

**BARTON - UPON - HUMBER TOWN COUNCIL**  
**MINUTES of an ORDINARY MEETING HELD via a ZOOM VIRTUAL MEETING on**  
**WEDNESDAY 3 JUNE 2020 at 7pm**

Councillor J Sanderson (Chairman)

Councillors A Chapman, Mrs A Clark, J Evison, N Jacques, N Pinchbeck, Mrs C Thornton, B Troop, J P Vickers and K Vickers, 1 member of the public, Mrs C Clark (Deputy Clerk) and Ms S Richards (Town Clerk)

13. **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

14. **Apologies for Absence**

Councillors Mrs J Oxley (unwell) and A Todd

15. **Declarations of Interest**

Barton Senior Alliance – Councillor Mrs A Clark

Barton Civic Society – Councillor N Jacques (personal and non-prejudicial interest)

16. **Minutes**

(a) **Ordinary Meeting of the Council – 6 May 2020**

**Resolved** that the previously circulated minutes of the Ordinary Meeting of the Council held on 6 May 2020 be received, approved and confirmed as a correct record and signed by the Chairman. Subject to amendment of minute reference 340(b)(2)/152, the resolution should read “.....circulated minutes of a Finance & General Purposes Committee Meeting.....”, in lieu of “.....a Planning Committee meeting”.

17. **Matters of Report Arising**

(a) **The Community Access to Cash Pilots Initiative** (*Min Ref: 350/161- BTC 06/05/20*)

Councillor N Pinchbeck reported he had submitted an application for inclusion into this initiative. He gave background to the applications submitted, stating that clarification as to whether or not the application has been successful, will be known on 10 June 2020, then followed by a second round.

**Resolved** that this be noted.

18. **Other Meeting Minutes**

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

1) **Correct Record**

**Resolved** that the circulated minutes of a Planning Committee Meeting held on 11 May 2020 be approved as a correct record

**Minutes of an Ordinary Meeting of the Council held on 3 June 2020, cont'd**

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

**2) Correct Record**

**Resolved** that the circulated minutes of an Environment Committee Meeting held on 18 May 2020 be approved as a correct record

**19. Matters of Report Arising**

None

**20. Correspondence**

1. Receipt of latest Highway Programme of Works for the area from North Lincolnshire Council.
2. Receipt of Humberside Police updated guidance on Covid-19 scams awareness campaign; Rural Community Safety Priorities and Office of Police and Crime Commissioner's 'Blog' for May.
3. Information from 'My Neighbourhood Plan' offering online presentations, looking to be a neighbourhood planning advisor, [www.MyNeighbourhoodPlan.co.uk](http://www.MyNeighbourhoodPlan.co.uk)
4. Notification BCCRP AGM for April 2020 was cancelled, so the management committee posts to be extended for 12 months. A copy of their annual profile has also been received.
5. Contact from North Lincolnshire Council Business Sector for the town council to register/apply for the open Business Support Grant Funding available during Covid-19, as we currently received the Small Business Rates Grant Funding. *(The office have downloaded details but as the town council have not lost any income we cannot see where we fit into the criteria for funding).*
6. Request from Keigar Homes to consider 'Herald Way' as the next street name on their Falkland Way development. HMS Herald was a hydrographic and oceanographic survey ship, and during the Falkland War was redeployed as a Red Cross ship transporting casualties.
7. Receipt of Final Internal Audit Report 2019/2020 from Public Sector Audit (town council internal auditor). They report "the accounts and governance arrangements have again been maintained to a high standard".
8. Thanks received from the family of ex Councillor Mrs Dorothy Pearson for the condolence cards sent from the town council.
9. Receipt of HWRCC May Trustee Update *(copy available from the council office)*.
10. Request for financial support from Marie Curie Lincolnshire team through the Covid-19 crisis while they support additional patients requiring end of life care.
11. Receipt of ERNLLCA May newsletter *(copy available from the council office)*.
12. Request from Cloverleaf Advocacy to help publicise their project – "Keeping People Connected" aimed at adults with learning difficulties to ensure access to support if they want any regarding Covid-19 [www.cloverleaf-advocacy.co.uk](http://www.cloverleaf-advocacy.co.uk)
13. Reply from Central Surgery regarding introducing an Electronic Prescription Service *(Min Ref: 349/160 – BTC 06/05/20) (copy enclosed)*.
14. Quotation received from Mark Nettleton Home & Garden Services, to cut grass on the Public Rights of Way at £1,100 per cut. This is part of the North Lincolnshire Council's former grass cutting service in the town *(Min Ref: 333(v)/148 – F&GP 27/4/20)*.

**Resolved**

- (i)* it was agreed to accept the suggested name of 'Herald Way'. The developer to be notified *(item 6)*;
- (ii)* the policy of the town council is to support applications in the town of Barton only *(item 10)*;
- (iii)* the quotation in the sum of £1,100 be accepted under emergency powers. The contractor to be notified *(item 14)*;
- (iv)* the remaining correspondence be received and the contents noted.

**Minutes of an Ordinary Meeting of the Council held on 3 June 2020, cont'd**

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

1. Receipt of draft special edition of Bartonian (*copy forwarded via email morning of 3 June 2020*) (*Min Ref:- 351/161 – BTC 6/5/20*)
2. Notification from National Association of Local Councils (NALC) that a discount is available for Zoom subscription from £12.99 to £7.99 per month. (*We have found using the free version does not allow access to Zoom Public Meeting List & limits meetings to 30 minutes*).
3. Receipt of HWRCC May newsletter (*copy available from the council office*).
4. Contact from Barton NAT advising they are trying to work with partners to look at how they can get some kind of NAT function back up and how that would look.
5. Receipt of Humberside Police & Crime Commissioner May update and advice to remain vigilant in rural areas reporting anything suspicious via 101 or 999 if the crime is in progress.
6. Update from North Lincolnshire Council regarding transfer of grass cutting, reminding the grant will be paid in 2 instalments on 30 June and 30 September 2020. A more comprehensive communication will be sent next week outlining the grass cutting arrangements.

**Resolved**

(i) it was agreed to accept the draft special edition of the Bartonian, as submitted from The Ropewalk, subject to the following amendments; 1) Page 1, column 2, last paragraph, change to “The Town Council office has remained open with social distancing measures in place and stopped all physical meetings in March but are.....”. 2) Page 1, column 3, last paragraph, this should read “Vickers” not Vicars. 3) Page 3, column 5, Street Volunteers “could this be something”. 4) Page 4, column 1 3<sup>rd</sup> paragraph “to grow your own”. 5) Page 4, Tree Planting Response: it states “complete the form below, but it’s alongside it. 6) Page 11, heading change to “Martin Vickers MP View”. 7) Add in the town council disclaimer: “All articles intended for inclusion in the Bartonian must be checked for accuracy eg dates etc before submission to the Editor. No responsibility will be taken for inaccurate information published. All articles must include a contact name and address. Advertiser views are their views only and not necessarily the views of the Town Council. Comments and services offered may not always be endorsed by the Council. No information to be reproduced from the Bartonian, without prior consent from the Town Council”. Following the submitted cost of producing this special edition of £780, less £285 advertising income, this left a deficit of £495. It was agreed the town council support this with a donation made to The Ropewalk of £495. The donation to be taken from reserves empowered under the Local Government Act 1972, s.144. Councillor K Vickers suggested that the future of the Bartonian be reviewed at a later date (*item 1*);

(ii) it was agreed to accept Zoom on a monthly basis contract, via application through NALC to obtain the local government discount (*item 2*).

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

22. **Accounts for Payment**

**Resolved**

(i) the Clerk be authorised to pay the accounts as listed in Appendix II in the sum of £5,551.21 (A/cs 40 to 46) and those presented at the meeting in the sum of £6,007.52 (A/cs 47 to 54) - a grand total of £11,558.73;

(ii) petty cash expenses for May 2020 are £24.83;

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

**Minutes of an Ordinary Meeting of the Council held on 3 June 2020, cont'd**

**23. Final Accounts of the Town Council 2019/2020**

Consideration was given to the circulated final accounts of the town council for the financial year 2019/2020, prepared by the Town Clerk/Responsible Financial Officer. Each member of the town council was provided with a copy of the document. The town council’s internal auditor has undertaken an audit of the town council financial records, practices and procedures during October 2019 and February and May 2020, in accordance with the current Accounts and Audit Regulations. The accounts software programme has also been audited and closed down for the financial year by the software provider during April 2020. All audits undertaken during April/May 2020 were via social distancing in compliance with the Coronavirus Act 2020. The accounts and documentation have now been prepared, in order to be assessed by the external auditor. Councillor K Vickers commented that additional work had been imposed upon the town council staff during the audit processes this year, due to covid-19 and the social distancing restrictions. This resulted in the audits undertaken remotely. He gave thanks to the staff for this and also receiving a very good report from the Internal Auditor.

**Resolved** that the final accounts for the year 2019/2020 be signed off by the Town Mayor and the Town Clerk/Responsible Financial Officer and sent for external audit.

**24. Grass Cutting Contract – Tender Process for the 2021 Season**

As North Lincolnshire Council are no longer in a position to undertake grass cutting in the town, Councillor K Vickers commented that the local contractor employed by the town council, under emergency powers to undertake the grass cutting was doing a good job. However, the town council would now have to go out to tender for the grass cutting contract. The Clerk queried clarification on this, as following her discussions with officers at North Lincolnshire Council and also Councillor J P Vickers, it was stated that the town council were able to appoint a grass cutting contractor for the 2020 season, under emergency powers on an ad-hoc monthly basis until September 2020, but should the town council wish to undertake the town’s grass cutting in 2021, then the town council would have to go out to tender for that. Councillor J P Vickers concurred with this. It was noted that a trial cut at ‘Top Field’ had been undertaken on a couple of perimeter paths to allow wildflower growth and preserve the environment. It was felt this looked very nice and the contractor had undertaken the work at no additional cost. It was felt that this area should be included in the grass cutting contract in 2021, along with the Beretun Green grass cutting, currently undertaken by the town council under a separate contract. Councillor N Jacques felt there should be a clause in the contract to protect the daffodils until they are brown, with the flexibility to include wildlife areas. Councillor J P Vickers stated that North Lincolnshire Council would contact the town council to further the tender process for next year. The Clerk commented that more finite and detailed information would have to be provided from North Lincolnshire Council to ensure the tender document requirements were more detailed than the information received from them this year. It was agreed and

**Resolved**

- (i) The town council continue grass cutting in the town during the 2020 season, under emergency powers, on an ad-hoc monthly basis, until September 2020 as previously agreed. To also include the public rights of way grass cutting (*minute reference 20(14)(iii)/7 above refers*)
- (ii) The town council agree to go out to tender for the grass cutting in the town for the 2021 season. This involves two separate elements – general grass cutting and public rights of way (PROW). The Tender Committee to convene to undertake this process.

The Chairman, Councillor J Sanderson closed the meeting at 7.34 pm

..... Chairman      1 July 2020