

BRIGG TOWN COUNCIL
MEETING – WEDNESDAY 18 JUNE 2020
Chairman – Councillor S Riggall
Meeting held remotely on Zoom

Present: Councillors Mrs A Eardley, Mrs J Gibbons, Miss J Kitching, B Parker, Mrs S Riggall, C Sherwood, N Sherwood, Mrs P Smith and R Waltham.

In attendance: Dinah Lilley – Town Clerk
 Kerry McGrath – Assistant Clerk

Also Present: Keith Simpson
 Nigel Fisher, Brigg Blog

20. To Receive Apologies and Approve Reasons for Absence.

None

Proposed: Cllr Eardley Seconded: Cllr N Sherwood

21. TO CONSIDER THE SUSPENSION OF THE MEETING FOR THE PURPOSE OF PRAYER.

It was resolved that Standing Orders should be suspended for the purpose of prayer.

Proposed: Cllr Gibbons Seconded: Cllr Eardley

Members were led in prayer by Keith Simpson.

It was resolved that Standing Orders should be reinstated.

Proposed: Cllr N Sherwood Seconded: Cllr Smith

22. a) To Record any 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 the type of interest being declared.

None

b) To note any dispensations given to any member of the Council in respect of the Agenda Items listed below.

None

23. Police Matters

None

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24. To receive any correspondence (for information only).
- Brigg Blog update - which had now had over 2 million views
 - Brigg NAT update
 - CPRE Newsletter June 2020
 - ERNLLCA Newsletters 2, 3, 4 and 5
 - HWRA Coronavirus Update
 - Brigg for Business Newsletter
 - VANL Newsletters May and June
25. To receive the update on any outstanding issues from the clerk.
- BTC Office was now located in S04 and S02 of the Angel
 - 4 Benches had been ordered and expected delivery mid July
 - The Clerk reminded members to check their Registers of Interest on the NLC website,

26. Public Question Time

None

27. To Receive any Questions from Members.

Cllr P Smith asked of the NLC Ward Members, what provisions were in place regarding the Horse Fair, in terms of lockdown requirements, for the protection of Brigg Residents. Cllr Waltham responded that the issue was being considered by NLC, and Government guidance for such eventualities was expected shortly.

28. To Receive a report from the North Lincolnshire Council Ward Councillors.

Cllr Waltham reported that local plans for Covid 19 were being put in place alongside the Track and Trace programme, and social distancing. High Streets were due to open from 22 June, and signage had been placed around the town. There were no current plans to reinstate parking restrictions, but this was under constant review dependent upon demand.

Cllr Eardley asked for clarification on the opening of the public toilets. Cllr Waltham replied that legislation on public toilets was particularly stringent. It was hoped that there would be some provision shortly, however the cleaning regime would have to be intensified. Cllr Eardley requested further information on the locked disabled toilet on Cary Lane. Cllr Waltham stated that it was likely that it would be the disabled toilet which was opened up, to reduce cleaning requirements.

29. MINUTES OF PREVIOUS MEETINGS.

- i. **It was resolved that** the minutes of the Council meeting on Wednesday 6 May 2020 be approved.

Proposed: Cllr Smith

Seconded: Cllr Parker

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- ii. **It was resolved that** the minutes of the Planning Committee on Tuesday 26 May 2020 be noted.

Proposed: Cllr Kitching Seconded: Cllr Parker

- iii. **It was resolved that** the minutes of the Personnel Committee on Monday 1 June 2020 be noted.

Proposed: Cllr C Sherwood Seconded: Cllr Smith

30. To receive reports from members delegated to serve on outside bodies and working groups.

<ul style="list-style-type: none"> • Environmental Development Group • Brigg in Bloom • Litter Picking Group • Christmas Lights Working Group 	No meetings have taken place due to the Covid 19 Lockdown
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Verification was sought and confirmed that Cllr Kitching was the representative for the NATs meetings

A date was needed for the Christmas Lights Working Group to meet with the Contractor to begin planning for this year’s lights display.

31. ALLOTMENTS UPDATE

- i) Redcombe Lane – no update
- ii) Grammar School Road – no update
- iii) Allotment relocation update – no update

32. ACCOUNTS AND AUDIT

- a) **It was resolved that** the Budget Monitoring Reports as at 30 April and 31 May 2020, and the Accounts for Payment as listed in the Appendices for Full Council and the Angel Suite, and Bank Reconciliations for each (as circulated), be approved.
- Appendix 1 attached – Full Council Accounts and petty cash payments
 - Appendix 2 attached – Angel Suite Accounts and petty cash payments

Proposed: Cllr Kitching Seconded: Cllr Parker

33. TO APPROVE THE TOWN COUNCIL POLICIES, PROCEDURES AND RISK ASSESSMENTS

Further Minor amendments had been made to the following Policies

- 3 General Risk Assessment – Revised as requested
- 10 Grants and Donations Policy – Revised as requested
- 18 Brigg Community Emergency Plan - Revised as requested – a further item of clarification was sought from NLC Councillors. Cllr

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Waltham would seek confirmation.

- a) **It was resolved that** the reviewed policies be approved.

Proposed: Cllr Kitching

Seconded: Cllr Gibbons

- b) **It was resolved that** the NALC Covid 19 Risk Assessment be included in the Council's Policy folder.

Proposed: Cllr Kitching

Seconded: Cllr Eardley

34. **TO NOTE THAT A FURTHER GRASS CUTTING CONTRACT HAD BEEN TAKEN ON BY BRIGG TOWN COUNCIL**

It was resolved that

- a) the Grass cutting in Cadney and Howsham had been taken on by the Contractor for Brigg Town Council,
b) Should any further contracts be offered, these be considered by the Town Council.

35. **GRANT APPLICATIONS - To consider requests**

- i) **St John the Evangelist Church**

A Grant Application had been received for repairs to the Church Organ.

The Clerk advised that “the legal basis for a refusal of a grant to the church had its basis in the 1894 Local Government Act, (which was still on the statute book) and prevented a Parish or Town Council from using S137 to benefit churches, chapels and any other property belonging to an ecclesiastical body. The council had no other powers it could invoke to fund ecclesiastical activities.”

Discussion ensued, and it was agreed that the organ could occasionally be used for events which were not specifically religious, therefore could be classed as ‘entertainment’ and a facility for the wider community, and would therefore be eligible for a grant.

It was resolved that a grant of £1,000 be awarded to St John's Church towards repairs to the organ.

Proposed: Cllr Waltham

Seconded: Cllr N Sherwood

36. **TO APPROVE THE UPDATED ASSET REGISTER**

The Council's Asset Register had been reviewed following the vacating of the Angel Suite, to remove all associated furniture and equipment

It was resolved that the updated Asset Register be approved.

Proposed: Cllr Kitching

Seconded: Cllr Gibbons

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37. TO AGREE THE RENEWAL OF THE COUNCIL’S INSURANCE POLICY (Three year agreement to 2022), reviewed in light of the revised Asset Register.

It was resolved that the renewal of the Council’s Insurance Policy be approved.

Proposed: Cllr Kitching

Seconded: Cllr Eardley

38. TO AGREE THE SIGNING AND SEALING TO THE SECOND (AMENDED) DEED OF VARIATION FOR THE LEASE TO THE OFFICE ACCOMMODATION IN THE ANGEL.

It was resolved that a further Lease Deed be approved, sealed and signed in relation to room S04 in the Angel Building.

Proposed: Cllr Kitching

Seconded: Cllr Smith

39. TO PURCHASE NEW LITTER BINS AT VARIOUS LOCATIONS THROUGHOUT THE TOWN, AND TO CLARIFY THE LOCATIONS OF, AND RESPONSIBILITIES FOR, THE CIGARETTE BINS.

A number of locations were proposed for new litter bins within the town. These included two more on the Riverbank, the Tin Tab, Fun Forest, a larger one for the Millennium Green, two for Davy Memorial Field. Replacements for Old Courts Car Park would be considered at the next meeting.

Cigarette bins were proposed for the Woolpack, Black Bull and Hardy’s, and it was clarified that free standing ones were required. A wall mounted one could possibly be fitted on the Gladiator. Landlords would be visited once lockdown was lifted to see if the pubs would accept the cigarette bins and take responsibility for emptying them.

It was resolved that litter and cigarette bins as discussed be purchased and installed. Details be sent to and verified by Ward Councillors prior to purchase.

Proposed: Cllr Waltham

Seconded: Cllr Kitching

40. TO CONSIDER PROCUREMENT OF PHASE 2 OF THE ARCHES PROJECT

Cllr Waltham proposed that the next stage of the Arches Project be progressed. The arch proposed for Chapel Court/Morley’s Yard, be withdrawn, and designs be commissioned for Exchange Place. The remainder, at Morley’s Yard and Chapel Court (on Wrawby Street), Cressey Yard (x 2), and the market place side of Coney Court be implemented.

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It was resolved that The Arches listed above be progressed, up to a maximum spend of £9,000.

Proposed: Cllr Waltham

Seconded: Cllr Kitching

Note Cllr Kitching left the meeting at 8.02 pm.

41. TO CONSIDER PURCHASING A NEW CCTV CAMERA THAT FOCUSES ON THE RIVERBANK LOCATED ADJACENT TO LADBROKES.

It was resolved that an additional CCTV camera be installed near the river bank.

Proposed: Cllr C Sherwood

Seconded: Cllr Eardley

42. TO CONFIRM THE CANCELLATION OF THE TOWN'S GARDEN COMPETITION FOR 2020

It was resolved that the Brigg Town Garden Competition be cancelled for 2020.

Proposed: Cllr N Sherwood

Seconded: Cllr Smith

43. **It was resolved that**
In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw; (Public Bodies (Admission to Meetings) Act 1960, section 1(2)).

Proposed: Cllr Smith

Seconded: Cllr Gibbons

44. TO CONSIDER THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE REGARDING THE POST OF CLERK

Cllr C Sherwood, Chairman of the Personnel Committee, informed the meeting of the receipt of the notification of the retirement of the Clerk. Thanks were expressed to the Clerk for the work she had undertaken in her time at Brigg Town Council. Cllr Sherwood set out the proposals for recruitment of the replacement.

It was resolved that the procedures for advertising and recruitment, and the job description, as proposed, be approved.

Proposed: Cllr C Sherwood

Seconded: Cllr Smith

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Meeting closed at 8.12 pm

Signed:

Chairman, Full Council

Held on