



# WYBERTON PARISH COUNCIL

Mrs Val Austin, Clerk, Wyberton Community Centre, 295 London Road, Wyberton, PE21 7DE  
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**Minutes taken by The Clerk (Locum) Mrs Laura Forman  
for the Parish Council meeting at Wyberton Parish Council, which was held on  
Wednesday 14<sup>th</sup> May 2025 at 6.30pm at Wyberton Community Centre**

(These minutes will be checked at the next meeting before the council amends/approves them as a correct record)

**Present:** Cllr Mike Sharp (Chair), Cllr David Williams (Vice Chair) Cllr Richard Austin (arrived 18:33), Cllr Allan Fryer, Cllr Maxine Stones (arrived 18:35, left 18.36), Cllr Jason Stevenson, and the Locum Clerk Laura Forman.

2 members of the public were also present.

The meeting was called to order at 18:30pm

**1. To elect a Chairman for the ensuring year 2025/2026:**

On proposal from Cllr Mike Sharp, seconded by Cllr Allan Fryer, and with no objections, all councillors **resolved** for Cllr David Williams to hold the position of Chairman for the ensuring year.

**2. Signing of the Declaration of Acceptance of Office** by the Chairman to be witnessed by the Proper Officer, Cllr David Williams accepted the Chairmanship, and it was duly signed and witnessed.

**3. To elect a Vice-Chairman for the ensuring year 2025/2026:**

On proposal from Cllr Richard Austin, seconded by Cllr David Williams, and with no objections, all councillors **resolved** for Cllr Mike Sharp to hold the position of Vice-Chairman for the ensuring year.

**4. Signing of the Declaration of Acceptance of Office** by the Vice-Chairman to be witnessed by the Proper Officer, Cllr Mike Sharp accepted the Vice-Chairmanship, and it was duly signed and witnessed.

**5. To appoint representatives for committees for the ensuring year 2025/2026**

Cllr David Williams proposed that the committees remain the same as the previous year, with one change for Cllr Mike Sharp to replace Cllr David Williams on the Staffing committee.

Therefore the members of the committees are as follows:

**1. The Finance Committee:** Cllr Allan Fryer, Cllr Richard Austin, Cllr Mike Sharp, Cllr David Williams, Cllr Jason Stevenson.

**2. Staffing Committee:** Cllr Mike Sharp, Cllr Allan Fryer, Cllr Maxine Stones, Cllr Jason Stevenson.

**3. Community Centre and Events Committee:** Cllr David Williams, Cllr Allan Fryer, Cllr Maxine Stones, Cllr Jason Stevenson.

-Dates of the next meetings to be set in due course.

The Annual Parish Council Meeting closed at 18.36pm.



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The Parish Council meeting start time: 18:37pm

## 6. Chairman to open the Monthly Parish Council Meeting.

Hello, and welcome to the start of a New Year and new Chairman for Wyberton Parish Council.

## 7. Apologies for absence:

To receive and accept apologies where valid reasons for absence have been given to the Locum Clerk prior to the meeting.

- Cllr Maxine Stones – Prior Commitment, however, will attend for the voting, if possible.

## 8. Public Forum

To resolve to suspend the meeting for a **maximum of 10 minutes** to allow members of the public to ask questions or make short statements to the council.

- No public in attendance.

## 9. Declarations of interest (if any):

To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests

- None declared.

## 10. Minutes of the Parish Council meeting held on Wednesday 9<sup>th</sup> April 2025

– To resolved as a correct record and to authorise the Chairman to sign the official minutes.

- Proposed by Cllr Allan Fryer, seconded by Cllr David Williams.
- Cllr David Williams agreed and signed the minutes.

## 11. Lincolnshire County and Boston Borough Councillors.

1. - Cllr Mr. Richard Austin

Following the results of the latest election, Cllr Richard Austin would like to congratulate the newly elected Lincolnshire County Councillor Barry Daish and advised the Parish council that all newly appointed councillors would be undertaking intensive training and that it is not expected for Cllr Barry Daish to attend this meeting.

Cllr Richard Austin mentioned that a report had been received from Environment Agency regarding the flooding in the Boston area in January 2025 – however this is not applicable to Wyberton.

2. - Cllr Barry Daish – Not Present

3. - Cllr Mr. Chris Mountain – Not Present

## 12. Clerks Report – Ongoing issues

### a) Noticeboard at the front of the Community Centre - Update

- The Noticeboard has been delivered (08.04.2025).
- Due to Cllr Allan Fryer's schedule, he was unable to install the noticeboard without the help of the contractor.
- Cllr Mike Sharp to contact the Contractor who installed the flagpole.



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### 13. Councillors update on previous agenda items – To Note / To discuss and resolve

#### 13.1 Crest update – Cllr A. Fryer

- Cllr Allan Fryer - No further updates at this time. Item to be removed from Agenda until further information is received.

#### 13.2 Speeding and traffic / Radar signs – Cllr A. Fryer

- Cllr Allan Fryer is awaiting an email from Graeme Butler at Lincolnshire Road Safety Partnership following their meeting on Tuesday 11<sup>th</sup> March 2025.
- Cllr Allan Fryer confirmed that there are currently 5 volunteers to complete the Speed gun training but require 6 or 8 trainees. Cllr Mike Sharp volunteered at the previous meeting to complete speed gun training to reach the training course requirement of six attendees.
- Cllr Allan Fryer hopes to launch an appeal for volunteers in the next newsletter.
- Item to be removed from the agenda until additional information is received in order to provide a further update.

#### 13.3 United Charities Trust – Cllr D. Williams

- Cllr Mike Sharp attended the United Charities Trust meeting on Tuesday 13<sup>th</sup> May 2025; confirming that the three lapsed trustees were informed that they were no longer trustees of the charity and advised that until they respond to the Parish council's letter regarding re-appointment then they would not be considered as candidates. No further communication has been received from the Trustees that were sent a letter from the Parish council notifying them of their need to seek re-appointment.
- Following discussion of nominees for position of Trustee, all agreed for Cllr David Williams and Cllr Richard Austin to contact potential nominees directly to invite them to the June meeting.

#### 13.4 East Coast Community Fund – Grant Application – Cllr D. Williams

- Cllr David Williams has received some quotations for items that are to be included within the grant application relating to the proposed installation heating system at the Community Centre.
- Cllr David Williams stated that it is still the intention of the Community Centre committee to gain quotations to replace the chairs in the Prince George Suite, and to update the furniture in the Mary Cheer Meeting room which will also be added the grant application.
- All agreed for quotes to be obtained for different items at the Community Centre.

#### 13.5 June Newsletter

- Following discussion of the content and distribution of the Parish newsletter, all resolved for the Newsletter to be published every 6 months in April and October.



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### 14. Councillors to discuss and resolve the following items:

#### 14.1 Policies to be adopted by Full Council:

- Complaints Procedure V2 (April 2025)
- Protocol on Communications V2 (April 2025)
- Resolved – All agreed for these policies to be adopted by the Parish Council. Cllr David Williams (Chair) signed the adopted policies.

#### 14.2 Drainage works at the Community Centre.

Following emergency repairs to the drains at the Community Centre; a further quotation has been received of the works required.

- Following review of the quotation; all resolved for the Parish Clerk to consult the current insurance policy and for further quotations to be acquired. Update to be provided at the June meeting.

#### 14.3 Additional works to the Fire Alarm system.

All Councillors discussed the quotation received from the current Fire alarm system contractor regarding additional works to the Parish Office and renewal of the current Fire alarm system.

- All resolved for the additional fire call point to be installed in the Parish office with the Parish Clerk to contact the current contractor to discuss the price. Also, the renewal of the fire alarm system to be considered in future planning.

#### 14.4 Boston Woods Trust – Proposed Grant- Cllr Mike Sharp

Resolved- All agreed for £1,000.00 donation to be made to Boston Woods Trust towards the legal costs to remove travellers in April 2025.

#### 14.5 Replace of damaged picnic benches to Wybert's Park.

Discussion over purchase replacement seating at Wybert's Park following recent Vandalism.

Resolved- All agreed for benches to be purchased instead of picnic tables. Clerk to source costs for different options and fitting- to be discussed at the June meeting.

### 15: Finance

#### 15.1: Approve Payments of Accounts

- Resolved – All Councillors approved, and Cllr David Williams signed the payment list.
- Payments to be made May 2025 - £8,578.70
- Payments made in between meetings - £2,161.84
- Receipts received from 9<sup>th</sup> April 2025 – 14<sup>th</sup> May 2025 - £34,304.80

#### 15.2: Bank statements – 14<sup>th</sup> May 2025

- Treasurers Balance - £7,377.57



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- Business Bank Insta - £40,744.28

15.3: To approve the 2024/2025 End of Year Accounts and Internal report, for the Chairman and the RFO to sign the necessary paperwork.

- Proposed – Cllr Richard Austin – Seconded Cllr Mike Sharp. All councillors resolved for the Chairman and the Proper Officer to sign the forms.

15.4 To approve the 2024/2025 End of Year Accounts and the Internal Audit Report, for the Chairman and the RFO to sign the necessary paperwork.

- Proposed – Cllr Richard Austin – Seconded Cllr Mike Sharp. All councillors resolved for the Chairman and the Proper Officer to sign the forms.

**11: Planning matters:** Town and Country Planning Act 1990 - To consider and make observations on all planning applications received and to note planning approvals, refusals, enforcement complaints and appeal decisions advised by the Borough Council – The parish clerk has delegated authority to respond to planning applications, in consultation with the Councillors via email.

**To include those received between the day of posting this notice and the day of the meeting**

B/25/0162 – No.2, Collingwood Crescent, Wyberton, Boston – Proposed two storey extension.

- No objections received.

B/25/0043 - Land South of Wallace Way, /A16, The Quadrant Wyberton PE21 7HW-  
Erection of a drive thru restaurant (Class E / Sui Generis) and associated development

- Cllr Richard Austin advised that Boston Borough Council have received an objection to this planning application. However, Boston Borough Council Planning department have stated that they have no planning reasons to reject this application and have invited the Parish Council to provide further information towards the objection, to be received no later than Friday 16<sup>th</sup> May 2025.

- Following discussion, all resolved for a letter of response to be drafted and sent by the Clerk.

**Next Meeting:** Wednesday 11<sup>th</sup> June 2025 at 19.00 pm

With no other matters, the meeting closed at 20:17 pm

Signed:

Date: