

SUTTERTON PARISH COUNCIL

MINUTES OF THE MEETING OF SUTTERTON PARISH COUNCIL HELD ON WEDNESDAY 7th FEBRUARY 2024 AT 7.00pm IN THE COMMUNITY LOUNGE AT SUTTERTON VILLAGE HALL

Present:	Cllr D Sands – Chairman Cllr L Thorpe – Vice Chairman Cllr L Ingham Cllr J Maltby Cllr J Cantwell Cllr J Rushworth Cllr M Bateman Cllr V Allen Sarah Smith – Clerk	Apologies:	Cllr C Baker Cllr M Brookes – LCC Cllr D Brown – BBC
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PUBLIC QUESTION TIME – to receive and consider questions submitted by members of the public (10 minutes)

No members of the public attended; however, an e-mail was received from a resident with several questions:

1. With respect to the culvert under Wigtoft Road near Irelands, Clerk to contact Cllr Brookes to clarify who is responsible for this. **(e-mailed 12/02/24)**
2. The dykes down Wigtoft Road which are of riparian ownership – Cllr Cantwell has offered to look in to this with the drainage board.
3. Speeding down Wigtoft Road – it is plan of the PC to install new speeding signs on all roads leading into the village in the next 2 years. Cllr Cantwell to provide details with respect to possible funding for this via Boston Borough Council and a response is still awaited from the Clerk at Wigtoft PC with respect to putting a speed watch in place.

22/24. CHAIRMAN’S REMARKS:

None.

23/24. APOLOGIES:

Apologies received from Cllr Baker, Cllr Brown (BBC) and Cllr Brookes (LCC)

24/24. DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST:

- To receive Member’s declarations of pecuniary or non-pecuniary interest
- To receive and consider any written requests for dispensation

Cllr Cantwell declared an interest in item 27/24, however, will most likely be a representative for the residents with respect to the planning item.

25/24. MINUTES AND MATTERS ARISING:

It was **RESOLVED** that the minutes of the meeting held on Wednesday 3rd January 2024 are approved as a true record.

26/24. CORRESPONDENCE RECEIVED:

- E-mail regarding Community Emergency Planning and LRF open evening – Monday 19th February 2024 – **e-mailed to all 22/01/24**

Cllr Cantwell advised he would cover this later in the meeting. Unfortunately, however, he would not be able to attend the open evening on the 19th February.

- E-mail received 15/01/24 regarding Annual subscription to LALC

It was **RESOLVED** to subscribe to LALC for the following year at £429.78 and in addition the annual training scheme at £180.00 inc VAT which is a total of £609.78. However, the PC is currently in credit with LALC to the sum £231.12 so the amount payable will be **£378.66**.

- Letter received 24/01/24 from NS&I

Correspondence was received from NS&I with respect to the Clerk being able to access the account. It was **RESOLVED** for the forms to be completed at the end of the meeting.

27/24. PLANNING:

At the time of the agenda being circulated no planning applications had been received, however, the following application came through hours prior to the meeting which was circulated to all.

B/24/0060; Land off Station Road, Sutterton, Boston, PE20 2JX – Outline planning application with some matters reserved (Appearance, Landscaping, Layout & Scale) for later approval for proposed industrial development and associated infrastructure (Use Classes B2, B8, E(g))

Brief discussion took place with respect to the pros and cons for the above planning.

It was **RESOLVED** to request an extension for comments to be submitted (**e-mailed 08/02/24**), Clerk to contact Clerk to Algarkirk PC (**13/02/24**) and a public meeting for residents to be organised if necessary (**meeting arranged for 29/02/24 at 7pm**).

28/24. LINCOLNSHIRE COUNTY COUNCIL MATTERS AND BOSTON BOROUGH COUNCIL:

- Nothing to report from LCC.
- **Cllr Cantwell** on behalf of BBC informed of a meeting with Matt Warman on Monday 12th February at the Village Hall primarily for residents to raise concerns about the proposed pylons but any other issues could be raised as well if needed.
- **Cllr's Cantwell and Brown** attended an Outer Dowsing meeting for an update on the substation, mainly with respect to design and tree planting and information on community grants, more details of which will be released over the coming year. One suggestion which may be put forward is money being given to Parish Councils to distribute to local groups and causes as they see fit. Capital projects will not be funded. Sutterton will be one of the Parishes eligible to apply due to being directly affected by the substation.
- An issue was raised with noxious smells down Post Office Lane. This has been reported to the Borough.
- A Ward Surgery was held on the 27th January at the Village Hall. Issues raised included car parking on the corner of the Park Avenue estate, whether yellow lines could be put on that corner. This has been passed to Cllr Brookes. Car parking in general down Park Avenue was also raised. Issues will be raised with LHP.

29/24. GRASS CUTTING:

The following quotes **EXCLUDING** VAT were received and presented for discussion;

Contractor A: (Prices stand for both years)

- | | |
|----------------------------|-----------------|
| a) Main Areas: | £4642.00 |
| b) St Mary's Drive: | £432.00 |
| c) Cemetery – Old Section: | £615.00 |

Contractor B: (Prices stand for both years)

- a) Main Areas: **£4690.21**
- b) St Mary's Drive: **£518.40**
- c) Cemetery – Old Section: **£694.00**

Contractor C:

- a) Main Areas: 2024 **£16,518.00**
2025 **£17,398.00**
- b) St Mary's Drive: 2024 **£1360.00**
2025 **£1520.00**
- c) Cemetery – Old Section: 2024 **£825.00**
2025 **£890.00**

Contractor D: (Prices stand for both years)

- a) Main Areas: no quote
- b) St Mary's Drive: no quote
- c) Cemetery – Old Section: **£2100**

It was **RESOLVED** to accept Contractor's A and D for the next 2 years – 2024 and 2025.
Contractor A – Malc Firths Landscapes for the Main Areas and St Mary's Drive.
Contractor D – Mr Dent for the Old Section of the Cemetery.
Clerk to contact all contractors to inform outcome (**e-mailed 08/02/24**)

30/24. POLICIES & STANDING ORDERS:

To review and update Policies and Standing Orders as necessary.
The Standing Orders and policies such as Complaints, Financial Regulations, Risk Assessment, Equal Opportunities and Data Protection are due for review. A sub-committee to review and update the policies and standing orders was created consisting of Cllr's Allen, Bateman and Thorpe with the Clerk to shadow.
Cllr Cantwell suggested sub-committees be discussed at the next PC meeting and be formalised. It was also suggested to have a sub-committee for the Cemetery.
Clerk to arrange a meeting of the sub-committee for review of the policies.

31/24. POLICE MATTERS:

8 crimes were reported in the Sutterton area in November 2023 – link to map below.
[Boston Rural West | Your Area | Lincolnshire Police | Lincolnshire Police \(lincs.police.uk\)](#)

32/24. HIGHWAY MATTERS:

Cllr Cantwell reported that the Potholes down Broad Lane have been filled by LCC.

33/24. CEMETARY:

It was noted on the last inspection that the water butt was nearly empty and a few branches had fallen from the trees following the high winds. Comments have been received how nice the old side of the Cemetery is looking. Discussion took place regarding Xmas Wreaths and whether we were in our rights to remove them if they started looking past their best.
Clerk to contact Kirton PC with respect to removal of wreaths (contacted 14/02/24)

34/24. REPORT ON PARISH MATTERS:

- a) **Cllr James Cantwell** – Parish Resilience
The first meeting will be held later this month/early March. Cllr Lesley Ingham has volunteered to be on the Committee from Sutterton PC along with Algarkirk's PC Clerk, Maxine Warr and Cllr Mandy Spiller.

Dustbin locations (e-mail forwarded 29/01/24)

The dustbins have all been moved to their new locations and new dog waste bins installed. However, it was felt the bin which was relocated to the junction of Post Office Lane/Rainwalls Lane would be better placed near the flagpole as a lot of rubbish does accumulate around that area.

Clerk to contact BBC to see if this could be moved to the flagpole area or an additional bin placed (e-mailed 14/02/24)

- b) **Cllr Justin Rushworth (ongoing)** – Parcel of land at the top of St Mary’s Drive
Clerk checked past minutes and found that we have only been maintaining the land on St Mary’s Drive for 5 years, starting December 2018 and not the 10 years required to be able to claim the land. It was suggested to contact the Treasury Solicitor with respect to the trees and hedges that need work doing to them.

Clerk to write to the Treasury Solicitor (letter sent 16/02/24)

- c) **Recreational Field** – with respect to installing signs relating to the flooding
Chairman e-mailed Peter Cropley with respect to installing signs on the Rec in relation to the flooding who confirmed this did not need to go to the Parochial committee and he was happy for signs to be installed so long as there were no more than 3. With respect to raising the ground this would not be allowed as it is a protected area on the Local Plan. Signs are already in place at the Rec stating “Important Notice – Sutterton Parish Council will not be held responsible for any injuries whilst using the play equipment – you do so at your own risk”.

It was **RESOLVED** for 2 new signs to be made up to incorporate “including the surrounding areas”.

Clerk to organise

With respect to the zipwire findings on the RoSPA report, as the installers, Firths were contacted for the maintenance works to be carried out. A quote was received for £680.00 plus VAT totalling £816.00. Works include tightening the cable, replacing chain cover top through bolts and replacing the carpet on the ramp. No mention of protection being placed around the posts.

It was **RESOLVED** to go ahead with the works.

Clerk to inform Firths and to also enquire about protection around the posts to prevent further damage from strimming (e-mailed 08/02/24)

- d) **Speed Indicator Device** – to discuss now it has been returned
Cllr Ingham currently has the Speed Indicator Device. Unfortunately, no data can be retrieved from this anymore.

Clerk to contact Road Safety Partnership (e-mailed 14/02/24)

35/24. FINANCE:

Payment List		Sutterton Parish Council		Feb-24		Approved at meeting 7th February 2024										
Outgoings				Cash		Incoming										
Date	Payee	Invoice No.	Description	Total	Cheque No	Internet Banking	Received From	Details	Invoice No.	Date	Total					
08/01/2024	HMRC		overdue PAYE	£31.47	I/B		William Kent Memorials	2x Memorial Tablets and Additional Inscription	2023/12/01	08/01/2024	£150.00					
08/01/2024	HMRC		overdue PAYE	£1.46	I/B		Resident	2x Exclusive Rights of Burial	2024/01/02	16/01/2024	£600.00					
08/01/2024	HMRC		overdue PAYE	£1.41	I/B		T A Blackamore	Trimmings off Holly trees/bushes in Cemetery		16/01/2024	£50.00					
08/01/2024	HMRC		overdue PAYE	£32.10	I/B		Cash	found in Coronation Cup from former Clerk		16/01/2024	£12.00					
08/01/2024	HMRC		overdue PAYE	£7.67	I/B											
08/01/2024	HMRC		overdue PAYE	£12.42	I/B											
08/01/2024	HMRC		overdue PAYE	£7.42	I/B											
08/01/2024	HMRC		overdue PAYE	£5.56	I/B											
08/01/2024	HMRC		overdue PAYE	£13.10	I/B											
08/01/2024	HMRC		overdue PAYE	£5.48	I/B											
18/01/2024	Post Office		1x first class stamp (Clerk's allowance)	£1.25	Debit card		Expenses									
22/01/2024	HMRC	Month 8 & 9	HMRC - inc Employer National Insurance Contribution (carried forward from December 23 and January 24 payment sheet)	£555.97	DD											
29/01/2024	BBC		Cemetery Waste (carried forward, DD was set up incorrectly y at BBC)	£136.50	DD											
28/01/2024	Staff costs		Litterpicker (January 2024)	£225.77	SO											
07/02/2024	BBC	40003900	Recharge of Footway Lights Work - 2 Marsh Road	£420.00	I/B											
07/02/2024	BBC	40003936	Recharge of Footway Lights Work - 3 Ropers Bridge Lane	£420.00	I/B			Feb-24								
07/02/2024	LexisNexis	10337884B	Arnold Baker Book	£131.99	I/B											
07/02/2024	Sutterton Village Hall		83 Hire of Lounge - October - December 2023	£60.00	I/B		Home Office			£27.50						
07/02/2024	Staff costs	01/01/2024	Clerk Salary (1-31st January 2024) 44.75 hours	£544.64	I/B											
07/02/2024	Maxine Warr	1/24	Support for the Clerk November 23 - January 2024	£75.00	I/B											
											Total Payable	£27.50				
				Total Payable	£2,689.21											

It was **RESOLVED** to approve all invoices for payment. **Proposer Cllr V Allen, Seconded Cllr J Rushworth.**

Clerk informed that once all payments had been actioned it will leave £778.66 in the Current Account.

It was **RESOLVED** to transfer £5000 from the savings account back to the current account. **(transferred 15/02/24)**

36/24. CLERK'S REPORT:

To receive a report on matters not on the agenda.

- Old litter bin – Susan still has the old bin. This was supplied by BBC.

Clerk to contact BBC to see if they would like this back (e-mailed 14/02/24)

- Scribe – Clerk has started to set Scribe up which will enable her to input all invoices received, produce bank reconciliation information and information with respect to the AGAR.
- Clerk has received an e-mail from Go Compare asking if we could put a link to their company on our website with respect to flooding and personal safety. This was a unanimous no.

Clerk to e-mail back kindly declining the offer (e-mailed 12/02/24)

37/24. FUTURE AGENDA ITEMS:

Cllr Allen – not for the next Agenda but for a post to be put on the Parish Council Facebook page with respect to reporting issues such as lights on Fix my Street **(post done 19/02/24)**

Cllr Cantwell – formally establishing sub-committees

Cllr Sands – not for the next Agenda but it was mentioned to Cllr Bateman if he had undertaken the new Cllr training. Cllr Bateman informed the room he undertook his training on Tuesday 6th February.

38/24. NEXT MEETING:

To confirm the date of the next meeting – **Wednesday 6th March 2024 at 7pm in the Community Lounge**

The meeting closed at 20.40pm.

TO RESOLVE TO EXCLUDE THE PUBLIC AND MEDIA TO DISCUSS CONFIDENTIAL ITEMS RELATING TO INDIVIDUALS AND CONFIDENTIAL FINANCIAL MATTERS IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

C2. CLERKS HANDOVER:

Clerk informed all that a reply had been received in relation to the letter sent to Duncan and Topliss on the 23/11/23 with respect to the AGAR. It transpired that Duncan and Topliss were not engaged by Sutterton Parish Council to undertake any work and the AGAR was undertaken by an employee of Duncan and Topliss on a private basis.

Clerk requested if she could join SLCC (Society of Local Council Clerks).

It was advised to change auditors for the next internal audit and to contact LALC with respect to legal advice for the issues that have been raised.

It was **RESOLVED** for the Clerk to join SLCC

Signed.....

Date.....