

WEST BUTTERWICK PARISH COUNCIL

These are the Minutes of Full Council Meeting of the West Butterwick Parish Council held at Fred Wooffitt Memorial Hall, West Butterwick on 15 September 2025.

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

Clare Boyall Clerk and Responsible Financial Officer

0 Member of the Public

	Item	Prop
01/09/25	Public Participation Session None.	
02/09/25	Apologies Cllr Fowler.	
03/09/25	Declarations of Interest None.	
04/09/25	Granting of Dispensations (Code of Conduct, 2012) None.	
05/09/25	Draft Minutes of the Finance Committee Meeting held on 21 July 2025 Cllr Harris proposed that the draft minutes of the full council meeting held on 21 July 2025 be approved as a true record, seconded by Cllr Brown. All in favour. Resolved.	
06/09/25	Draft Minutes of the Full Council meeting held on 21 July 2025 Cllr Harris pointed out that Cllr Shore was not present at the meeting and Cllr Drakes was. Cllr Harris proposed that the draft minutes of the full council meeting held on 21 July 2025 be approved as a true record after this correction, seconded by Cllr Brown. All in favour. Resolved.	
07/09/25	Chairperson's Items Cllr Drakes advised that she had attended free training sessions recently run by Worknest. Cllr Drakes also advised that she had recently attended the Town and Parish Liaison meeting regarding the Local Government Reorganisation. N Lincs Council wish to encourage all residents to submit their views. N Lincs Council wish to remain as a unitary council and not join with other unitary councils.	
08/09/25	Clerk's Report The replacement speed indicator device has now been installed on West Street. The tree survey has been delayed for operational reasons, but this should be completed early next month. The road closure application has been submitted for Remembrance Sunday. Letters have been sent to the Village Hall and the school to request insurance documentation and risk assessments for the use of the playing field to comply with the council's insurance. A request was also made for insurance and risk assessments for the football team. Documents have been received from the football team and the village hall so far.	

	Accessibility work has been completed on the website. Confirmation of exempt status has been received from the external auditor. The VE, VJ and In Bloom grants have all been claimed. Cllr Marshall proposed to note the Clerk's report, seconded by Cllr Brown. All in favour. Resolved.																																																				
09/09/25	Financial Report <table><tr><th>Cheque</th><th>Recipient</th><th>Purpose</th><th>Total</th></tr><tr><td>101627</td><td>C Boyall</td><td>August Salary</td><td>Confidential</td></tr><tr><td>101628</td><td>C Boyall</td><td>Postage</td><td>6.96</td></tr><tr><td>101628</td><td>C Boyall</td><td>Microsoft 365</td><td>104.99</td></tr><tr><td>101629</td><td>HMRC</td><td>PAYE</td><td>Confidential</td></tr><tr><td>101630</td><td>Vision ICT</td><td>Website Maintanance</td><td>199.76</td></tr><tr><td>101631</td><td>C Dance</td><td>Marina Mae VJ Day</td><td>180.00</td></tr><tr><td>101632</td><td>C Boyall</td><td>September Salary</td><td>Confidential</td></tr><tr><td>101633</td><td>C Boyall</td><td>Home Office Allowance</td><td>78.00</td></tr><tr><td>101633</td><td>C Boyall</td><td>Mileage</td><td>11.70</td></tr><tr><td>101634</td><td>HMRC</td><td>PAYE</td><td>Confidential</td></tr><tr><td>101635</td><td>R A Fowler</td><td>Diesel for Mower</td><td>61.48</td></tr><tr><td>DD</td><td>Sage One</td><td>Payroll Services</td><td>12.00</td></tr></table> Cllr Brown proposed that the financial report be accepted and the cheques for payment should be signed, seconded by Cllr McManus. All in favour. Resolved.	Cheque	Recipient	Purpose	Total	101627	C Boyall	August Salary	Confidential	101628	C Boyall	Postage	6.96	101628	C Boyall	Microsoft 365	104.99	101629	HMRC	PAYE	Confidential	101630	Vision ICT	Website Maintanance	199.76	101631	C Dance	Marina Mae VJ Day	180.00	101632	C Boyall	September Salary	Confidential	101633	C Boyall	Home Office Allowance	78.00	101633	C Boyall	Mileage	11.70	101634	HMRC	PAYE	Confidential	101635	R A Fowler	Diesel for Mower	61.48	DD	Sage One	Payroll Services	12.00
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10/09/25	Planning Applications Application No: PA/2025/891 Proposal: Planning permission to erect rear extensions to detached bungalow, detached double garage block and new boundary with dropped kerb Site: 56 North Street, West Butterwick, DN17 3JW Cllr Marshall proposed to note the above planning application was dealt with under the Council's Scheme of Delegation with no comment, seconded by Cllr Brown. All in favour. Resolved.																																																				
11/09/25	Planning Appeal Dismissed Cllr Marshall proposed to note that the Planning Inspectorate has dismissed the planning appeal for application PA/2024/390, seconded by Cllr Shadlock. All in favour. Resolved.																																																				
12/09/25	Playground Inspection A playground inspection has been completed by Cllr McManus. It was pointed out that the play equipment had been cleaned by Cllrs in July and the report still says that needs to be done. Cllr McManus advised this is was error in his August and September reports. The split pins and weed spraying are still outstanding.																																																				
13/09/25	Playing Field Grass Cutting The additional volunteer grass cutter has signed the risk assessment and been trained on the use of the mower. Cllr Harris proposed that the volunteer be approved to cut the playing field grass, seconded by Cllr Brown. All in favour. Resolved.																																																				

14/09/25	Playing Field Risk Assessment This was discussed and minor alterations made. Cllr McManus proposed to adopt the Playing Field Risk Assessment, seconded by Cllr Shadlock. All in favour. Resolved.	
15/09/25	Playing Field Rules of Use No information has been received from Cllr Fowler therefore this item will be deferred to the next meeting.	
16/09/25	Playing Field A request has been received for the village hall to use the playing field for access by cars next Saturday. Cllr Harris advised that the Village Hall has an event whereby access is required across the field. The Clerk advised that a Cllr should check the condition of the field prior to the event. Cllr Drakes volunteered to do this and confirm that the conditions are suitable. Cllr Brown proposed that the field can be used for access by cars as long as the condition of the field allows, seconded by Cllr Drakes. All in favour. Resolved.	
17/09/25	Playing Field Hedge Cllr Brown proposed that the playing field hedge be cut, seconded by Cllr Shadlock. All in favour. Resolved.	
18/09/25	Blood Pressure Ambassador Cllr Drakes advised that N Lincs Council have started an initiative to have blood pressure ambassadors in the community. Training will be provided. Cllr Brown proposed that the information be posted on the village Facebook page, seconded by Cllr McManus. All in favour. Resolved.	
19/09/25	National Local Government Pay Award 2025/2026 Cllr Marshall proposed to note the Local Government pay award 2025/2026 which took effect from 1 April 2025, seconded by Cllr Drakes. All in favour. Resolved.	
20/09/25	Gym Equipment A request from a resident has been received to request that the council consider purchasing gym equipment for the playing field. This was discussed at length. Cllr Drakes proposed to reply to state that the cost of gym equipment is prohibitive at the present time but this could be revisited in the future if finances allow, seconded by Cllr Brown. All in favour. Resolved.	
21/09/25	Best Kept Village 2025 Cllr McManus proposed to note the results and resolve that 2 attendees from the Parish Council and 2 from the church attend the presentation evening, seconded by Cllr Harris. All in favour. Resolved.	
22/09/25	ICO The Clerk advised that the cheque for the ICO has not been received by them. As registration has now expired the Clerk was given the opportunity to set up a direct debit to ensure payment was received. This is cheaper at £47 per year. Cllr Drakes proposed that the ICO registration be paid by direct debit, seconded by Cllr Brown. All in favour. Resolved.	
23/09/25	Sage Payroll Services Cllr Drakes proposed to note that the cost per month for Sage Payroll Services has increased to £13.20 inc VAT, seconded by Cllr McManus. All in favour. Resolved.	

24/09/25	Ward Councillor Report Ward Cllr Kennedy sent her apologies for the meeting and gave the following information. The council would be grateful if parish councils and their contacts would complete the Local Government Reorganisation consultation form that has been sent out to all North Lincs residents. Foster Caring – The council urges anyone who may be interested in being foster carers to contact them and they can offer guidance and support. Capital ward projects - if there are any projects parish councils / local groups would like to put forward Cllr Kennedy is happy to help. Cllrs should let Ward Cllr Kennedy know if there are any cases that they are aware of regarding the downgrading of any services at Scunthorpe General Hospital. Ambassadors are needed in all areas of our parishes for Blood Pressure checks – this could be someone from local groups e.g. craft groups, lunch clubs etc Cadent Energy Fund – there may be small funding grants available in your area.	
25/09/25	Highways, Footpaths and Street Lighting Drain blocked outside 69 West Street. No action to be taken by N Lincs. Pass on to Ward Cllr Kennedy to see if she can action this. No change to the hedge obscuring the PROW signage as yet. Chase with Ward Cllr Kennedy. Footpath on North Street has been damaged by a tractor. Footpath South Street access is limited. What3words location will be sent to the Clerk so that this can be reported.	
26/09/25	Date and Time of Next Meeting To note the date and time of the next meeting as Monday 20 October 2025 at 7 pm. Noted. Meeting finished at 8.34 pm.	