



WEST BUTTERWICK PARISH COUNCIL

MINUTES OF WEST BUTTERWICK PARISH COUNCIL MEETING held at Fred Wooffitt Memorial Hall, West Butterwick on 17 May 2021

Present: Cllr J Shadlock (Chair), Cllr Jones, Cllr S Drakes, Cllr J Marshall, Cllr A Fowler, Cllr Harris, Cllr S Baines, Cllr Broome and Ward Cllr Rose.

Officer in attendance: Clare Boyall Clerk and RFO

Public: 1 Member of the public.

1/21 Election of Chairman

Cllr Drakes proposed that Cllr Shadlock be elected as Chairman, seconded by Cllr Harris.

It was **resolved** that Cllr J Shadlock is elected Chairman of West Butterwick Parish Council.

2/21 To sign and receive Chairman's Acceptance of Office Form

Chairman to sign at the end of the meeting in the presence of the Clerk.

3/21 Election of Vice Chairman

Cllr Harris proposed that Cllr Jones be elected Vice Chairperson, seconded by Cllr Drakes.

It was **resolved** that Cllr Jones is elected Vice Chairperson of West Butterwick Parish Council.

4/21 To receive apologies for absence

None

5/21 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.

Cllr Baines 22/21

Cllr Fowler 22/21 (PA/2021/522)

6/21 Granting of Dispensations

None Received.

7/21 To Review Councillor's Declaration of Interest Forms

No changes declared.

8/21 Appointment of Finance Committee Members

It was **resolved** that Cllrs B Harris, A Fowler, A Jones and J Shadlock were elected as committee members of the Finance Committee.

9/21 Appointment of Personnel Committee Members

It was **resolved** that Cllrs J Marshall, S Baines, J Shadlock and S Drakes were elected as committee members of the Personnel Committee.

10/21 Appointment of a Footpath Officer

It was **resolved** that Cllr A Fowler be elected as the Footpath Officer. Proposed Cllr Shadlock, seconded by Cllr Drakes.

11/21 Appointment of Parish Council Representative on the Village Hall Committee

It was **resolved** that Cllr Marshall be elected as the Parish Council representative on the Village Hall Committee. Proposed Cllr Harris, seconded by Cllr Jones.

12/21 To Review and approve the Vexatious and Repeated Requests for Information Policy

Cllr Harris proposed to approve the policy with no changes necessary, seconded by Cllr Drakes.

It was **resolved** to approve the Vexatious and Repeated Requests for Information policy with no changes.

13/21 To Review and Approve the Data Protection Policy

Cllr Harris proposed to approve the policy with no changes necessary, seconded by Cllr Drakes.

It was **resolved** to approve the Data Protection policy with no changes.

14/21 To Review and Approve the Security Incident Response Policy

Cllr Harris proposed to approve the policy with no changes necessary, seconded by Cllr Marshall.

It was **resolved** to approve the Security Incident Response policy with no changes.

15/21 To Review and Approve the Personnel Committee Terms of Reference

Cllr Fowler proposed to approve the terms of reference, seconded by Cllr Harris.

It was **resolved** to approve the Personnel Committee Terms of Reference.

16/21 To receive and adopt the minutes of the Full Council meeting held on 19 April 2021

Cllr Fowler proposed that the minutes of the Full Council meeting on 19 April 2021 be signed and accepted as a true record, seconded Cllr Harris.

It was **resolved** that the minutes of the Full Council meeting held on 19 April 2021 be signed and accepted as a true record.

17/21 Clerk's Report

- a The Clerk has again emailed the new Public Rights of Way Officer regarding the Millennium footpath and the Millennium footpath sign. No response has been received so far.
- b The Clerk has received a reply from the farmer that rents the land in Kelfield. This will be covered under Item 26/21.
- c A letter has been sent to Rev Wilson in response to his letter regarding the cemetery.

- d A letter was sent to residents near to a proposed site for an additional bench. 2 replies have been received. The Clerk read a letter from 1 resident. Both residents have no objections to a bench being sited on the riverbank.
- e The Clerk has finalised the audit with the internal auditor and is awaiting the signed documentation and the auditor's report.
- f Footpath 123 and 129 have been reported to the new Public Rights of Way Officer.

18/21 Chair's announcements

Cllr Shadlock reported that she had met with the CCTV company regarding the cameras. The Clerk advised that this will be placed on the next agenda for discussion as the information had been received too late to be included on this agenda.

19/21 Finance

Cllr Fowler reported that the strimming had not taken place on the first cut and that this will need to be monitored.

- a **Resolved:** Following cheques were approved for payment:
Proposed Cllr Drakes, seconded by Cllr Marshall.

Payee	Detail	Amount
C Boyall	Postage	£14.16
Better Gardens	Grass cutting 14/4 and 20/4	£290.00

- b To receive the financial report 30 April 2021. **Resolved.** Proposed Cllr Baines, seconded by Cllr Harris.

At this point Cllr Shadlock suspended the meeting 7.35 pm.

Cllr Shadlock re-started the meeting 7.52 pm.

20/21 Service Level Agreement Litter/Dog Bins Recreation Field

The Clerk had sent a further email to N Lincs Council requesting the exact location of the litter bins on the agreement and which were post mounted and which were floor mounted. No reply has been received so far. Ward Cllr Rose agreed to chase this with N Lincs Council.

21/21 Planning Applications

PA/2021/522	Planning application to vary condition 5 of PA/2019/1413 for the erection of replacement dwelling following demolition of existing plus demolition of barns and erection of three further houses with appearance, landscaping and scale reserved for subsequent approval. Former Site Of 23, North Street, West Butterwick, DN17 3JR
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No Observations.

PA/2021/790	Planning permission to erect a single-storey flat roof extension to the rear of the property and to make alterations, including a garage conversion.
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1a School Lane, West Butterwick, DN17 3LB

No Observations.

22/21 Planning Permission Refused

PA/2021/172	Planning permission to erect a two-storey garage block with store above. Newlands Farm, Newlands Lane, Epworth, Nr Doncaster, DN9 1JA
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Noted.

23/21 Playground Inspection

An inspection has taken place. Cllr Drakes reported that the swings are squeaking. There is a problem with weeds and moss on the play area. The netball nets need to be installed. The zipwire rubber covering is split. The mother and baby swing chains seem to be twisted.

24/21 Moss Removal around MUGA

Cllr Fowler has spoken to a contractor. A site visit is scheduled to take place in order to give a recommendation on the removal of the moss and weeds.

25/21 Land Registration

The Clerk advised that as requested she had contacted the farmer who rents the land in Kelfield. He has offered to meet with a Councillor to show the exact location of the land.

26/21 Best Kept Village

Cllr Jones proposed that the new planter is sited outside No 24 West Street on The Fleet and not replace the existing planter. He advised that strimming is needed from the exit door to the surgery to the fence. The footpaths around the village have weeds on them and require spraying. He also advised that one grass verge on Ulyett lane and from the Croft to North Street has not been cut by Haxey's contractor. The Clerk will advise the Clerk at Haxey of this.

27/21 Ward Councillor Report

Cllr Rose reported that from 28 May to 13 June is the Great British Spring Clean. North Lincs Council have tripled the budget for dealing with litter in N Lincolnshire. Over 30 fines are being issued per week and investigations into fly tipping. The Local Plan has been delayed slightly. The NATS meetings will now all be held online. A bike collection scheme has begun. Bikes can be dropped off at Normanby Hall Golf Club. These will be refurbished and re-distributed to needy people.

28/21 Correspondence

None.

29/21 Highways, Footpaths and Street Lighting

a Cllr Jones reported that there is a pothole outside 75 West Street. The Clerk will report.

b Cllr Harris reported that there are overhanging trees on Ulyett Lane. Clerk to report.

c Cllr Baines enquired regarding whether West Butterwick should look into having Christmas lights. The Clerk will make enquiries from Owston Ferry Tree and Lights charity for information.

- d Cllr Shadlock reported that the road marker at the top of Parklands is confusing as drivers mistake the road for West Street. Clerk to report.

30/21 Date and Time of Next Meeting

21 June 2021 at 7 pm. Noted.

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.

31/21 To Resolve the Clerk's wage for April 2021

It was **resolved** to approve the Clerk's wage for April. Proposed Cllr Baines, seconded Cllr Marshall.

Meeting closed at 20.37pm

Signature	Date
Designation	