



WEST BUTTERWICK PARISH COUNCIL

MINUTES OF WEST BUTTERWICK PARISH COUNCIL MEETING held via Skype on 15 June 2020

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

Officer in attendance: Clare Boyall Clerk and RFO

Public: No members of the public present.

1/20 To receive apologies for absence

None.

2/20 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.

3/20 To confirm the minutes of the Full Council meeting held on 16 March 2020 are a true and correct record of which took place.

Resolved - The minutes of the Full Council meeting on 16 March 2020 were signed as a true and correct record. Proposed Cllr Harris, seconded Cllr Marshall.

4/20 Clerk's Report

The Clerk advised that some of the on going items have been put on hold due to Covid 19.

- a The Clerk had emailed photos of footpaths 130, 129 and 128 to N Lincs Council as these were overgrown with crops. The Public Rights of Way Officer has advised that he will write to the farmers concerned to ask them to reinstate the paths.
- b The annual audit has been completed via email this year with all documentation being scanned and sent to the auditor.
- c The quote was received for the new CCTV cameras and the company advised to install the cameras. Completion of this work was subsequently chased. The Clerk understands that the work has been completed today.
- d The Clerk has confirmed the 3 year grass cutting contract with Better Gardens.
- e Information submitted to the Office of the Crime Commissioner with the Parish Council's priorities for the coming year.
- f The Clerk has liaised with the Public Rights of Way Officer regarding the footpath bridge repairs. One of the bridges has been repaired and the other bridge has been added to the schedule of works. Both bridges will have their bridge decking replaced.
- g The verge and open space grassed areas will now be cut by a contractor from Haxey Parish Council. Maps were received by the Clerk. Ulyett Lane grass verge did not appear on the map and therefore the Clerk

liaised with N Lincs Council. This has been added to the map and Haxey PC informed to cut this verge. The Clerk has also queried a section of open space on Parklands. Notification has been received today that this area will also be added to the map and this will also be added to the grass cutting schedule.

- h The Clerk reported that the village dog bins were full and had not been emptied. The Clerk has been notified that these have now been emptied. The contract with N Lincs Council states that these should be emptied 26 times per year.
- i The forms for adding the Clerk to the mandate were handed in to Epworth branch in April. This was followed up in May and there had been a problem in the branch. Confirmation has since been given to the Clerk that the forms had been scanned and sent on to HSBC head office. The Clerk has since tried to complete the Safeguarding Review but the Safeguarding Team have advised that the Clerk has still not been added as a signatory to the account. They will contact the Clerk in 1 week.
- 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.

5/20 Chair's Announcements

The Chair advised that the ties on the MUGA gates have been cut. This has been reported to the Police. CCTV has shown evidence of this but this needs to be downloaded. Cllr Baines will download the images to give to the Police.

6/20 Finance

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

Payee	Detail	Amount
Staff	Wage March	Confidential
Staff	Home Office Allowance	£54.00
Staff	Postage	£10.15
Better Gardens	Grass Cutting	£145.00
J W Bichen	Hedge Trimming	£192.00
WB Village Hall	Reimburse for Mower Service	£350.00
Symes Bains Broomer	Solicitor's Fees	£4500.00
Staff	Postage	£4.08
ERNLLCA	Annual Membership	£403.82
Staff	Wage April	Confidential
B Wren	Mower Repair	£993.60
WB Village Hall	Snooker Table Insurance	£5.61
Better Gardens	Rec Field Work and Grass Cutting	£680.00
Zurich Insurance	Annual Insurance	£1643.06
Staff	Inc in Home Office Allowance	£24.00
Staff	Postage	£8.99
Better Gardens	Grass Cutting	£435.00
B Brooks	Annual Internal Audit	£300.00

- b To receive the financial report 31 May 2020.
Proposed Cllr Harris, seconded Cllr Jones.

It was **resolved** to accept the financial report 31 May 2020.

- c To Approve the General Governance Accounting Statement Section 1
Proposed Cllr Broome, seconded Cllr Drakes.

It was **resolved** to accept the General Governance Accounting Statement Section 1.

- d To Approve the General Governance Statement Section 2
Proposed Cllr Drakes, seconded Cllr Jones.

It was **resolved** to accept the General Governance Statement section 2.

- e To Approve the Certificate of Exemption
Proposed Cllr Shadlock, seconded Cllr Drakes.

It was **resolved** to accept the Certificate of Exemption.

7/20 Playground Inspection

An inspection has been carried out by Cllr Jones. The gate mechanism on one of the gates for the MUGA was not working. Cllr Jones arranged for a contractor to repair this.

The picnic table and a bin still need to have their foundations repaired.

The ground under the kissing gate entrance needs remedial work.

The cubes require some graffiti to be removed.

8/20 Planning Permission

PA/2020/675	Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline application PA/2019/1932 dated 10/02/2020 to erect a dwelling - AMENDED DRAWINGS - Elevations & Block Plan, Floor Plans, Internal and External 3D Images Land north of Manderlay, 56 North Street, West Butterwick, DN17 3JW Mr Will Moore
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Cllr Harris proposed no observations to this planning application, seconded by Cllr Fowler.

It was **resolved** that there were no observations to this planning application.

PA/2020/788	Planning permission for extension and alterations to the property including the erection of a two-storey rear extension, boundary treatments formulation of new entrance and openings 7 West Street, West Butterwick, DN17 3JZ Mr Hunt
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Cllr Harris proposed no observations to this planning application, seconded by Cllr Jones.

It was **resolved** that there were no observations to this planning application.

9/20 The Fleet

No further communication has been received.

10/20 Village Planting

Cllr Jones has purchased plants for the village planters. Cllr Fowler proposed to reimburse Cllr Jones £113.25, seconded by Cllr Drakes.

It was **resolved** to reimburse Cllr Jones £113.25 for the cost of plants.

11/20 Correspondence

Letter from Community Grants regarding VE Day Celebration Grant.

It was noted that N Lincs Council have withdrawn this grant.

12/20 Highways, Footpaths and Street Lighting

- a Cllr Baines noted that there were still stone chippings on the roads. Cllr Jones advised that the sweeper lorry had attended but there had been cars parked on the road and therefore the sweeper had to go round these. Clerk to contact N Lincs Council to see if they can supply a schedule for the sweeper lorry. Ward Cllr Rose will follow up on a proposed visit by the Highways Department to inspect the roads in West Butterwick.
- b Cllr Harris advised that the sunken manhole cover has still not been fixed. The Clerk had been advised by N Lincs Council that this will be dealt with in the normal schedule of works. Cllr Harris will send a photo of the cover to the Clerk.
- c Cllr Fowler advised that he had received a number of complaints regarding an overgrown garden of an empty property on North Street. Cllr Fowler will supply details of the property owner to the Clerk who will write to the owner.
- d Cllr Jones advised that Footpath 127 is still overgrown at the sides. Clerk to contact the PROW Officer to chase this.
- e Cllr Fowler advised that he is still in the process of purchasing a new mower which had been resolved at a previous Parish Council meeting.
- f Cllr Marshall stated that she will be attending a funeral on behalf of the Parish Council.

13/20 Date and Time of Next Meeting

It was noted that the next meeting of the Parish Council will be held on 20 July 2020 via Skype unless Government Guidelines change and the Parish Council can meet in person.

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 May 2020.

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

Meeting closed at 8.07 pm

Signature	Date
Designation	