

# BROUGHTON TOWN COUNCIL MINUTES

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**Minutes from the meeting held on Monday 30<sup>th</sup> October 2023 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.**

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

Also Present: 2 residents & Town Clerk – Deb Hotson.

**2310/01** Apologies and reasons for absence received from Cllr Lee.

**2310/02 Resolved** - to temporarily suspend the meeting for a period of normally, no more than 20 minutes, but at the Chairman's discretion to allow for a period of public participation. Members of the public may raise subjects, which they wish to bring to the attention of the Town Council. Items relating to matters on the agenda will be taken first and any decisions will be made when the meeting is declared opened. The two residents had attended the meeting to go through their proposed plans and wanted to make the council aware of these plans. Councillors asked the residents questions on their proposed plans, and these were answered. The two residents left the meeting.

**2310/03** To approve the minutes for the following meetings: -

**Resolved** – approval of the minutes of the Trustees meeting held on 9<sup>th</sup> October.

**Resolved** – approval of the minutes of the Personnel Committee meeting held on 23<sup>rd</sup> October 2023.

**2310/04** 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.

Cllr Ross declared a personal interest in agenda item 2310/06.

Cllr Simpson declared a personal interest in agenda item 2310/41 – Hire of football pitches.

**2310/05** To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding.

**2310/06** **Planning**

a. To receive any decisions and to discuss the following application received from North Lincolnshire Council.

The following decisions were received from NLC.

**2023/1224** – household planning permission granted for a single storey side extension at 6 Swift Drive, Broughton.

**2023/1246** - planning permission granted to erect a 1½ storey extension at Carseld Residential Home, Castlethorpe.

The following application received from NLC was discussed by the

**2023/1576** – application to determine if prior approval is required for a proposed forestry wooden store/shelter at Deep Wood, Appleby Lane, Scunthorpe.

**Resolved – no objection or comment.**

b. To be notified of the email received regarding a planning application for the Woodyard determining actions required.

The residents that had attended the meeting earlier explained the situation and this had been noted.

**2310/07** **Clerks Report**

a. NLC forthcoming meeting notification.

b. 2023 Crime & Community survey – Councillors to complete.

c. Training for staff has been scheduled for the 20<sup>th</sup> and 27<sup>th</sup> November to cover the following – manual handling, working at heights, COSH, H & S at work and fire marshalling.

d. Broughton NATs minutes of the meeting held on 07/06 & 20/09. The next meeting is scheduled for 13/12.

e. Broughton Village Hall minutes of the meeting held on 13/09.

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- f. ERNLLCA September Newsletter.
- g. Floodlights on the field have now been repaired.

## **Highways / Town issues / North Lincolnshire Council items.**

- 2310/08** To receive an update on reported highway issues determining any further actions required.

Outstanding issues for the Clerk to follow up:

Replacement of the Brooklands Ave signage on the junction with South View.

Bus shelter glass that was damaged at the beginning of August.

Missing salt bin that was removed from Waters Edge 2 years ago.

## **Reports / Updates**

- 2310/09** To receive a report from the mayor determining any actions required.

2<sup>nd</sup> Oct - Best Kept Village Awards.

4<sup>th</sup> Oct - Attended the Farm Star Open day to look at tractors for grass verge cutting.

8<sup>th</sup> Oct - Broughton Civic Service.

9<sup>th</sup> Oct - Village Hall Trustee Meeting.

12<sup>th</sup> Oct - Fireworks Working Group.

13<sup>th</sup> Oct - Christmas Tree Selection.

16<sup>th</sup> Oct - Met at Cemetery to discuss new Post Box.

16<sup>th</sup> Oct - Best Kept Village Celebration and planning for next year.

18<sup>th</sup> Oct - Chairs Training.

22<sup>nd</sup> Oct - Barton Civic Service.

28<sup>th</sup> Oct - attended 1st Broughton Brownies 50th Anniversary Celebration.

30<sup>th</sup> Oct - Fireworks Working Group.

30<sup>th</sup> Oct - Full Council.

- 2310/10** To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

Cllr Ross provided the following update:

Cllr Lee has been unable to attend to her community work.

The resurfacing of the roads within Broughton have been chased up.

On call for any weather-related problems.

The winter In Bloom and D-Day grant funding applications will be available at the end of November.

Next year there will be one annual grant for the In Bloom rather than several.

- 2310/11** To consider any Police & Neighbourhood Watch issues determining actions required.

Cllr Price stated that there has been an increase in HGV using the route along Appleby Lane and Ermine Street and this has been reported to the Police again.

The Police should have attended a coffee morning event but didn't come or send apologies. There were residents waiting to talk with them. The Clerk sent an email and they apologised.

Clerk to ask if they will come to the next Town Council meeting to discuss.

- 2310/12** To receive an update report from the Village Hall Committee representative determining any actions required.

Cllr Ross stated that the accounts are up to date and in order.

Complaints had been received about the state of repair to the kitchen, this is due to the age of it and Cllr Ross along with the committee are looking at grant funding. It was suggested that the Committee approach WREN to see if they can assist in this project.

The Committee are looking at fencing off an area to allow the toddlers to use the garden near to their raised planter. Committee to ensure that the gate is accessible for disabled use.

The solar panelling is being installed on Wednesday.

Cllr Ross is still looking into the insurance and the policy documents are being updated.

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- 2310/13** To receive an update report from the Broughton Community & Sports Association representative determining any actions required.

Cllr Simpson informed the meeting that the hole in the hedge has been completed and this has allowed access for the planning conditions to be discharged.

It was suggested that the grant application wording is revisited to ensure that it is still valid. Clerk to review.

- 2310/14** To receive an update report for the Broughton Allotment determining any further actions required.

The following report was received from Sue Turner from the Allotment Committee.

It was agreed to use money from the association funds to buy a tree to plant in the newly opened communal plots in memory of our colleague, friend and allotment-holder Pete Martin who sadly died on 1/10/23. Agreed to spend from funds a £50 donation to MacMillan and Lindsey Lodge Hospice as requested in his funeral notice.

Health and Safety Review:

Full risk assessments have been carried out re site safety. Brian has headed this task to ensure adequate insurance cover at all times for all activities. These are almost complete and mainly now just require signing off.

Our current insurance cover expires in December 2023 when a new level of cover will be negotiated based on the risks as assessed.

Membership Issues:

We currently have 58 members - no change from last month.

Projects: Raised Beds:

A big thank you to the full working party of volunteers who produced, built and project-managed this lovely communal space. It was officially opened at a ceremony on 1<sup>st</sup> October whereby retired allotment-holder, Eddie Tock cut the ribbon on the completed task.

Now we need to publicise the project so that Broughton people who are eligible for a raised bed can take advantage of the plots. A full folio of photos from start to finish plus costings, etc will shortly be submitted to the funders, BCSA to complete our obligations.

On the 27<sup>th</sup> September, twenty of First Broughton Brownies visited the site and spent the evening planting seeds, making paper plant pots and decorating plant labels. They hope to return in the spring to plant vegetable seeds.

Site Issues:

Rat infestation has become much worse and there have been many rat sightings of late so the pest control on the site has checked all plots and set more traps in boxes as they are now eating sunflower seeds. He says he is running out of boxes to put the traps in. Brian will make more boxes so that more traps can be set.

Foodbank:

The Pantry Event was at OIKOS in Brigg on Tuesday 17/10/23. All excess produce was donated and taken to Brigg for this event.

- 2310/15** To receive an update report on the provisions for a firework display determining actions required.

Tickets are selling well, with over 1000 gone already, the week has seen a ramp up in sales.

The toilets and bins are being delivered on Thursday.

A gazebo is required for the entrance area. Cllr Ross stated that she had a couple that could be used. She will look at getting these out of her shed so we can check if ok to use.

All marshals have been asked to attend the site between 3-4pm on Saturday.

- 2310/16** To receive an update report on the state of the church wall determining any actions required.

The Clerk has started to obtain quotes for the various sections of repair.

- 2310/17** To receive an update report on organising a D-Day 80<sup>th</sup> Anniversary Event determining actions required.

The next Events meeting is scheduled for 13th November. Clerk to ask that all confirm attendance.

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**2310/18** To receive an update report from Egdon determining any actions required.

The following report was received from Egdon:

To date, the Wressle Oil Community Fund has donated close to £100,000 to local good causes both within Broughton and a little further afield.

The fund has attracted bids from more than 20 different groups and organisations and has paid out a total of £92,494 to support everything from a new drama academy to beehives for the local school . In other news, we have some plans for the site and would welcome your help in spreading the news ahead of our public consultation.

Egdon plans to drill up to two additional wells from the Lodge Farm site to reach different areas of the underlying oil reservoirs. The two new wells would require planning permission from North Lincolnshire Council (NLC), and a bespoke Environmental Permit from the Environment Agency.

The Egdon team is in the process of preparing both applications. As part of this process, Egdon is launching a public consultation to give local people the opportunity to view the proposals.

Egdon are looking to carry out a public consultation and attend the next Town Council meeting with a presentation on their proposed plans.

## **General Items**

**2310/19** To notify the Clerk of items to be placed on the agenda for the next meeting. Items to be received no later than one week prior to the next meeting.

- Budget 2024/25.
- Bus shelter on both sides of Brooklands Ave & the one on South View. Clerk to ask NLC if possible and bring back to the next meeting for discussion.

**2310/20** To be notified of the North Lincolnshire – Roundabout Sponsorship Initiative Invitation determining actions required.

Item noted.

**2310/21** To be notified of the request to revisit the Ecological Survey & Management Plan for the Pocket Park and to consider a community event to demonstrate hedge laying determining actions required.

The request has come from a resident. Clerk to inform the resident that the request is acknowledged and will be kept in mind for the future.

**2310/22** To be notified of the Kirton Lindsey Community Governance update determining any further action required.

The item was noted, and the Council await a further update.

**2310/23** To select a charity and donation amount from the selling of the 2024 calendars.

**Resolved** – the calendar will be sold for £10 each. The cost to produce the calendar will be taken from this cost and the remaining funds will be split between Hope House and Lindsey Lodge Charities.

**2310/24** To consider the criteria for the 2023 Christmas Lights competition to include a full display and window display.

**Resolved** – the criteria will be same as last year, 1<sup>st</sup> - £75, 2<sup>nd</sup> - £50 and 3<sup>rd</sup> - £25. There will be an additional category this year of Best Window Display with a £50 prize. Clerk to purchase one for all vouchers.

Cllrs Price & Senior to undertake the judging.

This resolution will last for the full term of the current Council.

**2310/25** To be notified of the Department of Transport - Proposed Stopping of the Highway at Area of footpath and grass, George Street, Broughton determining actions required.

Item noted.

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- 2310/26 To be notified of the NALC Committee Elections 2023 determining actions required.  
Item noted.
- 2310/27 To consider the response from Archery regarding the installation of a wire rope determining actions required.  
The request has been withdrawn and no further action is required.
- 2310/28 To consider the request to purchase and installation of a plaque to commemorate the late Ann Alcock determining actions required.  
The Council agreed that for the staff that have worked for the Council and have gone above and beyond their role will be commemorated in some form, but it was agreed to defer this until plans are agreed for the refurbishment of the Centre.
- 2310/29 To consider the location and installation of further benches in the town determining actions required.  
**Resolved** – a bench to be installed on the left-hand side of Burnside. Clerk to obtain the relevant permissions from NLC.
- 2310/30 To be notified of the Wressle Vineyard application for the grant of a premises licence determining actions required.  
**Resolved** – no objection or comment.  
**Finance**
- 2310/31 To receive and approved the Financial Statement up to 30<sup>th</sup> September – see appendix 1.  
**Resolved** – approval of accounts.
- 2310/32 To consider the LIVES Donation request determining actions required.  
Clerk to contact the local LIVES representative for comment.
- 2310/33 To confirm the application to deposit funds into the CCLA Public Sector Deposit Fund determining actions required.  
The application was completed, and the Clerk will submit.
- 2310/34 To consider renewal of the CPRE Membership at a cost of £36.  
**Resolved** – approval to renew the membership.
- 2310/35 To consider purchasing new chairs for the Pavilion Room determining actions required.  
**Resolved** – approval to purchase 10 chairs for the Pavilion Room. These will be stacked for use by the Council only.
- 2310/36 To consider the letters received from the War Memorial Trust determining actions required.  
Clerk to check the membership renewal details and defer for discussion at the next meeting.
- 2310/37 To receive the renewed cemetery memorial repair quotes determining actions required.  
Item noted.
- 2310/38 To consider the costs for the enhancements of the area recently discussed at the Bloomers Meeting held on 16/10 (notes circulated) determining actions required.  
**Resolved** – as part of the war memorial refurbishment next year a plaque will be placed at the site providing information of the War Memorial and a QR code with further details. This information has been provided by a resident.  
Eight obelisks will be placed along the drive into the cemetery, these will be used for climbers. At a cost of around £40 each. They will be handmade in wood.  
A new bed will be installed on Windsor Way at a cost of approximately £140. A resident has agreed to maintain this.  
**Time and date of the next meeting to be confirmed.**
- 2310/39 The time and date of the next meeting is Monday 27<sup>th</sup> November 2023 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton.

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**2310/40** To confirm the Christmas holiday period and to arrange a rota for Councillors to open/close the play area.

**Resolved** – Cllrs will cover the holiday period from Saturday 23<sup>rd</sup> December to Tuesday 2<sup>nd</sup> January 2024 as follows:

| <b>Date</b>                         | <b>Councillor</b> |
|-------------------------------------|-------------------|
| Saturday 23 <sup>rd</sup> December  | Neil Simpson      |
| Sunday 24 <sup>th</sup> December    | Louise Price      |
| Monday 25 <sup>th</sup> December    | Vee Harness       |
| Tuesday 26 <sup>th</sup> December   | Vee Harness       |
| Wednesday 27 <sup>th</sup> December | Paul Senior       |
| Thursday 28 <sup>th</sup> December  | Louise Price      |
| Friday 29 <sup>th</sup> December    | Neil Simpson      |
| Saturday 30 <sup>th</sup> December  | Keith Portess     |
| Sunday 31 <sup>st</sup> December    | Suzanne Carter    |
| Monday 1 <sup>st</sup> January      | Suzanne Carter    |

The park will be opened up no later than 9am and will close at 4-4.30pm.

Clerk to ensure that a set of labels keys are provided for Councillors.

**Part B – Closed to the public.**

**2310/41** To consider (if required) 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 any item(s) to be discussed.

**Resolved** – the meeting was closed to the public and press.

- **Resolved** - Hire of football pitches – clerk to arrange a General-Purpose meeting.
- **Resolved** - Feasibility – grass cutting – approval for the Clerk & Cllr Senior to progress.
- **Resolved** – approval of the Personnel Committee recommendations.

The meeting closed at 9.30pm.

# BROUGHTON TOWN COUNCIL MINUTES

## Appendix 1 – September 2023

Date: 16/10/2023

Broughton Town Council - R&P

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Time: 14:27

Current Bank A/c

### List of Payments made between 01/09/2023 and 30/09/2023

| <u>Date Paid</u>      | <u>Payee Name</u>          | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|----------------------------|------------------|--------------------|-----------------------|---------------------------|
| 01/09/2023            | North Lincolnshire Council | BACS 110         | 74.00              |                       | Business Rates            |
| 01/09/2023            | North Lincolnshire Council | BACS 111         | 278.00             |                       | Business Rates            |
| 01/09/2023            | Amazon                     | DDR 37           | 6.10               |                       | Glue                      |
| 01/09/2023            | Talk Talk Business         | DD               | 35.94              |                       | August 2023               |
| 05/09/2023            | Amazon                     | DDR 38           | 53.98              |                       | Weedkiller                |
| 08/09/2023            | WAVE                       | DD               | 45.04              |                       | August 2023               |
| 08/09/2023            | HSBC                       | DD               | 45.52              |                       | Bank Charges - July 2023  |
| 08/09/2023            | Fasthosts                  | DD               | 6.94               |                       | Linux PHP Support         |
| 11/09/2023            | Norton                     | DD               | 74.99              |                       | Antivirus software        |
| 11/09/2023            | Fair Gardens               | BACS 112         | 52.80              |                       | Plants                    |
| 13/09/2023            | BCSA                       | BACS 113         | 522.00             |                       | Inv 053                   |
| 13/09/2023            | EMIB                       | BACS 114         | 30.00              |                       | EMIB Presentation Fee     |
| 13/09/2023            | Green Grass Contracting    | BACS 115         | 1,406.30           |                       | Inv 2952                  |
| 13/09/2023            | East Riding Supplies       | BACS 116         | 53.76              |                       | Inv 1633250               |
| 13/09/2023            | Amazon                     | DDR 39           | 74.24              |                       | Shredder                  |
| 13/09/2023            | Skuma Timba                | DDR 40           | 16.14              |                       | Plywood                   |
| 13/09/2023            | Brians DIY                 | DDR 41           | 19.99              |                       | Paint                     |
| 18/09/2023            | Container King             | BACS 117         | 76.80              |                       | Inv 53815                 |
| 18/09/2023            | ERNLLCA                    | BACS 118         | 30.00              |                       | Conference - Clerk        |
| 18/09/2023            | ERNLLCA                    | BACS 119         | 90.00              |                       | Conference - K Portess    |
| 18/09/2023            | North Lincolnshire Council | BACS 120         | 892.32             |                       | SLA - Pocket Park         |
| 18/09/2023            | Sissons Gardening Services | BACS 121         | 540.00             |                       | Cemetery grass cutting    |
| 18/09/2023            | East Riding Supplies       | BACS 122         | 35.17              |                       | Inv 1634956               |
| 18/09/2023            | British Telecom            | DD               | 102.96             |                       | August 2023               |
| 21/09/2023            | EON                        | DD               | 1,470.64           |                       | August 2023               |
| 21/09/2023            | EON                        | DD               | 73.65              |                       | August 2023               |
| 21/09/2023            | WAVE                       | DD               | 49.94              |                       | July 2023                 |
| 21/09/2023            | HSBC                       | DD               | 10.22              |                       | Bank Charges              |
| 21/09/2023            | D Hotson                   | BACS 123         | 63.45              |                       | Travel Expenses - EMIB    |
| 25/09/2023            | ERNLLCA                    | BACS 124         | 180.00             |                       | Training - Whole Council  |
| 25/09/2023            | Fleet                      | BACS 125         | 543.24             |                       | Inv S1232066              |
| 25/09/2023            | Tesco                      | DDR 42           | 24.00              |                       | Stamps                    |
| 25/09/2023            | Bennetts Timber            | BACS 126         | 43.01              |                       | Timber - beacon           |
| 29/09/2023            | ERPF                       | BACS 127         | 851.09             |                       | September 2023            |
| 29/09/2023            | Salaries                   | BACS 128         | 5,342.68           |                       | September 2023            |
| <b>Total Payments</b> |                            |                  | <u>13,214.91</u>   |                       |                           |

Signed:

Date: 27<sup>th</sup> November 2023

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