

# BROUGHTON TOWN COUNCIL MINUTES

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**Minutes from the meeting held on Monday 28<sup>th</sup> February 2022 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.**

Present: Cllrs Lee, Price (Chair), Ross, Senior, Simpson, Tattersfield & Taylor.

Also Present: PC Parsons, PC Moody, Town Clerk - Deb Hotson and 3 residents.

## **Procedural**

### **2202/01** Apologies and reasons for absence.

Apologies for absence received from Cllr Portess who has a dispensation but will be attending from the next meeting & Cllr Mumby-Croft due to work commitments.

### **2202/02** **Resolved** - to temporarily suspend the meeting for a period of normally, no more than 15 minutes, but at the Chairman's discretion to allow for a period of public participation. Members of the public may raise any subjects, which they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and any decisions will be made when the meeting is declared opened.

A resident raised concerns regarding the overhanging trees and hedges along Ermine Street and Appleby Lane. Clerk to request NLC take a look and provide a report.

The same resident has provided a copy of a letter sent to residents on Estate Avenue regarding a bylaw on parking on the verges. Clerk to circulate.

Another resident asked when the salt bin was due on Eastwood Drive. The Clerk stated that NLC have ordered a batch and once they have arrived it will be installed. The resident asked if the Clerk had received a response regarding installing a streetlight on the snicket from Eastwood Drive to Town Hill. Cllr Lee stated that an assessment had taken place but was deemed not eligible for a new streetlight.

The resident went on to say that he had been attending various meetings in the village asking for comments on speeding and parking in the town. He suggested that NLC carry out an assessment on the parking at 10am and 7pm and for notices of illegal parking to be placed on to cars. There will be a presentation by the police officers present and Safer Neighbourhoods on 5<sup>th</sup> April after the coffee morning which is between 9-10.30am.

It was suggested that the invite should come from the Police and NLC Safer Neighbourhoods to all residents.

The resident asked about the CCTV that was temporarily located on the High Street. Cllr Price stated that this was provided by NLC.

The Police Officers present introduced themselves. Cllr Price stated that she had been in touch with PC Parsons regarding the speeding on Appleby Lane. PC Parsons stated that fortunately there had not been any major incidents so therefore does not qualify for a camera.

There was a Community Speed watch meeting tomorrow evening which needs more volunteers.

PC Moody stated that it is important that resident report all incidents to allow the statistics to dictate if there should be more police presence in the town.

Residents should be encouraged to register with Humber Talking which fits in with 'my community alert'. If areas are identified as ASB hot spots or there are areas of vulnerable people, then the Police can visit these areas introducing themselves into the community.

Apologies had been received from the winners of the 2021 Christmas Lights competition and the certificates will be delivered.

**Resolved** – the meeting was re-opened.

### **2202/03** To approve the minutes for the following meetings: -

**Resolved** – approval of the Full Council – 31<sup>st</sup> January 2022.

**Resolved** – approval of the General-Purpose Committee - 14<sup>th</sup> February 2022.

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Cllr Tattersfield was not happy with the minutes and as there was no item on the agenda to exclude the public and press the minutes of the Personnel Committee – 21<sup>st</sup> February 2022 were deferred.

**2202/04** To record declarations of interest by members of the Council in respect of any items listed below.

Members declaring interests should identify the agenda item and type of interest being declared.

Cllr Ross declared a personal and prejudicial interest in agenda item 2202/07.

Cllr Simpson declared a personal interest in agenda item 2202/27 and a personal and prejudicial interest in agenda items 2202/25 and 2202/34.

Cllr Price declared a personal interest in agenda items 2202/13 and 2202/38.

**2202/05** To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding.

**2202/06** To elect representatives to join a Finance & Audit Committee.

**Resolved** – the creation of an Audit Committee with the following members – Cllrs Price, Senior, Simpson and Tattersfield.

**2202/07** Planning

To receive any decisions from North Lincolnshire Council.

**2021/2185** – full planning permission to erect first floor rear extension and carry out internal alterations to existing dwelling at Brackenhill Farm, Scawby Road, Broughton.

**2021/2279** – full planning permission to erect a single storey extension at 16 Windsor Way, Broughton.

**2202/08** Clerks Report

- a. Lincoln & Lindsey Blind Society grant request. Clerk to circulate and add to the next agenda.
- b. Retirement fund for ERNLLCA's Executive Office. Agenda item for the next meeting.
- c. Invitation to a meeting on 3<sup>rd</sup> March to discuss moving M180 lorries beyond diesel. Cllr Ross to attend.
- d. Funding has been received from the NLC Jubilee Fund for £250. This has to be spent by 1<sup>st</sup> July.
- e. Funding has been received from the NLC Spring in Bloom for £1,196 and has to be spent by 1<sup>st</sup> May.
- f. Invites received to collect certificates for both of the above funding on Tuesday 12<sup>th</sup> April at 1pm at Normandy Hall. Cllr Price and the Clerk to attend.
- g. Update received from Clarke-Telecom stating that the current design on the mast needs to be adopted.
- h. National Garden Scheme – Community Gardens Award. This was circulated to the Allotments Group and Broughton in Bloom who are applying for grants.
- i. Mental Health & Sports Training & Sports Training with former Manchester United Player. Information has been circulated to Council and the Ravens.
- j. ERNLLCA February newsletter.
- k. NLC changes to days of opening at Barton & Broughton Household Recycling sites from 1<sup>st</sup> April. Cllr Lee stated that this is on hold as not gone through Cabinet yet.

**Highways / Neighbourhood Services / North Lincolnshire Council items.**

**2202/09** To determine actions required with regards to the snickets in the town and their maintenance programmes.

The information received from NLC was noted.

Clerk to ask NLC if the Town Council reinstated the snicket between Beagle Drive and Windsor Way would NLC adopt the snicket?

**2202/10** To be notified and determine actions required regarding concerns raised by a resident on the state of repair to some areas of the grass verges along George Street, Estate Avenue and Ermine Street.

NLC would attend site and carry out an assessment of the parking in the areas mentioned above.

Clerk to ask NLC to carry out the assessments.

**Reports / Updates**

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## **2202/11** To receive a report from the mayor determining any actions required.

The report was circulated prior to the meeting.

It has been a busy month.

Feb 1<sup>st</sup> – I attended the Egdon CLG meeting.

Feb 7<sup>th</sup> – I had to give my apologies for the BTC Field Working Party meeting.

Feb 14<sup>th</sup> – I joined the ERNLLCA Chairman's chat where topics included devolution and Kcom.

Feb 19<sup>th</sup> – an enjoyable evening spent at Kirton in Lindsey Civic Dinner where I sat with the Mayors of Hedon and Brigg

21<sup>st</sup> Feb – Personnel Committee Meeting.

22<sup>nd</sup> Feb – Agenda meeting with the Clerk.

I have contacted the Police regarding increased concerns on speeding traffic on Appleby Lane.

Community Speedwatch is up and running and we have a meeting 01.03.22. We could do with a few more volunteers – are any Councillors interested? We could also do with a co-ordinator, other than myself. I have requested a permanent Speed Camera on Appleby Lane, but it is felt that as there have been no fatalities or serious accidents related to speed, this will not be agreed. I would like our Ward Councillors to take this subject up please.

The Cemetery has been busy, and I think the Council need to form a working party to look at the proposed extension to it.

I would like to thank the Clerk for organising the Interim Audit of the Council which, as you can see from the report, has produced some interesting comments.

The Deputy Clerk has been on holiday for the last two weeks but is back at work today so Civic Dinner invites will be out this week.

Date for the diary:

Civic Dinner – 2<sup>nd</sup> April 2022 – invitations out this week

## **2202/12** To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

Cllr Lee provided the following report:

- There is a road closure of the High Street, Broughton from the 28<sup>th</sup> of February to the 2<sup>nd</sup> of March 2022.
- The tree damage to 1 Greyfriars and Catherine Grove. This was inspected last week, and we are still waiting to hear back.
- At the North Lincs Council Budget meeting it was put forward in investing in 1 Council, 1 family, 1 place.
- There is going to be investment in the Highways
- North Lincs council are setting up NHS Hotels for people who are not well enough to go home and still need some care, and this will free up hospital beds for those who need them most.
- Speeding is an issue, and the council will be liaising with Towns on installing 20 miles per hour areas.
- The Baths Hall and Plowright Theatre are being taken back in house by the North Lincs Council.
- Plans to complete a number of off-road footpaths which includes the Ancholme Valley.
- Retaining Council tax as low as possible.
- Investing in large litter bins throughout North Lincolnshire.
- Support Armed forces and veterans and this will be celebrated on the 18 June at Appleby Brittingham.
- Investment in parks, play areas and community buildings.
- Support for homeless people to get a home, a friend, and a job.
- Support for older and disabled people through innovative housing.

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- Supporting Post 16 transport.
- Committed to plant 172,000 trees and supported environmental projects.

**2202/13** To receive an update report for the Queens Platinum Celebrations June 2022 include the siting of a beacon and to determine further actions required.

Clerk to check what the budget is for the beacon and circulate to Council and if this was set in the last 6 months.

Clerk to confirm with the contractor if the permanent beacon will be ready in time for the Jubilee celebrations.

Clerk to obtain a cost for the base.

Cllr Tattersfield and Cllr Price updated the meeting on the various activities being arranged for the Jubilee celebrations, which are as follows:

- Quiz event with residents, Council staff.
- Town Cryer.
- Jubilee Picnic in the Park.
- History walks and wildflower areas.

Clerk to chase up the Community Heartbeat Trust regarding the adoption of the Kiosk on Brigg Road. A programme will be created and circulated in due course.

**2202/14** To consider any Police & Neighbourhood Watch issues determining actions required.

There have been reported of a car driving in the cemetery and the field to the rear.

Rogue Traders in the area, these have been dealt with and an arrest has taken place.

**2202/15** To receive an update report from the Village Hall Committee determining any actions required.

Cllr Ross informed the meeting that bookings have increased and all running smoothly.

**2202/16** To receive an update report from the Broughton Relief in Need Trust determining actions required.

The Clerk has requested a list of current Trustees from Rev Eames as it is thought that all but 2 original Trustees are no longer valid.

**2202/17** To receive an update report from the Broughton Community & Sports Association determining any actions required.

Cllr Simpson stated that there hadn't been a meeting since the last Town Council meeting. The MUGA is ongoing.

**2202/18** To receive an update report from the Broughton Allotment Association & Leisure Gardeners determining any actions required.

Cllr Tattersfield updated the Council on the following issues:

- The gates on the site have been repaired, along with a secure bolt into the ground and the undergrowth has been trimmed back by the Handymen.
- A tenant has moved his composters out of the way of the tractor, so he is able to cut the back hedge.
- Safer Sheds leaflets have been distributed to tenants.
- The Clerk has provided Cllr Tattersfield with a copy of the tenancy agreement and a copy of the Lease. The Lease was incomplete, and the Clerk will look to find the original copy.
- Clerk to provide Cllr Tattersfield with a copy of the waiting list for the AGM on 8<sup>th</sup> March.
- The trees that are to the rear of the war memorial (the war memorial being maintained by the allotment holders) need cutting back as they are overhanging the memorial. Clerk to write to the owners with a view to having this trimmed back.
- Clerk to ask NLC if the streetlight that is located to the rear of the memorial can be painted to tidy it up.

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**2202/19** To receive an update report from the Wressle Wellsite Community Liaison Group determining any actions required.

Cllr Tattersfield and Cllr Price attended the last CLG meeting which was lightly attended. The meetings will be held on a as and when basis. The meeting minutes can be shared with the Council. The Community Fund is progressing.

**2202/20** To receive an update report for the Cemetery determining any actions required.

There have been a lot of interments this month. The Clerk is seeking quotes for safety memorial checks.

**2202/21** To receive an update report from the Recreation Field Working Group determining actions required.

A meeting was held on 7<sup>th</sup> February and the notes were circulated prior to this meeting. Cllr Senior stated that the discussions were around the recent investment of money and time into the field and that the field needs to be protected but still enable its use. Storage was discussed along with an upgrade to the current changing rooms which are not fit for purpose.

## **General Items**

**2202/22** To consider the adoption of the NLC revised Code of Conduct.

**Resolved** – approval to adopt the Code of Conduct.

**2202/23** To consider attendance to the NLC Standards Training event.

All members were advised that as the Code of Conduct had been adopted it was mandatory for Cllrs to attend either on the original MS Teams invite which will be provided in due course or to watch a recording of the event. Clerk to ask NLC for an attendance list. 8.15pm the Police Officers left.

**2202/24** To be notified of the correspondence received from a resident regarding the use of the Councils website for the placement of information on wildlife in the town and to review the grass cutting on some of the verges in the town determining actions required.

Clerk to respond to the residents advising that a Facebook page could be created but it was too much work, time and funding for the Council to create an interfacing website.

The information the resident has provided is useful but to start off with a Facebook page could be an option, starting it off and let it grow and if it takes off funding may be able from an organisation to develop it. Once developed the links can be placed on to the website.

With regard to leaving splays on the junctions of the main roads would not be possible as these need to be cut to ensure visibility is not hindered. Clerk to inform the resident.

**2202/25** To be notified of the correspondence received from the Cricket Club regarding a resolution to extend their lease for a further 7 years.

Cllr Simpson left the meeting.

**Resolved** – the lease for the cricket club to be extended for a further 7 years. Clerk to check to see if the Lease will need registering with Land Registry.

Cllr Simpson re-joined the meeting.

**2202/26** To consider the request to install a further flood light on the playing fields determining actions required.

It was suggested that an extra pole wasn't required, and a further flood light could be installed onto the current stand. Clerk to check with the Ravers to see if this was acceptable and ask NLC if planning was required. Item deferred until further information is obtained.

**2202/27** To consider access to the playing field and toilets for BCSA – Running Club on March 26<sup>th</sup> for a Jubilee Fundraising event determining actions required.

Cllr Simpson is happy to open and close the centre for the use of the toilet facilities to ensure now charges are incurred for the caretaker to attend.

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**2202/28** To consider the proposed installation of a wishing well at the Village Hall determining actions required.

Cllr Simpson and Cllr Price declared a personal interest.

**Resolved** the meeting was closed to allow a resident to inform the Council of the proposed installation.

Information was provided to Cllrs with details and photos of the proposed wishing well.

The resident stated that the wishing well would be to celebrate the Jubilee and would also house a plaque recognising those that had contributed to his installation.

There could be future blessings and dressing at the well. Cllr Ross stated that planning would not be required to install the well. Surveys would be undertaken on services below the ground.

The builder is fully insured, and the asset will be added to the Village Halls insurance.

If any charity wants to benefit from the wishing well then these will be put into a hat and selected for 3-month periods.

**Resolved** – the meeting was re-opened.

**Resolved** – all members were in favour of the installation of the Jubilee well.

**2202/29** To notify the Clerk of items to be placed on the agenda for the next meeting.

Cllr Tattersfield asked that moles are added to the agenda – there are issues at present in the playing field and cemetery. Cllr Price added that some of the traps had been stolen from the cemetery.

Clerk to take a look at the fallen tree outside the cemetery wall.

Cllr Senior asked for an agenda item to discuss a Carbon Neutral Policy and Plan for the Council.

## **Finance – Accounts and Grants**

**2202/30** To receive a copy of the Financial Statement up to 28<sup>th</sup> February 2022.

Item noted.

**2202/31** To consider the installation of a digital notice board in the Town along with new standard notice boards to be installed at the village hall and centre.

The notice board, with the permission of the Village Hall will be located in the window and WI-FI, with permission from the library would be used.

The notice board would be managed from the Clerks laptop providing better communication.

The notice board can be used by all groups and will improve the visibility of notice from a normal notice board.

The cost of £1,793 includes a 32” monitor, wall bracket and installation and 1 year’s subscription.

Clerk to clarify the prices are still valid. Following the first year there are options of ongoing subscription which the Clerk will clarify.

The monitor will be turned off at night.

Cllr Ross stated that this did not need planning permission.

It was mentioned that there is a similar installation at Brigg Town Council and the Clerk will investigate who installed this along with costs.

Clerk to enquire with NLC if WI-FI can be used from the library. Further discussion at the next meeting.

**2202/32** To consider entering the CPRE Best Kept Village 2022 competition.

**Resolved** – approval to enter the competition at a cost of £50.

**2202/33** To consider the quote received to install the boot cleaner on the playing field.

Clerk to obtain further quotes.

**2202/34** To consider the quotes received for the grass verge and PROW contract for 2022.

The Clerk provided a summary of quotes.

Cllr Simpson left the meeting.

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**Resolved** - Contractor E was selected to cut the playing field grass and maintain to the current standard – this will be offered on a two-year contract but extend to a three-year contract if the price could remain the same.

Cllr Simpson re-joined the meeting.

**Resolved** - Contractor B was selected for the cutting of the PROWs for a two-year contract– Gibson Home & Garden Services.

**Resolved** - Contractor C was selected to cut the grass verges and various town cuts for a two-year contract – Greengrass.

**2202/35** To consider membership to the Institute of Cemetery & Crematorium Management (ICCM).

**Resolved** – approval to join the ICCM and submit the membership fee of £95.

**2202/36** To approve the cost of the Public Sector Interim Audit and note all comments in the report determining actions required.

**Resolved** – approval to make payment and a meeting has been arranged on Monday 14<sup>th</sup> March at 6.30pm for the Audit Committee to hold a meeting to discuss the report and create an action plan.

**2202/37** To consider the quotes for the installation of an accounting system determining actions required.

**Resolved** – the Clerk read out both quotes and Rialtos was selected as the preferred supplier. The Clerk and Deputy Clerk has attended an overview of this system and the Internal Auditor also stated it was a good system.

Prior to placing the order Clerk to clarify where the data is stored, and could the data be retrieved if the computer failed.

## Expenditure

**2202/38** To approve the accounts listed in Appendix A attached.

**Resolved** – the accounts were approved as follows:

### ACCOUNTS FOR PAYMENT - February 2022

PAYMENTS	Current	Cash
31.01.21 Brians DIY - bolts	6.30	
01.02.22 North Lincs Council - Business Rates for Sports Centre	410.00	
01.02.22 Winner Christmas Lights Competition 2nd prize	50.00	
01.02.22 Winner Christmas Lights Competition 1st prize	75.00	
01.02.22 Wages	5,564.29	
01.02.22 HMRC	2,367.32	
02.02.21 D Hotson - Travel Expenses		4.05
02.02.21 Disposable gloves		6.99
02.02.21 Stationary		10.18
02.02.21 Watering cans x 10		40.00
02.02.21 SLCC - part payment Town Clerk GPC		10.00
02.02.21 ERNLLCA - P Tatteshfield Being a Good Cllr Part 1	42.00	
02.02.21 Microsoft - Online Services	9.12	
02.02.22 ERNLLCA - Training	60.00	
03.02.22 Tool Station - Paint	21.98	
03.02.22 Talk Talk Business - Telephone & Broadband	34.74	
08.02.22 Container King - Work container roof repair	732.00	
09.02.22 Fleet Ltd	1,422.24	
10.02.22 Turnerwarren - Payroll Charges	72.00	
11.02.22 1st Broughton Guides - grant	1,200.00	
11.02.22 Job Earnshaw - sleepers - Spring in Bloom fund	105.98	
11.02.22 HSBC - Bank Charges	36.84	
11.02.22 Supplies	247.43	
11.02.22 SDPB	150.00	
11.02.22 North Lincs Pest	172.50	

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11.02.22	North Lincs Pest	264.00	
11.02.22	North Lincs Pest	70.00	
11.02.22	BCSA - Grounds Maintenance	144.00	
14.02.22	Winner Christmas Lights Competition 3rd prize	25.00	
14.02.22	Remembrance Service - Bugler	30.00	
14.02.22	Wilkos - Garden Rakes, Hoe & Consumables	26.00	
16.02.22	EON Next	487.64	
16.02.22	Amazon - WI-FI consumables & Office phones	230.30	
16.02.22	Microsoft - Online Services	580.75	
16.02.22	Microsoft - Online Services	101.29	
21.02.22	HSBC - Bank Charges	5.80	
21.02.22	Tesco - Gardening Tools & batteries	13.00	
22.02.22	Trotters Traders - coat hooks	3.96	
22.02.22	Turnbulls - Connectors	5.95	
22.02.22	A E Cox & Sons - J Lancaster boots	59.64	
22.02.22	Bennetts - wood for allotment gate	5.06	
22.02.22	E.on - Electricity for Sports Centre	725.73	
22.02.22	B & M - roller/sleeve set	7.50	
22.02.22	E.on - Electricity for Playing Field	9.89	
27.02.22	BT	82.76	
28.02.22	Cathedral Leasing Ltd	205.92	
28.02.22	Bowness - replacement of emergency lighting	93.56	
28.02.22	North Lincs Council - SLA Pocket Park bin	108.00	
28.02.22	MD Signs - Best Kept Town Village signs	694.37	
28.02.22	The Roofing Corporation	11,200.00	
28.02.22	Linden Nurseries - Spring in Bloom funding	1,698.82	
28.02.22	Public Sector Audit	1,257.05	
28.02.22	A E Cox & Sons - P Marsden boots (unpaid from Sept)	55.80	

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30971.53      71.22

Paid

For payment

**2202/39** The date and time of the next meeting was agreed as Monday 28<sup>th</sup> March 2022 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton.