

SUTTERTON PARISH COUNCIL

MINUTES OF THE MEETING OF SUTTERTON PARISH COUNCIL HELD ON WEDNESDAY 6th DECEMBER 2023 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 V Allen
Cllr Mike Brookes - LCC
Sarah Smith – Clerk
Mark Bateman

Apologies: Cllr C Baker
Cllr D Brown

4 Members of the Public

33/23. CHAIRMAN'S REMARKS

Welcome statement was read.

PUBLIC QUESTION TIME:

Member of Wigtoft Parish Council attended and asked 3 questions;

1. Who was responsible for culverts under the road, in particular Wigtoft Road, ? Lincolnshire County Council.
2. Planning application B/23/0324 – Mill Farm, Wigtoft Road, ? where is the boundary, should this fall under Sutterton rather than Wigtoft – e-mail to be sent to Clerk (awaited)
Clerk e-mailed planning to check 14/12/23
3. Speeding on Wigtoft road – suggestion was made to work jointly with Wigtoft with respect to putting speed reduction measures in place – Chairman explained that Sutterton PC are planning to include in next year's precept the cost of installing speeding signs on each entry to the village – e-mail to be sent to Clerk from Wigtoft PC with respect to putting Speed Watch in place (awaited)

2 Members of the public left.

34/23. APOLOGIES:

Apologies received from Cllr Baker and Cllr Brown.

35/23. 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 Ingham declared an interest in payment for the plants

Cllr Cantwell declared a non-pecuniary interest for item 40 – as a reserve member of the Planning Committee he will not take part in planning application discussions.

Updated forms received from Cllr's Allen and Baker.

36/23. MINUTES AND MATTERS ARISING:

It was **RESOLVED** that the minutes of the meeting held on Wednesday 1st November 2023 are approved as a true record. **Proposer Cllr V Allen, Seconded Cllr C Baker.**

Matters arising (for information only):

East Lincs Sports Facilities Survey – completed by Cllr’s Maltby and Rushworth.

Car appeared for sale on One Way Street – request to be moved.

Xmas decorations on the roundabout – to be done at the weekend.

Matt Warman MP – requesting if any Parish Council’s would like his presence at meetings that he is more than happy to attend.

37/23. VACANT COUNCILLOR POSITION:

An application has been received for the vacant Councillor position. Any further applications should be forwarded to the Clerk.

38/23. CLERK’S 3 MONTH APPRAISAL

Cllr Thorpe summarised the Clerks first review since starting in September.

Home office was discussed with respect to a new laptop at £399 and printer at £89.99 with HP Instant Ink as Clerk is currently using her own. Three 3 month salary was reviewed and a monthly budget of £100 for expenses.

A custom built laptop was suggested rather than shop bought – Clerk to enquire

It was **RESOLVED** a budget of £500.00 was allowed for the purchase of a new laptop and printer once enquires had taken place.

Clerk enquired with Euro-Tech Innovations 08/12/23 – links sent regarding potential laptop and printer and advice requested – response received was that both items picked were good value and more than sufficient for Parish Council use and could not be provided cheaper within house.

It was **RESOLVED** to increase Clerk’s salary to band 18 from 1st December 2023.

It was **RESOLVED** to allow a monthly budget of £100 for any Clerk’s expenses.

39/23. CORRESPONDENCE RECEIVED:

- Footway lighting (ongoing) – Response received from Old Leake PC
To be added as an agenda item with respect to updating all footway lighting within the Parish to LED lighting.
- Streetlight on Marsh Road (ongoing)
It was **RESOLVED** to replace the lantern to a new LED lantern at a cost of £350+VAT.
Clerk to e-mail to confirm the go ahead for the replacement (e-mailed 08/12/23)
- E-mail regarding the Parish Council Engagement Session on 12th December 2023 – meeting accepted
Clerk to e-mail meeting link (e-mailed 11/12/23)
- E-mail regarding Rotary Club of Boston St Botolph – Fetes & Fayres
Clerk to e-mail with details of Village Hall Committee events, St Mary’s Church and Methodist Church (e-mailed 14/12/23)
- E-mail regarding Parish Council Liaison Meeting on 25/01/2024
Suggestions made to be discussed were speeding roads, footway lighting, rural strategy for outlying parishes and rural projects particularly around village halls and village facilities.
Clerk to check if need to confirm attendance.

40/23. PLANNING:

B/23/0376 - 10, Churchgate, Sutterton, Boston, PE20 2NS - Application for works to trees subject to Tree Preservation Order Sutterton No: T12 - Horse Chestnut - Reduce whole crown and sides by 40% T15 - Oak - Remove dead wood and thin out the crown slightly

No objections received – comments submitted 8/12/23

B/23/0400 ; Thatched Cottage Restaurant, Pools Lane, Sutterton, Boston, PE20 2EZ – Proposed siting of 2no holiday lets and 1no Beauty Salon including new access track and new wall around existing pond at Thatched Cottage Restaurant, Pools Lane, Sutterton, Boston, PE20 2EZ

No objections received – comments submitted 08/12/23

41/23 POLICE MATTERS:

9 crimes were reported in the Sutterton area in September 2023.

Discussion took place regarding the e-mail sent to all Cllr's on 01/11/23 regarding the Police and Annual Crime Survey. Cllr Maltby looked at this and saw nothing of any concern.

42/23. HIGHWAY MATTERS:

A resident raised an issue with a bit of road sticking up on Marsh Road via the Sutterton PC Facebook page.

Clerk to inform resident to report this on Fix my Street (replied on FB page 07/12/23)

The culvert raised by the Wigtoft Parish Cllr in the public forum on Wigtoft road was discussed – this should be reported on Fix my Street.

Clerk to inform Cllr via Wigtoft PC (e-mailed Cllr direct 22/12/23)

Cllr Cantwell advised he attended Algarkirk PC meeting and speeding on Boston Road was discussed. Cllr's were keen for a speed survey on Boston Road and wondered if Sutterton PC would be happy to join in with the request and both councils sent a request in for a speed survey.

Clerk to contact Algarkirk Clerk.

43/23. CEMETARY:

Discussion took place regarding the cemetery fees and to bring this in line with other Parish's in the county.

It was **RESOLVED** to accept the new prices.

Clerk to re-do cemetery price list and distribute.

Regarding a request from William Kent Memorials for further work to an existing memorial in the cemetery – Clerk asked for confirmation if all requests with respect to the Cemetery had to come before full Council prior to work being undertaken.

It was **RESOLVED** for the Clerk to manage the Cemetery but to cc all Cllr's in on correspondence for information.

A thank you card was received from a member of the public regarding the regular upkeep of the old part of the Cemetery with particular thanks to Mr Dent.

44/23. REPORT ON PARISH MATTERS:

a) **Cllr John Maltby:**

Gleasons meeting – Cllr's Maltby & Cantwell met with the Area Manager for Gleasons who said he will provide the PC with quarterly progress updates for the estate and will contact residents directly of nearby properties who have been affected. Cllr's Maltby & Cantwell will be the centre point for any resident complaints who can then raise these at the meetings. The next meeting is arranged for February. A possible PC site visit was suggested. Details will be sent with respect to this and Cllr's are welcome to go along. Cllr

Baker had previously raised land drainage issues around the dykes on site – this was raised and Gleesons will look at getting a survey done of the drainage on site. Subsequent to this, Gleeson’s Technical Manager has been in contact asking why we want a land drainage survey. **Cllr Rushworth to speak to Cllr Baker with respect to this.**

Request for work experience for DofE (14 year old) for 12 weeks;

No longer required.

Possibility of drop off point for the school where the hedge is currently removed;

Cllr Brookes contacted Emma Woods at the school and read out the response he had received with respect to the possibility of a new drop off point. This would not be a feasible option at the moment due to safeguarding and safety, school budgets and security. Discussion took place with respect to re-approaching this if the school expanded again in the future and/or the possibility of a zebra crossing once the Gleesons estate is completed.

Clerk to e-mail Emma’s response to all Cllr’s for information (e-mailed 22/12/23)

b) **Cllr James Cantwell:**

Dustbins – costs of moving and new dog waste bins;

Cllr Cantwell reported the total cost for re-locating the 3 bins and the addition of 3 new dog bins would be £994.33. **Proposed by Cllr Cantwell and seconded by Cllr Sands.**

It was **RESOLVED** to go ahead with the changes. (e-mail sent 22/12/23)

Grit Bin - residents in St Mary’s Drive have requested a grit bin – Cllr Cantwell has forwarded the request on. Cllr Brookes explained the scoring system which is in place for the grit bins.

E-mail received from Cllr Brookes 08/12/23 – forwarded to all 22/12/23

Parish Resilience – the Emergency Plan for the village is outdated and this was raised at the recent Algarkirk Parish Council meeting. They were interested in the possibility of a joint Emergency Plan and joint Resilience Committee between both Parish Councils. Cllr Cantwell proposed to set up a joint Resilience Committee with Algarkirk – **to add to next agenda for further discussion.**

c) **Cllr Justin Rushworth:**

Tree cutting and hedge on Station Road:

There appears to be some confusion on who owns the land at the top of St Mary’s Drive where the trees and hedge are located that the Parish are currently maintaining.

Cllr Rushworth to investigate, seek advice from LALC and add to the next agenda for further discussion.

Other:

d) **Zipwire matting:**

Response received from RoSPA 24/11/23 with respect to the matting – if the supplier confirms that this can be installed satisfactorily on the cableway ramp then this will be adequate to use to replace the current matting.

e) **Last Safety Inspection Report for the Recreational Field;**

Safety inspection has been booked with RoSPA – date to be confirmed

f) **Cllr Vikki Allen**

Parish Council Facebook page:

The new Parish Council Facebook page is up and running.

45/23. FINANCE:

Payment List Sutterton Parish Council		Dec-23	Approved at 6th December 2023 meeting						
Outgoings		Cash				Incoming			
Date	Payee	Invoice No.	Description	Total	Cheque No	Received From	Details	Date	Total
24/11/2023	Wave	12772005	Water Cemetery Charge	£18.34	DD	William Kent Memorials	Additional inscription on existing memorial	13/11/2023	£30.00
28/11/2023	Maxine Warr	10/23	Assist with AGAR and support for new Clerk	£180.00	I/B	Algarth Kirk Parish Council	Coronation Mugs	15/11/2023	£91.00
06/12/2023	Malc Firth	38452	Grounds Maintenance	£717.46	I/B	Wigtoft Parish Council	21 Coronation Mugs	16/11/2023	£136.50
06/12/2023	BBC	40003553	1x240L side waste collected as adhoc 06/10/23 (cemetery)	£7.00	I/B	F E Addelee & Son	Interment of Ashes	16/11/2023	£130.00
06/12/2023	Sutterton Village Hall	81	Hire of Lounge - July-Sept 2023	£30.00	I/B	William Kent Memorial	Application for Memorial	20/11/2023	£130.00
06/12/2023	W Dent	65	Work on basketball court in the Rec	£560.27	102421				Total
06/12/2023	Cllr L Ingaham		Plants for Planter	£6.49	102423				£657.50
06/12/2023	Scribe	4576	Accounts renewal	£345.60	I/B				
06/12/2023	W Dent	68	November strimming of cemetery plus extra cutting at bottom of	£360.00	102422				
06/12/2023	Staff costs	2023/11/03	Clerk Salary (1-31st October 2023) 57 hours	£647.97	I/B	Expenses			
	HMRC	Month 8	PAYE	£162.00	DD				
06/12/2023	Staff costs	2023/11/04	Clerk Salary (1-30th November 2023) 55.5 hours	£628.10	I/B				
	HMRC	Month 8	PAYE	£157.00	DD	Oct-23			
28/11/2023	Staff costs		Litterpicker (November 2023)	£216.67	SO	Clerk Expenses	Stamps		£6.50
06/12/2023	Glasdon	S1875799	Skipper Litter Trolley Rigid Liner - Dark Blue	£589.58	I/B	Home Office			£27.50
			Total Payable	£4,626.48					£34.00
						Nov-23			
						Clerk Expenses	Stamps		£11.75
						Home Office			£27.50
									£39.25
									Total Payable
									£73.25

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

It was briefly mentioned at the previous meeting about moving some of the funds across to an account that would earn interest.

It was **RESOLVED** to move £50,000 across to the savings account which has an interest rate of 1.5%

NOTE: The next 2 items 46/23 and 47/23 were swapped around.

47/23. LINCOLNSHIRE COUNTY COUNCIL MATTERS AND BOSTON BOROUGH COUNCIL:

- **Cllr Brookes** on behalf of LCC informed that the County Council are seeking the public's views on electric vehicles and charging points. They are currently carrying out an online consultation for views and ideas.
E-mail received from Cllr Brookes 08/12/23 – e-mailed to all 11/12/23 and added to PC FB page 22/12/23
- A consultation has gone out to the general public for an 8 week period regarding a Devloution Plan for Greater Lincolnshire. 3 Councils are involved, LCC, North East Lincolnshire and North Lincolnshire Councils have accepted a Government proposal which is now being put out to the public for views.
E-mail received from Cllr Brookes 08/12/23 – e-mailed to all 11/12/23 and added to PC FB page 22/12/23
- A Scrutiny Panel has been set up to review the traffic management policies in Lincolnshire which, in time, will also go out to public consultation.
- **Cllr Cantwell** on behalf of BBC informed the Portfolio holder for the Parish Council's has agreed to meet to discuss any issues.
- A planning application was received for 8 houses on Station Road but this was refused by the Borough Council. It went to appeal but was still refused.
- There are continued issues with the dyke behind St Mary's Drive
- Residents on Churchgate have raised issues with trees in the field behind Churchgate – Cllr Cantwell to inform Cllr Rushworth who can check with land registry to see who owns the field.
- All LHP queries to be directed to Cllr Cantwell.
- A leaflet from Cllr's Cantwell and Brown will be distributed early next year with information on Ward Surgery dates and contact details.

Cllr Brookes left the meeting.

46.23. BUDGET FOR 2024/2025

A Finance sub-committee was formed consisting of Cllr’s Cantwell, Maltby, Rushworth and the Clerk.

Finance sub-committee to meet to discuss the budget for 2024/2025 and bring to the next meeting

48/23. CLERK’S REPORT:

New Clerk’s Finance Course – Clerk informed all that she attended the New Clerk’s Finance course and found this helpful.

The **Arnold Baker** book is still awaited – this has been chased.

Room bookings for 2024 – it was confirmed that the room is already booked for the 2024 meetings – Clerk to inform Sutterton Village Hall that the room will not be needed for August 2024.

Susan was invited to attend the meeting so she could be presented with the new bin that had been purchased. Unfortunately, she was not able to attend. It was suggested that the children of Sutterton could perhaps name the new bin via a FB poll.

Clerk to arrange a meeting to present the new bin – presented 08/12/23

49/23. FUTURE AGENDA ITEMS:

Cllr Cantwell: Parish Resilience

Cllr Rushworth: Parcel of land at the top of St Mary’s Drive

50/23. NEXT MEETING:

The date of the next meeting was confirmed as **Wednesday 3rd January 2024 at 7pm** in the Community Lounge at Sutterton Village Hall.

The meeting closed at 9.05pm.

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

C3. CLERKS HANDOVER:

Ongoing issues were discussed with respect to previous minutes, employed litter picker cemetery, finance and HMRC.

It was **RESOLVED** for the Clerk to contact HMRC and for a PAYE audit to be undertaken.

Signed..... Date.....