

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 18 May 2026.

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

Clare Boyall Clerk and Responsible Financial Officer

Ward Cllr Kennedy.

0 Members of the Public

01/05/26	Public Participation Session None.
02/05/26	Election of Chairman Cllr Harris proposed that Cllr Drakes be elected Chairman of West Butterwick Parish Council, seconded by Cllr Fowler. All in favour. Resolved.
03/05/26	Acceptance of Office Cllr Drakes signed the Acceptance of Office form which was witnessed by the Clerk.
04/05/26	Election of Vice Chairman Cllr Marshall proposed that Cllr Shadlock be elected as Vice Chairman of West Butterwick Parish Council, seconded by Cllr Fowler. All in favour. Resolved.
05/05/26	Apologies None.
06/05/26	Declarations of Interest None.
07/06/26	Granting of Dispensations (Code of Conduct, 2012) None.
08/07/26	Review of Declaration of Interest Forms No changes were disclosed by Cllrs.
09/05/26	Draft Minutes of the Full Council meeting held on 20 April 2026 Cllr Brown proposed that the draft minutes of the Full Council meeting held on 20 April 2026 be accepted as a true record, seconded by Cllr Marshall. All in favour. Resolved.
10/05/26	Chairperson's Items Cllr Drakes reported that eggs had been thrown on the play equipment. The CCTV footage had been viewed by the Police, but no evidence had been seen. Cllr Drakes also reported that she had been contacted by the Police regarding a resident's complaint of footballs coming into their garden. As this was an isolated incident it was agreed with the Police that this would be monitored.
11/05/26	Clerk's Report The annual internal audit has been completed. No response had been received from N Lincs Council following the report that the School Lane sign was missing. Ward Cllr Rose has agreed to chase this up. The In Bloom grant application has been submitted. Confirmation has been received that both land rents have been paid.

Cllr Drakes proposed to note the Clerk's report, seconded by Cllr Marshall. All in favour. **Resolved.**

12/05/26 Financial Report

Cheque	Recipient	Purpose	Total
101672	C Boyall	May Salary	Confidential
101673	C Boyall	Mileage	16.74
101673	C Boyall	Stationery	7.65
101674	HMRC	PAYE	Confidential
101675	Yards Apart	Grass Verge Cut 2	210.00
101676	CPRE	Best Kept Village	40.00
101677	B Brooks	Annual Internal Audit 24/25	350.00
DD	Sage One	Payroll Services	12.00

The Clerk advised that an invoice for the repair of the noticeboard previously resolved had been received prior to the meeting. A payment for GS Joinery for £130 needs to be approved.

Cllr Harris proposed that the financial report be accepted and the cheques for payment should be signed, seconded by Cllr Shadlock. All in favour. **Resolved.**

13/05/26 Internal Auditor's Report

Cllr Brown proposed to note the internal auditor's report, seconded by Cllr Drakes. All in favour. **Resolved.**

14/05/26 Annual Internal Auditor's Report

Cllr Drakes proposed to note the annual internal auditor's report, seconded by Cllr Foweler. All in favour. **Resolved.**

15/05/26 Annual Governance Statement 2025/2026

The annual Governance Statement for 2025/2026 was considered and completed. Cllr Brown proposed to approve the Governance Statement 2025/2026, seconded by Cllr Shadlock. All in favour. **Resolved.**

16/05/26 Annual Accounting Statement 2025/2026

The annual Accounting Statement was reviewed. Cllr Harris proposed to approve the Annual Accounting Statement 2024/2025, seconded by Cllr Brown. All in favour. **Resolved.**

17/05/26 Certificate of Exemption 2025/2026

Cllr Marshall proposed to approve the Certificate of Exemption 2025/2026, seconded by Cllr Brown. All in favour. **Resolved.**

18/05/26 Finance Committee

The Clerk requested that Cllrs consider abolishing the Finance Committee and moving the small number of items to be discussed to the full council meetings. This would save on some rent for room hire and the Clerk's time compiling extra agendas and typing extra minutes. The budget and Precept is never resolved by a committee alone and is always approved at a full council meeting. This information was discussed.

Cllr Harris proposed to keep the Finance Committee, no seconder.

Cllr Brown proposed that there be no Finance Committee and all items should be discussed at full council meetings, seconded by Cllr Drakes. 2 in favour, 1 against, 3 abstentions. **Resolved.**

- 19/05/26 Personnel Committee**
Cllr Marshall proposed that Cllrs Marshall, Shadlock and Brown be elected to the Personnel Committee, seconded by Cllr Brown. All in favour. **Resolved.**
- 20/05/26 ERNLLCA District Committee Representatives**
Cllr Drakes proposed that no Cllrs be put forward as ERNLLCA District Committee representatives, seconded by Cllr Marshall. All in favour. **Resolved.**
- 21/05/26 Footpath Officer**
Cllr Drakes proposed that Cllr Fowler be elected as the Council's Footpath Officer and perform periodic checks on the grass cutting in the parish this year, seconded by Cllr Shadlock. All in favour. **Resolved.**
- 22/05/26 Snow Warden**
Cllr Drakes proposed that Cllr Fowler be elected as the Council's Snow Warden, seconded by Cllr Shadlock. All in favour. **Resolved.**
- 23/05/26 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 Brown. All in favour. **Resolved.**
- 24/05/26 Standing Orders**
Cllr Brown proposed to approve the Standing Orders, seconded by Cllr Marshall. All in favour. **Resolved.**
- 25/05/26 Financial Regulations**
Cllr Drakes proposed to approve the Financial Regulations, seconded by Cllr Brown. All in favour. **Resolved.**
- 26/05/26 Finance Committee Terms of Reference**
Due to there no longer being a finance committee this item was not discussed.
- 27/06/25 Personnel Committee Terms of Reference**
Cllr Drakes proposed to approve the Personnel Committee Terms of Reference, seconded by Cllr Brown. All in favour. **Resolved.**
- 28/05/26 Risk Management Policy**
Cllr Drakes proposed to approve the Risk Management policy, seconded by Cllr Brown. All in favour. **Resolved.**
- 29/05/26 Asset Register and Annual Inspection of Assets**
Cllr Drakes proposed to approve the Asset Register, seconded by Cllr Fowler. All in favour.
Cllrs and the Clerk confirmed what assets they had inspected.
- 30/05/26 Scheme of Delegation**
Cllr Brown proposed to approve the Parish Council's Scheme of Delegation, seconded by Cllr Fowler. All in favour. **Resolved.**
- 31/05/26 Biodiversity Policy and Action Plan**
Cllr Brown proposed to approve the Biodiversity policy and Action Plan, seconded by Cllr Drakes. All in favour. **Resolved.**
- 32/05/26 Financial Reserves Policy**
Cllr Marshall proposed to approve the Financial Reserves policy, seconded by Cllr Fowler. All in favour. **Resolved.**

- 33/05/26 Complaints Policy**
Cllr Drakes proposed to approve the Complaints policy, seconded by Cllr Marshall. All in favour. **Resolved.**
- 34/05/26 IT Policy**
Cllr Harris proposed to approve the IT policy, seconded by Cllr Fowler. All in favour. **Resolved.**
- 35/05/26 Dignity at Work Policy**
Cllr Drakes proposed to approve the Dignity at Work policy, seconded by Cllr Brown. All in favour. **Resolved.**
- 36/05/26 Grievance Policy**
Cllr Marshall proposed to approve the Grievance policy, seconded by Cllr Harris. All in favour. **Resolved.**
- 37/05/26 Bullying and Harassment Policy**
Cllr Brown proposed to approve the Bullying and Harassment policy, seconded by Cllr Drakes. All in favour. **Resolved.**
- 38/05/26 Whistleblowing Policy**
Cllr Marshall proposed to approve the Whistleblowing policy, seconded by Cllr Brown. All in favour. **Resolved.**
- 39/05/26 Disciplinary Policy and Procedure**
Cllr Marshall proposed to approve the Disciplinary policy and procedure, seconded by Cllr Brown. All in favour. **Resolved.**
- 40/05/26 Data Protection Policy**
Cllr Drakes proposed to approve the Data Protection policy, seconded by Cllr Brown. All in Favour. **Resolved.**
- 41/05/26 Subject Access Request Policy**
Cllr Drakes proposed to approve the Subject Access Request policy, seconded by Cllr Marshall. All in favour. **Resolved.**
- 42/05/26 Publication Scheme**
Cllr Brown proposed to approve the Publication Scheme, seconded by Cllr Harris. All in favour. **Resolved.**
- 43/05/26 Health and Safety Policy**
The Clerk stated that the Parish Council's previous policy was not fit for purpose. Cllr Fowler stated that there is an appropriate policy on the HSE website. Cllr Fowler will send a link to the Clerk for this policy. This will be brought back to the next meeting.
- 44/05/26 Policies and Procedures**
CCTV Policy
Training and Development Policy
Vexatious and Repeated Requests Policy
Record Retention Policy
Recording of Meetings Policy
Co-Option Procedure
Child Safeguarding Policy
Vulnerable Adults Policy
Grant Application Guidance and Procedure
- Cllr Brown proposed to approve the above policies and that Cllr Drakes be lead and Cllr Brown be deputy for the Child and Adult safeguarding policies, seconded by Cllr Drakes. All in favour. **Resolved.**

- 45/05/26 Schedule of Parish Council Meetings 2026/2027**
Cllr Fowler proposed that the Parish Council meetings will be held on 3rd Monday of every month except August, seconded by Cllr Drakes. All in favour. **Resolved.**
- 46/05/26 Insurance Provision**
Cllr Fowler proposed to accept the quotation from Gallaghers Insurance at a cost of £1972.08 and to enter into a 3 year contract and also that a cheque be signed for this amount, seconded by Cllr Drakes. All in favour. **Resolved.**
- 47/05/26 Subscriptions**
Cllr Fowler proposed to approve the subscription to Sage One, ERNLLCA and the direct debit to ICO, seconded by Cllr Drakes. All in favour. **Resolved.**
- 48/05/26 Councillor Attendance Record 2025/2026**
Cllr Fowler proposed to note the Councillor attendance record 2025/2026, seconded by Cllr Marshall. All in favour. **Resolved.**
- 49/05/26 Playground Inspection**
Cllr Drakes has completed a playground inspection. Cllr Fowler will be spraying the MUGA, play area and also the surgery grounds next week if the weather is permitting. Cllr Fowler proposed to note the playground inspection, seconded by Cllr Shadlock. All in favour. **Resolved.**
- 50/05/26 Planning Decision**
Cllr Fowler proposed to note that planning application PA/2026/50 has been granted, seconded by Cllr Marshall. All in favour. **Resolved.**
- 51/05/26 Youth Engagement and Quality N Lincs Council**
Cllr Drakes proposed to approve the request from N Lincs Council to use the playing field on 25 August to site a Youth Van for 3 hours to engage with young people in the village, seconded by Cllr Harris. All in favour. **Resolved.**
- The Clerk will contact the officer to ask them to visit the site to ensure that their vehicle is suitable to be able to gain access via Ulyett Lane and to also advise that they can park the vehicle on the village hall car park if the ground conditions are not suitable for vehicles on that date.
- 52/05/26 Vehicle Speed Concerns**
Cllr Drakes gave feedback following her meeting with the Police and a North Lincs Council officer regarding speeding vehicles in the village. Cllr Marshall proposed to note the information received, seconded by Cllr Drakes. All in favour. **Resolved.**
- 53/05/26 Litterbin Agreement 2026/2027**
Cllr Drakes proposed that the litterbin agreement with N Lincs Council for 2026/2027 be signed, seconded by Cllr Brown. All in favour. **Resolved.**
- 54/05/26 Ward Councillor Report**
The Connect2 bus service has started and can be booked 1 week in advance.
The mobile library is back in service.
The Mayoress of N Lincs Council is Cllr Janet Lee.
A grant of £300 is now available for those that heat their homes by oil. Residents can apply via N Lincs Council's website.
Armed Forces Day is 20 June 2026 at Normanby Hall.
Children's Services in N Lincolnshire have been rated outstanding by OFSTED.
A resident has contact Ward Cllr Kennedy regarding making Ulyett Lane 20mph.
Enforcement have visited a site in Parklands regarding skip lorries and car repairs. This will be taken to the next NATS meeting.

Isle Mixit have been told by N Lincs Council that they must apply for a licence to operate a business from that site.

55/05/26 **Highways, Footpaths and Street Lighting**
None.

56/05/26 **Date and Time of next Meeting**
The next Full Parish Council meeting will take place on 15 June 2026 at 7pm in the Fred Wooffitt Memorial Hall.

Noted.

Meeting closed at 8.40 pm