

**MINUTES OF THE MEETING OF SADBROOKE PARISH COUNCIL HELD ON  
THURSDAY 1 JUNE 2023 IN THE BRAMHAM LOUNGE OF THE VILLAGE HALL**

**PRESENT: Councillors Peter Heath (Chairman), Mrs Tracey Bowman (Vice Chair), Sandra Clayton, Simon Crampton, Paul Fido, Dave Scott  
Clerk - Mrs Christine Myers, Treasurer – Mrs Bridget Solly**

**35 – 2023/24 PARISHIONERS ITEMS**

Report received that continuous parking on St Edward’s Drive was creating ruts in the grass verge. PC agreed that a request be made to CC Mrs Sue Rawlins to obtain clarification from LCC Highways of the policy for parking on verges.

Further reports received regarding a severely overgrown hedge on Wragby Road – A polite request to the resident that it be cut back had been sent.

A report received about hedge obstructing view turning out of Manor Drive – polite written request sent asking for the hedge to be cut back.

**36 2023/24 SIGNATURE OF DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR, COUNCILOR MRS TRACEY BOWMAN**

This was signed by Councillor Mrs Tracey Bowman.

**37 – 2023/24 TO RECEIVE APOLOGIES AND REASONS GIVEN**

Councillor Bhikhu Mistry – Reason given accepted, unanimously Resolved.

**38 – 2023/24 TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA**

None received.

**39 – 2023/24 NOTES OF MEETING HELD ON 11 MAY 2023 TO BE APPROVED AND SIGNED AS MINUTES**

That the notes be signed as minutes proposed by Councillor Paul Fido, seconded by Councillor Mrs Tracey Bowman and Resolved.

**40 – 2023/24 COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

No reports received.

**41 – 2023/24 REPORTS ON MATTERS OUTSTANDING**

**A Burial space/new cemetery** – There was nothing further to report, but it was suggested that the landowner be approached to ascertain if the area behind the church could be obtained for an extension of the cemetery.

**B Grass encroachment/upgrading to cycleway, Wragby Road** – It was understood that CC Mrs Sue Rawlins was pursuing this project with LCC.

Initialed.....Chairman

Date.....

**C Scothern Lane – Report re speeding survey by Lincolnshire Road Safety Partnership –** Councillor Dave Scott had contacted LRSP and been informed that Sudbrooke ‘was in the queue’.

**D Play Equipment – update from Councillor Bhikhu Mistry from meeting with EKM Ltd re repairs to climbing tower Northfield Park -** Item deferred until next meeting of the Parish Council.

## **42 – 2023/24 FINANCE**

**A** To ratify the siding back of the trees on the Village Hall playing field for high sided vehicles to gain entry to the field, if necessary, at a cost of £140.00 - It was noted that this work had been carried out by Glendale on a next day basis due to the safety issue – That the cost be ratified unanimously Resolved.

**B Audit – 2022/23 – Report from Internal Auditor –** The Treasurer had met the Internal Auditor to answer any questions re the accounts. There being no issues the Internal Auditor had signed off the accounts as correct and for presentation to Council.

**C To complete the Annual Governance Statement –** This was duly completed in the meeting and, it was Resolved unanimously to approve the Annual Governance Statement for 2022/23.

**D To consider and approve by Resolution the Accounting Statements for 2022/23 –** That these be approved proposed by Councillor Peter Heath, seconded by Councillor Paul Fido, and Resolved.

## **E Accounts for payment/Income/Bank balances**

Accounts for payment: -

Mrs C Myers – Expenses – £33.45  
DE Accounting & Payroll – Internal Audit 2022/2023 – Net £115.00, VAT £23.00, Gross £138.00  
Mrs B Solly – Expenses - £38.34  
Salaries = £998.66 - will be paid via BACS on 30th June 2023

That the above payments be paid, proposed by Councillor Peter Heath, seconded by Councillor Mrs Tracey Bowman, and Resolved.

## **Monies Received**

Anonymous donation to Coronation event £90.00

## **Bank Account position**

Current Account - £6,603.53  
Instant Access Account – £50,029.45  
14 Day Account - £4,459.51  
Fox Covert Account - £2,171.93  
Northfield Park Account – £19,286.95  
Sportsfield Account - £3,946.61

**Total in Accounts as of 1st June 2023 = £86,497.98**

Initialed.....Chairman

Date.....

## **F To confirm Bank Signatories**

Councillors Peter Heath and Mrs Tracey Bowman were currently signatories. The Treasurer emphasised that additional signatories on the account were required and asked that consideration be given to this. This would be an agenda item for the next meeting.

### **43 – 2023/24 PLANNING**

**Review of Sudbrooke Neighbourhood Plan – update from Working Group** – Councillor Dave Scott reported that a meeting had been arranged with Luke Brown to discuss some items requiring amendment.

**Section 106 Agreement, Church Lane/Nettleham Lane** – To pursue compliance with Section 106 Agreement – That the Parish Council request Councillor Mrs Sue Rawlins to pursue the completion of this Agreement with LCC Highways unanimously Resolved.

**Application 146726 – planning application for two storey rear & single storey side extension including internal alterations – resubmission of 146219 - 54 St Edward's Drive** – That the Parish Council has no objection unanimously Resolved.

### **44 – 2023/24 CORRESPONDENCE**

Received since last meeting \*Sent to resident email list

\*11.5.2023 - WLDC Business Brief

13.5.2023 - Acknowledgement from Groundwork UK of submission of end of year grant form

15.5.2023 – LALC Weekly E News

19.5.2023 - LALC Shining Stars Awards nomination form

22.5.2023 – Notification from Community Police Inspector that there will now be 6 monthly meetings with local Parish Councils commencing December, online via Teams. Members did not feel that this was an acceptable way of developing

communications with local Police Officers and Resolved that the Chairman reply stating this.

23.5.2023 - Town and Parish Council update

### **45 – 2023/24 CLERKS REPORT**

The Clerk reported as follows: -

- That the consideration of a Safeguarding Policy would be on the agenda for the next meeting of the Parish Council.
- That the Complaints Procedure is being revised by NALC. The Parish Council would therefore use that template when available.
- The Parish Council's subscription of Office 465 was due for renewal on 25.6.2023 and some concern had been expressed about its use for Parish Councils. The Clerk had made enquiries to LALC. The reply being as follows: -

Initialled.....Chairman

Date.....

Page 15

'Microsoft has given public commitments to comply with its GDPR requirements. There are arrangements in place to ensure it does not permit data to not be stored outside the scope of GDPR or to place the data in a hostile state.

The Government and security services do issue guidance to public bodies particularly those with critical roles such as defence, NHS, the Police and county, district and unitary councils. Parish and Town councils do not have the infrastructure with enterprise agreements with the software providers that cover all of this. Local councils can, for the time being, safely use Microsoft products. If guidance and advice is issued from the Government and / or Security Services we will let our local councils know.'

Members accepted the reply from LALC and that the Clerk and Treasurer continue to use this system unless advised otherwise by LALC/NALC.

- That she would like to attend the LALC Summer Conference on 19 July, cost being £25. Parish Council members would also consider attendance – agenda item for next meeting.
- That the painting of the play equipment will be mid June.
- That following reports to LCC additional levelling works had been undertaken in the vicinity of the Millennium Stone.
- That Trees/Shrubs adjacent 12 Northfield Avenue will be cut back mid June.
- That the poor road surface on Church Lane had again been reported and some patching had been carried out.
- That growth around the cabin on the SC field had been cut back by Glendale at no charge to the Parish Council.
- The verge/bank between car park and tennis court becoming overgrown and that Glendale had been asked to ensure that this is kept mown short.

#### **46 – 2023/24 CHAIRMANS REPORT**

The Chairman expressed disappointment that the new District Councillor had not made contact with the Parish Council or sent apologies for not attending the May and June meetings. Members gave approval to the Chairman to write to DC Baptiste Velan further introducing the Parish Council.

#### **47 – 2023/24 DATE OF NEXT MEETING**

7.30pm 6 July 2023.

*(Note: meeting later changed to 13 July)*

Signed.....Chairman  
Date.....