

SUDBROOKE PARISH COUNCIL
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sudbrookeparishcouncil@gmail.com

07594 295457

Chair – 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 4th September 2025 in the
Bramham lounge, Sudbrooke village hall.**

Present: Cllr P Heath – Chair, Cllr T Bowman – Vice chair, Cllr S Compton, Cllr B Dowell, Cllr P Fido, Cllr B Mistry, Cllr C Nicoll.

74 25-26 To note apologies and reasons given.

None

75 25-26 To receive any declarations of interest in accordance with the localism Act 2011 and consider any requests for dispensation in relating to disposable pecuniary interests of the other interests as outlined in the council's code of conduct.

None

76 25-26 To receive the notes of the council meeting held on the 3rd of July 2025 and agree for them to be signed as a true record.

RESOLVED unanimously to approve the minutes from the 3rd of July 2025 as a true record.

77 25-26 To receive any reports from outside bodies, including the Police, District and County Councillors (if any) and agreed actions as required.

No correspondence had been received from other bodies, invitation for the meeting had been sent.

78 25-26 To receive the Chairmans report.

Nothing new to report currently.

79 25-26 To receive a report from the Clerk.

The Clerk circulated their report prior to the meeting, raised the change in the email domain that is filtering to Parish Councils

80 25-26 To resolve any necessary action following the request from the Village Hall Committee, for help regarding their drainage issues.

RESOLVED unanimously to contribute £1,000.00 towards the drainage repairs. Two quotes were obtained and present to council the Village Hall have contracted the more expensive quote from Marriott Building Services for the sum of £4,570.00, as their quote and work was more comprehensive and felt it would resolve the issues in the future.

81 25-26 To discuss and resolve any necessary action regarding the future of 'Sudbrooke News'.

RESOLVED unanimously for a working group to establish content, the visibility of doing it in house as the Parish Councillors with the members and the Clerk or to look at outsourcing.

82 25-26 To discuss and resolve any necessary action to the 'Christmas Light switch on event'.

RESOLVED unanimously for the Clerk to order the Tree through Pat Wright and start with the purchasing and asking for donations of mince pies.

83 25-26 To receive a report on the Clerks laptop and storage/ backup of file.

The Clerk has brought a USB Storage Device and backed up and merged the two laptops.

84 25-26 To receive a report on Events Committee (outside bodies).

A report was previously circulated by Cllr B Dowell on outside events and asked if the PC would support where possible.

i. To consider a member to hold a spare set of spare notice board keys.

Cllr P Heath and Cllr B Dowell to hold spare keys.

85 25-26 To receive a report from the gardening group.

The gardening group are still active and the area they are looking after are tidy and well.

i. To receive a report and approve any necessary action relating to the poppy appeal.

Cllr B Dowell Has been gifted a piece netting following the Poppy appeal an outside group are creating a feature for the village for this year's Remembrance Day.

86 25-26 To adopt the following policies.

- i. **To review and adopt the Filming & Recording Policy.**

RESOLVED unanimously to approve and adopt the Filming & Recording Policy.

- ii. **To review and adopt the Pay Policy.**

RESOLVED unanimously to approve and adopt Pay Policy.

- iii. **To review and adopt the Maternity Policy.**

RESOLVED unanimously to approve and adopt the Maternity Policy.

- iv. **To review and adopt the Paternity Policy.**

RESOLVED unanimously to approve and adopt the Paternity Policy.

- v. **To review and adopt the Shared parental responsibility Policy.**

RESOLVED unanimously to approve and adopt the Shared parental responsibility Policy.

87 25-26 Report on matters ongoing matters: -

- i. **Millennium stone lighting/drainage of the area around the Stone.**

The lights have been temporary removed and LCC have been informed the work is able to now commence, Clerk to chase again in a week if no correspondence is received.

- ii. **Dog bin – West Drive – update**

There are four bins in this area. Multiple requests have been made for St Edwards drive to have a dog bin; it was suggested that one is moved from West Drive to facilitate this request.

- iii. **Tree trimming – Manor Drive – Report from Fix My Street**

No future action is required.

- iv. **To receive an update for the tree works at Village Hall - split limb on cherry tree.**

Arborez have invoiced for this job as it is complete, Cllr P Fido to check before the invoice is paid.

- v. **To receive and update on the bench repair at millennium stone.**

Cllr P Heath to address this repair, a new bracket is required,

- vi. **To receive an update on Nettleham Parish Council that local Parish Councils meet to tackle Highway concerns such as traffic management in villages.**

Cllr P Heath attended the meeting and gave a brief report.

89 25-26 Finance matters

- i. **To approve the receipts and payments since August parish meeting 2025.**

RESOLVED unanimously to approve the receipts and payments for August 2025

- ii. **To approve the receipts and payments since September parish meeting 2025.**

RESOLVED unanimously to approve the receipts and payments for September 2025

- iii. **To note and approve the first quarter bank reconciliation April – June 2025.**

RESOLVED unanimously to approve the first quarter bank reconciliation.

- iv. **To note the first quarters expenditure vs budget, and the variances.**

This was presented to Council this will be discussed in more detail on the second quarter.

- v. **To consider and approve any necessary action with having a debit card for the current account.**

RESOLVED unanimously to approve for the Clerk to have a bank card.

- vi. **To receive an update on the community grant funding/ tennis courts.**

The work is due to commence on the 24th of September 2025

- vii. **To receive a report on the new pay increment of 3.2%.**

The Clerk reported this to Council and shared that the two ex-employees had made a request for their entitlement.

90 25-26 Amenities Report

- i. **To receive the Annual play park inspection.**

There are a few trivial things that need attending to Cllr B Dowell to collate what need quoting,

- ii. **To approve training for members to qualified in playground inspections.**

RESOLVED unanimously to approve the training when next available, for Cllr B Dowell, Cllr B Mistry, and the Clerk

- iii. **To approve any necessary action following a report of a damaged, bollard - Village Hall.**

RESOLVED unanimously to approve the repair for the sum of £275.00 by Ian Moore Contractors.

- iv. **To receive a report on Grass Cutting - Ian Moore and approve any necessary actions.**

Nothing new to report

- v. **To receive a report on Hedges, and Trees - Arborez and approve any necessary actions.**
Couple of jobs that have not been completed that are part of the schedule, The Clerk to chase.

91 25-26 Planning matters

- vi. **Neighbourhood Plan Review – Anything further to report.**
Nothing new to report currently.
- vii. **Planning application WL/2024/0036.**
The section 106 agreement will not go ahead and cannot be enforced.
- viii. **Planning application WL/2025/0062.**
No objections.
- ix. **Planning application WL/2025/00816.**
No objections.
- x. **To discuss and resolve any necessary action regarding the Section 106 correspondence.**
The section 106 agreement will not go ahead and cannot be enforced.

92 25-26 Correspondence received since last meeting, *sent to Residents email list.

Noted

- *04th July 2025 – Successful Grant Funding Received.*
- *07th July 2025 – Councillor Vacancy.*
- *07th July 2025 – Community Grant Funding - Successful*
- *07th July 2025 – LALC E-News.*
- *10th July 2025 – Scothern News July Edition*
- *23rd July 2025 – West Lindsey District – e-news Business Brief.*
- *23rd July 2025 – LCC Temporary future road closure, 01.09.25-05.09.25*
- *24th July 2025 – LCC Temporary Road restrictions – Sudbrooke. 29.07.25-01.08.25*
- *25th July 2025 – WLDC Enforcement coffee morning – Village Hall, 08.08.25*
- *6th August 2025 – Scothern Newsletter*
- *8th August 2025 – WLDC – Summer Events.*
- *8th August 2025 – Sudbrooke News 2025.*
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TO RESOLVE TO MOVE INTO CLOSED SESSION IN THE ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTERS

93 25-26 To consider and approve an applicant for the councillor vacancy role.

RESOLVED unanimously to approve one of two applicants, offer the position to Mike Alford.

Date of next meeting – 2nd October 2025, 7.30pm - to be held in the Bramham Lounge, Village Hall

Meeting Closed 21:15

Signed Cllr P Heath

Chair of Sudbrooke Parish Council

Date

Bank Balances Thursday 3rd September 2025

Current Account –	£18,684.42
Instant Deposit Account -	£47,570.68
Instant Deposit Account (Earmarked reserves) –	£15,330.00
Fox Covert Account –	£4,069.82
Northfield Park Account –	£18,037.83
Sportsfield Account –	£2,239.74

Total in bank accounts	£105,932.49
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Monies received:

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Total Monies received

Accounts to be paid 5th September 2025

Tesco Mobile – PC Mobile Phone bill	£8.57
E.On – Electricity at Millennium stone	£25.00
LALC Cllr Induction Training - Cllr B Dowell	£42.00
ROSPA Play Safety	£206.40
Sudbrooke Village Hall Hire (October)	£18.00
Ian Moore Full Grass Cut 467 NET £782.50 VAT £156.50	£939.00 (GROSS)
Dan Deacon Electrical - Removal of Millenium Lights Net £110.00 VAT £22.00	£132.00 (GROSS)
Arborez - Split limb Cherry Tree Net £80 VAT £16.0	£96.00 (GROSS)
Expenses - Loo Clerk	£34.55
EKM SI-1205 Play Inspections *4, 2 sites (May-Aug) Net £400.00 VAT £80.00	£480.00 (GROSS)
EKM SI-1202 Play Inspections *2, 2 sites (March-April) Net £200.00 VAT £40.00	£240.00 (GROSS)

Payment Subtotal	£2,221.52
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Administration costs to be paid 31st September 2025

Administration Costs	£1,701.13
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Monthly Total	£3,922.65
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