

SUTTERTON PARISH COUNCIL

MINUTES OF THE MEETING OF SUTTERTON PARISH COUNCIL HELD ON WEDNESDAY 1st MAY 2024 AT 7.20pm IN THE COMMUNITY LOUNGE AT SUTTERTON VILLAGE HALL

Present: Cllr D Sands – Chair
Cllr L Thorpe – Vice Chair
Cllr L Ingham
Cllr J Cantwell
Cllr M Bateman
Cllr J Rushworth
Cllr J Maltby
Cllr M Brookes – LCC
Sarah Smith – Clerk

Apologies: Cllr V Allen
Cllr D Brown – BBC

1 Member of the Public attended

Annual Meeting of the Council

1. TO ELECT A CHAIR AND ACCEPT THE CHAIRMAN'S DECLARATION OF ACCEPTANCE

Cllr J Rushworth **proposed** Cllr D Sands to continue as Chair. **Seconded** by Cllr L Thorpe. **Declaration of Acceptance of Office as a Parish Council Chair signed by Cllr D Sands**

2. TO ELECT A VICE-CHAIR

Cllr L Thorpe was happy to continue as Vice-Chair.

3. REGISTER OF INTERESTS (MEMBERS ARE REMINDED THAT ANY CHANGES MUST BE NOTIFIED WITHIN 28 DAYS)

New Register of Interest forms were completed recently and e-mailed to BBC on the 8th January 2024. Cllr J Rushworth requested a new form to update Directorships. **Form given at the end of the meeting.**

4. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

- **Playing Field Committee** – currently represented by Cllr's Thorpe and Allen, happy to continue.
- **Parochial Trust** – currently represented by Cllr Sands, happy to continue.
- **Village Hall** – currently represented by Cllr L Ingham. Cllr Baker was a representative, Cllr Cantwell volunteered to join.
- **Most Pleasing Garden** – currently represented by Cllr's Ingham and Rushworth, happy to continue.
- **Outer Dowsing Community Liaison Group** – Parish Representative will be Cllr Maltby.
- **Sutterton & Algarkirk Resilience Group** – Cllr's Cantwell and Ingham although not properly formed yet.

5. INSURANCE RENEWAL

The renewal from Zurich Insurance was £1121.17. Clerk enquired as to a 3-year contract which reduced the premium by £171.49 to £949.68. It was noted that the 3-year agreement

did not generate fixed premiums, but it is a promise to apply the discount for 3 years. The premium may still be subject to change if there is a change in assets/lines of cover on the policy or a company wide change in how some risks are rated.

It was **RESOLVED** to go for the 3-year agreement and the renewal quote of £949.68.

Clerk to action.

6. TO SET UP COMMITTEES, STAFF, FINANCE AND CEMETERY, POLICIES TO BE A WORKING GROUP

Cllr Cantwell **Proposed** to formally establish the Committee's, **Seconded** by Cllr Thorpe.

- **Staffing Committee** – Cllr's Sands, Thorpe and Allen. Cllr Rushworth co-opted.
- **Finance Committee** – Cllr's Cantwell, Rushworth and Maltby.
- **Cemetery Committee** – Cllr's Cantwell, Rushworth and Bateman.
- **Policies** – to be a Working Group, ad-hoc.

AGENDA

78/24. CHAIRMAN'S REMARKS:

None.

79/24. PUBLIC QUESTION TIME:

No questions.

80/24. APOLOGIES:

Apologies received from Cllr V Allen and Cllr D Brown (BCC).

81/24. 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
 - Receipt received from Cllr Ingham for plants and peat for village planters £12.97
 - Receipt received from Cllr Bateman for plants and peat for village planters £41.25

Cllr Cantwell declared a non-pecuniary interest for Planning as he is a reserve member for the Planning Department.

Cllr Rushworth declared new Directorships which will be added to the form given at the Annual Meeting.

82/24. QUESTIONS FROM THE PUBLIC:

No questions.

Chair moved Lincolnshire County Council next.

87/24. LINCOLNSHIRE COUNTY COUNCIL MATTERS

- **Cllr Brookes** reported a review of the County Council Traffic Management Policies is being undertaken which includes speed limits, speed cameras, school safety zones, blue badge holders and traffic calming measures. A survey is being conducted for views. **(Clerk e-mailed link to all and advertised on the PC Facebook page 21/04/24)**
- A further survey is being held by County Views requesting views on bus services in the County. This can be accessed on the County Council website.
- Parking in Park Avenue – as reported in last month's meeting, a formal assessment was initiated to assess the car parking on people attending/participating in the football matches. Yellow lines were deemed as not a solution. A further specific assessment has been initiated with respect to parking outside the school at drop off/collection times as

further complaints have been received along with photographic evidence with respect to this.

- A further complaint has been received in Park Avenue with respect to some cars parking in a turning bay stopping wheelchair access for a resident. This has been passed to Highways to see if any formal parking restrictions can be implemented.

Cllr Brookes left the meeting at 7.45pm.

83/24. MINUTES AND MATTERS ARISING:

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

Cllr Sands reported that she tried to contact the lady with respect to the bench that was brought up at the previous meeting during the public question time and this is still in hand.

84/24. CLLR CYRIL BAKER:

Cllr Rushworth suggested it would be nice for the Parish Council to do something in memory of Cyril Baker. Suggestions included:

- ? Re-naming the Playing Field
- ? Naming a road/park on the new Gleasons estate – **Cllr’s Cantwell/Maltby to enquire**
- ? Plaque in the Village Hall
- ? Bench in the cemetery with a plaque
- ? Re-name one of the public footpaths across the field – **Cllr Cantwell to enquire**

To be discussed further at the next meeting.

85/24. CORRESPONDENCE RECEIVED:

To discuss the following:

- a) **Eastern Green Link 3 (EGL 3) and Eastern Green Link 4 (EGL 4) public consultation on early-stage proposals 25/04/24** – Cllr Rushworth had planned on attending the online webinar but after receiving documentation through the post it transpires that EGL3 and 4 do not apply to Sutterton. EGL 6 applies to Sutterton and he has therefore made a note to attend one of the meetings in the future and will report back at the next meeting.
- b) **BSH Parish Council Engagement Session - Tuesday 2nd July 2024** – Cllr Maltby agreed to attend on behalf of Sutterton PC (**Clerk e-mailed 03/05/24**).
- c) **Sir Thomas Middlecott Exhibition Foundation** – Cllr’s Thorpe, Rushworth and Bateman all stated an interest and reasons why they would like to be nominated to become a Trustee. A vote was taken.
It was **RESOLVED** for Cllr Bateman to be nominated due to the fact he was helped by the charity when he was younger and would like to give back and help students going forward. (**Clerk e-mailed 03/05/24**).
- d) **Royal British Legion re D-D80** – There are no celebrations planned for the village but it was **RESOLVED** to order a D-Day flag at a cost of £19.99 to be flown on the flagpole.
Clerk to order (ordered 03/05/24, total £23.98 including postage)
- e) **Sutterton Notice of Vacancy following the passing of Cllr Baker** – no requests have been received for an election and we can now go through the co-option process to fill the vacancy. An e-mail was received on 27/04/24 from a resident requesting more information.
Clerk to advertise casual vacancy with a closing date of the end of July, letters of interest to be sent to the Clerk.

- f) **Response from BBC 22/04/24 regarding funding the upgrading of street lighting** – The response received from BBC stated; we note that South Kesteven District Council has decided to undertake this; however, the financial circumstances of councils vary significantly, and this is not something the Borough Council can afford nor has the ability to raise the funds for through its precept, which Parishes do.

86/24. PLANNING:

Cllr Maltby enquired if a response had been received following planning application B/24/0087 at Reed Point. Clerk informed objections had been submitted but no response received. Cllr Cantwell informed this is still ongoing.

B/24/0159; Land adjoining 2, The Spires, Sutterton, Boston, PE20 2JB – Application for a Lawful Development Certificate to confirm that the continuing use of the land is residential garden (Class C3) is lawful

No objections received – comments submitted 03/05/24

87/24. BOSTON BOROUGH COUNCIL MATTERS:

- **Cllr Cantwell** advised that Parish Councils were invited to a meeting with BBC on the 17th April and queried if we had received the invite. Clerk checked and no e-mail had been received. This will be raised with BBC.
- Concerns had been raised that some residents on Wigtoft Road were running a business without permission from the Council. This has been escalated to be investigated – a response is awaited.
- Potholes have been repaired again down Broad Lane.
- Residents have highlighted the uneven paving slabs on the cut through in Park Avenue behind Park Lodge. This has been reported on Fix my Street – a response is awaited but there is a feeling this may be the responsibility of LHP.
- Residents have reported left over signs around the village. These have all been reported and Opals, the company who are doing the fibre installations in the village, have given assurances that they will repair any damage caused by works.

88/24. POLICIES & STANDING ORDERS

To formally adopt the Councillor Code of Conduct, Social Media and Communications Policy, Equality and Diversity Policy and Data Protection Policy.

It was **RESOLVED** to adopt the above policies.

A copy of the Risk Management, Complaints Procedure and Publication Scheme adopted at the previous meeting were handed out to all.

89/24. POLICE MATTERS:

5 crimes were reported in the Sutterton area in February 2024 – link to map below.

[Boston Rural West | Your Area | Lincolnshire Police | Lincolnshire Police \(lincs.police.uk\)](#)

90/24. HIGHWAY MATTERS:

Cllr Ingham reported the pothole on the road off Blows Lane on Fix my Street as per the last meeting, but this came back stating it is not a road Highways look after.

Cllr Thorpe mentioned the post box had fallen over down Park Avenue. Clerk informed she had reported this to Royal Mail and taken photos but by the time they responded it was upright again.

91/24. CEMETARY:

A lock for the cemetery has been purchased. It was agreed the keyholders to be the Cllr's who are on the newly formed Cemetery Committee, Cllr's Cantwell, Rushworth and

Bateman along with the Clerk and Malc Firths and Mr Dent who hold the grass cutting contracts for the Cemetery.

Cllr Rushworth reported on his inspection that a number of trees have ivy growing on them and if everyone was in agreement he would be happy to sort this. There were no objections. A new sign has been designed to go on the gate with respect to Christmas wreaths and vehicular access to the Cemetery.

It was **RESOLVED** to go with style A.

Clerk to action – e-mailed 15/05/24



Cllr Sands asked what is happening with the excess rubber matting in the Cemetery. Cllr Maltby mentioned that the entrance to the Rec from Spalding Road is quite steep and slippery when wet. It was suggested previously that the rubber matting could possibly be used there. Cllr Bateman offered to look at the matting to see if it could be utilised and report back at the next meeting.

92/24. REPORT ON PARISH MATTERS:

- a) **Cllr Cantwell** – Bins in the Rec (ongoing) – Commercial Waste have confirmed they can put wheelie bins with lids in the Rec. A charge will be made for emptying of £7.40 per bin per collection. A quote is awaited with respect to installation.
- b) **Cllr Rushworth** – Parcel of land at the top of St Mary’s Drive – letter to Treasury Solicitor (ongoing) response received 19/04/24 – the ownership query with respect to the area in question has been passed on to the relevant person and a further response is awaited.
- c) Bin in the flagpole area (ongoing) response from BBC received 16/04/24 – following assessment of the area, the request to place a bin in the flagpole area has been denied due to there being a lack of rubbish in that area and a bin located nearby at Monarchs Road. However, when the 2 new bins with lids are installed in the Rec there may be scope to relocate 2 bins to other areas.
- d) **Cllr Sands** – Volunteers/Wombles discussed last month – enquiry to LALC, response received 09/04/24 – it was recommended that a Volunteer Policy is in place, to maintain a risk register, carry out a risk assessment for new activities and working places are regularly inspected and documented to reduce or manage risk. It was **RESOLVED** to look at implementing a Volunteer Policy
Clerk to arrange a meeting
- e) **Cllr Sands** – new Speed Detector signs
It was **RESOLVED** to order 2 new speed detector signs for Station Road and Wigtoft Road.

93/24. FINANCE:

Payments List - Sutterton Parish Council Invoices received in April 2024 - approved at meeting 1st May 2024										
Outgoings					Cash/Debit Card		Incoming			
Received/Purchased	Payment Date	Payee	Invoice No.	Description	Total	Cheque No	Date	Received From	Details	Total
03/04/2024	11/04/2024	Malc Firth Landscapes Ltd	39843	Grounds Maintenance - grass cutting	£853.36	I/B	19/04/2024	BBC	Precept - April Installment	£10,025.09
07/04/2024	01/05/2024	Cllr M Bateman		Plants and Peat for Park Avenue Planters	41.25	I/B	22/04/2024	William Kent Memorials	2x Memorials (£130.00 total, £65.00 still to come)	£65.00
11/04/2024	11/04/2024	Sutterton Methodist Church		Donation for Flower Festival	£50.00	I/B	25/04/2024	Lincs Co-op Funeral Services	2x Exclusive Rights & 1x Full Burial	£2,100.00
13/04/2024	01/05/2024	Cllr L Ingham		Plants and Peat for Planters	12.97	102425				
16/04/2024	01/05/2024	Malc Firth	39916	Install rubber mulch to bottom of zipwire posts	£1,197.24	I/B				Total Received £12,190.09
	25/04/2024	HMRC		PAYE - month 10, 11, 12	£358.00	DD				
26/04/2024	29/04/2024	B&M (Stationary)		2 Reams of paper (Clerk's Allowance)	£9.00	Debit Card				
	29/04/2024	Staff costs		Litterpicker (January 2024)	£247.87	SO				
29/04/2024	29/04/2024	Kirby & Wells Ltd T/A Kawstore		Master Lock Aluminum Padlock for Cemetery Gate	£2.10	Debit Card				
29/04/2024	29/04/2024	Timson		2x keys for Padlock for Cemetery Gate	£11.00	Debit Card				
01/05/2024	01/05/2024	Staff costs		2024/05/01 Clerk Salary including expenses (1-30th April 2024) 51.75 hours	£660.42	I/B			Expenses	
01/05/2024	01/05/2024	W Dent		75 2nd Strim of Cemetery - old side	£340	102425				
				Total Payable	£3,783.21			Home Office	Included in Clerks total payment	£27.50
								Stationary - Lever Arch File	Included in Clerks total payment	£3.20
									Total Payable	£30.70

It was **RESOLVED** to approve all invoices for payment. **Proposed by Cllr Thorpe, seconded by Cllr Rushworth.**

94/24. GOV.UK E-MAIL ADDRESS:

To discuss setting up gov.uk e-mails addresses – AGAR requirement for 2023/2024
Information was received from Cloud Next with respect to setting up a gov.uk domain name and e-mail addresses. The cost to set up the domain name is £110 plus VAT for 2 years and e-mail hosting up to 25 accounts is £49.99 plus VAT per year. At present they are offering a £100 plus VAT discount on the first payment for the domain name. The total cost to set up gov.uk e-mail addresses is £71.98.

It was **RESOLVED** to go ahead with this being an AGAR requirement.

Clerk to action – e-mailed 08/05/24

95/24. CLERK’S REPORT:

- Clerk informed the Cllr’s that she had cancelled Scribe which is the accounting software for Councils. Spreadsheets have been set up for the coming year which can be updated monthly and the figures will be ready for the AGAR when required. Looking at the subscription cost this will save the PC £345.60 per year.
- The inspection rota has been updated from June 2024 starting with Cllr Bateman and running in alphabetical order of surname thereon.
- The King’s Portrait has arrived. This was presented to the Village Hall to be displayed.

96/24. FUTURE AGENDA ITEMS:

Cllr Cantwell – Barometer update. Cllr Ingham informed everyone that the gentleman who is doing the work has been working away, hence the delay. It needs new edging around the dial and new glass and then hopefully it will be reinstated. This item, therefore, is not required to be added to the next agenda.

Cllr Maltby – Entrance to the Rec on Spalding Road.

Cllr Sands – Query installation of a gate at the entrance to the Playing Field and update the changing rooms in Park Avenue mentioned at the Annual Parish Meeting. Cllr Cantwell to look into funding for the next meeting.

97/24. NEXT MEETING:

To confirm the date of the next meeting – **Wednesday 5th June 2024 at 7pm in the Community Lounge**

The meeting closed at 8.52pm.

Signed.....

Date.....