

**WEST BUTTERWICK PARISH COUNCIL**

Clerk Clare Boyall  
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14 July 2025

Dear Councillor

You are hereby summoned to the Full Council meeting of the West Butterwick Parish Council which will be held in the Fred Wooffitt Memorial Hall on **Monday 21 July 2025 at 7 pm.**

Yours faithfully

*C Boyall*

Clerk to the Council

This Council supports the right of anyone to record this meeting in so far as is possible within the constraints of the Council's meeting rooms, but advises that no one may disrupt the meeting in doing so. Anyone wishing to record the Council meeting should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded.

No	Item	Proposer
01/07/25	<b>Public Participation Session</b> Members of the press and public are welcome to attend meetings of the Council under the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A. Questions may be put to the Council during the Public Participation Session (which will be conducted at 7.00 pm before the Council meeting) The time allocated to each speaker is 3 minutes on their given subject(s). After this time the press and public must refrain from speaking.	
02/07/25	<b>Apologies</b> To receive apologies and reasons for absence.	
03/07/25	<b>Declarations of Interest</b> To record any Declaration of Interest made by members in respect of items on this agenda (Members should identify the agenda item and type of interest being declared.)	
04/07/25	<b>Granting of Dispensations</b> (Code of Conduct, 2012)	
05/07/25	<b>Draft Minutes of the Full Council meeting held on 16 June 2025</b> To resolve the Draft Minutes of the Full Council meeting on 16 June 2025 (Copies of which have been previously circulated).	
06/07/25	<b>Chairperson's Items</b> To note the Chairperson's report.	
07/07/25	<b>Clerk's Report</b> To note the Clerks Report (Matters in progress – for information only).	
08/07/25	<b>Financial Report</b> To receive the Financial Report and Accounts for Payment (Local government Act 1972 s151 & Accounts and Audit Regulations 2003 as amended 2006). See appendix below.	

<b>09/07/25</b>	<b>Playground Inspection</b> To receive the monthly report of the playground inspection (information previously circulated).	BH
<b>10/07/25</b>	<b>Planning Permission Granted</b> To note that planning application PA/2025/658 has been granted.	
<b>11/07/25</b>	<b>Playing Field Grass Cutting</b> To resolve the playing field grass cutters.	
<b>12/07/25</b>	<b>Playing Field Rules of Use/Playing Field Use by Organisations</b> To receive advice from the Parish Council's insurance company.	
<b>13/07/25</b>	<b>Tree Survey</b> To receive quotations for the tree survey of the trees on the playing field and the Fleet.	
<b>14/07/25</b>	<b>Website Accessibility</b> To consider the accessibility of the council's website and whether it complies to Vers 2.2 AA following the internal auditor's report.	
<b>15/07/25</b>	<b>NALC/ACRE Flooding Survey</b> To receive the survey and resolve whether to submit a response.	
<b>16/07/25</b>	<b>VJ Day</b> To consider the arrangements for the event.	
<b>17/07/25</b>	<b>Ward Councillor Report</b> To receive a report from the Ward Councillor.	
<b>18/07/25</b>	<b>Highways, Footpaths and Street Lighting</b> To allow Councillors to report any issues with highways, footpaths and street lighting in the parish.	
<b>19/07/25</b>	<b>Date and Time of Next Meeting</b> To note the date and time of the next meeting as Monday 15 September 2025 at 7 pm.	

#### Payment Appendix

<b>Cheque</b>	<b>Recipient</b>	<b>Purpose</b>	<b>Nett Amount</b>	<b>VAT</b>	<b>Total</b>
101620	C Boyall	July and August Salary		0	Confidential
101621	C Boyall	Mileage	11.70	0	11.70
101622	Cancelled				
101623	HMRC	PAYE			Confidential
DD	Sage One	Payroll Services	10.00	2.00	12.00