



**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 20<sup>th</sup> April 2022 at 7.00pm at the village hall.**

<https://witham-st-hughs.parish.lincolnshire.gov.uk/>

Present Cllr Karen Harrison - Chairman, Cllr Snape – Vice Chair, Cllr Danny Bell & Cllr Emma Houghton.

Rachel Popplewell – Parish Clerk

2 Members of public

County Councillor Marianne Overton made comment that Ukrainian families were beginning to arrive in our local communities. Homes must be available for 6-12 months, with the Ukrainian families being able to access all local infrastructure eg. schools and doctors. The sponsor families would need to help with visa applications and to source their family to help.

District Councillor Cllr Peter Overton made comment that he hadn't been made aware of any planning application issues, Cllr Harrison added that most of the concerns for the parish council were around landscaping and boundary issues, Head of Planning at NKDC is aware of this, for Phase 3 which has just started to be built.

Cllr Harrison invited Cllr Overton to the next planning meeting with Strawsons (date to be set)

The Clerk circulated a report received from Cllr Appleby.

Agenda Items

1. Welcome & Apologies.

The Chairman welcomed everyone to the meeting.

Apologies were received from Cllr Spencer Hall.

It was **Resolved** to accept the reason for absence and the apology.

Apology was received District Councillor Cllr Sally Appleby

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.

Cllr Harrison declared an interest in agenda item 11.

3. Health & Safety brief.

The Clerk made comment that the insurance claim from a resident, after tripping on the field was still being processed with the Insurance Company.

4. Notes of the Parish Council meeting held on Tuesday 22<sup>nd</sup> March 2022 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.

5. Clerks Update.

The Clerk made comment that once General Power of Competence had been accepted by the Council then a donation would be able to be sent to the 'Norton Disney Big Community Dig' – to be added to the next agenda **Action Clerk.**

Queens Platinum Jubilee Celebrations - Cllr Harrison made comment that the VHEC had a full program of events for the year and would be spending time with their families over the Bank Holiday weekend. However, the field behind the village hall would be available for residents to use (No BBQs are to be allowed on the field), it was proposed that the Council provide 2 portable toilets to be site at the hall at a cost of £85 per toilet.

It was **resolved** to accept the proposal – all agreed – show of hands. **Action Cllr Harrison.**

The Clerk made comment that the paint had been purchased for the bus stops.

The Clerk made comment that the War Memorial – story board located at the hall needed to be refurbished, a resident had offered to repair the woodwork, sourcing the original artwork was proving to be more difficult. Cllr Snape offered to look on social media sites to try and find a copy & Cllr Harrison offered to contact the original sign makers.

**Action Cllr Harrison, Cllr Snape & Clerk.**

6. 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 Annual Bank Reconciliation as at 31.03.2022

The bank reconciliation as at 31.03.2022 was presented to the council, showing the accounts balanced – signed by Cllr Snape.

The Clerk made comment that she had sourced two new bank accounts for the Parish Council, the applications would be completed at the next meeting. **Action Clerk.**

The Clerk made comment that the internal audit is being carried out w/c 02.05.2022.

7. To review the following policies.

After discussions it was **Resolved** to review & adopt the following policies

- a. CCTV Policy
- b. Equality Policy
- c. Recording of Meetings Policy

After discussions it was **Resolved** to adopt the policies.

8. To consider the following planning application.

- a. Reserved matters submission for the strategic landscaping of Green Infrastructure sun phases D1.2 & D1.3 as required by condition 1,4 & 6 of outline planning permission 15/1437/OUT and indicated on the proposed Green Infrastructure phasing deliver plan 5801-L-18 D, dated 4 June 2020.  
Witham St Hughs Phase 3, East of Camp Road, North of Hannah Crescent.  
Ref – 21/1195/RESM.

It was **Resolved** to submit the following comments for the application above –

*The Tree choices around the edges of the balance pond and the entrance to phase 3 from the new roundabout, these are large trees that will in time need maintaining the Lime Trees and Home Oaks grow to over 20m high.*

*A lower growing trees would be the preferred option of the Parish Council.*

*The Japanese Cherry Trees - need well drained soil, the area earmarked for them is Clay Soil - again reconsider choice.*

*The hedge ownership is still an issue for the parish council. From the plans, we can't see how any homeowners would take responsibility so that need to be clarified to ensure they are the responsibility of the residents.*

9. Balance Pond discussions to include –

- a. Sorrel Road Balance Pond, to consider safety notices & to combat fly tipping.

The Chairman made comment that the balance pond was being used as a dumping ground for residents to dispose of their garden rubbish and that the hedges and bushes inside the fence line were also being pruned without permission. Under current regulations it is an offence to fly tip and the area is designed to hold excess water from the drains. It was proposed that residents were contacted by letter advising them of the regulations and that it was an offence to fly tip or enter the balance pond area, along with 'Keep Out – Private Property' signs to be put on the permitter fence.

It was **Resolved** to accept the proposal – all agreed, show of hands.

Action Clerk.

- b. Warren Lane balance pond, to resolve to agree clearance costs.

The Clerk made comment that she had received 2 quotes to clear the balance pond (previously circulated). After discussions it was **Resolved** to accept the quote from Thomas Bow for £14,703.90, plus an Ecologist on site at a cost of £850 + Vat. (Strawson's offered to contribute £3000 towards the clearance costs). All agreed – show of hands

Action Clerk.

- c. Future maintenance plans

After discussions the clerk was asked to get quotes from specialised companies to produce maintenance plans for both balance ponds.

Action Clerk.

10. To Resolve to approve the website maintenance costs for the year.

The clerk made comment that the cost for 10 hours maintenance would be £150 +VAT.

It was **Resolved** to accept the quote of £150, all agreed – show of hands.

Action Clerk.

11. To Resolve to approve the proposed change to the hall booking terms for groups identified as 'for the benefit of the community'

*Cllr Harrison declared an interest for this agenda item, did not partake in the discussions or the vote.*

Cllr Snape made comment that there are groups within the community that have accessed the hall 'free of charge', this needed to be reconsidered to make the booking system fairer. It was proposed that a caretaking fee be implemented for the 'free of charge' hall bookers of £10 per use along with a storage fee of £5 per month for Witham New Bar and the Youth Club both of which use the two storage cupboards in the hall, this would be with effect from 1<sup>st</sup> May 2022.

It was **Resolved** to accept the proposal – All agreed – show of hands. **Clerk to advise.**

12. Update from the meeting with Strawsons new representative – it includes agenda item 15. Village Hall extension discussions.

Cllr Harrison made comment that she had met Haydn Short, from Strawsons along with the Clerk to discuss the ongoing topics between the parish council and Strawsons.

An update was given regarding the S106 monies that is due to be released from Phase 3, this may be released per cell as opposed to when the 300<sup>th</sup> dwelling had been occupied.

The size of the proposed super park was discussed along with the plans for the additional sports pitch, drainage being one the of the key issues for this area.

Monies that are earmarked to be handed over for the village hall extension, Mr Short made comment that Strawsons may look into releasing funds earlier if required. Cllr Hall is due to contact an architect to start to draw up draft plans.

Comments were also received regarding Yarrow Road balance pond, where the water appeared to be flowing up hill, and the ditch needed to be cleared on Campion Way.

13. Discussions around the upkeep of the new football pitch, out of season.

The Clerk was asked to arrange a meeting with the football club, to discuss pitch maintenance and their access to grants for the upkeep.

**Action Clerk.**

14. To set the date for the Annual Parish Meeting.

The clerk made comment that the meeting must be held before the 1<sup>st</sup> June 2022.

Clerk to circulate options

**Action Clerk.**

15. Village Hall Extension discussions.

See agenda item 12 above.

16. DATE AND TIME OF NEXT MEETING.

**Annual Parish Council Meeting Wednesday 18<sup>th</sup> May 2022 at 7pm**

Meeting Closed at 8.25pm

**The Parish Council Then Resolved to move into closed session to discuss the following.**

Items of a confidential nature to be debated in the absence of the press & public under the Public Bodies (admissions to meetings) Act 1960.

1. Staffing to appointment of a second caretaker.

Cllr Snape made comment that the Personnel Committee had met with a potential candidate for the second caretaker role, subject to the job description being amended slightly.

Cllr Snape proposed that the candidate be appointed as the second caretaker, subject to him accepting the revised job description.

It was **Resolved** to accept the proposal All Agreed, show of hands.

2. To Resolve to approve the notes of the Closed Session Personnel Committee meeting held on Wednesday 6<sup>th</sup> April 2022 as minutes.

It was **Resolved** to approve the notes as minutes and a true record. All agreed signed by Cllr Snape.

Signed .....

Print .....

Date .....

Meeting close 8.45pm.