

# BROUGHTON TOWN COUNCIL MINUTES

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**Minutes from the meeting held on Monday 25<sup>th</sup> September 2023 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.**

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

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

## **Procedural**

**2309/34** Apologies and reasons for absence received from Cllrs Carter & Lee.

**2309/35** Public Participation – no issues raised.

**2309/36** To approve the minutes for the following meetings: -

**Resolved** – approval of the minutes of the Full Council meeting held on 4<sup>th</sup> September 2023.

**2309/37** 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 prejudicial interest in agenda item 2309/39.

Cllrs Simpson & Taylor declared a personal interest in agenda item 2309/47.

**2309/38** To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding.

**2309/39** **Planning**

To receive any decisions received from North Lincolnshire Council.

**2023/1313** – planning permission granted for two storey extension at side of property at 2 Mill Close, Scawby Brook.

**2309/40** **Clerks Report**

- a. Department of Transport notification for a proposed stopping up of highway at area of footpath and grass located on George Street, Broughton.
- b. ERNLLCA / NALC - Jo Cox Civility Commission – Call for Evidence from Local Council.
- c. ERNLLCA / NALC – direct election to Larger & Small Councils Committee request.
- d. Annual maintenance update for Pocket Park. This will be carried out the first two weeks of October.
- e. HWRA Village Hall Information Bulletin.
- f. Northern Powergrid information to supply new point at Westgate Yard, Bridge Road, Broughton.
- g. NATS minutes of the meeting held 7<sup>th</sup> June 2023.

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

**2309/41** To be notified of the concerns raised regarding speeding traffic on Appleby Lane determining further actions required.

Cllr Price to work with the Clerk to take the data from the mobile speed signs. The data will then be sent to NLC to provide in a readable format to send to the police.

Clerk to ask NLC if the 30mph signs on Appleby Lane can be moved to the start of the built-up area near to the cemetery. Clerk to also ask if the mobile speed monitoring road cabling can be installed.

**2309/42** To receive an update on reported highway issues determining any further actions required.

Clerk to look at the Asset Register to confirm if the George Street bus shelter is listed and provide details to Cllr Ross.

## **Reports / Updates**

**2309/43** To receive a report from the mayor determining any actions required.

Cllr Senior attended the following events:

13/09 – along with the Clerk met NLC Highway Office to discuss the parking issues on Brooklands Avenue.

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21/09 – along with the Clerk attended a meeting at the school to discuss using their field as the area to set off the fireworks.

24/09 – Attended a Civic Service. The next few weeks are busy with Civic Services events.

**2309/44** To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

NLC are looking at provisions to assist with noisy neighbour problems.

Traffic checks are due to take place at Brigg Leisure Centre.

The scheduled road works for the Dog & Rat roundabout, Appleby Lane, Ermine Street and High Street have been pushed back again.

The final call has gone out for use of the £500k levelling up fund which can be used for electrical equipment.

NLC have recently signed the contract for preserving wildlife habitat.

There is to be a new NHS Diagnostics Unit on the car park of the multi-storey, Carlton Street, Scunthorpe. This will house all the scanning equipment required. The hospital is trying to retain the Disney Ward on the site as a lot of other areas are being moved to Grimsby.

A planning issue that was given to Cllr Ross is being looked into by Enforcement.

**2309/45** To consider any Police & Neighbourhood Watch issues determining actions required.

Clerk to ask for more police surgery dates.

Cllr Price provided the following information:

ASB took place at the Centre and was dealt with by the caretaker on site.

Cllr Price messaged the local police.

There was a party and consequent fire in the woods. This was reported to 101 but without what3words was unable to come out to the site. Cllr Price was advised to contact the Police & Crime Commissioner who stated at the recent ERNLLCA Conference that any issues with 101 should be reported to his office.

**2309/46** To receive an update report from the Village Hall Committee representative determining any actions required.

Cllr Ross informed the meeting that the annual McMillian Coffee Morning was to take place this Saturday 30<sup>th</sup> October between 10-2pm.

The Committee has been awarded funding from Egdon to repair the small room flooring and this will take place over the Christmas period.

**2309/47** To receive an update report from the Broughton Community & Sports Association representative including the approval of access to the MUGA land determining any actions required.

Cllrs Simpson & Taylor left the room.

**Resolved** – access to the field to discharge the planning conditions was approved.

Cllrs Simpson & Taylor rejoined the meeting.

**2309/48** To receive an update report for the Broughton Allotment including the hiring of a small digger determining any further actions required.

Cllrs Harness & Price to attend the Allotment presentation of the newly formed easy gardening beds on Sunday 1<sup>st</sup> October at 2pm.

The Easy Gardening Policy was approved with the agreed changes.

**Resolved** – hire a digger to clear plot 30a and the communal parking area which has large mounds of earth to a sum not to exceed £300. Cllr Simpson to find out if the works to be carried out at the access to the new MUGA area can use this digger in the first instance.

**2309/49** To receive an update report on the provisions for a firework display determining actions required.

The notes from the last meeting were circulated.

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All is on track, and everything is in place and progressing well.

**2309/50** To receive an update report on the state of the church wall determining any actions required.

The circulated specification was approved. Quotes for work will now be obtained.

**2309/51** To receive an update on the creation of a calendar to raise money for a charity or local groups determining actions required.

**Resolved** – a supplier was selected from the 3 provided and 100 calendars will be purchased. A sample of the quality and layout to be requested prior to the order being placed.

For the next Council meeting the calendar to be advertised on Facebook asking for residents of Broughton (only) to submit, via email, landscape photos of the different seasons of Broughton and the Council will pick the 13 winning photos to go into the calendar. The photos should be received in good time for the calendar to be made. Clerk to check the lead-times.

**2309/52** To receive an update report on organising a D-Day 80<sup>th</sup> Anniversary Event determining actions required.

The notes from the last Events Meeting were circulated.

Cllr Harness has obtained a copy of the Lancaster Bomber, and this can be played over a PA system.

**Resolved** - the DJ will be asked to play 1940's music.

**2309/53** To receive an update report on the feasibility of the centre and facilities including the tender for architectural services determining actions required.

**Resolved** – the tender document was approved. This has been placed on the website and several contractors made aware of the tender documentation.

**2309/54** To consider member (s) of the council joining the Broughton in the Park Committee determining actions required.

Cllr Harness and the Clerk to attend the meetings. Cllr Carter to be asked if she would like to be involved.

**2309/55** To receive an update report on the cemetery including the installation of a pergola type structure with climbing plants determining actions required.

The grass cutting is going well and will be cut until the end of the season.

The issue of the pergola is deferred until after the volunteers meeting scheduled for 16<sup>th</sup> October.

## **General Items**

**2309/56** To notify the Clerk of items to be placed on the agenda for the next meeting. Items to be received no later than one week prior to the next meeting.

- Christmas Tree light switch on to be held on 23/11.
- Meeting room chairs.

**2309/57** To receive an update from the East Midlands in Bloom Awards afternoon, determining actions required.

Cllr Price, Brian Turner and the Clerk attended the event on 20<sup>th</sup> September and was thrilled to receive a silver award for the town, silver award for the best kept pub and a judge's award for the Wombles.

**2309/58** To consider the information received from ERNLLCA regarding the Financial Regulations consultation, determining any actions required.

**Resolved** – Clerk to submit the comments received from Councillors.

**2309/59** To consider the installation of more benches in the town determining locations and further actions required.

Locations were discussed and Cllr Harness to take photos of one of the sites.

Clerk to circulate a list of current bench locations.

Item to be discussed at the next meeting.

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**2309/60** To consider the request from Archery to install a wire across the wall to use to hang the nets determining actions required.

It was agreed that more information was required. A diagram of the sport hall wall with the information of the required wire with dimensions.

What if the wire is damaged by other users of the hall and confirmation is required that the nets will not cover the emergency exit.

## **Finance**

**2309/61** To receive and approved the Financial Statement up to 31<sup>st</sup> August 2023 – see appendix 1.

**Resolved** – approval of the Financial Statement.

Quotes have been received for the replacement of the bulbs on the flood lights on the field. It was agreed that the Clerk go back to Ravers stating that the Council will reconsider at a later date due to the excessive cost and if there would be a need once the MUGA had been built. If in the meantime the Ravers wanted to apply for funding from the Egdon Grant and there would be no financial requirement from the Town Council, then the item could be put back on to the agenda for consideration.

**2309/62** To be notified of the light replacement quote(s) for the clock at the village hall determining actions required.

**Resolved** – the quote received from Bowness was approved and Clerk to instruct the works to be carried out.

**2309/63** To consider the purchase of materials for decoration of a back board for the unknow Tommy & WRAF status determining actions required.

**Resolved** – approval for this to proceed if the Art Club are happy to undertake the project. Clerk and Brian Turner to attend the group meeting on Friday of this week to discuss.

Julie Reed joined the meeting.

## **Time and date of the next meeting to be confirmed.**

**2309/64** The time and date of the next meeting is Monday 30<sup>th</sup> October 2023 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton.

## **Part B – Closed to the public.**

**2309/65** 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.

The resident left the meeting.

Julie Reed addressed the meeting regarding the feasibility and tender project for the centre and the MUGA build.

Julie Reed assisted the Clerk in creating the Tender document and this has been placed on to the website and contractor invited to tender. One of the contractors is carrying out works for the MUGA. Once the tenders are in they will be accessed.

Clerk to keep a record of hours spent on this process as part of the grant funding requirements.

The tenders should be considered at the Town Council meeting in November.

Regarding the access to the MUGA, this will be a small vehicle to allow the discharging of the planning conditions and once the project build momentum then there will be a need for several meetings.

The meeting closed at 9pm.

## **Appendix 1 – August 2023**

# BROUGHTON TOWN COUNCIL MINUTES

Date: 14/09/2023

Broughton Town Council - R&P

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Time: 15:49

Current Bank A/c

## List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Pavee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	North Lincolnshire Council	DD	74.00		Business Rates
01/08/2023	North Lincolnshire Council	DD	278.00		Business Rates
01/08/2023	Salaries - P Marsden	BACS 93	264.75		Holiday pay
01/08/2023	HMRC	BACS 94	102.67		P Marsden
02/08/2023	Microsoft	DD	41.36		Online services
03/08/2023	Talk Talk Business	DD	35.94		July 2023
04/08/2023	Norton Security Systems	BACS 95	175.00		Replacement of HDD
04/08/2023	Green Grass Contracting	BACS 96	2,273.06		Inv 2930
04/08/2023	BCSA	BACS 97	504.00		Inv 52
08/08/2023	HSBC	DD	46.24		Bank Charges
08/08/2023	Fasthosts	DD	6.94		Inv 73270552
08/08/2023	Pickerings	DDR 31	12.00		Engraving
11/08/2023	Fasthosts	DD	14.39		Domain renewal
17/08/2023	British Telecom	DD	104.04		July 2023
17/08/2023	Wickes	DDR 32	58.25		Paint
21/08/2023	HSBC	DD	10.82		Bank Charges
22/08/2023	EON	DD	72.73		July 2023
22/08/2023	EON	DD	1,437.82		July 2023
24/08/2023	North Lincolnshire Council	DDR 33	10.00		Market Licence
25/08/2023	Salaries	BACS 98	4,636.28		August 2023
25/08/2023	RBLI	BACS 99	400.00		Unknow n Tommy
25/08/2023	DDM	BACS 100	600.00		Rent - Allotment
25/08/2023	Container King	BACS 101	76.80		Inv 53045
25/08/2023	Screw fix	BACS 102	16.78		Taps
25/08/2023	Fair Gardens Plants	BACS 103	22.19		Plants
29/08/2023	Smith of Derby	BACS 104	291.60		Service of VH Clock
29/08/2023	HMRC	BACS 105	1,057.08		August 2023
29/08/2023	ERPF	BACS 106	799.01		August 2023
29/08/2023	Pickerings	DDR 34	122.80		3 x Plaques + engraving
29/08/2023	Amazon	DDR 35	81.94		Walkie Talkies
29/08/2023	Bennetts Timber	BACS 107	169.90		Planter
31/08/2023	Post Office	DDR 36	100.00		Petty Cash top up
31/08/2023	Amazon	BACS 108	27.90		Tape dispenser
31/08/2023	Amazon	BACS 109	6.99		Hazard Tape
<b>Total Payments</b>			<u>13,931.28</u>		

Signed:

Date: 30<sup>th</sup> October 2023

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# BROUGHTON TOWN COUNCIL MINUTES

Date: 23/08/2023

Broughton Town Council - R&P

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Time: 15:44

Current Bank A/c

## List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	North Lincolnshire Council	DD	74.00		Business Rates
03/07/2023	North Lincolnshire Council	DD	278.00		Business Rates
03/07/2023	East Riding Supplies	BACS 70	492.95		Inv ER11627051
03/07/2023	Paul Senior	BACS 71	600.00		Mayors Allow ance
03/07/2023	HMRC	BACS 72	1,175.60		June 2023
03/07/2023	ERPF	BACS 73	759.95		June 2023
03/07/2023	Elgia	BACS 74	297.00		Elgia
03/07/2023	Fasthosts	BACS 75	85.67		Inv 72865768
04/07/2023	Talk Talk Business	DD	35.94		June 2023
05/07/2023	BCSA	BACS 76	864.00		Inv 51
06/07/2023	TGC Stores	BACS 77	26.98		Mow er fuel
06/07/2023	Peacock & Binnington	BACS 78	13.38		Strimmer wire
10/07/2023	HSBC	DD	47.44		Bank Charges
10/07/2023	R Wilkinson	BACS 79	102.00		Pest Control
10/07/2023	Green Grass Contracting	BACS 80	1,322.30		Inv 2907
10/07/2023	Farmstar Ltd	BACS 81	532.52		Inv 246661
10/07/2023	Bennetts Timber	BACS 82A	107.50		Planters
10/07/2023	B Turner	BACS 82	40.00		Travel costs
10/07/2023	Fasthosts	DD	6.94		Inv 72942560
13/07/2023	Amazon	DDR 26	19.99		Wireless keyboard & mouse
13/07/2023	Amazon	DDR 26A	41.98		Weedkiller x 2
14/07/2023	SLCC	BACS 83	236.00		Membership Fee
17/07/2023	British Telecom	DD	102.96		June 2023
17/07/2023	TurnerWarran	BACS 84	75.60		Inv 76208
17/07/2023	J B Rural Services Ltd	BACS 85	660.00		PROW 2nd cut
17/07/2023	Elsham Aggregates	BACS 86	165.00		Elsham Aggregates
17/07/2023	Thomas Bell	BACS 87	38.50		Pest Control
20/07/2023	Screw fix	DDR 24	13.98		Grass marking spray
20/07/2023	HSBC	DD	7.87		Bank Charges
21/07/2023	WAVE	DD	19.96		June 2023
21/07/2023	EON	DD	71.34		June 2023
21/07/2023	EON	DD	1,425.24		June 2023
21/07/2023	Print My Tickets	BACS	117.50		Firework Event
24/07/2023	British Garden Centre	DDR 25	250.00		Vouchers
24/07/2023	Amazon	DDR 27	22.50		Telescopic cleaning brush set
24/07/2023	Container King	BACS 92	76.80		Inv 52330
28/07/2023	Argos	DDR 28	100.00		Urn
28/07/2023	Amazon	DD	8.99		Prime
28/07/2023	Screw fix	DDR 29	71.98		Ear defenders x 2
28/07/2023	Amazon	DDR 30	36.90		Face shields x 2
31/07/2023	ERPF	BACS 89	788.59		July 2023
31/07/2023	HMRC	BACS 90	1,062.05		July 2023
31/07/2023	Salaries	BACS 91	5,320.28		July 2023

**Total Payments** 17,596.18

Signed:

Date: 30<sup>th</sup> October 2023

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