

BARTON - UPON - HUMBER TOWN COUNCIL
MINUTES of an ORDINARY MEETING HELD in the COUNCIL CHAMBER, BAYSGARTH
HOUSE, BARTON, on WEDNESDAY 4 MAY 2016 COMMENCING at 7.00 p.m.

Present: Councillor Mr J Oxley (Chairman)

Councillors Mrs A Clark, F Coulsey, N Jacques, Mrs J Mason, Mrs J Oxley, Mrs D Pearson, N Pinchbeck, J Sanderson, A Todd, C Ulliott, J P Vickers, K Vickers, Ms J Warton, I Welch, Mrs W Witter and D Yellowley.

Also Present Captain A Bawden (Salvation Army), Ms H Whitehead (Scunthorpe Telegraph) and Ms S Richards (Town Clerk).

333. **The Town Prayer**

It was agreed and

Resolved that Captain A Bawden read out the Town Prayer.

334. **Notice of Meeting**

It was noted that Notice of this Meeting had been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972.

335. **Apologies for Absence**

Councillors' Mrs S Evison (work commitments), A Lamyman, Mrs C Thornton (unwell) and P Thornton (unwell).

336. **Declarations of Interest**

Barton Senior Alliance – Councillor Mrs A Clark (Personal Interest)

Accounts – Councillor Mrs J Oxley (Personal Interest)

Barton Civic Society, Barton Lions and Accounts – Councillor Mr J Oxley (Personal Interest)

Barton Senior Alliance – Councillor Mrs D Pearson (Personal Interest)

337. **Police and Neighbourhood Action Team**

Councillor J P Vickers reported the next NAT meeting is to be held on 18 May, 6.30 pm at The Assembly Rooms. The Caistor Road area will be discussed with representatives of Ongo and the Viking Resource Centre present. A lot of good work regarding area improvements are currently being undertaken to include provision of cctv. Following a query raised by Councillor Mrs A Clark, Councillor J P Vickers explained that generally crime in the town was low level anti-social behaviour issues. The town is a relatively safe place. Councillor I Welch agreed, stating that the Police have their own procedures regarding information channels, both regional and national. Councillor Mr J Oxley reported a minor incident incurring in Baysgarth Park. Councillor J P Vickers to look into this matter.

Resolved this be noted.

338. **Minutes**

(a) **Ordinary Meeting of the Council – 6 April 2016**

Resolved that the previously circulated minutes of the Ordinary Meeting of the Council held on 6 April 2016, be received, approved and confirmed as a correct record and signed by the Chairman.

Minutes of an Ordinary Meeting of the Council held on 4 May 2016, cont'd

339. **Matters of Report Arising**

(a) **Proposed Public Seating – The Humber Bank** (Min Ref: 312(a)/130 – BTC 06/04/16)

It was reported that a meeting had been held last week with a representative of the Environment Agency and representatives of the town council to progress this matter.

(b) **The Humber Bank Beacon** (Min Ref: 315(2)(i)/132 – BTC 06/04/16)

Councillor Mr J Oxley reported that the replacement beacon was installed by North Lincolnshire Council on 20 April, and was lit by the town council on 21 April to commemorate the Queen's 90th birthday. He stated that the new beacon was of good construction and the event went well.

Resolved a letter of thanks be sent to Mr Tim Allen at North Lincolnshire Council, for provision and installation of the beacon.

(c) **Public Toilets – Humber Bridge Viewing Area** (Min Ref: 321(c)/135 – BTC 06/04/16)

Councillor N Jacques gave a progress report, stating that following investigation the toilets had been closed for repair, but had now re-opened. However, he had noted the toilets were closed on the bank holiday weekend, and wondered if the town council could enquire about the cost of opening the toilets on bank holidays and the costs to be taken from the town council budget. Councillor K Vickers had noted there were planters surrounding these public toilets that needed some form of planning programme. He wondered if the Environment Committee could look into this.

Resolved

- (i) a quotation to be sourced from North Lincolnshire Council, for opening the Humber Bridge Area public toilets for the bank holiday periods, for consideration by the town council;
- (ii) an agenda item to be placed at the next Environment Committee meeting to discuss the planters surrounding the public toilets at the Humber Bridge Viewing Area.

340. **Other Meeting Minutes**

(a) **Minutes of Annual Town Meeting**

1) **Correct Record**

Resolved that the circulated Minutes of the Annual Town Meeting held on 14 April 2016 be approved as a correct record.

(b) **Minutes of a Finance & General Purposes Committee Meeting**

2) **Correct Record**

Resolved that the circulated Minutes of a Finance & General Purposes Committee Meeting held on 18 April 2016 be approved as a correct record.

(c) **Minutes of a Planning Committee Meeting**

3) **Correct Record**

Minutes of an Ordinary Meeting of the Council held on 4 May 2016, cont'd

Resolved that the circulated Minutes of a Planning Committee Meeting held on 25 April 2016 be approved as a correct record.

341. **Matters of Report Arising**

(a) **Proposed Public Seating – The Humber Bank** (*Min Ref: 328(a)(i)/137 – F&GP 18/04/16*)

Councillor K Vickers reported that the meeting held last week with a representative of the Environment Agency, had involved a site visit. It would appear the Environment Agency wish the seats to be located at the front of the bank rather than the back and the proposed construction materials of the seats were also queried, due to the inclement weather conditions the seats may suffer from adjacent to the Humber Bank. A report is awaited from the Environment Agency regarding the proposed public seating. It was discussed, agreed and

Resolved that flexibility will be given to the public seat construction materials together with location areas of the seats. All subject to the forthcoming report from the Environment Agency. To be further discussed by the town council once the report has been received.

(b) **Barton Tourism Group – Website Quotation Price** (*Min Ref: 328(c)/137 – F&GP18/04/16*)

At the last Barton Tourism Group Meeting, it had been confirmed that 2 website headings would cost the same as 5 headings. Discussion took place regarding this matter and the cost involved to the local tax-payer. A proposal was made by Councillor N Jacques to accept the quotation to go ahead with the work, seconded by Councillor J Sanderson. However, Councillor F Coulsey wished to make an amendment to the proposal, not to accept the quotation and leave the website pages as they currently stand. In light of this, a vote was taken with 6 members voting for the original proposal and 8 members against the proposal, in favour of the amendment. It was agreed and

Resolved that the quotation not to be accepted and for the website pages to remain as they currently stand. It was acknowledged that at some time in the future, the town council would no doubt have its' own dedicated stand-alone website.

(c) **Review of the Town Council's Committee & Working Party Structure** (*Min Ref: 328(e)/138 – F&GP 18/04/16*)

Councillor K Vickers wished to thank everyone for their patience during the length of the meeting to discuss this matter. He made reference to Appendix I of the meeting minutes and the proposal to dispense with all of the town council's working parties, in favour of committees and a sub-committee. Referring to the Strategic Plan Working Party meeting held on 25 April, Councillor N Pinchbeck requested that the group be allowed to meet for another meeting on 6 June to complete the work they were undertaking. A vote was taken with 10 members present agreeing to wind up the Strategic Plan Working Part forthwith, as proposed at the Finance & General Purposes Committee meeting (*Min Ref: 328(e)viii/139 refers*). It was agreed and

Resolved

- (i) the proposals put forward by the Finance & General Purposes Committee held on 18 April be accepted by the town council;
- (ii) the review of the town council's committee and working party structure be accepted and implemented at the Annual Meeting of the town council to be held on 11 May 2016.

Minutes of an Ordinary Meeting of the Council held on 4 May 2016, cont'd

(d) **Review of the Town Council Office Hours** (*Min Ref: 328(f)/139 – F&GP 18/04/16*)

Following discussion and a vote taken, 9 members present accepted the proposal, it was agreed and

Resolved the opening hours of the town council office be 10am – 12 noon Monday, Tuesday, Wednesday and Friday. Closed all day Thursday. To be trialled and review in 12 months' time.

(e) **CCTV Coverage of the Town Council Office** (*Min Ref: 328(g)/139 – F&GP 18/04/16*)

This matter was further discussed regarding working practices and lone working of staff. Quotation prices had been sourced by Councillor J Sanderson regarding the purchase of new telephones and a door video intercom. It was acknowledged the equipment needed to be further looked at for suitability, but all members present were in favour of the equipment purchase. It was agreed and

Resolved new office telephones at £29.98 each be purchased, and a door video intercom at £63.96. The equipment to be further investigated for suitability to the town council office.

(f) **Planning Applications PA/2016/144 & PA/2014/1360** (*Min Refs: 331(c)(d)/142 & 332(a)/142 – PC 25/04/16*)

Councillor Mrs W Witter gave appraisal of both planning applications. PA/2016/144 (74 Brigg Road, Barton), had been approved with full planning permission subject to conditions. PA/2014/1360 (Wren Living, Falkland Way, Barton), had been refused planning permission by North Lincolnshire Council Planning Authority. Further details are awaited from North Lincolnshire Council regarding this.

342. **Correspondence**

1. Receipt of agenda and minutes from the Friends of Baysgarth Park meeting held on 1 March 2016 and the agenda for 12 April 2016 meeting.
2. Notification of adoption of East Riding Local Plan Strategy Document 2012-2029 which can be viewed at <http://www.eastriding.gov.uk/planning/ldf/> along with the adoption of the Affordable Housing Supplementary Planning Document which can be viewed at www.eastriding.gov.uk/erlocalplan
3. Response from North Lincolnshire Council Planning Enforcement regarding the development at rear of 13 Queen Street advising in respect of the highway/footpath the temporary surfacing within the limits of the highway is acceptable (*copy attached*) (*Min Ref: 312(b)/131 – BTC 06/04/16 refers*).
4. Receipt of latest copy of the Highway Programme of Works for the area from North Lincolnshire Council.
5. Notification from Barton Churches Together of United Service Pentecost on Sunday 15 May 2016 at 3pm in the grounds of St Augustine's, Whitecross Street. Music by the Salvation Army Band. All welcome to attend.
6. 4 suggestion/comment box forms returned from the April 2016 Bartonian, 2 regarding the condition of land at the corner of Butts Road/Pasture Road; 1 about the storage compound on Maltkiln Road and 1 requesting more benches around the town shopping area.
7. Receipt of agenda and minutes from the Barton Tourism Meeting held on 19 April 2016 along with an updated Child Safety Policy for their Performances in the Park.
8. Email and letter from 2 residents regarding the Council's comments in an article in the Scunthorpe Telegraph regarding dog fouling around the town.
9. Quotation costs from Councillor J Sanderson for new office telephones and council office door cctv. £29.98 per telephone and £129.99 for a 3.5" door video intercom or £63.96 (*Min Ref: 328(g)/139 – F&GP 18/04/16*).

Minutes of an Ordinary Meeting of the Council held on 4 May 2016, cont'd

10. Copy email with dates of Barton Regeneration 2018 meetings, the first on 20 May at 2.30pm at Waters' Edge Visitors Centre (*Min Ref: 319(i)/134 – BTC 06/04/16*).
11. Receipt of Internal Audit Report for the year ended 31 March 2016, copy available from the council office.

Resolved

- (i) the Enforcement Officer at North Lincolnshire Council be alerted to the issues raised by the residents regarding duty of care of the dormant development site at Butts Road/Pasture Road (*item 6*);
- (ii) the equipment to be purchased as discussed under *min ref: 341(e)/146* above of these minutes.
- (iii) that the remaining correspondence be received and the contents noted.

343. **Correspondence Received Since Issue of the Agenda**

1. Price from a contractor to repair damaged Humber Bank wooden bench at £80 and repair/paint metal seats around the town at £48 per standard seat & £85 per double seat (*Min Ref: 121(i)/46 – BTC 02/09/15*).
2. Receipt of plan from North Lincolnshire Council Highways for a new zebra crossing on Holydyke, outside the Fire Station. Copy available to view at the meeting.
3. Receipt of ERNLLCA newsletter for April 2016.
4. Request from Npower to agree a new contract for electricity supply at the town council office to received a reduced rate.
5. Receipt of 2016/2017 Service Level Agreement from North Lincolnshire Council for opening of the public conveniences in the Market Place on Sundays between 1 May and 2 October 2016 at £575.00.
6. Receipt of Notice of Poll and Situation of Polling Stations for the Police & Crime Commissioner Elections on 5 May 2016 for display in the notice board outside the town council office.
7. Letter received from Mr L Robinson, on behalf of residents of Meadow Drive following report in the Scunthorpe Telegraph (*copy enclosed*).

Resolved

- (i) the price received from the contractor be accepted and the work undertaken. It was also agreed for the Town Clerk to have devolved powers to engage contractors for small repair/maintenance issues of this nature, without taking the matter to the town council for approval. Subject to the work being within budget and for small/urgent repairs only (*item 1*);
- (ii) all members present perused the plan supplied by North Lincolnshire Council for the new zebra crossing on Holydyke (*item 2*);
- (iii) alternative prices to be sought for the town council to consider (*item 4*);
- (iv) the Service Level Agreement to be accepted in the sum of £575. North Lincolnshire Council to be notified (*item 5*);
- (v) this matter is currently under review by North Lincolnshire Council. To date, Wren are being consulted and there is on-going work from the petition hearing. The resident to be notified by the town council office. Issues regarding the area in general and a possible link route in the future was discussed. Councillor N Jacques felt that any link route should be looked into closely and could be a topic for the North Lincolnshire Council Barton Regeneration 2018 group to consider (*item 7*);
- (vi) that the remaining correspondence be received and the contents noted.

344. **Accounts for Payment**

Resolved

Minutes of an Ordinary Meeting of the Council held on 4 May 2016, cont'd

(i) that the Clerk be authorised to pay the accounts as listed in Appendix II in the sum of £7,785.70 (A/cs 23 to 34), and those presented at the meeting in the sum of £7,000.69 (A/cs 35 to 44) - a grand total of £14,786.39;

(ii) petty cash expenses for April 2016 are £113.09;

(iii) the balanced bank reconciliation sheets for March 2016 were signed by the Mayor and Town Clerk.

345. **Report from the Environment Working Party Meeting held on the 11 April 2016**

Councillor F Coulseay gave an appraisal of the meeting and everyone was furnished with a copy of the meeting report to peruse. The public seating on King Street was progressing and the seat is to be fitted by North Lincolnshire Council shortly.

Resolved this be noted.

346. **Report from the Strategic Working Party Meeting held on the 25 April 2016 and additional information from the meeting held on 4 April 2016**

The Mayor, Councillor Mr J Oxley stated that this matter had already been determined (*Min Ref: 341(c)(i)(ii)/145 above refers*).

347. **Final Accounts of the Town Council 2015/2016**

Consideration was given to the circulated final accounts of the town council for the financial year 2015/2016, prepared by the Town Clerk/Responsible Financial Officer. The town council's auditors have undertaken an audit of the town council financial records, practices and procedures during April 2016, in accordance with the current Local Audit and Accountability Act 2014, Sections 26 and 27 and the Accounts and Audit Regulations 2015 (SI 2015/234). The accounts have now been prepared, in order to be assessed by PKF Littlejohn LLP. All action points were duly noted by the town council for implementation to further improve transparency and clarification.

Thanks were given to the Town Clerk and Deputy Town Clerk for their diligence to ensure the town council's accounts and administration is kept in good, accurate order.

Resolved that the final accounts for the year 2015/2016 be signed off by the Town Mayor and the Town Clerk/Responsible Financial Officer and sent to PKF Littlejohn LLP for external audit.

348. **Dog Posters**

Councillor Ms J Warton gave an appraisal of this matter. The town council posters have been distributed and the stickers placed onto the public litter bins in the town. She was now in the process of distributing the North Lincolnshire Council dog posters and felt that everyone had done a good job in highlighting this issue.

Resolved this matter be noted.

349. **One Final Meeting of the Strategic Plan Working Party to Collate the Results of the Survey for Presentation to the Regeneration Group**

The Mayor, Councillor Mr J Oxley stated that this matter had already been determined (*Min Ref: 341(c)(i)(ii)/145 above refers*).

Minutes of an Ordinary Meeting of the Council held on 4 May 2016, cont'd

350. **Reports from North Lincolnshire Council Representatives**

(a) **The Field on Ferriby Road**

Councillor J P Vickers gave appraisal of the field, which was currently on the market by North Lincolnshire Council. To date, there had been no expression of interest from anyone. Discussion took place regarding this matter and historical issues of the land. Councillor J P Vickers stated that until any interest was shown in a possible purchaser, no further details were available. However, North Lincolnshire Council will undergo a consultation process should an interest be shown. Coucillor N Jacques requested that an agenda item be raised at the 1 June meeting of the town council, for a progress report in this matter.

Resolved an agenda item be placed at the 1 June meeting of the town council for a progress report.

(b) **Bus Service and 3G Pitch**

The new bus service appeared to be progressing well and a decision is currently awaited regarding progress of the 3G pitch.

351. **Reports from Members on Outside Organisations**

No reports were made at this meeting

The Chairman, Councillor Mr J Oxley, closed the meeting at 8.01 p.m and invited everyone present to join him for light refreshments in the Mayoral Parlour after the meeting. Members of the town council gave thanks to him for a successful mayoral year.

..... Chairman 1 June 2016