



**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 15th June 2022
at 7.00pm at the village hall.**

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

Present Cllr Karen Harrison – Chairman, Cllr Danny Bell – Vice Chairman, Cllr Spencer Hall

Rachel Popplewell – Clerk

Cllr Marianne Overton – County Councillor.

Agenda Items

1. Welcome and Apologies.

The Chair welcome everyone to the meeting.

Apologies had been received from Cllr Snape & Cllr Houghton. It was **Resolved** to accept the apology & reason for absence, 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 a Risk Assessment of the balance ponds had identified that

- a. the balance pond at Sorrel Road needs to have a new section of fencing installed, along with Life Buoys.
- b. Life Buoys need to be installed at the Warren Lane Pond
- c. ‘Keep out signs’ to be installed at both locations.

The Clerk made comment that all the above had been implemented – installation was due within the next month.

4. Notes of the Parish Council meeting held on Wednesday 18th May 2022 to be approved as minutes.
It was **Resolved** to accept the notes as minutes – all agreed by a show of hands, signed by the Chairman.

5. Notes of the Extra-ordinary Parish Council meeting held on Wednesday 1st June 2022 to be approved as minutes.

6. It was **Resolved** to accept the notes as minutes – all agreed by a show of hands, signed by the Chairman.

7. Clerks Update & Correspondence, and to Resolve to approve any subsequent actions.

The Clerk made comment that –

The new bench from the WI had been installed.

The repairs to the field, where the bonfire pit was, had been started.

The memorial story board would be removed this week, by Lindum Joinery, they have offered to construct a new one with the artwork coming from Allen Signs.

A request had come in from the football team to white line the football field in time for the new season, the clerk was asked to diarise the lining for the middle of August.

The bus stops had recently been graffitied, with the culprit identified by the police. It has been logged as a crime with the culprit asked to clean the graffiti off along with cleaning of all the bus stops in the village.

Cllr Harrison to contact parents.

A request had come in from the WI, asking if they could store a box in the kitchen at the village hall, it was **Resolved** to approve the request (note the cupboard does not lock)

Action Clerk.

The Youth Club have yet to return to the hall, after closing down before COVID, the Clerk was asked to contact the Youth Club, asking them to return by the 1st September 2022 or remove all the games & crafts from the cupboard.

Action Clerk.

A new bank account has been opened at the Cambridge Building Society, with an opening balance of £10,000 with an additional £75,000 to be transferred across from Unity Trust Bank.

Action Clerk.

8. Finance.

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

It was **Resolved** to accept the list of payments – All Agreed, show of hands

b. To receive the Bank Reconciliation as at 31.05.2022.

The bank reconciliation as at 31.05.2022 was presented to council, showing the accounts balanced – signed by Cllr Bell.

c. To appoint the Internal Auditor for the Years ending 31st March 2023 & 31st March 2024

After discussions it was **Resolved** to appoint Mr S Fletcher as the internal auditor for the financial years ending March 2023 & March 2024.

Action Clerk.

d. To approve the purchase costs for additional caretaking equipment (costs previously circulated).

After discussions it was **Resolved** to purchase a drill set up the value of £150, floor cleaner – deferred to the next meeting.

Action Clerk.

e. To consider the quote to upgrade the Fire Alarm panel (quotes previously circulated)

After discussions it was **Resolved** to accept the quote from Lincoln Security to upgrade the existing fire alarm panel at a cost of £450.00 + VAT. All agreed, show of hands.

Action Clerk.

9. To review the following policies.

- a. Lone Working Policy
- b. Sickness & Absence Policy
- c. Grievance Policy
- d. Disciplinary Policy
- e. Expenses Policy

The policies were reviewed – no amendments were required.

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

10. To consider adopting the new North Kesteven Code of Conduct 2022

The Clerk presented a new Code of Conduct, from North Kesteven District Council. The Clerk confirm that the District Council will be holding training around the new code late in the year.

After consideration it was **Resolved** to accept the new Code of Conduct, the Councillors signed the re-affirming Declaration and accepting the new code. All agreed, show of hands.

11. Village Hall Extension discussions and to agree any subsequent costs

Cllr Harrison & Cllr Hall made comment that they had met with an architect to discuss the village hall extension. He outlined the process and what it entailed. Further advice would be needed with the opinion and ideas of other architects required. Cllr Hall offered to contact a second architect.

Action Cllr Hall.

12. To Review the play parks annual inspection reports.

Cllr Harrison made comment that she had reviewed the reports, although anything highlighted was considered low risk, there were a few sanding and painting jobs that needed attention. Clerk was asked to contact Hill Holt Wood for a quote.

Action Clerk.

13. To consider applying for the Local Council Award Scheme.

The Clerk made comment that the Council would be able to apply for a Local Council Award Scheme, with 3 awards available. Foundation, Quality & Gold award, now that all policies were in place after the completion of her CiLCA the council could apply for the foundation award. The next round of applications will be considered in September, at a cost up to £200. The Clerk asked the council to consider applying.

After discussions it was **Resolved** to approve the request – All agreed, show of hands. Action Clerk.

14. Phase 3 Open Spaces discussions.

The Chair made comment that all the councillors had walked an area of land that is going to be classed as an area of public open space once transferred to the council. The Councillors made comment that the area was very overgrown, with lots of broken bottles, old farm buildings and farm machinery that had been abandoned.

The Clerk was asked to contact Strawsons regarding what plans were in place for clearing the site before it will be adopted.

To clarify what qualifies as an area of open space.

15. LALC Training

A reminder was noted for councillors about attending training, as and when it was available either online or face2face.

16. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Wednesday 20th July 2022 at 7pm

Signed

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Date