



**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 20 October 2021
at 7.00pm at the village hall.**

Present Cllr Karen Harrison - Chairman, Cllr Spencer Hall & Cllr Danny Bell

Cllr M Overton - County Councillor.

Rachel Popplewell – Clerk

3 members of the public.

Comments were received from the Witham St Hughs football team, asking for support for a children's football team in the village, they would start with an U7's team and build from there. They would like to start the team from Sept 2022, the parish council were happy to support the project.

Two members of the WI, attended to join discussions on agenda item 14.

Cllr Overton made comment that the County Council were supporting 100 refugee families, helping to find them homes, schooling, and medical facilities.

The Nuclear waste plant application at Theddlethorpe was progressing through the system, it hasn't been welcomed by the residents.

Consultation was still out regarding the future of Grantham Hospital; comments would be welcomed.

The County Council were in budget season, with all departments being asked where they would be able to cut spending, as the county council would need to add 3% onto council tax for the adult care budget.

Corona virus was on the increase again in the county.

Agenda Items.

1. Welcome & Apologies.

The Chairman welcomed everyone to the meeting.

Apologies were received and accepted from Cllr Snape & Cllr Houghton.

It was **Resolved** to accept the request & reason for absence for Cllr Snape & Cllr Houghton, proposed by Cllr Harrison, seconded by Cllr Hall – All Agreed by show of hands.

Cllr Linnell absent – reason for absence not approved – All Agreed, show of hands.

2. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interest and any written requests for dispensations.

None received.

3. Health & Safety brief.

The Clerk made comment that the VHEC had yet to confirm if they would be putting anti slip paint/strips on the new bridge. Clerk to contact. **Action Clerk.**

The Clerk made comment that a large tree branch had snapped off a Parish Council tree onto the school and damaged fencing, a metal shed & dislodged the guttering. The tree branch had been removed and the area cleared. The remaining part of the tree had since been surveyed by the arborist, their advice being to remove the tree.

The arborist would remove the tree w/c 25th October 2021.

An incident form had been completed and the insurance company informed.

The Health & Safety policy statement had been completed & signed.

4. Notes of the Parish Council meeting held on Wednesday 15 September 2021.

It was **Resolved** to approve the notes as minutes – All Agreed by a show of hands, signed by the Chairman.

5. Notes of the closed session Parish Council meeting held on Wednesday 15 September to be approved as minutes.

It was **Resolved** to approve the notes as minutes – All Agreed by a show of hands, signed by the Chairman

6. Clerks Update & Correspondence.

The Clerk made comment that she had received correspondence from a resident that didn't approve of the parish council adopting the new field, due to the drainage issues, which could be expensive to maintain in the future. The Chair made comment that the FA had given the new field and pitch and rating of 4/5, adding that it was of high standard. With this rating the football club can now access grants to help towards the maintenance. The Clerk was asked to get a copy of the report if possible.

Correspondence had also been received regarding an abandoned car on Lancaster Gardens. First Port management company, the police & LCC had all been informed by the resident but with no luck in getting it removed. The Clerk was asked to contact First Port to ask for their help. **Action Clerk.**

The Clerk made comment that the caretaker's mobile phone was now up and running. Cllr Hall had purchased the plaque for the bench, it just needed to be put on, Cllr Overton would like an unveiling afterwards.

The football pitch has been white lined in time for the start of the season on the new pitch. The website is up and running but still undiscoverable on Google, Clerk to lodge a complaint with LCC and to notify Cllr Overton, as this should have been sorted in August 2021.

Action Clerk.

The Clerk had received a request to hire the hall on New Years Eve for a private party, with the clean up to be carried out the next day, the request was approved.

7. Finance.

a. To Authorise the signing of orders for payment, list previously circulated.

It was **Resolved** to approve the list of payments – All agreed, show of hands.

b. To receive the Bank Reconciliation as at 30.09.2021.

The bank reconciliation as at 30.06.2021 was presented to the council, showing the accounts balanced – signed by Cllr Hall.

c. To review the budget as at 30.09.2021

The Clerk made comment that the parish council was at 94% of the income budget and expenditure was at 50%.

No amendments were required to the budget.

- d. To receive the external audit report 2020/2021.
The Clerk made comment that the external audit report had been received from PKF Littlejohn. No anomalies had been highlighted, only a comment noting that the AGAR hadn't been completely correctly, due to the asset register being revalued.
- e. Bank mandate changes.
After discussions it was **Resolved** to add Cllr Hall onto the signing mandate. All agreed – show of hands.
The forms were completed, to be returned to the bank **Action Clerk.**
8. To consider re-joining the allotment society, at an annual cost of £55 plus VAT.
It was **Resolved** to re-join the allotment society. All agreed show of hands.
Action Clerk.
9. To discuss the footpaths repairs & costs.
Further discussions and quotes would be required for the works. Clerk to arrange an additional meeting with a contractor. **Action Clerk.**
10. To Discuss Witham St Hughs Gardening Club request to plant flowers around the village.
Deferred to the next meeting as more information was required. Clerk to contact. **Action Clerk.**
11. To consider the costs for the email hosting & support package.
The Clerk made comment that she had received two quotes for the email hosting and emails. After discussions it was **Resolved** to move to Rapidtech for the emails & hosting and to utilise the LCC free websites available to all parish councils. **Action Clerk.**
12. To review the following policies.
- a. Premises Age Verification Policy
 - b. Complaints Procedure
 - c. Whistle Blowing Policy
- After discussions it was **Resolved** to accept all three policies no amendments were required.
Anti-fraud & corruption policy – Deferred to the next meeting. **Action Clerk.**
13. To consider the following planning applications.
- a. Erection of a garden room, 1 Bluebell Walk, Witham St Hughs.
Ref – 21/1233/HOUS
 - b. Formation of 7no. additional carparking spaces. Unit 5, Network 46
Swinderby Industrial Park, Electric Avenue. Witham st Hughs.
Ref – 21/1215/FUL.
 - c. Erection of a two-storey rear extension, extension to the driveway and installation of a drop kerb. 51 Poppy Road, Witham St Hughs.
Ref – 21/1497/HOUS
- After discussions it was **Resolved** to submit 'No Comment' to the three applications above – All agreed – show of hands.
- d. Erection of a new bungalow. Former Ark Building. Adjacent to Nettleton Drive, Witham st Hughs. Ref 21/1216/FUL
After discussions it was **Resolved** to submit the following comments regarding the application.
"Full guidance should be taken from the tree officer, as there are a number of trees in the vicinity with TPO's on them, the main priority being the big oak tree."

The parish council **Resolved** to suspend standing orders to allow the two members from the WI to join the discussion for agenda item 14. – all agreed, show of hands,

14. To consider the proposal from Witham St Hughs WI to install a bench, under the Alleviating Loneliness’ campaign.

The WI had sent in a proposal asking to install a bench within the grounds of the Village Hall. The idea would be to create a space for the wider Witham Community to come and sit & chat and enjoy the planters. The project falls under the national WI campaign of Alleviating Loneliness. The bench would be supplied & installed by Hill Holt Wood.

After discussions it was **resolved** to approve the proposal from the WI, clarification on future ownership and maintenance just needed to be clarified. The WI would confirm this later.

15. To consider the quote for the Operational Inspections of the play equipment from Kompan.

After discussions it was **Resolved** approve the quote for the Operational Inspections at a cost of approximately £1000pa along with the quote to repair the gates & swings at a cost of £768.67.

16. Remembrance Day Plans.

The Chair made comment that the service will be streamed online via Facebook.

The wreath had been ordered and received for the parish council, the other groups in the village would also place wreaths on the day.

The order of service just needed to be printed and the tripod collected, the bugler had been contacted.

There will be no refreshments this year, as the hall is unavailable. The Clerk was asked to purchase thank you gifts. Action Councillors & Clerk

17. Date and time of the next meeting.

Wednesday 17th November 2021 at 7pm

Meeting Closed at 9pm

Signed

Date

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