

BROUGHTON TOWN COUNCIL MINUTES

Minutes from the meeting held on Monday 28th October 2024 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 & Town Clerk – Deb Hotson.

2410/01 Apologies and reasons for absence received from Cllrs Carter & Lee.

2410/02 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 traffic road order had been forgotten about as this was now not on the agenda. The resident was informed that this was with NLC but was not a priority on their list of Traffic Road Orders to implement.

2410/03 To approve the minutes for the following meetings: -

Resolved - Full Council minutes of the meeting held 23rd September 2024.

Resolved - Broughton Town Council/Broughton Village Hall Trustees minutes of the meeting held on 7th October 2024.

2410/04 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 2410/07.

Cllrs Ross, Harness & Portess declared a personal interest in agenda item 2410/14.

2410/05 To note dispensations given to any member of the Council in respect of the agenda items listed.
None outstanding.

2410/06 To approve the Sexual & General Harassment Policy determining all actions required.

Resolved – approval of the policy and all actions required as detailed below.

1. Policy created and approved.
2. Reviewed by staff.
3. Conduct training – this can be in the form of the presentation slides previously sent out.
4. Signed policy to ensure Cllrs & Staff understand and will comply.
5. Create a training record for each member of staff and add.
6. Review policy and provide training annually.
7. Ensure third parties are aware of the policy – they must also comply. This will include volunteers, contractors, supplies etc.

2410/07 **Planning**

To be notified of any decisions received from North Lincolnshire Council.

2024/678 – planning permission to vary condition 2,11,12 & 21 of PA/2022/895 in order to modify the location of both dwellings on plot 1 and 2 and revise internal layout of dwelling on plot 2 by the addition of rooflights and bricking up existing front end gable window at land adjacent to 31 Brigg Road, Broughton.

2024/832 – householder planning permission granted to erect a two-storey rear extension, including demolition of extension at 48 Appleby Lane, Broughton.

2024/861 – householder planning permission granted to erect a single storey extension to the rear of dwelling at 29 Appleby Gardens, Broughton.

2024/952 – full planning permission granted for an alteration access to Little Crow solar park at land east of Ermine Street, Broughton.

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2024/967 – householder planning permission granted to add floor within loft and erect new entrance lobby and canopy at 53 Brigg Road, Broughton.

2024/1081 – larger home extension for a proposed larger home extension at 56 George Street, Broughton is not required.

2410/08 Clerks Report

- a. Environment Agency – Grass cutting – reducing flood risk.
- b. HWRA – Village Hall Information Bulletin.
- c. Information on the change of legislation regarding waste management.
- d. Update on the Front Loader (Egdon Grant) – this is now not due to be delivered until January. It was stated that if a further grant is required the money for this grant would have to be spent beforehand. Clerk to look into this.
- e. NATs minutes of the meeting held 10th July 2024.
- f. Draft Management Plan for the Pocket Park. Cllrs to take a look through and let the Clerk have any questions to take back to NLC prior to the next meeting.
- g. ERNLLCA information stating that there will be grants from the local authority for VE/VJ Days. Meeting to be arranged before the end of the year.
- h. The new bench will be installed on the junction of Mill Lane replacing the current bench. It was agreed that the Town Council plaque will be replaced with another and the lady donating to the installation of the new bench to confirm what she would like on her plaque.

Highways / Town issues / North Lincolnshire Council items.

2410/09 To receive an update on reported highway issues as detailed below determining any further actions required.

Log Number/details	Date reported	Location	Details
FS6366839259	07/08/2024	Raven Close	Broken street signage. Cllr Ross to chase up.
FS646658320	12/09/2024	Townhill Drive	Replacement of damaged and weathered salt bin. Cllr Ross to chase up.

2410/10 To be notified of any further highway issues determining any actions required.

A grit bin is required on Watersedge. Clerk to add to the next agenda.

Reports / Updates

2410/11 To receive a report from the mayor determining any actions required.

29/09 – Cllr Price attended the Barton Civic Service.

06/10 – Broughton Civic Service.

07/10 – BTC/VH Trustees Meeting.

13/10 – Winterton Civic Service.

20/10 – Cllr Price attended the NLC Civic Service.

Cllr Price also selected the Christmas Tree with Brian Turner. This will be delivered week commencing 18th November. Apparently, the pipework that the tree fits into has been broken. Handyman to take a look.

2410/12 To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

- The bus service No 4 extensions to Normanby Hall is being extended until the end of December due to its popularity, on the days it runs you can feed the deer in the park on the 30th November the 7, 14th and the 21st December. There's a wreath making day on the 30th November and the popular Christmas Market on the 7th December .
- An independent Education Appeals Panel is being set up with further details on the web site.

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- North Lincs has been recognised as one of the top 10 performing councils in the UK. The areas judged on were housing, homelessness, waste and recycling, children's social care, support for adults and health.
- Tough anti-social behaviour rules are to remain in Scunthorpe and Brigg, these include the ban on town centre cycling, on street drinking, begging and other anti-social behaviour deemed to be a problem.
- A big push is being made to encourage more people to become foster carers, and all further details can be seen on the dedicated web page.
- There are still no details on when works are due to start on the Forest Pines roundabout. The design phase is now complete, but no contract has been awarded as yet.

2410/13 To consider any Police & Neighbourhood Watch issues determining actions required.

Cllrs Price & Portess attended the recent NATs meeting. Crime has gone down.

Cllr Ross stated that there is a problem with a property in Broughton and the Environmental Department are involved.

2410/14 To receive an update report from the Village Hall Committee representative determining any actions required.

Cllr Portess read out the following report.

- The hall seems to be ticking over nicely, all the user groups are back up and running again after the summer break. No problems have been reported so far.
- After some confusion over a booking, we managed to hold the Bingo evening on the 18th and raised £170 on the night.
- A further event is programmed for Friday the 8th November and a giant Christmas Bingo event on Friday the 13th December.
- The September accounts are complete and shown a total income of £6,867.50 this includes the 2nd part of the Town Councils annual grant and expenditure for the month was £2,054.48
- Following on from the comments and advice concerning the Treasurer having to get committee approval every time she needed to spend money the Management Committee at their meeting held on Wednesday 9th October approved the writing up of a financial policy to allow the Treasurer to spend up to £100 in a single transaction at any one time without having to consult the Committee. A full detailed paper trail of all expenditure each month is available for inspection at any time.
- The laptop and mobile phone are both now up and running, a message has been sent out on our facebook page advising everyone that all contact with the Secretary and the Caretaker/Bookings Officer should now be addresses to : broughton_villagehall59@outlook.com and Rachael can only be contacted on 07712 165637 regarding village hall matters, and it does seem to be working fine.
- At the recent Bingo event we were given the opportunity to host The Moggies on New year's Eve, due to there actually being 5 members (50%) of the Committee at the event and needing to make a decision straight away we decided to accept the offer, and the Secretary will place an item on the agenda for our next Committee Meeting on the 13th November to inform the rest of the Committee, and we will now be looking at producing posters and tickets with the help from Cllr Julie Taylor.
- The Electrician came out today (28th October) and has repaired the outside lights along the side of the building, but the automatic timer needs to be replaced, and he will hopefully come back tomorrow to finish off. There seems to be some confusion over the wiring to the lights above the

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front door as it appears to be connected to the outside lights of the library whose also are not working. North Lincs Libraries to be contacted to find out what is going on especially now its dark earlier.

2410/15 To receive an update report from the Broughton Community & Sports Association representative determining any actions required.

Cllr Simpson stated that works had now started on the building of the MUGA.

2410/16 To receive an update report for the Broughton Allotment Association determining any further actions required.

2 plots from the 4 allocated to Scawby Parish have been taken.

2410/17 To receive an update report for the Appleby Lane Cemetery/Churchyard determining any further actions required.

Works have now been completed on tree surveys in both areas. Agenda item.

Clerk to look into the cutting back of the hedge running along the footpath.

2410/18 To receive an update report from the Firework Working Group determining actions required.

The event planning is running smoothly and tickets sold to date are around 800. The final meeting will be held on Thursday 31st October at the Centre to tie up all loose ends. Cllr Senior and Brian Turner will be on site from 9am on Saturday and the Clerk from around 12noon. All assistance will be gratefully received.

2410/19 To receive an update report on the Anglian Water Smart Meter Antenna installation determining any actions required.

The Clerk is waiting for a response regarding Anglian Waters PL Insurance cover to ensure this covers all incidents relating to this site.

General Items

2410/20 To notify the Clerk of items to be placed on the agenda for the next meeting.

Cllrs Price, Portess, Ross & Taylor attended the recent Town & Parish Council Liaison meeting. Items raised included the Winter Salting Routes which haven't changed for this year. If Councils wanted new routes adding and/or salt bins, then these should be requested from NLC. Agenda item for the next meeting.

Funding for In Bloom 2025 is yet to be agreed.

Grants will be available for VE/VJ Day 2025 events. £250 per event.

NLC are promoting Foster Care across North Lincolnshire.

2410/21 To confirm arrangements/volunteers for the afternoon tea event determining any further actions required.

Deputy Clerk to send out a revised list with just volunteer and no user groups.

2410/22 To be notified of the ERNLLCA correspondence determining any actions required.

- Financial Training – Clerk to submit a list of Cllrs attending the training.
- Local Housing for Local People – item noted.
- Handling online abuse and intimidation event – item noted.

2410/23 To be notified of the East Midland in Bloom results determining any actions required.

Cllr Price & Brian Turner attended the presentation which was slightly disappointing as all points raised by the judges last year were taken into consideration and the majority had been implemented and more, but the result did not reflect this. In Bloom will be asked prior to entering into the event next year.

2410/24 To be notified of the North Lincolnshire Statement of Principles for Gambling determining any actions required.

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Item noted.

- 2410/25** To determine actions required regarding the Tree Surveys recently undertaken at the Cemetery and Churchyard.

It was agreed that the surveys were very comprehensive. Clerk to now go out and obtain 3 quotes for the works.

Clerk to check that the trees highlighted at the cemetery are in the cemetery and if not contact the relevant persons.

- 2410/26** To consider the criteria for the 2025 Community Awards, determining actions required.

It was agreed that there will be one category for Community Award(s), there can be more than one award, it will not be restricted to one overall winner, with runner ups, the awards will be all equal on their own merits. Clerk to advertise before Xmas and after running up to the Civic Dinner.

Finance

- 2410/27** To receive and approved the Financial Expenditure – see appendix 1, and approve the receipts, bank statements and budget monitoring report up to 30th September 2024.

Resolved – approval of the September accounting statements.

- 2410/28** To consider the donation for the wreaths for Remembrance Service 2024 determining actions required.
Cllr Price declared a personal interest and left the room.

Resolved – a donation of £100 to be provided for the two wreaths. One wreath will be funded from the Ex-Servicemen's fund.

Cllr Price re-joined the meeting.

- 2410/29** To consider renewal of the CPRE Membership for 2024.

Resolved approval of the renewal of £36.

- 2410/30** To consider the placement of A Barriers on the field to stop access to motorbikes.

Item deferred until the second quote had been received.

- 2410/31** To consider the replacement of cabling to ensure the floodlights to the far right of the field are fully functioning.

Resolved – works approved for the installation of the new cabling to ensure the end flood lights work.

A member of Ravers has agreed to dig the trench and backfill.

A site meeting to be arranged.

- 2410/32** To consider works on the overhanging tree on the playing field.

Clerk to request that the resident cuts the overhanging branches.

- 2410/33** To consider the quotes for digital archiving services determining actions required.

Item deferred.

- 2410/34** To consider the purchase of ID Cards for all members including the Town Clerk.

Item deferred.

Time and date of the next meeting to be confirmed as Monday 25th November 2024 at 7pm.

- 2410/35** The time and date of the next meeting to be confirmed.

The meeting was confirmed.

Part B – Closed to the public.

- 2410/36** 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.

Pocket Park – **Resolved** – go ahead with the suggestions by the solicitor of issuing licences.

Village Hall – a further meeting to be arranged for 11th November at 7pm.

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Appendix 1 – September 2024

Date: 21/10/2024

Broughton Town Council - R&P

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Time: 15:14

Current Bank A/c

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2024	North Lincolnshire Council	DD	278.00		Business Rates
02/09/2024	North Lincolnshire Council	DD	74.00		Business Rates
02/09/2024	Talk Talk Business	DD	39.18		August 2024
09/09/2024	BCSA	BACS 108	261.60		Inv 65
09/09/2024	North Lincolnshire Council	BACS 109	981.55		Pocket Park SLA
09/09/2024	Sissons Gardening Services	BACS 110	1,312.00		Inv 1188
09/09/2024	East Midlands In Bloom	BACS 111	20.00		Presentation Registration
09/09/2024	SLCC	BACS 112	80.92		Membership renewal
09/09/2024	East Riding Supplies	BACS 113	46.56		Consumables
09/09/2024	Bennetts Timber	BACS 114	34.98		Wood Preserve
09/09/2024	Norton	DDR 63	74.99		Norton
11/09/2024	Sieiretto	BACS 115	59.00		Domain transfer
12/09/2024	Screw fix	DDR 64	45.62		Snap on pipe covers
12/09/2024	Bennetts Timber	BACS 117A	57.36		Timber
13/09/2024	Microsoft	DDR 65	56.16		License costs
13/09/2024	Tesco	BACS 117	30.00		Mower fuel
13/09/2024	Wolseley	BACS 117B	66.20		Pipe cover
16/09/2024	Container King	BACS 116	76.80		Inv 62477
16/09/2024	East Riding Supplies	BACS 118	86.94		Consumables
16/09/2024	ERNLLCA	BACS 119	84.00		First Aid Training - V Harness
16/09/2024	Crawford Lawnmowers	BACS 120	45.00		Mower service
16/09/2024	MD Signs	BACS 121	204.00		Village signs update
16/09/2024	Timpson Ltd	BACS 122	80.00		Keys cut
16/09/2024	Norton Security Systems	BACS 123	245.00		Annual Intruder Alarm Service
16/09/2024	Amazon	DDR 66	46.79		Wildlife Camera - Cemetery
16/09/2024	Amazon	DDR 67	42.53		Mole Claw Traps - cemetery
16/09/2024	Adobe	DDR 68	19.97		Acrobat Pro
16/09/2024	Mobile Phones	DD	50.69		August 2024
17/09/2024	EON	DD	35.51		August 2024
18/09/2024	East Riding Supplies	BACS 124	13.80		Stationary
18/09/2024	ERNLLCA	BACS 125	96.00		ERNLLCA Conference
18/09/2024	ERNLLCA	BACS 126	32.00		ERNLLCA Conference - Clerk
18/09/2024	MD Signs	BACS 127	176.52		Feasibility plans
19/09/2024	Square	DD	0.31		Firework event - payment
20/09/2024	Amazon	DDR 69	23.14		Firework wrist bands
21/09/2024	HSBC	DD	6.74		Bank charges
23/09/2024	East Riding Supplies	BACS 128	4.87		Toilet brushes
23/09/2024	Perkin, George & Mawer	BACS 129	600.00		Allotment rent
23/09/2024	Amazon	DDR 70	135.90		Firework event expenditure
23/09/2024	IONOS	DD	4.80		September 2024
23/09/2024	Broughton Village Hall	BACS 130	5,000.00		Grant - 2nd installment
27/09/2024	Salaries	BACS 131	6,187.68		September 2024
30/09/2024	EON	DD	159.53		June 2024
30/09/2024	HMRC	BACS 132	1,337.87		September 2024
30/09/2024	ERPF	BACS 133	1,107.70		September 2024
Total Payments			19,422.21		

Signed:

Date: 25th November 2024

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