

# SUTTERTON PARISH COUNCIL

## MINUTES OF THE MEETING OF SUTTERTON PARISH COUNCIL HELD ON WEDNESDAY 7<sup>th</sup> MAY 2025 AT 7.00pm IN THE COMMUNITY LOUNGE AT SUTTERTON VILLAGE HALL

**Present:** Cllr D Sands – Chair  
Cllr M Bateman – Vice Chair  
Cllr L Ingham  
Cllr J Cantwell  
Cllr K Wood  
Cllr J Maltby  
Cllr J Rushworth  
Cllr V Allen  
Cllr S Ellis  
Sarah Smith – Clerk

**Apologies:** Cllr D Brown – BBC

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### **Annual Meeting of the Council**

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

Cllr Maltby nominated that the Cllr's in the current positions continue. Cllr Sands accepted to stay as Chair.

**Declaration of Acceptance of Office as a Parish Council Chair signed by Cllr D Sands**

#### **2. TO ELECT A VICE-CHAIR**

Cllr Bateman accepted to stay as Vice-Chair.

#### **3. TO REVIEW, APPROVE AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS FOR 2025**

It was **RESOLVED** to approve the updated Standing Orders and Financial Regulations.  
**Clerk to e-mail to all and put a copy on the website (actioned)**

#### **4. INSURANCE RENEWAL – RECEIVED 18/04/25 £809.70**

It was **RESOLVED** to accept the insurance renewal of £809.70 with Zurich. This is the second year of a 3-year deal.

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

No changes.

#### **6. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES:**

- **Playing Field Committee** – Cllr V Allen
- **Parochial Trust** – Cllr D Sands
- **Sutterton Village Hall** – Cllr Ingham. Cllr Cantwell stood down. Cllr Bateman volunteered and was accepted
- **Most Pleasing Garden** – Cllr Ingham and Cllr Rushworth
- **Outer Dowsing Community Liaison Group** – Cllr Cantwell
- **Resilience Committee** – Cllr Ingham and Cllr Wood

- **Sir Thomas Middlecott Exhibition Foundation** – Cllr Bateman

## **7. TO REVIEW COMMITTEES – CEMETERY AND STAFF. FINANCE AND POLICIES TO BE A WORKING GROUP.**

- **Cemetery Committee** – Chair – Cllr Cantwell, Cllr Rushworth, Cllr Bateman and Clerk
- **Staff Committee** – Cllr Sands, Cllr Allen & Cllr Rushworth
- **Finance** – to be a working group, ad hoc
- **Policies** – to be a working group, ad hoc
- **Recreation Ground** – to be a working group, ad hoc, namely Cllr Ingham, Cllr Wood & Cllr Bateman

It was mentioned earlier in the year for there to be a working group for the Recreation ground and so this was included above.

The Annual Meeting closed at 7.13pm and was directly followed by the monthly meeting.

## **Monthly Meeting**

### **80/25. CHAIR'S REMARKS:**

Chair hoped we can go forward for another year and it be as good as the last.

### **81/25. PUBLIC QUESTION TIME:**

No members of the public attended.

### **82/25. APOLOGIES:**

Apologies received from Cllr D Brown (BBC).

### **83/25. POLICE MATTERS:**

6 crimes were reported in the Sutterton area in February 2025

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

### **84/25. LINCOLNSHIRE COUNTY COUNCIL MATTERS AND BOSTON BOROUGH COUNCIL:**

Our new LCC Cllr is Paul Lock.

#### **Cllr Cantwell:**

- Gleesons have no objections to the re-naming of one of their grass areas in memory of Cllr Cyril Baker and we can place a plaque.
- Gleesons have now donated the 300 breeze blocks to Thistles Nursery
- The £250 million that BBC and East Lindsey were in receipt of for sports was for leisure centres and so the Parishes will not see any benefit from those funds.

### **85/25. DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST:**

- To receive Member's declarations of pecuniary or non-pecuniary interest  
Cllr Cantwell declared a non-pecuniary interest in planning.
- To receive and consider any written requests for dispensation  
None received.

### **86/25. MINUTES AND MATTERS ARISING:**

It was **RESOLVED** that the minutes of the meeting held on Wednesday 2<sup>nd</sup> April 2025 be approved as a true record.

Cllr Allen is not able to attend the Parish Council Liaison meeting on the 26<sup>th</sup> June. Cllr Ellis has offered to represent Sutterton in her place along with Cllr Maltby.

**87/25. QUESTIONS FROM THE PUBLIC:**

No members of the public attended.

**88/25. PLANNING:**

To discuss planning applications received:

- **B/25/0145; Land at Spalding Road, Sutterton, Boston PE20 2ET** – Hybrid planning application comprising: (1) Full planning application for the erection of an office building, warehouse and workshop building, and external yard and storage area, including the formulation of internal access, parking areas and drainage infrastructure; and (2) Outline planning application with all matters reserved for the erection of buildings to operate under either Classes E(g), B2, and / or B8 together with associated car parking, servicing, landscaping, and external works

**Comments to be submitted:**

The PC are aware that planning has previously been granted for this land. The PC have received no direct formal communication/correspondence from residents with respect to this planning and it was therefore **RESOLVED** that there would be no objections from the PC. However, the PC would like to discuss additional conditions to ensure that there is mitigated impact on the village and to the residents on McLoughlin Way and South View, in particular, a no left turn sign for vehicles 7.5 ton and over on to Spalding Road and for the A17 to be utilised for the larger heavy-duty vehicles instead.

**Clerk to action – e-mailed 09/05/25**

**89/25. CORRESPONDENCE RECEIVED:**

No correspondence received.

**90/25. HIGHWAY MATTERS:**

- Response received re damaged Sutterton sign on Boston Road 22/04/25  
Cllr Bateman has straightened the 2 signs up. BBC, via fix my street, have said they are not responsible for village signs.

**Clerk to contact Highways (e-mailed 13/05/25)**

**91/25. CEMETARY COMMITTEE:**

To receive a report from the Cemetery Committee and discuss the following:

**a) E-mail received 29/04/25 re grass cutting in the Cemetery**

Correspondence was received from a member of the public with respect to the grass cutting of the old section of the Cemetery. It was requested if the number of cuts could be increased.

It was **RESOLVED** to increase the number of cuts from 6 to 8. **Clerk to inform contractor (13/05/25)**

**b) Update – Moles**

No further mole hills have appeared and the remaining traps will be collected.

**c) Ongoing – Land Registry**

Half of the cemetery is not currently registered with Land Registry and we have been quoted £700 for this work to be undertaken, in the region of 10 hours.

**Clerk to request breakdown of cost (e-mailed 13/05/25)**

Cllr Cantwell and Cllr Bateman underwent Management of Memorials training earlier in the day including an Inspection workshop with ICCM which took place in our Cemetery. It brought to light a number of memorials that were not safe and could be easily toppled. ICCM do provide inspections.

It was **Proposed** by Cllr Bateman, **seconded** by Cllr Cantwell and **RESOLVED** by all to request an urgent inspection on all Memorials within the Cemetery (**requested 09/05/25**)  
**Clerk to put notices up on Cemetery gates (done 09/05/25)**  
**Clerk to contact Diocese with respect to above works (e-mailed 13/05/25)**  
 Cllr Cantwell requested an emergency budget for the Cemetery committee of £5000 be added to June's agenda.

## 92/25. REPORT ON PARISH MATTERS:

### a) **Update** – Zipwire carriageway

Cllr Bateman noticed that the carriageway had not been re-assembled properly when he went to remove the seat. This has now been rectified and the chain has been lengthened. The order which had been placed for a new carriageway was therefore cancelled.

### b) **Update** – Speed detector signs

All 4 speed detector signs have been installed on each of the main roads into the village and the first batch of data has been downloaded. It was agreed for the data to be downloaded weekly, a condensed report be uploaded to the PC facebook page with the full reports uploaded to the PC website. Going forward this will be reported under Highway Matters.

Speed Detector Figures					
Date range	27/04-07/05/25	27/04-07/05/25	27/04-07/05/25	17/04-07/05/25	Date range
	Boston Road 30 mph zone	Spalding Road 30 mph zone	Wigtoft Road 40 mph zone	Station Road 40mph zone	
Number of Incoming Vehicles	18,731	7411	5450	27,054	Number of Incoming Vehicles
Number of Outgoing Vehicles	22,985	9238	4842	36,004	Number of Outgoing Vehicles
Average Incoming Speed	31.97 mph	31.53 mph	35.86 mph	33.46 mph	Average Incoming Speed
Average Outgoing Speed	35.28 mph	34.37 mph	35.93 mph	35.92 mph	Average Outgoing Speed
Maximum Incoming Speed	76 mph	80 mph	71 mph	94 mph	Maximum Incoming Speed
Maximum Outgoing Speed	79 mph	89 mph	88 mph	86 mph	Maximum Outgoing Speed

### c) **Update** – Moles

The Moles thankfully cleared up before the issue was dealt with.

### d) **Update** – Damaged Sutterton sign and planter on Boston Road – quote received to replace planter £600.00

The damaged sign was discussed in 90/25.

Cllr Rushworth offered to donate some railway sleepers he had spare. Cllr Bateman offered to make a new planter and Cllr Ellis offered to help.

It was **RESOLVED** not to go ahead with the quote of £600 to replace the planter but for Cllr's Bateman and Ellis to make one with the donated railways sleepers.

### e) **Ongoing** – Purchase of Bench in memory of Cllr Baker – quote for concrete base £794.20 plus VAT/confirmation from Gleesons with respect to re-naming a green area Due to increasing costs with respect to the purchase and installation of a bench it was **RESOLVED** to re-name one of the green areas on the Gleeson's estate instead with a plaque in Cllr Bakers memory along with the possibility of planting a tree.

**Cllr Cantwell to enquire with respect to planting a tree.**

### f) **Ongoing** – Dyke around the Rec and Lease

3 Companies were contacted with respect to clearing the dyke around the Rec. Lincs Drainage do not undertake this kind of work. DMJ informed that they do not have the equipment to clear a culvert but would come and have a look. E Sterma & Son visited the site but would need to investigate further to see if there was a culvert there. Further reports are awaited.

A copy of the lease was e-mailed to all for information.

## 93/25. CHECKLIST FOR RECREATION GROUND/CEMETERY:

Cllr Bateman held the checklist for April.

The picnic tables are looking rickety, one in particular. To be added to the next agenda for further discussion. **Clerk to obtain quotes for a new picnic bench.** A plastic tube on the climbing frame had been cracked leaving sharp edges which has been removed. The rope

used to climb up the climbing frame has become detached. The bolt has been pulled through and needs to be replaced with a longer bolt. Cllr Bateman will look at fixing this.

- Cllr Cantwell to hold the checklist for May.

## 94/25. RESILIANCE COMMITTEE:

Wigtoft and Bicker are now involved. Risk assessments will be undertaken in the coming months. Cllr's to inform Cllr Cantwell of any residents they are aware of in the village who may be vulnerable.

## 95/25. FINANCE:

Payments List - Suttonton Parish Council Invoices received in April 2025 - approved at meeting 7th May 2024									
Outgoings				Cash/Debit Card		Incoming			
Received/Purchased	Payment Date	Payee	Description	Total	Interim Banking	Date	Received From	Details	Total
	06/04/2025	Suttonton Methodist Church	Donation towards Flower Festival	£50.00	I/B	01/04/2025	H&MC	VAT126 Claim	£4,501.96
	14/04/2025	HP Instant Ink	Instant Ink	£11.99	D/D	17/04/2025	F.E. Addlessee	Interment of Ashes	£150.00
	14/04/2025	Screwfix	Sublime Clips for Speed Detector Signs	£47.97	D/C	24/04/2025	Savings Account	Transfer	£6,000.00
	17/04/2025	B&M	Storage Tubb for paperwork	£14.00	D/C	28/04/2025	bbc	Precept - April installment	£19,325.54
	22/04/2025	H&MC	PAYE month 10 £167.49, month 11 £122.40, month 12 £152.38	£442.27	D/D				
	28/04/2024	Staff costs	Litterpicker (April 2025)	£264.55	S/O				
	08/04/2025	07/05/2025	Malc Firth Landscapes Ltd	434.99	Grounds Maintenance				
	11/04/2025	07/05/2025	ElanCity	SAI-UK/2025/02453	Re Radar Speed Signs Exports Vision				
	18/04/2025	07/05/2025	Zurich	543754826	Zurich Insurance				
	23/04/2025	07/05/2025	Noble Arboriculture		Tree and Ground Works in Suttonton Cemetery				
	29/04/2025	07/05/2025	Suttonton Village Hall	121	Hire of Lounge				
	02/05/2025	07/05/2025	Mrs M Wiers	67.25	Internal Audit				
	02/05/2025	07/05/2025	Staff costs	2025/05/05	Clerk Salary including Cemetery work & expenses (1st-30th April 2025) 45.5 hours				
				Total Payable	£14,998.39				Total Payable £27.50

- It was **RESOLVED** to approve all invoices for payment as per the payment sheet.
- It was **RESOLVED** to approve the bank rec for April 2025 for the current account. Bank rec signed by Cllr Maltby.

## 96/25. AGAR 2024/2025

- To receive and accept the internal audit report  
Internal Audit Recommendations:
    - Develop a program to present a budget update at least 6 monthly – **Clerk to action**
    - Ensure staff members have a yearly appraisal – **Staff Committee to action**
    - Ensure policies are reviewed on a yearly basis and within the relevant financial year – **Clerk to action**
  - To receive and approve the Annual Governance Statement and approve an explanation for any items that require a “No” response
  - To receive and approve the Annual Governance and Accountability Return Accounting Statements
  - To note the Exercise of Public Rights runs from 2<sup>nd</sup> June to 14<sup>th</sup> July
- It was **RESOLVED** to approve all of the above.
- **Clerk to send completed forms to PKF Littlejohn (e-mailed 15/05/25)**

## 97/25. PRE-APPROVED CONTRACTORS LIST:

Requests received from:

- Clockwise Restorations

It was **RESOLVED** to accept Clockwise Restorations as an approved contractor.

Clerk to add information to the website.

## 98/25. CLERK'S REPORT:

A response has been received with respect to the valuation of the Church Clock. An official valuation is awaited. **Clerk to chase.**

## 99/25. FUTURE AGENDA ITEMS:

To consider items for the next agenda:

**Cllr Cantwell** – tree in memory of Cllr Baker

**Cllr Maltby** – plants for planters

**100/25. NEXT MEETING:**

To confirm the date of the next meeting – **Wednesday 4<sup>th</sup> June 2025 at 7.00pm in the Community Lounge**

There being no further business the meeting closed at 9.05pm.

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