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 21 September 2026.

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

Clare Boyall Clerk and Responsible Financial Officer

0 Members of the Public

01/09/26 **Public Participation Session**
None.

02/09/26 **Apologies**
Cllrs Fowler, Marshall and Brown.

03/09/26 **Declarations of Interest**
None.

04/09/26 **Granting of Dispensations** (Code of Conduct, 2012)
None.

05/09/26 **Minutes of the Full Council meeting held on 20 July 2026**
Cllr Shadlock proposed that the draft minutes of the Full Council meeting held on 20 July 2026 be accepted as a true record, seconded by Cllr Harris. All in favour. **Resolved.**

06/09/26 **Chairperson's Items**
Cllr Drakes reported that she had attended training on Data Protection, Social Media and Martyn's Law training recently.

07/09/26 **Clerk's Report**
Footage was officially requested by the Police following an incident on the playing field. This has been supplied using their secure portal.
Overhanging foliage on Footpath 127 has been reported to N Lincs Council.
A VAT reclaim has been submitted.
Quotes have been requested for the playing field hedge. Unfortunately, no reply has been received as yet.
The playground re-inspection form for 2027 has been submitted.
Confirmation of the road closure for Remembrance Sunday has been received. The traffic management company will contact the Clerk in due course.

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

08/09/26 **Financial Report**

Cheque	Recipient	Purpose	Nett Amount	VAT	Total
101691	Staff	Salary August			Confidential
101692	C Boyall	Microsoft 365 Annual Subscription	87.49	17.50	104.99
101692	C Boyall	Paper	8.17	1.63	9.80
101692	C Boyall	Storage Box	15.00	3.00	18.00
101692	C Boyall	Postage	10.57	2.11	12.68
101693	C Boyall	Mileage	5.28	0	5.28
101694	HMRC	PAYE			Confidential
101695	Yards Apart	Grass Verges Cut 5	175.00	35.00	210.00
101695	Yards Apart	PROW Cut 2	275.00	55.00	330.00

101696	Vision ICT	Website and Email Host and Annual Maintenance	166.47	33.29	199.76
101697	Thornhill Tractors	Large Mower Repair	591.97	0	591.97
DD	Sage One	Payroll Services	11.00	2.20	13.20
101698	Staff	Salary September			Confidential
101699	C Boyall	Home Office Allowance Oct-Dec	78.00	0	78.00
101699	C Boyall	Mileage	14.30	0	14.30
101700	HMRC	PAYE			Confidential
101701	Yards Apart	Grass Verges Cut 6	175.00	35.00	210.00
101702	R A Fowler	Diesel for Mower	65.06	13.01	78.07
DD	Sage One	Payroll Services	14.00	2.80	16.80

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.**

09/09/26 **Budget Review 2026 2027**
The budget position for 2026/2027 was reviewed. Cllr Shadlock proposed to note the budget review, seconded by Cllr Harris. All in favour. **Resolved**.

10/09/26 **Bank Reconciliation**
Cllr Harris confirmed that she had performed bank reconciliation checks. Cllr Drakes proposed to note that bank reconciliation checks have been carried out, seconded by Cllr Shadlock. All in favour. **Resolved.**

11/09/26 **Playground Inspection**
Cllr Drakes had performed a playground inspection. The weeds are now dying off. The equipment requires cleaning, but the new cleaner supplied by N Lincs Council can be used for this. Cllr Shadlock proposed to note the playground inspection report, seconded by Cllr Harris. All in favour. **Resolved.**

12/09/26 **Planning Permission Granted**
Cllr Drakes proposed to note that permission has been granted for planning application PA/2026/105, seconded by Cllr Shadlock. All in favour. **Resolved.**

13/09/26 **Data Protection Training Slides**
Cllrs had not had a chance to review the slides provided by Cllr Drakes. Cllr Harris proposed to note the receipt of the training slides, seconded by Cllr Drakes. All in favour. **Resolved.**

14/09/26 **Best Kept Village 2026**
Cllr Drakes proposed to note the results of the Best Kept Village competition and that Cllrs Shadlock and Marshall attend the presentation evening, seconded by Cllr Harris. All in favour. **Resolved.**

15/09/26 **Best Kept Village 2027** **SD**
The replacement of the village entry planters was discussed as 2 are in a poor condition. The Clerk will send out pictures examples of what they could be replaced with and that these could form part of the grant application for the In Bloom grant next year if this is offered again by N Lincs Council.

16/09/26 **Large Mower Repair**
Cllr Harris proposed to note and resolve the payment for the repair of the large mower under 6.7ii of the Financial Regulations, seconded by Cllr Shadlock. All in favour. **Resolved.**

17/09/26 **Grass Cutting Contract Surplus**
There will be £62 left over from the grass cutting contract this year. Cllr Drakes proposed to purchase loppers that can be used to remove the small branches on the trees on the Fleet that grow out from the base each year, seconded by Cllr Harris. All in favour. **Resolved.**

18/09/26 **Local Government Services Pay Award 2026**
Cllr Harris proposed to note the Local Government Services pay award 2026 from 1 April 2026, seconded by Cllr Shadlock. All in favour. **Resolved.**

19/09/26 **Local Government Reorganisation**
Cllr Drakes proposed to note the Local Government Reorganisation has been paused, seconded by Cllr Shadlock. All in favour. **Resolved.**

20/09/26 **Doncaster Sheffield Airport's Airspace Change Proposal Public Consultation**
Cllr Drakes proposed to submit the Parish Council's support for the proposals, seconded by Cllr Shadlock. All in favour. **Resolved.**

21/09/26 **The Pensions Regulator**
Cllr Harris proposed to note that the re-declaration has been completed for the Parish Council, seconded by Cllr Shadlock. All in favour. **Resolved.**

22/09/26 **Poppy Wreath Local Government Act 1972 Section 137**
Cllr Shadlock proposed to purchase a poppy wreath for Remembrance Sunday under Local Government Act 1972 section 137, seconded by Cllr Harris. All in favour. **Resolved.**

23/09/26 **The Smaller Authorities Proper Practices Panel (SAPPP) Consultation**
Cllr Drakes proposed that the Clerk respond to the consultation on behalf of the Parish Council, seconded by Cllr Harris. All in favour. **Resolved.**

24/09/26 **Ward Councillor Report**
Ward Cllr Kennedy had sent her apologies.

25/09/26 **Highways, Footpaths and Street Lighting**
None.

26/09/26 **Date and Time of Next Meeting**
To note the date and time of the next meeting as Monday 19 October 2026 at 7 pm.

Noted.

Meeting Closed at 7.50 pm.