

BARTON - UPON - HUMBER TOWN COUNCIL
MINUTES of an ORDINARY MEETING HELD via a ZOOM VIRTUAL MEETING on
WEDNESDAY 1 JULY 2020 at 7pm

Councillor J Sanderson (Chairman)

Councillors A Chapman, Mrs A Clark, N Jacques, Mrs J Oxley, N Pinchbeck, Mrs C Thornton, A Todd, B Troop, J P Vickers and K Vickers, Mrs C Clark (Deputy Clerk) and Ms S Richards (Town Clerk)

35. **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

36. **Apologies for Absence**

Councillor J Evison (unwell)

37. **Declarations of Interest**

Barton Senior Alliance – Councillor Mrs A Clark (personal interest)

The Ted Lewis Centre and Ted Lewis Group – Councillor J Sanderson (personal interest)

The Ted Lewis Centre and Ted Lewis Group – Councillor Mrs C Thornton (personal interest)

38. **Minutes**

(a) **Ordinary Meeting of the Council – 3 June 2020**

Resolved that the previously circulated minutes of the Ordinary Meeting of the Council held on 3 June 2020 be received, approved and confirmed as a correct record and signed by the Chairman.

39. **Matters of Report Arising**

(a) **The Community Access to Cash Pilots Initiative** (*Min Ref: 17(a)/6 – BTC 03/06/20*)

Councillor N Pinchbeck gave an update. The application submitted had not been successful in the first round. 21 applications had been submitted with 8 pilots selected. Communication will be made again in August, for consideration at the next round of applications. A town in Essex was cited as undertaking one such pilot scheme, therefore, details of the process can be looked into the town.

Resolved that this be noted.

40. **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 15 June 2020 be approved as a correct record

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

2) **Correct Record**

Minutes of an Ordinary Meeting of the Council held on 1 July 2020, cont'd

Resolved that the circulated minutes of a Community Committee Meeting held on 15 June 2020 be approved as a correct record

41. **Matters of Report Arising**

(a) **Social Distancing Measures in the Town Council Office when Planning Applications are Viewed** (Min Ref: 33/13 – PC 15/06/20)

Councillor N Pinchbeck questioned social distancing measures in the town council office, as had been discussed at the Planning Committee meeting held on 15 June 2020. He stated that his place of work had undergone a risk assessment and that the town council should have undertaken this and put it onto the website. The Clerk explained that a risk assessment had been undertaken in the town council office by her, following information received from NALC/ERNLLCA and can be placed onto the website accordingly. It was born out of this, whereby screens, signage, sanitiser and wipes had been purchased and placed into the reception area, where the public have access. The Clerk had also contacted the Chairman of the Planning Committee (via email dated 8 June 2020), that the agenda item for social distancing measures should be placed onto the Planning Committee meeting agenda for 15 June meeting, as she felt the public coming into the office and handling paper copies of planning applications was high risk, as the papers could not be sanitised. She commented that she felt it important enough for the planning committee to discuss, that in line with other local councils, planning applications should be viewed on-line on the North Lincolnshire Council's website (the planning authority) to mitigate any risk with the public coming into the town council office, particularly in the current climate.

Councillor K Vickers explained that it was due to the risk assessment undertaken by the Clerk, that she raised this matter at the Planning Committee meeting to obtain information from the council to put into it. Temporary measures are currently in place for members of the public to view planning applications on-line, rather than coming into the town council office to view a paper copy where possible. Much discussion ensued, whereby it was agreed and

Resolved

(i) members of the public enquiring about local planning applications, should in the first instance be referred to view them on-line at the North Lincolnshire Council website. If the person has no means to access the website, then one member of the public at any one time may view a planning application in the town council office for a maximum period of 20 minutes by prior appointment. This is subject to the person adhering to social distance measures applicable. They must use hand sanitiser (supplied by the town council), before and after they have viewed the planning applications.

(ii) the Coronavirus (Covid-19) Council Recovery/Reopening Risk Assessment to be placed onto the town council website (*it should be noted that NALC provided the town council with details of a specific template to use for the sole purpose of council recovery/reopening on 30 June 2020*).

(b) **Christmas Festival & Impact of Covid-19** (Min Ref: 29(i)/11 – CC 15/06/20)

The Chairman of the Community Committee, Councillor B Troop, reminded the council the Christmas Festival arrangements for 2020 had been postponed until the meeting of the town council to be held on 2 September 2020, when further up-to-date social distancing measures and Covid-19 guidance was to hand

Resolved that this be noted.

Minutes of an Ordinary Meeting of the Council held on 1 July 2020, cont'd

42. Correspondence

1. Notification from Barton Churches Together that churches in Barton will be taking steps to re-open for private prayers from 15 June 2020, following closure due to Covid-19.
2. Confirmation from North Lincolnshire Council that Barton Town Council will not enter into a full procurement process until next year for grass cutting in the town. The first grant payment for 2 cuts on highway verges so far in 2020 under the current emergency arrangements will be paid at the end of June 2020 (*Min Ref: 333(v)/148 – F&GP 27/4/20*).
3. Receipt of NALC newsletter for June 2020 (*copy available from the council office*)
4. Notification from North Lincolnshire Council Environment Team that a small dead highway tree is to be removed from Victoria Drive. No replacement will be planted as a much larger tree is in the same location which will shade out any replacement.
5. Receipt of latest Highway Programme of Works for the area from North Lincolnshire Council.
6. Request received from Mrs Witter for a public seat at the junction of Millfields and Tofts Road, as it is an ideal spot midway between Baysgarth Park and the Community Woodland. Funding is available for the seat.
7. Receipt of June update from Barton Area Food Bank (*copy available from the council office*).
8. Two emails from residents giving thanks for the special edition of The Bartonian layout and giving upbeat messages (*Min Ref: 21(1)(i)/8 – BTC 3/6/20*).
9. Information received via North Lincolnshire Council on Covid-19 related scams and 'How to Protect Yourself'. Details can be found at <https://www.actionfraud.police.uk>
10. Information received from North Lincolnshire Council Democratic Services, ERNLLCA and SLCC regarding consultation on a revised model Code of Conduct for elected members. Consultation will run until Monday 17 August 2020. Details of the model member Code of Conduct can be found at <https://www.local.gov.uk/local-government-association-model-member-code-conduct> (*Copy of the online consultation questionnaire is attached*).
11. Receipt of Visit North Lincolnshire Tourism Partnership Webinars – Reopening your business. The email was forwarded to all town councillors on 18 June as the Webinars occurred before 1 July 2020.
12. Reply from North Lincolnshire Council Food/ Safety Team and Licensing Team that sending the ESAG and Premises Licence applications for Barton Christmas Festival on 3 September 2020, after the 2 September Council Meeting will still be checked and sent out in the usual way for consultation (*Min Ref: 29(ii)/11 – CC 15/6/20*).
13. Notification from the Environment Agency that the South Ferriby Flood Alleviation Scheme has been amended to significantly reduce the duration of road closure required as part of the work to construct the flood defences around South Ferriby. Details can be found at <http://www.southferribyparishcouncil.gov.uk/flood-defences/>
14. Request from North Lincolnshire and Humberside Sailing Club for a dog bin to be placed on the west side of the sailing club gate on Pasture Road North.
15. Update from Keep Britain Tidy that the Great British September Clean 11 – 27 September 2020 cannot be a public event. Private groups of up to 6 participants encouraged – observing current guidance on social distancing. Further details at www.keepbritaintidy.org
16. Information received that the nature reserve behind Lidl at Top Field looks great with 600+ spikes of pyramidal orchid. The nicely mown paths have ensured hardly any orchids trampled and the bare earth bank is covered in traditional arable 'weeds' mainly corn camomile.

Resolved

(i) the local residents suggestion be sent to North Lincolnshire Council for their decision, together with a request that consultation with the surrounding residential properties be sought for their views (*item 6*);

(ii) Councillor N Jacques requested that a letter of thanks be sent from the Mayor, Councillor J Sanderson, thanking The Bartonian delivery volunteers. Agreed by members present (*item 8*);

Minutes of an Ordinary Meeting of the Council held on 1 July 2020, cont'd

Councillor A Todd joined the meeting

(iii) an agenda item to be placed at the next meeting of the Environment Committee, to be held on 7 September 2020, to discuss this matter (*item 14*).

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

43. Correspondence Received Since Issue of the Agenda

1. Request for financial support towards the planning applications needed to site the 3 Unknown Tommy silhouette soldiers on Barrow Road, Brigg Road & Ferriby Road by Sean Ashton, Barton Poppy Appeal organiser (*a set of town council grant scheme forms have been sent*).
2. Receipt of returned £200 donation from Bowmandale School following cancellation of their school trip for 2020 due to Covid-19.
3. Update from CPRE that the Best Kept Village Competition will be judged between 17 July and 1 August 2020. They don't yet know if the presentations will take place on 12 October 2020 (*Min Ref: 294 (7)(ii)/132 – BTC 4/3/20*).
4. Invoice received for £816.00 from The Ropewalk for printing a special edition of The Bartonian. Under minute reference 21(1)(i)/8 – BTC 3/6/20, it was agreed to support The Ropewalk with a donation of £495 towards producing this edition. A cheque for £495 is listed on the accounts list sent with the agenda for The Ropewalk, how do the Council wish to proceed?
5. Email from Liz Bennet regarding the Meals on Wheels deliveries advising costing and meals delivered (*copy attached*) (*Min Ref: 323(i)(ii)/144 – BTC 1/4/20*).
6. Email from Ted Lewis Group regarding their changed plans for 2020 and how the town council grant was used (*copy attached*) (*Min Ref: 234(f)/104 – F&GP 13/1/20*).
7. Receipt of Town Award trophy for 2020 from MD Signs Ltd. The silver cup has also now been engraved (*Min Ref: 259(i)/117 – BTC 5/2/20*).

Resolved

(i) it was agreed once the application had been submitted by the applicant, the matter would be assessed by the Finance & General Purposes Committee (*item 1*);

(ii) it was agreed that payment of the invoice received from The Ropewalk in the sum of £816.00 be accepted and paid, for printing a special edition of The Bartonian. In light of receipt of the invoice, the donation of £495.00 previously agreed at the 3 June ordinary meeting of the town council in respect of the special edition of The Bartonian (*min ref: 21(1)(i)/8 – BTC 03/06/20 refers*) be revoked. Councillor K Vickers stated that the special edition of The Bartonian had changed from what was suggested and agreed at the 6 May 2020 meeting of the town council, and he was concerned of escalating costs and the matter getting out of hand. The Clerk commented that no paperwork had been received by the town council from The Ropewalk for that meeting to provide full details and costs to the council (*min ref: 351/161 – BTC 06/05/20 refers*). Councillor B Troop felt that a breakdown of costs needs to be looked into, whereby Councillor N Jacques felt that a review of The Bartonian needs to take place as previously suggested by Councillor K Vickers. Councillor J P Vickers felt the review should be undertaken at the next meeting of the Community Committee meeting to be held on 21 September 2020. This was agreed by members. The Clerk stated that if The Bartonian was contracted out to a third party separate to the town council, consultation would have to take place with the Personnel Committee and employees. Putting together, publishing and organising delivery of The Bartonian was in the contracts of employment/job descriptions of the town council employed staff. Therefore, to outsource the work would be highly questionable without consultation and the correct employment procedures adhered to (*item 4*);

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(iii) discussion took place regarding emergency measures previously implemented and the meals on wheels emergency food/meal deliveries. It was agreed to further support the scheme with an additional £2,500 to be taken from the emergency relief fund for the current Covid-19 pandemic (taken from reserves) (*min ref: 323(i)(ii)/144 – BTC 01/04/20 refers*) (item 5);

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

A 10 minute break occurred due to the Zoom virtual meeting time expiring. The meeting was resumed once the connection was continued.

44. **Accounts for Payment**

Resolved

(i) the Clerk be authorised to pay the accounts as listed in Appendix II in the sum of £10,371.39 (A/cs 55 to 62) and those presented at the meeting in the sum of £7,827.88 (A/cs 63 to 71) - a grand total of £18,199.27. It was noted that cheque number 230 in favour of payment to The Ropewalk, was to be changed from £495.00 to £816.00 (*min ref: 43(4)(ii)/17 above refers*), also (*min ref: 21(1)(i)/8 – BTC 03/06/20*);

(ii) petty cash expenses for June 2020 are £34.36;

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

45. **Payment of Accounts for August 2020**

It was discussed, agreed and

Resolved that two town council cheque signatories together with the Town Clerk/Deputy Town Clerk authorise and sign the cheque payments for August as there is no August ordinary meeting of the council held.

46. **Remembrance Day Parade – Sunday 8 November 2020**

The Clerk, advised Members of the requirements of the town council office to undertake the necessary arrangements in preparation for the Remembrance Sunday Parade to take place on Sunday 8 November 2020.

(i) the town council office be authorised to apply to North Lincolnshire Council for rolling road closure permission, from Queen Street to the Cenotaph, Barrow Road, Barton;

(ii) the town council office be authorised to notify the local Police of the intended Remembrance parade route;

(iii) the town council office be authorised to liaise with North Lincolnshire Council, for the provision of traffic management measures for the parade route, Queen Street to the Cenotaph, Barrow Road, Barton, for public road safety and lawful regulations applicable;

(iv) the town council office be authorised to advise affected residents of road closures for the Remembrance Day parade route;

(v) the town council office be authorised to notify the Remembrance parade date and details to local organisations in the town, and place details on the town council's website and notice boards for public information;

(vi) the town council office be authorised to order a poppy wreath from the normal supplier;

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- (vii) volunteer Councillors required to distribute letters to the affected residents of the rolling road closure along the parade route, Queen Street to the Cenotaph, Barrow Road, Barton (*this is a requirement, whereby it has to be confirmed with submission of the rolling road closure application to North Lincolnshire Council well in advance*). Councillors N Jacques, J Sanderson and Mrs C Thornton volunteered;
- (viii) 5 Councillors required to read out 'Lists of the Fallen'. Councillors A Chapman, N Pinchbeck, J Sanderson, Mrs C Thornton and B Troop volunteered;
- (ix) 4 Councillors to act as Parade Marshalls (*wearing fluorescent jackets/vests*). Councillors N Jacques, N Pinchbeck, J Sanderson and J P Vickers volunteered;
- (x) the town council office to establish if the Salvation Army propose to hold an evening service on Remembrance Day, Sunday 8 November 2020;
- (ix) a volunteer Councillor to liaise with the local Army Cadets, to "muster" the parade and act as Parade Manager with another Councillor required as Deputy Parade Manager. Councillor J Sanderson volunteered as Parade Manager and Councillor N Pinchbeck as Deputy Parade Manager;
- (x) to contact the local newspaper "Scunthorpe Telegraph", to announce the date and time the parade takes place, with a view for anyone else (particularly local war veterans), to join the parade;
- (xi) a Councillor is required to ensure the Cenotaph is tidy before Remembrance Day. Councillor J Sanderson volunteered;
- (xii) a Councillor is required to ensure the route of the parade on the public highway is fit for purpose before Remembrance Day. Councillor J Sanderson volunteered;
- (xiii) the Salvation Army to lead the parade to the Cenotaph with assistance from Barton Town Band;
- (xiv) a PA system is required at the Cenotaph. Councillor K Vickers volunteered to provide this.

47. **Bank Card for the Town Council**

It was discussed, agreed and

Resolved that the town council office obtain a bank debit card from the town council's bankers, to be signed by the agreed cheque signatories (*min ref: 341(c)(vi)/154 – BTC 06/05/20 refers*), and the Town Clerk/Deputy Town Clerk

48. **Virtual Meetings of the Town Council**

Discussion took place regarding the best option suitable to all concerned. The Clerk reported the IT contractor for the town council had stated the terminal used to hold the virtual meetings in the town council office was unsuitable to use Microsoft Teams, therefore, a new computer would be required. Some members of the town council reported that they have had no past success in accessing Microsoft Teams. The Clerk commented that it may be because of the computer/software set up they had being unsuitable to operate the system. Councillor K Vickers gave appraisal of the various systems used at North Lincolnshire Council and Councillor B Troop suggested the continued use of the Zoom system now a bank debit card was to be obtained (*min ref: 21(2)(ii)/8 – BTC 03/06/20 refers*).

Resolved the town council to sign up for Premium Zoom to operate its' council meetings.

The town council acknowledged the passing of local resident Mr Brian Peeps.

The Chairman, Councillor J Sanderson closed the meeting at 8.08 pm