

BROUGHTON TOWN COUNCIL

Minutes of the Full Council Meeting held on Tuesday, 26th May 2020, at 7.30 pm, via Zoom

Public Participation

A member of public said that they had experience regarding VAT and would be happy to help if the Clerk needed any advice with regards to the VAT issue associated with the Multi-User Games Area.

3221. Election of Mayor / Chairperson and Appointment of Deputy Mayor / Deputy Chairperson

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

3222. Appointment of Committee Members / Council Representatives

General Purposes	Councillors Price, Ross, Senior, Simpson & Whittingham
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
Snow / Flood Wardens	Councillors Portess & Price with an invite extended to Mr S Clixby
Pocket Park Liaison	Councillor Senior
Broughton Community & Sports Association	Councillor Simpson
Broughton Allotment & Leisure Gardeners Assoc	Councillor Whittingham

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

3223. Record of Members Present

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

3224. Apologies and Reasons for Absence

There were no apologies as all members of the Council were present.

3225. Declarations of Interest

(i) Councillors Portess and Ross both declared an interest in Item 14 - Finance iii) Accounts for Payment, Councillor Senior declared an interest in Item 15 - Mayoral / Chairperson's Allowance, whilst Councillor Simpson declared an interest in Item 16 - Multi-User Games Area.

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

3226. Mayor's Report

Councillor Senior explained that whilst things had been quiet in terms of his mayoral duties, he had been busy regarding the Multi-User Games Area and tasks that had presented themselves since the onset of the coronavirus pandemic. **It was resolved that the report be noted.**

3227. Police Matters

Councillor Ross was concerned about the amount of traffic in Broughton and on Sunday, 24th May 2020, there were a lot of cars in the car park of Co-op which didn't belong to shoppers at the store. There also seemed to be a lot of speeding. Councillor Price had also noticed the speeding and also explained that people were using the Skate Park when they shouldn't be. She had passed this on to the Clerk to be reported. **It was resolved that the information be noted.**

3228. Minutes of the Last Meeting

The minutes of a meeting of the Full Council held on Monday, 27th April 2020, had been circulated prior to the meeting. **It was resolved that they should be approved as a correct record subject to Minute 3018 North Lincolnshire Councillors' Reports stating that Councillor Robert Waltham is the Leader not Lead of North Lincolnshire Council.**

3229. Matters Arising

Minute 3206 Correspondence (ii) a) Broughton Cricket Club - The Clerk had given Broughton Cricket Club permission to do some exploratory work to do with the enhancement of the facilities at the Phil Grundy Community & Sports Centre.

Minute 3206 Correspondence (ii) d) Keep Britain Tidy - Great British September Clean. The Clerk had asked Broughton in Bloom to join the Council and participate in the Great British September Clean.

Minute 3206 Correspondence (ii) f) North Lincolnshire Council - Nuisance Cyclists on Public Footpath 212 in Manby Woods. The Clerk had contacted North Lincolnshire Council to state that the Council believed the majority of cyclists were behaving and therefore not in favour of restricting access to the footpath.

Minute 3210 Co-option - The Clerk informed the Council that Mr. Paul Tattersfield had signed his declaration of acceptance of office and also completed his register of interests form.

Minute 3213 ERNLLCA - The Clerk had renewed membership of ERNLLCA for 2020 / 2021 at a cost of £1,075.15

Minute 3214 Best Kept Village Competition - The Clerk had entered the Council in the Best Kept Village Competition for 2020 at a cost of £25.

Minute 3215 Broughton Relief in Need Trust - The Clerk had informed the Chairman of the Trust that Councillor Ross had been elected as a nominative trustee for Broughton Relief In Need Trust.

3230. Correspondence

- (i) a) North Lincs Council - Consultation Responses for Planning Applications
- b) PKF Littlejohn LLP - Instructions for External Audit
- c) My Neighbourhood Plan - Planning Applications Online Seminar
- d) North Lincs Council - Financial Support Finder Tool & English Tourism Week 2020
- e) North Lincs Council - Foster Carers
- f) PKF Littlejohn LLP - 2019/20 Limited Assurance Reporting Season Survey
- g) Mr R Bonnett - Grass Verges
- h) Ms L Watson - Co-option
- i) Mr P Williams - Co-option
- j) Mr P Tattersfield - Co-option
- k) North Lincs Council - Community Managed Libraries COVID19 Impact Survey
- l) Mr R Bonnett - Public Bench
- m) Mr J Kitwood - Co-option
- n) BCSA - Management Plan / Business Plan for Astro
- o) OPCC - Domestic Abuse Campaign
- p) BCSA - Fertiliser Application
- q) North Lincs Council - Pathways to Recovery
- r) Mrs J Barlow - Allotment Fires
- s) BCSA - Grass Pitch Improvement Programme Good News Stories
- t) Citizens Advice North Lincs - Social Prescribing Team
- u) North Lincs Council - Tourism & Visitor Economy Updates
- v) BCSA - Agenda & Minutes
- w) NALC - Report on Local Council Elections
- x) ICO - Confirmation of Payment
- y) Mrs S Stones / A Smith - Allotment Fires
- z) Mr G Day - VE Day 75
- aa) OPCC - NIOC, Blog & End of Term Report
- bb) North Lincs Council - Civic Party 2020-2021
- cc) Bottesford Town Council - Mayor of Bottesford
- dd) Beverley Town Council - Mayor & Consort of Beverley
- ee) North Lincs Council - Fostering Fortnight
- ff) Crowle & Ealand Town Council - Civic Party 2020-2021
- gg) Barton Town Council - Mayor of Barton
- hh) Hessle Town Council - Mayor & Deputy Mayor
- ii) North Lincs Council - COVID-19 Community Response
- jj) OPCC - Updated Coronavirus Infographic

It was resolved that this correspondence should be noted.

(ii) a) Quickline / Quantum Air Fibre - Broadband. The Government was rolling out Fibre To The Premises (FTTP), which is a fibre-optic connection with a range of benefits and free installation is only available for a limited time. Residents and businesses within the parish that participate in the fibre rollout would be required to participate in the Government's Rural Gigabit Voucher Scheme (RGVS) which subsidises the construction costs required to complete the installation of the fibre network. **It was resolved that the information be noted.**

b) Mr J Harris - Walking in Lincolnshire. Mr Harris had emailed the Council to ask if it was prepared to add a link from its website to his own website about walks in England. **It was resolved that the email be forwarded to BCSA as the Council website had a link to the BCSA website, where such sites were publicised.**

c) **Public Sector Executive** - Protecting Your Data Survey. A request to participate in a survey to try to understand the challenges faced when protecting data. **It was resolved that the information be noted.**

3231. Publications

The following publications had been received:-

ERNLLCA - Newsletter	April 2020
Carnegie UK Trust - News	May 2020
Clerk & Councils Direct - Newsletter	May 2020
ERNLLCA - Newsletter	May 2020
CPRE - Campaigns Update	May 2020
ERPF - Employer Alert	May 2020
HSBCnet - News	May 2020
North Lincs Council - Forthcoming Meetings	May 2020
War Memorials Trust - Bulletin	May 2020
NACO - Newsletter	
NALC - Chief Executive's Bulletins	
NALC - Coronavirus	
North Lincs Council - Weekly Roadworks List	
OPCC - Weekly Blog	
Public Sector Executive - Online Newsletters	
Rural Services Network - Bulletins & Rural Funding Digest	
SLCC - News Bulletins	

It was resolved that the information be noted.

3232. Committee / Working Group Reports

(i) **General Purposes Committee** - The minutes of a meeting of the General Purposes Committee held on Monday, 18th May 2020, were circulated prior to the meeting. **It was resolved that they should be approved as a correct record.**

3233. Planning Applications

a) The following planning applications had been received:-

PA/2020/590 Proposal: Planning permission to erect a detached garage and store building
Location: 44 Brooklands Avenue, Broughton, DN20 0DR
Applicant: Mr A Drayton

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

PA/2020/698 Proposal: Planning permission to erect a summer house
Location: 22 Staniwells Drive, Broughton, DN20 0BD
Applicant: Mrs Sara Russell-Vardy

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

3234. 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 a future meeting.**

(ii) Financial Accounts

Detailed monthly accounts for April 2020 were provided for councillors to scrutinise, and Councillor Whittingham raised queries to do with election expenses and business rates, which the Clerk answered. **It was resolved that the accounts be approved.**

(iii) Accounts for Payment

The following financial information was presented:

ACCOUNTS FOR PAYMENT - MAY 2020**Payments made since last meeting:-**

28.04.20	BACS No.8	Payroll & Pension	5,874.25
	Csh No.3	MFG Brigg Service Station - Fuel for Mowers	12.00
30.04.20	DD	E.on - Gas for Sports Centre	59.82
01.05.20	DD	North Lincs Council - Business Rates for Cemetery	81.00
05.05.20	DD	Talk Talk Business - Telephone & Broadband	39.60
	BACS No.9	SLCC - Annual Membership	1,075.15
	BACS No.10	CPRE Northern Lincolnshire - Best Kept Village Competition	25.00
		HSBC - Bank Charges	23.60
12.05.20	DD	E.on - Electricity for Playing Field	11.95
	DD	E.on - Electricity for Sports Centre	258.62
17.05.20	Csh No.4	MFG Brigg Service Station - Fuel for Mowers	12.00
21.05.20		HSBC - Bank Charges	6.50

It was resolved that the action taken be approved.

Payments submitted at this meeting:-

27.05.20	BACS No.11	Turnerwarren - Furlough Charges	60.00
	BACS No.12	Green Grass Contracting - Grounds Maintenance	192.00
	BACS No.13	BCSA - Grounds Maintenance	1,622.88
	BACS No.14	Fair Gardens Plant Centre Ltd - Bedding Plants & Shrubs	475.40
	BACS No.15	Broughton Village Hall - S133 Grant	367.26
	BACS No.16	Mrs S L Carter - Xmas Lights Competition	50.00

It was resolved that these accounts be paid.

3235. Mayoral / Chairperson's Allowance

The Clerk informed councillors that the Council had put aside £1,180 in this year's budget for the Mayoral / Chairperson's Allowance for 2020 / 2021. **It was resolved that the Council would pay a Mayoral Allowance of £1,180 for the year 2020 / 2021 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 his absence the meeting was chaired by the Deputy Mayor.

3236. Multi-User Games Area

At a meeting of the General Purposes Committee Meeting held on Monday, 18th May, 2020, the draft business / management plan was discussed. There were some figures relating to income and expenditure which needed to be firmed up, which the Mayor and Clerk were working on and planned to go through at the next meeting of the General Purposes Committee due to be held on Monday, 1st June 2020. Councillor Senior said that the plan was very close to being completed and he was very positive about the direction it was taking. The Clerk had forwarded on some questions from councillors and queries about business rates and VAT to North Lincs Council, but North Lincs Council had experienced a delay in getting information from contractors due to the lockdown, although it is envisaged that this will change now that the lockdown is being eased. The Mayor explained that the document is regarded as commercially sensitive and copies would be provided to councillors once it is completed. Councillor Ross thanked Councillor Senior and the Clerk for their efforts with this document. **It was resolved that this information should be noted.**

Note: Councillor Simpson had earlier declared an interest in this item and therefore was excluded from the meeting whilst it was being discussed.

3237. Grass Cutting of Verges and Public Rights of Way

It was resolved that both the press and public should be excluded whilst this item was discussed due to a clause in the grant offer about confidentiality. The Clerk had sought three quotes to enable the Council to explore opportunities for the transfer of grass cutting, however some questions were raised about the grant which was being offered by North Lincolnshire Council. **It was resolved that this item be deferred to next month's meeting to allow time for more information to be available about the grass cutting of verges and public rights of way.**

3238. Insurance

The Council's insurance policy was due for renewal on 1st June 2020, 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 £6,441.14.**

3239. Standing Orders

The Clerk had provided each councillor with a draft revised copy of the Council's standing orders to review, and then he went through them with councillors highlighting possible changes. **It was resolved that the Council should adopt the revised standing orders with the changes suggested and in addition the term Chairman / Chairwoman be changed to Chairperson, however they would lay on the table for a month.**

3240. Financial Regulations

The Clerk had provided each councillor with a draft revised copy of the Council's financial regulations to review, and then he went through them with councillors highlighting possible changes. **It was resolved that the Council should adopt the revised financial regulations with the changes suggested and in addition the term Chairman / Chairwoman be changed to Chairperson.**

3241. Reports From Council Representatives

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

(i) **Village Hall Committee** - All fine, thanks were given to the Clerk for his help with regards to the furloughing of staff at the Village Hall and to Councillor Waltham for his help with applying for a grant for the Village Hall.

(ii) **Broughton Relief in Need Trust** - The AGM was due to take place last week but it did not go ahead, so there was nothing to report.

(iii) **Broughton Community & Sports Association** - BCSA were hoping to complete the top-dressing of the playing field at the weekend and although it is a straightforward process it will take most of the day and social-distancing measures will be in place. The AGM took place a week ago and Councillor Simpson was elected as Chair of Committee Meetings, a position which would change yearly. He said that the Council had reported an issue with the type of signage displayed when weed-killer had been applied to the field and wanted to point out that an official sign had not been used as unfortunately vandals often remove and discard official signage. Machinery is due a service and the Clerk would try and follow this up.

(iv) **Broughton Allotment Association & Leisure Gardeners** - There had been an issue with smoke from fires causing problems for local residents which had led to the Clerk putting a sign up asking people to refrain from this. The Association had asked if a letter from Broughton Allotments and Leisure Gardens Association asking people to join could be sent out with any further correspondence.

It was resolved that the information should be noted.

3242. North Lincolnshire Councillors' Reports

As there were no ward councillors present standing orders were temporarily suspended to allow Councillor Rob Waltham, Leader of North Lincolnshire Council to speak. Councillor Waltham said that the VE Day grant was now being called the VJ Day grant. He explained that there was funding up to the value of £25,000 available to the town council for loss of income due to the Phil Grundy Community & Sports Centre being closed during the coronavirus pandemic. He would email the Clerk the link via which the funding could be applied for. Councillor Waltham said the brown bin collection would be re-started from Monday, 1st June 2020. There is currently a scheme called 'Grow Don't Throw' which allows people to exchange their brown bin for a new free home composter and thereby encouraging recycling - he said the scheme was proving to be popular. Other schemes in North Lincolnshire include support to older residents, smoking cessation and promoting foster care. Councillor Whittingham asked if there was local staff experienced in issues related to environmental health who would get involved in testing for coronavirus to which Councillor Waltham responded that North Lincolnshire Council staff had been very agile during the pandemic and he was sure they would take on new roles to support the 'Track and Trace' programme. He said that issues related to coronavirus were being looked at on a regional level by working with care homes, schools and hospitals to ensure that local needs were being met. Testing is taking place in Scunthorpe. Councillor Waltham asked if the Council had claimed the Spring in Bloom Grant and was told by the Clerk that he had received nothing in writing, therefore Councillor Waltham said he would chase it. Standing orders were then reinstated at this point.

It was resolved that the information be noted.

3243. Date, Time and Place of Future Meetings

The next meeting of the Full Council is due to be held on Monday, 29th June, 2020, at 7.30 pm, via Zoom. There is also be a meeting of the General Purposes Committee due to be held on Monday, 1st June 2020, at 7.00 pm, via Zoom. **It was resolved that the information be noted.**

3244. Closure of Council Meeting

The meeting was closed by the Mayor at 9.48 pm.