

# BROUGHTON TOWN COUNCIL MINUTES

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**Minutes from the meeting held on Monday 31<sup>st</sup> July 2023 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 & the Town Clerk – Deb Hotson.

## Procedural

2307/01 All members present.

2307/02 **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 stated that the lady who had put the cones outside her gate on Yarborough Crescent to allow access for medical needs has been visited by NLC who have removed the cones after a complaint was received.

The resident went on to say that parking was still an issue at the Doctors and other areas of Brooklands particularly when turning from the High Street and outside the bus stop opposite Harrys Dream. The Clerk stated that this was an agenda item.

Cllr Senior advised the resident to keep reporting any incidents to NLC as would the Council.

**The meeting was re-opened.**

2307/03 To approve the minutes for the following meetings: -

**Resolved** – approval of the minutes of the Full Council meeting held on 26<sup>th</sup> June 2023.

**Resolved** – approval of the minutes of the Full Council meeting held on 3<sup>rd</sup> July 2023.

**Resolved** – approval of the minutes of the General-Purpose Committee held on 24<sup>th</sup> July 2023.

2307/04 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 2307/07.

Cllr Simpson declared a personal and prejudicial interest in agenda item 2307/24.

2307/05 To note dispensations given to any member of the Council in respect of the agenda items listed.  
None outstanding.

2307/06 To amend the membership of the Personnel Committee.

**Resolved** – Cllr Ross was added to the Committee. The members are Cllrs Price, Portess, Ross & Lee.

2307/07 **Planning**

a. 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 North Lincolnshire Council.

**2022/2074** – a non-material amendment of PA/2022/895 to increase the number of bedrooms at 31 Brigg Road, Broughton has been accepted.

**2023/118** – planning permission to erect fencing at 8 Wressle Road, Broughton has been granted.

**2023/1013** – planning permission to erect a two-storey extension, rebuild existing conservatory and sunroom and covert garage annexe into a two-storey space from a one and a half storey at 1, The Dell, Broughton has been granted.

**2023/1151** – planning permission to vary condition 2 of PA/2020/1864 namely to amend the proposed design at Highwood House, Broughton has been granted.

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

**2023/1174** – outline planning permission to erect 5 dwellings with all matters reserved for subsequent consideration at land rear of 58 Scawby Road, Scawby Brook, Broughton.

**Resolved** – no objection. The Council are aware of the comments made by the adjacent farmer which they support and ask that NLC Planning Department take note of these comments and include any conditions if the application is approved.

**2023/1246** – planning permission to erect a one and a half storey extension at Carseld Residential Home, Castlethorpe.

**Resolved** – no objection. The Council would not like to see any current parking allocation taken away from the area.

**2023/1268** – planning permission for extensions and alterations to existing bungalow and also demolition of existing garage and proposed new double garage at 4 Ventnor, George Street, Broughton.

**Resolved** – no objection and no comment.

The following application received from NLC will be submitted under the Clerks Delegated Powers due to the time constraints.

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

**Resolved** – no objection. The application is at Watersedge and not Scawby Brook as detailed. Cllr Ross re-joined the meeting.

## **2307/08 Clerks Report**

- a. The joint Being a Good Cllr training has been arranged with Hibaldstow Parish Council on Monday 18<sup>th</sup> September at Hibaldstow Village Hall. Cllrs Taylor & Lee are unable to attend therefore they will be provided with alternative dates to attend the training.
- b. HWRA Village Hall Bulletin – circulated prior to the meeting.
- c. Broughton Village Hall minutes of the meeting held on 12<sup>th</sup> July.
- d. NLC Standards Committee Annual report for 2022/23.
- e. Department of Health & Social Care information regarding the registration of defibrillators. Clerk to ensure that they are registered with the relevant body.
- f. NALC Star Council Awards information circulated.
- g. NLC Standard Training. This is either on MS Teams or at Church Square House. Cllrs Harness & Carter to attend the face-to-face meeting and the Clerk will register the remaining Cllrs to view on Teams.
- h. Cllrs Lee, Ross & Portess along with the Clerk to attend the NLC Town & Parish Council Liaison Meeting scheduled for Tuesday 12<sup>th</sup> September.
- i. The Clerk has responded to the resident who had raised concerns regarding the trees in the churchyard. These trees are regularly checked, and any works required is undertaken.
- j. BSCA AGM is scheduled for Tuesday 1<sup>st</sup> August.

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

### **2307/09 To receive an update on reported highway issues determining any further actions required.**

The large lump of concrete has finally been removed from the junction at Wressle.

The Surgery have responded to the Town Councils' suggestion that staff park on the site as patients come and go and this should not cause so much of a problem with vehicles parking on Brooklands

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Avenue and Yarborough Crescent. The response received stated that they must adhere to practice regulations regarding patient access and parking facilities to the proximity to the surgery.

The Clerk has requested an update from NLC regarding the extension of the double yellow lines at the top of Brooklands when entering from the High Street and the issues of cars parking over the bus stop opposite Harrys Dream.

Cllr Ross added that NLC Planning Enforcement are also investigating the Pharmacy parking permission which has not been fulfilled. Cllr Ross to provide the NLC COMP number to the Clerk to allow this to be followed up.

The Scawby Road street sign was knocked down and damaged. This has been removed from site by NLC for replacement/repair.

**2307/10** To consider the installation of village entry signs at Wressle, determining actions required.

The information provided by NLC was circulated prior to the meeting.

**Resolved** – the Council support the installation of the new signs with the suggested image from NLC as long as the resident who requested these from NLC are happy too. The Council would like the old signage removing so there is only one sign at each entry (3 in total) to Wressle and the signs to be located on the boundaries.

**Reports / Updates**

**2307/11** To receive a report from the mayor determining any actions required.

Cllr Senior has attended the following:

6/07 – EMIB Presentation and judging. Cllr Senior added that the In Bloom Group are very much appreciated and the work they carry out makes you proud to live in Broughton.

15/07 – attended the Inaugural meeting of the Purple Pineapple Theatre.

17/07 – along with the Clerk visited the ex-Treasurer of the Village Hall to collect all remaining documentation.

24/07 – General Purpose Meeting.

30/07 – along with Cllr Price and Roger Bonnett carried out the Best Kept Allotment judging. The winners will be invited to the next Town Council meeting to accept the trophies and vouchers.

**2307/12** To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

Cllr Lee provided the following information:

Ermine Street carriage resurfacing will take place in September and October and will include the road up to Popular Drive.

Litter louts will now be fined £500 if caught.

North Lincs need to find more land to plant trees.

Childcare payments rise by nearly 50% for families who are on Universal Credit.

EV charging network up-grade £1.2 million worth. Possible locations to be sought in the Town.

The free swimming has been taken up well and most places have been taken. This is again proving very popular and worthwhile.

North Lincs are enhancing grass verge deterioration.

New measure to protect communities by strengthening enforcement. The enforcement strengthening is aimed at the new street laws, ie no drinking in the street and unsociable behaviour.

There is a new safe style hub being introduced at Cole Street, Scunthorpe.

**2307/13** To consider any Police & Neighbourhood Watch issues determining actions required.

There has been some ASB and thefts in the Town which have been dealt with by the Police.

**2307/14** To receive an update report from the Village Hall Committee representative determining any actions required.

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The latest minutes were circulated prior to the meeting.

Cllr Portess stated that the outstanding monies had been recovered from the Dog Club.

Cllr Ross thanked Cllr Senior for installing WI-FI at the village hall which was now all up and running.

Right Action have been and checked all the fire extinguishers, the Boiler has been checked and new taps installed, and all the Groups are happy.

Cllr Ross is waiting for a response from Green Renewables about the solar panels. The Clerk suggested that she contacts NLC who arranged the contractor as at her other two Councils there had been no problems and they had been installed.

Cllr Carter added that the clock had been serviced.

Cllr Ross was booked in to see the manager at Lloyds Bank to sort out the new mandate.

**2307/15** To receive an update report from the Broughton Community & Sports Association representative determining any actions required.

Cllr Simpson stated that the AGM was to be held on 1<sup>st</sup> August.

The second round of Egdon funding was ongoing.

**2307/16** To receive an update report for the Broughton Allotment determining any further actions required.

The following report was received from the association.

The committee of Broughton Allotment Association held a monthly meeting on 11<sup>th</sup> July 2023 at the portacabin on the site.

The main issues discussed were:

- Currently there are 58 members in the association.
- The Community Allotment project is well underway. The raised beds are built, and the surrounding space has been laid with gravel grids and gravel. A new summerhouse has been sited and seating has been built. Landscaping and portable seating are still to be completed.
- The committee accepted that, due to the close working relationship with Broughton Town Council, it was not necessary to have a Council representative at every monthly meeting, but a written report would be submitted to the Council each month.
- The Association has agreed to send produce each month to the food bank in Brigg. This is organised by a committee member.
- The committee agreed that they felt it would be more economical to contact allotment holders by email where possible – not by letter- to save on costs. Obviously, the annual contracts would have to be sent by post, but the committee felt that a stamped addressed envelope to return the contract could be scrapped too as most allotment holders would return the contract by hand.
- Site maintenance - the grass perimeter roads and the hedge will need to be cut soon.
- One plot member has had help with strimming their plot and another has had his plot rotavated (due to serious illness).
- Several mechanical rat and mole traps have been set around the site.
- Allotment holders have started to work on plot 30 but it will need more work before it can be let as it has been wild for such a long time.
- The Association's current insurance policy has been extended to cover the volunteers working on the raised bed project. However, it's felt that a more suitable policy could be found to provide better cover for events and committee members. The Association has three mowers that it allows members to use. It is very difficult to find insurance to cover the use of these mowers so it might be necessary to rethink the use of these mowers. This has been circulated to all members for their thoughts on this.

The next meeting is Tuesday 8<sup>th</sup> August.

The Council agreed that the new raised beds look great. Clerk to check that this will be utilised by disabled and disadvantaged members of the community only.

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**2307/17** To receive an update report on the provisions for a firework display determining actions required.  
The organisation of the display is going well.  
The Clerk has created an action plan, and this was circulated to all councillors prior to the meeting.  
Tickets have gone on sale.

**2307/18** To receive an update report on the state of the church wall determining any actions required.  
A meeting was held with members of the Council on Wednesday 5<sup>th</sup> July and the notes have been circulated. The site meeting identified what is required and the Clerk will endeavour to obtain 3 quotes for the work.  
While on site it was noted that there was some works required on the lychgate and on informing the vicar he stated that he was aware of this and that this should be included in the quote to repair the walls as was the responsibility of the Town Council. The Clerk had not previously been informed of these concerns and asked for the paperwork from the PCC or Diocese on what extent of the maintenance of the area the Town Council are responsible for.

**2307/19** To receive an update report on the Broughton Pinfold signage determining any further actions required.  
The Clerk has asked residents if they have any photos of the Pinfold prior to it being removed.  
Nothing has been provided so far.  
Clerk to contact NLC Library to see if they hold any archived photos.  
Cllr Simpson to also keep looking.

## **General Items**

**2307/20** 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.

- EV charging point – Village Hall.
- Best Kept Village results.
- Christmas Tree.

**2307/21** To consider the creation of a calendar to raise money for a charity or local groups determining actions required.  
**Resolved** – the following to be completed:

- Clerk to obtain printing costs and a copy to be obtained for the Firework Event to advertise and take orders for sale. The cost will cover the production and possible have an amount for charity(ies)/clubs in the town.
- Residents to be asked to submit photos that have been taken round the town including all seasons. The photos to be provided in a certain format and judged by full council. The best 12 will be selected to go into the calendar. The closing date for photos will be the end of September.

**2307/22** To be notified of the request to install a ‘letters to heaven box’ at the cemetery determining actions required.  
A resident has provided information on this topic which were circulated prior to the meeting.  
**Resolved** – Clerk to inform the resident that the Town Council would be happy to move this initiative forward. The resident, who has previously offered, to purchase the letter box and the Council will install this at the Appleby Lane Cemetery.

The Council will create a policy along the following:

- The box will be controlled by the Town Council for Data Protection.
- The letters will be intermittently removed from the letter box and placed in a secure area at the Centre, unopened.

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- A policy will be created and placed at the location of the letter box.
- The letters will be burnt annually at the cemetery and either scattered or placed into a composting unit. This process will be carried out by the Town Clerk, the Mayor and Deputy Mayor.
- The policy will be provided to council at their next full meeting for consideration.

**2307/23** To be notified of the request from Ravers to paint the replacement container determining actions required.

**Resolved** – approval for the new container to be painted black and yellow.

Cllr Simpson left the meeting.

**2307/24** To consider the draft renewal lease between the Council and the Cricket Club determining actions required.

The draft lease had been circulated to full council prior to the meeting.

**Resolved** - the lease was approved with the suggested “exclusion from tenure” to be included as detailed by the Solicitor. Plans to be confirmed with Cllr Simpson.

Cllr Simpson rejoined the meeting.

**2307/25** To be notified of the D-Day 80<sup>th</sup> Anniversary determining actions required.

A meeting to be called to include all those who have shown interest in the creation of an Events Committee.

Cllrs Price, Senior, Taylor & Portess to attend the meeting.

## **Finance**

**2307/26** To receive and approved the Financial Statement up to 30<sup>th</sup> June 2023 – see appendix 1.

**Resolved** – the account was approved as per appendix 1.

**2307/27** To consider the quotes for the repair of the memorials located at the cemetery determining actions required.

Clerk to ensure that the quotes are like for like, ask the contractors to check to see what memorials have been repaired and adjust accordingly. Summary of costs to be provided to full council for the next meeting.

**2307/28** To consider the purchase of a new litter bins to be located at the snickets Windsor Way and Yarborough Crescent and Windsor Way and Beagle Close.

**Resolved** – close standing ordered to allow a resident to speak.

A resident stated that both the snickets were too small to have a bin located in it. He had seen some bottles in one of the snickets but there are bins very close to both these sites.

**Resolved** – the meeting was reopened.

**Resolved** - It was agreed that at present there was no need to place bins in these locations as there are bins close to each site. The areas will be monitored.

Other locations were discussed, and Cllr Ross will take the following locations back to NLC to ascertain if they can place bins in these areas:

- Entrance to the woods on Ermine Street.
- Entrance to the footpath adjacent to the cemetery on Appleby Lane.

**2307/29** To consider the CCLA information received determining any further actions required.

Information was circulated prior to the meeting detailing the fixed bonds available.

**Resolved** – the Clerk will move funds into a one-year fixed bond.

**2307/30** To consider the installation of a planter with plants in the cul-de-sac of Woodland Drive, determining actions required.

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A member of the In Bloom Group has visited the site and provided costs to install a planter. The only concerns that he had was that there are utilities on this site.

The cost to install with plants and compost would be approximately £260. Residents have offered to maintain once installed.

**Resolved** – the Council approved the installation of a planter in principle as long as NLC and the utility companies are happy it would not hinder access in anyway.

**2307/31** To consider the purchase of ‘unknown Tommy Statues’ determining actions required.

**Resolved** - two statues to be purchased, one woman and one man with wording ‘Lest We Forget’ on one statue and ‘We Remember’ on another. The proposed location would be at the Village Hall who will discuss at their next meeting. They will be installed in a secure way.

**2307/32** To approve staff onsite H & S training, determining actions required.

**Resolved** – Clerk to arrange the training at a cost of £575.

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

**2307/33** The time and date of the next meeting is Monday 4<sup>th</sup> September 2023 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton.

**Part B – Closed to the public.**

**2307/34** 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.  
No items for discussion.

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## Appendix 1 – June 2023

Date: 19/07/2023

Broughton Town Council - R&P

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Time: 14:16

Current Bank A/c

### List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	North Lincolnshire Council	BACS 54	74.00		Business Rates
01/06/2023	North Lincolnshire Council	BACS 55	278.00		Business Rates
01/06/2023	Fasthosts	BACS 56	42.00		Inv 72483718
01/06/2023	Talk Talk Business	DD	27.89		May 2023
07/06/2023	Container King	BACS 57	76.80		Inv 50807
07/06/2023	Raptor Services	BACS 58	455.00		Pest Control
07/06/2023	BCSA	BACS 60	864.00		Inv 50
07/06/2023	Norton Security Systems	BACS 61	470.00		Inv NS10988
07/06/2023	Green Grass Contracting	BACS 62	1,336.52		Inv 2882
07/06/2023	Amazon	DDR 17	13.49		B Turner - Tap fittings
07/06/2023	Signs of the Time	BACS 69	414.60		Signs of the Time
08/06/2023	Fasthosts	DD	6.94		Inv 72614144
09/06/2023	Rainbow Fireworks	BACS 63	875.00		Rainbow Fireworks
12/06/2023	HSBC	DD	13.94		Bank Charges
12/06/2023	HSBC	DD	45.76		Bank Charges
19/06/2023	British Telecom	DD	102.96		June 2023
21/06/2023	Zurich Municipal	BACS 59	4,974.21		Insurance renewal
21/06/2023	EON	DD	1,526.95		May 2023
21/06/2023	EON	DD	75.24		May 2023
22/06/2023	Onpoint Print & Display	DDR 19	18.99		Signage
26/06/2023	Brians DIY	DDR 20	3.95		Nuts & bolts
26/06/2023	B & M	DDR 21	5.98		Gloves
26/06/2023	Bennetts Timber	DDR 22	4.99		Timber
26/06/2023	Amazon	DDR 23	8.99		Prime
26/06/2023	North Lincolnshire Council	BACS 64	70.00		Premise Licence
26/06/2023	Screw fix	BACS 65	6.97		Ball valve
26/06/2023	Container King	BACS 66	76.80		June 2023
30/06/2023	Salaries	BACS 67	5,415.23		Salaries - June 2023
30/06/2023	Printerland	BACS 68	1,258.37		Printer
<b>Total Payments</b>			<b>18,543.57</b>		

Signed:

Date: 4<sup>th</sup> September 2023

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