



BURTON UPON STATHER PARISH COUNCIL

**Mrs J Harrison
Clerk to the Council**

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**C/O 5 Ashwood Close
Burton upon Stather
Scunthorpe
North Lincolnshire
DN15 9WA**

7 May 2013

Dear Councillor

You are hereby summoned to attend the **Annual Meeting of the Parish Council** at 7.15pm in the Village Hall, Todds Lane, Burton upon Stather on Monday 13 May 2013.

Members of the public and press are welcome to attend any meeting of the Parish Council. Fifteen minutes are available at the beginning of each Council meeting to allow public participation.

Yours sincerely

Mrs J Harrison
Clerk to the Council

To receive a report from Ward Councillors.

AGENDA

1. **Election of Chairman.**
2. **To receive the Chairman's Declaration of Acceptance of Office as Chairman.**
3. **To receive apologies for absence.**
4. **Election of Vice Chairman.**
5. **Declaration of Interest – Code of Conduct adopted by this council**
 - (a) 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.
 - (b) To note dispensations given to any member of the council in respect of the agenda items listed below.
6. **To appoint a representative/s to the**
 - a) **Village Hall Committee**
 - b) **Burton Playing Fields Association.**
 - c) **Thealby Play Area**
7. **To appoint committees as follows:**
 - a) **Finance** (7 members minimum including Chairman and Vice Chairman, quorum 4)
To agree a date for the first meeting of the Finance Committee to elect a Chairman.
 - b) **Planning** (8 members minimum including Chairman and Vice Chairman, quorum 4)
To agree a date for the first meeting of the Planning Committee to elect a Chairman.
 - c) **Burial Ground** (8 members maximum including Chairman and Vice Chairman, quorum 4)
To agree a date for the first meeting of the Cemetery Committee to elect a Chairman.
 - d) **Personnel** (3 members to include the Chair or Vice Chair plus Chair of a Committee)
To agree members of the committee.
 - e) **Young People's Committee**
To agree a date for the first meeting of the Young People's Committee to elect a Chairman.
8. **To appoint a representative to check the work of the Responsible Finance Officer.**
9. **To appoint two voting delegates to attend ERNLLCA's district committee meetings.**
10. **To appoint a representative to attend the Neighbourhood Action Team meetings.**
11. **To appoint a representative to attend the Winterton Landfill Liaison Committee meetings.**
12. **Minutes of meetings:**

Meetings of the Parish Council held on Tuesday 8 April 2013 as circulated to be signed as a true record.
13. **Burton Upon Stather Annual Parish Meeting**

To note issues raised at the Annual Parish meeting held on 23 April 2013.
14. **Burton Playing Field Association**

To receive a report from the representative of the PFA.
15. **Burton Upon Stather Parish Burial Ground**

To receive a report from the representative of the Burial Ground Committee.
16. **Burton Upon Stather Village Hall**

To receive a report from the representative of the Village Hall Committee.
17. **Burton Upon Stather Parish Council Website**

To receive a report on the progress of the new website.
18. **Police Matters and Safer Neighbourhoods/Neighbourhood Action Teams**

To note any reported incidents. To note the date of the next NAT meeting is 11 July 2013 at 6 pm in West Halton & Coleby Village Hall.
19. **Highway Repairs/Issues**

Progress reports, repairs or other matters to be reported

 - a. **Normanby Road, Thealby**
To note progress of North Lincolnshire Council to the proposed change in the weight limit.
 - b. **Damage to wall at Normanby Hall**
To note if the repairs have been completed.
 - c. **Road signage outside Normanby Hall**
To note if the road signs have been cleaned.
 - d. **Blocked Drain, junction of Thealby Lane/Coleby Road, Thealby**
To note if the drain/grid has been cleaned.
 - e. **Wood Hill, Burton Upon Stather**
To note what further work has been completed by Severn Trent to rectify the problem.
 - f. **Footpath, Top of Stather Hill, Burton Upon Stather**
To note the progress of the proposed improvements to the footpath by North Lincolnshire Council
 - g. **Drain, Stather Hill, Burton Upon Stather**
To establish whether the water level has receded to enable North Lincolnshire Council and Severn Trent to complete investigations/repairs.
 - h. **32 Stather Road, Burton Upon Stather**
To establish whether North Lincolnshire Council has been in contact with the landowner and if work is to proceed to stem the water leak.
 - i. **Pavements in Burton Upon Stather**
The poor condition of the footpaths has again been reported to North Lincolnshire Council for inspection.
 - j. **Chafer Lane, Burton Upon Stather**
To note Severn Trent road maintenance programme for April 2013-14.

- 20. Archive/Resource Material**
To discuss proposal to provide a storage facility for archive/resource material and offices for the clerks at the Burial Ground.
- 21. Winter Service Review**
To receive a report from the Snow Warden.
- 22. Best Kept Village Competition 2013**
To discuss and agree work to be completed.
- 23. Parish Newsletter**
To discuss progress and content of newsletter to be published in June.
- 24. Advertising of Events**
To discuss and agree the advertising of events by local groups within the parish by the display of temporary signs or on notice boards.
- 25. Seat in Grounds of St Andrew's Church**
To discuss and agree quotations for replacement seat in grounds.
- 26. Planning**
Planning Application received from North Lincolnshire Council for comment:
- | | |
|---------------------|--|
| PA/2013/0413 | Planning permission to erect a dormer extension |
| Location: | 4 Somerset Drive, Burton Upon Stather |
| Applicant: | Mr M Sylvester |
| PA/2013/0418 | Planning permission to erect a first floor extension and alterations |
| Location: | 4 Glebe Close, Burton Upon Stather |
| Applicant: | Mr & Mrs M Drinkwater |
- 27. Finance**
- i. To compare and approve income and expenditure.
 - ii. To approve Payment of Accounts and Receipt of Payments.
 - iii. To agree transfer of funds from Savings to Current Account.
 - iv. To note the review of accounts has been completed and the annual return has been signed by Messrs Smailes Goldie, the Internal Auditors. The Annual Return to be signed by the Chairman and Responsible Finance Officer of Burton Upon Stather Parish Council for submission to the External Auditor, Messrs Littlejohn, Accountants.