

## 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 16 March 2026.

**In Attendance:** Cllr Drakes (Chair), Cllr Brown, Cllr Fowler, Cllr Harris, Cllr Marshall and Cllr Shadlock.

Clare Boyall Clerk and Responsible Financial Officer

0 Member of the Public

|          | <b>Item</b>  | <b>Prop</b> |
|----------|--|-------------|
| 01/03/26 | <b>Public Participation Session</b><br>None.   |             |
| 02/03/26 | <b>Apologies</b><br>None.  |             |
| 03/03/26 | <b>Declarations of Interest</b><br>None.   |             |
| 04/03/26 | <b>Granting of Dispensations (Code of Conduct, 2012)</b><br>None.  |             |
| 05/03/26 | <b>Draft Minutes of the Full Council meeting held on 16 February 2026</b><br>Cllr Harris proposed that the draft minutes of the full council meeting held on 16 February 2026 be approved as a true record, seconded by Cllr Fowler. All in favour.<br><b>Resolved.</b>  |             |
| 06/03/26 | <b>Chairperson's Items</b><br>None.  |             |
| 07/03/26 | <b>Clerk's Report</b><br>The grass cutting contract has been accepted with N Lincs Council and contract documents will be sent to the Parish Council in due course.<br><br>Contract documents have been sent to the grass contractor.<br><br>The Parish Council's support for N Lincs Council remaining a unitary authority was submitted to the LGR consultation.<br><br>A survey has been completed for the inactive a N Lincs Council survey regarding sports pitches. A copy of the results of the survey has been requested so that this can be shared with the Parish Council.<br><br>A survey has been completed for Community Alert regarding issues faced in the Parish. Road issues and dog fouling were particularly noted on the survey.<br><br>The missing sign on School Lane has been reported to N Lincs Council following communication from a resident.<br><br>Communication was sent to N Lincs Council requesting warning signage for the pinch point on North Street. |             |

| 08/03/26 | <p><b>Financial Report</b></p> <table border="1" data-bbox="284 224 1404 434"> <thead> <tr> <th data-bbox="284 224 427 255">Cheque</th> <th data-bbox="434 224 788 255">Recipient</th> <th data-bbox="794 224 1206 255">Purpose</th> <th data-bbox="1212 224 1404 255">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 255 427 286">101661</td> <td data-bbox="434 255 788 286">Staff</td> <td data-bbox="794 255 1206 286">March Salary</td> <td data-bbox="1212 255 1404 286">Confidential</td> </tr> <tr> <td data-bbox="284 286 427 318">101662</td> <td data-bbox="434 286 788 318">C Boyall</td> <td data-bbox="794 286 1206 318">Mileage</td> <td data-bbox="1212 286 1404 318">11.70</td> </tr> <tr> <td data-bbox="284 318 427 349">101663</td> <td data-bbox="434 318 788 349">Cancelled</td> <td data-bbox="794 318 1206 349"></td> <td data-bbox="1212 318 1404 349"></td> </tr> <tr> <td data-bbox="284 349 427 380">101664</td> <td data-bbox="434 349 788 380">HMRC</td> <td data-bbox="794 349 1206 380">PAYE</td> <td data-bbox="1212 349 1404 380">Confidential</td> </tr> <tr> <td data-bbox="284 380 427 412">DD</td> <td data-bbox="434 380 788 412">Sage One</td> <td data-bbox="794 380 1206 412">Payroll Services</td> <td data-bbox="1212 380 1404 412">13.20</td> </tr> </tbody> </table> <p data-bbox="277 465 1327 533">Cllr Harris proposed that the financial report be accepted and the cheques for payment should be signed, seconded by Cllr Marshall. All in favour. <b>Resolved.</b></p> | Cheque           | Recipient    | Purpose | Total | 101661 | Staff | March Salary | Confidential | 101662 | C Boyall | Mileage | 11.70 | 101663 | Cancelled |  |  | 101664 | HMRC | PAYE | Confidential | DD | Sage One | Payroll Services | 13.20 |
|----------|---|------------------|--------------|---------|-------|--------|-------|--------------|--------------|--------|----------|---------|-------|--------|-----------|--|--|--------|------|------|--------------|----|----------|------------------|-------|
| Cheque   | Recipient   | Purpose          | Total        |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 101661   | Staff   | March Salary     | Confidential |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 101662   | C Boyall  | Mileage          | 11.70        |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 101663   | Cancelled   |                  |              |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 101664   | HMRC  | PAYE             | Confidential |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| DD       | Sage One  | Payroll Services | 13.20        |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 09/03/26 | <p><b>Asset Register</b></p> <p data-bbox="277 604 1391 672">Cllr Drakes proposed to approve the updated asset register for 2025/2026, seconded by Cllr Marshall. All in favour. <b>Resolved.</b></p>   |                  |              |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 10/03/26 | <p><b>Verification of Bank Reconciliation</b></p> <p data-bbox="277 743 1375 810">Cllr Harris confirmed that she had performed payment checks and verification of the bank reconciliation.</p>  |                  |              |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 11/03/26 | <p><b>Playground Inspection</b></p> <p data-bbox="277 882 1382 972">Cllr Drakes had completed a playground inspection and distributed this to Cllrs. The equipment will be jet washed in the near future. Cllr Marshall proposed to note the playground inspection, seconded by Cllr Shadlock. All in favour. <b>Resolved.</b></p>  |                  |              |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 12/03/26 | <p><b>Planning Application Submissions</b></p> <p data-bbox="277 1043 1359 1142">Cllr Drakes proposed to note that planning application PA/2026/50 was dealt with under the Council's Scheme of Delegation and that the Parish Council support this application, seconded by Cllr Harris. All in favour. <b>Resolved.</b></p>   |                  |              |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 13/03/26 | <p><b>Planning Applications</b></p> <p data-bbox="277 1214 641 1245"><b>Planning No:</b> PA/2026/181</p> <p data-bbox="277 1245 1337 1276"><b>Proposal:</b> Planning permission to convert former public house into two dwellings</p> <p data-bbox="277 1276 1177 1308"><b>Site:</b> Three Horseshoes, 1 North Street, West Butterwick, DN17 3JR</p> <p data-bbox="277 1344 1401 1411">This planning application was discussed. Cllr Harris proposed to support the planning application, seconded by Cllr Marshall. All in favour. <b>Resolved.</b></p>  |                  |              |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 14/03/26 | <p><b>Condition of the Roads in the Parish</b></p> <p data-bbox="277 1482 1385 1845">The condition of the roads in the parish was discussed at length. The Parish Council have been promised re-surfacing of the roads would take place over the last 3 years but this has been continually delayed. N Lincs Council have now reported that the roads resurfacing has been delayed again until after April 2027. Cllrs agreed to take it in turns to email the head of highways Mick Johnson, Lee Pitcher MP, Cllr Rob Waltham and Cllr Neil Poole weekly with photos and information regarding the poor condition of the roads in the Parish. The Ward Cllrs will be copied into these emails. A Facebook post will also be compiled to inform residents that the Parish Council have been lobbying on behalf of the Parish for many years now and advising of what action the Cllrs are now taking. Residents will also be encouraged to report issues to N Lincs Council.</p>  |                  |              |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |
| 15/03/26 | <p><b>Large Mower</b></p> <p data-bbox="277 1917 1382 2047">The large mower has had to be looked at urgently. The fuel pipes were found to be clogged with grass. A recommendation was that the fuel should be kept topped up and not allowed to get to a low level. The machine should also be cleaned regularly. Cllr Harris proposed to note the information and that the invoice for £220 be paid,</p>  |                  |              |         |       |        |       |              |              |        |          |         |       |        |           |  |  |        |      |      |              |    |          |                  |       |

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|-----------------|---|--|
|                 | <p>seconded by Cllr Fowler. All in favour. <b>Resolved.</b> The grass cutters will be informed of the recommendations for the mower use.</p>  |  |
| <b>16/03/26</b> | <p><b>Ward Councillor Report</b><br/> There are free swimming session for children over the Easter break.<br/> A free shuttle bus will operate to Normanby Hall from the bus station for Armed Forces Day.<br/> The new bin system is being rolled out.</p>                   |  |
| <b>17/03/26</b> | <p><b>Highways, Footpaths and Street Lighting</b><br/> Covered under item 14/03/26.</p> <p>Cllr Shadlock noted that the salt bin is continually being tipped over by children. Cllr Fowler will remove this, and it will be stored at the Village Hall until next Winter.</p> |  |
| <b>18/03/26</b> | <p><b>Date and Time of Next Meeting</b><br/> To note the date and time of the next meeting as Monday 20 April 2026 at 7 pm.<br/> Noted.</p> <p>Meeting finished at 8.04 pm.</p>   |  |
|                 |   |  |