



**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 17th August 2022
at 7.00pm at the village hall.**

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

Present Cllr Karen Harrison – Chairman, Cllr Spencer Hall & Cllr Emma Winsor

Rachel Popplewell – Clerk

1 member of public.

The member of public asked if there were plans in place to protect the village from wildfires should we have another spell of dry, hot weather. No directive had received from District or County Councils – the clerk was asked to contact NKDC to ask what measures were in place.

The member of public also asked for contact details for Persimmon Homes regarding an unadopted road that was damaged.

Agenda Items

1. Welcome and Apologies.

The Chair welcome everyone to the meeting.

Apologies had been received from Cllr Snape & Cllr Bell. It was **Resolved** to accept the apologies & reasons 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.

Cllr Harrison declared an interest for agenda item 6

3. Health & Safety brief.

The Clerk confirmed that the new fencing had been installed near Sorrel Road balance pond along with Life Buoys and the 'private property, keep out signs'.

The Life Buoys & signs have also been put up in Hedge Lane/Warren Lane balance pond.

4. Notes of the Parish Council meeting held on Wednesday 20th July 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 3rd August 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.

6. To review the Resolution passed by the Parish Council regarding the marquee installation for Oktoberfest 2022.

After discussions it was **Resolved** to give Cllr Harrison a dispensation to allow her to vote on this agenda item, after previously declaring an interest.

The VEC had asked that the decision be re-considered to allow the marquee to stay up for 3 weekends/2full weeks for the Oktoberfest event.

After discussions it was **Resolved** to allow the marquee to be erected for the timescales requested above, with the following conditions.

- a. The caretakers are briefed on how to unlock/remove the fencing whilst there are bookings on at the hall to ensure there is a safe escape route should there be a fire in the hall, a risk assessment to support this is required and for the event.
 - b. Confirmation that access to the marquee for all hall bookings over the two weeks is permissible.
 - c. Provision must be made for next year's event for the marquee to only be up for 2 weekends/1week.
- All agreed – show of hands.

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

The Clerk made comment that –

The memorial story board had been constructed; Lindum Construction were awaiting the artwork from Allen Signs.

The PCSO had asked if it would be possible to store their bike at the hall, so they are able to get around the village quicker & easier. After discussions it was **Resolved** to approve the request.

The fencing company had been instructed to install the harass fencing around the field on Warren Lane, no installation date had been received.

The external auditors appointed by the SAAA for all smaller authorities 5-year contract was due to be renewed, with a procurement process currently in place for the period 2022/23 – 2026/27. Smaller Authorities are 'opted in' unless the smaller authority opts out, but they must then find their own external auditor. After discussions it was **Resolved** to continue with the SAAA Appointed External Auditor.

A question had been asked from the football team regarding playing on the field behind the hall should it get waterlogged in the winter, or the bonfire pit still be in situ should they have a home game, the Chair made comment that hopefully the new pitch would be repaired by November so it shouldn't be an issue, but further discussions may be needed nearer the time.

The Clerk made comment that all communication should be through the clerk via email, should a question need answering or a decision making then that would be done at the next parish council meeting unless it was considered very urgent, and an EOM could be called.

A request had been received from the VEC asking for a key to the parish office for access to their safe, after discussions it was **Resolved** that a key would be issued when the VEC are holding an event, to be returned straight afterwards. Any other access would need to be requested via the Clerk. All agreed – show of hands.

Strawson's had confirmed that they would be installing 4 new Topsey bins on the village square, replacing their existing ones which didn't have lids on.

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 31.07.2022.

The bank reconciliation as at 31.07.2022 was presented to council, showing the accounts balanced – signed by Cllr Hall.

The clerk made comment that the account at the Nationwide Building Society was now open, an opening balance of £50,000 will be transferred across from the reserve account.

- c. To review the electricity prices for the parish council, new contract to start 03.01.2023.
The Clerk presented quotes with the new prices, after discussions it was **Resolved**, to accept the 12-month quote from EDF energy 72.5p/kwh and 25p standing charge. All agreed – show of hands.
- 9. To adopt the following policies.
 - a. Revised Financial Regulations
 - b. Revised Model Standing Orders.

The revised policies were reviewed & adopted.
It was **Resolved** to accept the policies, all agreed – show of hands.

- 10. To consider the following planning applications -
 - a. Proposed erection of no8. Non illuminated swan logo signs, to be affixed to the proposed buildings and no7. Non illuminated way finding site signs that will be free standing.
St Modwen Park Lincoln, Camp Road. Ref – 22/1071/ADV
After discussions to was **Resolved** to submit ‘no comment’ to the application – all agreed.
- 11. Village Hall Extension discussions and to agree any subsequent costs
Deferred to the next meeting
- 12. To Review the play parks & receive checklist
The Clerk made comment that the monthly visual checklists had been issued to the councillors. Any defects to be reported back to the Clerk to get repaired.
- 13. Parish Councillor Vacancies.
The Clerk made comment that she was collecting ideas for posters, they would then be printed and distributed to local businesses. Action Clerk.
- 14. To form a working group to prepare formal tender documents for the Open Spaces Contracts.
All councillors would be involved with the process, Phase 2 to be adoption would be within the next 12 months would need to be considered for the contracts.
- 15. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Wednesday 21st September 2022 at 7pm

Meeting Closed 8.45pm

Signed

Print

Date