

BROUGHTON TOWN COUNCIL

Minutes of the Annual Full Council Meeting held on Monday, 24th May 2021, at 7.30 pm, via Zoom

Public Participation

A member of the public said they represented a small group of people who were putting together a proposal for Pocket Park and this would be available for the next meeting of the Full Council.

Please note that the start of the meeting was delayed due to the Annual Town Meeting and therefore it did not start until 7.47 pm.

3518. Election of Mayor / Chairperson and Appointment of Deputy Mayor / Deputy Chairperson

Councillor Price was proposed and seconded as Mayor. **It was resolved that Councillor Price should be elected as Mayor / Chairperson for the forthcoming year.** Councillor Simpson was proposed and seconded as Deputy Mayor. **It was resolved that Councillor Simpson should be appointed as Deputy Mayor for the forthcoming year.** Both councillors duly signed a declaration of acceptance of office.

3519. Appointment of Committee Members / Council Representatives

General Purposes	Councillors Price, Ross, Senior, Simpson & Whittingham
Finance & Cemetery Committee	Councillors Price, Senior & Simpson
Personnel Committee	Councillors Leitch, Price & Portess
Appeals Panel	Councillors Senior, Simpson & Whittingham
Communications Working Group	Councillors Price, Senior, Simpson & Tattersfield
Broughton Village Hall	Councillors Portess & Ross
Broughton Relief In Need Trust	Councillors Price, Simpson & Mr S Clixby
Broughton Community & Sports Association	Councillor Simpson
Broughton Allotment & Leisure Gardeners Assoc	Councillor Whittingham
Wressle Wellsite	Councillors Ross & Tattersfield
Pocket Park Liaison	Councillor Senior
Snow / Flood Wardens	Councillors Portess & Price and Mr S Clixby

It was resolved that the representation on committees, working groups and outside bodies be as above.

3520. Record of Members Present

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

3521. Apologies and Reasons for Absence

There were apologies from Councillor Leitch - personal reasons, and Councillor Portess - ill.

3522. Declarations of Interest

(i) Councillor Simpson declared a personal and prejudicial interest in Item 10 - Correspondence (ii) e), and also a personal interest in Item 16 - Storage, whilst Councillor Price & Whittingham both declared a personal and prejudicial interest in Item 10 - Correspondence (ii) i), and in addition Councillor Price also declared a personal and prejudicial interest in Item 13 - Planning a) PA/2021/834, and a disclosable pecuniary interest in Item 15 - Mayoral / Chairperson's Allowance, whilst Councillor Ross declared a personal and prejudicial interest in Item 13 - Planning and Item 18 - Broughton Village Hall.

(ii) The Clerk had received and granted no dispensations.

3523. Mayor's Report

The Mayor had nothing to report other than she was attending a Chairmanship course on Wednesday, 26th May 2021. **It was resolved that the report be noted.**

3524. Police Matters

Councillor Price reported that there had been anti-social behaviour on the playing field, and someone sleeping rough in the public toilets, whilst Councillor Ross reported that there had been people on the roof of the Village Hall. Councillor Simpson informed the Council that there had been quad bikes on the playing field and drug paraphernalia found round the back of the Phil Grundy Centre. **It was resolved that the information be noted.**

3525. Minutes of the Last Meeting

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

3526. Matters Arising**Minute 3502 Correspondence (ii) a) Keep Britain Tidy / North Lincs Council -**

The Great British Spring Clean 2021. The Clerk had contacted Broughton in Bloom and Broughton Wombles to ask them if they were willing to support this event with their relevant groups.

Minute 3502 Correspondence (ii) b) Broughton Primary School - Defibrillator.

The Clerk had contacted Broughton Primary School to let them know the Council was in favour of the defibrillator being sited outside the School and near the access to the Playing Field, and was prepared to work with the School, if needed, in order to achieve that.

Minute 3502 Correspondence (ii) e) VANL - Extraordinary General Meeting & Special Resolution. The Clerk had sent a letter thanking VANL for their help and assistance over the years.

Minute 3502 Correspondence (ii) h) ERNLLCA - Training Courses. The Clerk had booked Councillor Price on the Chairmanship and Social Media Skills courses.

Minute 3507 (i) Lawnmower (ii) Wheelbarrow - The Clerk had purchased the Lawnmower and Wheelbarrow.

Minute 3509 ERNLLCA - The Clerk had renewed the Council's membership of ERNLLCA for 2021 / 2022 at a cost of £1,106.63.

Minute 3510 HWRA - The Clerk had renewed the Council's membership of Humber & Wolds Rural Action for 2021 / 2022 at a cost of £25.

Minute 3511 Best Kept Village Competition - The Clerk had entered the Council in the Best Kept Village Competition for 2021 at a cost of £25.

Minute 3512 Items Raised By Councillors (ii) Benches - The Clerk had met with representatives of BCSA / Ravers and Broughton Cricket Club to discuss the location of the benches.

3527. Correspondence

- a) Mr S Pyrah - 5G
- b) Cloudy IT - Free Web Accessibility Virtual Summit
- c) NALC - Community Businesses Online Event
- d) Planning Inspectorate - Examination Timetable & Procedures
- e) North Lincs Council - Slow Ways Walking Routes
- f) Broughton Allotment Association & Leisure Gardeners - Sheds Broken into on Allotments
- g) North Lincs Alliance Volunteer Hub - North Lincs Community Network Meeting
- h) Govt Exchange Team - Guide to Strategic Thinking Virtual Training Workshop
- i) ERNLLCA - Remote Meetings
- j) North Lincs Council - Notice of Poll
- k) HSBC - Format of Branch Changing
- l) Virgin Money - Cashback with Business Account
- m) Public Sector Executive - Festival of Accessibility
- n) BCSA - Fertilising the Field
- o) Broughton Youth Club - Contact Details on Website & Induction Event
- p) North Lincs Council - More Covid 19 Vaccinations Available
- q) Kirton in Lindsey Town Council - 2021 / 22 Civic Year
- r) North Lincs Council - Accelerator Programme
- s) Mr W Gammon - Full Bin / Bin Repair
- t) BCSA - Agenda / AGM Minutes
- u) Mr W Gammon - Ritting
- v) West Lindsey District Council - Annual Council
- w) Gainsborough Town Council - 2021 / 2022 Civic Year
- x) North Lincs Council - Foster Care Fortnight Poster & Links
- y) Goole Town Council - New Mayor
- z) Mr R Bonnett - Play Park Weeds
- aa) BCSA - Litter Bin / Dog Waste Bin
- bb) Rutland County Council - Chairman
- cc) HSBC - Business Overdrafts
- dd) Broughton Allotment Association & Leisure Gardeners - Allotment Meeting Press Release
- ee) Bottesford Town Council - Town Mayor
- ff) Withernsea Town Council - New Mayor
- gg) Barton Town Council - Mayor & Deputy
- hh) ERNLLCA - Standing Orders 2020 Update
- ii) North Lincs Council - Broughton & Appleby Ward Election
- jj) Information Commissioner's Office - Renewal Confirmation & Receipt of Payment

- kk) Beverley Town Council - Mayor
- ll) Winterton Town Council - Mayor, Consort & Deputy Mayor
- mm) Ms L Howson - Anti-Social Behaviour at the Park
- nn) LIVES - Receipt for Grant
- oo) North Lincs Council - Parish Council Vacancies

It was resolved that this correspondence should be noted.

(ii) a) Ms D Hotson - Woodland Drive. Email from a resident asking that an area of grassed land in front of the electricity substation on Woodland Drive to be included in the contractor's schedule of work for grass cutting. The Clerk had spoken to Northern Powergrid, who would send a contractor out to cut it if someone telephoned them about it, however they would not object to the Council cutting it. The Clerk had asked North Lincolnshire Council if they would include it in any future contract and was told no, and therefore he warned it may set a precedent if the town council cut it. **It was resolved that the contractor should be asked to do the area in front of the electricity substation on Woodland Drive in Broughton at extra cost - but subject to it being reasonable.**

b) Mr J Hardiment - Outside Lights at Phil Grundy Centre. Email complaining about the nuisance caused by the outside lights at the Phil Grundy Community & Sports Centre as a result of them shining directly towards a house and asking for them to be on auto-sensors. The Clerk had asked an electrician to look at the possibility of the lights either being on a sensor or a timer and was now awaiting feedback from them. **It was resolved that the Clerk should ask Bowness Electrical for a quote to turn the outside lights on and off manually and also a timer switch.**

c) NALC - Reopening and Reimagining Your Community Buildings. Online event due to be held on Wednesday, 23rd June 2021. **It was resolved that the information be noted.**

d) North Lincolnshire Council - Worlaby Parish Neighbourhood Plan Submission Draft. The plan has been submitted to North Lincolnshire Council and the consultation period runs until Monday, 31st May 2021. **It was resolved that the information be noted.**

e) Broughton Cricket Club - Electrical Source for Net Facility. Email from Mr Neil Simpson, the Secretary of Broughton Cricket Club, asking if the Council would consider allowing them to explore the possibility of obtaining an electrical source to the net facility to allow them to use a bowling machine during coaching sessions. He estimated the cost to be around £1,300 plus groundwork, which they could source themselves, but if possible, would look to a contribution from the Council in the form of a grant. **It was resolved that that Broughton Cricket Club should be allowed to explore the possibility of obtaining an electrical source to the net facility.** Note: Councillor Simpson had earlier declared an interest in this item, therefore he left the meeting whilst it was being discussed.

f) OPCC - Community Survey. Request to complete a community survey. **It was resolved that the survey should be noted, however councillors could fill it in individually if they wished to do so.**

g) NALC - Youth Survey. Request to complete a survey to enable them to find out what work local councils are doing to support young people in the community. **It was resolved that the survey should be noted, however councillors could fill it in individually if they wished to do so.**

h) **ERNLLCA** - Managing a Disciplinary Procedure Online Training. Details of a course due to be held on Thursday, 3rd June 2021, from 2.00 pm to 4.00 pm, and from 6.30 pm to 8.30 pm, via Zoom. **It was resolved that the information be noted.**

i) **Mr R Bonnett** - Tubs & Compost for War Memorial. Suggestion that the Council should purchase two plastic imitation stone planting tubs with compost to enhance the War Memorial, which would then be supplied with plants grown by volunteers. **It was resolved that the Clerk should purchase two plastic imitation stone planting tubs with compost for the War Memorial up to a value of £150.** Note: Councillors Price & Whittingham had declared an interest in this item, so both left the meeting whilst it was being discussed, and Councillor Simpson temporarily chaired the meeting.

j) **Wildscapes** - Fully Funded Wildlife Ponds for North Lincolnshire. Email stating that they were looking for landowners in North Lincolnshire who would be interested in having a wildlife pond on their land. The work would be carried out by Wildscapes and completely funded by Natural England, and all landowners needed to do were a few simple steps to keep the pond in good condition. **It was resolved that the Clerk should invite Wildscapes to come and discuss the suitability of some of the land at Pocket Park in Broughton for the project of a pond.**

k) **North Lincs Council** - Traffic Schemes in Broughton. Email asking for the Council's views on three traffic schemes under consideration in Broughton.
1. Flashing lights and signs: Brigg Road, Broughton. 2. Double Yellow Lines: Greyfriars Road / Brigg Road Junction, Broughton. 3. Double yellow lines: Appleby Lane / Westminster Road Junction, Broughton. The Clerk had provided councillors with copies of the consultation letters and accompanying drawings of each scheme. **It was resolved that the Council had no comments to make on any of them.**

l) **ERPF** - Employer Training Workshops. Details of an 'Employer's Role' Workshop due to take place on Wednesday, 2nd June 2021, and Tuesday, 15th June 2021, and also an 'Understanding Pay' Workshop due to take place on Friday, 4th June 2021, and Thursday, 17th June 2021. **It was resolved that the information be noted.**

3528. **Publications**

The following publications had been received:-

Public Sector Network - Newsletter	April 2021
Clerks & Councils Direct - Magazine	May 2021
HSBCnet - News	May 2021
North Lincs Council - Forthcoming Meetings	May 2021
War Memorials Trust - Bulletin	May 2021
CPRE - Campaigns Update	
ERNLLCA - Newsletter	
ERPF - Employer Alert	
NACO - Newsletter	
NALC - Chief Executive's Bulletins	
NALC - Coronavirus Update	
NALC - Newsletter	
North Lincs Council - Covid 19 Business Update	
North Lincs Council - Weekly Roadworks List	
North Lincs Council / Visit Lincoln - Tourism & Visitor Economy Policy Updates	
Public Sector Executive - Online Newsletters	
Rural Services Network - Rural Funding Digest & Bulletins	
SLCC - News Bulletins	

It was resolved that the information be noted.

3529. Committee / Working Group Reports

(i) Personnel Committee - The minutes of a meeting of the Personnel Committee held on Monday, 17th May 2021, were circulated prior to the meeting. **It was resolved that they be approved as a correct record.**

3530. Planning

a) The following planning applications had been received:-

PA/2021/778 Proposal: Planning permission to erect a two-storey rear extension and a new front porch (following demolition of existing conservatory)
Location: 8 Labrador Drive, Broughton, DN20 0ER
Applicant: Mr & Mrs T Brown

It was resolved that the Council neither supports or objects to the planning application, but it asks that the objections from members of public are taken into account before a decision is made.

PA/2021/834 Proposal: Planning permission to erect a single-storey rear extension
Location: 32 Appleby Gardens, Broughton, DN20 0BA
Applicant: Helen Parkin

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

PA/2021/862 Proposal: Planning permission to erect a single-storey rear extension to the dwelling and a new detached double garage (following demolition of existing rear conservatory and detached garage)
Location: 71 Ermine Street, Broughton, DN20 0AH
Applicant: Mr Lewis Redhead

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

b) The following planning decisions had been received:-

PA/2021/258 Refusal of planning permission to erect a climbing frame to the rear of the property at 90 Windsor Way, Broughton, DN20 0EL

PA/2021/478 Full planning permission granted to erect a new single-storey rear extension (including demolition of existing single-storey extension and conservatory) at 88 High Street, Broughton, DN20 0HY

PA/2021/465 Full planning permission granted to erect a single-storey detached garage at 2 Mill Cottages, access road to houses on Castlethorpe Corner, Castlethorpe, DN20 9LF

It was resolved that the information be noted.

Note: Councillor Price had earlier declared an interest in PA/2021/834 and therefore left the meeting whilst it was being discussed and the meeting was chaired in the absence of the Mayor by Councillor Simpson, whilst Councillor Ross was out of the room for the whole of the item to do with Planning.

3531. Finance

(i) Audit Checks

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

- a) Cash receipt of £30 from Mr S Tooby for Allotment 3 on 9th April 2021.
- b) Cash receipt of £15.50 from Mr T Parmenter for Allotment 18B on 9th April 2021.
- c) BACS receipt of £12,000 from North Lincolnshire Council for Restart Grant on 9th April 2021.
- d) Cheque payment of £7,185.60 made to Morelock Signs Ltd for Speed Signs on 26th April 2021.
- e) Cheque payment of £40 made to Information Commissioner for Data Protection Fee on 26th April 2021.

All the relevant paperwork and associated documents were found to be correct with the exception of a) which was receipted incorrectly on the invoice. **It was resolved that this be noted.**

(ii) Financial Accounts

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

(iii) Accounts for Payment

ACCOUNTS FOR PAYMENT - MAY 2021

Payments made since last meeting:-

26.04.21	Dr Card No.3	Zoom - Monthly Fee	14.39
27.04.21	DD	E.on - Electricity for Sports Centre	260.59
28.04.21	Dr Card No.4	Screwfix Direct Ltd - Wheelbarrow & Padlock	51.97
	BACS No.2	Payroll & Pension	5,648.60
29.04.21	Dr Card No.5	Toolstation Ltd - Cordless Drill	179.98
30.04.21	Csh No.2	North Lincs Council - Waste Collection	15.30
		Virgin Money - Bank Charges	6.50
04.05.21	DD	North Lincs Council - Business Rates for Cemetery	85.00
	Csh No.3	Pickering's - Keys	28.20
05.05.21	DD	Talk Talk Business - Telephone & Broadband	26.53
06.05.21	Chq No.100660	Notice Board Company (UK) Ltd - Notice Board	510.26
	Chq No.100661	ERNLLCA - Annual Membership & Training	1,142.63
	Chq No.100662	HWRCC - Annual Membership of HWRA	25.00
	Chq No.100663	CPRE Northern Lincolnshire - Best Kept Village Competition	25.00
	Dr Card No.6	Net World Sports Ltd - Boot Cleaner	246.94
07.05.21	Csh No.4	Broughton Post Office - Stamps	18.12
10.05.21		HSBC - Bank Charges	34.04
12.05.21	Dr Card No.7	Laptops Direct - New Laptop for Deputy Clerk	669.97
		Fair Gardens Plant Centre Ltd - Plants, Compost & Fence	
17.05.21	Chq No.100664	Paint	454.60
	DD	E.on - Gas for Sports Centre	66.85
21.05.21		HSBC - Bank Charges	6.50
23.05.21	Dr Card No.8	Zoom - Monthly Fee	14.39

It was resolved that the action taken be approved.

Payments submitted at this meeting:-

24.05.21	Chq No.100665	Scunthorpe Lawnmowers Ltd - Honda Lawnmower	425.00
	Chq No.100666	Green Grass Contracting - Grounds Maintenance & Grass Verges	1,136.28
	Chq No.100667	North Lincs Council - Installation of Speed Signs	400.00
	Chq No.100668	Supplies - Stationery	24.21

It was resolved that these accounts be paid.

(iv) Bank Accounts

The Clerk had provided each councillor with information about the Council's bank accounts including the charges made and the interest received for each account. He had wanted to consolidate some of the bank accounts and look at a savings account, however as a result of the Financial Services Compensation Scheme there was still a need to have the money in 2 / 3 separate accounts to spread the risk in case one of the financial institutions went bust. **It was resolved that the Clerk should look at 2 / 3 accounts where the Council could put its money.**

3532. Mayoral / Chairperson's Allowance

The Clerk informed councillors that the Council had put aside £1,200 in this year's budget for the Mayoral / Chairperson's Allowance for 2021 / 2022. **It was resolved that the Council would pay a Mayoral Allowance of £1,200 for the year 2021 / 2022 to cover expenses, and it would be paid in two instalments.**

Note: The Mayor had earlier declared a disclosable pecuniary interest in this item and therefore was excluded from the meeting whilst it was discussed, and during her absence the meeting was chaired by the Deputy Mayor.

3533. Storage

The Clerk had received two quotes for an architect to draw-up diagrams for a new breeze-block storage building. **It was resolved that the item be deferred to the next meeting of the Full Council to enable the Clerk to obtain more quotes.**

3534. Spoil Heap

The Clerk had obtained a quote to remove the spoil heap next to the car park at the rear of the Phil Grundy Community & Sports Centre. **It was resolved that Squirrell Plant & Transport Hire should be asked to remove the spoil heap next to the car park at the rear of Phil Grundy Community & Sports Centre, Scawby Road, Broughton, at a cost of £235 + VAT - allowing for up to two visits if necessary.**

3535. Broughton Village Hall

The Clerk had received a request from Broughton Village Hall for a grant to help towards the running costs of the Village Hall, and also provided each councillor with a copy of their accounts. **It was resolved that the Council should make a grant of £2,535 to Broughton Village Hall to help towards the running costs.**

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

3536. Insurance

The Council's insurance policy was due for renewal on 1st June 2021, and the Clerk had received a quote from the broker. **It was resolved that the Clerk should renew the insurance policy with BHIB Limited at a cost of £6,511.65.**

3537. Best Kept Front Garden Competition

It was suggested that the Best Kept Front Garden Competition should take place once again this year. **It was resolved that:- (i) 1st Prize be £50, 2nd Prize be £30, 3rd Prize be £20. (ii) Councillor Whittingham be the Council's representative on the judging panel with Broughton in Bloom.**

3538. Annual Governance Statement - Assertions Review

It was felt that councillors were unable to do this until after the internal audit had taken place. **It was resolved that this item should be deferred to the next meeting of the Full Council.**

3539. Items Raised By Councillors

(i) Waters Edge Estate - Councillor Whittingham raised the following issues to do with the Waters Edge Estate:-

- a) The path onto the bank from Kingfisher Close needs resurfacing.
- b) The steps up to the bank from Kingfisher Close need attention.
- c) The grassed area needs cutting more carefully, so the children can play ball games on it, and the playground looks shabby and could do with a makeover or completely redone.
- d) The gap between the houses on Kingfisher close needs a path, because buggies and wheelchairs have to go on the road.
- e) Residents have been told that the triangles of land at the end of their gardens cannot be planted up, however they are not maintained and look scruffy - residents want to look after these areas and make them look nice.
- f) The bank used to be cut regularly so that it was 'like a lawn', whilst the grass left wild is good for wildlife the small patch in front of the houses could be mowed.

It was resolved Councillor Ross should deal with points a), d) and e) as ward councillor, whilst the Clerk would deal with points b), c) and f).

(ii) Footpath - Councillor Senior raised concerns about the state of the footpath at the entrance to the Phil Grundy Community & Sports Centre Car Park. **It was resolved that Councillor Ross should take up the issue about the state of the footpath outside the main entrance to the Phil Grundy Community & Sports Centre with North Lincolnshire Council as ward councillor.**

3540. Reports From Council Representatives

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

(i) Village Hall Committee - Funding for a security fence had been secured by the local MP. Huge problem with the Village Hall floor splitting and lifting - may not be repairable.

(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 - AGM couple of weeks ago - Mr Martin Hempstock is the Chair of the Association.

(iv) Broughton Allotment Association & Leisure Gardeners - Need a strimmer and interested in the Council purchasing the allotments from the landowner.

(v) Wressle Wellsite Community Liaison Group - Next meeting soon and proppant squeeze about due.

It was resolved that the reports should be noted.

3541. North Lincolnshire Councillors' Reports

Councillor Lee informed the Council that the planning application to do with The Red Lion was still being assessed by the officer. The housing on Scawby Road was due to go before the Planning Committee in July. Potholes had been reported to the Council. Taken up issues with KCOM about how the paths had been repaired after work had been done. Neighbourhood Action Team meeting on Wednesday, 26th May 2021, at 5 pm via Teams. New signage to do with taking litter home and no cycling, and also new litter bins in the laybys. **It was resolved that the report be noted.**

3542. Personnel

Due to the confidential nature of the item to be discussed both the press and public were excluded from the meeting. At a meeting of the Personnel Committee held on Monday, 17th May 2021, following a discussion about Staff Appraisals it recommended that the Town Clerk be given an additional 7 hours per week for 4 weeks to enable him to sort out Council paperwork. **It was resolved that Full Council should agree with the recommendation made by the Personnel Committee and the Clerk be given an additional 7 hours per week for 4 weeks to enable him to sort out Council paperwork.**

Note: The Clerk left the meeting whilst this item was discussed.

3543. Date, Time and Place of Future Meetings

The next meeting of the Full Council is due to be held on Monday, 28th June 2021, at 7.30 pm, and in addition there is also a meeting of the General Purposes Committee due to be held on Monday, 7th June 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.**

3544. Closure of Council Meeting

The meeting was closed by the Mayor at 10.12 pm.