

BROUGHTON TOWN COUNCIL MINUTES

Minutes from the meeting held on Monday 29th April 2024 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.

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

Also Present: 3 residents & Town Clerk – Deb Hotson.

2404/01 Apologies and reasons for absence received from Cllr Portess.

2404/02 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. 2 residents stated that they had attended the meeting with regard to recent repairs undertaken at the cemetery on memorial stones.

Broughton Town Council had undertaken the works at the cemetery to make all identified memorial head stones safe that had been included in the report, which had been carried out by a reputable company.

The process of engaging a company to undertake this work was completed and a contractor selected. The residents present would like the Council to pay for further works to put the memorial back to its original place. A further question was raised about the cemetery records.

As this was an agenda item the council will discuss further down the agenda.

A resident stated that the recent grass cutting of the verges has seen arisings being left on the footpath. Clerk to ask the contractor to ensure that these are blown off the footpath.

Resolved – to re-open the meeting.

2404/03 To approve the minutes for the following meetings: -

Resolved – approval of the minutes of the Full Council held on 25th March 2024.

Resolved – approval of the minutes of the BTC/VH Trustees Meeting held on 15th April 2024.

Resolved – approval of the minutes of the Personnel Committee Meeting held on 17th April 2024.

2404/04 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 interest in agenda item 2404/06.

Cllr Simpson declared a personal & prejudicial interest in agenda item 2404/06 2024/416.

Cllr Price declared a personal & prejudicial interest in agenda item 2404/21.

2404/05 To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding.

2404/06 **Planning**

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

The following decisions were received from NLC.

Cllr Ross left the room.

2024/143 – application to vary condition 2 of PA/2023/1268 to change from render to brickwork at 4 George Street, Broughton.

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

2024/313 – planning permission to erect a single storey side/front extension and dormer to rear of first floor level at 23 South View, Broughton.

Resolved – no objection or comments.

BROUGHTON TOWN COUNCIL MINUTES

2024/360 – planning permission for change of use of a reception room into a beauty salon at 74 Swift Drive, Scawby Brook, Broughton.

Resolved – no objection or comments.

2024/416 – outline planning permission to erect a dwelling with appearance, landscaping, layout and scale reserved for subsequent consideration at land rear of Beck Lane, Broughton.

Cllr Simpson left the room.

Resolved – no objection or comments.

Cllr Simpson re-joined the meeting.

2024/424 – application to fell an ash tree, subject to and within TPO (Beech House, Broughton 1979).

Resolved – unless the tree has any diseases then it should not be removed. The Council object to this application.

The information provided in the application is not clear.

To consider the following applications under the Clerks Delegated Powers due to time constraints.

2024/275 – extension of the existing wellsite to construct 3 well cellars, drill 2 additional lateral underground boreholes to appraise and develop the hydrocarbon resources from the Penistone flags and ashover grit reservoirs , upgrade existing production facilities to include additional fluid storage tanks, separator system, surface pump and associated bunds, install gas processing equipment, construct 600m underground gas pipeline and flow gas to the existing nation grid pipeline and the long term production of oil and gas at Lodge Farm, Appleby.

The Clerk has requested an extension to this application as the details have only just been received today. If an extension is not granted, then the Clerk will inform full council and a delegated response will be submitted by the Clerk.

2024/462 – application to determine if prior approval is required for a container for tool storage and workers shelter to support agricultural operations at woodland to the northeast of Gokewell Priory Farm, Ermine Street.

Resolved – no objection or comments.

To consider the current NLC process for the issuing of planning application notices determining actions required.

It was agreed that the current process carried out by NLC was not suitable for elderly or infirm residents that didn't either go out or travel in the region of planning notices. This has come to light regarding a recent application that was approved and has caused a visual problem to the rear of a property. NLC had advertised the planning on one street but the property that this has affected is on the street that it backs on to.

Resolved – the office will post notices to the properties to the side, front and rear of the application with a covering letter stated that the applications can be viewed on the NLC Portal, in the office or a member of the Council/Staff calling round to the concerned property.

This will be reviewed in 3 months.

Clerk to inform NLC Planning.

2404/07 Clerks Report

- NATs minutes of the meeting held Wednesday 27th March.
- Recreation Field 2024 Summer Pitch layout and renovation programme.
- HM Kings Portrait – now hung at the Village Hall.
- Brigg Town Mayors Charity Golf Day.
- Northern Powergrid Foundation funding opportunities.

BROUGHTON TOWN COUNCIL MINUTES

- EMIB – composting grant updated and proposed date for the judging being Tuesday 2nd July. Thursday 4th July was the preferred date, Clerk to request this of the judges.
- Northern Powergrid have installed signage at the Town Hill Drive station stating the area is a natural habitat.
- Thank you card to Cllr Senior & Mrs Senior for a most enjoyable evening at the Civic Dinner.
- ERNLLCA March newsletter.
- ERNLLCA District Committee Meeting 25/04 – no representation from the Council.
- ERPF – employers’ representative for the Local Pension Board vacancy.
- Samuel Jacob Memorials has been transferred to A & J Robertson Ltd as of 1st April.
- My Community Alert – important security update from Neighbourhood Alert – vulnerability in the scheme management tools, no data that our data has been compromised. A newly registered Co-ordinator had inappropriately accessed the contact list of a scheme before it was approved. This has been reported to the ICO.
- Update on the NLC / BTC verge & PROW contract.

Highways / Town issues / North Lincolnshire Council items.

2404/08 To receive an update on reported highway issues as detailed below determining any further actions required.

Cllr Ross stated that she would obtain a usage report for all bins in the town for the next meeting.

Log Number/details	Date reported	Location	Details
FS582498408	01/02/2024	Ermine Street	Broken bin, requires emptying weekly Informed by NLC that this has been repaired. Review next meeting.
FS552170984	05/10/2023 01/04/24	Brooklands Ave/South View junction Beechwood	Damaged street sign, rotten panel
Email P Harling	31/10/2023	Mill Lane/High Street jct	Bin needs new post. Advised by NLC that the bin cannot be erected in this place and a new location is required. Review next meeting.
FS525962428	07/08/2023	Watersedge	New salt bin request.
FS525936894	07/08/2023	High Street	Damaged bus shelter, needs cleaning too
Site meeting	13/09/2023	Yarborough Crescent Brooklands Avenue Brooklands Avenue High Street/Brooklands Avenue	Double yellow lines from the hydrant to cover the junctions. Bus markings to be installed with restrictions 7am-7pm opposite Harrys Dream. Double yellow lines extended at the top of Brooklands from High Street both sides of the road. Loading restrictions to be investigated outside the shop.

BROUGHTON TOWN COUNCIL MINUTES

2409/09 To be notified of the concerns raised by residents regarding Millers Way entrance determining any further actions required.

Correspondence has been received by 2 residents regarding concerns of lack of accessibility into Millers Way due to the parking of cars tight up to the drive into the area.

The following response has been sent from NLC to residents:

Many thanks for contacting us regarding parking near the access to Millers Way, Broughton We will take a look at the site when next in the area and have also asked colleagues in our parking services team to pay passing attention to the area from an enforcement perspective.in relation to the existing yellow lines.

We will also contact colleagues in our Waste Management Team and ask them for their observations / comments.

With regard to additional parking restrictions, as I am sure you can appreciate, parking is an issue in many areas, and we receive many requests for traffic regulation orders. We try to prioritise and process traffic orders (parking, speed or other movement orders) tied to approved LTP schemes i.e., Speed Limit Review, local safety schemes and School Safety Measures.

We often find that putting in parking restrictions can be a contentious issue in local areas and therefore they need to be considered carefully. With many traffic regulation orders, it is a balance of various factors. Additionally, as I am sure you can appreciate that if lines were implemented then it may simply result in the vehicles parking elsewhere causing issues to other residents as well as potentially leading to vehicle speeds increasing.

As a result of your enquiry, we will add the site to our TRO request list for further investigation and as stated above, we will monitor the area when passing and review the comments we receive back from colleagues.

To help us carry out future assessment it would be useful if you could log any incidents as well as providing photos of the situation and if possible, forward these onto us.

Reports / Updates

2404/10 To receive a report from the mayor determining any actions required.

Cllr Senior attended the Barton Civic Dinner on 05/04.

Next month will see the elections of the mayor for 2024/25, council documentation review and meeting representatives.

2404/11 To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

Cllr Lee provided the following report:

North Lincolnshire Councils' Safer Neighbourhoods & Humberside Police are holding a drop in session on Tuesday 7th May 2024 between 3-6pm at Broughton Village Hall. Drop in for a cup of tea and cake. If any concerns or you cannot make it, please email saferneighbourhoods@northlincs.gov.uk .

On Thursday the 6th June 2024 North Lincolnshire Council will be celebrating the 80th anniversary of D-Day. Starting at 10:30am in front of Church Square House, and then a service will be heard at St. Lawrence's Church , Scunthorpe at 1:00pm followed by a wreath laying ceremony at the Cenotaph outside North Lincolnshire Museum.

A special planning meeting has been arranged to discuss British Steel's application to build an electric furnace on their Scunthorpe site. This will be held at 2:00pm on Tuesday 30 April 2024 at Church Square House.

Over the Easter Holidays more than 1500 youngsters enjoyed the fun free swimming at the 6 pools in North Lincolnshire.

BROUGHTON TOWN COUNCIL MINUTES

Cllr Ross added that over the summer there will be the more, free, swimming available and anyone under the age of 19 will be able to travel on the buses for just £1 each way.

2404/12 To consider any Police & Neighbourhood Watch issues determining actions required.

A bike was stolen at Easter from the town, and this has now been recovered.

Broughton is being targeted by the police for MOT/Tax checks.

The main problem is HGV using the town for short cuts. The police continue to monitor and spot fine.

2404/13 To receive an update report from the Village Hall Committee representative including a review of the action plan from the last trustees meeting and to agree the new Charity Commissions VHC Contact information determining any actions required.

Cllr Ross stated that she has still been unable to get hold of anyone regarding the gas contract.

Resolved – Cllr Ross to be the new Charity Commission contact. Clerk to advise the Charity Commission.

2404/14 To receive an update report from the Broughton Community & Sports Association representative determining any actions required.

Cllr Simpson stated that the next Egdon funding closes on 30/04.

The AGM will be held on 16/05.

2404/15 To receive an update report for the Broughton Allotment determining any further actions required.

Funding has been received from EMIB for 50% of the cost of the composting unit. A grant to Egdon has been submitted to pay the remaining 50%.

A further Egdon grant has been submitted to purchase a polytunnel and staging to start to grow plug plants for hanging baskets.

An open day has been arranged for 26/05.

2404/16 To receive an update report for the Appleby Lane Cemetery determining any further actions required.

The memorial repairs have now all be carried out.

Cllr Price stated that the weeds in the graves have started to grow. Clerk to ensure the handyman carries out this weeding. Clerk to look into the costs for the current contractor to spray and the implications at the cemetery for doing this.

2404/17 To receive an update report on organising a D-Day 80th Anniversary Event including expenditure / grant funding required for the event determining actions required.

The minutes and Action Plan were circulated prior to the meeting.

The Clerk has submitted a grant application to Egdon to support the provisions of providing children with a free cone of chips between 4-8.30pm on Thursday 6th June for National Fish & Chip Day.

Once the grant has been approved posters will be circulated and it was agreed wrist bands would be purchased, these would then be given in at the Fish Bar to claim the portion of chips and then passed to the Council for reimbursement. Any excess funds will be returned to Egdon.

2404/18 To receive an update report on the creation of a new website determining any further actions required.

The website is now almost completed. Cllr Senior to transfer the current data over and then full council will be able to go through and make any comments.

Resolved – apply for a .gov.uk domain and website. The cost of the domain will be £109, per year for 2 years and then £61 for the next 2 years.

Costs for the hosting will be £4 per month for 6 months and then £8 per month.

Cllr Senior to provide the Clerk with details to register the domain of .gov.uk and to the hosting.

General Items

2404/19 To notify the Clerk of items to be placed on the agenda for the next meeting.

Councillors to provide details of any items to be placed on the agenda.

BROUGHTON TOWN COUNCIL MINUTES

- 2404/20 To be notified of the Clarke Telecom application for prior approval determining any further actions required.
Item noted.
- 2404/21 To be notified of the letter from a resident regarding the recent memorial repairs determining any further actions required.
Cllr Price left the room.
Cllr Senior suggested that the General-Purpose Meeting should review all the details and arrange a site meeting to view the memorials in question.
Resolved – the meeting was suspended to allow the resident further comments.
Why has the headstone been set so low compared to other headstone?
There are some headstones that are sinking but haven't been flagged for repair.
The communication of the works were questioned.
Resolved – to re-open the meeting.
A resident stated that the company that carried out the memorial checks had claimed that memorial was loose and were cowboys.
Two residents left the meeting followed by a third.
Clerk to find out if there are any records stored at Lincoln Archives.
Finance
- 2404/22 To receive and approved the Financial Expenditure – see appendix 1, and approve the receipts, bank statements and budget monitoring report up to 31st March 2024.
Resolved – approval of the financial statements.
- 2404/23 To be notified and approve the full Internal Audit report 2023/24 determining any further actions required.
Resolved – approval of the report. The Clerk will ensure all recommendations are actioned.
- 2404/24 To approve the Annual Governance Statement 2023/24.
Resolved – the Statement was approved.
- 2404/25 To approve the Accounting Statement 2023/24.
Resolved – the Statement was approved.
- 2404/26 To consider the renewal of ERNLLCA Membership for 2024/25.
Resolved – renewal of the membership was approved.
- 2404/27 To consider the renewal of the ICCM Membership for 2024/25.
Resolved – renewal of the membership was approved.
- 2404/28 To consider the renewal of the HWRA Membership for 2024/25.
Resolved – renewal of the membership was approved.
- 2404/29 To consider the Insurance Renewal for 2024/25.
Resolved – renewal of the insurance was approved.
- 2404/30 To be notified of the CCLA account determining actions required.
Resolved – the Clerk to transfer all funds of the Council leaving £85k in the current account.
- 2404/31 To discuss and approve the Investment Strategy document determining any further actions required.
Resolved – approval of the statement. Clerk to ensure funds are included in the statement and that the investment is added to the Asset Register.
- 2404/32 To consider the quote for repairs to the play area determining actions required.
Clerk to obtain 2 further quotes for the repairs.
- 2404/33 To consider further costs for the current storage facilities determining actions required.
Resolved – continue with these storage facilities until there are new storage available on site.

BROUGHTON TOWN COUNCIL MINUTES

Time and date of the next meeting to be confirmed.

2404/34 The time and date of the next meeting was agreed as Monday 20th May at 7pm. This will be the Annual Meeting of the Town Council followed by the May meeting.

Part B – Closed to the public.

2404/35 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.

Personnel Committee recommendations –

Resolved – approval of the recommendations.

Appendix 1 – March 2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/03/2024	Container King	BACS 230	76.80		Inv 57784
04/03/2024	BCSA	BACS 231	234.00		Inv 059
04/03/2024	Tesco	BACS 232	30.09		Fuel
04/03/2024	DDM Agriculture	BACS 233	600.00		Allotment rent
04/03/2024	Microsoft	DD	635.04		Online Services
05/03/2024	Post Office	DDR 85	2.70		Postage
05/03/2024	Talk Talk Business	DD	36.70		February 2024
07/03/2024	The Access Panel	BACS 234	312.00		Church gates - blast/paint
08/03/2024	Fasthosts	DD	10.20		Inv 75689900
11/03/2024	Sainsburys	DDR 86	160.73		Civic expenditure
11/03/2024	Max Spielmann	DDR 87	10.00		Frame
11/03/2024	Morrisons	DDR 88	21.00		Civic Expenditure
12/03/2024	HSBC	DD	40.00		Bank charges
18/03/2024	Mobile Phones	DD	46.98		February 2024
20/03/2024	EON	DD	90.01		February 2024
21/03/2024	HSBC	DD	13.81		Bank charges
21/03/2024	Hetts Solicitors	BACS 235	30.00		Registration - Pocket Park
21/03/2024	The Terrace Catering	BACS 236	1,478.40		Civic expenditure
21/03/2024	CPRE	BACS 237	40.00		Best Kept Village Fee
21/03/2024	S Baig	BACS 238	45.18		Travel expenses
21/03/2024	Brigg Office Supplies	BACS 239	93.58		Printer cartridge
21/03/2024	East Riding Supplies	BACS 240	150.48		Inv 1652406
22/03/2024	Epson	DDR 89	230.88		Printer cartridges
25/03/2024	Bennetts Timber	BACS 241A	109.67		Sleepers
25/03/2024	Brigg Garden Centre	BACS 241B	74.43		In Bloom Grant
25/03/2024	Thomas Bell	BACS 241C	34.00		Pest Control
25/03/2024	Broughton Village Hall	BACS 242	64.00		Civic expenditure
26/03/2024	New ton New ton	DDR 90	34.80		D-Day 80 Flage of Peace
27/03/2024	ERPF	BACS 243	908.31		March 2024
27/03/2024	HMRC	BACS 244	1,274.85		March 2024
27/03/2024	Fleet	BACS 245	570.34		Inv 1237678
28/03/2024	Hetts Solicitors	BACS 246	319.15		Land Registration - Pocket Par
28/03/2024	Salaries	BACS 247	4,829.24		March 2024
Total Payments			12,607.37		