.40
BACS	Ossett Internal Audit Services - Internal Audit	320.00

It was resolved that these accounts be paid.

3142. Bank Accounts

New signatories to the Council's bank accounts were discussed following the death of one of the signatories and a request from another to be removed as a signatory. **It was resolved that the Council's signatories would be as follows:- Councillors Price, Portess, Senior and Simpson, and any two signatories would be needed.**

3143. Multi-User Games Area

Councillor Senior outlined how there were still a number of questions to answer as a Council with regards to the MUGA. For example, who is the contractor for the build? Will they require access to the Centre when the works are going on for toilets? / to place the skip on-site etc? Will the site need to be secured, will they require a set of keys for access to the site? Will we require proof of their public liability insurance? Whilst North Lincolnshire Council have kindly provided us with a generous grant, the issue of reclaiming the cost of the VAT still remains. He explained that the necessary enquiries had been made and he was positive that this question would be answered soon. With regards to the way in which the MUGA would be run, there were still questions to be answered. Would the management be outsourced? How much would business rates be and what would the usage and hourly rates be? There were also queries with regards to maintenance. When the MUGA goes to tender, what form would it take? He also explained that in terms of building works, the appointment of a contractor is imminent, but there is still some paperwork required.

A groundbreaking ceremony was supposed to have taken place but this had been delayed a little. Councillor Whittingham pointed out that in 10-15 years time, the MUGA will require resurfacing and this is likely to cost over £100,000 unless we are able to secure a grant. Councillor Senior explained that once a contractor had been announced we will discuss lighting and the cost of running the facility such as costs associated with carpeting, and put together a maintenance plan and find out how much the costs will be and the machinery. Would it be a more viable option for the Council to run the MUGA or for this to be outsourced? Other, similar facilities in the vicinity are different to what we expect the MUGA to be like, so it is difficult to use another model as an example. Councillor Whittingham asked who was going to use the MUGA? Would Scunthorpe Rugby and Forest Pines Hotel still be interested as previously discussed? The Clerk said there were two issues one of building the MUGA and the second of how it should be run. He raised several concerns about the MUGA. Its viability depended on whether business rates were levied on the MUGA, otherwise it was a question of how much it would be subsidised out of the public purse. The cost of the MUGA originally was expected to be in the region of £200,000-300,000, but had now ballooned to £580,000 due to changes in the size of the MUGA. The Council also had to take account of maintaining the MUGA now and resurfacing it in the future, with no guarantee that a grant would be available to do this. The amount of VAT payable on the MUGA would be up to £116,000, which the Council would have to pay upfront and claim back later, but the Council's reserves were well below this. He wondered if North Lincolnshire Council were able to help in some legal way, and also provide assurances that it would fund an additional amount to cover the VAT if the Council was not able to claim it back. He also believed that the Council should be involved in the tender process if it was actually going to be responsible for paying for the MUGA, and a management plan should be in place before anything else is done. Councillor Senior highlighted the importance of regular meetings related to the MUGA.

It was resolved that the information be noted and another meeting arranged to discuss the ongoing queries related to the MUGA. Note: Councillor Simpson had earlier declared an interest in this item and therefore left the meeting whilst it was being discussed.

3144. Play Park

The Clerk had tried to contact Wicksteed to query whether the cost of tarmacacing the path was reasonable, but needed more time to liaise with them. **It was resolved that the information be noted.**

3145. Telecommunications Mast

The Clerk had received correspondence from Clarke Telecommunications showing a new location for the mast between the car park and MUGA, because they no longer want it to be located on one of the floodlights of the MUGA, however there had been problems with the maps provided showing this new location. **It was resolved that the Clerk should try and get Clarke Telecommunications back on-site in order to show them where the MUGA is due to be built and discuss the best location for the mast.**

3146. Grass Pitch Maintenance Agreement

The FA, in partnership with the Institute of Groundsmanship and the Football Foundation are investing millions into grass pitches to get them up to a good standard and therefore members of BCSA had attended a workshop outlining the funding opportunities available to them to further improve the football pitches on the playing field. The IOG had drawn-up a schedule of work, which would be funded by the Football Foundation over a ten year period, subject to an agreement being signed between the Town Council and BCSA. The Clerk had provided each councillor with a copy of a Grass Pitch Maintenance Agreement for BCSA to carry out extra work on the playing field but at no cost to the Council. Standing orders were suspended to allow the Chair of BCSA to speak in more depth about the agreement, and then they were reinstated. **It was resolved that the item should be deferred and the General Purposes Committee be given the authority to make a decision on behalf of the Council about a Grass Pitch Maintenance Agreement.** Note: Councillor Simpson had earlier declared an interest in this item and therefore left the meeting whilst it was being discussed.

3147. Bin

The Clerk had asked North Lincolnshire Council if they were prepared to provide a dog bin on Lilywood Road in Broughton, and they were prepared to do so at a cost of £250 - which was the cost of providing and installing it, and also collecting from it. **It was resolved that the Clerk should ask North Lincolnshire Council to provide a bin on Lilywood Road in Broughton at a cost of £250.**

3148. Lighting

The Clerk informed the Council that several lights needed replacing in the Sports Hall of the Phil Grundy Sports & Community Centre, and provided councillors with two quotes. The first quote showed the cost of repairing the four faulty lights with four sodium low bay light fittings at a cost of £1,086 + VAT. whereas the second quote showed the cost of replacing the whole fifteen lights with eight LED lights at a cost of £1,706 + VAT. Normally other quotes would be sought but in the interests of health and safety the work needed to be done as soon as possible, and it was believed that the most cost-efficient option would be to replace all the existing lights with LED lights. The Clerk was also asked to look at applying for a grant towards this from North Lincolnshire Council.

It was resolved that Owen Bowness Electrical Limited should be asked to supply and install eight new LED light fittings in the Sports Hall of the Phil Grundy Community & Sports Centre at a cost of £1,706 + VAT.

3149. Sanitary Waste Disposal

The Clerk had received a quote for the renewal of sanitary waste disposal service from Cathedral Hygiene, who were prepared to offer a three year fixed price at the same rate it had now been for several years. **It was resolved that the Council should take out a three year contract for sanitary waste with Cathedral Hygiene at an annual cost of £171.60 + VAT.**

3150. Safeguarding Children & Vulnerable Adults Policy & Procedure

The Clerk had provided each councillor with a revised copy of the Council's policy and procedure, which was in line with a template provided by North Lincolnshire Council. **It was resolved that the Council should approve both the revised Safeguarding Children Policy & Procedure and the Safeguarding Adults Policy & Procedure.**

3151. Community Service Awards

Councillor Price believed that the Council should re-introduce Community Service Awards for those who made a contribution to community life in the parish of Broughton. It was suggested that they could be awarded at the Civic Dinner due to be held on Saturday, 4th April 2020. The Mayor had drawn-up a nomination form for people to fill in, which would need to be submitted by Friday, 28th February 2020. Then the Mayor, Deputy Mayor and Clerk could draw-up a shortlist with the winner and runners-up invited to the Civic Dinner, where they would be presented with their certificate / award. **It was resolved that the Council should go ahead as outlined above with the Community Service Awards.**

3152. Opening Hours Over Christmas & New Year 2020/2021

The opening times for the Office, Centre, Play Park and Skate Park were an agenda item for discussion, however it was felt that this item should be deferred until after staff appraisals had been carried out in order to ask staff for their preferences. **It was resolved that the opening hours over Christmas and New Year for 2020 / 2021 be deferred until the next meeting of the Full Council.**

3153. Reports From Council Representatives

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

(i) **Village Hall Committee** - There had been an issue with rodents and it was believed that this was due to rubbish and overgrown vegetation at the restaurant next door. The Village Hall Committee would write to the restaurant to ask them to rectify the problem of overgrown vegetation and litter.

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

(iii) **Broughton Community & Sports Association** - Councillor Simpson had nothing to add.

(iv) **Broughton Allotment Association & Leisure Gardeners** - Councillor Whittingham had missed the last meeting as she had to be at another meeting.

It was resolved that the information should be noted.

3154. North Lincolnshire Councillors' Reports

As there was no ward councillor present to give a report standing orders were temporarily suspended to allow Councillor Rob Waltham, the Leader of North Lincolnshire Council to speak. Councillor Whittingham pointed out that the ward councillor was not present and asked whether Councillor Mumby-Croft would be continuing in her role as she had now also been elected an MP, and Councillor Waltham informed her that lots of people had two jobs. He explained that he would pass on comments related to litter and associated ideas / campaigns. He explained that much was being done to curb the problem of dog fouling in North Lincolnshire and a £600 fine had recently been levied. He said that the deadline for applying for funding available to help communities commemorate VE Day had been extended by a month and that the issues related to the snicket connecting Beagle Close and Windsor Way were being prioritised into the programme of work. He informed the meeting that North Lincolnshire Council would support the Council with the VAT element of the community grant for the MUGA. He also mentioned that much was being done in the local area to prevent fly-tipping and a fine had recently been levied of £1,100. He said that Ancholme Leisure Centre was introducing more fitness sessions and looking to increase its capacity. In addition, he mentioned both the Spring in Bloom Grant and the Enhancing Our Environment Grant. Councillor Waltham concluded by saying that he felt that all of these examples were positive for our local area. **It was resolved that the information be noted.**

3155. Date, Time and Place of Future Meetings

The next meeting of the Full Council is due to be held on Monday, 24th February 2020, at 7.30 pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton. There is also a meeting of the Personnel Committee due to be held on Monday, 10th February 2020, at 7.00 pm, followed by a meeting of the General Purposes Committee at 8.00 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.**

3156. Closure of Council Meeting

The meeting was closed by the Mayor at 9.59 pm.