

## BROUGHTON TOWN COUNCIL

### Minutes of the Full Council Meeting held on Monday, 27<sup>th</sup> April 2020, at 7.30 pm, via Zoom

A member of the public asked why the management plan for the Multi-User Games Area was not yet ready. The Mayor explained that the Council were awaiting more information and it would be discussed later in the meeting. Councillor Whittingham pointed out that we are awaiting a business plan and not a management plan. Another member of the public asked why there had been a delay in the work starting on the Multi-User Games Area prior to the coronavirus pandemic and the Mayor responded that this was due to paperwork issues in terms of the contractor who had now been chosen. There will be a pre-contract signing meeting and then a contract signing meeting. Another resident explained what was happening in the parish to do with an emergency foodbank they had help set up and said a link on the Council's website to Scunthorpe Foodbank would be useful.

#### **3199. Record of Members Present**

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

#### **3200. Apologies and Reasons for Absence**

There were no apologies received as all members were present.

#### **3201. Declarations of Interest**

- (i) Councillor Portess declared an interest in Item 10 - Planning, whilst Councillor Simpson declared an interest in Item 8 - Correspondence (ii) a) Broughton Cricket Club and Item 13 - Multi-User Games Area.
- (ii) The Clerk had received and granted no dispensations.

#### **3202. Mayor's Report**

On Friday, 6<sup>th</sup> March 2020, the Mayor attended the North Lincolnshire Council Mayor's Civic Dinner. On Saturday, 7<sup>th</sup> March 2020, he attended the Brigg's Civic Dinner. On Monday, 23<sup>rd</sup> March 2020, he attended an Extraordinary Meeting of the Full Council. He has had numerous calls with the Clerk during lockdown and spent a lot of time writing and setting up the Covid-19 website and working with 'generous' volunteers in the community responding to people's needs. **It was resolved that the report be noted.**

#### **3203. Police Matters**

The Clerk explained that people were using the Skate Park when they shouldn't be during the lockdown. **It was resolved that the information be noted.**

#### **3204. Minutes of the Last Meeting**

The minutes of an ordinary meeting of the Full Council held on Monday, 24<sup>th</sup> February 2020, and an extraordinary meeting of the Full Council held on Monday, 23<sup>rd</sup> March 2020, had both been circulated prior to the meeting. **It was resolved that they be approved as a correct record subject to Minute 3171 Multi-User Games Area stating that the size would not be appropriate for them and not the surface.**

#### **3205. Matters Arising**

**Minute 3165 Correspondence (ii) a) ERNLLCA** - Play, Sport & Fitness Area Training Seminar. The Clerk informed the Council that the training seminar had been cancelled due to the lockdown.

**Minute 3165 Correspondence (ii) c) Keep Britain Tidy / North Lincs Council**

- Great British Spring Clean. The Clerk informed the Council that the event had been cancelled due to the lockdown.

**Minute 3165 Correspondence (ii) f) ERNLLCA** - Financial Responsibilities

Training Day. The Clerk informed the Council that the training day had been cancelled due to the lockdown

**Minute 3165 Correspondence (ii) g) VANL** - Emergency First Aid in the Workplace. The Clerk informed the Council that the course had been cancelled due to the lockdown.

**Minute 3165 Correspondence (ii) h) North Lincs Council** - Events Risk Assessment Training. The Clerk said the event was oversubscribed.

**Minute 3165 Correspondence (ii) i) North Lincs Council** - North Lincolnshire Local Plan (2017 to 2036) Preferred Options. The Clerk had requested a Roadshow for Broughton but had not yet received a response.

**Minute 3165 Correspondence (ii) k) ERNLLCA** - Social Media Engaging Your Community. The Clerk informed the Council that the workshop had been cancelled due to the lockdown.

**Minute 3165 Correspondence (ii) l) VANL** - Data Protection with GDPR Training. The Clerk informed the Council that the workshop may not go ahead due to the lockdown.

**Minute 3172 Play Park** - The Clerk had received a credit note of £1,700 off the total cost of the refurbishment of the Play Park and a payment was due to be made to Wicksteed.

**Minute 3173 Telecommunications Mast** - The Clerk had informed Clarke Telecommunications that the Council agreed in principle with the new location for the mast between the car park and the proposed site for the MUGA and awaited a new set of Terms & Conditions.

**Minute 3177 SLCC** - The Clerk had renewed membership of SLCC for 2020 / 2021 at a cost of £202.

**Minute 3180 Items Raised by Councillors i) Spring in Bloom 2020** - The Clerk had applied for a grant of £497.16 from Spring in Bloom 2020.

**Minute 3180 Items Raised by Councillors ii) Roll-up Banner** - The Clerk informed the Council that the 2 roll-up banners had been purchased at a cost of £168.23 + VAT.

**Minute 3194 Broughton Village Hall** - The Clerk informed the Council that the S133 grant of £5,000 had now been paid to Broughton Village Hall.

**Minute 3195 Coronavirus (ii) Co-op Left Over Food** - Councillor Whittingham found there were not lots of people needing food so most of it was now going to Scunthorpe Foodbank and Amber House.

**Minute 3195 Coronavirus (iii) Covid-19 Website** - The Clerk informed the Council that the COVID-19 website was up and running. Councillor Whittingham asked what the criteria was for being an admin on the site and wondered why she hadn't been asked and was told by the Mayor it was an oversight and not personal. She asked what the website was providing and was told it was helping with the collection of shopping, picking up of prescriptions, posting of mail and a friendly voice if needed.

**Minute 3195 Coronavirus (vi) Remote Meetings** - The Clerk had researched holding meetings remotely.

**Minute 3196 North Lincolnshire Councillors' Reports** - Councillor Whittingham said Broughton residents could not access Barton Foodbank but instead Scunthorpe Foodbank.

### **3206. Correspondence**

- (i) a) North Lincs Council - Broughton and Appleby Ward By-Election
- b) CPRE Northern Lincolnshire - Litter Picking Equipment
- c) Public Sector Executive - Survey Results on Government's Cloud First Policy
- d) North Lincs Council - Death of Councillor
- e) Rural Services Network - Rural Strategy Roadshows 2020
- f) ER & NL SLCC - Compliant Websites, Cyber Crime Resilience & Civic Protocols Training
- g) HSBCnet - Enhanced ACH Credit Payment Screens
- h) Macmillan Cancer Support - Mobile Information Support Service
- i) HSBC - Important Changes to Terms and Conditions, Pricing & Services
- j) Goole Town Council - The Mayor's Show
- k) Councillor Tony Gosling - Workers Memorial Day 2020
- l) NALC - Dementia Survey
- m) West Lindsey District Council - Chairman's Charity Concert
- n) North Lincs Council - Changes to Bin / Box Collection Dates Over Easter Period
- o) National Trading Standards Scams Team - Call Blocker Project
- p) ERNLLCA - Coronavirus
- q) Calor - Rural Community Fund
- r) ERNLLCA / NALC - Dormant Assets Policy Consultation
- s) North Lincs Council - Walking the Way to Health Walk Programme
- t) Mr N Crampton - East Wood Paths
- u) ERNLLCA - Coronavirus & Local Councils
- v) North Lincs Council - Financial Support for North Lincolnshire Retail, Hospitality & Leisure
- w) VANL - Temporary Changes to VANL
- x) Citizens Advice North Lincolnshire - Funding Available to Support Communities
- y) Ms N Savage - Complaint about Park / Skate Park
- z) Ms H Regan-Goulding - Tree Stumps
- aa) BCSA - Grounds Maintenance Plans
- bb) BT - Coronavirus
- cc) North Lincs Council - Closing Parks & Playgrounds
- dd) VANL - News from Finance Officer
- ee) VANL - Update from VANL
- ff) PKF Littlejohn - 2019/20 AGAR
- gg) OPCC - Coronavirus Scams Awareness Materials
- hh) ERNLLCA - Closure of Office & Working From Home
- ii) Amey - Land Off Brigg Road, Wressle
- jj) North Lincs Council - Visit England's Business Survey
- kk) Mr R Bonnett - Cemetery & Benches
- ll) OPCC - COVID-19

- mm) OPCC - COVID-19 Comms Resources
- nn) My Neighbourhood Plan - Planning Applications Online Workshop
- oo) E.on - Pausing of Debt Collection Activity
- pp) Talk Talk Business - Non Emergency 101 Service
- qq) Ongo - Smoke Control Zones
- rr) ERNLLCA - Audit Letter & Coronavirus Job Retention Scheme
- ss) North Lincs Council - Good Morning Report
- tt) ERNLLCA - Access to Cemeteries & Burial
- uu) SLCC - Virtual Meetings Regulation
- vv) Mr A Marshall - Public Rights of Way
- ww) ERNLLCA - Temporary Governance Arrangements Update
- xx) Mr B Shippey - Broken Sign Post
- yy) Hedon Town Council - Death of Former Councillor Ann Suggit
- zz) ERNLLCA - Remote Meetings
- aaa) BCSA - Grounds Maintenance Update
- bbb) OPCC - Tips to Protect Zoom Meetings from Malicious Participation
- ccc) North Lincs Council - Holding of Remote Meetings & Postponement of Elections
- ddd) HSBC UK Bank plc - Changes to Savings Account Interest Rates
- eee) Yorkshire Bank - Interest Rates on Business Cash Management Account
- fff) ERPF - Monthly Data Protection
- ggg) Wave - COVID-19: Important Advice About Water Account
- hhh) North Lincs Council - Foster Carers
- iii) SLCC - NALC COVID-19 Financial Impact Survey

Councillor Whittingham commented that Item 8 i) tt) outlined that cemeteries should be closed but ours was still open. The Clerk responded that the guidelines did not require Appleby Lane Cemetery to be closed.

**It was resolved that this correspondence should be noted.**

**(ii) a) Broughton Cricket Club** - Renovation of Changing Rooms & Pavilion Room. Broughton Cricket Club had made a written request to explore the idea of improving the Pavilion Room and changing room facilities at the Phil Grundy Community & Sports Centre including the funding of this. **It was resolved that Broughton Cricket Club be allowed permission to do some exploratory work to do with the enhancement of the facilities at the Phil Grundy Community & Sports Centre.**

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

**b) North Lincs Council** - Opportunity to Transfer Grass Cutting to Town & Parish Councils. The Council had received a letter which stated that following a two-year pilot scheme with selected town & parish councils North Lincolnshire Council are now offering the opportunity for all town & parish councils to organise their own grass-cutting in the calendar years 2020, 2021 and 2022. The letter gave details of the amounts which would be paid to the Council by means of a grant to cut the grass verges and public rights of way. Standing orders were temporarily suspended to allow a member of the public to speak, who warned other neighbouring councils may be offered the opportunity to do Broughton if it didn't. It was suggested that the Clerk should obtain a quote for the Council to do it, however the Clerk said three quotes would need to be got, and he also expressed concerns about the amount of additional work it may entail for staff if the Council were to take over such a responsibility. **It was resolved that the Clerk explore opportunities to transfer grass cutting by seeking three quotes for the work.**

**c) Worlaby Parish Council** - Neighbourhood Plan Pre-Submission Consultation. Worlaby Parish Council is preparing a Neighbourhood Plan for the Parish of Worlaby in North Lincolnshire and is currently consulting under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. As a statutory consultee or other stakeholder the Council is invited to comment on the Plan. The consultation period has been extended and responses are requested by email or post. **It was resolved that the information be noted.**

**d) Keep Britain Tidy** - Great British September Clean. The Great British Clean has been postponed until 11-27 September 2020, when communities will be brought back together to clean up streets, parks and beaches. **It was resolved that the Council should join the Great British September Clean and invite Broughton in Bloom to work within those same date(s).**

**e) Westminster Insight** - Improving Productivity in the Workplace Online Briefing. Details of a briefing due to be streamed live on Friday, 27<sup>th</sup> November 2020, from 8.50 am to 1.15 pm. **It was resolved that the information be noted.**

**f) North Lincs Council** - Nuisance Cyclists on Public Footpath 212 in Manby Woods. A resident of Broughton had contacted Broughton Town Council and North Lincolnshire Council about a near collision he had with a cyclist whilst walking Public Footpath 212. North Lincolnshire Council had written to ask if cyclists using Public Footpath 212 generally present a problem to walkers. If so, would gates or other similar barriers be an appropriate response taking into consideration factors such as value for money, whether they would serve their purpose and any unintended consequences for pram or wheelchair users. **It was resolved that the Clerk should contact North Lincolnshire Council to state that the Council believed the majority of cyclist were behaving and therefore not in favour of restricting access to the footpath.**

### 3207. Publications

The following publications had been received:-

ERNLLCA - Newsletter	February 2020
Clerks & Councils Direct - Newsletter	March 2020
CPRE - Campaigns Update	March 2020
CPRE Northern Lincolnshire - Newsletter	March 2020
HSBCnet - News	March 2020
North Lincs Council - Forthcoming Meetings	March 2020
HWRCC - Newsletter	March 2020
OPCC - Newsletter	March 2020
CPRE - Campaigns Update	April 2020
ERPF - Employer Alert	April 2020
HSBCnet - News	April 2020
CPRE - Countryside Voice	Spring 2020
CPRE - Fieldwork	Spring 2020
Countryside Alliance - Updates	
ERPF - Employer Bulletin	
NACO - Newsflashes	
NALC - Chief Executive's Bulletins	
NALC - Coronavirus	
North Lincs Council - Weekly Roadworks List	
Public Sector Executive - Online Newsletters	
Rural Services Network - Bulletins & Rural Funding Digest	
SLCC - News Bulletins	

It was resolved that the information be noted.

### 3208. Planning Applications

a) The following planning applications had been received:-

**PA/2020/278** Proposal: Planning permission to erect a bungalow with loft accommodation and attached garage  
Location: Land adjacent Copperfield, Chapel Lane, Broughton, DN20 0HP  
Applicant: Mrs J Openshaw

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

**PA/2020/626** Proposal: Planning permission to erect a single storey side extension and detached garage  
Location: Rondinella, 80 High Street, Broughton, DN20 0HY  
Applicant: Mr & Mrs J Lancaster

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

b) The following planning decision had been received:-

**PA/2020/108** Full planning permission granted to demolish existing single garage and replace with a new single garage at 7 Beech Close, Broughton, DN20 0UA

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

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

### 3009. Finance

#### (i) Audit Checks

As the meeting was not on-site, various transactions could not be picked to follow through the accounts. **It was resolved that this item be deferred to a future meeting.**

#### (ii) Financial Accounts

Detailed monthly accounts for March 2020 were provided for councillors to scrutinise. **It was resolved that the accounts be approved.**

#### (iii) Budget Report

Councillors were provided with a budget report for April 2019 - March 2020 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 - APRIL 2020****Payments made since last meeting:-**

23.03.20	Csh No.77	Screwfix Direct Ltd - Padlock	6.99
	Csh No.78	Wickes - Building Supplies - Roller & Brush Set	8.00
	Csh No.79	MFG Brigg Service Station - Fuel for Mowers	13.17
24.03.20	Csh No.80	Mr D K Portess - Travel Expenses	21.00
30.03.20	DD	E.on - Gas for Sports Centre	416.27
31.03.20	BACS	Payroll & Pension	5,613.78
01.04.20	DD	North Lincs Council - Business Rates for Cemetery	82.24
	DD	North Lincs Council - Business Rates for Sports Centre	1,284.25
03.04.20	DD	Talk Talk Business - Telephone & Broadband	39.74
06.04.20	Csh No.1	MFG Brigg Service Station - Fuel for Mowers	20.32
09.04.20	DD	E.on - Electricity for Playing Field	20.27
	DD	E.on - Electricity for Sports Centre	317.10
14.04.20		HSBC - Bank Charges	24.08
17.04.20	BACS No.1	Broughton Village Hall - S133 Grant	5,000.00
20.04.20	Csh No.2	Peacock & Binnington - Line	23.00
21.04.20		HSBC - Bank Charges	36.00
	DD	Anglian Water - Water for Sports Centre	77.04
22.04.20	DD	Anglian Water - Water for Cemetery	17.57
	BACS No.2	HMRC - Tax & NI	2,306.34

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

27.04.20	BACS No.3	BCSA - Grounds Maintenance	904.44
	BACS No.4	Turner Warren - Payroll & End of Year Charges	244.80
	BACS No.5	North Lincs Council - Election Expenses	2,375.60
	BACS No.6	ICO - Data Protection Fee	40.00
	BACS No.7	Wicksteed Leisure Ltd - Play Park Regeneration	2,940.30

**It was resolved that these accounts be paid.****3010. Co-option**

The Clerk had advertised the vacancy during the last month and councillors were provided with copies of expressions of interest he had received from Mr J Kitwood, Mr G Ladlow, Mrs J Lee, Mr P Tattersfield, and Ms L Watson, and in addition he had received another one from Mr P Williams although this had arrived too late to be included for co-option. The Mayor explained the voting process, and councillors then voted until there was a candidate who secured a majority of the votes and this involved the Mayor using his casting vote. **It was resolved that Mr Paul Tattersfield should be co-opted onto the Council.**

**3011. Multi-User Games Area**

The Mayor outlined that he had a list of questions ready and was hoping to have a conversation with North Lincolnshire Council and the contractor in due course. The Clerk has been investigating the VAT element of the MUGA and obtained advice from ERNLLCA and provided each councillor with a copy of it. He was seeking permission to obtain professional VAT advice to see which scenarios would / wouldn't allow the VAT to be reclaimed. In the meantime, the Mayor said he was working on the business / management plan and looking to see if the Council were to run the MUGA, how would it be run? If it were to be put the MUGA out to tender, what would the tender contain? He was working on both scenarios whilst awaiting the VAT advice.

Councillor Mumby-Croft asked whether the Council was still looking to put the MUGA out to tender to which the Mayor replied that he wouldn't recommend doing so if tendering would result in us not being able to reclaim the VAT. Councillor Mumby-Croft also voiced her concerns about paying for professional VAT advice when the Council already had some advice from ERNLLCA, however the Clerk explained that the advice the Council needed was not available under the advisory service, so the Council had been advised to seek professional VAT planning advice. Councillor Whittingham said that in 2016 the Council resolved to build the MUGA subject to a business plan and this was reiterated in the minutes of the last meeting. The business plan would show which scenarios would / wouldn't allow the VAT to be reclaimed. The Clerk explained that the building of the MUGA was tied in with the management of the MUGA, because the Council needed to be aware of any issues with regards to the management of the MUGA before it was built - especially in relation to the VAT. It was proposed that a business plan should be put before the Council within the next two months which will involve the exact details of the VAT which will be payable in different scenarios after consulting a VAT specialist. Councillor Mumby-Croft suggested an amendment that the management plan provided by the preferred bidder be submitted when seeking the VAT advice for them to comment on it, however this was not seconded. At this point the press and public were excluded and then subsequently invited back into the meeting.

**It was resolved that a Business Plan should be put before the Council within the next two months which will involve the exact details of the VAT which will be payable in different scenarios after consulting a VAT specialist about the MUGA.**

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

**3012. Community Speed Watch**

At the meeting of the Full Council which took place on Monday, 24<sup>th</sup> February 2020, Mr Wayne Goodwin, the Community Speed Watch Coordinator for Humberside Police Gave a presentation and explained that he would be happy to provide training if there was interest from six volunteers to participate in the programme. **It was resolved that members of the public be asked if they wish to join the Council on this initiative and if so arrange for the Community Watch Co-ordinator to come back if possible in October / November.**

**3013. ERNLLCA**

Membership of ERNLLCA was due for renewal, which provided valuable help and support to the Council in the form of advice and training. **It was resolved that membership of ERNLLCA for 2020 / 2021 should be renewed at a cost of £1075.15.**

**3014. Best Kept Village Competition**

The Clerk had received information about this year's competition, and it was felt that the Council should enter it. **It was resolved that the Council should enter the Best Kept Village Competition for 2020 at a cost of £25.**

**3015. Broughton Relief in Need Trust**

Mr Mike Doherty's term of office as a nominative trustee had come to an end and he no longer wished to continue. **It was resolved that Councillor Ross be elected as his replacement as a nominative trustee for Broughton Relief in Need Trust.**



**3016. Items Raised By Councillors**

**(i) Entrance Area to Phil Grundy Centre** - The Mayor explained that the rubber safety matting is no longer fit for purpose and the fence is unattractive. Broughton Cricket Club will be exploring improving the entrance area but if nothing comes of this, improvements should be made. Councillor Price pointed out that if the fence is removed it could become an area for anti-social behaviour. Councillor Mumby-Croft agreed with her and believed if the fence were taken down it would end up like the back of the Village Hall where people could hide. **It was resolved that the Clerk should obtain three quotes for replacing the rubber safety matting with tarmac.**

**3017. Reports From Council Representatives**

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

**(i) Village Hall Committee** - All fine, thanks were expressed for the grant given by the Council, and they had furloughed staff.

**(ii) Broughton Relief in Need Trust** - There had been no meeting of the Trust since the last meeting of the Full Council, although the AGM was due to be held in May and might be postponed.

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

**(iv) Broughton Allotment Association & Leisure Gardeners** - There had been no meeting of the Association since the last meeting of the Full Council.

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

**3018. North Lincolnshire Councillors' Reports**

As there was no ward councillor present standing orders were temporarily suspended to allow Councillor Rob Waltham, Lead of North Lincolnshire Council to speak. He thanked everyone for the work they were doing in their communities during the coronavirus pandemic. North Lincolnshire Council have received an extra £5million from the government to help shield the most vulnerable people in the community and £20million has been handed out to support small businesses, a number of whom were within Broughton Parish. Highway work came to a stop due to issues in getting hold of tarmac. The Spring in Bloom report has been published and the amount for Broughton in Bloom was part of that and the grant cheques will go out once the minute had been ratified. North Lincolnshire Council is offering an opportunity for residents to change their utility provision. **It was resolved that the information be noted.**

**3019. Date, Time and Place of Future Meetings**

The next meeting of the Full Council is due to be held on Tuesday, 26<sup>th</sup> May 2020, at 7.30 pm, via Zoom. **It was resolved that the information be noted.**

**3020. Closure of Council Meeting**

The meeting was closed by the Mayor at 10.00 pm.