

**MINUTES OF THE ANNUAL MEETING OF SUDBROOKE PARISH COUNCIL HELD AT 7.30PM  
ON THURSDAY 8 MAY 2025 IN THE BRAMHAM LOUNGE OF THE VILLAGE HALL**

**PRESENT:** Councillors Peter Heath (Chairman), Mrs Tracey Bowman (Vice Chair), Mrs Sandra Clayton, Simon Crampton, Paul Fido, Mrs Cathryn Nicoll, Mrs Barbara Dowell

**17 – 25/26 APPOINTMENT OF CHAIRMAN FOR THE 2025/26 YEAR**

Councillor Peter Heath proposed as Chairman by Councillor Mrs Tracey Bowman, seconded by Mrs Sandra Clayton and unanimously Resolved.

The Chairman signed the Declaration of Acceptance of Office.

**18 – 25/26 APPOINTMENT OF VICE CHAIR FOR THE YEAR 2025/26 YEAR**

Councillors Mrs Tracey Bowman proposed as Vice Chair by Councillor Mrs Sandra Clayton seconded by Councillor Paul Fido and unanimously Resolved.

The Vice Chair signed the Declaration of Acceptance of Office.

**19 – 25/26 PARISHIONERS ITEMS**

An enquiry had been made by the local Clergy re the possible extension of the churchyard. It was agreed that the Church be informed of the extent that the Parish Council had pursued to secure land for further burial ground which had been exhausted and that it may now be advisable for the church to take over further enquiries.

A request had been made by two residents to hold events in the village with the assistance of the Parish Council. It was hoped that a Dog Show could be arranged in July, with a possible 'Tastes of Sudbrooke' and a 'Show and Tell' of hobbies being held throughout the year. This was agreed in principle and the detail of a Dog Show would be ratified at the next meeting of the Council in June.

Attention had been drawn to the growth of trees on Manor Drive and the requirement for some trimming. Councillor Simon Crampton offered to report this on Fix My Street.

The Grounds Maintenance contractor had expressed concern that his machines had picked up golf balls on the playing field and stressed that these presented a hazard should they be caught in the blades. The Parish Council agreed that a note be into the Sudbrooke News, emphasising the results if balls were not picked up and that users of the field be mindful of the close proximity of properties when practicing.

**20 – 25/26 TO RECEIVE APOLOGIES AND REASONS GIVEN**

Councillor Bhikhu Mistry – Reason given accepted.

**21 – 25/26 TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA**

Councillor Mrs Cathryn Nicoll declared an interest in any payments related to LALC as being a member of the LALC Committee.

Initialled.....

Date.....

## **22 – 25/26 CO-OPTION OF COUNCILLOR/SIGNATURE OF DECLARATION OF ACCEPTANCE OF OFFICE**

That Mrs Barbara Dowell be co-opted to the position of Councillor proposed by Councillor Mrs Sandra Clayton, seconded by Councillor Paul Fido and unanimously Resolved.

## **23 – 25/26 DRAFT MINUTES OF THE MEETING HELD ON 3 APRIL 2025 TO BE APPROVED AND SIGNED AS MINUTES**

That these be signed as correct unanimously Resolved.

## **24 – 25/26 COUNTY AND DISTRICT COUNCILORS REPORTS**

None received.

## **25 – 25/26 REPORTS ON MATTERS OUTSTANDING**

A Millennium stone lighting/drainage – No response from Electrician.

## **26 – 25/26 TO CONSIDER QUOTATION FOR LANDSCAPING THE AREA ALONGSIDE THE DRAIN/REAR OF THE SHOP**

This had been received in the sum of £400.00 from Ian Moore Contracting Ltd. Due to the underspend on the previous clearance agreed that the quotation be accepted, proposed by Councillor Paul Fido seconded by Councillor Peter Heath and Resolved.

## **27 – 25/26 TO APPOINT MEMBERS WITH RESPONSIBILITY FOR THE FOLLOWING:-**

- A CCTV – Councillors Paul Fido and Bhikhu Mistry
- B Defibrillator Weekly checks – Councillor Peter Heath
- C Highways footpaths – Councillor Simon Crampton
- D Grass Cutting – Councillor Paul Fido
- E HR (Staffing) – Three Councillors with delegated authority for HR decisions – Councillors Mrs Tracey Bowman, Mrs Sandra Clayton, Paul Fido
- F Neighbourhood Plan – Lead – Councillor Simon Crampton
- G Planning – Councillor Peter Heath
- H Sudbrooke News distribution – Councillor Mrs Sandra Clayton
- I Trees and Environment – Councillor Paul Fido
- J Parish Council website - Councillor Mrs Cathryn Nicoll
- K Village Furniture – Councillor Mrs Sandra Clayton
- L Village Hall Committee representative – Councillor Mrs Tracey Bowman
- M Village Play areas, equipment and weekly visual inspections – Councillors Mrs Sandra Clayton, Mrs Barbara Dowell

## **28 – 25/26 TO REVIEW THE FOLLOWING POLICIES**

- A CCTV – Reviewed without amendment
- B Retention of documents – Reviewed with additions

That the above be agreed unanimously Resolved.

Initialled.....Chair

Date..... Page 7

## **29 – 25/26 FINANCE**

- A To agree to continue to use Bacs payments** – Agreed
- B To agree Direct Debits on the Parish Council current account** – These being to Tesco for Mobile Phone, ICO, electricity – Agreed
- C To review signatories on the Parish Council Bank Account** – That these be amended to Councillors Peter Heath, Tracey Bowman and Cathryn Nicoll. Details of the Controlling Officer from Mrs Bridget Solly to new Clerk, Mrs Louise Clinkscales would also be amended.

The above Resolved unanimously.

### **D Ratification of Accounts**

#### **Accounts to be paid 8th May 2025**

Tesco Mobile – PC Mobile Phone bill - £8.57  
E.On – Electricity at Millennium stone - £25.00  
Clear Councils – Renewal of Insurance - £1,008.27  
Ian Moore Contracting – Full Grass Cut – Net £782.50, VAT £156.50, Gross £939.00  
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Mrs C Myers – Refreshments for Annual Parish Meeting £34.66  
Sudbrooke Village Hall – Hire of hall for annual Parish meeting - £16.00  
West Lindsey District Council – Defibrillator Maintenance Service 25/26 – Net £91.67, VAT £18.33, Gross £110.00  
Mrs C Myers – Expenses April 2025 - £27.40  
Mrs B Solly – Expenses to end May 2025 - £106.59 (includes annual renewal of Microsoft Office)  
Salaries to be paid 30th May 2025 - £1293.06

That the above payments be made proposed by Councillor Peter Heath, seconded by Simon Crampton and Resolved.

**E To confirm that Kokoo Hair Salon receives two complimentary full-page adverts in Sudbrooke News per annum in lieu of electricity used for the Defibrillator heater.** This was confirmed and would be included in the Sudbrooke News Advertising Policy.

**F Church Grass cutting – To confirm that any cuts, in addition to the ten cuts paid for by the Parish Council are arranged and paid for by the Church** – This was confirmed. Rev Bellshaw would be notified.

**G Insurance** – The Parish Council insurance was due for renewal on 1<sup>st</sup> June. The Clerk had considered alternative companies with one company stating that their premium would be over £1200. It was Resolved that the Parish Council continue insurance with Clear Councils Insurance on a three year term.

Initialled.....Chair  
Date.....

### **30 – 25/26 PLANNING - NEIGHBOURHOOD PLAN REVIEW - UPDATE**

The Consultant had confirmed that this had been submitted to WLDC and no comments had yet been received.

### **31 – 25/26 CORRESPONDENCE RECEIVED SINCE LAST MEETING, \*SENT TO RESIDENTS EMAIL LIST**

*4.4.2025 – LALC Fortnightly News*

*8.4.2025 - WLDC – Local Reorganisation letter*

*\*22.4.2025 – Road Closure Church Lane – 22.5.2025 – 28.4.2025*

*\*23.4.2025 - West Lindsey Business Brief*

*23.4.2025 - Notice of Planning Appeal APP/N2535/W/25/3363760 – 23 Wragby Road*

*- WL/2025/00107- Planning application for 4 sections of railings on*

*the front boundary wall and retrospective Planning application for retention of 4 piers above 1m from the ground level*

*25.4.2025 – Groundwork – Request for end of year grant report*

### **32 – 25/26 CLERKS REPORT**

The Grounds maintenance contract had reported that moles were again on the Stuart Curtis field. The Clerk was asked to arrange treatment.

Church Court - Noted that Church Court was currently being assessed by the WLDC Planning Team.

### **33 – 25/26 CHAIRMANS REPORT**

Nothing to report.

### **34 – 25/26 DATE OF NEXT MEETING**

Thursday 5 June 2025, Bramham Lounge, Village Hall.

Signed.....Chairman

Date.....