

BURTON UPON STATHER PARISH COUNCIL

ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE VILLAGE HALL, TODDS LANE, BURTON UPON STATHER ON MONDAY 18 MAY 2015

PRESENT:	Parish Councillors:	
	Cllr JRK Mitchell in the Chair	
	Cllr C Allison	Cllr PF Bell
	Cllr Mrs A Bradley	Cllr Mrs AM Croft
	Cllr DJ Faulks	Cllr RW Harris
	Cllr W Johnston	Cllr M Peace
	Cllr NF Thornes	
	North Lincolnshire Councillors:	Ward Cllr Mrs E Marper
		Ward Cllr R Ogg
	Parish Clerk:	Mrs J Harrison
	Members of the public:	0
APOLOGIES:	Parish Councillors:	
	Cllr ES Whittaker	

Councillor Faulks, as his last official duty before passing over to his successor, asked for the Ward Councillors to deliver their report.

Cllr Marper advised that she had no information with regard to the appeal against the refusal of the warehouse extension at Kingsferry Wharf. A Parish Councillor advised the meeting that residents had complained about an amount of dust emanating from the wharf. Cllr Marper requested that details should be forwarded to her. Cllr Marper continued by saying that she had received a small number of emails enquiring about the access to the school and that the Ward Councillors were dealing with the concerns raised. She informed the councillors that she had no further news relating to the proposed Post Office. The Ward Councillor mentioned that North Lincolnshire Council were in discussion with a resident as to whether they would concrete a small area of grass in front of a property on the corner of Eastholme Gardens and Normanby Road, Burton Upon Stather.

Concern was raised again regarding heavy vehicles travelling on roads through the parish visiting local businesses. It was suggested that a letter should be sent to the companies asking them to ensure the designated route is issued to all drivers.

Cllr Marper advised the Defibrillator Unit had been installed on an external wall of the Health Centre, Norfolk Avenue, Burton Upon Stather and she would provide details to the Editor of the Parish Newsletter for inclusion in the forthcoming edition.

All other items were on the full council agenda for discussion.

Cllr Faulks opened the Annual Meeting of Burton Upon Stather Parish Council.

1. Election of Chairman

Proposed by Cllr AM Croft
Seconded by Cllr NF Thornes that Cllr JRK Mitchell should be Chairman.
Carried unanimously.

Councillor JRK Mitchell in the Chair

2. Chairman's Declaration for the Acceptance of Office of Chairman

Cllr Mitchell signed the Acceptance of Office of Chairman form.

3. Apologies for absence:

As stated above.

4. Election of Vice Chairman

Proposed by Cllr NF Thornes

Seconded by Cllr M Peace that Cllr C Allison be elected Vice Chairman

Proposed by Cllr A Bradley

Seconded by Cllr RW Harris that Cllr AM Croft be elected Vice Chairman

A vote was taken: Cllr C Allison 6 votes, Cllr AM Croft 4 votes

Cllr Allison was elected as 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.

Personal interest as a member of the Burton Upon Stather Burial Ground Committee:

Cllr PF Bell, Cllr Mrs A Bradley, Cllr RW Harris

Personal interest as a member of Burton Playing Field Association: Cllr Mrs A Bradley

Personal interest as a member and trustee of the Village Hall Committee: Cllr DJ Faulks, Cllr AM Croft and Mrs J Harrison

Personal interests as a member of Thealby Playing Field Association: Cllr M Peace

There were no interests declared for items on the agenda.

6. To appoint representatives to the

a) Village Hall Committee:

Cllr AM Croft, Cllr DJ Faulks, Cllr W Johnston

b) Burton Playing Fields Association:

Cllr Mrs A Bradley

c) Thealby Play Area:

Cllr Allison, Cllr AM Croft, Cllr DJ Faulks, Cllr M Peace

7. To appoint committees as follows:

a) Finance (7 members minimum including Chairman and Vice Chairman, quorum 4).

Chairman, Vice Chairman, Councillors PF Bell, DJ Faulks, Cllr A Bradley, AM Croft, RW Harris, W Johnston, NF Thornes.

Date of first meeting to be held 26 May 2015 to elect Chairman and Vice Chairman was agreed by email before meeting.

b) Planning (8 members minimum including Chairman and Vice Chairman, quorum 4).

Chairman, Vice Chairman, Councillors AM Croft, DJ Faulks, M Peace, C Taylor, NF Thornes, ES Whittaker.

Date of first meeting to be held 26 May 2015 to elect Chairman and Vice Chairman was agreed by email before meeting.

To appoint committees as follows: (continued)

- c) Burial Ground** (8 members including Chairman and Vice Chairman, quorum 4).
Chairman, Vice Chairman, Councillors Mrs A Bradley, PF Bell, DJ Faulks,
RW Harris, C Taylor
Date of first meeting to be held 26 May 2015 to elect Chairman and Vice Chairman
was agreed by email before meeting.
It was proposed the quorum should be reduced to 3 members.
Resolved: To amend the Standing Order to state the quorum should be reduced to 3.
- d) Personnel** (3 members including Chairman)
Chairman, Vice Chairman, Cllr AM Croft

8. To appoint the representative to check the work of the Responsible Finance Officer

Proposed by Cllr J Mitchell
Seconded by Cllr Mrs AM Croft that **Cllr W Johnston** is appointed to complete the check.
Carried unanimously.

9. To appoint two voting delegates to attend ERNLLCA's District Committee Meetings

Resolved: No councillors were appointed.

10. To appoint a representative to attend the Neighbourhood Action Team meetings

Councillor NF Thornes was appointed. Cllr J Mitchell to attend in Cllr Thornes' absence.
The vote was unanimous.

11. To appoint a representative to attend the Winterton Landfill Liaison Committee Meetings

Councillor M Peace was appointed. The vote was unanimous.

12. Declarations of Acceptance of Office

Councillors discussed the length of time after the Annual Council meeting that the
Declarations of Acceptance of Office must be signed.

Resolved: Councillors voted that the Declarations must be signed within 28 days of the
Annual Council meeting.

13. Co-option Procedure

Councillors were presented with a copy of a proposed Co-option Procedure, taken from the
ERNLLCA website and adapted for the Parish Council – copy to be attached to the Minutes.

Resolved: Councillors voted to accept the Co-option Procedure.

14. Minutes of the last full Council meeting held on Monday 13 April 2015 and the Planning Meeting held on Monday 28 April 2015, as circulated, were received. The Minutes were agreed and signed as a true record.

15. Burton upon Stather Annual Parish Meeting

The meeting, held on 28 April 2015 was poorly attended. There were no actions to report
following the meeting.

16. Burton Playing Field Association

It was reported that the Chairman of the Playing Field Association had been in discussions with a representative of Messrs Galliford Try, Building Contractors, regarding the contractors using the car park to park their vehicles. An agreement was reached that there would be a maximum of 10 vehicles and they would not inconvenience other users.

Contact will also be made with the group of walkers parking their vehicles in the car park to obtain the dates of the walks.

Information is being collected in order to apply for grant support in 2016 towards the installation of new play equipment for the children's play area.

17. Burton Upon Stather Parish Burial Ground

It was reported that there had been one burial and two bookings in April. Due to confusion with the existing list of charges it was suggested that these should be discussed and clarified at the next meeting of the Burial Ground Committee. Contact details for the Burial Clerk to be passed to the Editor for inclusion in each Parish Newsletter.

Mr Crosskell, Lincolnshire Fencing & Timber Sales, had confirmed he would build the composter to contain the grass cuttings mid-June.

18. Village Hall

Councillors were advised that a new First Aid Class had commenced which had covered First Aid in the Workplace and First Aid for Pets. Upon completing the class a certificate would be issued. The members of the Village Hall Committee were presently discussing the refurbishment of the Village Hall toilets.

19. Police Matters and Safe Neighbourhoods/Neighbourhood Action Teams

The meeting was advised that one person had been caught and a summons issued for the burglaries that had occurred before Christmas. The Police and Crime Commission is to attend the next meeting of the Neighbourhood Action Team.

20. Highway Repairs or Faults

(a) Footpath, Top of Stather Hill, Burton Upon Stather

Mr Blake, North Lincolnshire Council, is proposing a further design for a concrete retaining wall and widening of the footpath. Further information is awaited.

(b) Safety Road Posts, Normanby

North Lincolnshire Council advised three posts had been replaced and a further two had been ordered. Once received they would be installed.

(c) Normanby

No problems reported at the present time.

(d) Litter Bin, Thealby

The lid to the existing bin situated opposite to the road entrance leading to West Halton had broken away and could not be re-attached.

Resolved: To replace the bin with a new plastic bin that would also take litter, the cost to be £60.83 plus VAT.

(e) Thealby

It was reported that the G & A lorries continue to travel through Thealby. Residents are requested to note the registration numbers, times and dates when possible.

21. ERNLLCA Training Programme

Councillors were asked if they wished to attend the training programme 'Being a Good Councillor'.

Resolved: No councillor wished to take part in the training

Parish Clerk to circulate 4th Edition of 'The Good Councillor Guide'.

22. Newsletter

The Editor of the Parish Newsletter requested all the articles by the end of May. The printed copies would be passed to the councillors for delivery at the next Full Council meeting on 8 June 2015.

23. Vehicles obstructing access to properties on Stather Road

Details of residents reporting vehicles obstructing access to properties have been forwarded to a member of the Traffic Department at North Lincolnshire Council and an update is awaited.

Resolved: Parish Clerk to make further enquiries.

24. Closure of Burton Upon Stather Post Office

The replacement post office is under discussion and, as soon as information is available, this will be circulated.

25. Best Kept Village Competition 2015

There were no items reported at this time. All residents should be encouraged to continue to present the villages in a good state and to report any problems to either the Parish Council or North Lincolnshire Council.

26. School Safety Zone

Following the agreement by North Lincolnshire Council to the Planning Application for the build of the new school the councillors were of the opinion that a safety zone in front of the School should re-commence.

Resolved: To contact the Traffic Department at North Lincolnshire Council and request the implementation of a School Safety Zone.

27. Support Contract for Website

Resolved: Councillors agreed to renew the Support Contract 1 April 2015 to 31 March 2016.

28. ERNLLCA Conference – Friday 23 October 2015

Councillors were asked if they wished to attend the ERNLLCA Conference to be held on Friday 23 October 2015 at the Village Hotel in Hull.

Resolved: No councillor to attend.

29. Planning

Planning Applications granted by North Lincolnshire Council:

PA/2015/0090 Planning permission to erect a new build primary school to accommodate 210 pupils on the same site as the existing school, the current school Buildings to be demolished following decant into new building.

Site Location: Burton Upon Stather Primary School, Flixborough Road, Burton Upon Stather

Applicant: Mr R Hart, Messrs Galliford Try

PA/2015/0091 Install a steel container for storage linked to parks and garden maintenance

Site Location: Normanby Hall Country Park, Normanby Park, Normanby, Burton Upon Stather

Applicant: Mr P Beetham

Planning (continued)**Planning Applications granted by North Lincolnshire Council: (continued)**

PA/2015/0154 Planning permission for conversion of stables to form three dwellings.

Site Location: Little Normanby, access road to Little Normanby Farm, Normanby, Burton Upon Stather

Applicant: Normanby Estate Holdings Ltd

PA/2015/0156 Planning permission to convert redundant agricultural building to create one dwelling.

Site Location: The Old Dairy, access road to Little Normanby Farm, Normanby, Burton Upon Stather.

Applicant: Normanby Estate Holdings Ltd

PA/2015/0225 Conversion and internal and external alteration of existing agricultural building to create two dwellings.

Site Location: Greenhill Farm, 19 Burton Road, Burton Upon Stather

Applicant: Normanby Estate Holdings Ltd

30. Finance

- i. **RESOLVED:** The Parish Councillors agreed the Income and Expenditure.
- ii. **RESOLVED:** The Parish Councillors agreed the Payment of Accounts and Receipt of Payments – see Appendix 1.
RESOLVED: The payment of salaries and contractual commitments in the sum of £890.77 for April (paid May) was agreed. PAYE, National Insurance and Pension contributions for April (paid May) on behalf of the employee and employer total £525.35.
Invoices paid £500 and over:
May

Winter & Co	£687.00	Insurance, Burton Upon Stather
		Bowls Club
- iii. **RESOLVED:** To transfer £10,000 from Savings Account to Current Account
- iv. **RESOLVED:** Chairman to sign the Audit Commission return for the year ending March 2015 for submission to the external auditor, Messrs Littlejohn, Accountants.

To consider the exclusion of the press and public because of the confidential nature of the business to be discussed.

To resolve employment matters

Parish Clerk

The Parish Clerk wished to retain her present contract of 18 hours per week and claim overtime hours in accordance with her contract of employment. She highlighted the times of the year when this was required.

Resolved: The councillors agreed to this.

Burial Clerk

Resolved: The councillors agreed to the annual increment for the Burial Clerk.

APPENDIX 1**APRIL 2015**

DATE PAID	PAYEE NAME	CHEQUE REF	AMOUNT PAID	TRANSACTION DETAIL
21.4.2015	CPRE North Lincolnshire	871	£25.00	Best Kept Village Competition 2015 entry fee
27.4.2015	EE & T-Mobile	DD	£11.16	Parish Clerk Mobile Phone
08.05.2015	Utility Warehouse	DD	£14.33	Electricity – Parish Office & Glebe Paddock
18.05.2015	Employment Costs	872	£814.41	Contractual Payments
18.5.2015	Employment Costs	873	£76.36	Contractual Payments
18.5.2015	Post Office Ltd	874	£218.51	Contractual Payments
18.5.2015	East Riding of Yorkshire Council	875	£306.84	Contractual Payments
18.5.2015	Mrs A Bradley	876	£13.88	Refund – 2 clematis + seeds, Burial Ground
18.5.2015	NALC	877	£17.00	LCR Subscription Renewal
18.5.2015	Burton Upon Stather Playing Field Association	878	£12.00	Pavilion Hire, Burial Clerk Appraisal
18.5.2015	Sir RAB Sheffield	879	£6.50	Lease, Burton Hills
18.5.2015	Simon Brentford	880	£180.00	Support Contract 1.4.15 – 6 hours
18.5.2015	Voluntary Action North Lincolnshire	881	£10.00	Membership 2015-16
18.5.2015	Mr K Sylvester	882	£280.00	Ground Maintenance, Burial Ground
18.5.2015	Smailes Goldie	883	£372.00	Internal Audit 2014-15
18.5.2015	AH Hales (Plumbing & Heating Engineers) Ltd	884	£94.96	Repair leak, centre tap, Parish Allotments
18.5.2015	Winter & Co	885	£687.00	Annual Insurance 2015-2016, BUS Bowls Club
Total:	Gross Payment		£3,139.95	
	VAT		£ 82.86	
	Net Payment		£3,057.09	