

## **WEST BUTTERWICK PARISH COUNCIL**

Clerk: Clare Boyall

Tel: 07876194049 email: [clerk@westbutterwickpc.org.uk](mailto:clerk@westbutterwickpc.org.uk)

14 July 2026

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 20 July 2026 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.

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| <b>01/07/26</b> | <b>Public Participation Session</b><br>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. |
| <b>02/07/26</b> | <b>Apologies</b><br>To receive apologies and reasons for absence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>03/07/26</b> | <b>Declarations of Interest</b><br>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.)                                                                                                                                                                                                                                                                                                                                       |
| <b>04/07/26</b> | <b>Granting of Dispensations</b> (Code of Conduct, 2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>05/07/26</b> | <b>Draft Minutes of the Full Council meeting held on 15 June 2026</b><br>To resolve the draft minutes of the Full Council meeting held on 15 June 2026 (Copies of which have been previously circulated).                                                                                                                                                                                                                                                                                                                                        |
| <b>06/07/26</b> | <b>Chairperson's Items</b><br>To note the Chairperson's report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>07/07/26</b> | <b>Clerk's Report</b><br>To note the Clerks Report (Matters in progress – for information only).                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>08/07/26</b> | <b>Financial Report</b><br>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>09/07/26</b> | <b>Playground Inspection</b><br>To receive the monthly report from the playground inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

- 10/07/26 Use of the Playing field**  
To consider requests for the use of the playing field as a car park on 19 September 2026 by the Cavy Club and 15 November 2026 for a Christmas Fayre subject to insurance and risk assessment documentation being produced.
- 11/07/26 Assessing the Flood Risk Reduction Potential of Public Green Spaces in Lincolnshire Dissertation**  
To note the receipt of a copy of the results from the University student's dissertation.
- 12/07/26 Annual Playground Inspection**  
To resolve to order the annual playground inspection to be carried out for 2027 at a cost of £121 plus VAT.
- 13/07/26 Health and Safety Policy**  
To review the present Health and Safety policy and consider other examples.
- 14/07/26 Ward Councillor Report**  
To receive a report from the Ward Councillor.
- 15/07/26 Highways, Footpaths and Street Lighting**  
To allow Councillors to report any issues with highways, footpaths and street lighting.
- 16/07/26 Date and Time of Next Meeting**  
To note the date and time of the next meeting as Monday 21 September 2026 at 7 pm.

#### Payment Appendix

| <b>Cheque</b> | <b>Recipient</b> | <b>Purpose</b>         | <b>Nett Amount</b> | <b>VAT</b> | <b>Total</b> |
|---------------|------------------|------------------------|--------------------|------------|--------------|
| 101686        | G Tune and Son   | Plants                 | 250.00             | 50.00      | 300.00       |
| 101687        | Staff            | Salary July and August |                    |            | Confidential |
| 101688        | C Boyall         | Mileage                | 14.30              | 0          | 14.30        |
| 101689        | HMRC             | PAYE                   |                    |            | Confidential |
| 101690        | Yards Apart      | Grass Verges Cut 4     | 175.00             | 35.00      | 210.00       |
| DD            | Sage One         | Payroll Services       | 11.00              | 2.20       | 13.20        |