

BARTON - UPON - HUMBER TOWN COUNCIL
MINUTES of an ORDINARY MEETING HELD via TELEPHONE/EMAIL BETWEEN MEMBERS
OF THE TOWN COUNCIL & THE TOWN CLERK on WEDNESDAY 6 MAY 2020

Councillor J Sanderson (Chairman)

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

335. **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

336. **Apologies for Absence**

None

337. **Declarations of Interest**

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

Barton Carnival – Councillor B Troop (personal interest)

338. **Minutes**

(a) **Ordinary Meeting of the Council – 1 April 2020**

Resolved that the previously circulated minutes of the Ordinary Meeting of the Council held on 1 April 2020 be received, approved and confirmed as a correct record and signed by the Chairman.

339. **Matters of Report Arising**

None

340. **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 20 April 2020 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 Planning Committee Meeting held on 27 April 2020 be approved as a correct record

341. **Matters of Report Arising**

Minutes of an Ordinary Meeting of the Council held on 6 May 2020, cont'd

- (a) **The Town Council's Programmed Events up to August 2020 due to Covid-19** (Min Ref: 333(ii)(iii)/148 – F&GP 27/04/20)

Councillor B Troop felt the decision made to cancel some of the programmed events this year is unfortunate, but necessary under the current Covid-19 conditions.

- (b) **Grass Cutting in the Town** (Min Ref: 333(v)/148 –F&GP 27/04/20)

Members of the town council agreed that undertaking the grass cutting programme in the town from the principal authority for 2020 as an emergency measure, ensures there is continuation of keeping the town tidy and looking good. This followed the sudden announcement from North Lincolnshire Council they no longer have the resources to undertake this service due to the Covid-19 pandemic this year, with immediate effect.

The Finance & General Purposes Committee/Ward Members have negotiated with North Lincolnshire Council for support regarding the costs incurred of grass cutting by the town council's appointed contractor. A local professional contractor was then sourced, who had the necessary resources to undertake the work immediately. He has reported some areas had grass two feet high and he is currently liaising with the town council office and Ward Members, with progress reports and information as it arises. As the grass had grown very long, he feels the first cut he has undertaken is a difficult one, whereby future cuts can be on a more manageable status. It is anticipated that the town council's knowledge base of undertaking this temporary contract in the town, will extend and pave the way of future year's requirements of both the work element and the costs involved for the annual grass cutting contract from the principal authority.

Councillor B Troop wished to thank the Ward Members for their swift action on this. He felt the appointed contractors are progressing around the town quickly and it is a world of difference from the situation we had last year. The town council have received several positive comments from local residents, praising the grass cutting work that is currently being undertaken in the town.

Councillor J Evison commended the officers of both Barton Town Council and North Lincolnshire Council in dealing rapidly to the town grass cutting matters, especially during the emergency period. He feels the grass cutting is progressing nicely with the town looking good, which can only enhance the resident's wellbeing.

Councillor N Jacques raised concerns about grass cutting work undertaken on Beretun Green and other areas, and the importance of leaving daffodil leaves in order for the bulbs to regenerate next year. This issue was endorsed by Councillor Mrs C Thornton. However, she felt the grass cutting around the Barton Cricket Ground on Butts Road and Pasture Road was extremely neat and tidy. Now the town council are undertaking this temporary grass cutting service, Councillor Jacques felt it was an optimum time to revisit the idea of wild flower planting on verges. This matter had been discussed at an Environment Committee meeting held on 9 December 2019 (*min ref: 197(a)(i)/88 – EC 09/12/19 refers*), but he felt an agenda item needs to be placed at the next meeting of the Environment Committee to further discuss this matter.

Resolved this be noted and an agenda item be placed at the next meeting of the Environment Committee to be held on 18 May 2020 to further discuss wildflower planting on verges again.

Minutes of an Ordinary Meeting of the Council held on 6 May 2020, cont'd

(c) **Review of the Town Council Meetings** (*Min Ref;334(e)/149 – F&GP 27/04/20*)

Discussion took place regarding proposals to modify the frequency of holding Planning Committee meetings on a 3 weekly cycle or to hold them monthly, in line with other local council's and the principal authority, the local planning authority. 3 Councillor's felt the meetings should be held every 3 weeks and 9 Councillor's felt they should be held monthly.

There was majority agreement the town council to retain all members appointed to mayoral positions, committees and outside bodies to be the same for 2020/2021 as appointed at the annual meeting of the town council held on 13 May 2019 (incorporating the amendments made during the year), until the annual meeting of the town council to be held during May 2021. This followed the advice received from NALC/ERNLLCA. The current Town Mayor, Councillor J Sanderson, expressed his wish to stand down from the position as soon as the town council were in a position to hold meetings 'in person'. The Deputy Mayor, Councillor B Troop agreed to be the Town Mayor, when Councillor Sanderson steps down and Councillor J P Vickers agreed to be the Deputy Town Mayor (*previously agreed by the town council at the 5 February 2020 ordinary meeting 'Town Mayor & Deputy Town Mayor 2020/2021' – minute reference 258/117 refers*). Councillor B Troop also wished to have a full year term of office as the Town Mayor 2021/2022 as an addition to part of the current mayoral year 2020/2021. Councillor J P Vickers stated he was happy to continue as Deputy Town Mayor for the mayoral year 2021/2022, alongside Councillor B Troop, if possible.

Resolved

- (i) Appointment of the Town Mayor for the mayoral year 2020/2021 to be Councillor J Sanderson (*until he wishes to stand down from the position during the course of the year*), with his wife, Mrs Peggy Sanderson to be his Mayoress.
- (ii) Declaration of Acceptance of Office – Councillor J Sanderson to read and sign a Declaration of Acceptance of Office as Town Mayor for the mayoral year 2020/2021.
- (iii) Appointment of the Deputy Town Mayor for the mayoral year 2020/2021 to be Councillor B Troop.
- (iv) Declaration of Acceptance of Office – Councillor B Troop to read and sign a Declaration of Acceptance of Office as Deputy Town Mayor for the mayoral year 2020/2021.
- (v) the mayoral allowance to be £2,000 (*as already determined in the 2020/2021 budget*).
- (vi) that Councillors Mrs A Clark, J Evison, Mrs J Oxley and J P Vickers, be authorised signatories for the issue of cheques or other order for the payment of money, in pursuance to Section 150(5) of the Local Government Act 1972. Also, the Town Clerk, Ms S Richards and the Deputy Town Clerk, Mrs C Clark, as officers of the town council.
- (vii) Committees of the Council to be as follows:

Community Committee

Councillors A Chapman, J Evison, A Todd, B Troop and J P Vickers

Environment Committee

Councillors A Chapman, Mrs A Clark, J Evison, N Jacques and Mrs J Oxley

Finance & General Purposes Committee

Councillors J Evison, Mrs J Oxley, A Todd, J P Vickers and K Vickers

Personnel Committee

Councillors Mrs J Oxley, J P Vickers and K Vickers,

Planning Committee

Councillors Mrs A Clark, Mrs J Oxley, N Pinchbeck, J Sanderson and K Vickers

Minutes of an Ordinary Meeting of the Council held on 6 May 2020, cont'd

Disciplinary Committee

Councillors N Jacques, N Pinchbeck and J Sanderson

Grievance Committee

Councillors J Evison, Mrs C Thornton and B Troop

Complaints Committee

Councillors Mrs A Clark, J Evison and Mrs C Thornton

Tenders Committee

Councillors N Pinchbeck, J Sanderson and J P Vickers

Emergency Planning Sub-Committee (*Sub-Committee of the Environment Committee*)

At the Annual Meeting held 11 May 2016, it was agreed to select members at the first available Environment Committee meeting held each mayoral year (*Min Ref: 12(f)/6 – AM 11/05/16 refers*). Members for 2020/2021 Councillors Mrs J Oxley, J Sanderson, A Todd and J P Vickers. It should be noted that in the event of a town emergency, **all members and officers** of the town council are required to assist.

(*viii*) Representatives on Outside & Other Bodies 2020/2021 to be as follows:

Barton Civic Society Representative

Councillor N Jacques

Voluntary Action North Lincolnshire

The town council is a member but no longer wishes to appoint a representative

East Riding and North Lincolnshire Local Councils Association (*as requested by ERNLLCA the two elected councillors to represent the town council at ERNLLCA district committee meetings*)

Councillors J Sanderson (Mayor) & B Troop (Deputy Mayor)

Humber & Wolds Rural Community Council

Councillor Mrs J Oxley

Neighbourhood Action Team (*NAT state no more than 3 Members - 1 must be a Ward Member*)

Councillors J Evison and Sanderson (BTC) and J P Vickers (NLC Ward Member)

Barton-upon-Humber Senior Alliance (*maximum 2 Members*)

Councillors Mrs A Clark and J Sanderson

Blue Coat Charity (*maximum 3 Members*)

Councillors N Jacques and K Vickers

Relief in Sickness Fund (Ada Flower Trust)

Councillor A Chapman and Mrs W Witter

Barton Tourism Partnership (*maximum 3 Members*)

Councillors N Jacques and J P Vickers

Friends of Baysgarth Park Group

Councillor B Troop

Barton Cleethorpes Community Rail Partnership

Councillor N Jacques and Mrs C Thornton

Minutes of an Ordinary Meeting of the Council held on 6 May 2020, cont'd

Barton Schools Forum (maximum 3 Members – 1 to be a Ward Member)

Councillors N Jacques, B Troop and J P Vickers (NLC Ward Member)

Barton Regeneration 2018 (maximum 2 Members, one being the Mayor of the town council)

Councillors J Sanderson (Mayor) and B Troop (Deputy Mayor)

The Ted Lewis Group (1 Volunteer to assist with the 2020 50th Anniversary 'Get Carter' Event)

Councillor Mrs C Thornton

The Healthcare Forum

Councillor N Pinchbeck

(ix) all other details to remain the same as the minutes of the Annual Meeting held 13 May 2019

342. Correspondence

1. Receipt of The Rural Bulletin from Rural Services Network for April - copy available from the council office.
2. Receipt of CPRE Countryside Voices and Fieldwork spring magazines, plus annual members guide to attractions. All available to peruse in the council office.
3. Notification via ERNLLCA that the 75th Anniversary of VE Day celebrations have been postponed to 15, 16 August 2020 (*Min Ref: 282(i)-(vi)/125 - CC 02/03/20*).
4. Notification from North Lincolnshire Council Planning Team that the Government's response to the Coronavirus pandemic in regard to neighbourhood planning is as follows:
 - no neighbourhood planning referendums can take place until 6 May 2021.
 - current planning guidance has been updated to set out that neighbourhood plans awaiting referendum can be given significant weight in decision-making.
 - updated planning guidance also provides further advice on the implications for conducting publicity/consultation and examinations - Locality have provided helpful suggestions as how to make progress on plans without face to face meetings and engagement, etc.
 - Grants and technical support will continue to be available to support communities.
 - The general rule remains that examinations should be conducted by written representations.The Local Plan Preferred Options public consultation for Barton closed on 27 March so they have been collating/formatting all the representations in readiness for deciding if/how the Local Plan should change ahead of preparing the Pre-Submission Draft (*Min Ref: 128(i)(ii)/56 – BTC 02/10/19*).
5. Notification from North Lincolnshire Council Senior Planning Specialist that the application for Barton Neighbourhood Plan Area Designation has been approved by NLC and the report is under consideration on their website. Implementation date should be 29 April 2020. A press release is currently being arranged and a quote from a member of the Steering Group for this would be appreciated.
6. Advice from Humberside Police to stop 'zoombombing' for anyone using Zoom Video Calling (copy attached for information). Also receipt of Commissioner's 'Blog' for April.
7. Letter of thanks from Barton Area Foodbank for their recently received financial donation (*Min Ref: 323(iii)/144- BTC 01/04/20*).
8. Copy of email sent to North Lincolnshire Council Street naming from Barton Civic Society advising the proposed name of 'Hopper Fields' for the new development off Marsh Lane could lead to confusion for The Hoppers directly opposite who already get mail confused with Hopper Close. North Lincolnshire Council has contacted the developer asking for any other suggestion which does not include Hopper or a person's name. The developer wants to conclude this as soon as possible due to people soon moving in (*Min Ref: 319(3)/142 – BTC 01/04/20*).
9. Receipt of completed suggestion form in April 2020 Bartonian from Barton resident asking if anything is being done here to mark the 40th anniversary of twinning with Feyzin.
10. Receipt of latest Highway Programme of Works for the area from North Lincolnshire Council.

Minutes of an Ordinary Meeting of the Council held on 6 May 2020, cont'd

11. Receipt of Northern Rail – East Region Community News for April - copy available from the office.
12. Notification from North Lincolnshire Council Highways of reconstruction work being carried out on Dam Road between 27-29 May 2020. This will require closing the road to through traffic.
13. Notification from CPRE that the Best Kept Village competition is still on with judging taking place at the end of July (*Min Ref: 294(7)(ii)/132 – BTC 04/03/20*).

Resolved

(i) the town council previously put forward the suggestion of ‘Hopper Fields’ to North Lincolnshire Council, which had been accepted by them. However, the matter is now being re-visited between the developer and North Lincolnshire Council, following the choice of name which has been queried by the Barton Civic Society. Further details are awaited in this matter (*item 8*);

(ii) Councillor A Chapman pointed out that if an event had been planned, then it was unlikely to take place in the current climate. He also questioned the town being twinned with Gondomar in Portugal, which has been muted on social media (*item 9*);

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

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

1. Information from Humberside Police & Crime Commissioner blog which can be found at <http://www.humberside-pcc.gov.uk/News/News-Archive/2020/commissioners-Blog-and-Office-Update-1st-May.aspx> Also information on their Domestic Abuse Campaign, details available on www.youarenotalone.online
2. Information received via Councillor J Sanderson regarding Barton to Barrow Claypits Heritage Trail being organised by Humber Nature Partnership. They would like a letter of support from the town council to assist their Lottery Funding bid (*Details enclosed*).
3. Information from Councillor N Jacques for the Carbon Footprint Task and Finish Group regarding tree planting sites responses. Also update for Barton Interchange (*Details enclosed*).
4. Update from the Royal British Legion regarding paying tribute this weekend to mark VE day 75 following cancellation of group gatherings. A national moment of reflection with a two minute silence at 11am on Friday 8 May, followed by a VE Day livestream sharing stories and memories on their website. At 9pm Friday evening BBC One will feature a UK-wide rendition of Dame Vera Lynn’s ‘We’ll Meet Again’
5. Notification from North Lincolnshire Council Licensing of a Premises Licence variation at Bardney Hall, Whitecross Street, Barton, to change current permitted hours of Monday to Sunday 08:00hrs to 21:00hrs changing to 08:00hrs to 23:00hrs (May to September only)
6. Notification from Barton Allotment Society that the Annual Horticultural Show in August has been cancelled in 2020 due to Covid-19

Resolved

(i) a letter of support to be sent to the Humber Nature Partnership for the Barton to Barrow Claypits Heritage Trail from the town council (*item 2*);

(ii) Councillors A Chapman, N Jacques, J Sanderson and Mrs C Thornton were in support of the tree planting scheme. Councillor J Evison felt the Carbon Task & Finish Group Report should be passed onto the Environment Committee. To be placed as an agenda item at the next meeting (*item 3*);

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

344. **Accounts for Payment**

Resolved

Minutes of an Ordinary Meeting of the Council held on 6 May 2020, cont'd

- (i) the Clerk be authorised to pay the accounts as listed in Appendix II in the sum of £13,974.75 (A/cs 23 to 30) and those presented at the meeting in the sum of £7,590.34 (A/cs 31 to 38) - a grand total of £21,565.09;
- (ii) petty cash expenses for April 2020 are £62.68;
- (iii) the balanced bank reconciliation sheets for March 2020 were signed by the Mayor and Town Clerk.

345. **Approval of the Annual Governance Statement 2019/2020**

It was agreed the Accounting Statements of the Annual Governance Statement for 2019/2020 be accepted, in line with current audit requirements and for the Chairman and the Town Clerk/RFO to sign the document for approval on behalf of the town council.

Resolved the Chairman and the Town Clerk/RFO to sign the Annual Governance Statement 2019/2020 on behalf of the town council.

346. **Schedule of Meetings for the Town Council for 2020/2021**

Members perused the draft copy of the schedule of programmed meetings for 2020/2021. With regard to the frequency of holding the Planning Committee meetings on a three-weekly cycle or a monthly basis, 3 Members agreed this should be every three weeks and 9 Members agreed the meetings should be held on a monthly basis. By a majority, it was

Resolved

- (i) the Planning Committee meetings to be held on a monthly basis for the mayoral year 2020/2021.
- (ii) due to the August recess previously agreed (*min ref: 99(i)/42 –BTC 04/09/19 refers*), an Environment Committee meeting and a Planning Committee meeting programmed to take place on 17 August, be re-programmed to be held on Monday 7 September 2020.
- (iii) a review of the town council meetings to be held in twelve months' time.
- (iv) the schedule of programmed town council meetings for the mayoral year 2020/2021, to be as follows:

**Barton Town Council
Schedule of Meetings 2020 / 2021**

May 2020

Full Council	Wednesday 6 th
Annual Meeting (Mayor)	Monday 13 th (cancelled due to Covid-19)
Planning	Monday 11 th
Environment	Monday 18 th

June 2020

Full Council	Wednesday 3 rd
Community	Monday 15 th
Planning	Monday 15 th

July 2020

Full Council	Wednesday 1 st
F&GP	Monday 20 th
Planning	Monday 20 th

Minutes of an Ordinary Meeting of the Council held on 6 May 2020, cont'd

August 2020

Council Summer Recess – No Meetings

September 2020

Full Council	Wednesday 2 nd
Environment	Monday 7 th
Planning	Monday 7 th
Community	Monday 21 st
Planning	Monday 21 st

October 2020

Full Council	Wednesday 7 th
F & GP	Monday 19 th
Planning	Monday 19 th

November 2020

Full Council	Wednesday 4 th
Environment	Monday 16 th
Planning	Monday 16 th
Christmas Festival	Saturday 28 th

December 2020

Full Council	Wednesday 2 nd
Community	Monday 21 st
Planning	Monday 21 st

January 2021

Full Council	Wednesday 6 th
F & GP (Budget)	Monday 18 th
Planning	Monday 18 th
Extra-Ordinary (Budget)	Monday 25 th

February 2021

Full Council	Wednesday 3 rd
Environment	Monday 15 th
Planning	Monday 15 th

March 2021

Full Council	Wednesday 3 rd
Community	Monday 15 th
Planning	Monday 15 th

April 2021

Full Council	Wednesday 7 th
Annual Town Meeting	Thursday 15 th
F&GP	Monday 19 th
Planning	Monday 19 th

May 2021

Full Council	Wednesday 5 th
Annual Meeting (Mayor)	Wednesday 12 th
Environment	Monday 17 th

Minutes of an Ordinary Meeting of the Council held on 6 May 2020, cont'd

Cont.....

Planning

Monday 17th

347. **The Use of 'Zoom' to hold Virtual Meetings of the Town Council**

The majority of Members were in favour of progressing this, to hold virtual meetings of the town council whilst the Covid-19 pandemic continues. Several Members are already using Zoom to hold meetings outside the town council, with other social groups. It is suggested by some councillors that we undertake the 3 June 2020 meeting via Zoom, with test practices between individual councillors and the town council office beforehand.

Resolved subject to confirmation of all councillors the 3 June 2020 ordinary meeting of the town council to be held via Zoom.

348. **A Protocol for Obituary Notification**

The general consensus of Members views is that if anything is to appear on social media regarding obituary notification, this must be undertaken with the respective family's permission and wish to do so. Councillor A Chapman suggests that perhaps a sad news feed could have such information on it, if a family member was to ask, or approve, but he does not suggest a separate page for obituary notification. Councillor Mrs A Clark felt the town council would need to consult with the family before anything was posted on social media and suggested that an article with a photograph of the Councillor could appear in the Bartonian, with permission from the family perhaps. Councillor J Evison feels the town council should be guided by the wishes of the family. Councillor Mrs J Oxley feels that family wishes should determine any actions taken by the Town Clerk in placing obituary notices on the town council website/Facebook page and a policy adopted and agreed by all Councillors. Also, that individual Councillors should not take it upon themselves to decide any actions. Councillor N Pinchbeck felt that it is up to families to decide on how they wish deaths to be announced and suggests the town council retain the current position. Councillor J Sanderson feels that guidance is required for the town council office for the future in this matter. Councillor Mrs C Thornton has no strong feelings either way. However, if families are likely to object, then it might be easier to retain the status quo. Councillor B Troop feels it is something that should appear on the town council's website/Facebook page, with the family's permission. Councillor J P Vickers felt that a website page needs to list all previous Mayor's along with their photograph if possible. He thought local residents may find this interesting, whilst still acknowledging past Mayors who are no longer Members of the council. Councillor N Jacques thought that family wishes should be respected in the current case and that a protocol would guide future eventualities, suggesting the matter should be further discussed by the Finance & General Purposes Committee.

Resolved that in light of the mixed views regarding this sensitive issue an agenda item to be placed for the next meeting of the Finance & General Purposes Committee to determine a policy.

349. **The Health Centre & Electronic Prescriptions**

Councillor Mrs J Oxley felt the decision must rest with the Doctor's Practice and Management. The majority of members agreed to the request.

Resolved the town council to formally write to Central Surgery, requesting they introduce EPS, at least for the duration of the current pandemic, with monthly reviews to ensure how well it is working.

Minutes of an Ordinary Meeting of the Council held on 6 May 2020, cont'd

350. **The Community Access to Cash Pilots Initiative**

The majority of Members support this initiative. Councillor B Troop feels the local MP should be involved to gain his support. Councillor Mrs J Oxley felt that more information was required. She pointed out that originally the Post Office was seen as the way forward when local banks closed. She queried why this was not led by banks, business associations and local authorities etc. Councillor N Pinchbeck reported that he had obtained the forms and can submit the application by the deadline date.

Resolved by a majority, Members of the town council agreed to support the Community Access to Cash Pilots Initiative and for Councillor N Pinchbeck to submit the application form on behalf of the town council.

351. **Production of a Special Edition of the Bartonian for June 2020**

Members of the town council support the production of a special edition of the Bartonian in principle, to be designed and printed by The Ropewalk for June 2020. Several members of the town council are willing to volunteer to deliver the publication to each household in the town, if required. Further details and a quotation price to be submitted to the town council from The Ropewalk for perusal and discussion at the 3 June 2020 meeting of the town council to progress this matter. The Clerk explained that due to the revenue gained from the advertisements in the publication by the town council, this usually covers the cost of printing/delivery, thus making the community magazine virtually cost neutral. This does not appear to be the case in this instance. Any costs required by The Ropewalk to undertake this would have to be sought from the town council's reserves.

Resolved that this be noted.

The Chairman, Councillor J Sanderson

..... Chairman 3 June 2020