

SUTTERTON PARISH COUNCIL

MINUTES OF THE MEETING OF SUTTERTON PARISH COUNCIL HELD ON WEDNESDAY 6th MAY 2026 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 Maltby
Cllr K Wood

Apologies: Cllr V Allen
Cllr J Cantwell
Cllr J Rushworth

Also Present: Sarah Smith – Clerk
2x Members of Public

Annual Meeting of the Council

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

It was **Proposed** by Cllr Maltby, **Seconded** by Cllr Wood and **RESOLVED** for Councillors to continue in their existing roles for a further year, rather than hold re-elections.

Declaration of Acceptance of Office as 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 STANDING ORDERS AND FINANCIAL REGULATIONS FOR 2026

The Council reviewed its Standing Orders and Financial Regulations. No updates have been issued by NALC/LALC for 2026, and no amendments are required at this time.

4. TO REVIEW THE FOLLOWING POLICIES;

- Councillor Code of Conduct
- Risk Management
- Complaints Procedure
- Data Protection
- Social Media and Communications
- Equality and Diversity
- Publication Scheme
- Pre-Approved Contractors

All policies were checked. It was **proposed** by Cllr Maltby, **seconded** by Cllr Wood and **RESOLVED** by all that no changes are required.

5. INSURANCE RENEWAL (LTA) – RECEIVED 06/04/26 £1,111.39 (CURRENTLY AWAITING UPDATE RE ASSETS)

Following the asset update, a revised quote of £1,276.87 was received (an increase of £165.48). It was **RESOLVED** to accept. **Clerk to investigate addition of the defib.**

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

No changes.

7. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES:

- Playing Field Committee
- Parochial Trust
- Sutterton Village Hall
- Most Pleasing Garden
- Outer Dowsing Community Liaison Group
- Resilience Committee

It was **Proposed** by Cllr Maltby, **Seconded** by Cllr Wood and **RESOLVED** by all that Councillors would continue in their existing roles for a further year.

8. TO REVIEW COMMITTEES; CEMETERY AND STAFF

Cllr Maltby offered to join the Cemetery Committee alongside Cllr's Cantwell, Bateman and Rushworth.

TO REVIEW WORKING GROUPS; FINANCE, POLICIES AND RECREATION GROUND

To continue as they are.

9. TO APPOINT A LEAD SAFEGUARDING OFFICER

It was **Proposed** by Cllr Maltby, **Seconded** by Cllr Sands and **RESOLVED** by all to appoint Cllr Wood as the Lead Safeguarding Officer.

Monthly Meeting

94/26. CHAIR'S REMARKS:

Chair thanked members for re-appointing her and said the Council had performed very well over the past two years, particularly in the last year, and is currently a strong Council.

Chair reported with sadness that David Mossman had passed away. David served on the Parish Council for many years and was Chair from 2014-2016. The Council extends its condolences to his family and thanks him for his service.

95/26. PUBLIC QUESTION TIME:

A member of the public attended the meeting to raise concerns regarding a public footpath that has been subject to a temporary closure for approximately two years. It was noted that there appears to be no record of a formal request for a temporary closure, and that such closures are normally limited to a maximum period of six months.

The member of the public reported that a house has been constructed across the line of the footpath. Although the footpath is intended to be re-routed, no diversion application has been submitted to the relevant authorities. They stated that procedures do not appear to have been followed and that initial enquiries to LCC indicated no awareness of any closure or diversion request. BBC later advised the member of the public that the developer is now seeking to apply retrospectively for a diversion.

The member of the public expressed the view that constructing a property across a public right of way without the appropriate legal process may constitute a criminal offence. Cllr Cantwell is currently liaising with BBC's legal team to establish whether a diversion can be progressed and what steps are required.

2x members of the public left at 7.26pm.

96/26. APOLOGIES:

Apologies were received and accepted from Cllr Allen, Cllr Rushworth and Cllr Cantwell. No apology was received from Cllr Lock, but it is understood that he is unable to attend meetings on Wednesdays.

97/26. POLICE MATTERS:

10 crimes were reported in the Sutterton area in February 2026

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

98/26. LINCOLNSHIRE COUNTY COUNCIL MATTERS AND BOSTON BOROUGH COUNCIL:

Cllr Cantwell via e-mail:

- Gleesons are happy for us to install a plaque in the area we agreed.
- I am going out this month to find positions along Rainwalls Lane and Ropers Lane where additional Dog Fouling warning signs could be placed.
- A resident raised the idea of the Flag Green being fenced off and turned into a space secure for dogs. I said I will raise with the Parish Council for discussion.
The Council considered the suggestion and felt that the Flag Green is not a suitable or sufficiently large area for this purpose. It was noted that the Flag Green is parochial land and any alterations would require permission, which is considered unlikely to be granted; the Parish Council only pays a fee for its use.
Cllr Bateman suggested the enclosed green space at the top of St Mary's Drive may be a more appropriate location. Cllr Sands queried who would oversee such an area and highlighted the potential issues around liability. Cllr Bateman suggested that the area could be fenced, with a couple of benches and bins installed, but not formally advertised as a designated dog park, allowing residents to use it informally as they wish. A thought perhaps for the future. Cllr Wood referred to the Gleeson planning report, which includes reference to an off-lead dog area.
- Residents contacted me about parking at the entrance of Park Avenue. Sadly, LHP could not help with the situation there.
- Gleesons footpath is currently being investigated by the Borough Legal Officer to see if they are allowed to divert before applying for permission.

99/26. DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST:

- To receive Member's declarations of pecuniary or non-pecuniary interest
None received
- To receive and consider any written requests for dispensation
 - Cllr Bateman – Compost and Plants for Park Avenue planters £22.00It was **RESOLVED** to accept the request for dispensation.

100/26. MINUTES AND MATTERS ARISING:

It was **RESOLVED** that the minutes of the meeting held on Thursday 2nd April 2026 be approved as a true record.

Matters arising – Cllr Maltby noted that he had not heard anything regarding Rainwalls Lane following an additional report on Fix My Street. He will contact Cllr Lock as per his suggestion at the last meeting.

101/26. QUESTIONS FROM THE PUBLIC:

No further comments with respect to the footpath.

Cllr Wood queried whether the Council could claim the unregistered land adjacent to the public footpath which is currently closed; however, it appears some residents are already maintaining it. Cllr Wood asked whether this is because residents wish to treat it as part of their gardens or to prevent development and suggested it may be better used as village green/community space. Cllr Maltby expressed concern that, if the Council became involved and took it on, it would be responsible for its ongoing upkeep.

Cllr Wood to speak to Cllr Cantwell.

102/26. PLANNING:

None received.

It was noted that planning application B/25/0463 has been granted as favourable with conditions.

103/26. CORRESPONDENCE RECEIVED:

- a) Parish Council Liaison Meeting – 17th June 2026 at 7pm – representatives to attend
Cllr Bateman and Cllr Maltby will attend.

104/26. HIGHWAY MATTERS:

The potholes on Park Avenue have now been marked for repair as has the dip on Station Road. The culvert near the bus stop is being cleared.

Clerk has chased the replacement “Best Kept Village” sign on Boston Road.

105/26. CEMETERY COMMITTEE:

Cllr Bateman and the Clerk gave a report:

“Make safe” headstones have been staked and banded. In the old section some have been respectfully laid down. Notices have been placed on graves for families, and Stonemasons have been contacted. The Clerk will obtain quotes to repair the “make safe” headstones if no family members come forward. A Faculty extension is required to carry out works in the consecrated section and to allow repeat testing and any further works in a year’s time which will incur an additional cost of £274.00.

106/26. REPORT ON PARISH MATTERS:

Cllr Maltby – Electricity on Roundabout

Queried if it would be possible for a junction box to be placed on the roundabout for the use of illuminating the island throughout the year. This could also be used for spotlights to illuminate the village sign once it has been restored.

Clerk to contact Highways (e-mailed 13/05/26)

Cllr Wood noted that the grass verges down Boston Road look a little untidy.

Clerk to contact contractors to enquire how much it would cost to add this to the grass cutting contract (e-mailed 13/05/26)

107/26. CHECKLIST FOR RECREATION GROUND/CEMETERY/DEFIB (at Vets):

Cllr Ingham held the checklist for April.

Nothing to report.

Chair is meeting Mr Blackman tomorrow at the defib on One Way Street to see what needs checking.

The Defib at the vets is now registered to the PC.

Cllr Maltby to hold the checklist for May.

108/26. RESILIENCE COMMITTEE:

Cllr Cantwell via e-mail:

The Emergency Plan is being finalised ready for presentation over summer.

Cllr Wood reported that only 1 person attended the recruitment event.

109/26. VILLAGE HALL COMMITTEE:

Taken from the Annual Parish meeting, no further comments;
They have had a good year. Financially everything is sound and they are doing well. They have had events on most weekends. The bingo is well attended every Friday night with nearly 80-100 people along with the Ladies Club.

110/26. PLAYING FIELD COMMITTEE:

Taken from the Annual Parish meeting, no further comments;
It has been a good year and the bank balance is healthy at the moment. South Lincs Swifts have been using the field. They have also started to do a little with AFC Sutterton, trying to encourage more local children to use the field. The changing rooms have all had a coat of paint.

111/26. FINANCE:

Payments List - Sutterton Parish Council						
Invoices received prior to May meeting						
Outgoings						
Received/Purchased	Payment Date	Payee	Invoice No.	Description	Total	Mode of Payment
	13/04/2026	Sutterton Methodist Church		Donation to Flower Festival	£75.00	I/B
	13/04/2026	EE		Mobile Phone Contract	£20.98	D/D
	13/04/2026	HP Instant Ink		Instant Ink	£13.49	D/D
16/04/2026	16/04/2026	B&Q		Metal Paint for Bus Shelter	£58.56	D/C
	17/04/2026	The Range		Stationary	£5.48	D/C
	21/04/2026	Amazon		Composite Polyester Cord Strapping Kit for Cemetery	£18.40	D/C
	23/04/2026	HMRC		PAYE Month 10 £166.68, Month 11 £126.77, Month 12 £134.14	£427.59	D/D
	28/04/2026	ICCM		ICCM Subscription 2026/2027	£110.00	I/B
03/04/2026	28/04/2026	Noble Arboriculture		Tree work in Cemetery	£1,040.00	I/B
17/04/2026		BBC	40008444	Charge for Footway Lighting 01/11/24-31/10/25	£5,091.95	not included in total payable as taken from 1st Precept payment
	28/04/2026	Staff Costs		Litterpicker (April 2026)	£275.39	S/O
03/04/2026	06/05/2026	Cllr M Bateman		Compost for Park Avenue Planters	£12.00	I/B
03/04/2026	06/05/2026	Cllr M Bateman		Plants for Park Avenue Planters	£10.00	I/B
15/04/2026	06/05/2026	Mr Dent	201	1st Out of Cemetery plus weedkiller - old section - March 2026	£370.00	I/B
27/04/2026	06/05/2026	BBC	4009010	Recharge of Footway Light Works - Park Avenue	£340.00	I/B
27/04/2026	06/05/2026	BBC	4009011	Recharge of Footway Light Works - Stanley Drive	£420.00	I/B
28/04/2026	06/05/2026	Maic Firth Landscapes	INV-03419	Grounds Maintenance - March 2026	£811.66	I/B
29/04/2026	06/05/2026	Mrs M Warr	8/26	AGAR Internal Audit	£100.00	I/B
01/05/2026	06/05/2026	Staff Costs		Clerk Salary including Cemetery work & expenses (April 2026)	£962.00	I/B
04/05/2026	06/05/2026	Sutterton Village Hall	149	Hire of Lounge	£37.50	I/B
06/05/2026	06/05/2026	Mr Dent	212	2nd Out of Cemetery - old section - April 2026	£350.00	I/B
				Total Payable:	£5,658.05	
Expenses						
	March 2026					
Home Office					£27.50	
Total Payable:					£27.50	
Incoming						
Date	Received From	Details	Invoice No.	Total		
15/04/2026	HUM Memorials	Kerbing on existing grave	2026/04/02	£65.00		
17/04/2026	BBC	Precept - 1st Installment		£13,398.05		
			Total:	£13,463.05		

It was **Proposed** by Cllr Maltby, **Seconded** by Cllr Ingham and **RESOLVED** by all to approve invoices for payment and to approve the bank rec for April 2026 for the current account and to re-approve the end of year bank rec for all accounts following a typing error. Clerk noted the rise in minimum wage to £12.71 and the litter picker's wages have been amended to reflect this.

112/26. AGAR 2025/2026

- To receive and accept the internal audit report
Internal Audit Recommendations:
 - Develop a program to present a budget update at least 6 monthly
 - Consider adopting a data map to aid the review of data held
 - Ensure Councillors security compliance forms are available on the website
- 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 Wednesday 3rd June to Tuesday 14th July

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

Clerk to send completed forms to PKF Littlejohn (e-mailed 26/05/26)

- 113/26. ROUND ‘N’ ABOUT:**
Volunteers are still needed. A brief discussion was held on possible distribution locations.
- 114/26. CLERK’S REPORT:**
Clerk confirmed that the Declaration of Compliance has now been updated with the Pensions Regulator.
- 115/26. FUTURE AGENDA ITEMS:**
Ongoing – electricity on the roundabout.
- 115/26. NEXT MEETING:**
Wednesday 3rd June 2026 at 7.00pm in the Community Lounge.

There being no further business the meeting closed at 8.37pm.

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