

BROUGHTON TOWN COUNCIL

Minutes of the Full Council Meeting held on Monday, 24th August 2020, at 7.30 pm, via Zoom

Public Participation

No members of the public expressed an interest in addressing the Full Council. The Mayor mentioned the Best Kept Village Competition and said that Broughton had won the Best Kept Small Town Award and the Best Kept Cemetery. He paid tribute to the Handymen and the Broughton in Bloom volunteers, thanking them for their hard work. He said we had received 194 out of 200 points, which was a tremendous achievement. Forty-two properties were mentioned by the judges and he thanked everyone who had contributed to us winning the awards.

3295. Record of Members Present

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

3296. Apologies and Reasons for Absence

Apologies were received from Councillor Mumby-Croft - away, and Councillor Simpson - other commitments.

3297. Declarations of Interest

(i) Councillor Senior declared an interest in Item 8 (ii) d) - Correspondence and Item 11 (iii) - Accounts for Payment.

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

3298. Mayor's Report

Councillor Senior explained that there he had not attended any civic events due to the lockdown. He had attended a virtual meeting on Friday, 21st August 2020, with North Lincolnshire Council to do with the MUGA. **It was resolved that the report be noted.**

3299. Police Matters

Councillor Price explained that there had been a few car thefts and anti-social behaviour, including issues in the woods and to do with a bench and drug dealing. Councillor Ross said that there had been anti-social behaviour at the Skate Park to which Councillor Price added that there had also been some injuries at the Skate Park. **It was resolved that the information be noted.**

3300. Minutes of the Last Meeting

The minutes of a meeting of the Full Council held on Monday, 27th July 2020 were not available. **It was resolved that their approval be deferred to the next meeting.**

3301. Matters Arising

Minute 2995 Finance (v) Debit Card - The Clerk had now received a debit card to use for purchases on behalf of the Council.

3302. Correspondence

- i) a) ERNLLCA / NALC - Communities Framework & Devolution White Paper
- b) North Lincs Council - North Lincs Council's Response to Draft Code of Conduct
- c) Mr G Knott - Dog Fouling

- d) ERNLLCA - Holding Council Meetings
- e) North Lincs Council - Heritage Open Days Promotion
- f) Mrs C Whittingham - MUGA Quote for Labour Newsletter
- g) North Lincs Council - Kick Starting Tourism Package & Successfully Applying for Awards
- h) Mr A Walton - Waste Collection
- i) Aviva Insurance - Personal Accident & Sickness Claim
- j) North Lincs Council - Cultural Recovery Fund
- k) Mr T Cass - Paint Disposal in Drain
- l) OPCC - Help Project
- m) North Lincs Council - Emergency Financial Help
- n) CPRE Northern Lincolnshire - Best Kept Village Results for 2020
- o) ERNLLCA - HR Support & Advice
- p) BCSA - Agenda & Minutes
- q) Egdon Resources - Community Liaison Group Information for Facebook
- r) Ms E Skelton - Hedge at Waters Edge, Scawby Brook
- s) Ms E Traves - Drug Use at Skate Park
- t) Mr R Bonnett - Crocus Bulbs & Wild Flowers
- u) BBC Radio Humberside - Absolutely Clueless
- v) Mr J Storey - Vandalised Bench
- w) Ms J Norris - Scawby Road Footpath

It was resolved that this correspondence should be noted.

(ii) a) Mr M Fox - External Public Notice Board / Activities Page on Council Website. Email from Mr Fox asking if the Council would consider installing a public notice board near the main entrance of the Phil Grundy Community and Sports Centre as a medium via which to communicate with the public, and in addition a request for an activities page to be added to the Council's website promoting local clubs and groups. **It was resolved that a decision about an External Public Notice Board should be deferred to a future meeting to allow further information to be obtained about what would be displayed on it, where would it be installed, and who would pay for it, however it was decided regarding an Activities Page on the Council Website that the contact details of the hirers using council facilities should be added to the website subject to their approval.**

b) NALC - LCR Magazine Survey on Remote & Hybrid Meetings. A request to answer three questions on remote and hybrid meetings by Monday, 31st August 2020. **It was resolved that information be noted.**

c) Mrs J Torn - Trees in the Church Grounds. Email from Mrs Torn expressing her concerns about the trees that run along the back wall of the grounds of Broughton Church. She was concerned about the huge trees and even seen a branch fall off, and believed they could cause damage to vehicles, property or possibly people. In addition the trees next to the footpath between High Street and Church Lane were overhanging and needed a trim. The Clerk had gone to look at the problem and told Mrs Torn that her email would be discussed at the next meeting of the Full Council, however if the situation got worse to let him know straight away. **It was resolved that the Clerk be given permission to get a survey done of the trees in St. Mary's Churchyard and then obtain three quotes for any work recommended by the surveyor.**

d) **Mrs K Smaller** - Overgrown Trees in Pocket Park Rear of 21 & 23 Harry's Dream. Email from Mrs Smaller expressing her concerns about trees from Pocket Park growing into the gardens of properties on Harry's Dream. She felt that they were too big and the trees could cause damage if they fell and the pollen that came off them was terrible that you could not even sit in your own garden or have your windows open, therefore she felt something needed to be done about them. The Clerk informed the Council that he had gone to look at the problem and told Mrs Smaller that her email would be discussed at the next meeting of the Full Council, however if the situation got worse to let him know straight away. **It was resolved that the Clerk be given permission to get a survey done of the trees in Pocket Park which were adjacent to Harry's Dream and then obtain three quotes for any work recommended by the surveyor.**

Note: Councillor Senior had earlier declared an interest in this item so left the meeting whilst it was being discussed, therefore Councillor Price chaired the meeting in his absence.

e) **NALC** - Rebuilding Communities Series of Online Events. Details of a further six online events as part of NALC's Rebuilding Communities series taking place over the next 18 months. Leaders Talk: Building Back Stronger Communities on Tuesday, 25th August 2020, from 12:00 pm to 1.00 pm, Leaders Talk: Rebuilding Sustainable Communities on Monday, 28th September 2020, from 12:00 pm to 1.00 pm, Health and Wellbeing Week from Monday, 26th October 2020, to Friday, 30th October 2020, In Conversation: Frome Virtual Study Tour on Tuesday, 17th November 2020, from 12.00 pm to 1.15 pm, In Conversation: Biggleswade Virtual Study Tour on Tuesday, 26th January 2021, from 12.00 pm to 1.15 pm, Building back communities week (TBC) - From Monday, 22nd March 2021, to Thursday, 25th March 2021. **It was resolved that the information be noted.**

f) **Mr T Cass** - Appleby Lane Speeding. Email from Mr Cass expressing his concerns about speeding on Appleby Lane and asking if the Council would consider placing speed bumps on the road to slow the traffic down before someone is seriously injured or killed. **It was resolved that the Clerk should contact North Lincolnshire Council to see if they had a possible solution to the speeding problem on Appleby Lane.**

g) **Ossett 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 Tuesday, 21st July 2020, by Ossett 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. 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 and thanks were given to the Clerk for his diligence and hard work.**

h) **PSE** - Webinar on UK Web Accessibility Requirements. Details of a webinar to do with creating accessible and inclusive digital content to comply with updates to digital accessibility regulations in the UK on websites and mobile apps, and this is due to be held on Thursday, 17th September 2020, at 2.00 pm. **It was resolved that Councillor Tattersfield be allowed to attend the Webinar on UK Web Accessibility Requirements on behalf of the Council.**

i) **Rural Services Network** - Rural Market Towns Group. Invitation from RSN for the Council to join the Rural Market Towns Group, which consists of over 95+ town and parish council members. It currently has no representative in North Lincolnshire,

and therefore was prepared to offer the town council free membership up until Thursday, 21st April 2021, and then it could decide whether or not it wished to continue with membership for 2021 based upon an assessment of the value of the membership it had received for 2020. It was pointed out that Broughton was not a market town and therefore it was felt that it did not apply. **It was resolved that the information be noted.**

3303. Publications

The following publications had been received:-

Carnegie UK Trust - News	July 2020
OPCC - Newsletter	July 2020
Environment Agency - Stakeholder Newsletter	August 2020
ERPF - Employer Alert	August 2020
HSBCnet - News	August 2020
North Lincs Council - Forthcoming Meetings	August 2020
CPRE - Countryside Voice	Summer 2020
CPRE - Fieldwork	Summer 2020
CPRE - Campaigns Update	
ERNLLCA - Newsletter	
NALC - Chief Executive's Bulletins	
NALC - Coronavirus	
NALC - Newsletters	
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.

3304. Planning Applications

a) The following planning applications had been received:-

PA/2020/1231	Proposal: Planning permission to erect a dwelling including associated works Location: 1 The Dell, Broughton, DN20 0WA Applicant: Mr P Moore, Moore Facilities Management Ltd
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It was resolved that the Council should make no objections or comments.

b) The following planning decision had been received: -

PA/2020/873	Full planning permission granted to raise roof height to provide accommodation, erect garden room & replace pre-fabricated garage with single detached garage at 7 Old Mill Lane, Broughton, DN20 0JF
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It was resolved that the information be noted.

3305. 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 the item be deferred to a future meeting.**

(ii) Financial Accounts

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

(iii) Accounts for Payment

The following financial information was presented:

ACCOUNTS FOR PAYMENT - AUGUST 2020**Payments made since last meeting:-**

29.07.20	Csh No.12	Home Bargains - Face Masks	10.00
31.07.20	DD	E.on - Gas for Sports Centre	17.35
	BACS No.33	Payroll & Pension	5,479.39
03.08.20	DD	North Lincs Council - Business Rates for Cemetery	81.00
04.08.20	DD	Talk Talk Business - Telephone & Broadband	39.60
07.08.20	Csh No.13	Brians DIY - Matting	14.00
		Yorkshire Bank - Bank Charges	2.00
10.08.20	DD	E.on - Electricity for Playing Field	13.02
	DD	E.on - Electricity for Sports Centre	279.72
		HSBC - Bank Charges	36.32
11.08.20	Csh No.14	Brians DIY - Matting	3.50
14.08.20	Csh No.15	Home Bargains - Face Masks	10.00
17.08.20	Csh No.16	Home Bargains - Surface Cleaner	8.94
21.08.20		HSBC Bank - Bank Charges	10.00

It was resolved that the action taken be approved.

Payments submitted at this meeting:-

24.08.20	BACS No.34	Supplies - Hand Sanitiser & Dispensers	106.16
	BACS No.35	Smith of Derby Ltd - Annual Clock Service	260.40
	BACS No.36	North Lincs Council - Waste for Sports Centre	874.30
	BACS No.37	Green Grass Contracting - Grounds Maintenance	852.00
	BACS No.38	BCSA - Grounds Maintenance	964.20
	BACS No.39	Ossett Internal Audit Services - Internal Audit	320.00
	BACS No.40	AE Cox & Sons - Boots	55.70
	BACS No.41	Crawford Lawnmowers Ltd - Strimmer Head	20.00
	BACS No.42	Viabl Ltd T/A Able Group - Mole Control	165.60
	BACS No.43	Mr P T Senior - Reimbursement for Website Costs	128.26
	BACS No.44	HMRC - Tax & NI	2,320.04

It was resolved that these accounts be paid.

Note: Councillor Senior earlier declared an interest in this item due to the BACS payment for the Reimbursement for Website Costs, so left the meeting whilst it was discussed, therefore Councillor Price chaired the meeting in his absence.

3306. Annual Governance & Accountability Return

The Clerk had provided each councillor with a copy of the annual governance and accountability return for 2019/2020. **It was resolved that the Annual Governance and Accountability Return for the year ended 31st March 2020 should be approved by:- (i) The Chairman and Clerk signing Section 1 of the Annual Return to do with the Annual Governance Statement for 2019/20. (ii) The Chairman signing Section 2 of the Annual Return to do with the Accounting Statements for 2019/20, which had already been signed by Responsible Financial Officer.**

3307. Multi-User Games Area

The press and public were excluded by a resolution in order to allow councillors to discuss issues surrounding the MUGA which were of a confidential nature. The Clerk informed councillors that he had emailed North Lincolnshire Council to ask them if they were prepared to build the MUGA and then gift it to Broughton Town Council, whilst correspondence between the Clerk and Broughton Ravers regarding usage and charges was ongoing. The Mayor, Councillor Whittingham and the Deputy Clerk had attended a meeting with North Lincolnshire Council on Friday, 21st August 2020 via Teams, and been informed that the tender for the MUGA had gone out again due to the prices no longer being valid and these were due back by 21st October, therefore there would be another meeting with North Lincolnshire Council at the end of October / early November. **It was resolved that the report be noted.**

3308. Boiler Cover

The Clerk had received a request for the Council to renew the service agreement for the gas boiler. **It was resolved that the Council should renew its cover for the gas boiler with British Gas Services (Commercial) Limited at a cost of £374.34 + VAT.**

3309. Grounds Maintenance Equipment

Following on from the service of the Kubota tractor, a quote had been received from for the repairs required to the tractor and mower deck. **It was resolved that Farmstar Ltd be asked to repair the tractor and mower deck at a cost of £367.25 + VAT.**

3310. VANL

Membership of Voluntary Action North Lincolnshire was due for renewal. **It was resolved that the Council should renew its membership of VANL at a cost of £20 for 2020 / 2021.**

3311. Best Kept Garden Competition

Each councillor was provided with the results of the Best Kept Garden Competition - 1st was Mr & Mrs Smith, 2nd was Mr & Mrs Fisher, 3rd was Mr & Mrs Barr. Thanks were expressed to the judges: Councillor Whittingham, Mr Roger Bonnett & Mrs Sue Turner. Originally the Council had agreed to a £50 prize for the Best Kept Garden Competition, however it was suggested that there should be a 1st prize of £25, a 2nd prize of £15, and a 3rd prize of £10. **It was resolved that to go along with the judges' suggestion that there should be a first, second and third prize and the prize amounts being £25, £15 and £10 respectively.**

3312. Items Raised By Councillors

(i) **Alleged Inaccurate Reporting on the MUGA** - Councillor Whittingham felt that an article regarding the MUGA did not correctly explain the reasons for the delay in the building of the MUGA and therefore felt Broughton residents were being misled. A statement being put on the Broughton Town Council website / facebook page regarding the MUGA was discussed. **It was resolved that the General Purposes Committee should draft a statement about the MUGA and this could then be discussed at a future meeting of the Full Council.**

3313. Reports From Council Representatives

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

(i) **Village Hall Committee** - There had been an informal meeting of the Committee and the reopening of the Village Hall was discussed. It was decided that it was not viable to reopen at present and the issue would be discussed further at the upcoming AGM.

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

(iii) **Broughton Community & Sports Association** - There was nothing to report.

(iv) **Broughton Allotment Association & Leisure Gardeners** - There had been a meeting outside the hut on the allotments and there were a few issues which Councillor Whittingham had forwarded onto the Deputy Clerk.

It was resolved that the information should be noted.

3314. North Lincolnshire Council's Leaders Report

Councillor Rob Waltham, Leader of North Lincolnshire Council reported that the double yellows were now in on Brigg Road, and they were still dealing with the Greyfriars Road issue which residents were aware of and is part of a separate consultation. With regard to the speeding issue generally he would pick it up and report back to the next meeting and ask for a review of those roads mentioned which fell within their remit. A meeting with the Environmental Agency and council planning officers is scheduled for Tuesday, 1st September 2020. A new smart bus service called JustGo is to be launched and will replace CallConnect. It is a better service, with capacity increased from three to six buses, and will be wireless, online and charging for phones. Since the last meeting, the amount an individual can be fined if they are caught littering has also been increased. A separate company will be dealing with the issue and actively seeking people who are littering. A date for the next NAT's meeting is in the process of being set. Councillor Price explained that the residents of Brigg Road were concerned about the new layout of the lines on Brigg Road outside the school as they could potentially cause a hazard. Councillor Waltham said he would look into it and let her know. **It was resolved that the information be noted.**

3315. Furloughing of Staff

The press and public were excluded by resolution at this point due to the confidential nature of this item. The Clerk explained that two members of staff had been furloughed under the Coronavirus Job Retention Scheme (CJRS) since March / April of this year, a decision taken during the Coronavirus pandemic under the authority given to him by the Council prior to going into lockdown, but after consultation with the Mayor and Deputy Mayor. Up until the end of July the Government had paid 80% of their wages and the Council 20%, and then in August the Council also had to pay National Insurance. However, from September the Council would have to pay 30% of their wages, and this would then go up to 40% in October, with the scheme ending on 30th October 2020. **It was resolved that the Clerk be given the authority to use his discretion with regards to the furloughing of staff and the payment of their wages under the CJRS.**

3316. Date, Time and Place of Future Meetings

The next meeting of the Full Council is due to be held on Monday, 28th September 2020, at 7.30pm, via Zoom. **It was resolved that the information be noted.**

3317. Closure of Council Meeting

The meeting was closed by the Mayor at 9.18 pm.