

**Minutes of the Annual Meeting of Burton-by-Lincoln Parish Council**  
**at the Burton Estate Club on Monday 16 May 2011**

**Present:** Fred Myers, Steve Chadderton, Eric Bell, Peter Cook, John Copeland, Ian Marriott,

**In Attendance:** Maureen Wheeldon (Parish Clerk)

**Also Present:** County Cllr R Sellars, District Cllr D Cotton

4 Members of the Public: Mrs H Metson, Mrs J Osterfield, Mrs C Sharples,  
Mr R Wheeldon

**7.30pm PUBLIC QUESTION TIME**

There were no questions.

Fred Myers welcomed John Copeland as a newly elected member of the Parish Council. He congratulated David Cotton (Saxilby Ward) and Ray Sellars (Nettleham Ward) on their election as West Lindsey District Councillors.

**7.45pm COUNCIL MEETING**

**1. Election of Officers and Acceptance of Office**

1.1 Following the Election of Parish Councillors on 05 May 2011, Councillors handed their signed Declarations of Acceptance of Office to the Clerk before the formal start of the meeting.

1.2 Chairman – It was proposed by Cllr Chadderton, and seconded by Cllr Bell, that Cllr Myers be appointed Chairman for 2011 - 2012. All in favour.

**Resolved: That Mr Fred Myers be appointed Chairman of the Parish Council.**

1.3 Vice-Chairman – It was proposed by Cllr Bell, and seconded by Cllr Marriott, that Cllr Chadderton be appointed Vice-Chairman. All in favour.

**Resolved: That Dr S Chadderton be appointed Vice-Chairman of the Parish Council.**

1.4 Acceptance of Office – The acceptance of office was duly signed by the Chairman and Vice Chairman and witnessed by the Parish Clerk.

1.5 Register of Members' Interests – Cllrs Bell, Chadderton, Cook, Marriott and Myers signed unchanged circumstances notices of prescribed information of members' and co-opted members' financial and other interests for existing members re-elected 5 May 2011. Cllr Copeland signed a declaration for the Register of Members' Interests – Members' Code of Conduct - in accordance with the Code of Conduct for Councillors – Local Government Act 2000. The Clerk reminded all Councillors that in accordance with the Code of Conduct for Councillors they should register any changes to the declaration of member's interests. The Clerk will check with WLDC as to how dispensations could apply to the Burton PC in respect of any matters in which more than 50% of Cllrs have a prejudicial interest – see item 8.6 S.137 expenditure.

1.6 Adoption of the Code of Conduct for Councillors – All the favour.

**Resolved: That the Burton Parish Council adopts the new Model Code of Conduct for Councillors published on May 3rd 2007.** A copy was given to Cllr Copeland, who signed in acceptance.

1.7 Adoption of NALC Model Standing Orders for Councils 2010 – All in favour.

**Resolved: That the Burton Parish Council adopts the Model Standing Orders for Councils as contained in Part II of the NALC document dated April 2010.)** Cllrs Bell, Chadderton, Cook, Marriott and Myers each hold a copy of the Model Standing Order (emailed 11/04/10); a copy was given to Cllr Copeland.

**2. Apologies for Absence:** None

**3. Declarations of Interest in Accordance with the Local Government Act 2000:**

**4. Minutes of the Last Meeting**

Held on 08 March 2011. Minutes agreed – proposed by Cllr Chadderton, seconded by Cllr Bell and signed by the Chairman.

**5. Reports from District Councillors, County Councillors and Police**

**County Councillor Sellars**

LCC working on gritting and winter maintenance programme for the coming winter. Aims are to obtain extra grit and salt and hold better consultations with farmers and private contractors willing to help shift snow from roads, together with clearer Health & Safety Regulations. Also clearer Health & Safety Regulations and guidelines are intended for members of the public in respect of snow clearance.

Is concerned about how long the improvements are taking at the A57 Odder cycleway crossing as it is time that the difficulties were cleared up. Consequently has escalated this matter to LCC Cllr William Webb, who holds the Highways Portfolio.

**District Councillor Cotton**

Had not done a great deal as this had been the election period.

WLDC refuse collection – had followed up complaint about missed bins in Burton (Hall Yard) – this might have been caused by relief refuse crews.

## 6. Clerk's Report – Including Matters Outstanding

6.1 Resignation of Parish Clerk – 16/05/11 - Maureen Wheeldon had given her written resignation to Cllr Myers. Cllr Myers read her letter out to the meeting. Reasons were the ever increasing demands of other activities. She had done her best, working many long hours, to ensure that the work of PC had been conducted in accordance with the Code of Practice and current guidelines and hoped that this had contributed to a well regulated and efficient conduct of business. Maureen thanked the Burton Cllrs for their friendly and courteous support. Her period of notice expires on 12 June 2011 but she is happy to extend this to help with the July 2011 PC meeting.

6.2 Clerk attends Saxilby PC meetings and cost cutting remains a priority.

6.3 127248 Planning Application for proposed single storey extension – China House. Received too late for agenda – handed to Cllr Myers at this meeting to start Cllr circulation.

6.4 Parish Website – Gordon Hickmore continues as Webmaster.

6.5 Discharge of Sewage within Burton Village – Public foul sewer to be provided to Burton village within defined area. WL finalising Business Plan with Ofwat, for period April 2011 to March 2015. News awaited.

6.6 Odder Bus Stops – Ongoing, tied in with cyclepath - see item 13.4.

6.7 Mains Gas for Burton – Burton Waters has mains gas. The Chairman has been approached about the possibility of mains gas for Burton village. He and the Clerk will look into writing to British Gas.

6.8 Age Concern - Age Concern had contacted the Clerk about carrying out a presentation at a future PC meeting. The Chairman will contact the organisation.

6.9 Heritage at Risk Project – 13/05/11 Notification from Natalie Hamilton, Heritage Trust at Lincoln (01529 461499), copied out to Cllrs. Volunteers currently undertaking surveys within Burton. All carry identification.

6.10 Item for Agenda for PC Meeting 12/07/11 – Consideration of Cllr Copeland's proposed resolution to allow District and County Representatives present at Burton PC Meetings to fully participate at all times in the deliberations of Burton PC.

## 7. Annual Parish Council Report

The Chairman presented the Annual Parish Council Report for 2010/11. A copy of the report is attached at Paper A.

## 8. Finance

8.1 Annual Accounts –The Clerk presented the accounts for the year 2010/2011. A copy of the income and expenditure account, as discussed with Internal Auditor, Mr Chris Hewis, is attached at Paper B. Clerk was pleased to report that the Council has spent £211.00 less than its income. Cost cutting is paying off, despite rising costs and the increase to 5hrs per week paid to the Clerk wef 01/04/10. The VAT figure shown as income is the difference between the tax paid in the year and the tax reclaimed for the previous year. The Council enters the new financial year with a healthy but not excessive reserve.

**Resolved:** That the Parish accounts for the Financial Year 2010/2011 be accepted; proposed by Cllr Chadderton and seconded by Cllr Bell.

8.2 Annual Audit - The Annual Return for the year ending 31/03/11 has to be presented to the external auditors, Clement Keys, by 20/06/11. The Council need to approve the statement of accounts and the annual governance statement (Section 2), which are required by the auditors.

### Resolved :

(i) that the statement of accounts contained in the Annual Return (Section 1) presents fairly the financial position of the Council for the period ending 31/03/11.

(ii) that the annual governance statement (Section 2) is approved by the Parish Council.

(iii) Mr Chris Hewis, ACMA, Internal Auditor for the Parish Council, had completed the internal audit (Section 4) on 13/05/11.

(iv) The Chairman read out Mr Hewis' statement about the Clerk's satisfactory accounting. Clerk to obtain a complete set of model regulations from Chris Hewis to determine an acceptable set of regulations appropriate to Burton PC for Council approval.

(v) Mr Hewis' invoice no 595 to cover the internal audit fee of £100.00 was approved, as proposed by Cllr Chadderton and seconded by Cllr Myers - see item 8.5.2

The declarations (Section 1 and Section 2) were duly signed by the Chairman, Cllr Myers, and the Responsible Finance Officer, Maureen Wheeldon.

8.3 Parish Balance - Bank Statements show:

13 April 2011 Business Money Manager Account	£2812.81
05 April 2011 Current (Community) Account	£6922.23

### 8.4 Consideration of Parish Council Insurance Renewal Premium

As the police have taken responsibility for 'Smiley Sid' the mobile speed device, Burton no longer has to provide insurance – see item 13.5.. Details of the insurance quotation by AON:

Premium	2010	£322.89	2011	£345.90	Increase: £23.01
IPT		16.14		20.75	4.61
Total Premium		339.03		366.65	
Admin		<u>5.00</u>		<u>5.00</u>	
		£ 344.03		£ 371.65	Total Increase: £27.62

Clerk had sought alternative quotes from Came & Co & Zurich – no response. Insurance payment is due 01/06/11.

Renewal of £371.65 authorised as proposed by Cllr Chadderton, seconded by Cllr Cook – see item 8.5.2.

### 8.5 Authorisation of Cheques

#### 8.5.1 Cheques issued since last meeting – 08/03/11

Cheque 100415 Mrs M Wheeldon – Petty Cash Top-up £ 40.00

#### 8.5.2 Cheques Authorised at this meeting:

Cheque 100416 Mr C Hewis Internal Auditor Invoice No 595 £100.00

Cheque 100417	HMRC Tax on Clerk's Salary Invoices 1.2011 & 2.2011	£ 76.60
Cheque 100418	Destroyed by Clerk in error	
Cheque 100419	Mrs M Wheeldon Clerk's Salary 01/03/11 – 02/05/11 Invoices 1.2011 & 2.2011	£307.70
Cheque 100420	AON Ltd Insurance Renewal 11/AC/05190707/06	£371.65

#### 8.6 Authorisation of Additional Expenditure – S137

In 2010, Cllrs had authorised grants under S137 of the Local Government Act 1972 of £250.00 to the Burton Estate Club, £250 to the Burton Church Fund and £250 to the Burton Waters' Residents Association.

Consideration of S137 grants for the Financial Year 01/04/11 – 31/03/12 was taken forward to the next PC meeting, pending clarification from WLDC as to how dispensations could apply to the Burton PC in respect of any matters in which more than 50% of Cllrs have a prejudicial interest – see item 1.5.

### 9. **Planning Matters**

Declarations: Cllr Bell personal interest as a neighbour in item 9.2; Cllr Myers a prejudicial interest in item 9.5

9.1 122793 Site B - Park Lane Burton Waters - 47 dwellings, commercial floor space, landscaping, visitor car parking and community facility. WLDC's letter 05/12/08 - planning permission granted.

9.1.1 Community facility plans – Update – The Chairman, Cllr Chadderton, Cllr Cotton and the Clerk met with Simon Sharpe (01427 676651) and Nick Ethelstone of WLDC Development Services Team on 08/04/11. Mr Sharpe and Mr Ethelstone advised that the provision of a community hall would not be commensurate in scale to the community facility requirement derived from a permission for 47 dwellings. The use of one room for a few hours per month would be more reasonable. WLDC must comply with the 2010 Community Infrastructure Levy Regulations in this regard. Mr Sharpe and Mr Ethelstone will attend the Burton PC Annual Parish Meeting scheduled for 24/04/11 to present the current situation to parishioners and answer any questions.

9.2 125378/125379 – Old Coach House, Middle St, Burton – A Planning Committee meeting had been held on 20/04/11 but no paperwork has yet been received. 12/05/11 – Kirsty Catlow (01427 676646), WLDC Development Team advised the proposal was acceptable and resolved provided that the issue of bats was appropriately resolved. The submission of a full bat survey is awaited.

9.3 126799 – Holiday Lakeside Cottages, Burton Waters – Planning application for the erection of 60no holiday lakeside lodges, parking areas, management centre and access road, to replace extant permission M06-P-0963 granted 12/08/10 – to Cllrs 21/01/11, obs sent 04/02/11. WLDC advised 10/03/11 that consent has been given.

9.4 126940 – St Vincents House, Middle St, Burton – Planning application for proposed alteration and extension - to Cllrs 14/02/11, obs sent 23/02/11. WLDC advised 05/04/11 that consent had been given.

9.5 126927 – Burton Cliff Farm, Middle St, Burton – Planning application for change of use of existing agricultural workshop to commercial storage for furniture, electrical and non perishable food items for a charity – to Cllrs 19/02/11, obs sent 03/03/11. WLDC advised 04/05/11 that consent had been given.

9.6 028420 – The Woodcocks Inn, Burton Lane End Burton Waters – Various Tree Works – Obs sent 09/03/11. WLDC advised 24/03/11 that consent has been given.

9.7 028433 - Robinswood, Middle St Burton – Fell 1 dead pine overhanging B1398 – WLDC letter 08/03/11 not circulated.

9.8 028436 - New Farm, Fen Lane, Burton – Fell 5 ash trees along roadside. Obs sent 03/04/11.

9.9 127075 - 136 Park Lane, Burton Waters – Planning application for single storey extension – Obs sent 05/04/11.

9.10 127086 - Park Lane, Burton Waters – Planning application for 2 storey extension to replace extant planning permission 123979 – obs sent 05/04/11.

9.11 127119 - Park Lane Burton Waters – Advertisement consent sought to display 1no non-illuminated promotional advertisement. Obs sent 26/04/11.

### 10. **Correspondence**

LALC Yorkshire TV Region Switchover News, News in the Community Feb 2011; Concessionary Fares Changeover;

LALC Govt Review of Statutory Duties

LCC Temporary Road Closure Odder/Broxholme 27/06 – 11/11/11

WLDC Clerk's Full Contact Details, Uncontested Election Burton & Election of Parish Councillors, Invitation to

Planning Committee Mtg 20/04/11 Coach House Plans; Election Saxilby Ward & Referendum Notices;

Post Election Matters; Results of UK Referendum & District Council Elections; Parish Matters April 2011

CPRE Fieldwork Magazine; Countryside Voice + Members Guide 2011

Age Concern Promoting Service – Request to attend PC Meeting to give a Presentation

### 11. **Risk Assessment Register Review**

Cllrs reviewed the register and made appropriate changes.

### 12. **Burton Waters and Odder**

12.1 Cyclepath Access for Burton Waters Residents – Les Outram, LCC Technical Services, advised (03/05/11) that proposals were agreed with Burton Waters to replace the 'kissing gate' (on the estate road to the Marina just past the office) with a bridlegate. LCC are committed to doing this. Similarly the path would be completed from the estate road to the cycleway; this should enable access. The only outstanding issue is that the estate road has not been completed to adoptable standard as the surface/wearing course has not yet been applied.

Clerk had written to Rick Costall about additional access to the cycleway where its proposed route passes Burton Waters along the towpath through the existing (padlocked/chained) gate currently restricted to maintenance vehicles. To date, no decision had been received from Rick Costall. Clerk to write to Mr Costall again.

12.2 Odder - See item 13.4

### 13. Highways & Road Safety

13.1 Cllr Copeland suggested a gardener be employed to tidy up the grass triangle in Burton. Clerk will pursue.

13.2 Problems reported to WLDC:

12/03/11 Flytipping, Odder Old A57 to new cyclepath bridge – ref no 111002

13.3 Problems reported to Lincs Highways:

Kerb stone in need of straightening and resetting on bend on Main St, reported 12/03/11, ref no AF 356906. Kerb stone had been taken away and tarmac repair had left sharp ends. Cllr Sellars will chase Highways.

Overflowing storm drain on Main St by Maud House – spring water (and other muck) running down the road and into the drain by Monk Bretton Highways, reported 22/02/11 - ref no: 1027102.

29/03/11 – Gordon Hickmore advised problem continuing with an overflowing storm drain caused by a blockage in the pipe between Maud House & Woodcote Lane. There seems to be a fracture in the pipe as water was now seeping through the pavement and flowing along the gutter – contaminated with sewage. Clerk had chased Highways who had investigated (still under ref no 1027102) and reported that the pipe is probably blocked by tree roots outside Woodcote House.

Fen Lane – Lincs Area Highways Mgr, Alan Brown, has undertaken to see if some works can be funded in the 2011/12 year and is considering the final work type – see item 11.2 PC minutes 08/03/11. Nothing new to report – work expected in the summer. The Chairman had also written directly to Mr Brown on 04/03/11 expressing grave concerns about the dangerous condition of Fen Lane.

Fly Posting at the A57 Burton Waters Roundabout – Clerk had contacted WLDC. 28/04/11 - Catherine Bentley Snr Enforcement Officer looking into problem and had promised to visit site to check if there is a by-law to prevent flyposting; also to check if fines could apply. Cllr Cotton suggested the Clerk should contact Chris Allen, WLDC, as the situation is worsening.

13.4 Pyewipe to Saxilby Cyclepath – Les Outram, LCC Technical Services Public has organised a public information ‘drop-in’ session at Woodcocks on 18/05/11 – 4 pm – 6 pm. Plans for the road improvements at Odder can be viewed and discussed. Clerk had emailed interested parties and notices were put out on 11/05/11.

13.5 ‘Smiley Sid’ mobile speed monitor – Saxilby Police have reclaimed ‘Smiley Sid’; because the police are putting the device out, it is covered by police insurance – see item 8.4.

13.6 Lincoln Grand Prix Cycle Race – Problems with A57 Road Closure 08/05/11 – with westbound diversion at Drinsey Nook via Skellingthorpe. Race stewards had been surly, signage had shown no times and Mr Mick Rylatt’s Odder Café had suffered loss of business. Saxilby PC were aware of closure and mistakenly thought Burton PC had also been informed. Race organiser, Ian Emmerson, contacted the Burton PC Chairman and the Clerk on 13/05/11 to give assurances that full information about the 2012 Grand Prix would be sent to Burton PC in good time. Clerk to write to LCC, Alan Aistrupp, about 2011 problems.

13.7 LCC Temporary Road Closure - Broxholme Lane at Fox Covert Bridge for repairs 27/06 - 11/11/11.

### 14. Annual Parish Meeting

Cllrs approved the agenda for Tuesday 24 May 2011; to be displayed on noticeboards 17/05/11.

### 15. BT Broadband – Poor Service

The Chairman had asked that this problem remain on agenda as the broadband service within the parish was awful. Clerk had contacted BT from the PC stance in the past, but to no avail, as the PC itself is not a BT customer – see item 5.12 PC mtg 02/03/10 and item 14 PC mtg 07/12/10. Cllr Cotton is pushing WLDC for cross-party action on this problem as many rural areas suffer from poor service. This is a district wide problem having an adverse affect on commercial performance. It was suggested that Burton could perhaps join forces with other villages along the Burton Cliff Top. – Ongoing.

### 16. Dates of Next Meetings

Tuesday 24 May 2011	Burton Annual Parish Meeting	7.30 pm Burton Estate Club
Tuesday 12 July 2011	Burton Parish Council Meeting	7.30 pm Burton Estate Club

### 17. Council to resolve to go into closed session in accordance with Public Bodies (Admissions to Meetings Act 1960) to consider written applications from electors for co-option on to the Burton-by-Lincoln Parish Council to fill the remaining vacancy for a seventh Councillor.

The Chairman stated that following the 05 May 2011 Election, as only six nominations had been received for the seven Council seats, the Council is required to appoint a seventh member. The vacancy was advertised on the Burton village and Burton Waters’ notice boards and the parish website. Two parishioners wished to be considered for the vacant seat: Mrs Joan Osterfield of Burton village and Mr Roger Vine of Burton Waters. Following a discussion, it was proposed by Cllr Bell, seconded by Cllr Marriott and passed by a majority, that Mr Roger Vine be appointed as a co-opted member of the Council.

**Resolved: That Mr Roger Vine be appointed to the Council as a co-opted member.** The Chairman will contact both Mr Vine and Mrs Osterfield.

The meeting closed at 9.20 pm

Fred Myers  
Chairman, Burton Parish Council