

SUTTERTON PARISH COUNCIL

MINUTES OF THE MEETING OF SUTTERTON PARISH COUNCIL HELD ON WEDNESDAY 1ST NOVEMBER 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 C Baker + chauffer
Cllr Mike Brookes
Sarah Smith – Clerk
Mark Bateman

PUBLIC QUESTION TIME:

No members of the public attended.

17/23. CHAIRMANS REMARKS:

Welcome statement was read.

18/23. APOLOGIES:

Apologies were received from Cllr David Brown

19/23. DECLORATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST:

Cllr Cantwell advised he had already discussed the potential purchase of a new bin for Susan.
Updated forms received from all apart from Cllr Allen and Cllr Baker.

Clerk to deliver forms to Cllr Allen and Cllr Baker (delivered 09/11/23)

20/23. MINUTES AND MATTERS ARISING:

It was **RESOLVED** that the minutes of the meeting held on Wednesday 4th October 2023 are approved as a true record. **Proposer Cllr V Allen, Seconded Cllr C Baker.**

21/23. ANNUAL RETURN 2022/23:

- 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

It was **RESOLVED** to approve the above.

Clerk to send completed form to PKF Littlejohn (sent 02/11/23)

22.23. CORRESPONDENCE RECEIVED:

- Footway lighting (ongoing) – Clerk reported that an update is still awaited following the Old Leake PC meeting 11/10/23
- Streetlight on Marsh Road (ongoing) – again update awaited from Old Leake PC with respect to lighting

- Clerk e-mailed details of the Skipper Multi Purpose Cleaning Trolley with lid and 70 litre bin liner & sack retention system to all Cllr's for them to look at. Discussion took place regarding an alternative, however, it was noted that this is what had been recommended by BBC.

It was **RESOLVED** to approve the purchase of the above.

Clerk to order (ordered 14/11/23)

- Cllr Maltby raised the e-mail sent on 30/10/23 to all Cllr's regarding the East Lincs Sports Facilities Survey and felt it should be answered by a couple of Cllr's rather than all.

It was **RESOLVED** for **Cllr Maltby** with the help of **Cllr Rushworth** to complete the survey prior to the deadline date of Monday 4th December 2023.

- Cllr Maltby also raised the e-mail sent on 01/11/23 to all Cllr's regarding the Parish Council Engagement Session

Clerk to re-look at the e-mail and give information at the next meeting

23/23. PLANNING:

- **B/23/0341** - Application for works to trees subject to Tree Preservation Order Sutterton No.2: T1 - Beech Tree - Prune back to overall height of 12.5 metres & width of 8.5 metres

Details e-mailed 11/10/23 – no objections – comments submitted 23/10/23

- **B/23/0347** - Application for a Lawful Development Certificate to confirm that the existing use of the land is for storage and distribution is lawful at Land off Dances Bank, Wigtoft, Boston

No objections – comments submitted 02/11/23

- **B/23/0353** - Application for works to trees subject to Tree Preservation Order Sutterton No.2: T1 - Black Poplar – Fell

Objections received to the felling of the Black Poplar tree due to the Tree Preservation Order unless there is proof it is causing detrimental damage to the property. The Cllr's were, however, happy for the tree to be reduced by 60% – comments submitted 02/11/23

24/23. POLICE MATTERS:

12 crimes were reported in the Sutterton area in August 2023.

Discussion took place regarding the e-mail sent to all Cllr's on 01/11/23 regarding the Police and Annual Crime Survey.

Clerk to check e-mail

25/23. HIGHWAY MATTERS:

No items to discuss.

26/23. CEMETARY:

It was agreed to discuss the cemetery issues in the closed session.

27/23. REPORT ON PARISH MATTERS:

a) Cllr John Maltby:

Gleesons update;

Clerk informed all that she had received a phone call from Paul Macleod, Contracts Manager at Gleesons who confirmed he was on site at least once a week and is more than happy to meet with Cllr's Maltby and Cantworth be it weekly, fortnightly, monthly. He kindly declined to attend the meetings.

Contact details e-mailed to Cllr's Maltby and Cantworth 06/11/23

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

Cllr Maltby explained to Cllr Brookes the idea of a drop off point being located where the current building works are taking place off Station Road for the extension of the school. Cllr Brookes agreed to meet with Cllr Maltby with respect to this in the first instance and speak to Emma Woods at the school.

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

Cllr Maltby asked the Clerk to check with the insurance company. Chairman asked Clerk to do a Volunteer Form

Clerk to contact Zurich (phone call 03/11/23 – fine to go ahead, covered under public liability. (Volunteer form done 03/11/23 and e-mailed to Cllr Maltby and Chairman)

b) Cllr James Cantwell:

Dustbins – costs of moving and new dog waste bins;

Cllr Cantwell informed all that a response is still awaited from the Borough Council regarding putting a bin on Post Office Lane – to be added to the next agenda.

Flashing speed signs;

LCC would install the post that the flashing speed sign will be on at a cost of £300. The actual speed sign would be purchased from Elancity at a cost of £2500 with self-installation.

It was **RESOLVED** to add the costings to next precept.

c) Cllr Liz Thorpe:

Tree cutting and hedge on Station Road (ongoing) – 2 quotes received Information still awaited from Cllr Rushworth

Tree reported on Spalding Road;

Cllr Thorpe reported the tree to Lincolnshire Highways on 24/10/23 who gave a case number of 4187474 and to call back in 2 weeks if the work had not been carried out.

d) Cllr Cyril Baker:

Drainage issues at Reed Point;

Cllr Baker initially explained the problems he was having with excess standing water coming from the highway on to his driveway following the recent bad weather. Cllr Rushworth agreed to report the issues on Fix My Street on his behalf and pass the report number to Cllr Brookes.

With respect to the drainage issues with the dike at Reed Point, Cllr Brookes advised to contact the Welland & Deepings Internal Drainage Board.

Other:

e) Zipwire matting:

The Clerk informed all that ROSPA had been contacted on 9/10/23 & 20/10/23 and a response was still awaited.

f) Last Safety Inspection Report for the Recreational Field;

Discussion took place regarding the last safety inspection report performed on 02/08/22.

It was **RESOLVED** to book an up-to-date safety inspection with ROSPA.

Clerk to contact ROSPA and book inspection (e-mailed 03/11/23)

28/23. FINANCE:

Payment List	Sutterton Parish Council	Nov-23						
Outgoings					Incoming			
Date	Payee	Description	Total	Cash/Cheque Number	Received From	Details	Total	
22/09/2023	LALC	Clerk's training day 13th & 20th September	£30.00	taken from previous overpayment				
01/11/2023	Malc Firth	Grounds Maintenance	£717.46	102413				
28/10/2023	BBC	Back payment of waste bins at the cemetery	£409.50	to be paid via DD				
22/10/2023	HMRC	PAYE	£200.00	£68.25/month for next 6 months				
22/10/2023	HMRC	PAYE	£365.53	102411				
01/11/2023	W Dent	Strimming old side of cemetery and 3 hours weeding pathway to memorial	£330.00	102412	Expenses			Cheque Number
01/11/2023	W Dent	Cleaning roof of shelter in playing field and re-painted	£510.00	102414				
01/11/2023	Royal British Legion S137	2 poppy wreaths plus donation for 4 wooden crosses	£55.00	102415	Clerk Expenses	Stationary	£16.21	
01/11/2023	Lincoln Diocesan Trust	Land at Sutterton (March 2023)	£322.06	102416	Home Office		£27.50	
01/11/2023	Chris Cook Print	Business Cards (May 2023)	£27.60	102417	Mileage (induction x2)	164 miles at 0.45p/mile	£73.80	
01/11/2023	Staff costs	Salary - new Clerk (1-30th September 2023)	£514.90	102418				
01/11/2023	HMRC	49.5 hours x £13/hour - CF from October 2023	£128.60	102419				
03/11/2023	HMRC	PAYE Month 7	£919.88	102420				
30/10/2023	Staff costs	Litterpicker (October 2023)	£216.67	SO				
		Total Payable	£4,747.20					

It was **RESOLVED** to approve all invoices for payment. **Proposer Cllr C Baker, Seconded Cllr J Maltby.**

29/23. LINCOLNSHIRE COUNTY COUNCIL MATTERS AND BOSTON BOROUGH COUNCIL:

- **Cllr Brookes** on behalf of LCC informed it is in the programme of works for the sidings to be done along the footpath between Wigtoft and Sutterton towards the end of this financial year.
- The Call Connect service fare has been pinned at £2 per single journey by the County Council in line with the National Bus Scheme.
- LCC have put an extra £10 million into highways this year which has come from underspends right across the council in the previous financial year.
- **Cllr Cantwell** on behalf of BBC informed that Outer Dowsing have chosen the location for their substation which will be this side of Fosdyke Bridge at Surfleet Marsh.
- There has been a surge of LHP complaints in the village, 15 complaints in the last 6 weeks. Relating to Parish Council matters a meeting has been requested with the Portfolio holder for Parish Councils, Emma Creswell.
- An issue was raised with a high dike at the back of Stanley Drive. This was discussed with the Internal Drainage Board who are confident that this will not rise any further and that this area has seen the highest rainfall since October 1903.
- No date as yet has been given from LCC on the re-painting of the white lines and SLOW sign on Boston Road. This has been added to a future work programme.
- Residents have enquired about Bus Stops in the village. An e-mail has been sent to Brylaine to consider a Bus Stop at the top of Park Avenue.
- Cllr Cantwell attended a CCTV briefing at BBC. South Holland, BBC and East Lindsey have around 400 cameras in total. If Parish Councils wished to install CCTV cameras, as long as there was an electrical supply nearby, it would be around £4000 per camera and we could then pay the Borough to look at the cameras.

30/23. CLERK'S REPORT:

Internet Banking:

Clerk informed all that she would like to set up Internet banking.

It was **RESOLVED** to go ahead with this.

Parish Council Facebook Page:

Clerk informed there are currently 2 Parish Council Facebook pages. One is old that hasn't been used for a few years. The other appears to be set up as a blog.

It was **RESOLVED** to set up a new Parish Council Facebook page where the agenda, minutes and another Parish news can be shared and linked across to the Sutterton Community Page where necessary.

31/23. FUTURE AGENDA ITEMS:

Cllr Cantwell: Dustbins
Parish Resilience – to contact Lincolnshire Resilience Forum about
Emergency Plans and review the Emergency Plan

Cllr Allen: Parish Council Facebook page update

Cllr Thorpe: Trees on Station Road and Spalding Road

Cllr Sands: Clerk's 3 month appraisal
Cemetery prices

32/23. NEXT MEETING:

The date of the next meeting was confirmed as **Wednesday 6th December 2023 at 7pm** in the Community Lounge at Sutterton Village Hall.

The meeting closed at 8.30pm.

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:

Ongoing issues were discussed with respect to the cemetery, finance and HMRC.

It was **RESOLVED** to add cemetery pricing to the next agenda and contact Duncan & Toplis for a further review of accounts. **Letter sent to Duncan & Toplis 23/11/23**

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