

BROUGHTON TOWN COUNCIL

Minutes of the Full Council Meeting held on Tuesday, 31st August 2021, at 7.30 pm, in the Phil Grundy Community & Sports Centre, Scawby Road, Broughton

Public Participation

A member of the public asked if anything further had happened with North Lincolnshire Council regarding the overhanging trees. Councillor Ross, as one of the ward councillors informed the member of the public that it had been reported again after the last meeting and she would find out what the position was, although she had been told it was on the list.

3591. Record of Members Present

The following councillors were present: Councillors Price (Mayor), Ross, Senior, Simpson and Tattersfield.

3592. Apologies and Reasons for Absence

There were apologies from Councillor Portess - ill.

3593. Declarations of Interest

- (i) Councillor Ross declared a personal and prejudicial interest in Item 10 - Planning, Councillor Price a disclosable pecuniary interest in Item 11 (ii) - Financial Accounts, whilst Councillor Simpson declared a personal and prejudicial interest in Item 20 (i) - Allotments.
- (ii) The Clerk had received and granted no dispensations.

3594. Mayor's Report

The Mayor had met with the Clerk on Friday, 6th August 2021, attended an informal meeting of the Personnel Committee on Monday, 9th August 2021, then a meeting with Friends of Pocket Park on Friday, 20th August 2021, and finally met with the Clerk on Monday, 23rd August 2021, to discuss the agenda for the Full Council meeting. She was unable to attend a meeting of the Wressle Community Liaison Group on Tuesday, 24th August 2021, due to her being on holiday and therefore sent her apologies. She was hoping the Council representatives would have some updated information about the Community Fund and believed the proppant squeeze had been a success. **It was resolved that the report be noted.**

3595. Police Matters

The Clerk told councillors that he had been informed that drugs were being taken on site and therefore he would report this to the Police. In addition, the contents of what appeared to be an ashtray had been emptied on to the playing field, and Councillor Senior reported that a girl had been abducted in the woods off South View. **It was resolved that the information be noted.**

3596. Minutes of the Last Meeting

The minutes of a meeting of the Full Council held on Monday, 26th July 2021, were circulated prior to the meeting. **It was resolved they be approved as a correct record.**

3597. Clerk's Report

Minute 3539 Items Raised By Councillors (i) Waters Edge Estate - The Clerk had received an email from the Environment Agency stating that they were not responsible for the steps or the cutting of the grass embankment, therefore he had asked the ward councillors to see if North Lincolnshire Council was responsible for them.

Minute 3552 Correspondence (i) m) Mrs S Stone - Complaint about KCOM. Mrs Stone had sent another email requesting who had authorised KCOM to start work in the village and asking why she had received no notification before they started digging. She wanted to know who could take her complaint further as she believed no one was taking responsibility for her complaint. The Clerk replied to Mrs Stones and also contacted KCOM about it in the hope that her complaint could be resolved.

Minute 3552 Correspondence (ii) (o) ERNLLCA - The Queen's Platinum Jubilee Beacons. The Clerk had sent off some quotes for a Beacon.

Minute 3576 Correspondence (ii) b) Ms M Wilkins - Litter Bin on High Street. Councillor Ross had asked North Lincolnshire Council if they could relocate the litter bin to the other side of the road, but they were not able to do it.

Minute 3576 Correspondence (ii) i) Clarke Telecom - Proposed Site of the Telecommunications Mast. The Clerk had emailed Clarke Telecom to inform them that the Council was prepared to revert back to the original location which was proposed for the telecommunications mast, however this was subject to a number of conditions, and in response he had received an email back stating they would confirm this back to their clients and draft up the commercial terms shortly.

Minute 3581 Tractor & Mowing Deck Service - The Clerk informed the Council that the Tractor & Mowing Deck Service had been carried out by Farmstar Ltd at a cost of £623.30 rather than £706.23 +VAT.

Minute 3582 Play Park Path - The Clerk informed Council that the Play Park Path had been resurfaced by EC Surfacing Ltd at a cost of £3,471.30 +VAT. A complaint had been received about it, but most of the issues had been sorted, although a bench still needed to be put back.

Minute 3583 Goal Posts - The Clerk reported that there had been no need for him to purchase new sockets and caps for the goalposts as the Handymen had been able to use the old ones.

Minute 3585 Items Raised By Councillors (i) Pocket Park - The Clerk had emailed the Friends of Pocket Park to let them know that the Council supports what they were doing at Pocket Park and was prepared to consider any help they may need on a case-by-case basis and extremely grateful for the work they had done to date.

Minute 3585 Items Raised By Councillors (ii) Pocket Park - The Clerk, Councillors Senior & Tattersfield, and Ian Belt from Friends of Pocket Park were due to meet onsite to discuss encroachment by some residents on Pocket Park.

Minute 3585 Items Raised By Councillors (iii) Snickets - The Clerk had asked North Lincs Council if it was prepared to take responsibility for the upkeep and maintenance of such snickets.

Note - The Clerk reported that there was a serious problem with the flat roof of the Phil Grundy Community & Sports Centre and he was trying to get quotes to repair it.

3598. Correspondence

- a) LCR Magazine - Planning Survey
- b) Health Assured Limited - Workplace Stress Risk Assessment
- c) Croner Group Limited - Employment Law Webinar
- d) North Lincs Council - Cycle Friendly Online Course

- e) ERNLLCA - Equality, Diversity & Inclusion Training
- f) North Lincs Council - Safe & Well Scheme
- g) Wave - Water Use Survey
- h) NALC - Council of the Year
- i) MPB Structures Ltd - Proppant Squeeze at Wressle Wellsite
- j) Health Assured Limited - Lone Working Assessment
- k) HWRCC - North Lincolnshire Community Network Sumer Roadshows
- l) North Lincs Council - Childminder Training
- m) ERNLLCA - Website Accessibility Questionnaire
- n) BHIB Limited - Useful Guides & Resources for Local and Parish Councils
- o) North Lincs Council - Programme of Led Walks August to November 2021
- p) OPCC - Engagement Officers & Senior Policy Officer
- q) Lincolnshire Council for Voluntary Youth Services - Information, Links & Services
- r) Government Exchange - Policy Masterclass
- s) EHB Vehicle Sales - Flooding at Brickhills
- t) Public Sector Executive - Global Crisis Sees Huge Rise I Sector Cyber Threats
- u) Miss P G Marshall - River Ancholme Pathway for Mobility Scooter
- v) CPRE Northern Lincolnshire - Best Kept Village Competition 2021
- w) North Lincs Council - Standard Committee Annual Report 2020/21
- x) Ms K Mitchell - Additional Bench Cemetery
- y) North Lincs Council - Notice of Vacancy
- z) North Lincs Council - Joint Walk Programme from September 2021 to March 2022
- aa) Cognitive Publishing Ltd - The Public Sectors Guide to Decarbonisation in 2021
- bb) ERNLLCA / Breakthrough Communications - Web Accessibility Training
- cc) PricewaterhouseCoopers - Debtor Confirmation
- dd) Ms C Waters - Children's Play Area
- ee) Health Assured Limited - Work / Life Balance Assessment
- ff) Egdon Resources - Wressle Community Liaison Group Meeting
- gg) North Lincs Council - Date of Rough Sleeper Count for 2021
- hh) Public Sector Executive - The Public Sectors Guide to Secure Remote Working
- ii) Shift Traffic Events Ltd - CIS Questionnaire
- jj) Ms K Vanner - Benches at Appleby Lane Cemetery
- kk) Winterton Town Council - Civic Service

It was resolved that this correspondence should be noted.

(ii) a) NALC - Level Up the Environment Through Biodiversity Online Event. Details of an online event due to be held on Wednesday, 27th October 2021, at a cost of £30. **It was resolved that the information be noted.**

b) Councillor Whittingham - Resignation. Letter of resignation due to not having the time to commit to the role which she thought it deserved and therefore wishing the Council well. **It was resolved that the resignation should be noted, however the Clerk should send a letter of thanks to Mrs Whittingham thanking her for all her hard work and effort as a local councillor over many years and also wishing her all the very best for the future.**

c) ERNLLCA - National Resilience Strategy. Consultation document about the National Resilience Strategy and asking for responses to be emailed to NALC by 5.00 pm on Friday, 10th September 2021. **It was resolved that authority should be delegated to the General Purposes Committee to respond on behalf of the Council to the consultation document about the National Resilience Strategy.**

- d) **VANL** - Training Needs Analysis & Courses. A request to complete a training needs analysis and details of various courses. **It was resolved that the Clerk should complete the Training Needs Analysis Questionnaire on behalf of the Council and the courses should be noted.**
- e) **ERNLLCA** - Scribefest. Details of a free virtual conference due to be held on Wednesday, 29th September 2021, from 10.00 am to 3.00 pm. **It was resolved that the Deputy Clerk should be allowed the time to attend Scribefest.**
- f) **ERNLLCA** - Finance Training. Details of various training courses being held via Zoom at the end of this year and the beginning of next year to do with Finance. **It was resolved that the Deputy Clerk should be allowed to attend the Budgeting for Clerks and Finance Staff Course on a suitable date at a cost of £30 + VAT.**
- g) **North Lincs Council** - Map Reading Course. Details of a free map reading course due to be held on Sunday, 12th September 2021, from 9.30 - 12.00 pm, at Normanby Hall.Counrty Park, Normanby Road, Scunthorpe. **It was resolved that the information be noted.**
- h) **ERNLLCA** - Equality & Diversity Training. Details of a training session due to be held on Tuesday, 7th September 2021, starting at 6.30 pm via Zoom, at a cost of £35 + VAT. **It was resolved that the information be noted.**
- i) **Mrs H Perry** - Play Park Fence & Football. Incident of a football going over the fence and hitting her and a friend and it also going on to the road and a car having to stop to avoid being hit. A request that the fence is highered or the goal moved to the opposite side for the safety of all park users. **It was resolved that the General Purposes Committee should consider the problem and make a recommendation to Full Council.**
- j) **ERNLLCA** - Annual General Meeting. Details of the AGM due to be held on Thursday, 23rd September 2021, at 7.00 pm, via Zoom, and a request for the names of the Council's two voting delegates. **It was resolved that Councillors Portess and Price should be the Council's voting delegates for ERNLLCA's AGM 2021.**
- k) **PSE Online** - Employee Relations Case Management. Details of a webinar due to be held on Thursday, 2nd September 2021, from 2.00 - 2.30 pm. **It was resolved that the information be noted.**
- l) **Broughton Ravers JFC** - Concrete Security Blocks. Email asking if they could be allowed to install three concrete blocks along the southern hedge of the playing field to which their mobile goal posts would be chained via a steel loop in the concrete. When the goals were in use a cone would be placed over the steel hoops which would in addition be painted a bright colour to make them visible from a health and safety point of view - drawings of the concrete blocks and a map were provided. Some concerns were expressed about the suggested location of them being along the hedge due to them being where heavy traffic may go as a result of the Fair or them being potentially being on someone else's land. **It was resolved that the Council should grant permission for the concrete security blocks - but this would be subject to an agreed location for them.**

3599. Publications

The following publications had been received:-

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|---|-------------|
| HSBCnet - News | August 2021 |
| North Lincs Council - Forthcoming Meetings | August 2021 |
| CPRE - Countryside Voices | Summer 2021 |
| CPRE - Fieldwork | Summer 2021 |
| CPRE - Campaigns Updates | |
| Environment Agency - Wressle Wellsite | |
| ERPF - Employer Bulletin | |
| NALC - Chief Executive's Bulletins | |
| NALC - Newsletters | |
| North Lincs Council - Weekly Roadworks Lists | |
| Public Sector Executive - Online Newsletters | |
| Public Sector Network - Online Newsletter | |
| Rural Services Network - Rural Funding Digest & Bulletins | |
| SLCC - News Bulletins | |

It was resolved that the information be noted.

3600. Planning

a) The following planning applications had been received:-

PA/2021/1366 Proposal: Planning application to vary condition 8 of PA/2017/12 to allow for external material changes
Location: Land off (and adjacent to) 27 South View, Broughton, DN20 0EY
Applicant: Mr Jim Chatterton

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

PA/2021/1438 Proposal: Planning permission to erect a first-floor side extension with car port below
Location: 23 Greyfriars Road, Broughton, DN20 0JH
Applicant: Mr & Mrs Daniel Liens

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

PA/2021/1338 Proposal: Planning permission for the change of use of Public House to dwelling, including demolition of existing outbuilding
Location: Dog & Rat, 128 High Street, Broughton, DN20 0JR
Applicant: Mr S Mehmood

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

b) The following planning decisions had been received:-

PA/2021/546 Full planning permission granted to site a 91x55m (11v11) 3G all weather football pitch with associated grassed area, car park and lighting at Land adjacent Sports Field, Scawby Road, Broughton, DN20 0AB

- PA/2021/1037** Full planning permission granted to erect a single and two-storey rear extension at Lindum, 28 Town Hill, Broughton, DN20 0HD
- PA/2020/2062** Full planning permission granted retrospectively for the installation of an air conditioning unit to the south wall of the property at 2 Badger Way, Broughton, DN20 0TW
- PA/2021/1074** Full planning permission granted to demolish conservatory and erect a single storey rear extension at 95 South View, Broughton, DN20 0EY

It was resolved that the information be noted.

Note: Councillor Ross had earlier declared an interest in this item and therefore left the meeting whilst it was discussed.

3601. **Finance**

(i) Audit Checks

Prior to the meeting various transactions were picked to follow through the accounts:-

- a) Bank receipt of £670.72 for CJRS Grant, received from HMRC on 5th July 2021.
- b) Cheque receipt of £15.50 for Allotment 22A, received from Mr N Broadley on 30th June 2021, and banked on 27th July 2021.
- c) Cash payment of £17 made to Broughton Post Office for Stamps on 5th July 2021.
- d) Cheque payment of £895.50 made to Green Grass Contracting for Grounds Maintenance on 26th July 2021.

All the relevant paperwork and associated documents were found to be correct. **It was resolved that this be noted.**

(ii) Financial Accounts

Detailed monthly accounts for July 2021 were provided for councillors to scrutinise. **It was resolved that the accounts be approved.**

Note: Councillor Price had earlier declared an interest in this item and left the meeting whilst it was discussed, so Councillor Simpson chaired the meeting in her absence.

(iii) Accounts for Payment

ACCOUNTS FOR PAYMENT - AUGUST 2021

Payments made since last meeting:-

| | | | |
|----------|---------------|--|----------|
| 27.07.21 | | Virgin Money - Bank Charges | 6.50 |
| 28.07.21 | DD | E.on - Electricity for Playing Field | 12.38 |
| | DD | E.on - Electricity for Sports Centre | 195.87 |
| | BACS No.6 | Payroll & Pension | 5,648.20 |
| 02.08.21 | DD | North Lincs Council - Business Rates for Cemetery | 85.00 |
| | DD | North Lincs Council - Business Rates for Sports Centre | 409.55 |
| 03.08.21 | DD | Talk Talk Business - Telephone & Broadband | 34.74 |
| 10.08.21 | | HSBC - Bank Charges | 33.92 |
| | Dr Card No.22 | Fasthosts Internet Ltd - Domain Renewal | 12.59 |
| 11.08.21 | Dr Card No.23 | Home Bargains - Gloves | 14.97 |
| | Dr Card No.24 | Morrisons - Stamps | 31.68 |
| 16.08.21 | Csh No.12 | Mr J R Lancaster - Drain Cover | 10.00 |

| | | | |
|----------|---------------|--------------------------------------|----------|
| 17.08.21 | DD | E.on - Gas for Sports Centre | 17.29 |
| 21.08.21 | | HSBC - Bank Charges | 17.20 |
| 23.08.21 | Dr Card No.25 | Zoom - Monthly Fee | 14.39 |
| | BACS No.7 | Payroll & Pension | 5,648.40 |
| 25.08.21 | DD | E.on - Electricity for Playing Field | 10.16 |
| | DD | E.on - Electricity for Sports Centre | 123.22 |
| 26.08.21 | | Virgin Money - Bank Charges | 6.50 |
| 27.08.21 | DD | BT - Telephone Directory | 82.76 |

It was resolved that the action taken be approved.

Payments submitted at this meeting:-

| | | | |
|----------|---------------|---|----------|
| 31.08.21 | Dr Card No.26 | Supplies - Stationery | 26.52 |
| | Chq No.100682 | Mr L E Dane - Mole Control & Wasps Nest | 243.00 |
| | Chq No.100683 | Rigby Taylor Ltd - White Line Marker | 295.86 |
| | Chq No.100684 | Drainmaster (UK) Ltd - Clear Blocked Drain | 150.00 |
| | Chq No.100685 | Elsham Aggregates Ltd - Top Soil | 403.20 |
| | Chq No.100686 | Farmstar Ltd - Brushcutter & Oil / Service of Tractor & Mower | 1,058.51 |
| | Chq No.100687 | Playsafety Limited - Inspections for Skate Park & Play Parks | 280.20 |
| | Chq No.100688 | BCSA - Grounds Maintenance | 503.10 |

It was resolved that these accounts be paid.

(iv) Security Device - It was suggested that the Council should get two additional security devices to pre-empt any transitional problems if there was a change of personnel in the future. **It was resolved that the Clerk should purchase two additional security devices from HSBC.**

(v) Debit Card - It was suggested that the Council should give approval for an additional debit card. **It was resolved that the Clerk should obtain an additional HSBC debit card for use by the Deputy Clerk.**

3602. Water Risk Assessment & Water Testing

The Clerk explained that the showers at the Phil Grundy Community & Sports Centre had not been used for a long time as a result of the coronavirus pandemic, so there was a need to test the water before any bookings could be taken which involved using them. Given it was the time of the year when such bookings were imminent, he had therefore asked a contractor to do a water risk assessment at a cost of £350 + VAT, and also carry out water testing at a cost of £110 +VAT, however they were also prepared to do this on a quarterly basis for the same price. **It was resolved that the action taken by the Clerk be endorsed, and that the Council should ask Acumen Solutions Limited to carry out quarterly Water Testing at the Phil Grundy Community & Sports Centre, at a cost of £110 + VAT per quarter.**

3603. Email Addresses

It was suggested that there was a need for both the Mayor and Chair of the Personnel Committee to have their own council email addresses, whilst the Clerk suggested the possibility of every councillor having a council email address to help simplify things from a data protection point of view. **It was resolved that Email Addresses should be acquired for the Mayor & Chair of Personnel Committee at a cost of £112,80 + VAT, and the General Purposes be asked to look at the need for others.**

3604. PAT Testing

The Clerk had received a quote of £290 + VAT for PAT Testing, however it would be based on an hourly rate of £31 + VAT, and it was likely to take less than a day. **It was resolved that Bowness Electrical Limited should be asked to carry out the PAT Testing at a cost of up to £290 +VAT.**

3605. Boiler Cover

The Clerk had received a request for the Council to renew the service agreement for the gas boiler. **It was resolved that the Council should renew its cover for the gas boiler with British Gas Services (Commercial) Limited at a cost of £385.57 + VAT.**

3606. Personnel Committee & Appeal Panel

Councillor Leitch was prepared to step down from the Personnel Committee if someone else was prepared to do it, and a substitute was needed for Councillor Portess. **It was resolved that Councillor Senior should replace Councillor Leitch on the Personnel Committee and in return Councillor Leitch would replace Councillor Senior on the Appeals Panel, and Councillor Tattersfield be allowed to substitute for Councillor Portess on the Personnel Committee, whilst Councillor Ross replaced former Councillor Whittingham on the Appeals Panel.**

3607. Items Raised by Councillors

(ii) **Notice Board** - Councillor Price had been approached about the possibility of having an additional noticeboard at the Village Hall given the Council noticeboard was always full most of the time. It was suggested that rather than a traditional notice board perhaps the Council should consider an electronic notice board. **It was resolved that the General Purposes Committee should be asked to look at the purchase of an additional notice board at the Village Hall and come back with a recommendation for Full Council.**

Note: Councillor Ross declared an interest in this item.

3608. Reports From Council Representatives

The following was reported from the Council's representatives on the following bodies:-

(i) **Village Hall Committee** - There was standing water on the roof and coming through the ceiling into the toilets and boiler room. Nothing to report back about the floor. The security fencing had been installed. There was a meeting of the Village Hall Committee due to be held on Monday, Wednesday, 15th September 2021, and a Macmillan Coffee Day on Sunday, 26th September 2021.

(ii) **Broughton Relief in Need Trust** - There has been no meeting of the Trust since the last meeting of the Full Council.

(iii) **Broughton Community & Sports Association** - There had been no meeting of the Association since the last meeting of the Full Council, however Broughton Burn was due to take place on Sunday, 5th September 2021, and the Broughton Bulletin would go out when it was ready.

(iv) **Broughton Allotment Association & Leisure Gardeners** - Following the resignation of Councillor Whittingham there was now a need for a new council representative.

(v) **Wressle Wellsite Community Liaison Group** - The proppant squeeze had gone ahead and been very successful. The Environment Agency carried out testing and everything was clear. 70 barrels a day, but it could be up to 150 barrels a day at full

capacity. A site meeting was being organised. A Community Fund is available and looking at organising a committee to approve the grants from £70,000 up to a £250,000 limit.

(vi) Pocket Park Liaison - There had been a meeting with the Friends of Pocket Park on Friday, 20th August 2021, and there was also another meeting due to take place on Wednesday, 1st September 2021.

It was resolved that the reports should be noted.

3609. North Lincolnshire Councillors' Reports

Councillor Lee gave the following report:- **(i) Site Meetings** - They had attended site meetings at both Broughton Bridge & Pocket Park. **(ii) KCOM** - Still chasing outstanding works. **(iii) Planning** - No date for the Red Lion yet. **(iv) Lincolnshire Day** - At Normanby Hall on Wednesday, 1st October 2021. **(v) Schools** - Going back to schools safely, U18's have a PCR test to prove negative and not isolate. **(vi) Fly Tipping** - Zero tolerance. **(vii) Covid Jabs** - Now at the Ironstone, Scunthorpe. **(viii) Help for Carers** - Available on North Lincolnshire Council's website. Standing orders were temporarily suspended to allow a member of the public to speak. **It was resolved that the report be noted.**

3610. Allotments

(i) Purchase of a Fence - The Deputy Clerk had tried to get three quotes, but only managed to obtain the following two quotes for fencing at the allotments:-

| | |
|---------------------------|--------------|
| JB Rural Services Limited | £2,950 + VAT |
| Mitchell Timberworks Ltd | £4,800 + VAT |

It was resolved that JB Rural Services should be asked to erect a 60m metal mesh fence at the Allotments on Brigg Road, Broughton, at a cost of £2,950 + VAT.

Note: Councillor Simpson had earlier declared an interest in this item and therefore left the meeting whilst it was discussed, and Councillor Ross also temporarily left the room.

(ii) Allotment Land - The Clerk had received an email from DDM Agriculture to say there was going to be a meeting of the trustees, but not heard anything else apart from that. **It was resolved that the information be noted.**

3611. Date, Time and Place of Future Meetings

The next meeting of the Full Council is due to be held on Monday, 27th September 2021, at 7.30 pm, and in addition there is also a meeting of the General Purposes Committee due to take place on Monday, 6th September 2021, at 7.00 pm, followed by a meeting of the Personnel Committee on Monday, 13th September 2021, at 7.00 pm. All meetings are held in the Phil Grundy Community & Sports Centre, Scawby Road, Broughton. **It was resolved that the information be noted.**

3612. Closure of Council Meeting

The meeting was closed by the Mayor at 9.57 pm.