

BARTON - UPON - HUMBER TOWN COUNCIL
MINUTES of an ORDINARY MEETING HELD via a ZOOM VIRTUAL MEETING on
WEDNESDAY 7 OCTOBER 2020 at 7.05 pm

Commencement of the meeting was delayed by 5 minutes due to Zoom connectivity issues of the meeting's speaker.

Councillor B Troop (Chairman)

Councillors A Chapman, J Evison, N Jacques, Mrs J Oxley, N Pinchbeck, J Sanderson, Mrs C Thornton, A Todd, J P Vickers and K Vickers. Also Mr A Tate (Principal Neighbourhoods Officer – Partnerships & Service Transformation) at North Lincolnshire Council, 1 member of the public, Mrs C Clark (Deputy Clerk) and Ms S Richards (Town Clerk)

105. **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.

106. **Apologies for Absence**

Councillor Mrs A Clark (personal commitment)

107. **Declarations of Interest**

Barton Lions – Councillor A Chapman (personal interest)

Barton Civic Society and planning application PA/2020/1355 – Councillor N Jacques (personal interest)

Planning Application PA/2020/1123 – Councillor N Pinchbeck (personal interest)

Barton Senior Alliance and the Ted Lewis Centre – Councillor J Sanderson (personal interest)

The Ted Lewis Centre and the Queen Street Preservation Trust – Councillor Mrs C Thornton (personal interest)

CHAMP/Baysgarth House – Councillor J P Vickers (personal and prejudicial interest)

108. **Adjourned Meeting**

The Chairman, with permission from members present, sought resolution for the meeting to be temporarily suspended whilst Mr A Tate (Principal Neighbourhoods Officer – Partnerships & Service Transformation) at North Lincolnshire Council could speak about update of the Interchange.

Mr Tate explained a meeting had been held recently to discuss this matter, whereby 'green' features were muted to be included in the project for the town council to fund through a devolved agreement. Until the planning application aspects have been agreed, this cannot be furthered at the present time. However, North Lincolnshire Council is keen to pursue devolved powers regarding 'green' areas and to meet with the town council and appointed contractors in the future to discuss this. He stated this would work in a similar devolved power agreement as for grass cutting in the town, which had proved successful this year, with a devolved agreement with the town council.

It was explained the original concept by the Barton Civic Society was to have a lot of greenery, i.e. trees, shrubs etc. However, it was stated there is already a lot of greenery located there, whereby rationalisation, pruning and some tree removal was required. Phase 2 of the scheme was more of an eco-maintenance system required. Several town councillors felt this matter needed discussion by the town council, notably to be referred to the next meeting of the Environment Committee.

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Councillor J Evison gave background to Network Rail agreeing to slight adjustments to the design regarding a renewable 10 year lease agreement. Phase 2 would need a supplementary lease. The tender for the design was explained, whereby this is within budget for Phase 1. Other funding avenues are to be sought for other works, whereby Councillor N Jacques suggested the 'Better Stations' fund etc. It was pointed out the planning is imminent and a feasibility study was required for public transport. However, it was anticipated there would be a start date this year.

Councillor N Jacques enquired if the footpath extension on the north side be part of Phase 1 and could the footpath be joined up for health and safety reasons. Councillor J Evison responded that he will address this issue with North Lincolnshire Council.

Mr A Tate (NLC) felt the scheme was a great opportunity to enhance the area. Councillor A Todd asked if there would be any interference to the public bus service located there. Councillor N Jacques stated that the buses would enter the Interchange area as they currently do and that good sight lines required for the exit. More detail of the bus services will be forthcoming from the planning application and hopefully further information conveyed to members of the public via the 'Bartonian'.

As a side issue, the on-going works to the brick pillar to the entrance of Baysgarth House/Baysgarth Park was raised by Councillor K Vickers. Mr A Tate (NLC) stated this had been discussed at a recent meeting of the Friends of Baysgarth Park Group, whereby it was anticipated the works would soon be concluded.

Mr A Tate (NLC) left the meeting and the Chairman, Councillor B Troop re-opened the meeting.

109. **Minutes**

(a) **Ordinary Meeting of the Council – 2 September 2020**

Resolved that the previously circulated minutes of the Ordinary Meeting of the Council held on 2 September 2020 be received, approved and confirmed as a correct record and signed by the Chairman.

110. **Matters of Report Arising**

(a) **Baysgarth House** (*Min Ref: 81/32 – BTC 02/09/20*)

Councillor J P Vickers reported that through a legal process, North Lincolnshire Council had served notice on CHAMP Ltd to vacate the building. Currently, the collection housed there is in storage. A consultation with local residents is to be undertaken regarding the future of the building to hopefully give this a new lease of life in the future. As CHAMP Ltd are no longer responsible for the opening/closing of the building, he suggested that future ordinary meetings of the town council could perhaps be held at the Assembly Rooms, in line with the committee meetings of the town council being held there. This is, of course, when meetings can be held in person, around a table, when Zoom meetings are no longer required at some point in the future. Councillor K Vickers concurred with this. Now the town council is reduced from 22 councillors to 12, he felt meetings could comfortably be held in the Committee Room at the Assembly Rooms. Both councillors felt this should be a serious consideration for future planning of town council meetings.

Resolved the town council to consider future ordinary meetings of the council that were formerly held in the Council Chamber at Baysgarth House, to be held in the committee room at the Assembly Rooms.

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(b) **Ted Lewis Centre** (*Min Ref: 72(20)/29 – BTC 02/09/20*)

Councillor Mrs C Thornton reported the Centre was now open, with a steady stream of visitors. It was open on Sundays and run by volunteers.

(c) **Ways to Alleviate the Parking Situation outside McColl's Newsagents on High Street, Barton** (*Min Ref: 80/32 – BTC 02/09/20*)

Councillor Mrs C Thornton had noted a Police presence on the High Street, monitoring parking offences.

(d) **Remembrance Sunday** (*Min Ref: 72(19)/29 – BTC 02/09/20*)

Councillor B Troop reported that some form of church service will be undertaken on Remembrance Sunday to read out the 'Lists of the Fallen', which he reminded the relevant councillors to note this. Councillor J Sanderson enquired who would video the wreath laying at the Cenotaph? Councillor B Troop stated that he would be organising the wreath laying and the filming of it to be put onto social media. It was suggested that the Town Mayor could also lay wreaths at the Cenotaph on behalf of other groups in the town, if the said wreaths were delivered to the town council office beforehand.

Councillor J Evison confirmed that North Lincolnshire Council would not be organising anything for Remembrance Sunday on the day itself, to adhere to the Government guidelines in respecting social distancing measures. He suggested that the town council do not do anything on the day itself either, whereby wreath laying and videoing of it could perhaps be done several days earlier, in line with the North Lincolnshire Council arrangements. Councillor A Chapman confirmed that the Barton Lions would be laying a wreath at the Cenotaph. Councillor B Troop confirmed that there would be no Remembrance Sunday Parade or road closure through the town and that the public would be discouraged from congregating in groups at the Cenotaph to respect the Government guidelines. Councillor Mrs J Oxley concurred with this, feeling that members of the public should be discouraged from congregating in groups together.

Resolved that if the Government guidelines allow, and a church service is to be held in respect of Remembrance Day, as previously agreed (*min ref: 46(viii)/19 – BTC 01/07/20 refers*), Councillors A Chapman, N Pinchbeck, J Sanderson, Mrs C Thornton and B Troop to read out 'Lists of the Fallen'.

111. **Other Meeting Minutes**

(a) **Minutes of an Environment Committee Meeting**

1) **Correct Record**

Resolved that the circulated minutes of an Environment Committee Meeting held on 7 September 2020 be approved as a correct record

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

2) **Correct Record**

Resolved that the circulated minutes of a Planning Committee Meeting held on 7 September 2020 be approved as a correct record

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

Minutes of an Ordinary Meeting of the Council held on 7 October 2020, cont'd

3) **Correct Record**

Resolved that the circulated minutes of a Personnel Committee Meeting held on 16 September 2020 be approved as a correct record

(d) **Minutes of a Community Committee Meeting**

4) **Correct Record**

Resolved that the circulated minutes of a Community Committee Meeting held on 21 September 2020 be approved as a correct record

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

5) **Correct Record**

Resolved that the circulated minutes of a Planning Committee Meeting held on 21 September 2020 be approved as a correct record

(f) **Minutes of a Personnel Committee Meeting**

6) **Correct Record**

Resolved that the circulated minutes of a Personnel Committee Meeting held on 5 October 2020 be approved as a correct record

112. **Matters of Report Arising**

(a) **Carbon Footprint Task & Finish Group – Tree Planting** (*Min Ref: 88(c)/35 – EC 07/09/20*)

Councillor N Jacques enquired of any update received regarding tree planting sites from North Lincolnshire Council and public consultation for possible planting locations. He felt this would be helpful for inclusion at the next Environment Committee meeting of the town council. Councillor J Evison agreed to chase this up.

(b) **Bartonian Review** (*Min Ref: 100/40 – CC 21/09/20*)

Councillor B Troop reported that a review had taken place, whereby it had been agreed that the Bartonian would be published and printed by the town council office, three times per year commencing April 2021. It was also agreed that the Barton Tourism Partnership produce a Winter Special edition of the Bartonian at no cost to the council.

113. **Correspondence**

1. Receipt of Barton Joint Churches Yearbook from their publisher offering free editorial if the town council would like to contribute to the publication.
2. Receipt of town grant application from Sean Ashton towards financial support to submit planning application for permission to site 3 Unknown Tommy Silhouette Soldiers on Barrow Road, Brigg Road and Ferriby Road (*Min Ref: 43(1)(i)/17 – BTC 01/07/20*).
3. Updated advice from NALC regarding Coronavirus and gathering in groups of more than six – The Health Protection (Coronavirus, Restrictions) (No 2) (England) (amendment) (No 4) Regulations 2020.

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4. Receipt of 2 newsletters from ERNLLCA which include advice on the new regulations for public venues making it a legal requirement to log visitor details using the NHS Test and Trace; clarity of councillor roles when representing the council on external bodies and confirmation of 2020/2021 Pay Award for council staff employed on NJC salary scale points.
5. Notification from a resident that a local venue, in their opinion, is not following social distancing guidance (*information passed to North Lincolnshire Council who have acknowledged they will check into the matter*).
6. Notification from CPRE the Best Kept Village Presentation will not be happening this year. Alternative arrangements will be made to deliver awards. Also receipt of 'Countrywise' September newsletter.
7. Update from North Lincolnshire Council regarding potential for 2 dog bins in the town on Mallard Way and Pasture Road North. The bins cost £250 each to purchase and install but would be additional to what they currently collect so would charge £7 per week per bin to empty each one (*Min Ref: 89/36 – EC 9/9/20*).
8. Request from Barton Civic Society to add potential tree planting sites on Harrowdyke green, Grange Avenue, Cemetery Project, Bowmandale between Cliff Grove and Ramsden Avenue, Soutergate between no's 20 & 22, Preston Lane/Brigg Road junction, path from Beretun Green to Brigg Road and Longs Garden.
9. Receipt of annual report on St Mary's Church clock from our contractor, Mr Czajkowski, advising all found in good order.
10. Receipt of latest Highway Programme of Works for the area from North Lincolnshire Council
11. Notification of grass cutting grant final payment from North Lincolnshire Council to be paid on 30 September 2020 (*Min Ref: 333(v)/148 – F&GP 27/4/20*).
12. Notification from North Lincolnshire Council Network Management that they will not give permission for any Road Closure requests submitted for Remembrance Day 2020 due to the Government's and the Royal British Legion current advice (*Min Ref: 72(19)(vi)/29 – BTC 2/9/20*).
13. Receipt of Interim Half-Yearly Internal Audit of the council accounts for year ended 31 March 2021 with an Audit Report advising the internal financial control environment within the council is excellent.
14. Notification from Barton Lions Club that the annual fireworks display and bonfire has been cancelled for 2020 due to the current pandemic. They will therefore not require the town council grant of £2000.
15. Notification from North Lincolnshire Council (Democratic Services) they plan to run the Annual Standards Training this year, but in a different format. Further details will be sent out at a later date
16. Notification of Premises Licence Variation at Bardney Hall, Whitecross Street requesting outdoor entertainment cease at 23:00hrs (May to September) rather than the current 21:00hrs.
17. Notification annual Rough Sleeper Count 2020 will be held on 27 October 2020 with a virtual meeting to discuss the process on 22 October 2020 at 11am.
18. Minutes of the BCCRP meeting held on 22 September 2020.
19. PAT testing certificate for the town council offices, following the required PAT testing work.
20. Minutes of Barton Tourism Partnership meeting held on 15 September 2020.
21. Approval received from North Lincolnshire Council for Barton Christmas Lights Application to install/dismantle lights for Christmas 2020 (*Min Ref: 284(viii)/127 – CC 2/3/20*).

Resolved

(i) the application for grant funding was looked into carefully. However, it is not the remit of the town council to put in planning applications to North Lincolnshire Council on behalf of individuals or outside groups. In light of this, it was agreed for the town council to make a donation to the British Legion in the sum of £500, in respect of the Poppy Appeal for 2020 being hampered by the pandemic. It was felt the money would assist towards some of the shortfall of income they may not receive this year. The donation to be taken from the town council budget Donations/Grants (empowered) (*item 2*);

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(ii) it was agreed the Environment Committee address this matter further with an agenda item, once an up-to-date list of litter bins/waste bins in the town had been received regarding location and the emptying process. To date, all previous requests have not had response from North Lincolnshire Council. It was acknowledged that some confusion had occurred with what waste each type of bin accepted. Councillor K Vickers confirmed that dog waste could be disposed of responsibly in the black waste bins (*item 7*);

(iii) Councillor N Jacques referred to the request from the Barton Civic Society to add potential tree planting sites to the previous list submitted (as discussed by the Environment Committee). Councillor J Evison to liaise with North Lincolnshire Council regarding this matter (*item 8*);

(iv) Councillor Mrs C Thornton gave report of the meeting held. The BCCRP to be taken over by a new not-for-profit partnership. Train cancellations had recently occurred to faulty rolling stock and not enough staff to operate the trains due to the Covid-19 pandemic. Councillor A Chapman reported it is the intention of the Barton Lions to adopt the station to take on some maintenance issues (*item 18*);

(v) Councillor N Jacques reported the Barton Tourism Group had recently undertaken a review of signage in the town, notably for tourism venues. Several were found to be faulty or pointing in the wrong direction (*item 20*);

(vi) the remaining correspondence be received and the contents noted.

114. Correspondence Received Since Issue of the Agenda

1. Notification received from Keith Hunter (Police and Crime Commissioner for Humberside), who will be hosting a series of Zoom meetings to update on his role and the aims, objectives and achievements of the wider office. There will be an opportunity to ask questions in relation to his role. The first meeting will be held on Monday 12 October 6-7.30 pm. Also receipt of September newsletter.
2. Notification Barton Meals on Wheels project closed on 27 September 2020. They plan to start a new project with Trinity Church – Barton Community Kitchen which will provide hot meals at the Church every Tuesday. They would like to transfer £1200 of funding remaining to this new project.
3. Information from North Lincolnshire Council Business Team of guidance and support for local businesses over the winter to help adapt further to Covid-19 to help protect the local economy.
4. Receipt of £250 cheque from Barton Lions Club towards bulb planting in 2020, a letter of thanks has been sent (*Bulbs have been ordered, all Barton schools would like to have bulbs to plant themselves*) (*Min Ref:- 86(c)/34 – EC 7/9/20*).
5. Letter of thanks for all groups involved with funding the Barton Meals on Wheels project from resident who received meals over the past few months.
6. Contact from Mrs W Witter with a reminder the Millennium Tapestry produced by local groups as part of the 2000 celebrations, is in storage in the roof area at Baysgarth House Museum.
7. Notification from JW Stamp & Son that new public seats have now been fitted on Fleetgate and Far Ings Road (*Min Ref: 88(d)/35 – EC 7/9/20 refers*).
8. Receipt of latest Government Covid-19 update relating to the visitor economy from North Lincolnshire Council Tourism Department, details can be found via www.visitlincoln.com

Resolved

(i) it was agreed that a letter be sent to The Ropewalk thanking all groups, individuals and volunteers who contributed to the Barton Meals on Wheels project during the last few months of the pandemic. The former town council Mayor, Councillor J Sanderson, reported that he had already sent a letter of thanks to the volunteers. Councillor N Jacques reported that the newly formed Community Kitchen held at the Trinity Methodist Church had 9 participants at the first session held this week (*item 2*);

(ii) the remaining correspondence be received and the contents noted.

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115. **Accounts for Payment**

Resolved

(i) the Clerk be authorised to pay the accounts as listed in Appendix II in the sum of £2,890.01 (A/cs 102 to 114) and those presented at the meeting in the sum of £13,186.57 (A/cs 115 to 123) - a grand total of £16,076.58;

(ii) petty cash expenses for September 2020 are £162.20;

(iii) the balanced bank reconciliation sheets for August 2020 were signed by the Mayor and Town Clerk/RFO.

116. **Barton-upon-Humber Neighbourhood Plan – Update**

Councillor J P Vickers reported that a lot of surveys have been completed by local residents, following the recent consultation. The 'Terms of Reference' was referred to, acknowledging that Barton Town Council had responsibility for the plan, working in partnership with the Steering Group. Councillor N Jacques reported that 469 questionnaires have been returned from local residents with a 9% return rate. These are currently being analysed. Following a received request from the sub-group of the Barton Civic Society, giving notification they are now transferring the Neighbourhood Plan to a dedicated Steering Group. They have asked if Barton Town Council could appoint two designated representatives to attend future meetings. It was agreed and

Resolved

(i) Councillor J Evison represent North Lincolnshire Council on the Barton Neighbourhood Plan Steering Group;

(ii) Councillors N Pinchbeck and J P Vickers represent Barton Town Council on the Barton Neighbourhood Plan Steering Group.

117. **Reports from Barton Ward Members serving on North Lincolnshire Council**

(a) **Councillor J Evison**

Councillor J Evison gave report regarding the Police & Crime Commissioner for Humberside. More Police are to be seen out and about. There were 1,540 in 2015, this has now topped 2,000. There are 90 new recruits assisted by operation galaxy, modern slavery, safer streets initiatives etc. The court system was reported to have suffered badly this year, due to the Covid-19 pandemic, and struggling to adapt with a backlog of serious crime issues. Road issues, potholes, gullies, speeding, parking and grass cutting all remain topical subjects for North Lincolnshire Council.

(b) **Councillor J P Vickers**

Councillor J P Vickers reported the 'Green Flag' status results for Baysgarth Park were awaited. It was anticipated that a good result may be forthcoming, in order to retain the 'Green Flag' status. Issues reported on Fleetgate were ongoing, and the Butts Road drain problems had been resolved via the Environment Agency.

Councillor A Todd stated he had reported the Lodge Avenue sign to Orchard Close was missing to North Lincolnshire Council. It had been damaged and disintegrated.

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118. **Reports from Members of Barton Town Council serving on Outside Bodies**

(a) **Barton Civic Society**

Councillor N Jacques reported the Society had discussed the Interchange and devolution for green areas. He noted that under devolution, it may be something for the town council to consider for the maintenance and cleaning of public toilets in the town. He felt this and other essential services may be discussed under devolution at the next meeting of the Finance & General Purposes Committee.

(b) **Barton Senior Alliance**

Councillor J Sanderson stated that no meetings had been held during the pandemic, so there was nothing to report.

(c) **Barton Lions**

Councillor A Chapman reported the annual bonfire and firework display would not be held this year due to the pandemic, following Government advice to social distance etc. However, they were looking at parading Santa's sleigh through the town during December, without house to house collections as normally undertaken in previous years.

119. **Exclusion of the Press and Public**

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from this meeting because publicity would prejudice the public interest by reason of the confidential nature of the following business, concerning personnel and contractual matters, and arising out of the business to be transacted.

120. **Personnel Committee Meetings held on 16 September and 5 October 2020**

The Chairman of the Personnel Committee, Councillor K Vickers, gave appraisal of the last two meetings held. He stated the town council had appointed a new Town Clerk/RFO, namely Tracey Broughton, who will commence work with the town council on Monday 12 October 2020. Also, a new Deputy Town Clerk has been appointed, namely Clare Bramley, who will commence work on Monday 2 November 2020. He felt both were two good appointments for the town council.

He wished to give thanks to the current Deputy Town Clerk and Town Clerk/RFO for continuing to work in their current roles an extra month to what was originally agreed, to ensure a seamless transition to the new staff appointments is undertaken, with the necessary training and handing over to the new staff members. He reported that the current Deputy Town Clerk would be moving to another new role within the town council structure, as an Administration & Support Assistant for one day a week, commencing in November.

With regard to the outgoing, retiring Town Clerk/RFO, he stated she had given the town council 16 years of service in a professional and courteous way. Her minutes of meetings were accurate, reflecting the flavour of the meetings well. The administration and accounts of the town council were well presented and that she would be a hard act to follow. He wished her well for the future.

The Mayor, Councillor Ben Troop, endorsed Councillor Vickers comments, stating she would be a tough act to follow.

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The retiring Town Clerk/RFO was then presented with a leaving gift from the town council. She thanked the town council for such a lovely gift, which she would treasure and it had been a pleasure to work for the town council over the last 16 years. She loved the town council and the town, having worked in it for over 20 years. She formerly worked at Waters' Edge, before her appointment with the town council. She wished the town council well in the future with her very best wishes.

The Chairman, Councillor B Troop closed the meeting at 8.20 pm

..... Chairman 4 November 2020