



Redbourne Parish Council

Jo Curtis – Parish Clerk
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MINUTES of the Council Meeting of Redbourne Parish Council held on: Tuesday, 4 July 2023 19:00 at St Andrews Church, Redbourne.

Present: Cllr L Wainwright - Chair, Cllr M Belza, Cllr J Brown, Cllr T Eaden, Cllr G Hawley,
Cllr P Hawley, Cllr P Hotham, Cllr P Stevenson,
Ward Councillors – Cllr T Foster
Parish Clerk - J Curtis

Public Participation

There were no members of the public present.

23/24 – 016 Apologies
Cllr D Garritt

23/24 – 017 Declarations of Interest
To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Item 23/24-021 ii) Payments

Cllr P Stevenson	Fair Gardens and Lincolnfield Nurseries Invoices for plants for Gardening Group	33.70
Cllr L Wainwright	Pickerings Invoice for keys for church	24.70
	Invoices for plants for Gardening Group	180.22

To note any dispensations granted to any member of the council in respect of the agenda items listed below: **None**

23/24 – 018 Minutes of Previous meeting
The minutes of the annual Parish Council Meeting held on Tuesday 23 May 2023 were approved and signed by Cllr Wainwright. **Approved**

Proposed: Cllr G Hawley

Seconded: Cllr J Brown

23/24 – 019 Report from Ward Councillor
1. Missing document to prove old A15 is designated a Public Right of Way
Colin Wilkinson was still trying to find the missing document by researching historical records and revisiting the NE Lincs archives in Grimsby.

2. Hibaldstow Airfield – Cllr Foster had written to Humberside Fire Services to request a fire inspection at the digestate plant. He was awaiting a reply. Cllr Foster suggested that Cllr Stevenson also write to Humberside Fire Service referencing the domes full of methane on the airfield.
3. Hibaldstow Airfield. Sugar beet waste had been deposited on the NLC land. NLC had sent formal notification to the landowner to remove the materials.
4. A15 Attenuation Pond – NLC had attempted to purchase the land about 2 years ago, however the landowner does not want to sell, he prefers to rent the land. Unfortunately, this is preventing completion of the flood mitigation scheme for Redbourne. For NLC to compulsory purchase the land a formal application must be made, which can take 2 to 3 years.
5. PROW snicket – Cllr Foster had spoken to Highways. The work was scheduled for September/October. Every effort would be made to channel the run-off into the dyke; however, due to budget constraints, it was not guaranteed.
6. Quarry – An officer from N Lincs Environmental Protection Team Leader had spoken to the Clerk to advise that Welton Aggregates Ltd is regulated by the Environment Agency Standard Rules Permit, which includes conditions requiring the control of noise and emissions (dust) from the site. Any complaints relating to noise and dust from the site should be reported to the Environment Agency for them to investigate. The clerk had been asked to share N L Council's Environmental Health email address with the concerned residents so they can contact them for further information or assistance, if required. Cllr Wainwright asked whether it was possible to have an air quality machine to monitor the emissions.
7. Cllr Wainwright was concerned about the proximity of two digestate storage tanks to the public right of way near the old A15 and the potential risk to public health. A recent newspaper article reported vandalism to digestate storage tanks in Rishi Sunak's Richmond constituency, causing leachate to spill into a river and killing the fish. Cllr Stevenson would write to the Environment Agency and NLC Planning
8. Cllr Foster had a meeting with Mick Johnson about the blocked gullies in the village.
9. Cllr Foster had reported the footpath on the B1206 between Redbourne and Hibaldstow. The grass had been cut, however in parts the edging needed cutting back as it was not wide enough.
10. Cllr Foster was made aware that it was not possible to check the status of a case reported to NLC using the online reporting portal. It was unable to produce a live status report. Cllr Foster asked the clerk to email him a list of outstanding jobs which he would forward to the appropriate team.
11. Church Clock – the grant application had been submitted to Cllr Julie Reed for consideration. The original grant application had been for £10k. Subsequently a quote for an automated clock winding mechanism had been requested from the suppliers. It would increase the cost to circa £19k, which needed to be factored into the grant application. The clerk would update the grant application to include the cost of the automated winding mechanism. Cllr Hotham had contacted a Diocesan adviser, who had looked at the quotes and favoured autowind and auto regulation, if budget would allow.

23/24 – 020 North Lincolnshire Council Matters
No further matters

23/24 – 021 Governance & Financial Matters

- i. To receive the Bank Reconciliation for Quarter One - 1 April 2023 to 30 June 2023.

Invoice Date	PAYEE	Description	TOTAL RECEIPTS	TOTAL PAYMENTS	VAT	Transfers from Main Account	Transfers from Savings account	BALANCE
		Opening Balance - Current	946.49					946.49
		Opening Balance - Savings	28672.17					28672.17
		Opening Balance - Total	29618.66					29618.66
		Payments carried forward from 2022-2023 payments ledger	0.00	497.37				29121.29
03/05/2023			0.00	0.00			3000	29121.29
26/04/2023	J Curtis	salary April 2023 and expenses	0.00	310.00				28811.29
26/04/2023	HMRC	income tax April 2023	0.00	75.00				28736.29
21/04/2023	nettt of Scunthorpe	Coronation leaflets A5	0.00	41.00				28695.29
01/04/2023	ERNLLCA	MEMBERSHIP 2023/24	0.00	336.36				28358.93
17/04/2023	Kyanite Consulting	For adding flood minutes to website	0.00	24.00	4.00			28334.93
01/05/2023	G H Fillingham	2 grass cuts April	0.00	1080.00	180.00			27254.93
01/06/2023	Zurich	insurance	0.00	982.29				26272.64
02/06/2023	TRANS		0.00	0.00			2000.00	26272.64
01/06/2023	ElanCity	external battery charger	0.00	120.67	20.11			26151.97
01/06/2023	PV Hawley(Humber Merchants)	Jubilee Clips and nylon trimming line	0.00	16.01	3.67			26135.96
01/06/2023	PV Hawley(Amazon)	Benecreat self adhesive foam strip	0.00	8.99				26126.97
01/06/2023	J Curtis	salary May 2023 and expenses	0.00	336.00				25790.97
01/06/2023	HMRC	income tax May 2023	0.00	75.00				25715.97
02/06/2023	British Gas	21/03/2023 - 21/04/2023	0.00	26.78	1.28			25689.19
02/06/2023	British Gas	21/04/2023 - 21/05/2023	0.00	34.16	1.63			25655.03
22/04/2023	HSBC	bank charges to 31 March 2023	0.00	5.00				25650.03
22/05/2023	HSBC	bank charges to 30 April 2023	0.00	5.00				25645.03
22/05/2023	Wicksteed	playground inspection	0.00	144.00	24.00			25501.03
22/05/2023	Glover & Co	professional services internal audit report 2022-23	0.00	264.00	44.00			25237.03
05/04/2023	Hunt family	donation for church clock	20.00	0.00				25257.03
20/04/2023	CPRE	refund for overpayment of membership fee	5.00	0.00				25262.03
25/04/2023	North Lincs Council	precept and grant	12566.00	0.00				37828.03
06/06/2023	J Curtis	Coronation event tombola	74.00	0.00				37902.03
07/06/2023	TRANS		0.00	0.00			3000.00	37902.03
02/06/2023	J Brown	purchases for Coronation event	0.00	14.97				37887.06
03/06/2023	P Stephenson	purchases for Coronation event	0.00	258.01	8.49			37629.05
07/06/2023	J Brown	plants	0.00	107.74	3.29			37521.31
07/06/2023	G H Fillingham	2 cuts in May	0.00	1080.00	180.00			36441.31
07/06/2023	G H Fillingham	Cut 1 PROWs	0.00	720.00	120.00			35721.31
26/06/2023	Kyanite Consulting	annual maintenance and hosting package 31 July 23 to 30 July 24	0.00	228.40	38.07			35492.91
26/06/2023	British Gas	21/05/2023 - 21/06/2023 TO PAY	0.00	25.03	1.19			35467.88
23/06/2023	North Lincs Council	room hire at St Andrews Church for May elections	400.00	0.00				35867.88
03/07/2023	HSBC	bank charges to 31 May 2023	0.00	5.00				35862.88
02/06/2023	HSBC	Bank interest on Business Money Manager account	110.78	0.00				35973.66
05/06/2023	Merlin Renewables	grant awarded towards repair of church clock	2250.00	0.00				38223.66
23/06/2023	North Lincs Council	grant for grass cutting 1st installment	4290.00	0.00				42513.66
26/06/2023	ICO	Data protection Certificate	0.00	35.00				42478.66
			19715.78	6358.41	629.73	0.00	8000.00	

As at 30 June 2023

HSBC Bank statements reconcile with ledger	
Current Account	2,540.74
Savings Account	39,962.95
Bank Total	42,503.69
less invoices to Pay	25.03
Total	42,478.66

Cllr Belza enquired about receipt of £400 from NLC on 23/06/2023 for room hire at St Andrews Church for the May elections. The clerk had received a last-minute request for the room hire due to a problem with the room booking at the Red Lion.

- ii. Approve payments for this period
- | | | |
|-------------------|---|--------|
| Cllr P Stevenson | Fair Gardens and Lincolnfield Nurseries | |
| | Invoices for plants for Gardening Group | 33.70 |
| Cllr L Wainwright | Pickerings Invoice for keys for church | 24.70 |
| | Invoices for plants for Gardening Group | 180.22 |

Approved for payment

- iii. Policies and Procedures to be reviewed:

1. To review and approve Standing Orders
Resolved - reviewed and approved after changing the word 'he' to 's/he' in paras 5f,g,h,i and 12d and 13c

2. To review and approve Financial Regulations
Resolved – reviewed and approved
3. To review and approve Code of Conduct
Resolved – reviewed and approved
4. To review and approve Clerk's Delegation Schedule
Resolved – reviewed and approved
5. To review and approve Member/Officer protocol
Resolved – reviewed and approved
6. To review and approve Freedom of Information Policy
Resolved – reviewed and approved
7. To review and approve Data Protection Policy
Resolved – reviewed and approved
8. To review and approve Equality policy
Resolved – reviewed and approved
9. To review and approve Grievance policy
Item deferred. Clerk to update and send out to all Councillors for approval at the next meeting.
10. To review and approve Complaints Procedure
Resolved – reviewed and approved with one amendment. Contact details at the end of the policy updated.
11. To review and approve Health and Safety Risk Assessment
Resolved – reviewed and approved
12. To review and approve Asset Register
Grass cutter to be added
13. To review and approve Insurance Provision
Resolved – reviewed and approved
14. To review and approve Publication Scheme
Resolved – reviewed and approved
15. To review and approve Gardening Group terms of reference
Item deferred. Clerk to develop a Gardening Group Risk Assessment as mentioned in the Gardening Group TOR, under Health and Safety, to be sent to Councillors for review and approval at the next meeting.

It was noted, in accordance with the Standing Orders, that policies and procedures should be reviewed for approval at the annual meeting of the parish council in May. The clerk would check with ERNLLCA if the policies could be split into groups to be reviewed over the course of the year.

Cllr Belza noted that the Community Emergency Plan was out of date: to be discussed at the September meeting

Cllr Eaden was asked if she would consider becoming the designated protection person for the Safeguarding Adults Policy and Safeguarding Children's Policy: to be discussed and approved at the September meeting.

23/24 – 022 Planning

To discuss and resolve any action on:

- i. PA/2022/951,1282, 1294
No further updates

Other Planning Matters

- i. NLC Land – Hibaldstow Airfield
Dealt with under Ward Councillor's report
- iii. Future Biogas had contacted Cllr Wainwright to inform her that they were considering putting in a planning application for a third clamp on the Biomass, where they store the maize. The intention is to get rid of the Ag bags. The clamps have a grill underneath to catch the leachate. They had offered to meet with residents to discuss the proposal. It was decided that if a planning application is submitted before the September meeting RPC would arrange an extraordinary meeting to invite residents to meet with them.
- iv. Update on Redbourne Flood Mitigation Scheme – A15 Attenuation Pond
Dealt with under Ward Councillor's report

23/24 – 023 Community Safety Matters

Further to quarry matters, Cllr Stevenson offered to write to N L Council's Environmental Health and forward their email address to concerned residents so they can also write to Environmental Health. Cllr Wainwright requested Cllr Stevenson to seek advice concerning the procurement of an air quality machine to monitor the emissions.

23/24 – 024 Community Facilities and Open Space Management

To discuss and resolve any action on:

- i. Play Area

The Playground had passed the inspection by Wickstead. There were a few items requiring remedial work.

- Parts of the steel on sign has corroded excessively and the metal has perforated in places - Ensure all affected areas are treated and repaired.
- The large climbing frame did not pass BS EN 1176 standard but no action was required. After discussion Cllr G Hawley suggested obtaining quote for a replacement.

- ii. Updates from the Gardening Group

- CPRE - The best kept village judging would take place at the end of July.
- Cllr Wainwright had purchased several perennials and grasses for the planters. The rockery would need replenishing.

- Following works on the flood alleviation scheme to the trash screen. the grass on the B1206 'parking area' was in a very poor state, the grass had died and the soil is full of stones. It had not been returned to its original condition and required raking and filling with top soil and reseeding. The clerk had written to NLC only to be offered a box of seed.

Action: to be discussed at the September meeting.

- iii. To review the grass cutting contract
Nothing to report
- iv. Update on ownership of the old A15 land.
Discussed in Ward Councillor's report.
- v. Condition of footpaths on Vicarage Lane, School Lane, and High Street, School Lane/Little Redbourne Snicket - re-surfacing.
Discussed in Ward Councillor's report.
- vi. Updates on funding and quotes to repair the church clock.
Discussed in Ward Councillor's report
- vii. Councillors' Consultation meeting
Deferred until September meeting
- viii. To receive quotes for replacement fencing at St Andrews Church, School Lane, Redbourne.

The clerk had received two quotes for £450 and £500 to replace the fencing. She had written to Rev. Eames to request a contribution. He was unable to decide before the PCC's next meeting in September.

23/24 – 025 Clerk & Councillor Updates

- Clerk's update:
 - The clerk would send the list of outstanding issues to Cllr Foster (refer to Ward Councillor's report)
 - NLC were offering Standards Training for new councillors
 - It would cost £18 per councillor per annum to set up a government email address for council work through Vision ICT.
- All to update on items requiring attention since the May meeting not already discussed
 - Cllr Belza had participated in an online training session about the difference between working groups and committees offered by ERNLLCA.
 - The clerk had received correspondence from the Department of Health and Social Care to register the defibrillator. After discussion, Councillor P Hawley would check who looks after it and whether it was already registered.

- D-Day Celebrations – Cllr P Hawley asked whether the PC were interested in arranging an event. She had made an initial enquiry with an entertainer in Hull to find out costs. She would put something on the Redbourne Community Group page to see if any residents were interested in helping.
- Cllr Belza offered to help with updating the website.
- Cllr Brown had received a request from a resident to have a dog waste/litter bin installed on the public footpath at Redbourne Hayes. Cllr Brown would report back that it would not be possible because it was not on NLC scheduled route for emptying bins.
- Russ Wainwright had offered to refurbish the bench outside the church. Councillors approved earmarking £250 towards the cost of materials.

23/24 – 026 Date and time of the next meeting

It was agreed to hold the next parish council meeting on 5 September 2023 at 7.00 pm

23/24 – 027 To approve staff payments

The clerk’s salary and expenses were approved for payment.

Approved.

Meeting closed at 9.53 pm