

WEST BUTTERWICK PARISH COUNCIL

These are the Minutes of Annual Full Council Meeting of the West Butterwick Parish Council
held at Fred Wooffitt Memorial Hall, West Butterwick on 20 May 2024.

In Attendance: Cllr Drakes (Chair) Cllr Harris, Cllr McManus, Cllr Marshall and Cllr Shadlock.

Clare Boyall Clerk and Responsible Financial Officer

0 Member of the Public

| | Item | Prop |
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| 01/05/24 | Public Participation Session None present. | |
| 02/05/24 | Election of Chairman Cllr Harris proposed that Cllr Drakes be elected Chairperson of the Parish Council, seconded by Cllr Marshall. All in favour. It was resolved that Cllr Drakes be elected Chairperson of the Parish Council. | |
| 03/05/24 | Acceptance of Office Cllr Drakes signed the Acceptance of Office form which was witnessed by the Clerk. | |
| 04/05/24 | Election of Vice Chairman Cllr Marshall proposed that Cllr Shadlock be elected as Vice Chairperson of the Parish Council, seconded by Cllr Harris. All in favour. It was resolved that Cllr Shadlock be elected as Vice Chairperson of the Parish Council. | |
| 05/05/24 | Apologies Cllrs Brown, Fowler, Nixon and Ward Cllr Kennedy. | |
| 06/05/24 | Declarations of Interest Cllr Harris 38/05/24 NPI | |
| 07/05/24 | Granting of Dispensations (Code of Conduct, 2012) None. | |
| 08/05/24 | Review of Declaration of Interest Forms No changes were disclosed by Cllrs. | |
| 09/05/24 | Draft Minutes of the Full Council meeting held on 15 April 2024 Cllr Shadlock proposed that the draft minutes of the Full Council meeting held on 15 April 2024 be accepted as a true record, seconded by Cllr Marshall. All in favour. It was resolved that the draft minutes of the Full Council meeting held on 15 April 2024 be accepted as a true record. | |
| 10/04/24 | Chairperson's Items None. | |
| 11/04/24 | Clerk's Report The signed lease for the surgery has been received. | |

12/05/24

The annual internal audit has been completed. The paperwork will now be sent off to the external auditor.

The Best Kept Village forms have been submitted.

Cllr Drakes proposed to note the Clerk’s report, seconded by Cllr McManus. All in favour.

It was **resolved** to note the Clerk’s report.

Financial Report

| Cheque | Recipient | Purpose | Total |
|--------|-----------------------------------|-------------------------------|--------------|
| 101545 | C Boyall | April Salary | Confidential |
| 101545 | C Boyall | Home Office Allowance Apr-Jun | 78.00 |
| 101546 | HMRC | PAYE | Confidential |
| 101535 | C Boyall | Mileage | 11.70 |
| 101541 | Zurich Insurance | Annual Insurance | 2055.25 |
| 101542 | B Brooks | Annual Internal Audit | 350.00 |
| 101543 | The Playground Inspection Company | Annual Playground Inspection | 129.60 |
| 101544 | D Nixon | MUGA Signage | 10.71 |
| DD | Sage One | Payroll Services | 9.60 |

Cllr McManus proposed that the financial report be accepted and the cheques for payment should be signed, seconded by Cllr Drakes. All in favour.

It was **resolved** that the financial report be accepted and the cheques for payment should be signed.

13/05/24

Finance Committee

Cllr McManus proposed that Cllrs Nixon, Fowler, Drakes and Harris be elected to the Finance Committee, seconded by Cllr Marshall. All in favour.

It was **resolved** that Cllrs Nixon, Fowler, Drakes and Harris be elected to the Finance Committee.

14/05/24

Personnel Committee

Cllr Harris stated that she felt that the Chair should be a member of the Personnel Committee. The Clerk advised that the Chair should not part of the committee as they should be the Cllr who hears any appeal.

Cllr Drakes proposed that Cllrs Marshall, Shadlock and Brown be elected to the Personnel Committee, seconded by Cllr McManus. 4 in favour, 1 against.

It was **resolved** that Cllrs Marshall, Shadlock and Brown be elected to the Personnel Committee.

15/05/24

ERNLLCA District Committee Representatives

Cllr McManus proposed that Cllr Brown be the elected representative for West Butterick Parish Council, seconded by Cllr Drakes. All in favour.

It was **resolved** proposed that Cllr Brown be the elected representative for West Butterick Parish Council.

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| 16/05/24 | <p>Footpath Officer Cllr Marshall proposed that Cllr Fowler be elected as the Council's Footpath Officer, seconded by Cllr Shadlock.</p> <p>It was resolved that Cllr Fowler be elected as the Council's Footpath Officer.</p> |
| 17/05/24 | <p>Snow Warden Cllr Drakes proposed that Cllr McManus be elected as the Council's Snow Warden, seconded by Cllr Shadlock. All in favour.</p> <p>It was resolved that Cllr McManus be elected as the Council's Snow Warden.</p> |
| 18/05/24 | <p>Parish Council Representative to the Village Hall Committee Cllr Harris proposed that Cllr Marshall be elected as the Council's representative on the Village Hall Committee, seconded by Cllr Shadlock. All in favour.</p> <p>It was resolved that Cllr Marshall be elected as the Council's representative on the Village Hall Committee.</p> |
| 19/05/24 | <p>Standing Orders Cllr Marshall proposed to approve the Standing Orders, seconded by Cllr Harris. All in favour.</p> <p>It was resolved to approve the Standing Orders.</p> |
| 20/05/24 | <p>Financial Regulations 2024 The Clerk advised that these are the new Financial Regulations that have been released. Cllr Marshall proposed to adopt the new Financial Regulations, seconded by Cllr Shadlock. All in favour.</p> <p>It was resolved to adopt the new Financial Regulations.</p> |
| 21/05/24 | <p>Financial Risk Assessment Cllr McManus proposed to approve the Financial Risk Assessment, seconded by Cllr Marshall. All in favour.</p> <p>It was resolved to approve the Financial Risk Assessment.</p> |
| 22/05/24 | <p>Asset Register and Annual Inspection of Assets The Asset Register was approved at the March meeting but needs to be done at the annual meeting. The inspection of assets has taken place. Cllr Drakes proposed to approve the Asset Register, seconded by Cllr Shadlock. All in favour.</p> <p>It was resolved to approve the Asset Register</p> |
| 23/05/24 | <p>Schedule of Parish Council Meetings 2024 2025 Cllr Drakes proposed that the Parish Council meetings will be held on 3rd Monday of every month except August, seconded by Cllr McManus. All in favour.</p> <p>It was resolved that the Parish Council meetings will be held on 3rd Monday of every month except August.</p> |
| 24/05/24 | <p>Insurance Provision The council are in a long term agreement at the moment. Cllr Harris advised that the council should be looking for cheaper quotations when the agreement is finished. Cllr Shadlock proposed to note that the council is in an agreement at the moment and that the insurance provision is satisfactory, seconded by Cllr Marshall. All in favour.</p> |

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| | <p>It was resolved to note that the council is in an agreement at the moment and that the insurance provision is satisfactory.</p> | |
| 25/05/24 | <p>Record Retention Policy Cllr Harris proposed to adopt the Record Retention policy, seconded by Cllr Drakes. All in favour.</p> <p>It was resolved to adopt the Record Retention policy.</p> | |
| 26/05/24 | <p>Recording of Meetings Policy Cllr Drakes proposed to adopt the recording of Meetings policy, seconded by Cllr McManus. All in favour.</p> <p>It was resolved to adopt the recording of Meetings policy.</p> | |
| 27/05/24 | <p>Scheme of Delegation Cllr McManus proposed to adopt the Scheme of Delegation, seconded by Cllr Marshall. All in favour.</p> <p>It was resolved to adopt the Scheme of Delegation.</p> | |
| 28/05/24 | <p>Council Policies and Procedures Cllr Shadlock advised that a nominated Cllr is not always available to review the CCTV footage. Cllr Harris proposed that Cllr Shadlock be added to the policy and that the Parish Council pays for a DBS check and that all other policies and procedures be approved, seconded by Cllr Marshall. All in favour.</p> <p>It was resolved that Cllr Shadlock be added to the policy and that the Parish Council pays for a DBS check and that all other policies and procedures be approved.</p> | |
| 29/05/24 | <p>Internal Auditor's Report The internal auditor's report was discussed at length. The Clerk advised that to ensure financial stability the council should consider their budgeting very carefully. The council will not have enough reserves to continue in the long term. If any unforeseen expenditure arises the council may not be able to afford this and be unable to continue with all its activities. Cllr Drakes advised that the council should be careful with its expenditure and adhere to the budget set. Cllr Drakes proposed to note the internal auditor's report, seconded by Cllr Shadlock. All in favour.</p> <p>It was resolved to note the internal auditor's report.</p> | |
| 30/05/24 | <p>Annual Internal Auditor's Report Cllr Harris proposed to note the annual internal auditor's report, seconded by Cllr Drakes. All in favour.</p> <p>It was resolved to note the internal auditor's report.</p> | |
| 31/05/24 | <p>Annual Governance Statement 2023/2024 The annual Governance Statement for 2023/2024 was considered and completed. Cllr Shadlock proposed to approve the Governance Statement 2023 2024, seconded by Cllr Marshall. All in favour.</p> <p>It was resolved to approve the Governance Statement 2023 2024.</p> | |
| 32/05/24 | <p>Annual Accounting Statement 2023/2024</p> | |

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| | <p>The annual Accounting Statement was reviewed. Cllr Harris proposed to approve the Annual Accounting Statement 2023/2024, seconded by Cllr McManus. All in favour.</p> <p>It was resolved to approve the annual Accounting Statement 2023/2024.</p> | |
| 33/05/24 | <p>Certificate of Exemption 2023/2024 Cllr Drakes proposed to approve the Certificate of Exemption 2023 2024, seconded by Cllr Harris. All in favour.</p> <p>It was resolved to approve the Certificate of Exemption 2023 2024.</p> | |
| 34/05/24 | <p>Financial Reserves Policy The Clerk explained that the policy needs to be reviewed due to the internal auditor's comments. It has been advised that the general reserves need to be increased to 12 month's running costs in the policy. The Clerk explained that the Precept set has not been sufficient to cover the annual budget for many years. Cllr Harris stated that the Precept could not be increased by the full amount all at once. Cllr Harris advised that the budget should be closely monitored, and the policy should be re-worded. This will be brought back to a meeting once the policy has been altered.</p> | |
| 35/05/24 | <p>Councillor Attendance Record 2023/2024 Cllr Shadlock proposed to note the Councillor attendance record 2023/2024 seconded by Cllr Harris. All in favour.</p> <p>It was resolved to note the Councillor attendance record 2023/2024.</p> | |
| 36/05/24 | <p>Planning Applications Application No: PA/2024/390 Proposal: Application for determination of the requirement for prior approval for a proposed change of use of Agricultural Building to a Dwellinghouse (Class C3) Site Location: Barn north of Ewsters Farm, South Ewster, Scunthorpe, DN17 3JX</p> <p>To note the above planning application was dealt with under the Clerk's delegated responsibility.</p> <p>Resolved: No comment.</p> <p>Cllr Harris proposed to note the resolution under the Clerk's delegated responsibility, seconded by Cllr Marshall. All in favour.</p> <p>It was resolved to note the resolution under the Clerk's delegated responsibility.</p> | |
| 37/05/24 | <p>Planning Applications Refused - Prior Approval Required Application No: PA/2024/186 Cllr Drakes proposed to note the refused planning application, seconded by Cllr Shadlock. All in favour.</p> <p>It was resolved to note the refused planning application.</p> <p>Cllr Harris left the meeting room.</p> | |
| 38/05/24 | <p>Occasional Markets – Fred Wooffitt Memorial Hall Cllrs discussed the information. Cllrs noted that the Village Hall should request permission to use the recreation field for an overflow car park for events but that permission will not ordinarily be withheld. Cllr McManus stated that this should not be the case if the ground conditions were unsuitable. Cllr Shadlock proposed to support the Occasional Markets application but that a letter be sent to the Village Hall</p> | |

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| | <p>Committee to advise them that they require permission to use the recreation field for an overflow car park and that it should not be used if ground conditions were unsuitable, seconded by Cllr McManus. All in favour.</p> <p>It was resolved to support the Occasional Markets application but that a letter be sent to the Village Hall Committee to advise them that they require permission to use the recreation field for an overflow car park and that it should not be used if ground conditions were unsuitable.</p> <p>Cllr Harris re-entered the meeting room.</p> | |
| 39/05/24 | <p>Jubilee Surgery Lease</p> <p>Cllr Marshall proposed that the surgery lease be signed, seconded by Cllr Harris. All in favour.</p> <p>It was resolved that the surgery lease be signed.</p> | |
| 40/05/24 | <p>Playground Inspection Report</p> <p>The report has discussed. Cllr Nixon has advised the Clerk that he will clean the cube and install the nets. Cllr McManus advised that the surface of the play area needs to have the moss removed. He also advised that there is signage on the MUGA and the play area. The minor items raised in the report will be presented to the next meeting. Cllr Marshall proposed to note the annual Playground Inspection report, seconded by Cllr Harris. All in favour.</p> <p>It was resolved to note the annual Playground Inspection report.</p> | |
| 41/05/24 | <p>Playground Inspection</p> <p>Cllr McManus has completed an inspection. Cllr Marshall proposed to note the report, seconded by Cllr Shadlock. All in favour.</p> <p>It was resolved to note the report.</p> | |
| 42/05/24 | <p>Communication from a resident of The Turbary in Haxey Parish</p> <p>The communication and information was discussed at length. Cllr Harris advised that our tenant was happy with the conditions of the bridleway and track and that N Lincs Council had allowed businesses to operate off this bridleway. The access should have been taken into consideration when permission was given. Cllr Drakes proposed that the Clerk liaise with Cllr Drakes to compile a response to the communication, seconded by Cllr Marshall. All in favour.</p> <p>It was resolved that the Clerk liaise with Cllr Drakes to compile a response to the communication.</p> | |
| 43/05/24 | <p>Litter Bin</p> <p>The quotations were discussed for the litterbin on the playing field. Cllr Marshall proposed that the quotation for £79.99 be approved and that the postcrete at £6.97 be purchased, seconded by Cllr Marshall. All in favour.</p> <p>It was resolved that the quotation for £79.99 be approved and that the postcrete at £6.97 be purchased.</p> | SM |
| 44/05/24 | <p>Proposed Traffic Regulation Order 7.5tonne Weight Restriction – Idle Bank, Isle of Axholme</p> <p>Cllr Harris proposed that no comment be submitted and to note the information, seconded by Cllr McManus. All in favour.</p> | |

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| | It was resolved that no comment be submitted and to note the information. | |
| 45/05/24 | CCTV Cllr Harris stated that following an inspection the fire panel in the Village Hall needs to be accessible at all times and therefore the door to the room needs to be kept unlocked. The CCTV equipment must be kept secure. Clerk to ask Cllr Nixon to obtain another quotation. | BH |
| 46/05/24 | Weed Spraying Cllr Harris advised that a resident had been weed spraying a piece of land behind the surgery and would like to continue. Cllr Shadlock proposed that the resident can continue to spray the weeds behind the surgery, seconded by Cllr Marshall. All in favour. It was resolved that the resident can continue to spray the weeds behind the surgery. | BH |
| 47/05/24 | Ward Councillor Report Ward Cllr Kennedy not present. | |
| 48/05/24 | Correspondence Isle South NATS meeting minutes. ERNLLCA – Request for information regarding a motion to submit information to NALC. Keadby Hydrogen Project consultation Road Closure North Street 22 July for 5 days. N Lincs Council Gypsy and Traveller Site consultation. Cllr Drakes proposed to note the correspondence, seconded by Cllr Shadlock. All in favour. It was resolved to note the correspondence. | |
| 49/05/24 | Highways, Footpaths and Street Lighting A house has been built on Crowle Bank Road. Ward Cllr Kennedy has visited the site and a representative from N Lincs Council has also inspected the area. Clerk to contact Ward Cllr Kennedy to enquire if there is any updated information. | |
| 50/05/24 | Date and Time of next Meeting The next Full Parish Council meeting will take place on 17 June 2024 at 7pm in the Fred Wooffitt Memorial Hall. 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. | |
| 51/05/24 | Clerk's Wage Cllr McManus proposed to approve the Clerk's wage for April, seconded by Cllr Marshall. All in favour. It was resolved to approve the Clerk's wage. Meeting finished at 9.28 pm. | |
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