

# BROUGHTON TOWN COUNCIL MINUTES

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**Minutes from the meeting held on Monday 25<sup>th</sup> March 2024 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.**

Present: Cllrs Carter, Harness, Lee, Price, Portess, Ross, Senior (Chair), Simpson & Taylor.

Also Present: 1 resident & Town Clerk – Deb Hotson.

**2403/01** All Councillor were present.

**2403/02 Resolved** - to temporarily suspend the meeting for a period of normally, no more than 20 minutes, but at the Chairman's discretion to allow for a period of public participation. Members of the public may raise subjects, which they wish to bring to the attention of the Town Council. Items relating to matters on the agenda will be taken first and any decisions will be made when the meeting is declared opened. A resident asked if the Committee agenda and minutes could be put on the website to which he was told they were on the website.

The same resident asked for a list of all Committee meetings to be place onto the website to which he was told these meetings are not regular and are called ad hoc so not able to do this.

The resident also asked if the Council would support a Broughton newsletter to be told that there is already a newsletter in the form of the 'Bulletin' created by BCSA. The information provided was a bit vague so unable to confirm if the Council would support a further newsletter.

**2403/03** To approve the minutes for the following meetings: -

**Resolved** – approval of the Full Council meeting held on 29<sup>th</sup> January 2024.

**Resolved** – approval of the Full Council meeting held on 19<sup>th</sup> February 2024.

**Resolved** – approval of the Full Council meeting held on 26<sup>th</sup> February 2024.

**Resolved** – approval of the General-Purpose Meeting held on 18<sup>th</sup> March 2024.

**2403/04** To record declarations of interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Cllr Ross declared a personal and prejudicial interest in agenda item 2403/06.

Cllr Simpson declared a personal and prejudicial interest in agenda item 2403/06 2024/230 and a personal interest in agenda item 2403/30.

**2403/05** To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding.

**2403/06** **Planning**

To receive any decisions and to discuss the following applications received from North Lincolnshire Council.

Cllr Ross left the meeting.

The following decisions were received from NLC.

**2022/1857** – full planning permission granted to erect 16 dwellings at 11 Burnside, Broughton.

**2024/31** – full planning permission granted for the installation of a 25m telecommunications mast with 2 no 0.6m dishes and ancillary equipment including 1 no control room and 1.8m high palisade fence compound at Litte Crow Solar Park, land west of Ermine Street, Appleby.

**2024/75** – household planning permission granted for a first-floor extension over existing garage at 38 Appleby Gardens, Broughton.

**2024/106** – planning permission to vary condition 2 of PA/2022/895 namely to reposition dwellings on plot 1 & 2, the addition of opaque glazing to window to the front dormer and a roof light to the rear elevation of plot 2 at land adjacent to 31 Brigg Road, Broughton has been refused permission.

The following applications received from NLC were discussed by the Town Council.

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2024/1 – planning permission to erect a garage at 52 Estate Avenue, Broughton (further amended plans).

**Resolved – object with the same comments as previously submitted. To add that no business should be run from the garage if approved.**

2024/230 – planning permission to install an artificial turf cricket pitch at Community & Sports Centre, Scawby Road, Broughton.

Cllr Simpson left the meeting.

**Resolved – no objection or comment.**

2024/242 – planning permission for installation of stand-alone solar equipment within rear garden at 27a Brooklands Avenue, Broughton.

**Resolved – object and support the resident’s objection on the portal.**

**This is not in keeping with a residential area.**

When the Clerk was looking on the site when creating the agenda this application was found but the council had not been notified. The resident objecting to this application stated that this had not been advertised on any of the surrounding lampposts. There should be more publicity of planning applications to allow neighbouring properties to respond to these applications. Clerk to report both issues to NLC Planning and head of this service.

Cllr Ross & Cllr Simpson rejoined the meeting.

Cllr Ross will be chasing the lack of information on the possible breach of planning on Estate Ave/Sterne Avenue.

## 2403/07 Clerks Report

- The office will be closed during the day to the public between 8-15<sup>th</sup> April to allow the year end accounts to be completed without interruption. Bookings will continue as normal. Clerk to advertise.
- Volunteers required to download the data from the mobile speed signs. Cllr Senior to attempt to download the data.
- The Clerk has sent out letters to neighbouring properties to the verge on the junction of Town Hill & Town Hill Drive which will be a wildflower and nature habitat. The Clerk is waiting for Northern PowerGrid to respond to the placement of a sign on the substation.
- Comments received regarding the Civic Dinner was that those at the back of the room could not hear what the mayor was saying. This will be rectified for next year.

## Highways / Town issues / North Lincolnshire Council items.

2403/08 To receive an update on reported highway issues as detailed below determining any further actions required.

Log Number/details	Date reported	Location	Details
FS582498408	01/02/2024	Ermine Street	Broken bin requires emptying weekly. This is to be resolved in the next couple of weeks.
FS552170984	05/10/2023	Brooklands Ave/South View jct	Damaged street sign, rotten panel.
Email P Harling	31/10/2023	Mill Lane/High Street jct	Bin needs new post. This is to be resolved in the next couple of weeks.
FS525962428	07/08/2023	Watersedge	New salt bin request. . This is to be resolved in the next couple of weeks.

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FS525936894	07/08/2023	High Street	Damaged bus shelter, needs cleaning too.
Site meeting	13/09/2023	Yarborough Crescent	Double yellow lines from the hydrant to cover the junctions.
		Brooklands Avenue	Bus markings to be installed with restrictions 7am-7pm opposite Harrys Dream.
		Brooklands Avenue	Double yellow lines extended at the top of Brooklands from High Street both sides of the road.
		High Street/Brooklands Avenue	Loading restrictions to be investigated outside the shop.

Cllr Harness stated that the black bin had been removed at the closed churchyard. This was not utilised by the Council but apparently used to place red litter picked bags. This is probably why it has been removed. It is not the Councils bin as there is no SLA in place.

## Reports / Updates

### **2403/09** To receive a report from the mayor determining any actions required.

Cllr Senior provided the following information:

- 02/03 – due to illness Cllr Ross had attended the Brigg Civic Dinner instead.
- 06/03 07/03 – met with American representatives from Egdon to discuss and show them the projects completed via the community grant. They were very pleased as they looked round all the sites that had benefitted from the fund.
- 08/03 – attended the NLC Civic Dinner.
- 09/03 – hosted the Broughton Civic Dinner.
- 18/03 – chaired the General-Purpose meeting.
- 23/03 – attended the Kirton in Lindsey Civic Dinner.

### **2403/10** To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

Cllr Lee stated that the Ward Cllrs are ensuring that the resurfacing is going to take place this year.

Both Ward Cllrs had attended the funeral of the late Steve Swift which was well attended.

Late night buses from Scunthorpe to Hull are to be implemented.

Illegal vapes and tobacco have been seized from a new business in Barton.

15/03 saw the statutory legislation approved on the Greater Lincolnshire Devolution which will bring £720m to the area over 30 years.

### **2403/11** To consider any Police & Neighbourhood Watch issues determining actions required.

The NATs will be held on 27<sup>th</sup> March.

A raid in Scunthorpe saw arrests of 50 people linked to County Lines.

### **2403/12** To receive an update report from the Village Hall Committee representative including a review of the action plan from the last trustees meeting determining any actions required.

Cllr Portess stated that it was embarrassing at the last Village Hall meeting due to the fact that the Village Hall had nearly run out of money.

Cllr Senior had been assisting in the utility bills and has managed to engage another firm and save the Committee £6,000.

Cllr Senior has also assisted in the issue with the VAT on utilities bills and Cllr Ross confirmed that she had sent in the claim form which could amount to £1,600.

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The library invoice that was issued in December 2023 had been chased by the Office over this last month and has now been paid.

Cllr Ross has been communicating with HMRC and a new passcode and email have been registered to manage the Tax for members of staff. HMRC are now aware of the current situation and only two payments were missing. The Deputy Clerk will be added as the secondary signature.

Cllr Ross has also been in contact with the Charity Commission and due to the large number of grant funding received a full audited set of accounts will be required for submission. The accounts need to be filed by 31/05.

Cllr Ross to get all the information together for 22<sup>nd</sup> April when the Town Council auditor will be on site.

To date there is no solar output account set up. Cllr Senior offered to help set this up.

Cllr Ross stated that she had been in touch with Turner Warram but had not received a response regarding payroll. The Clerk will write to them as unusual for them not to answer.

**2403/13** To receive an update report from the Broughton Community & Sports Association representative determining any actions required.

Cllr Simpson stated that there was nothing to report.

**2403/14** To receive an update report for the Broughton Allotment determining any further actions required.

The following report was received from the Association.

The Annual General Meeting of Broughton Allotment Association is on Wednesday 3<sup>rd</sup> April at Broughton Methodist Chapel at 7p.m. there will always be tea and cake and a warm welcome to anyone who would like to attend. The Clerk & Deputy Clerk will be attending.

We still have fifty-eight members and hope we can maintain this number after the AGM.

Membership will be rising to £5 per year and the Association intends to join the National Allotment Association after the meeting so that we can offer our members personal liability insurance for their plot at an additional cost of £3 per member. The committee believed that this was a very small price to pay for peace of mind. The committee has also updated its own insurance policy so that any association events are covered, and we also now have cover for any work that volunteers undertake.

The raised bed project is almost complete and has been visited by officials from Egdon who provided the funding. The final £250 of the grant will be spent this week as the Association has had six elasticated tarpaulin covers made at a cost of £300 so that any unused raised beds will be kept tidy. So, the whole project has been completed at a cost of £50 to the Association. A copy of the expenditure accounts for this project can be sent to Broughton Town Council if required.

The entrance gates are now secure. The wet weather made the gate posts unstable so a bracing bar has been fitted that is hinged and can be removed if necessary. All the materials used were repurposed and two allotment holders did the work so there was no cost.

There have been lots of complimentary comments about the boundary hedge cutting and we would like to thank Broughton Town Council for this.

Contributions to the local food bank will begin again next month when more fresh produce is available.

Finally, we have been busy this weekend. The Association has paid for the services of a local digger driver who has finally cleared the eyesore of the unworkable plot that is 40A. The plot has been flattened and scraped and we intend to create Broughton's first wildflower meadow and do our bit for the environment. We hope that this will be successful, and you will take the time to come and look at it when it is in full flower. While the digger was on site the driver also flattened the mound that had been left on plot 36A – the plot holder was highly delighted, as she had found it tough trying

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to dig it by hand. He also cleared and flattened plot 30A so this plot is now workable and ready to be let to a new tenant. It was the end of our financial year and we felt that it was £250.00 well spent.

**2403/15** To receive an update report for the Appleby Lane Cemetery determining any further actions required.

The memorial repairs have been completed apart from 3 which the Clerk is waiting on a report. There had been a couple of concerns raised, one of which was still ongoing.

The 11 kerbed plots had been repaired but there was now a gap between the headstone and the kerbing. Clerk to ask the Memorial Mason for clarification on to why the gap had been left and bring this to the next meeting.

**2403/16** To receive an update report on organising a D-Day 80<sup>th</sup> Anniversary Event determining actions required.

The minutes were circulated prior to this meeting.

The bugler has been booked; Cllr Price has purchased a special DD Wreath to be laid at the War Memorial.

Cllr Ross is collating poppies to cascade from the painted tommie's and she has a ceramic poppy with certificates that will be on display at the hall.

**2403/17** To receive an update report on the creation of a new website determining any further actions required.

The website is ready for viewing and input. Clerk to arrange a Communications meeting.

## **General Items**

**2403/18** To notify the Clerk of items to be placed on the agenda for the next meeting.

Cllrs to provide the Clerk with any items.

**2403/19** To consider attendance to the various ERNLLCA training seminars.

Items noted.

**2403/20** To be notified of the noise survey and weed spraying of the recreational field determining any actions required.

Items noted.

**2403/21** To consider attendance to the NLC Workers Memorial Day 2024.

Cllr Ross will be attending the event.

**2403/22** To be notified of the information and advice received from NLC Conservation Officer regarding the cleaning of the war memorial determining further actions required.

Unfortunately, the Conservation Officer at NLC has been in discussion with Natural England and the War Memorial Trust who have stated that they do not want the memorial cleaned. As these organisations would be statutory consultees there would be no point in submitted a listed building consent form to carry out this work. The Conservation Officer is going to provide the Clerk with details of memorial masons to get quotes for the repairs required on the soldier which would be acceptable.

**2403/23** To be notified of the email received regarding the recent setting of firework in Broughton determining any actions required.

Clerk to respond to the residents stating that the Council do sympathise with the situation but have no remit to enforce a ban on fireworks. It will be suggested that the resident speaks with the police or NLC Environmental Department.

## **Finance**

**2403/24** To receive and approved the Financial Expenditure – see appendix 1, and approve the receipts, bank statements and budget monitoring report up to 29<sup>th</sup> February 2024.

**Resolved** – approval of the accounts as detailed.

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- 2403/25 To consider the quotes for the repair of the churchyard walls and lychgate determining actions required.  
The quotes were provided to the Council in the form of a summary.  
P Woods was selected as the preferred contractor for phase 1 of the repairs namely, the lych gate and the front wall. Clerk to clarify the warranty/guarantee on the work.
- 2403/26 To consider entering the East Midlands in Bloom Competition determining further actions required.  
**Resolved** – approval to enter the competition again this year without any additional categories.
- 2403/27 To be notified of the NLC Community Grant fund offer determining actions required.  
**Resolved** – the Council will make up the funding to allow the project to be completed.
- 2403/28 To consider the annual fee for pest control on the recreational field determining actions required.  
**Resolved** – to fund the annual fee of £420.
- 2403/29 To consider the Town Clerk attending the Principles of Internal Auditing training.  
**Resolved** – the Council approved to pay a third of the cost towards this training.
- 2403/30 To consider the grant request from Broughton Ravers, determining actions required.  
Cllr Simpson left the meeting.  
**Resolved** – the council will make a donation of 50% towards this cost.  
Cllr Simpson rejoined the meeting.  
**Time and date of the next meeting to be confirmed.**
- 2403/31 The time and date of the next meeting is Monday 29<sup>th</sup> April at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton.  
The item was agreed.
- 2403/32 To agree the time and date of the Annual Town Meeting as Monday 22<sup>nd</sup> April at 7pm.  
The item was agreed.  
**Part B – Closed to the public.**
- 2403/33 To consider (if required) the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of any item(s) to be discussed.  
**Resolved** – to close the meeting.  
General Purpose Meeting recommendations.  
Cllr Simpson declared a personal interest.  
**Resolved** - the recommendations made by the General-Purpose Meeting were approved.

The meeting closed at 21:18.

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## Appendix 1 – February 2024

Date: 18/03/2024

Broughton Town Council - R&P

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Time: 13:14

Current Bank A/c

### List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Container King	BACS 218	76.80		Inv 57139
01/02/2024	BCSA	BACS 219	144.00		Inv 58
01/02/2024	Microsoft	DD	296.64		Inv E0600QCZCF
02/02/2024	Post Office	PC	100.00		Petty Cash top-up
05/02/2024	Talk Talk Business	DD	35.94		January 2024
06/02/2024	Wickes	DDR 76	24.75		Wickes
07/02/2024	Sissons Gardening Services	BACS 220	790.00		Inv 1103
07/02/2024	Sissons Gardening Services	BACS 221	800.00		Inv 1101
07/02/2024	Hedgehogs R Us	BACS 222	157.50		Hedgehog highway project
07/02/2024	Cathedral Leasing Ltd	BACS 223	205.92		Inv M/1561346
07/02/2024	Brians DIY	DDR 77	22.99		Bolts
08/02/2024	Dunhelm	DDR 78	320.00		Tableclothes
08/02/2024	Fasthosts	DD	10.20		Inv 75345373
12/02/2024	HSBC	DD	40.00		Charges
12/02/2024	Lincolnshire Countries Trainin	BACS 224	1,400.00		H & S Training
15/02/2024	Pest Stoppers	BACS 225	180.00		Inv 2074
19/02/2024	EE	DD	62.64		February 2024
21/02/2024	EON	DD	90.76		January 2024
21/02/2024	HSBC	DD	11.44		Bank charges
22/02/2024	Bennetts Timber	DDR 79	16.76		Timber - bench repairs
22/02/2024	Turnbull & Co Ltd	DDR 80	9.38		Building sand
22/02/2024	Brians DIY	DDR 81	15.60		Nuts, bolts, masks
23/02/2024	Amazon	DDR 82	6.28		H & S Signs
26/02/2024	Xiaopl Ling Ltd	DDR 83	29.39		Lanterns - 80th DDay event
26/02/2024	Amazon	DDR 84	47.88		H & S signs
26/02/2024	Amazon	DDR 84A	3.99		H & S Signs
26/02/2024	Amazon	DDR 84B	6.25		Clinical waste bin
26/02/2024	Amazon	DDR 84C	6.79		H & S Signs
26/02/2024	Amazon	DDR 84D	18.89		Safety Face Shields x 2
28/02/2024	Lewis Gas & Plumbing Services	BACS 226	432.00		Inv SI-212
28/02/2024	Salaries	BACS 227	5,229.89		February 2024
28/02/2024	ERPF	BACS 228	1,015.52		Pension - February 2024
28/02/2024	HMRC	BACS 229	1,304.16		February 2024
<b>Total Payments</b>			<b>12,912.36</b>		

Signed:

Date: 30<sup>th</sup> April 2024

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