

**SUDBROOKE PARISH COUNCIL**  
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Chairman – Cllr P Heath

Vice chair – Cllr T Bowman

Clerk & RFO - Mrs L Clinkscales

**Minutes of the meeting of Sudbrooke parish council held at 7.30pm on Thursday 3<sup>rd</sup> July 2025 in the Bramham lounge, Sudbrooke village hall**

**Present:** - Cllr P Heath – Chairman, Cllr T Bowman – Vice-chair, Cllr B Dowell, Cllr B Mistry.

Mrs L Clinkscales – Clerk & RFO

1 Member of the public present did not wish to speak they were there to observe.

2 Members of the Village Hall Committee, to discuss correspondence regarding the drainage issues at the Village Hall.

Standing Orders suspended, meeting commenced at 19:36

**56. 25-26 Parishioner Items**

Cllr B Dowell, spoke of the project and its progress of this year's poppy appeal on behalf of the group organising the event.

**57. 25-26 To receive apologies and reasons given.**

Resolved unanimously to accept the apologies and the reasons given by Cllr P Fido, Cllr S Crampton, & Cllr C Nicoll.

**58. 25-26 To receive declarations of interest on any item(s) on the agenda.**

None

**59. 25-26 Draft minutes of the meeting held on the 5<sup>th</sup> of June 2025, and the extraordinary meeting held on the 26<sup>th</sup> of June 2025 to be approved and signed as minutes.**

Resolved to approve the minutes from the 5<sup>th</sup> of June 2025 and the extraordinary minutes from the 26<sup>th</sup> of June 2025 as a true record.

**60. 25-26 Councillor and district councillor reports.**

Apologies had been sent to the Clerk prior to the meeting by the District and County Councillor.

**61. 25-26 Report on matters outstanding:**

**a. Millenium stone lighting/ drainage of the area around the stone book date Cllr S Crampton**

Resolved unanimously to approve the Clerk to obtain quotes for the lights to be temporarily disconnected for LCC to rectify the drainage issue.

Resolved unanimously to approve up to £300 for the work to be completed by a certified electrician.

**b. Facebook - Setting up Facebook account for the Parish Council - Cllr B Dowell & Clerk.**

This is now complete and up and running for the Council to communicate more effectively and to a larger audience.

**i. To agree the social media policy.**

Resolved unanimously to adopt and approve the social media policy.

**c. Nettleham Medical Practice new booking system replies from practise manager.**

To note Sudbrooke Parish Council was disappointed in the response received of taking no liability for there being an issue with the new system.

It was discussed at length the best way for the parish to support residents with the issue is to use our platforms, Sudbrooke News and Facebook to share information on how their booking system works, and there 12 month forecast.

**d. Dog Bin -West drive.**

This is now on order and is yet to be installed by WLDC.

**e. Wragby Road footpath. – report from LCC Fix My Street.**

No further action will be taken

**f. Church Lane Hedge – report from LCC Fix My Street.**

This will be carried out once it's the end of the nesting season.

**g. Tree trimming – Manor Drive – report from LCC Fix My Street.**

No further action will be taken

**62. 25-26 To consider Councillor responsibilities for Sudbrooke News distribution, Human Resources, & Village Furniture Inspections.**

Resolved unanimously to appoint Cllr B Dowell for the HR group.

Resolved unanimously to appoint Cllr P Heath for the Sudbrooke News distribution.

Resolved unanimously to appoint Cllr B Mistry to carry out the Furniture Inspections annually.

19:58 Standing Orders suspended Cllr P Heath left the meeting.

20:02 Standing Order reinstated Cllr P Heath returned to the meeting.

**63. 25-26 To consider a shared calendar with the Clerk.**

Resolved unanimously that this would be a welcomed resource.

**64. 25-26 To receive suggestion from resident to refurbish the tennis court.**

- Cllr P Heath summarized a resident's correspondence. The council agreed to share background on the tennis courts and inform them about the successful grant application. Any future input from the resident will be welcomed and considered in upcoming meetings.

**65. 25-26 To consider quotation for tree works at village hall- split limb on Cherry Tree.**

Resolved unanimously to approve the quotation for the sum of £96 for the work to be carried out.

**66. 25-26 To consider works required to village furniture following inspection on the 24<sup>th</sup> of June 2025.**

One bench at Millennium Stone, identified during the survey, requires maintenance to meet safety standards.

It was agreed that Councillors P Heath and B Mistry would attempt to repair the bench using a new bracket.

**67. 25-26 To consider suggestion from Nettleham Parish Council that local parish councils meet to tackle highways concerns such as traffic management in villages.**

This was welcomed by the council. Clerk to register I'm interested in participating. It was felt that a face to face and virtual meeting would both be advantageous.

**68. 25-26 Finance - Ratification of accounts paid/ for payment/ income/ bank balances.**

Resolved unanimously to approve receipts and payments.

<b>Accounts to be paid 3<sup>rd</sup> July 2025</b>	
Tesco Mobile – PC Mobile Phone bill	£8.57
E. On – Electricity at Millennium stone	£25.00
Cllr C Nicoll – Expenses	£70.00
Chris Myres - Clerk – Expenses	£41.77
Jonathan Kerry – Internal Audit	£50.00
Bridget Solly - RFO – Expenses	£31.32
Ian Moore – Grass Cutting Invoice 408 June 2025 – £782.50 + VAT £156.50	(GROSS £939.00)
Ian Moore – Grass Cutting Invoice 380 June 2025- £782.50 + VAT £156.50	(GROSS £939.00)
Freedom Fire & Security - CCTV Maintenance & Service £75.00 + VAT £15.00	(GROSS £90.00)
Sudbrooke Village Hall – Hire June	£13.00
Sudbrooke Village Hall – Hire July	£18.00
Sudbrooke Village Hall – Hire September	£18.00
<b>Payment Subtotal</b>	<b>£2,243.66</b>
<b>Administration Costs</b>	<b>£1,395.36</b>

**69. 25-26 Planning**

**a. neighbourhood plan review - anything further to report.**

Deferred until next meeting - no correspondence has been received from WLDC at this time.

**b. Application - Land to rear of The Sonnets, Church Lane - erect #1 dwelling, variation of conditions 4, 9 and 11 of planning permission 137732 granted the 25<sup>th</sup> of June 2018, landscaping, approved plans and hard standing being variation of condition 4 of planning permission 140400 granted 5<sup>th</sup> of February 2020 - approved dwelling design to formulate comments to response to WLDC**

No objections

**c. Application WL/2025/00632-Grange farm, Langworth - construction of a straw storage shed with attached biomass boiler house and building to house a straw table conveyor system.**

No objections.

**d. Notification of planning appeal APP/N2535/W/25/3366987- application WE/2024/00036 for the construction and operation of a 'Battery Energy Storage System [BESS] including Substations, inverters, transformer stations, cabling , fencing, internal service track and landscaping.**

This is still ongoing Sudbrooke Parish council have already submitted their comments.

**70. 25-26 Correspondence received since last meeting\* centre residence e-mail list,**

- 10<sup>th</sup> of June 2025 - WLDC free online workshops for parish and town councils.
- 13<sup>th</sup> of June 2025 - Notice of LALC AGM the 3<sup>rd</sup> of July 2025.
- 20<sup>th</sup> of June 2025 WLDC business brief.

- 20<sup>th</sup> of June 2025 LALC E News
- 21<sup>st</sup> of June 2025 e-mail from residents regarding fire at Scout camp 20<sup>th</sup> of June 2025 response from Scout Leader confirmed that all safety precautions had been adhered to.

**71. 25-26 The Clerks Report**

Summary of Clerks Report – Key Points

- Proposal to set up a WhatsApp group for quicker, informal communication among councillors and the clerk.
- Introduction of dispensation forms for those with regular interests, to be stored in personal council files.
- Work mobile to be used for external calls; personal mobile is preferred for urgent contact.
- Request to use only the Clerk’s email address for council correspondence, with plans to merge emails.
- Plan to merge two Microsoft 365 subscriptions into one, saving approximately £65 per year.
- Suggestion to use a free app, Safety Culture, for weekly play and parking inspections, supporting up to ten users.
- Sudbrooke Parish Council does not currently have the General Power of Competence, despite having a qualified Clerk.
- Recommendation to adopt several statutory policies, including a Filming & Recording Policy, which are currently missing.

**72. 25-26 Chairmans Report.**

Cllr P Heath wishes to acknowledge Councillor P Fido's efforts and the time spent watering flowers throughout the village. This work is recognised as requiring significant time and effort.

**73. 25-26 Date of next meeting**

4<sup>th</sup> September 2025, 19:30 – to be held in the Bramham Lounge, Village Hall

**Meeting Closed 20:36**

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Signed Cllr P Heath

Chairman of Sudbrooke Parish Council

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Date