

# BROUGHTON TOWN COUNCIL MINUTES

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**Minutes from the meeting held on Monday 27<sup>th</sup> January 2025 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.**

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

Also Present: 2 residents & Town Clerk – Deb Hotson.

**2501/01** All members present.

**2501/02** **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 questions regarding the VH Trustees having to leave the BTC/VHC Trustees meeting and not knowing what had been discussed. The resident was informed that this was not the case and all members stayed in the meeting. At the VHC meeting all members should be advised of what events took place at this meeting.

To welcome and present prizes to the winners of the Best Christmas Light & Window 2024. The resident was welcomed who had won the Best Kept Window prize and was congratulated. All other winners will receive their vouchers in due course.

1 resident left the meeting.

**2501/03** To approve the minutes for the following meetings: -

**Resolved** – approval of the minutes of the Full Council held on 16<sup>th</sup> December 2024.

**Resolved** – approval of the minutes of the Broughton Town Council/Broughton Village Hall Trustees held on 13<sup>th</sup> January 2025.

**2501/04** 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.

None declared.

**2501/05** To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding.

**2501/06** **Planning**

To be notified of the following decisions received from North Lincolnshire Council determining actions required.

**2024/1259** – application to determine if prior approval is required for the installation of a smart meter antenna at 13.45m at the Phil Grundy Committee & Sports Centre has been refused and prior approval is required.

**2024/1305** – certificate of lawful use or development granted for planning application PA/2020/252 to erect 24 dwellings at land of Hillside Road, Broughton.

**2024/1363** – planning permission granted to erect a two-storey extension with increased dormer and new dormer to rear of dwelling at The First House, George Street, Broughton.

The following application received from NLC was discussed by the Town Council.

**2025/78** – application under the Overhead Lines Regulations 2009 to remove an existing terminal pole & 200kVA pole transformer and erect a 12m wooden H pole and 315kVA transformer on Scawby Road, Broughton.

**Resolved** – no objection or comment.

**2501/07** **Clerks Report**

a. ERNLLCA Newsletter – December 2024.

b. Broughton Village Hall minutes of the meeting held 11<sup>th</sup> December 2024.

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- c. CPRE Countrywise Newsletter January 2025.
- d. ERNLLCA NALC Sector Standards Survey.
- e. Confirmation that the Waters Edge salt bin has been installed.
- f. Confirmation received from NLC regarding the maintenance of Church Lane.
- g. Update on the request to remove the tree located at the Pocket Park.
- h. Retail Park information.
- i. Safety of lithium-ion batteries campaign – update. This was noted.
- j. Community Speed Watch information. This was noted.
- k. My Community Alert – how businesses can support staff in helping protect & service communities. This was noted.

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

**2501/08** To receive an update on reported highway issues as detailed below determining any further actions required.

Log Number/details	Date reported	Location	Details
FS671831617	19/12/2024	Scawby Road	Fly tipping. <b>This has now been removed.</b>
NLC Highways	18/12/2024	Castlethorpe	NLC have stated that the road is wide enough for 2 cars to pass therefore putting signs up to give way to oncoming traffic would be confusing. <b>Cllr Lee to contact NLC as this is a problem and needs rectifying.</b>

**2501/09** To be notified of any further highway issues determining any actions required.

No further issues reported.

## **Reports / Updates**

**2501/10** To receive a report from the mayor determining any actions required.

Cllr Senior stated that the role was starting to pick up with Civic events.

**2501/11** To receive a report from the Ward Councillors on activities within North Lincolnshire Council.

Broughton Ermine Street is due to be closed on the 3<sup>rd</sup>/4<sup>th</sup> February 2025 between 8:30 – 4:00pm and will then be resurfaced from the 4<sup>th</sup> to 7<sup>th</sup> February with the road being closed between the 7:00pm and 6am.

The A15 and M180 junction 4 roundabouts will have work being done on the 3<sup>rd</sup> -7<sup>th</sup> March.

Air Fryers have been delivered by Cllr Ross & Cllr Lee to Broughton and Scawby residents over the Christmas period to everyone who had applied and qualified for one and the residents were happy to receive these. Over 60 machines have been handed to residents.

This is a reminder to keep your eye on the reduction of the speed limit on Mortal Ash Hill which is going down to 50 mph.

To make you aware there has been a webinar for Scawby residents about a proposed Solar Farm Development by Brockwell Energy just off the B1205, next to the Brigg renewable Energy Plant. This solar farm development is to benefit residents of Scawby and will cover 210 acres. The webinar was only attended by 30 people.

Today is the Holocaust Memorial Day, and Cllrs Ross & Lee attended the 80<sup>th</sup> ceremony this afternoon to remember the tragedy that occurred .

North Lincolnshire has been selected as one of the few areas to benefit from a £1 million plus grant aimed at training local people for industries of the future. More information on this and other items can be found on North Lincolnshire Council website.

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Cllr Price asked if there were any plans to update the Brigg Leisure Centre as she had been asked by a resident. Cllr Lee said there wasn't to her knowledge any plans.

**2501/12** To consider any Police & Neighbourhood Watch issues determining actions required.

Nothing to report.

**2501/13** To receive an update report from the Village Hall Committee representative including the review of the Finance Policy determining any actions required.

Cllr Portess stated that the Bingo & Coffee morning had been a success.

Cllr Ross stated that following receipt of a letter received from Yu Energy regarding the electricity supply for the library, an emergency Management Committee meeting had been called on Wednesday 22<sup>nd</sup> January. The meeting was attended by Cllr Portess, Cllr Lee, Cllr Harness & Cllr Ross.

Despite countless attempts to make contact with NLC Procurement Officer regarding the misunderstanding and confusion about electricity supply, NLC have not either been in contact with or paid Yu Energy anything since the switch occurred incurring a bill totalling £806.04.

As the letter was threatening debt collection service or court order, and the account is still in the name of Carol Ross, Broughton Village Hall, it was decided that the hall would pay the outstanding account rather than have the debt against either Cllr Ross or Broughton Village Hall and inform NLC that the village hall will retain control of the account and will either bill them each month or add the amount paid onto their gas contribution each year which is due to them taking so long to pay invoices (approx. 3 months on average) the latter may be the best option.

The actions will be discussed and minuted at the next VHC meeting.

It was suggested that an invoice is raised as soon as possible for the monies to be reimbursed with a copy to both NLC Finance Department and Properties Department. The Clerk provided details of the name to be used.

All future invoices to have details that they should be paid within 28 days. If they are not paid, then an admin will be charged for each reminder letter with further enforcement taken if required.

Replacement crockery has been purchased using the recent Bingo event to fund this.

Future Bingo event dates have been advertised. Someone is helping with the posters for events.

Cllr Harness stated that there are 15 carrier bags that she is going through sorting out all the paperwork and filing. However, there is some missing paperwork.

The Clerk went through the minutes of the BTC/VHC Trustees meeting.

- The remaining pipework will be covered this Wednesday.
- Meeting to be arranged with HWRA to discuss tidying up the constitution.
- Declaration Form, Reserve Policy template, Gift Aid link, Go Funding information received from HWRA has been circulated.
- Finance Policy has been amended and circulated. This will now be adopted at the next meeting of the VHC.
- The lease between BTC and NLC needs discussing and clarifying at a future meeting.
- Clerk has rung the solar panel company to be told a meter has to be installed at the VH. Cllr Price has emailed the energy company.
- As per minutes of the meeting – bank statement dates to be amended, monthly drum draw to be investigated and VAT to be reclaimed over the past 6 years.
- Clerk has contacted NLC regarding the Social Value and explained this to the Council. Further information has been provided to the Clerk for her to follow up. She will get in touch with the company currently on the MUGA site to see if they are engaged in Social Value.

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- The Clerk had passed information onto the VHC from a resident interested in joining the Committee. The resident has yet to be contacted and members of the VHC questioned the co-option of a non-user of the village hall. Clerk to check the constitution. It had to be explained that this resident was just interested in helping the committee and had some accounting background which could allow Cllr Price to step back from her part in the accounting.
- The Clerk explained that the Council is moving to a new supplier of cleaning products and would pass this information on to the VHC which would hopefully alleviate them having to spend at the more expensive local supermarkets.

**2501/14** To receive an update report from the Broughton Community & Sports Association representative determining any actions required.

Cllr Simpson stated that he will have a bigger report next meeting. The location of applications has been widened to encompass surrounding villages.

The MUGA is progressing well.

**2501/15** To receive an update report for the Broughton Allotment Association determining any further actions required.

The Council agreed to let a plot to a resident of Broughton who had friends that would help from other areas. The sole responsibility and contract will be with the resident, there will be no subletting, and all must be members of the Allotment Association and insured with NAS.

**2501/16** To receive an update report for the Appleby Lane Cemetery/Churchyard determining any further actions required.

The first owl box has been erected at the cemetery and looks great.

**2501/17** To receive an update report on the Anglian Water Smart Meter Antenna installation determining any actions required.

The license has been signed. Just waiting now for planning to be approved.

## **General Items**

**2501/18** To notify the Clerk of items to be placed on the agenda for the next meeting.

- To be provided to the Clerk.

**2501/19** To consider the request to site a memorial bench in the town determining actions required.

**Resolved** – approval to the placement of a memorial bench in the town. If on the playing field then the bench we currently have could be used with a donation.

**2501/20** To be notified of the consultation to overhaul the local audit system determining actions required.  
Item noted.

**2501/21** To be notified of the correspondence from NLC on the strengthening of the Standards & Conduct Framework for Local Authorities determining actions required.  
Item noted.

**2501/22** To be notified of the response from NLC regarding the Community Governance Review determining any further actions required.

Item noted. The Clerk did update the Council on Haxey Parish Councils situation.

## **Finance**

**2501/23** To receive and approved the Financial Expenditure – see appendix 1, and approve the receipts, bank statements and budget monitoring report up to 31<sup>st</sup> December 2024.

**Resolved** – approval of the finances up to 31st December.

**2501/24** To consider the recommendations from the Finance & Audit Committee regarding the 2025/26 budget and precept determining any actions required.

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**Resolved** – the budget was approved and the precept for 2025/26 set the same as last year at £150,000 which reduces the band D to £87.24 a decrease of -0.4%.

**2501/25** To consider the quotes received and determine actions required for the next step of the feasibility study with the engagement of a Planning Agent.

Item deferred to the General-Purpose Committee Meeting scheduled for 3<sup>rd</sup> February.

**2501/26** To be notified of the submission of the VE Day NLC Community Grant Fund determining actions required.

The Clerk has submitted the grant application to include the ceilidh band and the DJ for an event on the evening of Thursday 8<sup>th</sup> May.

Clerk to arrange an Events Committee Meeting.

**2501/27** **Time and date of the next meeting to be confirmed as Monday 24<sup>th</sup> February 2025 at 7pm.**

**Part B – Closed to the public.**

**2501/28** 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.

**Resolved** – to close the meeting. A resident left the meeting.

- Staffing, Training.

Staff wage increase from 1<sup>st</sup> April as recommended in the Finance Committee Meeting.

CILCA Training – Deputy to have 6 months to think about next steps and in the meantime undertake the FILCA training. CILCA conditions agreed if pursued.

Cllr Lee stated that there were members of the public entering and staying in the building.

Clerk to remind all staff that only users are allowed to use the facilities. Deputy Clerk to remind users not to open the door to anyone.

- Church wall vandalism – **resolved** – further letter to be sent if payment not received within 7 days the debt will be passed to a debt collector.
- UKSFP Funding – the Clerk had agreed to an extension to 31/03 and a Planning Agent to be selected at the GPC meeting with approval at a future Town Council meeting.

The meeting closed at 9.11pm.

## Appendix 1 – 31<sup>st</sup> December 2025

# BROUGHTON TOWN COUNCIL MINUTES

Date: 16/01/2025

Broughton Town Council - R&P

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Time: 10:01

Current Bank A/c

List of Payments made between 01/12/2024 and 31/12/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/12/2024	North Lincolnshire Council	DD	278.00		Business Rates
02/12/2024	North Lincolnshire Council	DD	74.00		Business Rates
02/12/2024	B & M	DDR 93	4.50		Refreshments
03/12/2024	Lindsey Lodge Hospice	DDR 94	50.00		Christmas Tree donation
04/12/2024	Talk Talk Business	DD	39.18		December 2024
05/12/2024	Amazon	DDR 95	46.00		Essential Law - Cemtery Book
05/12/2024	Just Giving - Lindsey Lodge	DDR 96	100.00		Brooklands Christmas Lights
06/12/2024	Aldi	PC 20	13.56		Flow ers - Volunteers
06/12/2024	D Hotson	PC 20A	13.81		Travel expenses
06/12/2024	Aldi	PC 20	-13.56		Flow ers - Volunteers Eve nt
06/12/2024	D Hotson	PC 20A	-13.81		Travel expenditure
06/12/2024	Y J Epress	PC 21	-1.49		Milk
09/12/2024	WASP Clothing	BACS 178	412.00		Inv 5804
09/12/2024	WASP Clothing	BACS 179	41.00		Inv 5917
09/12/2024	Lewis Gas & Plumbing Services	BACS 180	252.00		Inv 260
09/12/2024	ERNLLCA	BACS 181	180.00		Inv 2016
09/12/2024	East Riding Supplies	BACS 182	880.70		Inv 1671449
09/12/2024	ERNLLCA	BACS 183	33.34		Inv 1967
09/12/2024	BCSA	BACS 184	336.00		Inv 68
09/12/2024	Container King	BACS 185	76.80		Inv 64491
09/12/2024	The Terrace (Kirton) Ltd	BACS 186	1,432.00		Afternoon Tea Event
09/12/2024	Broughton Village Hall	BACS 187	96.00		Hire of Hall
09/12/2024	Tesco	BACS 188	25.03		Mow er fuel
09/12/2024	Screw fix	BACS 188A	28.98		Grinding discs
09/12/2024	Bennetts Timber	BACS 188B	88.12		Plyw ood
12/12/2024	Royal British Legion	BACS 189	50.00		Wreath
12/12/2024	Royal British Legion	BACS 189A	50.00		Wreath
12/12/2024	Ripon Groundcare	BACS 190	6,799.00		Mow er
12/12/2024	BCSA	BACS 191	823.20		Inv 67
12/12/2024	Nimble E Learning	DDR 97	16.00		Training
12/12/2024	Amazon	DDR 98	148.99		No Waiting Cones
16/12/2024	Home Bargains	DDR 99	1.99		Punch Pockets
16/12/2024	Adobe	DDR 101	19.97		Acrobat Pro
16/12/2024	EON	DD	650.53		November 2024
16/12/2024	Y J Express	PC 21	1.49		Milk
17/12/2024	Mobile Phones	DD	49.53		December 2024
18/12/2024	Fleet	BACS 192	570.34		Inv 1242278
18/12/2024	Fleet	BACS 193	465.24		Inv 1244277
18/12/2024	National Allotment Society	BACS 194	66.00		Membership renew al
18/12/2024	East Riding Supplies	BACS 195	69.30		Inv 1674543
18/12/2024	HMRC	BACS 196	1,555.38		December 2024
18/12/2024	Pensions	BACS 197	1,129.38		December 2024
20/12/2024	Salaries	BACS 198	6,510.80		December 2024
20/12/2024	Post Office	DDR 102	6.80		Stamps
21/12/2024	HSBC	DD	14.26		Bank Charges
23/12/2024	IONOS	DD	9.60		December 2024

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# BROUGHTON TOWN COUNCIL MINUTES

Date: 12/12/2024

Broughton Town Council - R&P

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Time: 09:00

Current Bank A/c

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	North Lincolnshire Council	DD	278.00		Business Rates
01/11/2024	North Lincolnshire Council	DD	74.00		Business Rates
05/11/2024	Talk Talk Business	DD	39.18		October 2024
06/11/2024	Sissons Gardening Services	BACS 157A	1,677.00		Inv 1213
06/11/2024	Bow ness Electrical	BACS 158A	1,679.18		Inv 48397
06/11/2024	Next Generation	BACS 159	150.00		Firework Event
06/11/2024	Hall-Med Ltd	BACS 160	336.00		Firework Event
06/11/2024	Tesco	BACS 161	14.60		Firework expenditure
06/11/2024	ERNLLCA	BACS 162	28.01		Training
06/11/2024	Amazon	DDR 85A	3.83		Stationery
06/11/2024	Tesco	BACS 161A	10.51		Refreshments - Firework event
07/11/2024	Amazon	DDR 86	44.97		Mole traps
07/11/2024	Amazon	DDR 87	19.98		Door bolts
07/11/2024	Amazon	DDR 88	39.98		Sweeping brushes
08/11/2024	Just Giving	DDR 89	50.00		Donation - Runners
13/11/2024	CPRE	BACS 163	36.00		Membership
13/11/2024	Bow ness Electrical	BACS 164	297.67		Electrical works
13/11/2024	Public Sector Audit	BACS 165	767.70		Internal Audit Fee
13/11/2024	Carrie Wadher	BACS 166	100.00		Stall refund - Fireworks
13/11/2024	Fleet	BACS 167	465.24		Pitchmarker
13/11/2024	North Lincolnshire Council	BACS 168	266.00		Waste bins - Firework Event
13/11/2024	Paul Senior	BACS 169	130.01		Mayoral events
13/11/2024	Pest Stoppers	BACS 170	504.00		Annual Fee
15/11/2024	Screw fix	DDR 90	37.67		Floodlight/Voltage pen
15/11/2024	Mobile Phones	DD	44.88		October 2024
18/11/2024	Adobe	DD	19.97		Acrobat Pro
18/11/2024	EON	DD	482.31		October 2024
21/11/2024	HSBC	DD	7.60		Bank Charges
21/11/2024	IONOS	DD	9.60		November 2024
22/11/2024	Screw fix	DDR 91	8.88		Weatherproof wire box
22/11/2024	Container King	BACS 171	76.80		Inv 63835
28/11/2024	HMRC	BACS 172	1,318.76		November 2024
28/11/2024	P Woods	BACS 173	2,523.45		Church wall repair
28/11/2024	Fleet	BACS 174	465.24		Pitchmarker
28/11/2024	Fillingham Christmas Tree	BACS 175	300.00		Fillingham Christmas Tree
28/11/2024	Bennetts Timber	DDR 92	15.28		Timber
29/11/2024	Salaries	BACS 176	6,451.34		November 2024
29/11/2024	Pensions	BACS 177	1,129.38		November 2024
<b>Total Payments</b>			<b>19,903.02</b>		