

**WEST BUTTERWICK PARISH COUNCIL**

Clerk Clare Boyall  
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11 November 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 17 November 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
01/11/25	<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.	
02/11/25	<b>Apologies</b> To receive apologies and reasons for absence.	
03/11/25	<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.)	
04/11/25	<b>Granting of Dispensations</b> (Code of Conduct, 2012)	
05/11/25	<b>Draft Minutes of the Finance Committee meeting held on 20 October 2025</b> To resolve the draft minutes of the Finance Committee meeting on 20 October 2025 (Copies of which have been previously circulated).	
06/11/25	<b>Draft Minutes of the Full Council meeting held on 20 October 2025</b> To resolve the draft minutes of the Full Council meeting on 20 October 2025 (Copies of which have been previously circulated).	
07/11/25	<b>Chairperson's Items</b> To note the Chairperson's report.	
08/11/25	<b>Clerk's Report</b> To note the Clerks Report (Matters in progress – for information only).	
09/11/25	<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>10/11/25</b>	<b>Planning Decision</b> To note that planning permission has been granted for application PA/2025/274.
<b>11/11/25</b>	<b>Playground Inspection</b> To receive the monthly report of the playground inspection (information previously circulated).
<b>12/11/25</b>	<b>Playing Field Rules of Use</b> To receive the updated information from Cllr Fowler regarding the Playing Field Rules of Use.
<b>13/11/25</b>	<b>Church Clock Service 2026</b> To receive quotations for the service of the church clock in 2026.
<b>14/11/25</b>	<b>Large Mower Service</b> To receive quotations for the service of the large mower.
<b>15/11/25</b>	<b>N Lincs Council Consultation of Community Facilities and Services</b> To receive information and resolve whether to submit any comments to the consultation on the facilities and services in the parish.
<b>16/11/25</b>	<b>LIVES Grant Request</b> To receive a grant request from LIVES (Lincolnshire Integrated Voluntary Emergency Services).
<b>17/11/25</b>	<b>Litter Bin Agreement</b> To receive the SLA for the litter bin agreement.
<b>18/11/25</b>	<b>Ward Councillor Report</b> To receive a report from the Ward Councillor.
<b>19/11/25</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>20/11/25</b>	<b>Date and Time of Next Meeting</b> To note the date and time of the next meeting as Monday 15 December 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>
101641	Smith of Derby	Church Clock Service	221.00	44.20	265.20
101642	Royal British Legion	Poppy Wreath Section 137 Local Government Act 1972	25.00	0	25.00
101643	Staff	Salary November			Confidential
101644	C Boyall	Mileage	11.70	0	11.70
101644	C Boyall	Postage	7.25	1.45	8.70
101644	C Boyall	Stationery	4.21	0.84	5.05
101645	HMRC	PAYE			Confidential
101646	J W Bichen	Playing Field Hedge Cutting	300.00	60.00	360.00
DD	Sage One	Payroll Services	11.00	2.20	13.20