

**ROXBY CUM RISBY PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON  
29 JULY 2020 AT 7.15 PM IN THE METHODIST SCHOOLROOM**

**34/20 PRESENT**

Parish Councillors: S Smaza (Chairman), P Farmery, Vice-Chairwoman, C Webster, Vice-Chairman, P Dodds, M Earp, R Lockwood, M Verran  
Ward Councillor: R Waltham  
Parish Clerk: J Curtis

**35/20 APOLOGIES**

None

**36/20 APPOINTMENT OF CHAIRMAN**

Councillor S Smaza was nominated. Proposed by PF and seconded CW. All councillors agreed. Councillor S Smaza accepted the chairmanship and signed the Declaration of Acceptance of Office.

**37/20 DECLARATION OF INTEREST**

P Dodds – planning application PA/2020/643  
S Smaza – village hall trustee

**38/20 TO RESOLVE MINUTES OF THE LAST MEETING**

**RESOLVED:** The minutes of the meeting held 11 March 2020 were accepted as a true record and signed by the Chairman.

Proposed: P Farmery

Seconded: S Smaza

**39/20 MATTERS ARISING NOT COVERED BY THE AGENDA**

The new contractor had started cutting the grass verges in Roxby and Dragonby. There had been numerous complaints. The grass cutting was considered to be a mess. Outside 7 West Street had only been cut with a strimmer. Some verges had not been cut this time. The clerk would contact the company to try and resolve the matter.

A visit to Dragonby mine had been postponed due to Covid-19

The broken gate on Risby Warren had been changed.

**40/20 PARKING ON GRASS VERGES**

Very few incidences at present – nothing habitual.

**41/20 DOGFOULING**

Ongoing problem pretty bad at the moment. PF had removed a lot around the park entrance and also near the duck pond. Someone was filling the dog bins with carrier bags full of dog waste. A lot of non-residents were parking up and walking their dogs round the village.

**42/20 VILLAGE IMAGE**

At Cringlebeck on North Street, the new owner had decided to renovate the two cottages rather than knock them down and convert the barns to dwellings. He had moved a caravan onto the site, which he would live in for security reasons whilst he developed the site. When completed this would greatly improve the appearance of that end of the village.

The grass needed cutting around the Roxby sign on Brackenholmes. RL volunteered to cut it.

Dragonby was starting to look smarter. New people were moving into the village and were tidying up their gardens.

Signed ..... Date .....  
Chairman

**43/20 LANDFILL SITE**

15 more pin wells had gone in. As soon as an area was finished temporary capping was put in place to help prevent smells, however it had been a bit whiffy one day recently. The liaison meetings were still suspended. The clerk was receiving the monthly reports to put on the Roxby PC website.

PD asked if Coningsby Quarry had been sold for landfill. Cllr Waltham confirmed it was up for sale but it had not been sold as yet. There was a filter on all enquiries to make sure it was not bought for unsavoury purposes. CW asked which parish it was in. Cllr Waltham thought it was in the Burton and Winterton parish but he would check.

**44/20 PLAYING FIELD**

The annual playground inspection had been requested. Going forward Roxby had been added to the list of Service Level Agreements for playground inspections which would automatically trigger an inspection by NLC each year.

Ready for reopening the playground SS, ME and CW had been and tidied up the playground by cutting off some low hanging branches. It meant Barton Mowing could cut the grass underneath.

The equipment seemed to be in good order apart from the goal post which wasn't very strong. CW suggested trying to source some funding for new equipment.

**45/20 PLANNING APPLICATIONS**

All planning applications received since the last parish council meeting in March had been sent to councillors for their comments. There had been no objections to any of the applications. Councillors had received a list of all the planning applications prior to the meeting.

Application No: PA/2020/296 Hedgerow removal notice to remove 2 metres & 8 metres of an agricultural hedge west of Winterton Road, Dragonby

DECISION The hedgerow was not considered important and permission was granted to remove it.

Application No: PA/2020/331 Planning permission to erect single storey extension including associated works to retaining wall. Thorpe House, Winterton Road

DECISION Full Planning with conditions

Application No: PA/2020/330: to erect a single storey extension for two additional units, install external steps, extend and reconfigure car parking area. Roxby House, Winterton Road, Roxby

DECISION Full planning with conditions

Application No: PA/2020/656: Planning permission to erect a dwelling Seldom Inn, High Street, Dragonby, DN15 0BE

DECISION Refusal of full planning permission

Application No: PA/2020/643: to erect a single-storey rear extension Fairfield, High Street, Dragonby

DECISION Approval granted

Application No: PA/2020/857 Proposed single storey front extension, Watmax Views, High Street, Dragonby

DECISION Not yet determined

Application No: PA/2020/813: to remove condition 2 of 7/383/77 relating to the agricultural occupancy condition. The Post House, Risby Road, Low Risby, Roxby

DECISION Not yet determined

Signed ..... Date .....  
Chairman

**46/20 ROADS**

Risby Warren – the gate had been repaired

Fly tipping near Dragonby had stopped since the road had been blocked off. Quite a lot of fly tipping was now happening on Brackenholmes. Action: Cllr Waltham

The puddle outside the church on North Street was still there. It had caused problems recently when there was a funeral taking place at the church. It has been reported several times to Mark Thornborough. Cllr Waltham requested details be sent to him on an email and he would action it. SS noted some potholing work had been done in the area.

**47/20 LAND AND TREE OUTSIDE THE METHODIST CHAPEL**

Item to remain on agenda until the sale of the chapel had been completed to find out who actually owned the land.

**48/20 WEBSITE**

To be deferred to the next meeting.

**49/20 CORRESPONDENCE**

North Lincs Council had sent a poster looking for Foster carers. It would be placed on the PC's noticeboard.

**50/20 FLOODING IN ROXBY**

*The meeting was adjourned at this point to give R Clayton the opportunity to give an update on the flooding issues in Roxby.*

He had sent an email to A Percy's office and within 4 hours had been contacted by Cllr R Waltham. He thanked him for getting involved and felt that the ball was now rolling in the right direction.

There had been a recent desktop study to assess the amount of water which occurs on the outskirts of the village and flows from the top of North Street down and on to Winterton. There was another meeting planned for October to look at the findings. The money had been released to commission this work and once the solution had been found it would most likely affect multiple landowners. It was inevitable that problems would arise but all parties would need to work together.

RV asked about the robustness of the model. Cllr Waltham said all residents should have received a letter asking for their input and all responses would be considered. RW asked RV to send in his comments and observations because the more information gathered the better.

It had been acknowledged there was a pipe not working properly between the duckpond and ditch on the opposite side of the road.

The gate at the pond would be redesigned to maintain a steadier flow of water. The dyke had silted up and during heavy rainfall a lot of water was released from the duckpond. Apart from the works to be carried out, maintenance programmes would need to be set up and decide who takes ownership of them.

Cranglebeck corner flooding was all part of the problem. There were two problems – ditch maintenance and the road had dropped. Also, the fields were prone to flooding. There was a blocked culvert on the B1207 where a stream flowed through to Winterton.

Cllr RW and RC would continue to liaise.

RC was thanked for his update and the meeting resumed at 8.08pm

**51/20 REPORTS**

- i) **Clerk**  
Reported under agenda items 18 and 19.

ii) **Parish Councillors**

- PD reported a number of recent anti-social issues in Dragonby
  - Grass fires started, burnt out cars dumped, damage to the fence near railway line
  - Off road motorcycling
  - Swimming in Dragonby ponds
  - Loads of cars parked on the top road.
  - Noise pollution every day from the local speedway
  - long grass was obscuring the view when turning out of the Dragonby junction onto the A1077.
- PD reported that Nisa may be willing to sponsor a bench seat for the village. He wasn't sure how to proceed so the clerk suggested they write to her in the first instance.

iii) **Ward Councillor**

Cllr Waltham confirmed he would be our Ward councillor for the foreseeable future. He had taken a walk round both Dragonby and Risby to get a feel for the areas. He was well acquainted with Roxby because he often delivered the In-Touch newsletters.

- Bins - There were a number of options available including having a free composter as well as the brown bin or having a free bigger brown bin with a smaller general waste bin to help reduce landfill.
- Landfill site – It had a 4-year lifespan left. The local plan consultation had received over 300 responses about turning the landfill site into a nature reserve.
- Faster broadband – Openreach had put the infrastructure in place. Residents should have received a letter about fibre to properties, making faster broadband available. The clerk said Quantum had been in touch to come and speak at this meeting about offering competitive rates, however they had cancelled.
- MP Holly Mumby-Croft had sponsored an application to Natural England for the Wolds all the way up to Caistor to become an area of outstanding natural beauty. Cllr Waltham had been speaking with farmers and estate managers to engage with the proposal.
- Littering and dog fouling – fines have been increased to £150 and will be enforced if there is reasonable evidence. NLC have signed up to a new firm but not active yet. Present resources will be concentrating on High Streets first.
- Swimming pools are now open. Public will need to book.

Actions

- Advised the need to set up a Neighbourhood Action Team
- Playground – he would check if there are any grants available
- Coningsby quarry – will keep an eye on any developments
- Pick up on speedway noise issue
- Will pick up on Dragonby junction obscured view.

Note: Cllr R Waltham left the meeting at this point

**52/20 FINANCE REPORT**

## i) Consider the accounting statements:

- A. The internal audit for 2019-20 had been carried out on 27 May 2020. The internal auditor approved and signed off the audit with the following recommendations:
  - a. That the clerk's place of work be changed on the clerk's contract.
  - b. That the Parish Council should form a personnel committee.
  - c. In accordance with GDPR/Transparency Code & Terms of Insurance it was recommended that all councillors have a separate email address from their personal one.
- B. Annual Governance Statement – The Annual Governance Statement 2019/2020 was discussed and approved by the members of Roxby-cum-Risby Parish Council and signed by the Chairman and Clerk/Responsible Finance Officer.
- C. Accounting Statements - The clerk/RFO presented the Accounting Statements 2019/2020 for Roxby Parish Council. These were approved by the members of Roxby Parish Council and signed by the Chairman and Clerk/RFO.

Signed ..... Date .....

Chairman

D. Councillors approved the Certificate of Exemption 2019/2020. It was signed by the Chairman and Clerk/Responsible Finance Officer. The clerk would email it to the external auditor.

- ii) To receive updates regarding finance and agree payments - the finance report was tabled and accepted.

### 2019/2020 YEAR END ACCOUNT BALANCES AS AT 31 MARCH 2020

#### Community Account

Balance as at 31 March 2020: £3497.16

#### Business Money Manager

Balance as at 31 March 2020: £4038.62

Total balances as at 31 March 2020 £7535.78

### ACCOUNT BALANCES AS AT 30 JUNE 2020

#### Community Account

Balance as at 30 June 2020: £10391.78

#### Business Money Manager

Balance as at 30 June 2020: £4040.51

Total balances as at 30 June 2020 £8310.93

### PAYMENTS

Due to the Coronavirus restrictions on holding a face to face meeting in May, the clerk, chairman and one other signatory approved and signed the following cheques for payment in May 2020.

Cheque No.	£		
101306	Barton Mowing	180.00	March grass cuts - PAID
101307	VANL	20.00	Q4 01/01-31/03 payroll and year end charges 19/20 PAID
101308	Barton Mowing	180.00	April grass cuts PAID
101309	ERNLLCA	311.79	Membership 20/21 PAID
101310	BHIB	243.86	local council insurance 20/21 PAID
101311	Mrs J Curtis	248.06	Clerk's Net Salary Mar/Apr 2020 PAID
101311	Mrs J Curtis	20.00	Expenses Mar/Apr 2020 PAID
101312	HMRC	30.80	Employee tax March 2020 PAID
101313	HMRC	30.80	Employee tax April 2020 PAID

The following cheques were presented at this month's meeting and approved for payment

101314	Barton Mowing	180.00	May grass cuts
101315	Kyanite Consulting	36.00	Additional Webpage for Biffa updates/upload May update
101316	Kyanite Consulting	24.00	upload June Biffa update
101317	B Brooks	150.00	internal audit 2019/2020
101318	Barton Mowing	234.00	June grass cut and weed control
101319	VANL	15.00	Q1 01/04/20-30/06/20 payroll charges
101320	VOIDED	0.00	replicated a payment to Barton Mowing in error
101321	J Curtis	267.66	Salary May and June and expenses
101322	Kyanite Consulting	24.00	upload July Biffa update
101323	J Curtis	48.00	payment of agreed increase to working from home allowance backdated to 1 April 2020

Signed ..... Date .....  
Chairman

- iii) Review Clerk's salary – The pay award for the 2020/2021 tax year was still under review. The clerk had put in a request for her working from home allowance to be increased from £10 per month to the current rate of £26 per month. Councillors agreed and it was backdated to 1 April 2020.

### **53/20 REVIEW LOCAL COUNCILS INSURANCE POLICY**

The annual renewal was due 1 June 2020. A cheque had been sent in May. This was the second year at the reduced rate for agreeing to take the policy over a 3-year period. The policy was reviewed and considered adequate. RESOLVED to review annually.

### **54/20 REVIEW POLICIES**

Councillors agreed that no amendments were needed to the standing orders at this time. NALC had issued a new model set of financial regulations in 2019. The clerk would review the existing Financial Regulations and report the changes back to councillors for approval at the September meeting. The current Code of Conduct was under review. Councillors had until 17 August to submit any comments.

RESOLUTION: to review all policies annually

### **55/20 ITEMS FOR INCLUSION ON THE SEPTEMBER PARISH COUNCIL MEETING AGENDA**

- i) Appointment of Vice-Chairman
- ii) Dog fouling
- iii) Village image
- iv) Landfill site
- v) Playing field
- vi) Planning applications
- vii) Roads
- viii) Finance report

### **MEETING CLOSED 8.51 pm**

Date of the next parish council meeting Wednesday 9 September 2020 at 7.15 pm

Signed ..... Date .....

Chairman