

# WINTERTON TOWN COUNCIL

52 West Street, Winterton, Scunthorpe,  
North Lincolnshire, DN15 9QF

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## Minutes Winterton Town Council held on Tuesday 14<sup>th</sup> May 2024, on the rising of the Annual Town Meeting at 6.00pm, Old School Hall, West Street, Winterton, DN15 9QF

### Present:

Cllr P Howden, Cllr A Bazley, Cllr E Marper, Cllr M Harrison, N King, H Rowson, D Johnson, R Ogg.

Also attending K McGrath Town Clerk

**2024/001** The Mayor, Cllr Marilynne Harrison, welcomed everyone.

### **2024/002** Election of The Mayor

a) Cllr P Howden was proposed as Mayor for the ensuing year.

**Proposer Cllr Amanda Bazley**

**Secunder Cllr M Harrison**

**Agreed All Councillors present.**

b) Cllr Howden, elected Mayor signed the declaration of acceptance of office, witnessed and signed by the Clerk.

**2024/003** Apologies were received from Cllr M Fletcher

**2024/004** a) Declarations of interest in respect of Agenda Items.

None

b) To Note any dispensations

None

### **2024/005** Election of Deputy Mayor

a) Cllr A Bazley was elected as Deputy Mayor for the ensuing year

**Proposer Cllr Howden**

**Secunder Cllr Harrison**

b) Cllr Bazley signed the declaration of acceptance of office that was witnessed and signed by the Clerk.

### **2024/006** Declaration of Interests Forms

Councillors confirmed they have reviewed an updated their Register of Declared Interest in accordance with the Localism Act 2011 and pursuant to the relevant

**2024/007 Approved that Winterton Town Council agree to adopt the NLC Code of Conduct**

***Proposer Cllr N King***

***Seconder Cllr Johnson***

***Agreed All Councillors present.***

**2024/008 Personnel Committee was confirmed as**

Cllr R Ogg

Cllr P Harrison

Cllr D Johnson

Cllr N King

Cllr A Bazley

***Proposer Cllr Harrison***

***Seconder Cllr King***

***Agreed All Councillors present***

**2024/009 Financial Responsibilities**

- a) To Confirm the 4 signatories for Winterton Town Council accounts remain unchanged as Cllr Howden Cllr Harrison, Cllr King and Cllr Rowson.

***Proposer Cllr Ogg***

***Seconder Cllr Bazley***

***Agreed All Councillors present***

- b) To Confirm the Councillors responsible for internal checks remain unchanged as Cllr Cooper-Bazley and Cllr Ogg

***Proposer Cllr Harrison***

***Seconder Cllr King***

***Agreed All Councillors present***

- c) To confirm that Public Sector Audit as Internal Auditor to 2027/2028.

***Proposer Cllr Harrison***

***Seconder Cllr Howden***

***Agreed All Councillors present***

**2024/010 To reaffirm that Winterton Town Council is eligible to exercise the General Power of Competence.**

***Proposer Cllr King***

***Seconder Cllr Bazley***

***Agreed All Councillors present***

**2024/011 It was resolved that the Winterton Town Council Meetings would take place on the second Tuesday of the month at 6pm (not including August) in the Old School Hall, except in special circumstances.**

***Proposer Cllr Rowson***

***Seconder Cllr Ogg***

***Agreed All Councillors present***

**2024/012 Policies – to approve policies**

- a) Financial Regulation
- b) Standing Orders
- c) Health & Safety Policy

- d) Financial Risk assessment.
- e) General Risk assessment.
- f) Biodiversity Policy

To approve en bloc

**Proposer Cllr Johnson**  
**Seconder Cllr Rowson**  
**Agreed All Councillors present**

**2024/013a) The Council considered the Minutes of the Winterton Town Council on 16<sup>th</sup> April 2024 and approved as a true record.**

**Proposer Cllr King**  
**Seconder Cllr Bazley**  
**Agreed All Councillors present**

**b) Council received an update on matters from the minutes not appearing anywhere on the agenda**

Planning application being submitted for Ark very soon.

Have chased the lease- solicitor apologised for lateness and moving along now plan/map being corrected.

Have been approached by trustees of OSH to ask if they can purchase the OSH including the car park as well as the Ark. Have explained this is a Council decision and will need to meeting of the Council to decide. May need a delegated working group to help with this.

Excessive Asb and fire setting – have chased for response with police and CCTV footage.

Flower beds are looking amazing – edged with old bricks from the wall making it easier to edge and cut the grass.

No further update on BMX park.

**2024/014 Financial**

**a) The WTC payments to 30<sup>th</sup> April 2024 be approved.**

Date	Payee Name	Reference	Ext Vat	Vat	Total Paid	Transaction
02/04/2024	UKSM	BACS	£ 109.00	£ 21.80	£ 130.80	Pat Testing Office
02/04/2024	Kompan	BACS	£ 1,294.89	£ 258.97	£ 1,553.86	Repairs and Maintenance - West Street Park
02/04/2024	Greg Pearce	BACS	£ 80.00	£ -	£ 80.00	Tree & Hedge Maintenance
02/04/2024	Lawn & Order	BACS	£ 16.67	£ 3.33	£ 20.00	Turf for Park
02/04/2024	Requestaplan	BACS	£ 26.00	£ 5.20	£ 31.20	Plans BMX
02/04/2024	Brisbane House	BACS	£ 1,550.00	£ 310.00	£ 1,860.00	Rent for Lock UP
02/04/2024	Tesco Mobile	DD	£ 24.99	£ -	£ 24.99	Clerk Mobile
03/04/2024	Trophy Store	BACS	£ 191.63	£ 38.33	£ 229.96	Civic Award Trophys
03/04/2024	Nisbets	BACS	£ 27.55	£ 5.51	£ 33.06	Cleaning equipment
04/04/2024	Xerx Finance	DD	£ 310.36	£ 62.07	£ 372.43	3 months printer
08/04/2024	SES Water	DD	£ 31.20	£ -	£ 31.20	Water Lock Up
08/04/2024	Nest	DD	£ 16.76	£ -	£ 16.76	March Pension
10/04/2024	Peter Parker	BACS	£ 106.65	£ -	£ 106.65	March Mileage
10/04/2024	Chatelle Leaning	BACS	£ 58.37	£ -	£ 58.37	March Mileage
10/04/2024	Smailes Goldie	BACS	£ 118.33	£ 23.67	£ 142.00	Payroll Services
10/04/2024	JB Rural Services ltd	BACS	£ 145.00	£ 29.00	£ 174.00	Parks Cutting
10/04/2024	JB Rural Services ltd	BACS	£ 1,000.00	£ 200.00	£ 1,200.00	1st Winterton Cut
10/04/2024	B & Q	BACS	£ 493.87	£ 98.79	£ 592.66	Chain saw Cordless
10/04/2024	Phil Bilton	BACS	£ 449.50	£ -	£ 449.50	Pavilion Grass Cutting and PROWs
10/04/2024	Microsoft	BACS	£ 36.20	£ 7.24	£ 43.44	Licences

10/04/2024	ERNLLCA	BACS	£ 1,132.89	£ -	£ 1,132.89	NALC & ERNLLCA
10/04/2024	Screwfix	BACS	£ 32.99	£ -	£ 32.99	Safety Boots PP
10/04/2024	HMRC	BACS	£ 747.94	£ -	£ 747.94	March Tax/NI
10/04/2024	Winterton Agricultural Society	BACS	£ 500.00	£ -	£ 500.00	Show Sponsorship
10/04/2024	North Lincolnshire Council	BACS	£ 10.00	£ -	£ 10.00	Market Licence D Day
10/04/2024	East Riding Pensions	BACS	£ 917.73	£ -	£ 917.73	March Pensions
10/04/2024	Smailes Goldie	BACS	£ 0.67	£ 0.13	£ 0.80	error
12/04/2024	British Gas	DD	£ 31.87	£ 1.59	£ 33.46	Electric - Lock up
15/04/2024	Rialtas Business Solutions Ltd	BACS	£ 192.00	£ 38.40	£ 230.40	Annual Maintenance & Service
15/04/2024	PH & S Barrett	BASC	£ 76.30	£ 15.27	£ 91.57	Fuel
15/04/2024	Talk Talk	DD	£ 48.90	£ 9.78	£ 58.68	Telephone & Internet
15/04/2024	3 Mobile	DD	£ 22.50	£ 4.50	£ 27.00	Admin Mobile
17/04/2024	B&M	BACS	£ 22.65	£ 4.53	£ 27.18	Cleaning Equipment
17/04/2024	Hill Builders	BACS	£ 298.00	£ 59.60	£ 357.60	Shower grips - Pavilion
17/04/2024	Amazon	BACS	£ 69.98	£ 14.00	£ 83.98	Frames for Civic Awards
18/04/2024	Elgia	BACS	£ 175.00	£ 35.00	£ 210.00	Skip for event - DDAY
22/04/2024	Martin Panitz	BACS	£ 70.00	£ -	£ 70.00	Pavilion repairs
25/04/2024	Staff Cost	BACS	£ 3,816.20	£ -	£ 3,816.20	April Salaries
25/04/2024	Blighteas	BACS	£ 400.00	£ -	£ 400.00	Civic Award Buffet
26/04/2024	Virgin	DD	£ 14.00	£ -	£ 14.00	Bank charges
29/04/2024	Richard Dixon PSA	BACS	£ 776.20	£ -	£ 776.20	Internal audit
29/04/2024	North Lincolnshire Council	BACS	£ 1,382.70	£ -	£ 1,382.70	SLA Bins Gilby
29/04/2024	North Lincolnshire Council	BACS	£ 1,382.70	£ -	£ 1,382.70	Trade Waste WCP
29/04/2024	JB Rural Services ltd	BACS	£ 1,145.00	£ 229.00	£ 1,374.00	Grass Cutting & Parks
29/04/2024	Chris Tong	BACS	£ 100.00	£ -	£ 100.00	Christmas & Baskets
29/04/2024	Coop	BACS	£ 17.63	£ 3.52	£ 21.15	Award night Provisions
29/04/2024	Morrisons	BACS	£ 38.04	£ 7.61	£ 45.65	Awards Night Provisions
29/04/2024	Tesco	BACS	£ 33.30	£ 6.66	£ 39.96	Awards Night Provisions
29/04/2024	British Gas	DD	£ 25.72	£ 1.28	£ 27.00	Gas The Ark
29/04/2024	Reserves A/c 6365	TFR	£ 60,000.00	£ -	£ 60,000.00	Precept transfer
	<b>Total Payments</b>		<b>£ 79,567.88</b>	<b>£ 1,494.78</b>	<b>£ 81,062.66</b>	
<b>Reserves Transfers 01/04/2024-30/04/2024</b>						
<b>Date</b>	<b>TFR to</b>	<b>Reference</b>			<b>Total TFR</b>	<b>Transaction</b>
22/04/2024	Current Bank A/c 1003	TFR			£ 10,000.00	Cover invoices
29/04/2024	WCP A/c 1026	TFR			£ 5,000.00	Cover invoices
	<b>Total Payments:</b>				<b>£ 15,000.00</b>	

**Proposer Cllr King      Seconder Cllr Johnson**  
**Agreed All Councillors present**

**b) It was resolved to approve payments for Winterton Community Pavilion for April 2024**

Date	Payee Name	Reference	Ext Vat	Vat	Total Paid	Transaction
01/04/2024	British Gas	DD	£ 1,189.10	£ 237.82	£ 1,426.92	Electricity
02/04/2024	UKSM	BACS	£ 109.00	£ 21.80	£ 130.80	Pat Testing
02/04/2024	North Lincolnshire Council	DD	£ 218.12		£ 218.12	Business rates - Pavilion
02/04/2024	North Lincolnshire Council	DD	£ 51.29		£ 51.29	Business rates - The Ark
03/04/2024	Water Plus	DD	£ 11.99		£ 11.99	Water - The Ark
05/04/2024	Water Plus	DD	£ 46.90		£ 46.90	Water - Pavilion
23/04/2024	BT	DD	£ 54.98	£ 11.00	£ 65.98	Telephone & Internet
26/04/2024	Virgin	DD	£ 10.20		£ 10.20	Bank charges
29/04/2024	UKSM	BACS	£ 524.00	£ 104.80	£ 628.80	Circuit Testing
29/04/2024	Expert Water Services Ltd	BACS	£ 175.00	£ 35.00	£ 210.00	RPZ Valve testing
	<b>Total Payments:</b>		<b>£ 2,390.58</b>	<b>£ 410.42</b>	<b>£ 2,801.00</b>	

**Proposed Cllr Rowson Secoded Cllr King**  
**Agreed all Councillors present.**

c) Receipts, bank reconciliations and council detail budget monitoring report were received for information to April 30<sup>th</sup> 2024.

d) The Asset Register was reviewed and approved.

**Proposed Cllr Rowson Secoded Cllr King**  
**Agreed all Councillors present.**

e) The Insurance Schedule was reviewed and approved.

**Proposed Cllr Rowson Seconded Cllr King  
Agreed all Councillors present.**

**Cllr Howden left the meeting. Cllr Bazley chaired the meeting.**

f) The Mayors Allowance of £500 was approved.

**Proposed Cllr King Seconded Cllr Rowson  
Agreed all Councillors present.**

**Cllr Howden returned to the meeting.**

g) **The scale of charges for 2024-2025 was approved.**

<b>Winterton Town Council - Scale of Charges Reviewed May 2024</b>		
<b>Allotments</b>		
	<b>Winterton Residents</b>	<b>Non - Winterton Residents</b>
Full Plot	£ 15.00	Not Applicable
Half Plot	£ 7.50	Not applicable
<b>WCP Pavilion Hire</b>	<b>Winterton Residents</b>	<b>Non - Winterton Residents</b>
General Hire - Main hall/Kitchen per hour	£ 15.00	£ 20.00
Reg. Charities & NFP - Main Hall/Kitchen per hour	£ 8.00	£ 10.00
Preparation & Cleaning time per hour	£ 10.00	£ 10.00
Full Day Hire - 9am-5pm Mon-Thursday	£ 80.00	£ 85.00
Full Day and Evening Hire 9am-midnight Mon-Thurs	£ 200.00	£ 220.00
Full Day Hire - 9am-5pm Fri-Sun	£ 100.00	£ 110.00
Full Day & Evening Hire 9am-midnight Fri-Sun	£ 250.00	£ 260.00
Field Hire for Community Use	£ 5.00	£ 10.00
<b>Pitch &amp; Grounds Fees</b>		
Pitch Fees Adults per year	£ 350.00	
Pitch Fees and training sessions Dale Park Juniors per year	£ 1,500.00	
<b>Stalls</b>		
Christmas Stall	£ -	£ 20.00
Annual Family Event	£ -	£ -
<b>Office Booking</b>		
Hire of downstairs office room	£ 5.00	£ 10.00

**Proposed Cllr Harrison Seconded Cllr King  
Agreed all Councillors present.**

**2024/15 Audit –** The Internal Audit Final report was received and recommendation noted.

a) The Internal Audit was received and approved

**Proposed Cllr Bazley Seconded Cllr Ogg**

**Agreed all Councillors present.**

b) Section 1 of the AGAR the Annual Governance Statement for 2023-2024 was completed and approved.

**Proposed Cllr King Seconded Cllr Ogg**

**Agreed all Councillors present.**

c) Section 2 of the AGAR, accounting statements for 2023-2024 be approved.

**Proposed Cllr Ogg Seconded Cllr Marper**

**Agreed all Councillors present.**

### **2024/016 Cemetery**

**It was agreed that**

a) The Clerk to write to North Lincolnshire Council to devolve grass cutting in the Cemetery at Winterton and request that NLC fix the broken tap or replace with new tap, replace the maps and sweep the paths and look to resurface the paths and kerbs.

b) If the above is agreed then Clerk to obtain 3 quotes for the grass cutting.

c) Obtain 3 quotes for repairs to the cemetery chapels.

**Proposed Cllr Ogg Seconded Cllr Marper**

**Agreed all Councillors present.**

### **2024/017 Newsletter**

Cllr Harrison to do further research on the Newsletter.

**Proposed Cllr Harrison Seconded Cllr Marper**

**Agreed all Councillors present.**

**Cllr Marper left the meeting**

### **2024/018 Planning**

a) **PA/2024/463** Planning permission for an extension and alterations to provide additional accommodation at ground floor level, 5 Northlands Road, Winterton, Scunthorpe, DN15 9PZ

**Comment – No objections**

**Proposed Cllr Johnson Seconded Cllr King**

**Agreed all Councillors present.**

b) **PA/2024/563** 21 Wesley Close, Winterton, Scunthorpe, DN15 9QB, Planning permission to erect a single-storey rear extension

**Comment – No objections**

**Proposed Cllr King Seconded Cllr Harrison**

**Agreed all Councillors present.**

### **2024/019 Future Agenda items**

**Cemetery**

**Newsletter**

**Working Groups**

**2024/020 Date and time of Winterton Town Meeting Tuesday 11<sup>th</sup> June 2024**  
***Meeting ended 7.45pm***