



WEST BUTTERWICK PARISH COUNCIL

MINUTES OF WEST BUTTERWICK PARISH COUNCIL MEETING held via Skype on 21 September 2020

Present: Cllr J Shadlock Chair, Cllr A Jones, Cllr S Drakes, Cllr J Marshall, Cllr A Broome, Cllr S Baines and Cllr Harris

Officer in attendance: Clare Boyall Clerk and RFO

Public: No members of the public present.

29/20 To receive apologies for absence

Cllr Fowler and Ward Cllr Rose

30/20 To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

None

31/20 To confirm the minutes of the Full Council meeting held on 20 July 2020 are a true and correct record of which took place.

Resolved - The minutes of the Full Council meeting on 20 July 2020 were signed as a true and correct record. Proposed Cllr Broome, seconded Cllr Drakes.

32/20 Clerk's Report

- a The Clerk has not had any further communication with regard to parking on the grass verges on Parklands.
- b The footpath bridge repairs are on the schedule of works, but the Clerk will chase this up.
- c The Clerk has received notification that the issues with road sweeping has been passed to N Lincs Council's operational team.
- d The Clerk has contacted the road safety team with regard to the speed sign on North Street. NO reply has been received as yet. The Clerk will chase this.
- e The Clerk contacted the contractor for an additional CCTV sign. This will be supplied at no extra cost.
- f A reply was sent to the resident on Paddock Lane with regard to issues with tractors and a further reply received which was forwarded to Cllrs for their information.
- g PC Raper was contacted following a complaint from a resident on Ulyett Lane.
- h The Clerk has completed the Safeguarding review with HSBC.
- i The Clerk has received several emails from residents with regard to a mound of soil near Christopher's Meadow. The land does not belong to the Parish Council. One of the residents advised they were contacting N Lincs Council as the builders have stated that this is not their land.
- j Cllr Drakes has spoken to a resident regarding the church clock.

- k The Clerk has received communication from Severn Trent Water following a report from Cllr Broome of dead fish and sewage in a dyke. A site inspection took place on 8/9. No sewage identified and no dead fish seen. Ammonia samples taken and all within normal limits. The rising main was checked for leakage/damage and all was in order. Green algae was present in the field drains but this is normal as water stagnates between the pump cycles out to the Trent.
- l The Remembrance Day Service road closure form had been submitted by the Clerk. However, communication has been received today to advise that N Lincs Council are not permitting any road closures this year in line with advice from the Government and The Royal British Legion due to concerns of groups of people gathering.

33/20 Chair's Announcements

None.

34/20 Finance

Cllr Harris queried the frequency of the grass cutting. The Clerk advised that Cllrs had resolved that the maximum cuts per year is 15 and that the frequency usually slows down at this time of year. Clerk to contact contractor to ask that the grass be cut every 3 weeks until the end of the season.

- a **Resolved:** The following cheques were approved for payment:
Proposed Cllr Harris, seconded Cllr Marshall.

Payee	Detail	Amount
Better Gardens	Grass cutting 1/7, 15/7, 29/7	£435.00
Staff	Postage	£7.80
Staff	Microsoft 365 Annual Subs	£79.99
Vision ICT	Annual Maintance	£150.00
ICO	GDPR	£40.00
Staff	Home Office Allowance	£78.00
Staff	Stationary	£2.85
Staff	Postage	£3.90

- b To receive the financial report 31 August 2020.
Proposed Cllr Drakes, seconded Cllr Harris.

It was **resolved** to accept the financial report 31 August 2020.

35/20 Playground Inspection

- a Monthly Inspection Report
Weed killer is required around the edges of the MUGA. There is graffiti on the bouldering cube. Cllr Drakes has tightened the handles on the springers. The mother and baby spring is still squeaking. The ground under the picnic bench still requires levelling. The litter bins on the recreation field have been changed to dual purpose litter and dog bins. Clerk to investigate why these have been changed.
- b Playground Inspection Report Findings
The kissing gate surface was discussed at length. To be added to the next agenda.
Cllr Shadlock will endeavour to remove the graffiti on the bouldering cube.
The Clerk will supply Cllr Baines with the wording for the new signage that is required. Cllr Drakes will be the emergency contact.

36/20 Planning Permission

PA/2020/570	Notification in accordance with Regulation 5 of the Electronic Communications Code (Conditions and Restrictions) (Amendment) Regulations 2017 to erect a 10 metre wooden pole
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	<p>Jubilee Surgery, School Lane, West Butterwick, DN17 3LB</p> <p>Letter received that N Lincs Council have no objections</p>
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The Clerk has contacted the Planning department to query this application. She has received a reply to advise that this notification has been sent to the Parish Council in error. Regulation 5 of the Electronic Communication Code does not require the planning department to enter this onto the planning register, make publicly available or carry out consultation. The proposal is for a 10 m wooden pole on the footway opposite the surgery on School Lane.

37/20 The Fleet

The Clerk has contacted the solicitor today. No further communication has been received by the Parish Council's solicitor to date.

38/20 GDPR - CCTV

This was discussed. Cllr Baines and Cllr Fowler are the named Cllrs on the CCTV Policy. Cllr Baines will arrange for a DBS check to be carried out. This item to be carried forward to the next agenda when Cllr Fowler is present.

Clerk to contact NX1 to investigate if the CCTV camera can be moved to the end of the new building at the village hall.

39/20 Planter West Street

2 quotations have been received to renovate the planter. Cllr Marshall proposed to accept the quotation for £80, seconded Cllr Drakes. Cllr Jones will arrange for this work to be carried out.

It was **resolved** to accept the quotation for £80.

40/20 Sewage Leak Dyke

Cllr Broome stated that his concerns were covered under the Clerk's report.

41/20 Correspondence

- a Email regarding land behind Christopher's Meadow
Noted.

42/20 Highways, Footpaths and Street Lighting

- a Cllr Drakes reported that the Public Footpath between The Croft and the recreation field is very uneven. Clerk to contact the Senior Public Rights of way Officer to get an update.
- b Cllr Drakes advised that she had been contacted by a resident regarding Public Footpaths being ploughed up. The Clerk advised that by law farmers have 14 days to reinstate footpaths and queried when the footpaths had been ploughed as the farmers could still be within that timeframe.
- c Cllr Drakes advised that a resident had thanked the Parish Council for cutting the recreation field hedge but requested that they be informed when it is due to be cut. The Cllrs are not informed of the exact date that the hedge is cut.
- d Cllr Drakes reported that the footpath sign between The Croft and the recreation field is still missing, The Clerk advised that Cllr Fowler had been liaising with the Public Rights of Way Officer. The Clerk will request an update.
- e Cllr Drakes reported that a litter bin has dropped off its post at the entrance to the recreation field. Clerk to report.
- f Cllr Marshall reported that a resident has recently completed some work at his property, and this has left a gap between the wall and the surface of the pavement. This has caused a trip hazard. The resident has contact N

Lincs Council and they have advised that the pavement will be re-surfaced under the normal schedule of works in 3 years time. The householder has placed barriers at the site. Clerk will report the trip hazard.

- g Cllr Jones reported that a water access cover has fallen in outside 27 West Street. Clerk to report.
- h Cllr Shadlock reported that a litter bin at the bus stop at the top of Parklands has been damaged. Clerk to report.
- i Cllr Harris reported that there is still moss on the surgery roof. Cllr Marshall will get a quotation and bring to the next meeting. Item to be carried forward to the next meeting.
- j Cllr Harris reported that there are brambles growing onto the path at 19 North Street. The Clerk has previously written to the owner of the property. No reply was received. Clerk to report this to N Lincs Council.
- k Cllr Harris reported that the grass from The Croft to the playing field and from North Street to The Croft has not been cut. The Clerk advised that even though this has been cut in the past these areas may not be included on the maps sent to Haxey Parish Council. The Clerk will send the maps supplied by N Lincs Council to all Cllrs for them to review.

43/20 Date and Time of Next Meeting

It was noted that the next meeting of the Parish Council will be held on 19 October 2020 via Skype unless Government Guidelines change, and the Parish Council can meet in person.

Vote to exclude the press and public due to an exemption as defined in paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972, also in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.

44/20 To resolve the Clerk's wage and expenses for July and August 2020.

It was **resolved** to approve the Clerk's wage for July and August 2020. Proposed Cllr Drakes, seconded Cllr Marshall. The national pay award was noted. Clerk to send spine point information to Cllrs.

Meeting closed at 8.37 pm

Signature	Date
Designation	