

BROUGHTON TOWN COUNCIL

Minutes of the Full Council Meeting held on Monday, 21st December 2020, at 7.30 pm, via Zoom

Public Participation

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

3392. Record of Members Present

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

3393. Apologies and Reasons for Absence

Apologies were received from Councillor Leitch - who would be late.

3394. Declarations of Interest

(i) Councillors Price & Simpson both declared a personal and prejudicial interest in Item 13 - Council Charges for 2021 / 2022 a) Sports Centre & Recreational Field Charges.

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

3395. Mayor's Report

The Mayor had nothing to report, although he did say that both he and the Deputy Mayor would be judging the Christmas Lights Competition over the next few days. **It was resolved that the report be noted.**

3396. Police Matters

The Mayor informed councillors that a car had been taken off a drive in Broughton, whilst the Clerk mentioned that some sheds and garages had been broken into, whilst Councillor Price talked about anti-social behaviour involving knocking on doors and windows. **It was resolved that the information be noted.**

3397. Minutes of the Last Meeting

The minutes of a meeting of the Full Council held on Monday, 30th November 2020, were circulated prior to the meeting. **It was resolved that they be approved as a correct record.**

3398. Matters Arising

Minute 3370 Vicarage Fields - The Clerk had received an email from Ms Heaton thanking the Council for allowing her to join the last meeting to give a presentation on Vicarage Fields, and also sent him a leaflet to put up on the public noticeboard.

Minute 3374 Matters Arising / Minute 3348 Correspondence (ii) f) Clarke Telecom - Telecommunications Mast. A resurvey of the site would take place on Thursday, 7th January 2021, as a result of queries raised about the drawings.

Minute 3375 Correspondence (ii) d) Mr A Beaumont - Internet Speed. The Clerk had emailed the Leader of North Lincolnshire Council to see if he was aware of anything which may be happening within North Lincolnshire in the near future that may help to improve this problem in Broughton.

Minute 3375 Correspondence (ii) e) VANL - Funding Service Survey. The Clerk had completed the survey on behalf of the Council.

Minute 3375 Correspondence (ii) f) North Lincs Council - Become a Team NL Covid-19 Community Champion. The Clerk had forwarded on information that could be posted on the Council's website and Facebook page.

Minute 3375 Correspondence (ii) k) North Lincs Council k) DDM Agriculture - Proposed Housing Development Vicarage Gardens. The Clerk had emailed North Lincolnshire Council to establish what need there was for housing in Broughton and what consultation had been carried out by the spatial planning team with regard to housing in Broughton.

Minute 3382 Storage - The Clerk informed the Council that the Recreation Field Working Group had already met and discussed storage.

Minute 3383 Tree Work (i) St. Mary's Churchyard - The Clerk had notified the resident who had complained about the trees to inform them of the tree work which was due to be carried out and was thanked by them.

Minute 3383 Tree Work (ii) Pocket Park - The Clerk had notified the resident who had complained about the trees to inform them of the tree work which was due to be carried out and was thanked by them. The Clerk also confirmed that North Lincs Tree Services Ltd had been asked to carry out the tree work at Pocket Park at a cost of £3,115.

3399. Correspondence

- i) a) North Lincs Council - We're Good to Go Survey
- b) North Lincs Council - Scam Prevention Promotion
- c) ERNLLCA - Microsoft 365 Masterclass Presentation
- d) North Lincs Council - Town & Parish Council Liaison Meeting
- e) North Lincs Council - Weston Charity Award
- f) Mr M Fox - Multi User Games Area
- g) North Lincs Council - Covid 19 Business & Tourism Partnership Updates
- h) OPCC - Merry Digital Christmas
- i) North Lincs Council - VAT on Admission Charges
- j) Mr A Walton - Bin Problem
- k) North Lincs Council - EU Transition
- l) Mr C Parker - Ermine Street Litter
- m) HSBC UK Bank Plc - Best Tariff Promise
- n) VANL - Vaccination Centre Volunteers
- o) SLCC - Merry Christmas
- p) OPCC - Samaritans' Telephone Number
- q) Barton upon Humber Town Council - Digital Christmas Message
- r) West Lindsey District Council - Christmas Wishes from West Lindsey
- s) Bottesford Town Council - Wishing You a Lovely Christmas
- t) Goole Town Council - A Christmas Message

It was resolved that this correspondence should be noted.

(ii) a) Westminster Insight - Future of Work Post COVID-19 Digital Conference. Details of a conference due to be broadcast live on Thursday, 28th January 2021, from 9.00 am to 12.40 pm. **It was resolved that information be noted.**

b) North Lincs Council - National Lottery Heritage Fund. Email providing a link to funding available to organisations and communities working within heritage to help recover and adapt to the continuing COVID-19 crisis. **It was resolved that the information be noted.**

c) **PKF Littlejohn LLP** - Annual Governance & Accountability Return 2019-2020. Each councillor had been provided with a copy of the return and contained within it was the External Auditor's Report. **It was resolved that the return should be noted and the fact that the relevant documents had been put on the public noticeboard and the Council's website.**

d) **Rehab 4 Addiction** - Guidance for Better Mental Health During Coronavirus Pandemic. Email requesting that a guide about improving mental health during the COVID-19 pandemic be signposted via a link from the Council's website. **It was resolved that the information be noted.**

e) **ERNLLCA** - Parish Meetings in a Virtual World. Details of a workshop due to be held on both 12th & 13th January 2021, from 10.00 am to 12.00 noon, via the internet. **It was resolved that the information be noted.**

f) **Hornsbys** - Parking on Brooklands Avenue. Email requesting assistance with problems with car parking around the doctor's surgery otherwise the bus service around this route may have to stop. **It was resolved that:- (i) The Clerk should contact North Lincolnshire Council to see if they could send a Community Warden out to look at the parking issues, because it is causing problems with the bus route upon which such a lot of people rely on in Broughton. (ii) The problem should be highlighted on the Council's website / Facebook page to try and help alleviate the problem.**

g) **SLCC** - Workplace Bullying. A request to complete a survey on Workplace Bullying with a closing date of Friday, 15th January 2021. **It was resolved that the information should be noted.**

h) **Dr R Clarke** - Covid 19 Preventative Behaviour & Symptoms Study. Study looking at recruiting members of the public to take part in a large international survey on the preventative behaviours people are taking to avoid catching COVID-19 and the long term effect of those that have suffered from COVID-19 during the pandemic, and a request to participate in the study by completing a survey provided via a link in the email. **It was resolved that the information should be noted, however councillors could fill it in individually if they wish to do so.**

i) **KCOM / Quickline** - Full Fibre / Ultrafast Broadband. Correspondence about providing full fibre / ultrafast broadband for the area. **It was resolved that the Clerk should arrange a meeting for KCOM and Quickline to give a presentation to councillors on Full Fibre / Ultrafast Broadband.**

j) **NACO** - Member Wide Survey. A request to complete a survey. **It was resolved that the information should be noted.**

k) **North Lincs Council** - Digital Skills Survey. A request to participate in a survey on Digital Skills, which will run until the end of January 2021. **It was resolved that the information should be noted, however councillors could fill it in individually if they wish to do so.**

l) **ERNLLCA** - Planning Training Events. Details of various online sessions being held in January and February 2021 to do with the Planning Process (including a basic understanding of the planning system, enforcement and appeals, and broadening planning knowledge) and also the Planning White Paper.

It was resolved that the Clerk be allowed to attend either one of the sessions on the Planning System at a cost of £30 + VAT, or the session on the Planning White Paper at a cost of £25 + VAT, or both.

3400. Publications

The following publications had been received:-

Carnegie UK Trust - News	November 2020
North Lincs Council - Forthcoming Meetings	December 2020
OPCC - Newsletter	December 2020
CPRE - Campaigns Update	
ERPF - Employer Alert	
NALC - Chief Executive's Bulletins	
NALC - Coronavirus	
NALC - Newsletter	
North Lincs Council - Covid 19 Business Update	
North Lincs Council - Weekly Roadworks List	
North Lincs Council / Visit Lincoln - Tourism & Visitor Economy Policy Updates	
Public Sector Executive - Online Newsletters	
Rural Services Network - Bulletins & Rural Funding Digest	
SLCC - News Bulletin	

It was resolved that the information be noted.

3401. Committee / Working Group Reports

i) Recreation Field Working Group - The minutes of a meeting of the Recreation Field Working Group held on Monday, 14th December 2020, were circulated prior to the meeting. **It was resolved that they be approved as a correct record.**

3402. Planning

a) The following planning decisions had been received: -

PA/2020/1548 Listed building consent granted for internal alterations
Order 1979 at 14 Scawby Road, Broughton, DN20 0AF

It was resolved that the information be noted.

b) The following planning correspondence had been received: -

PA/2020/1926 Proposal: Application for determination of the requirement for prior approval of a household extension
Location: 2 Beechwood Crescent, Broughton, DN20 0SB
Applicant: Mr A Law & Mrs D Walsh

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

PA/2020/1977 Proposal: Application for determination of the requirement for prior approval of a household extension
Location: 6 Cloister Walk, Broughton, DN20 0JL
Applicant: Mr & Mrs I Barnes

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

c) Water Testing at Wressle Wellsite - The Clerk had emailed Egdon Resources and the Environment Agency to try and find out if the residents in Wressle who take their drinking water from a spring are being tested separately along with streams in the area. An email reply from Ms Rachel Smith on behalf of Egdon Resources stated that in 2017, following the issue of the Environmental Permit, surface water from Ella Beck was monitored to determine a baseline water quality. It was undertaken by third parties using accredited laboratories and the results were typical of fresh surface water with no parameters exceeded. Surface water from Ella Beck was again sampled in 2020 to confirm the baseline, and will be subject to monitoring and analysis through the life of the Wressle site to demonstrate that the installed measures are effective and that there will be no impact on surface water quality from site activities. An email reply from Mr Howard Goulbourne at the Environment Agency stated that it would not be doing any such testing, he would be interested to know where these properties are and also the spring they are drawing from, however he was only aware of a few dwellings drawing water from the British Steel Clapp Gate borehole and believe this was tested by Environmental Health at North Lincolnshire Council. **It was resolved that a letter should be sent to residents in Wressle to try and find out who took their water from a spring.**

3403. 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 the item be deferred to future meeting.**

(ii) Financial Accounts

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

(iii) Accounts for Payment

ACCOUNTS FOR PAYMENT - DECEMBER 2020

Payments made since last meeting:-

01.12.20	DD	North Lincs Council - Business Rates for Cemetery	81.00
04.12.20	DD	Talk Talk Business - Telephone & Broadband	39.60
09.12.20	Dr Card No.21	Home Bargains - Cleaning Materials	17.91
10.12.20		HSBC - Bank Charges	26.32
11.12.20	Dr Card No.22	Skuma Timba - Wood	104.33
17.12.20	DD	E.on - Gas for Sports Centre	99.30

It was resolved that the action taken be approved.

Payments submitted at this meeting:-

21.12.20	BACS No.79	CPRE - Annual Membership	36.00
	BACS No.80	BCSA - Grounds Maintenance	1,092.66
	BACS No.81	Supplies - Stationery	10.62
	BACS No.82	PKF Littlejohn LLP - External Audit	480.00
	BACS No.83	W & A C Rose (Farms) Ltd - Christmas Tree	264.00
	BACS No.84	Green Grass Contracting - Grounds Maintenance	486.66
	BACS No.85	Mr L E Dane - Mole Control	330.00
		HSBC - Bank Charges	10.80

It was resolved that these accounts be paid.

3404. Council Charges for 2021 / 2022**a) Sports Centre & Recreational Field Charges**

The General Purposes Committee had made a recommendation to Full Council that the charges for the sports centre and the recreational field should remain the same as last year. **It was resolved that Full Council should agree with the recommendation made by the General Purposes Committee and the charges for the Sports Centre & Recreational Field for 2021 / 2022 should be as follows:-**

Sports Centre & Recreational Field

	<u>Current</u>		<u>2021 / 2022</u>	
<u>Profit Making</u>				
Sports Hall	£18.50	per hour	£18.50	per hour
Pavilion Room	£13.90	per hour	£13.90	per hour
Activity Rooms	£10.40	per hour	£10.40	per hour
<u>Non-Profit Making</u>				
Sports Hall	£12.70	per hour	£12.70	per hour
Pavilion Room	£10.40	per hour	£10.40	per hour
Activity Rooms	£8.10	per hour	£8.10	per hour
<u>Sports & Youth</u>				
Sports Hall	£8.70	per hour	£8.70	per hour
Pavilion Room	£7.50	per hour	£7.50	per hour
Activity Rooms	£6.40	per hour	£6.40	per hour
<u>Football (inc Showers)</u>				
Broughton - Adults	£25.50	per game	£25.50	per game
- U18's	£11.60	per game	£11.60	per game
Non-Broughton - Adults	£37.10	per game	£37.10	per game
- U18's	£18.50	per game	£18.50	per game
Broughton - Training / Floodlights	£11.60	per session	£11.60	per session
Non-Broughton - Training / Floodlights	£13.90	per session	£13.90	per session
Profit Making	£16.50	per session	£16.50	per session
<u>Cricket</u>				
Adult Day Match	£26.60	per game	£26.60	per game
Adult Evening Match	£23.10	per game	£23.10	per game
Junior Match - U18's	£11.60	per game	£11.60	per game
<u>Circus / Fair / Show</u>				
Daily Charge	£110.00	per day	£110.00	per day
Football Size Pitch	£16.50	per 2 hours	£16.50	per 2 hours

- (i) All users may be charged an hourly rate for setting up the room(s).
- (ii) The Council may consider reduced rates for special events.
- (iii) The charges made in respect of hiring a skip will be apportioned accordingly.

Note: Both Councillors Price and Simpson had earlier declared an interest in this item so left the meeting while it was being discussed.

b) Allotment Charges

The General Purposes Committee had made a recommendation to Full Council that the allotment charges should remain the same as last year. **It was resolved that Full Council should agree with the recommendation made by General Purposes and the charges for the Allotments for 2021 should be as follows:-**

Allotments

	<u>Current</u>		<u>2021</u>	
Full Plot	£31.00	per year	£31.00	per year
Half Plot / Quarter Plot	£15.50	per year	£15.50	per year

c) Cemetery Charges

The General Purposes Committee had made a recommendation to Full Council that the cemetery charges should remain the same as last year. **It was resolved that Full Council should agree with the recommendation made by the General Purposes Committee and the charges for the Cemetery for 2021 / 2022 should be:-**

Cemetery

	<u>Current</u>	<u>2021/22</u>		<u>Current</u>	<u>2021/22</u>
Burial - Adult	£154.00	£154.00	but if from outside Parish	£308.00	£308.00
- Child (up to 16 years)	£0.00	£0.00	but if from outside Parish	£154.00	£154.00
Interment of Ashes - Adult	£154.00	£154.00	but if from outside Parish	£308.00	£308.00
- Child	£0.00	£0.00	but if from outside Parish	£154.00	£154.00
Erection of Memorial	£68.00	£68.00	but if from outside Parish	£136.00	£136.00
Additional Inscription	£32.00	£32.00	but if from outside Parish	£64.00	£64.00
Purchase of Exclusive Right	£358.00	£358.00	but if from outside Parish	£716.00	£716.00
Register Search Fee - Per Hour	£24.00	£24.00			

3405. Wages & Salaries for 2021 / 2022

The Council had to consider wages and salaries for 2021 / 2022 and the Clerk had provided councillors with some information on wages and salaries - both he and the Deputy Clerk left the room whilst a decision was made.

WAGES & SALARIES FOR 2021 / 2022

	<u>Current</u>	<u>2021 / 2022</u>
Handyman	£9.30	£9.50
Caretaker / Cleaner	£9.30	£9.50
Deputy Town Clerk	£10.65	LC1 9
Town Clerk	£16.75	LC2 28

It was resolved by Full Council that the Caretaker / Cleaners and Handymen should have their pay increased to £9.50 from 1st April 2021, whilst the Town Clerk and Deputy Town Clerk should continue to be paid in accordance with the NJC Payscale.

3406. Parish Precept & Grant for 2021 / 2022

The Clerk provided councillors with detailed information to enable them to consider a precept figure for the forthcoming financial year, however he informed councillors that he had not yet received confirmation from North Lincolnshire Council of the amount of money they would be offering as a grant, which would affect the level of precept set by the Council. **It was resolved that the item should be deferred until the next meeting of the Full Council.**

3407. Multi-User Games Area

At the last meeting of the Full Council held on Monday, 30th November 2021, it was resolved that the draft management plan should become the final version, subject to an amendment to the VAT section. This had been done and a copy of the final version of the management plan emailed to each councillor. The Clerk had received an email confirming the solicitor's original advice that the Council could sell / lease the land below value, however it would need to obtain a valuation of the land. **It was resolved that the information be noted.**

3408. External Noticeboard

At the last meeting of the Full Council held on Monday, 30th November 2020, the Clerk was asked to obtain quotes for the cost of an external noticeboard of various sizes, and he provided each councillor with a copy of such information. A1 Landscape - £339 + VAT, A0 Landscape £429 + VAT. **It was resolved that the Council should purchase an external noticeboard for the Phil Grundy Community & Sports Centre from the Noticeboard Company at a cost of £429 + VAT.**

3409. Broughton Library

The Clerk had contacted North Lincolnshire Council to ask if Broughton Library could be renamed as the Ivan Glover Library. North Lincolnshire Council had no objections to this, but pointed out that the existing 'Jubilee' element of the Broughton Library name may have some continuing local appeal and the Council may wish retaining that as part of the new name, but councillors believed it should just be called the Ivan Glover Library. In addition, North Lincolnshire Council asked if the Council would like to consider a new sign to replace the current one positioned close to the entrance of the library. **It was resolved that the General Purposes Committee should consider a design for a new sign for Broughton Library and come back with a recommendation for Full Council.**

3410. Mole Control

At a meeting of the Full Council held on Monday, 26th October 2020, the Council agreed to ask North Lincs Pest Services to deal with an existing mole problem at the Cemetery, and also looked at quotes provided for regular checks at the Playing Field, Cemetery and Churchyard, however councillors felt that cheaper options needed to be explored. Therefore the Deputy Clerk obtained revised quotes from North Lincs Pest Services for (i) Appleby Lane Cemetery (ii) Playing Field, St. Mary's Churchyard & Small Closed Churchyard. **It was resolved that the Clerk be given the authority to deal with the mole problem on an ad-hoc basis.**

3411. Hot Water Boiler

The Clerk informed councillors that there were problems with the main water boiler at the Phil Grundy Community & Sports Centre, which was not heating the water satisfactorily. The boiler would need to be fixed before the showers could be used, and therefore it could affect future bookings if it was not repaired soon. Therefore the Clerk had obtained a quote for the supply and installation of four new hot water mixing valves. It was hoped that this would rectify the problem, however if it failed to do so then the boiler would need replacing. **It was resolved that Lewis Gas & Plumbing Services should be asked to carry out the repairs to the hot water boiler at a cost of £1,400 including VAT,**

3412. SLCC

The Clerk's membership of the Society of Local Council Clerks was due for renewal which provided valuable help and support to the Clerk in the form of advice and training. **It was resolved that the Clerk's membership of SLCC should be renewed at a cost of £208 for the year.**

3413. Items Raised By Councillors

(i) **Speed Signs** - The Deputy Clerk had investigated the cost of purchasing up to four speed signs and councillors were provided with information on this. Some discussion followed and then standing orders were temporarily suspended to allow the Leader of North Lincolnshire Council to speak, and he read out an email from an officer about having speed signs on Appleby Lane and Ermine Street. After further discussion a motion was proposed and seconded that two speed signs should be purchased from Elan City Ltd at a cost of £1,827.20 + VAT - subject to them being delivered within eight weeks, but failing that two speed signs should then be purchased from Morelock Signs Ltd at a cost of £2,695 + VAT - again subject to them being delivered within eight weeks. Then several amendments were suggested which led to advice that the item should be deferred. This was agreed by the proposer of the original motion and it was assumed it had been withdrawn, therefore a motion was then put forward to defer it. **It was resolved that the item should be deferred to the next meeting of the Full Council.**

3414. Reports From Council Representatives

Due to constraints of time it was suggested that this item should be deferred. **It was resolved that this item should be deferred to the next meeting of the Full Council.**

3415. North Lincolnshire Council's Leader's Report

The Leader of the Council was not present to give a report, therefore it was suggested that this item should be deferred. **It was resolved that this item should be deferred to the next meeting of the Full Council.**

3416. Opening Hours Over Christmas & New Year

The opening times for the Office, Centre, Play Park and Skate Park over Christmas and the New Year were discussed earlier in the year. **It was resolved that the opening hours over Christmas and New Year for 2020 / 2021 be confirmed as those agreed at the beginning of the year.**

3417. Date, Time and Place of Future Meetings

The next meeting of the Full Council is due to be held on Monday, 25th January 2021, at 7.30pm, and in addition there is also a meeting of the General Purposes Committee due to take place on Monday, 11th January 2021, at 7.00 pm, both meetings are via Zoom. **It was resolved that the information be noted.**

3418. Closure of Council Meeting

The meeting was closed by the Mayor at 9.57 pm.