

**BROUGHTON TOWN COUNCIL****Minutes of the Full Council Meeting held on Monday, 28<sup>th</sup> October 2019, at 7.30 pm, in the Phil Grundy Community & Sports Centre, Scawby Road, Broughton****Public Participation**

No members of the public had expressed an interest in addressing the Council.

**3053. Record of Members Present**

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

**3054. Apologies and Reasons for Absence**

Apologies were received from Councillors Glover - ill, Leitch - work commitments, and Portess - other commitments, whilst Councillor Whittingham had advised that she may be late due to family commitments.

**3055. Declarations of Interest**

- (i) Councillor Simpson declared a personal and prejudicial interest in Item 13 - Multi-User Games Area.
- (ii) The Clerk had received and granted no dispensations.

**3056. Mayor's Report**

On Sunday, 6<sup>th</sup> October 2019, the Mayor attended the Harvest Festival at Broughton Methodist Chapel, followed by the Civic Service at St Mary's Church, Broughton. On Sunday, 13<sup>th</sup> October 2019, he attended North Lincolnshire Council's Civic Service and on Monday, 14<sup>th</sup> October 2019, a meeting of the General Purposes Committee. On Tuesday, 22<sup>nd</sup> October 2019, he met with the Clerk to go through the agenda for October, whilst on Thursday, 24<sup>th</sup> October 2019, the Mayor and Clerk met with Abacus Lighting to do with lighting at the rear of the Centre, and then along with Councillor Price met with Wicksteed to discuss the Play Park. On Friday 25<sup>th</sup> October 2019, the Mayor and Clerk visited the North Lincolnshire Council offices to discuss the MUGA, whilst on Monday, 28<sup>th</sup> October 2019, the Mayor attended a meeting of the Broughton and Appleby Regeneration Group. **It was resolved that the report be noted.**

**3057. Police Matters**

The PCSO, the Clerk and Councillor Price had met on site to discuss some issues at the Centre during a Police Surgery. The PCSO mentioned that some names of the trouble-makers were known to her and others weren't. She discussed what she could and couldn't do in terms of questioning the youngsters involved. Councillor Mumby - Croft had attended a Neighbourhood Action meeting prior to the council meeting where these issues had been discussed in more depth - there had been trouble at the Village Hall and also the area where the drama group rehearse. **It was resolved that the information be noted.**

**3058. Minutes of the Last Meeting**

The minutes of a meeting of the Full Council held on Monday, 30<sup>th</sup> September 2019, had been circulated prior to the meeting. **It was resolved that they should be approved as a correct record.**

**3059. Matters Arising**

**Minute 3036 Correspondence (ii) b) North Lincs Council** - Crime Reduction Fund. The General Purposes Committee had considered a project for the Crime Reduction Fund and in due course make a recommendation to Full Council.

**Minute 3036 Correspondence (ii) e) NHS England & NHS Improvement (NE & Yorkshire)** - Consultation on GP Branch Closure. The Clerk had expressed concerns to the CCG about the impact the closure of the Surgery would have on those patients that may not be able to get to Brigg for appointments and wanted to continue the relationship they had built-up with their existing doctor.

**Minute 3036 Correspondence (ii) f) Mr R Bonnett** - Best Kept Front Garden. Mr Bonnett had been asked to come back with more detail about how this would work and said he would do so in due course.

**Minute 3036 Correspondence (ii) h) North Lincs Council** - Alleged Noise Nuisance. The complaint had been acknowledged and the Clerk had spoken to the party concerned to ensure it did not happen again.

**Minute 3036 Correspondence (ii) j) HSBC** - The Clerk had not yet had the opportunity to write a complaint to HSBC about the complexity of the form and the process, but ERNLLCA had responded to say that as town and parish councils are a local government body they were exempt from FATCA regulations.

**Minute 3043 Mower** - The Ransomes Highway 2130 Mower had been collected by the person who had bought it for £2,000.

**Minute 3044 Broughton Amateur Dramatic Society** - The Clerk had sent a cheque for the S133 grant of £300 made by the Council to Broughton Dramatic Society to help with the cost of repairing their roof.

**Minute 3046 War Memorials Trust** - Membership of the War Memorials Trust had been renewed for 2019 / 2020 at a cost of £20.

**Minute 3047 HWRA** - Membership of Humber and Wolds Rural Action had been renewed for 2019 / 2020 at a cost of £25.

**3060. Correspondence**

- (i) a) Mr R Bonnett - Planters & Flower Displays
- b) Bottesford Town Council - Invite to Autumn Fair
- c) Winterton Town Council - Civic Service
- d) BCSA - Disc Seeder
- e) North Lincs Council - Enhancing Our Environment Funding Launch
- f) BCSA - IOG Award
- g) North Lincs Council - Rough Sleeper Count
- h) Roger Bonnett - Environmental Award
- i) HMRC - PAYE / NIC Payment Reminder
- j) North Lincs Council - Brass Band Concert
- k) ERPF - Annual General Meeting
- l) Northern Gas Networks - Update
- m) ERNLLCA - North Lincs District Committee Meeting
- n) HWRA - Membership Renewal Thank You
- o) War Memorials Trust - Thank You for Donation
- p) North Lincs Council - Redundant Pedestrian Sweeper
- q) Barton upon Humber Town Council - Barton Christmas Festival

- r) Grantscape - Payment of Grant for Outdoor Seating
- s) North Lincs Council - Notice of NAT Meeting & Minutes
- t) HWRA - Village Halls Network Meeting
- u) BCSA - Notice of Meeting & Minutes
- v) West Lindsey District Council - Civic Carol Service
- w) North Lincs Council - Christmas with The St. John's Singers

**It was resolved that this correspondence should be noted.**

(ii) a) **PKF Littlejohn LLP** - Annual Governance and Accountability Return. The AGAR had been returned and the external auditor had noted in their report that an incorrect figure had been put in a box and need to be corrected. **It was resolved that the return should be noted, and that the relevant documents had been put on the public noticeboard and the Council's website.**

b) **North Lincs Council** - Standards Committee Annual Report and Code of Conduct. A copy of the Standards Committee's Annual Report and a revised Code of Conduct where two changes had been recommended by the Standards Committee. **It was resolved that the Standards Committee's Annual Report be noted and the revised Code of Conduct be adopted.**

c) **VANEL** - Emergency Plans & Community Emergency Response Team. C.E.R.T is a community resilience project aimed at helping a community to be able to support themselves, but also support the emergency services in time of need. Details of the project were attached. **It was resolved that the information be noted.**

d) **ERNLLCA** - Clerk & RFO Induction Day Training. Details of an induction day due to be held on Tuesday, 19<sup>th</sup> November 2019, from 9.30 am to 4.00 pm, at The Ropewalk, Malkiln Road, Barton upon Humber. **It was resolved that the Deputy Clerk should be allowed to attend the Clerk & RFO Induction Training at a cost of £35 plus VAT.**

e) **HWRA** - Membership 2019 / 2020. Membership of HWRA had been renewed as agreed at the last meeting, but HWRA had since written to say that due to the delay in distributing the membership and newsletter, the HWRA Trustees had made a decision to offer a 50% discount to Parish Councils. As the Council had already paid the full amount they wanted to know if it would like to take up the option of the 50% discount. **It was resolved that the Clerk should write back to HWRA and inform them that the Council would take up the option of a 50% discount.**

f) **North Lincs Council** - Community Champion Awards. Letter informing the Council that the people they nominated for a Community Champion Award have been short-listed, and as a thank you two free tickets to attend the awards ceremony. **It was resolved that the Mayor and Mayoress should attend the Community Champion Awards on behalf of the Council on Thursday, 28<sup>th</sup> November 2019.**

g) **Power for People** - Council Motion on Local Electricity Bill & Community Energy Campaign. A request to pass a motion in support of the Local Electricity Bill and sign up to the campaign. The Local Electricity Bill aims to solve the current problem whereby local renewable energy generators are unable to sell energy that they generate to local people. **It was resolved that the information be noted.**

**h) North Lincs Council** - Winter Service Replenishment of Salt Stocks. North Lincs Council had advised that they could either refill the green salt bins when they restocked their own, or they could provide two one-tonne bags of salt. **It was resolved that the Clerk should ask for the salt bins to be topped up.**

**i) North Lincs Council** - Standards Training Sessions. Two identical standards training sessions are due to be held - one on Thursday, 28<sup>th</sup> November 2019, from 12.00 pm to 2.00 pm, and the other on Wednesday 4<sup>th</sup> December 2019, from 5.30 pm to 7.30pm. **It was resolved that the information be noted, however if anybody wished to attend they should contact the Clerk.**

**j) EY and NL SLCC** - Training Day. Details of a training day due to be held on Thursday, 7<sup>th</sup> November 2019, from 9.30 am to 3.00 pm, at The Beverley Barn, Long Lane, Beverley. **It was resolved that the Clerk be allowed to attend at a cost of £15**

### **3061. Publications**

The following publications had been received:-

War Memorials Trust - Bulletin	August 2019
HSBCnet - News	October 2019
North Lincs Council - Forthcoming Meetings	October 2019
CPRE - Campaigns Update	
ERPF - Employer Bulletin	
NALC - Chief Executive's Bulletins	
NALC - Newsletter	
North Lincs Council - Weekly Roadworks List	
Public Sector Executive - Online Newsletters	
Rural Services Network - Bulletins & Rural Funding Digest	

**It was resolved that the information be noted.**

### **3062. Committee / Working Group Reports**

**(i) General Purposes Committee** - The minutes of a meeting of the General Purposes Committee held on Monday, 14<sup>th</sup> October 2019, had been circulated prior to the meeting. **It was resolved that they should be approved as a correct record.**

### **3063. Planning Applications**

a) The following planning application had been received:-

<b>PA/2019/1627</b>	Proposal: Planning permission to vary condition 2 of planning permission PA/2019/535 namely to amend plot 7's layout and elevations Location: Part of former playing field, Old Broughton Infant School, Brigg Road, Broughton, DN20 0JW Applicant: Mr Martin Flynn, Flynn Architecture Ltd
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**It was resolved that the Council should make no objections or comments**

b) The following planning decision had been received:-

**PA/2019/1227** Full planning permission granted to convert existing building into dwelling including extensions, alterations, demolition of existing warehouse and associated works at Shop, Westleigh, 6 High Street, Broughton, DN20 0JA

**It was resolved that the information be noted.**

c) To consider / note the following planning correspondence:-

**PA/2018/1316** Notification of a Public Inquiry about the Wressle Wellsite due to be held on the 5th, 6th 7th, 8th, 12th & 13th November 2019, commencing at 10.00 am, in The Hobbies Centre, Wesley Road, Scunthorpe, DN16 1SA

**It was resolved that a statement should be put on the Council's website that it opposed this application.**

### 3064. Finance

#### (i) Audit Checks

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

- a) Cash receipt of £72.40 for Pitch Hire received from Beacon FC on 12<sup>th</sup> September 2019.
- b) Cheque receipt of £47.40 for Room Hire received from Mr M H Doherty on 17<sup>th</sup> September 2019, and banked on 30<sup>th</sup> September 2019.
- c) Cash payment of £1.22 to Broughton Post Office for Stamps on 12<sup>th</sup> September 2019.
- d) Cheque payment of £3,130 for Bases for Benches made to Mitchells Timberworks on 30<sup>th</sup> September 2019

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 September 2019 were provided for councillors to scrutinise. **It was resolved that the accounts be approved.**

#### (iii) Budget Report

Councillors were provided with a copy of the budget report for April 2019 - September 2019 and the Clerk went through the figures in the report and answered any queries raised by councillors to do with variances between the budgeted and actual figures.

**It was resolved that the report be noted.**

Note: Councillor Whittingham joined the meeting during this item.

#### (iv) Accounts for Payment

##### ACCOUNTS FOR PAYMENT - OCTOBER 2019

##### Payments made since last meeting:-

01.10.19	DD	North Lincs Council - Business Rates for Cemetery	69.00
	DD	North Lincs Council - Business Rates for Sports Centre	1,264.00

	Chq No.100628	War Memorials Trust - Annual Membership	20.00
	Chq No.100630	Broughton Amateur Dramatic Society - S133 Grant	300.00
04.10.19	Csh No.40	Asda Stores Ltd - Juice for Civic Service	5.00
	DD	Talk Talk Business - Telephone & Broadband	40.80
05.10.19	Csh No.41	Morrisons - Flowers & Wine for Civic Service	36.20
06.10.19	Csh No.42	Sainsbury's - Flowers for Civic Service	15.10
07.10.19	Csh No.43	Wickes Building Supplies - Paint	15.00
10.10.19	DD	E.on - Electricity for Playing Field	18.55
	DD	E.on - Electricity for Sports Centre	622.97
11.10.19		HSBC - Bank Charges	34.00
14.10.19	BACS	Mr R Lowrie - Mole Control	20.00
	BACS	HMRC - Tax & NI	2,398.03
18.10.19	DD	Anglian Water - Water for Sports Centre	77.21
21.10.19	Csh No.44	Brians DIY - Fixings	2.20
	Csh No.45	Wilko Retail Limited - Paint	12.00
		HSBC - Bank Charges	14.00
22.10.19	DD	Anglian Water - Water for Cemetery	20.56

**It was resolved that the action taken be approved.**

**Payments submitted at this meeting:-**

28.10.19	Chq No.100631	Glendale Countryside Limited - Play Park Inspection	90.00
	Chq No.100632	Turner Warren - Payroll Charges	90.00
	Chq No.100633	Charterhouse Turf Machinery Ltd - Grounds Maintenance Equip	604.03
	Chq No.100634	Green Grass Contracting - Grounds Maintenance	352.80
	Chq No.100635	Occasions Buffet & Dining Service Ltd - Civic Service	570.00
	Chq No.100636	Supplies - Cleaning Materials	208.30
	Chq No.100637	Rigby Taylor Ltd - White Line Marker	227.40

**It was resolved that these accounts be paid**

**3065. Multi-User Games Area**

The Mayor and the Clerk had spoken with officers at North Lincolnshire Council on Friday, 25<sup>th</sup> October 2019, about the MUGA. The Mayor informed councillors that the Council would have to apply for a grant from North Lincs Council, and a payment could then be made to Broughton Town Council. The aim was for the tender to be in three weeks time and the works to start during the first week of January - weather permitting. The Clerk expressed several concerns to do with the MUGA including whose name would appear on the tender, the fact the Council had not yet seen it, whether it would be advertised properly to comply with the Council's rules and regulations, the fact there was no management plan in place to see if it was viable or not which may depend on charges made for business rates. The Clerk advised the Council that there was still insufficient information to make a sound decision. **It was resolved that:- (i) The Clerk should complete a grant application for the MUGA. (ii) North Lincolnshire Council should carry out the tendering process for the MUGA. (iii) The Council should continue to discuss how the MUGA would be run.**

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

**3066. Play Park**

The Clerk had received correspondence from Wicksteed in response to an email he had sent them on 19<sup>th</sup> August 2019, where he had enclosed a copy of the report drawn-up by Glendale about the path, and also a RoSPA safety inspection of the Play Park. Wicksteed did not recognise the findings of Glendale's report and would not comment on the issues raised in the RoSPA report, but looked forward to receiving a payment of £4,980.30. The Clerk challenged the contents of the email sent by Wicksteed and in an attempt to resolve the issue offered an invitation for both the Credit Controller and the Company Secretary at Wicksteed to come and look at the problem for themselves.

On Thursday, 24<sup>th</sup> October 2019, the Mayor & Deputy Mayor along with the Clerk met with representatives from Wicksteed and the conclusion of the discussion was that the path was deemed not appropriate.

**It was resolved that the Council should wait and see what Wicksteed came back with regarding the path, but the Clerk be given authority to respond back to say that it was receptive to tarmac given that the current path is unsuitable**

**3067. Booking**

At a meeting of the General Purposes Committee held on Monday, 14<sup>th</sup> October 2019, members of the Committee considered a request for a wedding marquee on the playing field at the Phil Grundy Community & Sports Centre, and recommended that if the booking was allowed to go ahead then it should have a number of conditions. Full Council considered the request and also the recommendation made by the General Purposes Committee. **It was resolved that due to the complexities involved with noise, licences, timings, toilet facilities, staffing etc. the request be declined and an apology be sent to the interested party.**

**3068. Social Media Policy**

Councillors were provided with a draft Social Media Policy for the Council prior to the meeting. **It was resolved that the Social Media Policy be approved**

**3069. Gas and Electric**

At a meeting of the General Purposes Committee held on Monday, 14<sup>th</sup> October 2019, members of the Committee considered gas and electricity suppliers and recommended that Full Council should opt for a 3 Year Fix for the supply of gas and electricity with British Gas. **It was resolved that the Clerk be given authority to opt for a 3 Year Fix with the cheapest supplier for gas and electricity, and also give the appropriate notice to the Council's existing supplier if required.**

**3070. Internal Auditor**

Correspondence had been received from Yorkshire Internal Audit Services to say they would no longer be able to audit the Council's accounts in the future, however Mr Terry Flatters who had actually carried out the audits on their behalf in the past would like to continue auditing the accounts privately at a cost of £320 per audit. **It was resolved that Mr T Flatters should be appointed as the Council's internal auditor for 2019 / 20 at a cost of £320 per audit.**

**3071. British Royal 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.**

**3072. Internment of Ashes**

A member of staff had dug the grave for a deceased family member, and it was felt inappropriate to make a charge under these circumstances. **It was resolved that no charge be made for the internment of ashes.**

**3073. Christmas Tree**

Councillors discussed the possibility of putting a real Christmas tree and lights in the grounds of the Village Hall as an appropriately sized tree had been offered free of charge to the Council. It was suggested that Broughton in Bloom could be asked to build a container around the tree, and an electrician approached about a power supply for the lights which could be obtained from a garden centre, however it would all be subject to obtaining the approval of Broughton Village Hall. **It was resolved that the Christmas tree be accepted free of charge and the Clerk have authority to make payments of up to £1,500 with regards to the costs associated with getting the tree and lights in-situ with a switching on of the lights is being aimed for Sunday, 1<sup>st</sup> December 2019.**

**3074. Items Raised by Councillors**

**(i) Broughton Library** - Councillor Price expressed concerns about the closure of the library due to damp / water ingress. There was no further update from Councillor Holly Mumby-Croft as the ward councillor other than that an inspection had been carried out by North Lincolnshire Council. **It was resolved that the information be noted.**

**3075. Reports From Council Representatives**

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

**(i) Village Hall Committee** - On Sunday, 24<sup>th</sup> November 2019, the 60<sup>th</sup> Year Celebrations are due to take place at the Village Hall. Correspondence had been received from North Linc Council about the issues at the Library with the view that some of the issues stemmed from problems at the Village Hall, which were refuted by the Chairman of the Village Hall Committee. Councillor Mumby-Croft said she had no update but knew it had been inspected.

**(ii) Broughton Relief in Need Trust** - There had been no meeting of the Trust.

**(iii) Broughton Community & Sports Association** - There had been no meeting.

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

**It was resolved that the information should be noted.**

**3076. North Lincolnshire Councillors' Reports**

The ward councillors had nothing to add. **It was resolved that the information be noted.**

**3077. Date, Time and Place of Future Meetings**

The next meeting of the Full Council is due to be held on Monday, 25<sup>th</sup> November 2019 at 7.30 pm, and there is also a meeting of the General Purposes Committee due to take place on Monday, 11<sup>th</sup> November 2019, at 7.00 pm. All meetings are to be held at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton. **It was resolved that the information be noted.**

**3078. Closure of Council Meeting**

The meeting was closed by the Mayor at 9.48 pm.