

# BROUGHTON TOWN COUNCIL MINUTES

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**Minutes from the meeting held on Monday 24<sup>th</sup> June 2024 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.**

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

Also Present: 1 resident & Town Clerk – Deb Hotson.

**2406/01** To receive any apologies and reasons for absence.

All members present.

**2406/02** **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 resident present stated that the snicket located between Windsor Way and Yarborough Crescent has but trimmed but there are plants and vegetation coming through from residents' gardens that needs cutting back. Clerk to get the handyman to cut back.

**2406/03** To approve the minutes for the following meetings: -

**Resolved** – approval of the Full Council held on 20<sup>th</sup> May 2024.

**Resolved** – approval of the Annual Meeting of the Town Council held on 20<sup>th</sup> May 2024.

**Resolved** – approval of the General-Purpose Meeting held on 10<sup>th</sup> June 2024.

**2406/04** 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 2406/08.

Cllr Simpson declared a personal interest in agenda items 2406/8 2024/708 & 2406/25.

**2406/05** To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding.

**2406/06** To approve the new Financial Regulations 2024.

**Resolved** – to discuss under Part B.

**2406/07** To approve the updated Community Emergency Plan 2024.

**Resolved** – approve subject to the agreed additional information to be added.

**2406/08** **Planning**

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

Cllr Ross left the meeting.

The following decision was received from NLC.

**2024/139** – refusal of planning permission to erect dwelling, including demolition of existing structure at Broughton Sawmill, Ermine Street, Broughton.

**2024/416** – outline planning permission granted to erect a dwelling with appearance, landscaping, layout and scale reserved for subsequent consideration on land rear of 13 Beck Lane, Broughton.

**2024/462** – determination of the requirement for prior approval is not required for a container for tool storage and workers shelter to support agricultural operations at Woodland at the northeast of Gokewell Priory Farm. Ermine Street, Broughton.

**2024/483** – determination of the requirement for prior approval is not required for a 17.5m high lattice tower and equipment cabinets by or on behalf of an electronic communications code operator for the purpose of the operators Electronic Communications Network in, on or over or under land controlled by the operator or in accordance with the electronic communications code at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton.

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

**2024/614** – application for the prior approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline planning permission PA/2020/2046 for a residential development of 79 dwellings at land west of Scawby Road, Broughton.

**Resolved** – no objection with the following comments:

The infrastructure is not sustainable for further development of this scale including the current state of the B1207, Scawby Road and the High Street. Scawby/Broughton Crossroads – B1207/A18 has seen numerous accidents, the B1207 is in a bad state of repair, is a narrow road and is prone to flooding and the junction of B1207 with the High Street is an extremely busy junction with shop traffic and is a school route for cars and pedestrians. The Council would like to see a review prior to any approval to add more traffic to these roads.

Cllr Simpson left the meeting.

**2024/708** - Planning permission to vary conditions 7 and 8 of PA/2021/546 to site a 91x55m (11v11) 3G all-weather football pitch with associated grassed area, car park and lighting.

**Resolved** – no objection or comment. Cllr Price asked for it to be recorded that she did not vote.

Cllr Simpson re-joined the meeting.

**2024/678** - Planning application to vary conditions 2, 11, 12 and 21 of PA/2022/895 dated 01/11/2022 in order to modify location of both dwellings on plots 1 and 2 and revise internal layout of dwelling on plot 2 by the addition of roof lights and bricking up existing front gable window, land adjacent 31 Brigg Road, Broughton, Brigg DN20 0JG.

**Resolved** – objection with the following comments:

The application is in breach of PA/2022/895 to which the Council objected to at the time.

Why was works not stopped by the planning department when the relevant checks were carried out during the build process?

Cllr Ross re-joined the meeting.

To receive the response from NLC regarding the notification of planning applications for residents.  
NLC Head of Planning have stated that they are carrying out their legal requirements.

## **2406/09 Clerks Report**

- a. The Clerk asked for attendance to the East Midlands in Bloom judging presentation on Wednesday 3<sup>rd</sup> July. Cllrs Price, Carter and Harness to attend.
- b. ERNLLCA General Elections pre-election period information.
- c. The Little Acorns will no longer be holding 50-year celebrations at the centre due to lack of organisation.
- d. ERNLLCA Conference – 24<sup>th</sup> September – next agenda.
- e. ERNLLCA Training events.
- f. NLC Local Plan – Gypsy & Traveller site focused consultation.
- g. North Lincolnshire Active Network Workshop 9<sup>th</sup> July.
- h. HWRA Free Volunteers system.

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

- 2406/10** To receive an update on reported highway issues as detailed below determining any further actions required.

<b>Log Number/details</b>	<b>Date reported</b>	<b>Location</b>	<b>Details</b>
Various	13/09/2023	Yarborough Crescent	Double yellow lines from the hydrant to cover the junctions.

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		Brooklands Avenue	Bus markings to be installed with restrictions 7am-7pm opposite Harrys Dream.
		Brooklands Avenue	Double yellow lines extended at the top of Brooklands from High Street both sides of the road.
		High Street/Brooklands Avenue	Loading restrictions to be investigated outside the shop.
L Price to Ward Cllrs	03/05/2024	Appleby Gardens/Woodlands Drive	Re-marking required of white lines. <b>Cllr Ross to chase up.</b> Cllr Ross stated that this will be done when the resurfacing project is undertaken in July. Item to be removed.

**2406/11** To be notified of the planned NLC highway resurfacing determining any actions required.  
Draft maps and details were provided to the Clerk who was told that formal consultation would take place in due course. Cllr Ross will ask the Highway Cabinet member to keep her informed. Once the details are confirmed the Clerk will advertise on Facebook and the notice boards.

**2406/12** To consider participating in the 80<sup>th</sup> VE Day 80<sup>th</sup> Anniversary event determining actions required.  
Cllr Senior thanked all those involved in the organising of the event which was yet again a great success.

Clerk to organise an Events Committee meeting for the VE Day which will be held on Thursday 8<sup>th</sup> May.

**2406/13** To consider beginning the process of arranging the 2024 Firework Event determine actions required.  
Clerk to arrange meeting with the current Firework Working Group and invite the Event Working Group members to join. Rainbow Fireworks are booked, and several food stalls have showed an interest. The event will be held on Saturday 2<sup>nd</sup> November.

## **Reports / Updates**

**2406/14** To receive a report from the mayor determining any actions required.

Cllr Senior has attended the 80<sup>th</sup> D-Day event recent which was a fantastic event. The diary is filling up now for Civic Events.

**2406/15** To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

Cllr Lee confirmed the highway road resurfacing that will be taking place next month. All other business is on hold until after the elections on 4<sup>th</sup> July.

**2406/16** To consider any Police & Neighbourhood Watch issues determining actions required.

Cllr Portess stated that there was a lady riding round on an electric scooter in the Brooklands/Burnside area with a small child. This needs reporting to the police.

There are also youths riding round on scooters with balaclavas.

Reports have also been received of car transporters in Broughton, Hibaldstow and Kirton.

The HGV coming through the town has also increased.

All of the above will be raised at the next NATs meeting.

**2406/17** To receive an update report from the Village Hall Committee representative including the following items:

- A review of the action plan from the last trustees meeting determining any actions required.

Cllr Portess stated that the recent upgrade to the radiators has resulted in exposed pipework, this will have to be resolved as soon as possible.

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Clerk to look into the process of the grant application with the Deputy Clerk.

It was agreed to continue the discussed under Part B.

Cllr Ross stated that the HMRC/Pension processes have now been passed to Turner Warram.

The VHC will ensure all outstanding payments are met for the staff.

The Charity Commission is yet to be sorted.

The Deputy Clerk has been tasked with sorting the process of the electricity being put back to the grid.

- Approval of funds to review the Trust Deed.

Approval of the costs to proceed and update/review the Trust Deed.

- 2406/18** To receive an update report from the Broughton Community & Sports Association representative determining any actions required.

Cllr Simpson stated that quotes are now being confirmed for works to begin.

- 2406/19** To receive an update report for the Broughton Allotment determining any further actions required.

The composting unit and polytunnel purchased via the Egdon fund have been erected.

- 2406/20** To receive an update report for the Appleby Lane Cemetery determining any further actions required.

There has been a couple of burials.

- 2406/21** To receive a summary of activities from the D-Day 80<sup>th</sup> Anniversary Event determining any actions required.

The day went well with a few tweaks required for future events. An email was circulated after the event to all members of the working group that had helped in the organisation of the event.

- 2406/22** To receive an update report on the creation of a new website determining any further actions required.

The website is now live, and the Clerk will cancel the Fasthosts hosting. Emails will be sent to all Cllrs and the Clerk. Cllr Senior has ensured all policies, procedures and past minutes are on the site. Any comments on the website to be sent to Cllr Senior in the next few days.

## General Items

- 2406/23** To notify the Clerk of items to be placed on the agenda for the next meeting.

- Electronic notice board – August agenda.

- 2406/24** To consider the placement of an athletic track around the perimeter of the recreation field for Broughton Runners outside of the football season.

**Resolved** – approval for the temporary track to be installed and the activity to take place with all the relevant risk assessments and paperwork in place.

- 2406/25** To consider the criteria for cars parking on the recreation field when the centre has multiple groups at once.

Clerk to inform BSCA that the Council will be opening up the gate of the rear carpark for the parking of cars on the grass on busy evenings at the Centre. Barriers will be placed to ensure cars do not go onto the main field – there will be a 20m length and then across to the hedge. This will only occur when the weather has been good and not when the field is wet and boggy.

- 2406/26** To be notified of the recent incident regarding the beech tree in the closed churchyard determining any further actions required.

In light of the recent incident with the beech tree it was agreed to obtain 3 quotes for a further tree inspection. The last inspection was carried out in November 2022 and it was agreed that an inspection that would allow a core sample of inside the tree to clarify age and status would be required.

Cllr Harness asked for clarification on protocol and contact if this happened again. The route that she had taken was deemed to be satisfactory.

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- 2406/27 To be notified of the request to replace the current bench on the junction of Mill Lane/High Street determining actions required.  
Item deferred.
- 2406/28 To consider the request from EON to install smart meters at the centre.  
**Resolved** – approval to install smart meters. Clerk to arrange.
- 2406/29 To be notified of the Anglian Water smart meter antenna enquiry determining actions required.  
It was agreed that the Council ere not against this in principle but would need further discussion are the feasibility designs had been agreed.  
**Resolved** – it was agreed to postpone any further actions until the new year when the refurbishment process is finalised.
- 2406/30 To consider the request from TeamBR to have free access to the sports hall and toilets for a 24 hour charity relay event on the 19<sup>th</sup> July 2024.  
Cllr Portess declared a personal interest.  
**Resolved** – approval for free use of the hall & toilets if this did not impede any centre users already booked into use the facilities.  
**Finance**
- 2406/31 To receive and approved the Financial Expenditure – see appendix 1, and approve the receipts, bank statements and budget monitoring report up to 31<sup>st</sup> May 2024.  
**Resolved** – approval of the financial statements.  
The resident left the meeting.
- 2406/32 To review the quotes received for the works at the play park determining actions required.  
**Resolved** – works to be carried out by Wickstead.
- 2406/33 To consider the request from the War Memorial Trust for grant funding.  
Item noted.
- 2406/34 Time and date of the next meeting confirmed as Monday 29<sup>th</sup> July 2024 at 7pm.  
**Part B – Closed to the public.**
- 2406/35 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** – to close the meeting to the public and press.  
Closure of office  
It was agreed that the office would be closed to the public on Monday 5<sup>th</sup> August due to holidays.  
Financial Regulations  
**Resolved** – mayor allowance to be claimed via receipts. Clerk to create a template for expenses.  
Village Hall  
The Deputy Clerks process for the recent radiator instalment to be reviewed.  
Deputy Clerks assistance to be reviewed at the next Trustees meeting.  
General Purpose Committee Recommendations  
**Resolved** – accept the recommendation made by the for the response regarding the recent memorial safety checks and the Deputy Clerk to instigate presentations from the booking systems companies.
- The meeting closed at 9.30pm.

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## Appendix 1 – May 2024

Date: 05/06/2024

Broughton Town Council - R&P

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Time: 13:29

Current Bank A/c

### List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	North Lincolnshire Council	DD	74.00		Business Rates
01/05/2024	North Lincolnshire Council	DD	278.00		Business Rates
01/05/2024	ERNLLCA	BACS 25	1,192.39		Membership renewal
01/05/2024	ICCM	BACS 26	100.00		Membership renewal
01/05/2024	HWRA	BACS 27	50.00		Membership renewal
02/05/2024	Linden Nurseries	BACS 28	718.50		Plants
02/05/2024	Linden Nurseries	BACS 29	608.00		Plants
02/05/2024	BCSA	BACS 30	2,488.80		Inv 61
02/05/2024	East Riding Supplies	BACS 31	105.61		Inv 1655185
02/05/2024	Bosom Family Support	BACS 32	80.50		Lindsey Lodge donation
02/05/2024	Rialtas	BACS 33	230.40		Annual support
02/05/2024	Sissons Gardening	BACS 34	2,751.00		Inv 1134
02/05/2024	Lewis Gas & Plumbing Services	BACS 35	828.00		Inv 221
02/05/2024	EBAY	DDR 19	152.66		Printer cartridge
03/05/2024	Information Commissioner	DD	35.00		Data Protection Fee
07/05/2024	Talk Talk Business	DD	39.18		May 2024
07/05/2024	Epson	DDR 20	402.83		Printer cartridge
08/05/2024	Fasthosts	DD	10.20		Inv 76343973
09/05/2024	Fair Gardens Plant Centre	BACS 36	46.39		Plants
09/05/2024	Amazon	DDR 21	60.99		Flagpole
10/05/2024	Cartridge People	DDR 22	44.66		Printer Cartridge
10/05/2024	Screw fix	DDR 23	25.38		Bulbs
10/05/2024	Co-Op	DDR 24	2.00		Milk/biscuits
13/05/2024	HSBC	DD	40.00		Bank charges
16/05/2024	Bennetts Timber	BACS 37	13.51		Post mix
16/05/2024	Tesco	BACS 37A	9.00		Compost
16/05/2024	Brigg Garden Centre	BACS 37B	49.00		Plants & Compost
16/05/2024	BCSA	BACS 38	600.00		EMB Grant
16/05/2024	Zurich Municipal	BACS 39	5,336.13		Renewal
16/05/2024	Brigg Garden Centre	BACS 40	144.80		Plants
16/05/2024	Screw fix	DDR 25	7.99		Float fill valve
16/05/2024	Screw fix	DDR 26	47.52		Mortice latch & door handle
17/05/2024	EE	DD	50.69		May 2024
17/05/2024	Fasthosts	DD	130.80		Inv 76447464
20/05/2024	Amazon	DDR 27	46.28		Wrist bands - 80th Event
21/05/2024	HSBC	DD	8.34		Bank charges
21/05/2024	IONOS	DDR 28	4.80		Website hosting fee
21/05/2024	Toolstation	DDR 34	12.65		Metal paint
23/05/2024	Fleet	BACS 41	570.34		Pitchmarker paint
23/05/2024	Amazon	DDR 29	28.48		Drill bits/screw drivers
23/05/2024	Amazon	DDR 30	26.50		Screw drivers
23/05/2024	Screw fix	DDR 31	3.60		Bolt & Locks
24/05/2024	A & K Spares	DDR 32	12.25		Hoover bags
28/05/2024	Tesco	DDR 33	13.59		Coffee & salt
29/05/2024	EON	DD	111.81		April 2024
29/05/2024	Salaries	BACS 42	5,852.86		May 2024
29/05/2024	ERPF	BACS 43	1,091.78		May 2024

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Signed:

Date:

29<sup>th</sup> July 2024

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