



WEST BUTTERWICK PARISH COUNCIL

MINUTES OF WEST BUTTERWICK PARISH COUNCIL MEETING held at Fred Wooffitt Memorial Hall, West Butterwick on 13 May 2019

Present: Cllr J Shadlock (Chair), Cllr S Drakes, Cllr J Marshall, Cllr A Fowler and Cllr S Baines

Officer in attendance: Clare Boyall Clerk

Public: Ward Cllr Rose, 2 Members of the public

1/19 Election of Chairman

Cllr Fowler proposed that Cllr Shadlock be elected as Chairman, seconded by Cllr Drakes.

It was **resolved** that Cllr J Shadlock is elected Chairman of West Butterwick Parish Council for the ensuing year. Cllr Shadlock signed the acceptance of Office form.

2/19 Election of Vice Chairman

Cllr Shadlock stated that although Cllr Jones was not present, he had expressed an interest as being elected Vice Chairperson. Cllr Fowler proposed that Cllr Jones be elected Vice Chairperson, seconded by Cllr Marshall.

It was **resolved** that Cllr Jones is elected Vice Chairperson of West Butterwick Parish Council for the ensuing year.

3/19 Delivery of Acceptance of Office Forms

Acceptance of Office forms were given to the Clerk.

4/19 To receive apologies for absence

Cllr A Jones and Cllr F Harris

5/19 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.

None

6/19 Delivery of Declarations of Interest Forms

Declaration of Interest forms were given to the Clerk.

7/19 Appointment of Finance Committee Members

It was **resolved** that Cllrs B Harris, A Fowler, A Jones and J Shadlock were elected as committee members of the Finance Committee. Proposed Cllr A Fowler, seconded by Cllr S Baines.

8/19 Appointment of Personnel Committee Members

It was **resolved** that Cllrs J Marshall, S Baines, J Shadlock and S Drakes were elected as committee members of the Personnel Committee. Proposed Cllr A Fowler, seconded by Cllr S Baines.

9/19 Appointment of a Footpath Officer

It was **resolved** that Cllr A Fowler be elected as the Footpath Officer. Proposed Cllr J Shadlock, seconded by Cllr S Drakes. The Clerk to ask Mr Coggon for the Footpath maps.

10/19 Appointment of Parish Council Representative on the Village Hall Committee

It was **resolved** that Cllr S Baines be elected as the Parish Council representative on the Village Hall Committee. Proposed Cllr J Shadlock, seconded by Cllr J Marshall.

11/19 To Appoint 2 Representatives for ERNLLCA

This item to be deferred to the next full Council Meeting when all Cllrs are present.

12/19 Appointment of a Senior Child Protection Lead

It was **resolved** that Cllr S Drakes be elected as the Parish Council Senior Child Protection Lead. Proposed Cllr A Fowler, seconded by Cllr J Shadlock.

13/19 To Review and Approve the Equal Opportunities Policy

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

Resolved. Proposed Cllr S Drakes, seconded by Cllr J Marshall.

14/19 To Review and Approve the Child Protection/Safeguarding Policy

The Clerk has updated this policy in line with new legislation. It was **resolved** to adopt the updated policy. Proposed Cllr J Marshall, seconded by Cllr S Drakes.

15/18 To Review and Approve the Health and Safety Policy

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

Proposed Cllr S Drakes, seconded by Cllr A Fowler.

16/18 To Review and Approve the Vulnerable Adults Policy

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

Proposed Cllr S Drakes, seconded by Cllr J Marshall.

17/19 To Review and Approve the Financial Regulations

The Financial Regulations were reviewed and approved with no changes necessary. **Resolved.**

Proposed Cllr S Drakes, seconded by Cllr A Fowler.

18/19 To Review and Approve the Financial Risk Assessment

The Financial Risk Assessment was reviewed and approved with no changes necessary.

Resolved. Proposed Cllr S Drakes, seconded by Cllr J Marshall.

19/19 To Review and Approve the CCTV Policy

The CCTV Policy was reviewed and approved with no changes necessary. **Resolved.** Proposed

Cllr S Baines, seconded by Cllr A Fowler.

20/19 To Review and Approve the Vexatious and Repeated Requests for Information Policy

The Vexatious and Repeated Requests for Information Policy was reviewed and approved with no changes necessary. **Resolved.** Proposed Cllr S Drakes, seconded by Cllr J Shadlock.

21/19 To Review and Approve the Asset Register

The Asset Register was reviewed and approved with no changes necessary. **Resolved.** Proposed

Cllr J Marshall, seconded by Cllr J Shadlock.

22/19 To Review and Approve the Data Protection Policy

The Data Protection Policy was reviewed and approved with no changes necessary. **Resolved.**

Proposed Cllr S Drakes, seconded by Cllr S Baines.

23/19 To Review and Approve the Incident Security Policy

The Incident Security Policy was reviewed and approved with no changes necessary. **Resolved.**

Proposed Cllr S Drakes, seconded by Cllr S Baines.

24/18 To Review and Approve the Vulnerable Adults Policy

This item is a duplicate of Item 16/18 and therefore added in error.

25/19 To Review and Approve the Personnel Committee Terms of Reference

The Personnel Committee Terms of Reference were reviewed and approved with no changes necessary. **Resolved.** Proposed Cllr S Drakes, seconded by Cllr J Marshall.

26/19 To Review and Approve the Standing Orders.

The Clerk has updated the Standing Orders in line with new legislation. It was **resolved** to adopt the updated Standing Orders. Proposed Cllr S Drakes, seconded by Cllr A Fowler.

27/19 To Review and Approve the Emergency Plan

The Emergency Plan was reviewed and approved with no changes necessary. **Resolved.** Proposed Cllr J Shadlock, seconded by Cllr S Baines.

28/19 To confirm the minutes of the Full Council meeting held on 15 April 2019 are a true and correct record of which took place.

Resolved - The minutes of the Full Council meeting on 15 April 2019 were signed as a true and correct record after the following corrections:

- 186/19 Should read Cllr A Fowler.
197/19 d Should read Cllr Marshall and Cllr Coggon volunteered to ask his customers for donations for this.

Proposed Cllr J Shadlock, seconded by Cllr J Marshall.

29/19 Clerk's Report

- a. The road repairs on Paddock Lane have still not been completed. The Clerk has not received confirmation of a follow up query. Clerk to copy in Ward Cllr Rose.
- b. The Internal Audit was completed last month. The public rights of inspection period will be 1 July to 30 July 2019.
- c. An email has been sent to the Environment Agency contact supplied asking for attendance a future meeting. No reply received as yet.
- d. A further email has been sent regarding the parking on grass verges on Parklands. No update received as yet.
- e. The newsletter is ready to be distributed.

30/19 Chair's announcements

None

31/19 Finance

- a. **Resolved:** Following cheques were approved for payment:
Proposed Cllr S Drakes, seconded by Cllr A Fowler.

Payee	Detail	Amount
C Boyall	Wages and Expenses	Confidential
Zurich Municipal	Annual Insurance Premium	£1604.74
Better Gardens	Churchyard Grass cutting x3 Inv	£348.00
Kim Baines	MUGA Repair	£13.20
WB Village Hall	Snooker Table Insurance	£5.88

- b. To receive the financial report 30 April 2018. **Resolved.** Proposed Cllr S Drakes, seconded by Cllr A Fowler.

The Clerk explained that after consulting with Cllr Shadlock she had requested an accountant to look at the accounts. The accounts for 2018/2019 were correct. However, the 2017/2018 spreadsheet inherited by the present Clerk was incorrect. The Clerk assured those present that the error was in the spreadsheet and not that there was any money missing. The accountant has rectified the figure totals. The Clerk has contacted the external auditor PKF Littlejohn and they are happy for the information to be submitted with this year's Governance Statement.

- c. To Approve the General Governance Accounting Statement Section 1
It was **resolved** to approve and sign Section 1. Proposed Cllr J Shadlock, seconded by Cllr S Drakes
- d. To Approve the General Governance Accounting Statement Section 2
It was **resolved** to sign and approve Section 2. Proposed Cllr J Shadlock, seconded by Cllr S Drakes.

32/19 Recreation Field

Cllr Fowler reported that the field is uneven. To rectify this may be expensive. Cllr Fowler proposed that soil could be moved onto the field when the proposed building works are done at the Village Hall. Cllr Fowler also reported that the recreation field has a considerable number of weeds on it at the moment and proposed that these be treated. Cllr Fowler will investigate a contractor to treat the weeds and report back at a later date.

33/19 Playground Inspection

An inspection has taken place. Cllr Drakes reported that the swings are squeaking and that there is a kink in the parent's swing. Cllr Fowler will deal with these issues. The bench is still to be painted. Cllr Jones has this in hand. The MUGA surface has been pinned back down.

34/19 Planning Permission

PA/2016/767	Planning application to vary condition 6 of PA/2016/1296 for finished flood levels to be lowered to 5.2m AOD Site Formerly 23 North Street, West Butterwick DN17 3JR Mr Bryan Scutt
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This was discussed. No objections raised.

35/19 Planning Permission Granted

Noted.

36/19 Correspondence

- a North Lincs Council Forthcoming Meetings
Noted.
- b Letter from West Butterwick School – School Council
This was discussed. It was **resolved** to support the School Council's plan to place posters and dog bag dispensers around the village to encourage people to clean up after their dogs. Proposed Cllr J Marshall, seconded by Cllr S Drakes.
- c Councillor Training
The Clerk has today received communication from ERNLLCA offering training for Cllrs. The Clerk advised Cllrs that this would be beneficial training. Cllrs Fowler, Marshall, Baines and Drakes expressed an interest in attending this training. Cllr Fowler proposed that a further place is booked for the person who fills the casual vacancy on the council. It was **resolved** that the Clerk would book 4 places plus Clerk to contact ERNLLCA to see if it is possible to book a further place without a named individual. Proposed Cllr Drakes, seconded Cllr Marshall.

37/19 Highways, Footpaths and Street Lighting

- a. Cllr Drakes reported that the path to the recreation field is uneven. Cllr Jones has spoken to the contractors regarding this. A member of the public offered to speak to the contractors regarding this issue.
- b. Cllr Marshall has been approached by a number of residents regarding cars parking on the grass verges. Cllr Marshall will speak about this at the next NATS meeting.
- c. Ulyett Lane verges are in need of cutting at the moment. Ward Cllr Rose reported that these are due to be cut next week.
- d. Cllr Shadlock reported on behalf of Cllr Jones that the graves and pathways in the churchyard need to be sprayed with weed killer. Clerk to ask Better Gardens to spray.
- e. Cllr Shadlock reported on behalf of Cllr Jones that the paths and verges around the surgery need to be sprayed with weed killer. Clerk to report this to N Lincs Council.
- f. Cllr Shadlock reported that the noticeboard on North Street now needs to be replaced. Clerk to obtain prices.
- g. Cllr Shadlock reported that dog fouling is extremely bad on the Millennium Footpath at the moment. Cllr Fowler will see if the effluent plant cameras have any evidence that can be obtained. Cllr Drakes will add a post to the Facebook page regarding this issue. Cllr Shadlock will speak to the School Council to see if one of their dog bag dispensers can be placed in this area. Clerk to speak to the Dog Warden at N Lincs Council.
- h. It was reported that the footpath from Christopher's Meadow to Ulyett Lane is overgrown with weeds. Clerk to speak to the Footpath's Officer.

38/19 Date and Time of Next Meeting

17 June 2019 at 7 pm. Ward Cllr Rose extended his apologies for this meeting.

39/19 To Resolve the Clerk's wages and Expenses for April 2019

It was **resolved** to approve the Clerk's wage and expenses for April. Proposed Cllr A Fowler, seconded Cllr S Drakes.

Meeting closed at 20.15

Signature	Date
Designation	