

**MINUTES OF THE BUTTERWICK PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY, 14<sup>th</sup> MAY 2019 AT 7.40 pm**

**PRESENT:**

Parish Councillors: A Gosling (Chairman), K Forman, N Donnelly, M Knowles, L Pearson, C Smith and A Quickfall  
Boston Borough Councillor P Bedford  
Lincolnshire County Councillor P Skinner  
2 members of the Public  
Mrs J Barnes (Parish Clerk)

**1 NO APOLOGIES**

**2 NO POLICE MATTERS**

**3 MINUTES**

The minutes of the meeting held on the 9<sup>th</sup> April 2019 having been previously circulated were agreed and signed by the Chairman.

**4 MATTERS ARISING**

- 4.1 Lincolnshire County Council – Lighting Policy – Councillor Skinner had nothing to report but was requested to make further enquiries.

**5 DECLARATIONS OF INTEREST**

Councillor Forman declared an interest in 6.3 as being known to the applicant.  
Councillor Gosling declared an interest in 6.3 as the application being near to his property.

**6 PLANNING**

- 6.1 B/18/0328 – The application for outline application for residential development (up to 25 dwellings) with all matters reserved at land adjacent to Magnolia Lodge, Benington Road for Robert Doughty Consultancy Ltd had been granted subject to compliance to several conditions. These including an area of public amenity open space/children’s play area and a footway connecting to the existing footway network. It was also noted that under the Section 106 agreement a contribution of £67,965 for education at Haven High.
- 6.2 B/18/0506 – No decision had been received regarding the application for partial retention for a change of use from general industrial (Class B2) to storage and distribution centre (Class B8) at Warth Park, Sea Lane, Butterwick for Mr R F Warth (R Lawson & Co Ltd).
- 6.3 B/19/0048 – The outline application for three detached dwelling associated parking and detached garaging following demolition of existing building with some matters reserved (appearance, landscaping and scale) for later approval at land adjacent to 25 Mill Lane for Mr T Staniland was discussed. No objections.

## **7 PARISH MATTERS**

- 7.1 **Highways** – Notification had been received from Lincolnshire County Council that essential maintenance works by Geda Construction would be taking place on Girls School Lane. This work would take place between the 4<sup>th</sup> June and the 28<sup>th</sup> July 2019. The notice had been displayed.
- 7.2 **Lincolnshire Road Safety Partnership** – A training meeting had been held along with Freiston councillors and volunteers. It was stated that the sites would have to be approved and the indemnity forms completed. It was proposed by Councillor Knowles, seconded by Councillor Gosling and agreed to take this forward.
- 7.3 **Boston Borough Council** - A planning meeting for councillors was to be held on Thursday, 30<sup>th</sup> May at 6pm, Councillors Gosling and Knowles hoped to attend.
- 7.4 **LALC** – Information had been received regarding Lincolnshire County Council who had agreed to invest just over £1m in improving the highways service, including potholes, extra grass cutting, and highway gullies being cleaned.
- 7.5 **Fencing** – It was agreed to accept the quote from Pearson's for the replacement fencing for the entrance to Prince William Drive from Sea Lane. Councillor Gosling to confirm arrangements.
- 7.6 **Defibrillator** – The clerk stated she had been in touch with Darren Dower who regularly checks the defibrillator and he had stated that new pads may be needed by the end of August but would check again.

## **8 CORRESPONDENCE**

- 8.1 Clerks & Councils Direct – The May issue was handed to Councillor Gosling.
- 8.2 Boston Projections – The updated Statement of Community Consultation was handed to Councillor Knowles.

## **9 FINANCE**

- 9.1<sup>1</sup> The clerk reported that in consultation with the chairman the AGAR Part 2 form had been completed ready for approval.
- 9.1<sup>2</sup> Annual Governance Statement – the councillors unanimously approved the statement by confirming that they have reviewed the effectiveness of the system of internal control.

1 - The council have prepared and approved the budget for the precept, monitoring during the year. All financial transactions are recorded and maintained throughout the year.

2 - The effectiveness of the system of internal control covers Standing Orders and Financial Regulations being in place and up-dated accordingly. The remuneration payable to all employees is approved in advance. VAT is recorded and claimed accordingly.

3 - All the council's actions are controlled by stature.

4 - The council published the annual return both on the website and on the noticeboards.

5 - The council have assessed financial and other risks and have the appropriate insurance cover

6 - The council maintains control each meeting of financial and risk management. Following completion of the yearly accounts the internal auditor has all relevant documents required.

7 – No further action was needed with no comments from auditors.

8 - The council have considered that no events have potential consequences on the finances.

9 – Not applicable – no trust funds.

The Annual Governance Statement was duly signed by Councillor Gosling and the Clerk.

9.1<sup>3</sup> The statement of accounts had been completed against the previously agreed receipts and payments accounts and was duly signed by Councillor Gosling and the Clerk.

9.1<sup>4</sup> The Certificate of Exemption (with the council not exceeding £25,000) was duly signed by Councillor Gosling and the Clerk. This was the only document only required by the External Auditor along with details of the Chairman and the Clerk.

9.1<sup>5</sup> All the documents would be forwarded to the Internal Auditor, along with all necessary files prior to being published on the website and noticeboard in accordance with the transparency code. The explanations for variances was discussed, with receipts being down on the previous year owing to no donations from Village Hall, Transparency Fund or the Defibrillator and VAT with only one year being received. Payments were up, owing to the main increase in the litter picking.

9.2 The Clerk presented the up-to-date accounts, together with evidence of the bank balance.

9.3 The following payments were discussed and agreed.

<b>Details</b>	<b>Amount</b>	<b>VAT</b>	<b>Payment</b>
J Barnes (cash for K Stones and J Dickson, for litter picking)	£200.00		BACS
Insurance – Documents had been received direct from Zurich and were confirmed. The fee was part of the long-term agreement until 2022	£185.29		BACS
Data Protection Fee	£40.00		

**10 NEXT MEETING**

The next meeting will be held on Tuesday, 11<sup>th</sup> June 2019 at Butterwick Village Hall at 7.30 pm.

**11 ANY OTHER BUSINESS**

- 11.1 Mention was made that a parked vehicle was obstructing the Refuse Lorries in Pinchbeck Road. Enquiries to be made.
- 11.2 All councillors completed their Registration of Local Choice Interest Form together with the Disclosable Pecuniary Interest Form. These would now be sent to Boston Borough Council and would appear on their website and the Parish Council website.

There being no further business the Chairman thanked those in attendance and closed the meeting at 20.30.

Signed by: M Knowles

(In the chair)

11<sup>th</sup> June 2019