

BROUGHTON TOWN COUNCIL

Minutes of the Full Council Meeting held on Monday, 26th October 2020, at 7.30 pm, via Zoom.

Public Participation

A local resident asked what plans were in place to provide free meals during the October half-term holiday to children who are eligible for free school meals as the Government had recently announced that there would be provision for free meals to continue during the school holidays due to the hardship being faced by many lower-income families during the coronavirus pandemic. The Mayor responded that Councillor Waltham may be able to shed more light on the matter during his leader's report at the end of the meeting.

3341. Record of Members Present

The following councillors were present: Councillors Senior (Mayor), Leitch, Mumby-Croft, Price, Ross, Simpson and Whittingham.

3342. Apologies and Reasons for Absence

Apologies were received from Councillor Portess - ill.

3343. Declarations of Interest

(i) Councillor Simpson declared a personal and prejudicial interest in Item 13 - Multi-User Games Area, whilst Councillors Price and Simpson both declared a personal and prejudicial interest in Item 16 - Cost of Room Hire.

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

3344. Mayor's Report

The Mayor explained that there had not been a great deal on the civic front and he could not see anything meaningful happening between now and the end of the year, therefore he had nothing to report. **It was resolved that the report be noted.**

3345. Police Matters

The Clerk reported that there had been vandalism to the germination sheets and bird scarers on the playing field. The Mayor said he had seen a police car heading towards the Phil Grundy Community and Sports Centre on Thursday evening and he hoped that this was part of their new patrol routine. **It was resolved that the information be noted.**

3346. Minutes of the Last Meeting

The minutes of a meeting of the Full Council held on Monday, 28th September 2020 were circulated prior to the meeting. **It was resolved that they be approved as a correct record.**

3347. Matters Arising

Minute 3302 Correspondence (i) n) CPRE Northern Lincolnshire - Best Kept Village Results 2020. The Clerk had received a £75 voucher for Best Kept Small Town, a £50 voucher for Best Kept Cemetery, and £50 voucher for Best Community Planting - these gardening vouchers would be used for the benefit of the community.

Minute 3302 Correspondence (ii) c) Mrs J Torn - Trees in the Church Grounds. The Clerk informed councillors that a survey of St. Mary's Churchyard had been carried out and he was awaiting the report.

Minute 3302 Correspondence (ii) d) Mrs K Smaller - Overgrown Trees in Pocket Park Rear of 21 and 23 Harry's Dream. The Clerk informed councillors that a survey of Pocket Park had been carried out and he was awaiting the report.

Minute 3302 Correspondence (ii) f) Mr T Cass - Appleby Lane Speeding. The Clerk had contacted North Lincolnshire Council who had responded by saying that they were looking to update signing, road markings etc. to help improve road safety.

Minute 3311 Best Kept Garden Competition - The winners had been informed, two of whom had requested for the prize money to be donated to charity. The Clerk had explained to them that the Council could not pay the monies directly to charity, but the winners could choose to do this themselves after they had received it from the Council.

Minute 3326 Correspondence (ii) a) VANL - Survey for Restarting Training. The Clerk had completed the survey.

Minute 3326 Correspondence (ii) b) Kubota (UK) Limited - Questionnaire. The Clerk had forwarded the questionnaire onto BCSA in case they wished to complete it.

Minute 3326 Correspondence (ii) c) Scribe / BHIB - Online Conference for Clerks. Unfortunately the Clerk was unable to attend due to time constraints.

3348. Correspondence

- i) a) North Lincs Council - Walking for Health Walks
- b) SLCC - AGM
- c) Mr T Honess - Permission to Use Pocket Park
- d) North Lincs Council - Rough Sleeper Count 2020
- e) BCSA - Field Update
- f) North Lincs Council - North Lincolnshire Playing Pitch Strategy 2020-2025
- g) North Lincs Council - Notification of NAT Meeting, Agenda & Minutes
- h) Ms N Savage - Complaint about Park / Skate Park
- i) Broughton Ravers JFC - Insurance for Goal Posts
- j) OPCC - Opportunity to Meet the Commissioner
- k) BCSA - Tractor & Mower Repair / Field Repairs Update
- l) North Lincs Council - New Developments Webinar
- m) ERNLLCA - District Committee Meeting
- n) North Lincs Council - Coronavirus Update
- o) ERPF - Important Information for Redundancy & Efficiency Planning
- p) North Lincs Council - Notification of Re-Arranged NAT Meeting
- q) Mr R Bonnett - Bench on Catherine Grove
- r) North Lincs Council - Test & Trace Support Payments
- s) North Lincs Council - Winter Service Replenishment of Salt Bins
- t) North Lincs Council - Visit Lincoln & Tourism Alliance Updates
- u) North Lincs Council - Christmas in North Lincolnshire

It was resolved that this correspondence should be noted.

(ii) a) VANL - Trustees. A request for new trustees, for people from the voluntary sector or those with an interest in the voluntary sector to help navigate VANL through the challenges they face, so they can continue to provide much needed support to the wider voluntary sector. **It was resolved that the information be noted.**

b) Westminster Insight - Digital Transformation in Public Services. Details of a forum to be broadcast live on Thursday, 5th November 2020, from 9.00 am to 1.10 pm. **It was resolved that information be noted.**

c) Broughton Primary School - Lighting of Pathway. A request had been received for the streetlight which is situated on the path which goes from Brigg Road to the school entrance / recreation field to be lit when the floodlights are not in use to make it safer for children and their parents when they leave after school clubs. The Clerk had managed to obtain a quote to enable the column light on the access path to come on independently from the floodlights. **It was resolved that Bowness Electrical Ltd should be asked to fit a timer at a cost of £60 + VAT.**

d) Westminster Insight - Race in the Workplace Forum. Details of a forum to be broadcast live on Friday, 7th December 2020, from 9.45 am to 2.05 pm. **It was resolved that information be noted.**

e) Woodland Trust - Woodland Planting. A request for the Council's views on a woodland creation project which the Woodland Trust were planning within the Parish. **It was resolved that the Council had no objections and in favour of the planting.**

f) Clarke Telecom - Telecommunications Mast. The Clerk had provided each councillor with illustrations showing the new location for a planned telecommunications mast. **It was resolved that the item should be deferred to enable a query about the measurements on the drawings to be raised with Clarke Telecom.**

g) ERPF - AGM. Details of the Annual General Meeting which is due to take place on Friday, 6th November 2020, from 12.45 pm to 1.15 pm via Zoom. **It was resolved that information be noted.**

h) ERNLLCA - Finance Training. Details of a series of virtual training events arranged by ERNLLCA with the Parkinson Partnership on finance. to provide a series of virtual training events. The dates are as follows:- Introduction to VAT for Local Councils on 15th December 2020 from 10.00 am to 3.00 pm, 12th January 2021 from 10.00 am to 11.30 am, 25th February 2021 from 10.00 am to 11.30 am, Finance for Councillors on 8th December 2020 from 10.00 am to 11.30 am and 14th January 2021 from 10.00 to 11.30 am. **It was resolved that the Town Clerk and Deputy Clerk be allowed to attend any of the finance training sessions at a cost of £30 + VAT per session.**

i) Westminster Insight - Customer Insight & Experience Digital Conference. Details of a conference due to be broadcast live on Thursday, 18th February 2021, from 9.00 am to 1.30 pm. **It was resolved that information be noted.**

j) Mr D Jones - Japanese Knotweed. A Facebook message regarding a possible Japanese Knotweed infestation in Pocket Park. **It was resolved that the Clerk should contact North Lincolnshire Council about Japanese Knotweed and he should also be given the authority to take any recommended action.**

k) Mr D White - One Way System on Brigg Road. Email about the heavy traffic on Brigg Road near the school during both the morning and afternoon school run times, and suggesting a one-way system on Brigg Road during these times to improve safety, congestion, emission and air quality. **It was resolved that the Clerk should contact North Lincolnshire Council and inform them that issues have been raised to do with crossing the road as a result of the traffic and to ask them what could be done to make it better.**

3349. Publications

The following publications had been received:-

OPCC - Newsletter	September 2020
HSBCnet - News	October 2020
North Lincs Council - Forthcoming Meetings	October 2020
CPRE - Campaigns Update	
ERNLLCA - Newsletter	
NACO - Newsletter	
NALC - Chief Executive's Bulletins	
North Lincs Council - Covid19 Business Update	
North Lincs Council - Weekly Roadworks List	
Public Sector Executive - Online Newsletters	
Rural Services Network - Bulletins & Rural Funding Digest	
SLCC - News Bulletins	

It was resolved that the information be noted.

3350. Committee / Working Group Reports

i) General Purposes Committee - The minutes of a meeting of the General Purposes Committee held on Monday, 12th October 2020, were circulated prior to the meeting. **It was resolved that they be approved as a correct record.**

3351. Planning Applications

a) The following planning applications had been received:-

PA/2020/1410 Proposal: Hazardous substance consent for the storage of crude oil
Location: Well Site, Clapp Gate, Appleby
Applicant: Mr Paul Foster, AECOM Ltd

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

PA/2020/1437 Proposal: Planning permission to erect single storey front extension
Location: 6 Townhill Drive, Broughton, DN20 0HF
Applicant: Mr N Turner

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

PA/2020/1548 Proposal: Listed building consent for internal alterations
Location: 66 High Street, Broughton, DN20 0HZ
Applicant: Mr Peter Shew

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

PA/2020/1513 Proposal: Planning permission to erect a single storey side / front extension and first floor rear extension
Location: 23 South View, Broughton, DN20 0EE
Applicant: McCarthy-Smith

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

PA/2020/1616 Proposal: Application to prune a yew tree in group G3 and subject to Tree Preservation (Beechwood House, Broughton) Order 1979
Location: 14 Scawby Road, Broughton
Applicant: Mr Michael Smith

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

PA/2020/1605 Proposal: Planning proposal for extensions to ground floor front elevation and creation of a first floor above Garage and Play Room
Location: 57 Appleby Gardens, Broughton, DN20 0BA
Applicant: Kirton

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

b) The following planning decisions had been received: -

PA/2020/1288 Full planning permission granted to erect garage and outbuilding at 9 South View, Broughton, DN20 0EE

PA/2020//252 Refusal of planning permission to erect 24 dwellings comprising 12 rent to home buy, 6 shared ownership and 6 open market dwellings on land to the east of Hillside Road, Broughton

It was resolved that the information be noted.

Note: Councillor Mumby-Croft and Councillor Ross both declared an interest in PA/2020/252 item, therefore they left the meeting whilst it was discussed.

c) **Water Testing at Wressle Wellsite** - The Clerk had contacted the Environment Agency and Anglian Water with a view to obtaining baseline water testing information. Anglian Water had responded by saying that they may not be carrying out any water testing as they do not have any assets in the area but they would confirm this and the Environment Agency had not yet responded to the Clerk's query. **It was resolved that this item should be deferred to a future meeting to allow the Clerk to obtain more information from the Environment Agency and Anglian Water about baseline water testing.**

3352. **Finance**

(i) **Audit Checks**

As the meeting was not on-site, various transactions could not be picked to follow through the accounts. **It was resolved that the item be deferred to future meeting.**

(ii) Financial Accounts

Detailed monthly accounts for September 2020 were provided for councillors to scrutinise. **It was resolved that these accounts be approved.**

(iii) Budget Reports

Councillors were provided with a copy of the budget report for April 2020 - September 2020, and the Clerk went through the figures in the report and provided an explanation for any variances between the budgeted and actual figures.

(iv) Accounts for Payment**ACCOUNTS FOR PAYMENT - OCTOBER 2020****Payments made since last meeting:-**

28.09.20	BACS No.59	Payroll & Pension	5,655.15
29.09.20		Yorkshire Bank - Bank Charges	7.20
30.09.20	Dr Card No.5	Howarth Timber & Building Supplies Ltd - Wood	39.47
	DD	E.on - Gas for Sports Centre	17.98
01.10.20	DD	North Lincs Council - Business Rates for Cemetery	81.00
06.10.20	Dr Card No.6	W Boyes & Co Ltd - Cable Ties	2.35
	DD	Talk Talk Business - Telephone & Broadband	39.60
07.10.20	Dr Card No.7	Turnbull & Co Ltd - Drill Bits	9.71
	Dr Card No.8	Turnbull & Co Ltd - Post Fix	19.15
08.10.20	DD	E.on - Electricity for Playing Field	12.24
	DD	E.on - Electricity for Sports Centre	274.56
		HSBC - Bank Charges	25.76
13.10.20	Chq No.100646	Direct Aggregate Supplies Ltd - Soil	90.00
16.10.20	Dr Card No.9	Broughton Post Office - Stamps	16.92
17.10.20	Dr Card No.10	Home Bargains - Cleaning Materials	16.87
21.10.20	Dr Card No.11	Screwfix Direct Ltd - Adhesive	10.00
	DD	Anglian Water - Cemetery	18.94
	DD	Anglian Water - Allotments	253.27
		HSBC - Bank Charges	9.00
22.10.20	Dr Card No.12	Brians DIY - Fixings	5.40

It was resolved that the action taken be approved.

Payments submitted at this meeting:-

26.10.20	BACS No.60	Mr LF & Mrs LK Smith - Best Kept Garden Competition	25.00
	BACS No.61	Mr SJ Fisher - Best Kept Garden Competition	15.00
	BACS No.62	Mrs JE Barr - Best Kept Garden Competition	10.00
	BACS No.63	Trent Plastics Fabrication - Clear Acrylic Screen	81.72
	BACS No.64	Bowness Electrical Ltd - Additional Floodlights	1,195.20
	BACS No.65	Supplies - Cleaning Materials	34.85
	BACS No.66	Turnerwarren - Payroll & Furlough Charges	96.00
	BACS No.67	BCSA - Grounds Maintenance	1,601.10
	BACS No.68	Green Grass Contracting - Grounds Maintenance	1,796.40
	BACS No.69	Chubb Fire & Security Ltd - Fire Alarm Call Out	246.00

It was resolved that these accounts be paid.

3353. Multi-User Games Area

The Clerk explained that he had contacted a solicitor to seek legal advice about selling or leasing some land but had not yet received a response so he would follow this up. If he still did not receive a response, he would look at seeking advice from a different solicitor. He had also contacted a surveyor and was told that the cost of seeking a valuation of the land would be £250 + VAT, however he had not pursued this until he had received the legal advice from the solicitor. The Clerk informed the Council that he had made Mr David Fox of North Lincolnshire Council aware of the situation, because they were about to resume the re-tendering process. Councillor Senior explained that the management plan was in the process of being updated with a view to a final version being presented at next month's meeting of the Full Council, which could then be made available to the public. **It was resolved that the report be noted.**

Note: Councillor Simpson had earlier declared an interest in this item so left the meeting while it was being discussed.

3354. Remembrance Day

At the last meeting of the Full Council held on Monday, 28th September 2020, it was resolved that the General Purposes Committee should look at how Remembrance Day should be celebrated this year, and this was discussed at a meeting of the General Purposes Committee held on Monday, 12th October 2020. Each Councillor was also provided with details of the service due to be held at St. Mary's Church, who were requesting a representative from the Council to be present at the service, and the Mayor confirmed he was prepared to attend on behalf of the Council. **It was resolved that Full Council should agree with the recommendation made by the General Purposes Committee that there should be no parade or service at the War Memorial on Remembrance Day, however representatives from local organisations will be allowed to lay wreaths at their own convenience, and this should be conveyed to residents via social media. In addition, residents would be encouraged to stand in silence at the end of their drives / on their doorsteps at 11.00 am on Remembrance Sunday, and the Clerk in consultation with the Mayor and Deputy Mayor be authorised to purchase some poppies to put on the lamp-posts in Broughton.**

3355. Civic Awards

At the last meeting of the Full Council held on Monday, 28th September 2020, it was resolved that the General Purposes Committee should look at how current and future individuals could be recognised for their service to the community of Broughton, and this was discussed at a meeting of the General Purposes Committee held on Monday, 12th October 2020. **It was resolved that the General Purposes Committee should make a recommendation to Full Council that:- (i) The Council should continue with its current system for Civic Awards, however letters of thanks should be sent to people in paid or voluntary posts, who subsequently retire or reach milestones of service within the community. (ii) The Council should ask if Broughton Library could be renamed the Ivan Glover Library.** The Clerk then sought clarification as to which individuals he needed to send letters of thanks / certificates as a result of their community service.

3356. Cost of Room Hire

At a meeting of the General Purposes Committee held on Monday, 12th October 2020, some concerns had been expressed from a few hirers about the cost of hiring additional rooms at the Phil Grundy Community & Sports Centre during the Coronavirus pandemic. Restrictions on the size of groups and a need for them

to social distance, meant some hirers now needed to hire additional rooms in order to comply with coronavirus guidelines and regulations, and this therefore pushed up the cost of them hiring the facility. **It was resolved that the Council should agree with the recommendation made by the General Purposes Committee that the booking of additional rooms during the Coronavirus pandemic should incur no further charges, but needed to be reviewed at the end of the calendar year.**

Note: Councillor Price and Councillor Simpson had earlier declared an interest in this item, so they left the meeting while it was being discussed.

3357. Christmas Tree & Christmas Lights

The Mayor had managed to obtain some quotes for a large Christmas tree and some new Christmas lights (including starter and extension cable). **It was resolved that the Clerk should purchase a Christmas Tree at a cost of up to £230 + VAT, and also some Christmas Lights at a cost of £510 + VAT.**

3358. Deputy Town Clerk's Laptop

The Deputy Clerk had experienced issues with her laptop over the last year and a local computer repair shop had explained that a repair was not possible. **It was resolved that the Clerk be given the authority to purchase a new laptop for the Deputy Clerk after consultation with the Mayor and Deputy Mayor.**

3359. Mole Problem

A new pest control company was being sought after problems with the previous contractor, and a quote of £330 had been given for the cost of dealing with the existing mole problem at the Cemetery by North Lincs Pest Services. In addition, they had also provided quotes for regular, ongoing checks at the Playing Field, Cemetery and Churchyards, however it was felt that cheaper options needed to be explored. **It was resolved that North Lincs Pest Services should be asked to deal with the existing mole problem at the Cemetery at a cost of £330.**

3360. War Memorial's Trust

The Council considered whether it wanted to renew its membership of the War Memorials Trust. **It was resolved that the Council should renew its membership of the War Memorials Trust for 2020 / 2021 at a cost of £20.**

3361. Royal British Legion

The Royal British Legion had provided a wreath for the Council on Remembrance Day, and the Council usually made a grant to cover the cost of the wreath. **It was resolved that the Council should make a Section 137 grant of £50 to the Royal British Legion for the Poppy Appeal on behalf of the people of Broughton.**

3362. Internal Auditor

The Council had to consider the appointment of an internal auditor for 2020 / 21, and the current auditor was prepared to do it for £325 per visit. **It was resolved that Mr T Flatters, on behalf of Ossett Internal Audit Services, should be appointed as the Council's internal auditor for 2020 / 21 at a cost of £325 per audit.**

3363. Reports From Council Representatives

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

(i) **Village Hall Committee** - There had been no meeting of the Committee since the last meeting of the Full Council.

(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** - Not met but received correspondence from the FA regarding the Consumable Grant and were following guidelines related to the chafer grub. The Association would like to discuss storage options with the Council and Ravers, and they will consider asking for this to be raised as an agenda item at the next meeting of the General Purposes Committee.

(iv) **Broughton Allotment Association & Leisure Gardeners** - There was nothing to report.

It was resolved that the information should be noted.

3364. North Lincolnshire Council's Leader's Report

Councillor Waltham said that North Lincolnshire was on the cusp of moving in to a higher local Covid alert level tier due to the recent rise in coronavirus cases in the area. He said that a number of stricter measures were being put in place to discourage littering and the Public Space Protection Order (PSPO) was being used to issue penalties to people who were responsible for dog fouling. The campaign to prevent dog fouling and littering was to be extended and Broughton would also receive posters that could be displayed prominently to try to curb the problem. Councillor Waltham explained that North Lincolnshire Council were encouraging tree planting and the aim was to plant 172,000 new trees i.e. one for every resident in North Lincolnshire. He urged the Council to register with the Woodland Trust by the end of November if Broughton has space for tree planting during 2021. Regarding speeding, he said that a company specialising in the production of signs were offering lower rates at the moment and he would forward their details onto the Council to take advantage of the deal to purchase flashing speed signs which have proven to be effective in Brigg. At the start of the meeting, a local resident had asked about the provision of free meals to school children during the half-term holidays. Standing orders were temporarily suspended to allow the local resident to speak. She asked what system was in place to provide the free meals now that the school holidays had now started. Councillor Waltham responded that North Lincolnshire Council had received £2.1m from the Government as part of their Covid relief package. He said that there were around 50 children in Broughton that were eligible for free school meals and North Lincolnshire Council were working with the school and Children's Centre to make sure the free provision was available to them during the holidays. Councillor Whittingham asked if laptops would be provided to children who were self-isolating and did not have access to IT facilities. Councillor Waltham said the scheme was still open in North Lincolnshire and the Covid relief package would be used for protecting older people, provision of care, public health requirements during the pandemic and to provide support to a range of other sectors. There were also a number of mechanisms in place to manage and control the coronavirus infection rate. Standing orders were reinstated at this point. **It was resolved that the information be noted.**

3365. Date, Time and Place of Future Meetings

The next meeting of the Full Council is due to be held on Monday, 30th November 2020, at 7.30 pm, via Zoom. A meeting of the General Purposes Committee is also due to be held on Monday, 16th November, at 7.00 pm, via Zoom. **It was resolved that the information be noted.**

3366. Closure of Council Meeting

The meeting was closed by the Mayor at 9.58 pm.