



WEST BUTTERWICK PARISH COUNCIL

MINUTES OF WEST BUTTERWICK PARISH COUNCIL MEETING held at Fred Wooffitt Memorial Hall, West Butterwick on 16 March 2020

Present: Cllr J Shadlock Chair, Cllr A Jones, Cllr F Harris, Cllr Marshall, Cllr A Broome, Cllr Baines and Ward Cllr Rose

Officer in attendance: Clare Boyall Clerk and RFO

Public: 1 member of the public

The member of the public thanked the Parish Council for cutting the recreation field hedge. They also reported that the Lincolnshire Salad Company have dug a trench and a large hole to prevent fluids running onto the footpath. A pipe has been installed from the hole that empties into a dyke. The resident expressed their concerns that fluid was being disposed of into the dyke. Ward Cllr Rose will report this. The Clerk will send a letter to the company.

Cllr Shadlock requested that item 182/20 be discussed at this point.

182/20 CCTV Recreation Field

Mr Nixon and Mr Woollas gave a presentation on the benefits of CCTV and remote monitoring for properties. The installation of additional CCTV cameras on the recreation field was discussed. Cllr Marshall proposed that 3 extra CCTV cameras be installed to cover the recreation field, the Village Hall car park and the play equipment, seconded by Cllr Jones.

It was **resolved** that 3 extra CCTV cameras be installed.

176/20 To receive apologies for absence

Cllr S Drakes and Cllr A Fowler

177/20 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.

178/20 To confirm the minutes of the Full Council meeting held on 17 February 2020 are a true and correct record of which took place.

Resolved - The minutes of the Full Council meeting on 17 February 2020 were signed as a true and correct record. Proposed Cllr Harris, seconded Cllr Marshall.

179/20 Clerk's Report

- a The Clerk reported that she will invite the representative from The Environment Agency to a meeting later in the year due to the Coronavirus outbreak at the moment.
- b The Clerk has re-reported the grass verges on Parklands.
- c No further information has been received from N Lincs Council regarding the manhole cover on North Street.
- d The Clerk has submitted the grant application for VE Day. No decision has been received so far from N Lincs Council.

- e The Clerk sent a further email to The Lincolnshire Salad Company regarding the coloured water on the Public Footpath.
- f 2 quotes have been requested for the recreation field entrance. 1 has been received so far.
- g 3 grass cutting quotes have been requested and 2 received.
- h The Emergency Plan has been completed. The Clerk has compiled an emergency box which will be kept at The Village Hall.
- i The Clerk has arranged for a repeat inspection for next year only.
- j The Website Accessibility Statement has been added to the website. Vision ICT have highlighted a couple of issues which will need to be rectified in order to comply with current legislation.
- k The Clerk has contacted the insurance company and logged the information relating to The Fleet. She has been advised that any costs will be covered from the date it was logged. However, they may want their legal team to take over the case should the case continue.

180/20 Chair's Announcements

CLlr Shadlock stated that she had reported the overgrown trees on the road to Beltoft. N Lincs Council have completed a site visit. They have passed this on to another department for them to investigate the owner of these trees.

181/20 Finance

- a **Resolved:** The following cheques were approved for payment:
Proposed Cllr Marshall, seconded Cllr Baines.

Payee	Detail	Amount
Staff	Wage	Confidential
Staff	Postage	£7.77
Staff	Ink Cartridge Pack	£98.39
Staff	Stationery	£10.85
Staff	Emerg Plan Box and Contents	£7.90
Vision ICT	Accessibility Statement	£54.00

At this point Cllr Jones left the room.

- b To receive the financial report 29 February 2020.
Proposed Cllr Harris, seconded Cllr Broome.

It was **resolved** to accept the financial report 29 February 2020.

Cllr Jones re-entered the room.

- c To receive and resolve the Service Level Agreement Litter/Dog Bin with N Lincs Council
The Clerk advised that an email had been received to advise that N Lincs Council have reviewed their costs for emptying the litter/dog bins and this has been increased from £234 to £436.80 per year. This was discussed. Cllr Harris proposed to sign the agreement, seconded by Cllr Jones.

It was **resolved** to sign the Service Level Agreement with N Lincs Council.

- d HSBC Safeguarding Review Correspondence
The Clerk advised that this review needs to be completed before 6 May 2020. There are 2 options open to Cllrs. Firstly, a signatory on the account could complete the review or secondly the Clerk could be added as

a signatory and complete the review. The telephone review will last approximately 1 hour and information requested will include questions regarding individual payments made by the Parish Council, information about Cllrs and tax status. The Clerk has completed this review for another council last year. This was discussed. Cllr Jones proposed to add the Clerk to the Bank Mandate, seconded by Cllr Shadlock.

It was **resolved** to add the Clerk to the Bank Mandate.

183/20 Playground Inspection

- a An inspection was completed today by Cllr Jones. Moss killer is required on the MUGA and the play area and edges to be tidied as per inspection report. The Clerk to arrange for this to be done. Cllr Marshall proposed, seconded by Cllr Baines. The foundations need to be covered on the picnic bench. All play equipment in good order. The kissing gate entrance to the field needs to be resurfaced. The Clerk has received a quote for this to be done at a cost of £350 plus VAT but is still awaiting a further quote.

It was **resolved** that the Clerk arrange for moss killer on the MUGA and playground and the playground edges to be cut back.

- b The Playground Inspection Report was discussed. The Clerk has made a list of items that require attention and read through the list. The zipwire and incorrectly installed swing seat have been rectified by LUDUS. Cllr Baines has tightened the Pig Springer handles and footrests. This was discussed. The Clerk advised that the chains on the swings will need to be monitored for further wear when the monthly checks are completed. New chains and shackles can be ordered when needed. Cllr Baines and Cllr Broome will re-fix the bin with concrete. Cllr Baines will order signs for the MUGA and play area. The Clerk will supply the correct wording. The Clerk will obtain a price from LUDUS for the bolt covers mentioned in the Inspection Report.

184/20 Planning Permission

None

185/20 The Fleet

A letter has been sent to the Claimant's solicitor by the Council's solicitor.

186/20 Grass Cutting

The Clerk has received 2 quotes for grass cutting. Cllr Harris proposed to accept the quote for £145 per cut for a 3 year fixed price contract, seconded by Cllr Baines.

It was **resolved** to accept the quote for 145 per cut for grass cutting.

187/20 Highway Verge and Open Space and Public Rights of Way Grass Cutting

The Clerk has obtained 1 quote so far which is a great deal higher than the amount that N Lincs Council have stated they will pay for the grass to be cut. The Clerk has spoken to N Lincs Council regarding this. The Clerk will write to N Lincs Council advising them of this issue.

188/20 Emergency Plan

This was discussed. The Emergency Box will be kept next to the Parish Safe. Cllr Marshall proposed to adopt the new Emergency Plan, seconded by Cllr Harris.

It was **resolved** to adopt the new Emergency Plan.

189/20 Best Kept Village 2020

This was briefly discussed. Cllr Harris proposed to enter the competition again this year, seconded by Cllr Shadlock.

It was **resolved** to enter the competition.

190/20 Coronavirus Contingency Plan

Cllr Marshall stated that the Parish Council should identify the vulnerable residents in the village. This was discussed. The Clerk will compile a leaflet and email this to Cllr Harris for this to be distributed to all households in the village.

The Clerk stated that the communication from ERNLLCA was to advise Parish Councils to consider contingency planning for finances and decisions in the event that meetings may not be possible. Cllrs felt that no plans were needed at the present time and would await further advice from the Government.

191/20 Ransome Mower Service

Cllr Harris has received quotations for the service of this mower. Cllr Shadlock proposed to accept the quote that will enable the mower to be serviced on site at a cost of £350, seconded by Cllr Marshall. If it is found that any further work is required when the mower is serviced, then this should be brought back to the next Parish Council meeting.

It was **resolved** to accept the quote to have the mower serviced on site.

192/20 Recreation Field Hedge

Cllr Jones stated that the ground had been dry enough recently for the hedge cutter to be able to get onto the Recreation Field and therefore the hedge has been cut. Cllr Jones requested that he be able to arrange for the hedge to be cut again in October. Cllr Broome asked if this would be at the same price. Cllr Jones confirmed this. Cllr Harris proposed that Cllr Jones arrange for the hedge to be cut in October, seconded by Cllr Baines.

It was **resolved** that Cllr Jones book for the Recreation Field hedge to be cut at the same price as this year in October.

193/20 Policy Documentation Dormant Asset Scheme

The policy documentation was noted. No comments to submit.

194/20 Correspondence

None.

195/20 Highways, Footpaths and Street Lighting

- a Cllr Jones advised that the polar trees on the recreation field are in a poor state and need to be inspected. The Clerk will obtain quotes for the inspection and possible removal of these trees. Ward Cllr Rose advised that an Environmental grant may be available from N Lincs Council to plant a hedge to replace the trees. Clerk to contact the Community Grants Team.

196/20 Date and Time of Next Meeting

It was noted that the next meeting of the Parish Council will be held on 20 April 2020.

Vote to exclude the press and public due to an exemption as defined in paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972, also in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.

197/20 To resolve the Clerk's wage and expenses for February 2020

It was **resolved** to approve the Clerk's wage for February 2020. Proposed Cllr Harris, seconded Cllr Shadlock.

Meeting closed at 9.35 pm

Signature	Date
Designation	