

# BROUGHTON TOWN COUNCIL MINUTES

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**Minutes from the meeting held on Monday 31<sup>st</sup> October 2022 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.**

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

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

## Procedural

**2210/01** Apologies for absence received from Cllr Mumby-Croft.

**2210/02** **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 for an update on the highway concerns for Brooklands. The Clerk explained that she had asked NLC to look into various concerns on Brooklands and these have been added to a list and the date that they would be reviewed was unknown.

The resident also asked about the anti-social behaviour in the town to which he was told it was still serious in some areas.

**Resolved** – to re-open the meeting.

**2210/03** To approve the minutes for the following meetings: -

**Resolved** – approval of the minutes of the Full Council meeting – 26<sup>th</sup> September 2022.

**Resolved** – approval of the minutes of the General-Purpose Committee Meeting – 10<sup>th</sup> October 2022.

**Resolved** – approval of the minutes of the Finance & Audit Committee meeting – 17<sup>th</sup> October 2022.

**2210/04** 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 2210/07.

Cllr Taylor declared a personal and prejudicial interest in agenda item 2210/36.

**2210/05** To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding.

**2210/06** To review and adopt the following procedures:

**Resolved** – approval of the Safeguarding Adult Policy and Procedure.

**Resolved** – approval of the Safeguarding Children Policy.

**Resolved** – approval of the A-Z Clerks Guide. Clerk to check the representation on the Wressle Wellsite Committee was correct.

**2210/07** **Planning**

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

Cllr Ross left the meeting.

To receive the following decisions from NLC.

**2022/1454** – full planning permission granted to erect a single storey rear extension at 60 Appleby Lane, Broughton.

The following applications received from NLC are to be discussed by the Town Council.

**2022/1806** – planning permission to erect front extension to form dayroom including the demolition of conservatory and store at 8 Wressle Road.

**Resolved** – no objection or comment.

**2022/1827** – planning permission to vary condition 2 and 3 on application PA/2022/287 to allow changes to the external appearance at 3-5 Rossleigh, Mill Lane, Broughton.

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Signed:

Date: 28<sup>th</sup> November 2022

# BROUGHTON TOWN COUNCIL MINUTES

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**Resolved** – no objection or comment.

A further 3 applications have been received and the Clerk has requested extension to allow discussion at the next meeting.

It was stated that the notices are not going up very quickly to notify residents of the planning in their area.

Clerk to ask if the Town Council could take this task on as part of the devolution process.

Cllr Ross re-joined the meeting.

## **2210/08 Clerks Report**

- a. CPRE proposed Eco Market – Brigg. Cllrs Lee, Ross & Tattersfield to attend.
- b. ERNLLCA October Newsletter. The Clerk raised the issue regarding the use of personal emails as detailed in the newsletter. Cllr Tattersfield asked for a General-Purpose meeting to discuss the issue.
- c. ERNLLCA PLACE project information for groups.
- d. ERNLLCA Safe Talk project – was held on 25<sup>th</sup> October. Cllr Taylor attended in a different capacity.
- e. Land Registry information from the Solicitor – Pocket Park.
- f. Egdon community fund is next to be reviewed in January so I have informed BCSA that we will wait and to be included for consideration for the outside gym fund application.

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

### **2210/09 To be notified of the correspondence and subsequent actions regarding the children's Wressle play area determining actions required.**

Cllrs Price & Senior attended a meeting with the resident who owns the site, and it was thought that there wouldn't be a possibility of continuing using the land.

**Resolved** – remove the current equipment, cancel any future grass cutting and safety checks. Once the equipment has been removed the Clerk will announce the closure of the site on Facebook and with signage.

### **2210/10 To receive an update on reported highway issues determining any further actions required.**

The Clerk updated the Council on all outstanding issues and will chase with NLC.

### **2210/11 To consider having a Town Crier determining actions required.**

**Resolved** – a policy to include the following will be created:

- Position for a year and will be re-elected at the Annual Town Meeting.
- Town Council to provide the outfit.
- Candidate will live in the Town.
- All speeches to be approved by the Council prior to events.
- Will attend all Civic and Proclamation events or as the Town Council see fit and subject to availability.

### **2210/12 To consider arrangements for a Christmas Tree and an event to switch on the lights determining actions required.**

**Resolved** - The tree is to be installed and the lights fitted by Nick Trought JCB Hire as a community offering to the Town.

The lights will be switched on at 4pm on 26<sup>th</sup> November during the Village Hall Christmas Fayre. A raffle will be held to choose the person that switches the lights on.

Lindsey Lodge Hospice are offering cardboard baubles to provide wishes to loved ones that can be hung from the tree with collection boxes for the charity. Clerk to organise. The Handymen to move the baubles up the tree as they are hung.

# BROUGHTON TOWN COUNCIL MINUTES

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**2210/13** To determine actions required for this year's Christmas Light competition.

**Resolved** – 3 prizes to be awarded as last year, in the form of Brigg Garden Centre vouchers for £75, £50 & £25. Cllrs will tour the Town and choose the winners which will be announced, and winners invited to attend the January meeting.

## **Reports / Updates**

**2210/14** To receive a report from the mayor determining any actions required.

The following report was received and circulated prior to the meeting:

I joined the ERNLLCA Chairmans Chat on the 27<sup>th</sup> September and also the NLC/Parish and Town liaison meeting on the 29<sup>th</sup> September which discussed devolution and the precept.

On Saturday 1<sup>st</sup> October I joined the Mayor of Louth at the Immingham Town Council fundraising coffee morning.

The evening of the 3<sup>rd</sup> October I was privileged to accept the Best Kept Small-Town Award 2022 along with the Bloomers and Wombles! On the 11<sup>th</sup> October, I joined with other Councillors in celebrating the hat trick of awards with the Bloomers and Wombles again.

Unfortunately, due to illness, I had to send my last-minute apologies to the Winterton Civic Service on the 16<sup>th</sup> October. The following night, the 17<sup>th</sup>, I chaired the meeting of the Audit and Finance Sub-Committee.

On the evening of the 18<sup>th</sup> October, I joined the Mayor of Brigg at his invitation at the Carousel production by Brigg Operatic. It was a very enjoyable evening.

On the 20<sup>th</sup> October, I met with Councillor Rob Waltham to discuss the trees on Appleby Lane and Ermine Street. Other things were also discussed including speeding cars which Councillor Waltham was witness to. Cllr Price to provide the Clerk with the contact details for the owner of the woods to pass to Cllr Waltham.

On the 23<sup>rd</sup> October I attended the North Lincolnshire Council Civic Service – Wow! A whole pig was delivered. I am hoping none of the Hog roast went to waste as it was one huge hog!

Unfortunately, although I attempted to log on to the ERNLLCA meeting last Thursday evening (27<sup>th</sup> October), I did not gain access to the zoom meeting. I understand there were IT issues.

Here we are today! Next Sunday is my Civic Service and the first one in Broughton since early 2019! I hope to see you all there.

Dates for your diary:

Broughton Town Council - Civic Service – 6th November 2022 3.30pm at the Village Hall.

Broughton Town Council - Civic Dinner – 25<sup>th</sup> March 2023 at the Village Hall.

**2210/15** To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

Cllr Ross provided the following update for Council:

- Covid booster vaccinations are ongoing.
- NLC has been chosen by the Government to be a new investment zone.
- Additional pension support is to be provided.
- 7000 sessions were taken up for free swimming.

Cllr Price raised the issue about the drainage at Wressle to which the Ward Cllrs stated that they had raised this with NLC Drainage team who had done some works at the time of the flooding concerns.

**2210/16** To consider any Police & Neighbourhood Watch issues determining actions required.

A new NHW Co-ordinator was in place for Eastwood Drive / Hillside.

NHW Co-ordinators already exist in some parts of the Town.

There has been more a police presence in the Town of late.

The next Police Surgery is to be held at the Community Centre in Meeting Room 1, 6-7pm on 24<sup>th</sup> November.

# BROUGHTON TOWN COUNCIL MINUTES

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- 2210/17** To receive an update report from the Village Hall Committee determining any actions required.  
Cllr Ross informed those present that the Committee were meeting with the Library Team to discuss current rental arrangements and future invoicing.  
The floor has been completed in the main hall and the Committee would look to obtain further funding to refurbish the smaller room.  
Repairs to the roof need to be undertaken as there is a leak.  
Cllr Senior has assisted the Committee in choosing a Wi-Fi system and will look to get this installed for them in the next week.  
The newly installed wishing well will be able to receive donations online once the Wi-Fi is installed.
- 2210/18** To receive an update report from the Broughton Community & Sports Association determining any actions required.  
Cllr Simpson stated that there had not been a meeting since September.  
BCSA have asked Egdon for the £30k funding up front so they are able to discuss the next round of funding requests.
- 2210/19** To receive an update report from the Broughton Allotment Association & Leisure Gardeners determining any actions required.  
The Clerk is still waiting for a response from the Agent regarding the recent requests. The Trustees of the land are next meeting on 28/11.  
The Allotment Committee are looking to start meeting in the library once this has been approved.  
Cllr Tattersfield stated that there is still a general issue with rats.  
A meeting has been arranged with the Clerk, Deputy Clerk and Allotment Committee representative to discuss the Allotment agreements, the breaching of rules letters, risk assessment and any other items that come up at the site meeting. Cllr Tattersfield was also invited to attend.  
Cllr Tattersfield suggested that a mentoring scheme could be set up to encourage the younger generation with little knowledge of working allotments to work alongside the holders that have had plots and have a good array of experience. It was agreed that this was a great idea.  
Cllr Tattersfield asked if it would be acceptable for him to contact other Allotment Groups to see how their sites are run.
- 2210/20** To receive an update report from the Wressle Wellsite Community Liaison Group determining any actions required.  
There have been no meetings.
- 2210/21** To receive an update report from the Pocket Park Liaison Group determining any actions required.  
The Clerk has engaged a Solicitor to obtain plans from Land Registry for the Park.
- 2210/22** To receive an update report for the Cemetery determining any actions required.  
The faculty has been granted and the works to test the headstones will be carried out in spring. Clerk to advertise in due course.
- 2210/23** To receive an update for the Remembrance Service determining if any further actions are required.  
The following have been completed in preparation for the service:
- Road closure booked.
  - Poppies erected on posts.
  - Wreaths arranged.
  - Vicar in attendance.
  - Parade to start from the school at 10.30am and walk to the War Memorial.
  - Church Service following the laying of the wreaths.
  - The order of service will be sent out next week.

# BROUGHTON TOWN COUNCIL MINUTES

The ex-servicemen have stopped organising the event and therefore the Town Council should look to arrange this for all future events. Agenda item for further discussion.

Cllr Price has located the poppy collection boxes in various places around the Town.

**2210/24** To receive an update report on the Clark Telecom project determining further actions required.

Clark Telecom are arranging a site visit to review the re-location of the container and associated works.

Clerk to confirm with the company that the money allocated earlier in the project for legal advice and surveys of £1.5k is still in place.

## General Items

**2210/25** To notify the Clerk of items to be placed on the agenda for the next meeting.

- Mobile speed signs for Wressle and to discuss what, if anything is to be done with the data from the current signage. Clerk to arrange for training on obtaining the data from the signs. Clerk to ask for speed monitoring to be put in place at Wressle.

**2210/26** To be notified of the NLC precept timetable for 2023/24.

The budget and precept setting needs to be in place and provided to NLC by 30/12. Clerk to arrange a Finance & Audit Committee meeting once the information is ready to review.

**2210/27** To be notified of the Crow Solar Park proposed non-material change to the order determining actions required.

The item was noted,

**2210/28** To consider the next steps regarding a Firework display on Bonfire night determining actions required.

It would cost in the proximity of £5000 to arrange a display next year. Thought would have to go into charges etc and providing external food and drink options to allow some monies to be brought in towards the cost of the display.

Cllr Tattersfield suggested that BCSA could be passed the option to hold the event.

Cllr Senior suggested a drone light show instead of a firework display and will obtain some costings.

Further discussion to be held at the next meeting.

**2210/29** To consider the arrangements for opening the park over the Christmas break determining actions required.

The following arrangements were made for opening the building between 24<sup>th</sup> December – 2<sup>nd</sup> January to allow staff to have their holidays.

Saturday 24 <sup>th</sup> December	Cllr Simpson
Sunday 25 <sup>th</sup> December	Cllr Tattersfield
Monday 26 <sup>th</sup> December	Cllr Tattersfield
Tuesday 27 <sup>th</sup> December	Cllr Lee
Wednesday 28 <sup>th</sup> December	Cllr Ross
Thursday 29 <sup>th</sup> December	Cllr Ross
Friday 30 <sup>th</sup> December	Cllr Simpson
Saturday 31 <sup>st</sup> December	Cllr Senior
Sunday 1 <sup>st</sup> January	Cllr Price
Monday 2 <sup>nd</sup> January	Cllr Taylor

Cllr Simpson to collect the keys from the office on 22<sup>nd</sup> December and then these will be passed onto each Cllr in turn.

**2210/30** To be notified of the Humber Low Carbon Pipeline Project, determining any actions required.

Cllr Tattersfield to attend the local event and inform the Clerk if this item needs to be on the next agenda.



# BROUGHTON TOWN COUNCIL MINUTES

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## Finance

- 2210/31 To receive and approved the Financial Statement up to 30<sup>th</sup> September 2022. See appendix 1.  
There was some information that wasn't detailed so therefore the Clerk will provide a breakdown of this information and the information will be approved at the next meeting.
- 2210/32 To consider the cost to provide Fire Risk Assessment and Fire Safety Training for up to 10 people on site determining actions required.  
**Resolved** – approval to arrange the course at a cost of £495. There is a place spare, and the Clerk will ask members of the library volunteers to see if they would like to attend.
- 2210/33 To consider the funding of a display cabinet for awards to be located at the Centre determining any other actions required.  
It was agreed to defer the item until there are better facilities to display and showcase all trophies and shields for the sporting groups.
- 2210/34 To be notified of the NLC In Bloom fund determining actions required.  
**Resolved** – the Council approved to provide a 20% contribution to the funding application and will cover any shortfall if so required.
- 2210/35 To consider the costs to install a new CCTV system determining actions required.  
Item deferred to ensure that the quotes are like for like.
- 2210/36 To consider the grant request from Broughton Agricultural Society for funding toward the Broughton show scheduled for 9<sup>th</sup> July 2023 determining actions required.  
Cllr Taylor left the meeting.  
Clerk to confirm if the society needs access to the field on the Saturday and could they spray areas on the ground rather than stake them as this would free up the day for sports activities.  
Cllr Taylor re-joined the meeting.
- 2210/37 To consider the grant request from Broughton Scouts determining actions required.  
Item deferred until further clarification of funds could be provided.
- 2210/38 To consider the options for managing the trees at the closed churchyard determining actions required.  
**Resolved** - Tree surveys are currently carried out every 3 years and this will remain. In the interim years a preferred contractor was selected to climb the beech trees on the site and carry out a more in-depth visual inspection and to quote for any works required.  
There has been honey fungus identified on the site which looks to have killed off some of the trees.  
Clerk to obtain quotes for this work once advice has been sought from the NLC Tree Officer.
- 2210/39 To consider the costs to cut back the trees on the playing field determining actions required.  
Item deferred until all the quotes have been received.
- 2210/40 To be notified of the External Audit Report determining any actions required.  
The report was circulated prior to the meeting.  
The Notice of Public Right to view the Accounts was identified as not being available on the website and an exception raised. The current financial year has this information available.
- 2210/41 To consider the membership renewal for the War Memorial Trust.  
The Clerk has obtained a cost for a lifetime membership for £350.  
**Resolved** – the Council agreed to pay for this membership.
- 2210/42 The time and date of the next meeting is Monday 28<sup>th</sup> November 2022 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton.  
The meeting closed at 9.34pm.

# BROUGHTON TOWN COUNCIL MINUTES

## Appendix 1

Date: 24/10/2022

Broughton Town Council - R&P

Page 1

Time: 11:58

Current Bank A/c

### List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2022	Brigg Garden Centre	DDR	100.00		Vouchers - best kept garden
01/09/2022	MD Signs	BACS 92	775.86		Signage
01/09/2022	ROSPA Play Safety	BACS 93	357.60		ROSPA Play Safety
01/09/2022	Wickes	DC 28	22.00		Wickes
01/09/2022	Brigg Garden Centre	BACS 94	31.99		Brigg Garden Centre
01/09/2022	HSBC	DD	8.41		Bank charges - August 22
02/09/2022	Screw fix	BACS 95	16.92		Outside tap - Allotments
02/09/2022	BCSA	BACS 96	522.00		Ground Maintenance
02/09/2022	Talk Talk Business	DD	37.74		August 22
02/09/2022	Brigg Office Supplies	DC 29	3.29		Consumables
05/09/2022	North Lincolnshire Council	DD	642.00		Business Rates
05/09/2022	North Lincolnshire Council	DD	85.00		Business Rates - Sept
09/09/2022	HSBC	DD	36.92		Bank Charges - July 22
09/09/2022	Screw fix	BACS 97	171.46		Wheelbarrow , Arc Welder, Rods
09/09/2022	Green Grass Contracting	BACS 98	1,036.74		Inv 2805 - August 22
09/09/2022	East Riding Supplies	BACS 99	74.08		Supplies
09/09/2022	A & E Cox & Sons	DC 30	8.64		A & E Cox & Sons
09/09/2022	Amazon	DC 31	113.97		3 Barrels
09/09/2022	Y J Express Ltd	DC 32	4.48		Consumables
09/09/2022	British Telecom	DD	90.00		Mobile Phones - August 22
09/09/2022	Morrisons	DC 36	31.00		Queen II flowers
16/09/2022	ERNLLCA	BACS 100	139.20		Training
21/09/2022	EON	DD	660.39		Electricity - August 2022
21/09/2022	EON	DD	9.65		Electricity - August 2022
21/09/2022	MD Signs	BACS 101	42.00		Signage
21/09/2022	MD Signs	BACS 102	180.30		Signage
21/09/2022	Screw fix	DC 33	29.98		Oil filled radiator
26/09/2022	Skuma Timba	DC 34	70.28		Timber
28/09/2022	HMRC	BACS 103	987.87		Tax & NI Sept 2022
28/09/2022	Salaries	BACS 104	4,749.69		Monthly Salaries - Sept 22
28/09/2022	ERPF	BACS 105	712.53		Pension - Sept 2022
28/09/2022	Pickerings of Brigg	DC 35	28.20		Alarm keys

**Total Payments** 11,780.19



Signed:

Date: 28<sup>th</sup> November 2022