

BROUGHTON TOWN COUNCIL MINUTES

Minutes from the meeting held on Monday 31st January 2022 at 7.30pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.

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

Also Present: Town Clerk - Deb Hotson and 1 resident.

Procedural

2201/01 Apologies and reasons for absence.

Apologies for absence received from Cllr Lee for personal reasons.

2201/02 No comments received. Cllr Ross informed the member of the public that the hedge reported at the last meeting at Castlethorpe has been reported to the NLC Highway department.

2201/03 To approve the minutes for the following meetings: -

Resolved – approval of the minutes of the Full Council meeting held 29th November 2021.

Resolved – approval of the minutes of the General-Purpose Committee held 6th December 2021.

Resolved – approval of the minutes of the Full Council held 29th December 2021.

2201/04 To record declarations of interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Cllrs Price & Simpson declared a personal interest in agenda item 2201/25.

Cllr Price declared a personal & prejudicial interest in agenda item 2201/39.

Cllr Ross declared a personal & prejudicial interest in agenda item 2201/6.

2201/05 To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding or received.

2201/06 **Planning**

To receive any decisions from NLC. Any planning applications received after the agenda is issued will either be dealt with under the Clerks delegated powers or an extra ordinary meeting of council.

The following decision were received from NLC.

2021/1787 – full planning permission granted to create 30 parking spaces on amenity land at George Street and Lilywood Road, Broughton.

2021/1828 – full planning permission granted to erect a two-storey extension - amended plans – site location plan, existing & proposed block plan, proposed site layout plan and existing & proposed floor plans & existing & proposed elevations at The Poplars, Burnside, Broughton.

2021/2089 – full planning permission granted to erect a single storey front extension at 28 Town Hill, Broughton.

The following applications received from NLC were discussed by the Parish Council.

Cllr Ross left the meeting.

2021/2185 – proposed first floor rear extension including a balcony & internal alteration on existing dwelling at Brackenhill Farm, Scawby Road, Broughton.

Resolved – no objection or comment.

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

Resolved – no objection or comment.

Cllr Ross re-joined the meeting.

2201/07 **Clerks Report**

- a. North Lincolnshire Civic Dinner, 4th March 2022.
- b. The Clerk has been in contact with the Allotment Association who are happy with the fencing recently installed. They have stated that it has been erected inside the original fence line. They ask when the infill to the hedge running from the school will be completed and the replacement/repair of the gates.
- c. DDM Agriculture have clarified that at present there is no intention to sell the Allotment site.
Clerk to clarify with DDM that the client is happy with the new fence.

BROUGHTON TOWN COUNCIL MINUTES

- d. The Clerk will arrange for Councillors to complete a GDPR consent form.
- e. NLC revised Code of Conduct – this will be for review and approval at the next meeting.
- f. Clerk has arranged for the collection of the salt delivered to the cemetery and centre and clarified that NLC will continue to fill the yellow and green salt bins.
- g. A salt bin has been ordered for Eastwood Drive.
- h. Site access request received from SITEC Infrastructure Services Ltd to carry out a Geotech survey on behalf of the Mobile Telecoms network. Access is required on 1st February. **Post Meeting** – the date has been postponed to 4th February.
- i. Broughton & Appleby NATs minutes of the meeting held 22nd December 2021. The next meeting is scheduled for 6th April 2022 at 5pm on Teams. Joining information will be circulated in due course.
- j. The Best Kept Town signs have been ordered.
- k. A resident has informed the Clerk that she was unable to attend the meeting regarding the Christmas Light competition and thanked the Council for selecting her house. Clerk to arrange an invite to all winners to accept a certificate at the next meeting.

Highways / Neighbourhood Services / North Lincolnshire Council items.

2201/08 To determine actions required with regards to the snickets in the town and their maintenance programmes.

The Clerk to find out who owns the snickets through the town.

Cllr Ross stated that due to the works KCOM undertook the snicket from Beagle Close to Windsor Way was due to be repaired but has been delayed. Works will be done in February.

The Clerk has received a further complaint about the snicket running from the playing field, past the school to Brigg Road which was extremely muddy. Clerk has located the football boot cleaning apparatus and it was agreed to install on the playing field on a concrete plinth. Clerk to obtain quotes.

2201/09 To be notified and determine actions required with regard to 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.

It was stated that this was common across the town. The Clerk had received a further concern regarding verges on South View.

Resolved – the meeting was closed to allow a resident to speak.

The resident informed the Council that several years ago residents had been sent letters asking for them not to park on the verges.

Resolved – meeting re-opened.

Cllr Taylor stated that some of the verges at Waters Edge are in the same state.

Clerk to ask NLC for advice.

2201/10 To consider the devolution of specific services from NLC to the Town Council determining actions required.

Cllr Price, Town Clerk & Deputy Clerk attended a meeting arranged with NLC to discuss what services are available. Cllr Tattersfield suggested that future meetings are held in the evenings. Clerk to ask for further information on the devolution for further discussions.

The grass verge/PROW contracts are due to be renewed. Clerk has sent Cllrs the information for any comments on the current regime. Items to be added/amended prior to seeking quotes.

The church was not cut to a high standard last season, and this will be monitored for this forthcoming year. It was also suggested the old churchyard wall and grass requires some work.

Reports / Updates

2201/11 To receive a report from the mayor determining any actions required.

The report was circulated prior to the meeting. Cllr Price stated that she was trying to reduce producing paper copies and for the future would forward via email.

BROUGHTON TOWN COUNCIL MINUTES

A huge thank you to Councillors for opening and closing the Skate and play parks over the Christmas period.

Thank you to Councillor Senior for meeting with the new Clerk over Christmas to ensure everything was set for her on her first day.

At the last hour, the Clerk amended the Spring in Bloom Grant application as we were made aware that the amount, we had applied for could be increased. We have managed to secure a large portion of this grant and I would hope that Broughton Town Council will cover the shortfall. We have also applied for the Jubilee grant.

On the 11th of January I attended the Communications Meeting. On the 12th of January I joined the ERNLLCA organised Chairman's Chat with Alan Barker advising. On the 17th of January we held some of the staff reviews which went well. On 19th January I met with Andrew Taylor (NLC) in the Clerk's absence to look at the possibility of planting some trees at the rear of the Cemetery. Later that day I met with the Clerk and members of other Councils on a Devolution meeting with NLC. More staff reviews were held on the 20th of January with a couple delayed until next week.

On the 24th of January I attended a Jubilee Working party meeting.

Congratulations to Councillor Taylor on being awarded the Brigg Town Council Joseph Magrath award for voluntary service. I am unable to attend the Brigg Town Council Civic Dinner on 5th March and I would appreciate it if someone can attend in my absence, please.

Date for the diary: Civic Dinner – 2nd April 2022.

2201/12 To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

Cllr Ross stated that at present covid was high in North Lincolnshire and for residents to stay safe. Programmed works for planing and inlay of carriageways and footways are to commence in February / March.

Potholes have been repaired from A15 – B1206.

The Traffic Road Orders for the town were implemented on 24th January.

2201/13 To receive an update report for the Queens Platinum Celebrations June 2022 include the siting of a beacon and to determine further actions required.

At a previous meeting the Council agreed to support the purchase of a new beacon but on further investigation the costs were too high. Cllr Price has investigated further and has found a contractor in Barnetby who has refurbished the Brigg Town Council beacon and build a new one for Winterton.

To avoid the cost of planning permission the beacon could be a temporary fixture.

The Council would have to provide the ground support to secure the beacon in place and a discussion with the cricket and football clubs will be undertaken to locate the most appropriate place.

Cllr Price attended a Jubilee meeting last week. BCSA have agreed to be responsible for the event if the Town Council take responsibility for the beacon. BCSA have arranged for a Town Cryer.

Clerk to contact the company in Barnetby for further ideas and costs.

The beacon lighting would take place on Thursday 2nd June.

On Sunday 5th June a lunch is to be organised allowing residents to bring their own picnics.

There will be music and entertainment.

Clerk to check and ensure that the insurance covers events.

2201/14 To consider any Police & Neighbourhood Watch issues determining actions required.

Cllr Price raised concerns regarding the speeding traffic on Appleby Lane. This has been reported to the police who have attended site and are monitoring.

The sign on Appleby Lane has been vandalised. The sign is currently with NLC but will be sent back to the supplier for repair.

There was also a break-in logged with the police.

2201/15 To receive an update report from the Village Hall Committee determining any actions required.

Cllr Ross advised the meeting that all was in order at the Hall. The pest problem had been sorted.

BROUGHTON TOWN COUNCIL MINUTES

- 2201/16** To receive an update report from the Broughton Relief in Need Trust determining any actions required.
Clerk to contact Rev Eames requesting an update and financial report. The group has not met since November 2019.
- 2201/17** To receive an update report from the Broughton Community & Sports Association determining any actions required.
Cllr Simpson informed the meeting that the Running Group / Broughton Burn are organising a fund raiser for the Jubilee fund.
- 2201/18** To receive an update report from the Broughton Allotment Association & Leisure Gardeners determining any actions required.
The next meeting is due on 7th February.
- 2201/19** To receive an update report from the Wressle Wellsite Community Liaison Group determining any actions required.
The next meeting is scheduled for 1st February.
A report and risk assessment have been prepared by NLC. If the Town Council want a copy, then a request should be submitted with a possible cost of £25.
Cllr Tattersfield stated that the oil wells are 1.5km underground located in the East Woods. Fracking only occurred twice on the same day. The water is clear when testing is carried out. A group needs to be formed to manage the community funds.
Cllr Ross has provided Egdon with two names who could assist in managing the funds and will provide this information to Cllr Tattersfield.
- 2201/20** To receive an update report from the Pocket Park Liaison Group determining any actions required.
Nothing to report.
- 2201/21** To receive an update report for the Cemetery determining any actions required.
The cemetery has been busy the last few months.
The Clerk is arranging for ID badges to be created to allow the Clerk and Deputy Clerk to carry out checks at the cemetery for burials. The Chair and two handymen will also have these ID badges.
- General Items**
- 2203/22** To notify the Clerk of items to be placed on the agenda for the next meeting.
A presentation will be held at the next meeting for the Christmas Light winners to be presented with certificates. Cllr Senior to create the certificate.
A Recreation Field Working Group meeting to be arranged for 07/02 replacing the General-Purpose meeting which will be held the following Monday.
- 2201/23** To be notified of the NALC OFCOM Review of Postal Regulations determining actions required.
Item noted.
- 2201/24** To consider the use of Council emails for all Councillors and the system recommendation made by the Communications Working Group.
Resolved – accept the recommendation put forward by the Communication Working Group to use Council emails for Council business.
For – Cllrs Ross, Senior, Simpson & Taylor.
Against – Cllr Tattersfield.
Abstention – Cllr Price.
- 2201/25** To review and determine actions required regarding the terms of hire for regular users of the facilities who have asked to be allowed to stay on site unsupervised.
Cllr Price stated that the reason why a trusted user policy was not in place currently was that the system was abused in the late 1990s.
Security of the building will have to be looked at prior to the policy being put in place.

BROUGHTON TOWN COUNCIL MINUTES

Resolved – the meeting was closed to allow a resident to speak.

The resident informed the Council that he has had experience of using a key with some form of chip enclosed which logged activities.

Resolved – meeting re-opened.

Clerk to obtain quotes for a new door.

2201/26 To consider the adoption of the phone box on Brigg Road determining actions required.

Resolved – adoption of the kiosk and to enhance with floral displays. There is currently £400 in grant funding and some vouchers to purchase plants and troughs and the Town Council will cover any shortfall of funds required.

Clerk to start the process of adoption. Broughton in Bloom will maintain the kiosk.

2201/27 To consider the advice provided by NLC on the planting of trees and management of the area to the rear of the cemetery determining actions required.

The report from NLC was circulated prior to the meeting.

Resolved – approval for the WI to plant 30 trees to the north boundary of the field to the rear of the cemetery.

2201/28 To consider and determine actions required to extend the WI-FI to cover the whole of the centre.

Resolved – approval to install a booster and associated works to allow WI-FI to cover the whole of the centre.

Finance

2201/29 To receive a copy of the Financial Statement up to 25th January 2022.

Item noted.

2201/30 To confirm the budget and set the precept for 2022/23.

Resolved – budget approved for 2022/23 and the precept was set at £125, 312.79 which will keep the band D cost of £73.48 the same as the previous year.

The Council support grant was accepted as the Town Council will be investigating further devolved powers.

2201/31 To consider attendance at the Project Management for Town & Parish Council seminars.

Item noted.

2201/32 To approve the Spring in Bloom and Queens Jubilee Community Grant submission.

Resolved – the submission was approved. The grant for the Spring in Bloom has been received.

Clerk to provide to the Broughton in Bloom group to purchase before 11th March.

2201/33 To approve the repair of the Handymen's container roof carried out under the Clerks delegated powers.

Resolved – approval of the cost to repair the container.

2201/34 To consider the quotes received for the repair of the brick store flat roof.

Resolved – Brigg & Humberside Roofing were selected from the 3 quotes received.

2201/35 To consider the NLC 2022/23 SLA (service level agreement) for the emptying of litter/dog bins in the Pocket Park.

Resolved – approval of the SLA for 2022/23.

2201/36 To approve attendance to the Planning seminars and determine a policy for future no attendance to these events.

Resolved – approval of attendance to the seminar for Cllr Portess.

A policy to be created on the non-attendance to training seminars.

2201/37 To approve the shared cost for the L07 General Power of Competence CILCA module submitted by the Town Clerk.

Resolved – approval of the £10 cost to Broughton Town Council.

BROUGHTON TOWN COUNCIL MINUTES

2201/38 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.

Item deferred.

2201/39 To consider a grant request from the 1st Broughton Guides.

Cllr Price left the meeting.

Resolved – a grant of £1200 was approved for payment.

Cllr Price re-joined the meeting.

Expenditure

2201/40 To approve the following accounts.

Resolved – accounts for payment approved.

ACCOUNTS FOR PAYMENT - January 2021

Payments made since last meeting:-

29.12.21	DD	E.on - Electricity for Playing Field	£15.52
	DD	E.on - Gas for Sports Centre	£375.91
	BACS		
31.12.21	No.31	Payroll & Pension	£3,833.77
	DD	E.on - Electricity for Playing Field	£1,042.08
	BACS		
04.01.22	No.32	Green Grass Contracting - Grounds Maintenance	£991.14
	BACS		
	No.33	Firesolve Ltd - Fire Extinguisher Service	£99.18
	DD	North Lincs Council - Business Rates for Cemetery	£85.00
	DD	North Lincs Council - Business Rates for Sports Centre	£410.00
	Dr Card		
	No.50	Home Bargains - Face Masks	£11.97
	Dr Card		
	No.51	Microsoft - Online Services	£9.12
05.01.22	DD	Talk Talk Business - Telephone & Broadband	£34.79
10.01.22		HSBC - Bank Charges	£33.72
	Dr Card		
	No.52	Primark - Batteries	£2.80
	BACS		
13.01.22	No.34	Mrs L K Price - Mayoral Allowance	£600.00
	Dr Card		
17.01.22	No.53	Tesco - Gloves	£12.40
18.01.22	DD	Anglian Water - Water for Sports Centre	£48.49
	Dr Card		
	No.54	Brian's DIY - Bolts for Benches	£10.80
20.01.22	DD	E.on - Gas for Sports Centre	£467.42
21.01.22		HSBC - Bank Charges	£11.40
	DD	Anglian Water - Water for Cemetery	£11.09
	DD	Anglian Water - Water for Allotments	£15.58
24.01.22	DD	E.on - Electricity for Sports Centre	£689.52
	DD	E.on - Electricity for Playing Field	£9.85

Payments submitted at this meeting:-

	BACS		
31.01.22	No.35	BCSA - Grounds Maintenance	£144.00

BROUGHTON TOWN COUNCIL MINUTES

BACS		
No.36	Mr S Skelton - Christmas Lights 2021 2nd Prize	£50.00
BACS		
No.37	Mrs J Howson - Christmas Lights 2021 1st Prize	£75.00
BACS		
No.38	ERNLLCA - Allotment Training	£60.00
BACS		
No.39	ERNLLCA - Being a Good Cllr Part 1	£42.00
BACS		
No.40	Simply Shredding - Confidential Waste Disposal	£31.20

2201/41 The date of the next meeting is Monday 28th February 2022 at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton. Time to be agreed.

Resolved – it was agreed that all future full councils meeting will begin at 7pm. Clerk to remind Cllrs of the time change.

2201/42 To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the item to be discussed.

No items raised.