



WEST BUTTERWICK PARISH COUNCIL

MINUTES OF WEST BUTTERWICK PARISH COUNCIL MEETING held at Fred Wooffitt Memorial Hall, West Butterwick on 21 May 2018

Present: Cllr J Shadlock (Chair), Cllr S Drakes, Cllr J Marshall, Cllr F Harris, Cllr N Coggon, Cllr A Fowler, Cllr S Baines

Officer in attendance: Clare Boyall Clerk

Public: Ward Cllr Rose, 2 Members of the public

1/18 To receive apologies for absence

Cllr A Jones

2/18 To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Cllr A Fowler	Item 25 Planning	PI
Cllr N Coggon	Item 25 Planning	PI

3/18 Election of Chairman

Cllr J Shadlock is elected Chairman of West Butterwick Parish Council for the ensuing year. Resolved.

4/18 Election of Vice Chairman

Cllr A Jones is elected Vice Chairman of West Butterwick Parish Council for the ensuing year. Resolved.

5/18 Review of Declarations of Interest

There were no changes to Cllrs declarations of interest. Resolved.

6/18 Appointment of Finance Committee Members

Cllrs B Harris, A Fowler and J Shadlock were elected as committee members of the Finance Committee. Resolved.

7/18 Appointment of Personnel Committee Members

Cllrs J Marshall, N Coggon and S Drakes were elected as committee members of the Personnel Committee. Resolved.

8/18 Appointment of a Footpath Officer

Cllr N Coggon was elected as the Footpath Officer. Resolved.

9/18 Appointment of Parish Council Representative on the Village Hall Committee

Cllr S Baines was elected as the Parish Council representative on the Village Hall Committee. Resolved.

10/18 To Review and Approve the Standing Orders.

The Standing Orders were reviewed and no changes were necessary. Resolved.

11/18 To Review and Approve the Equal Opportunities Policy

The Equal Opportunities Policy was reviewed and approved with no changes necessary. Resolved.

12/18 To Review and Approve the Child Protection/Safeguarding Policy

The Child Protection/Safeguarding Policy was reviewed and approved with no changes necessary. Resolved.

13/18 To Review and Approve the Health and Safety Policy

The Health and Safety Policy was reviewed and approved with no changes necessary. Resolved.

14/18 To Review and Approve the Vulnerable Adults Policy

The Vulnerable Adults Policy was reviewed and approved with no changes necessary. Resolved.

15/18 To confirm the minutes of the Full Council meeting held on 16 April 2018 are a true and correct record of which took place.

Resolved - The minutes of the Full Council meeting on 16 April 2018 were signed as a true and correct record.

Councillor Harris suggested that an item for matters arising be added to future agendas. Resolved.

16/18 Clerk's Report

- a. The Health and Safety and Insurance information has been received from the parishioners requesting a fireworks display.
- b. Confirmation received from N Lincs that the roads have been swept. Cllrs confirmed this.
- c. Confirmation received that the pothole on Paddock Lane has been filled.
- d. Double Yellow Lines update still outstanding.
- e. Code of Conduct circulated to all Cllrs.

17/18 Chair's announcements

None

18/18 Finance

- a. **Resolved:** Following cheques were approved for payment:

Payee	Detail	Amount
JF Barker	Wages	£54.30
C Boyall	Wages and Expenses	£242.11
Smith of Derby	Clock Repair	£180.00
Zurich Municipal	Annual Insurance Premium	£1535.35
Better Gardens	Churchyard Grass cutting x2 Inv	£232.00
SLCC	ILCA Course	£118.80

The Clerk has had discussions with Better Gardens regarding the frequency of grass cutting in light of the issues that occurred recently. They had been informed previously that there should be 10 cuts of the grass per year but this would mean a cut every 3 to 4 weeks which would be inadequate in the growing season. Cllrs agreed that this was insufficient and that a cut every 2 weeks would be more appropriate which would equate to approximately 14 cuts per year. Clerk to inform Better Gardens. Resolved.

- b. To receive the financial report 30 April 2018. **Resolved**

19/18 To Resolve to Adopt the Financial Regulations

Adopted with no amendments.

20/18 To Review the Emergency Plan

All Cllrs agreed that this plan was out of date and a lot of the information was inaccurate. Cllr Harris proposed that a couple of Cllrs should look at and work on the plan. However, it was resolved that the clerk will compile a tick box flyer to be sent out to all parishioners to ask for volunteers and to compile a list of available emergency equipment in the village. Clerk will email a draft out to Cllrs for them to comment.

21/18 Paths Partnership

The documentation received from Haxey Parish Council and the quotes for maintenance of the footpaths were discussed. It was agreed that more information was needed regarding the agreement sent from North Lincs Council. Clerk to contact to get clarification and an updated agreement sent which specifies the total funding allotted to West Butterwick.

22/18 Playground Inspection

The new play equipment has been installed and feedback from parishioners has been good. However, there are a few items that are still to be completed. Clerk will liaise with Cllr Jones and confirm the issues with LUDUS. Clerk to check the requirements for release of the grant funding.

23/18 GDPR Information

Clerk informed Cllrs that Government has agreed that Parish Councils no longer need to appoint a Data Protection Officer. The Clerk has been contacted by our Website provider who will add privacy notices to our website to comply with the new GDPR regulations.

24/18 Best Kept Village

Resolved to enter all areas of the competition again this year.

25/18 Planning Permission

Noted. No objections.

26/18 Planning Permission Granted

Noted.

27/18 Correspondence

None Received

28/18 Highways, Footpaths and Street Lighting

- a. The noticeboard in the churchyard is unstable. Cllr Fowler will look at this and assess.
- b. Clerk to contact the surgery to inform them that planters will be installed outside the premises this weekend.

Meeting closed at 20.45

Signature	Date
Designation	