



**Minutes of Witham St Hughs Parish Council meeting held on Tuesday 18th October 2022
at 7.30pm at the village hall.**

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

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

Cllr Marianne Overton made comment that the budgets for the next financial year were being considered by the county council. The cost-of-living crisis was making budget setting hard across all areas.

Cllr Peter Overton made comment that construction on the Sleaford Moor Enterprise Park had commenced.

Agenda Items

1. Welcome and Apologies.

The Chair welcome everyone to the meeting.

Apologies were received from Cllr Bell; it was **Resolved** to accept the reason for absence & the apology.
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

3. Health & Safety brief.

The Clerk made comment that the field needed to be walked prior to the Bonfire night event, with members of the Village Events Committee, to note any defects before handing over the field for the event. Cllr Winsor offer to co-ordinate the field walk. **Action Cllr Winsor.**

A risk assessment for the Bonfire event was also required – Clerk to notify **Action Clerk.**

The Clerk made comment that a Health & Safety advisor needed to be appointed as the annual report was due. It was **Resolved** to appoint Paul Compton to carry out the Risk Assessments for the village hall. **Action Clerk.**

4. Notes of the Parish Council meeting held on Wednesday 28th September 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 Parish Council meeting held in Closed Session on Wednesday 28th September 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. Clerks Update & Correspondence, and to Resolve to approve any subsequent actions.

The Clerk made comment that the artwork for the war memorial had been sent to the printers, the final version was waiting to be received.

The wreath had been ordered for the Remembrance Day service.

A hall booking had been received for New Years Eve from a resident, asking for a time extension until 4am. After discussions it was **Resolved** to decline the request, an alternative time of 2am was to be offered as the hall licence was until 1am allowing for 1 hour's cleaning time, the resident must ensure that the hall is clean on leaving at 2am.

Another hall booking had been received for Boxing Day, due to no caretaker being available to clean, unlock/lock the hall, it was **Resolved** to decline the request. All agreed, show of hands.

Action Clerk.

The fliers for the parish councillor vacancy had been printed, after speaking with the editor of the Herald magazine to get the fliers delivered the parish Council had to place an advert in the magazine at an additional cost of £53.00, this was not communicated to the Clerk at the first time of asking. After discussions it was **Resolved** to approve the additional costs to get the fliers delivered. All agreed – show of hands.

Action Clerk.

7. 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 30.09.2022

The bank reconciliation as at 30.09.2022 was presented to council, showing the accounts balanced – signed by Cllr Hall.

- c. To review the budget as at 30.09.2022.

The Clerk presented the budget to Council, showing that the council was at 115% of its income target the additional funds coming from CIL levys and 131% of its spending target, the additional spending being the repairs to the footpaths and Warren Lane balance pond.

- d. To approve the additional purchase of 7 extra bags of soil at a cost of £664.79 (retrospective).

After discussion it was **Resolved** to approve the additional purchase. All agreed, show of hands.

8. To review the following policies.

- a. Public Participation at Parish Council meetings.
- b. Social Media Policy
- c. Councillor Vacancy & Co-option policy.
- d. Whistle Blowing Policy
- e. Complaints Procedure & handling method.

After discussions it was **Resolved** to adopt all the policies with no amendments, except for the Social Media Policy Cllr Winser proposed that the Council set up an Instagram Account as well as a Facebook Account to reach a wider audience. Seconded by Cllr Hall – All agreed, show of hands.

Action Cllr Winser & Cllr Bell

9. To approve the operational & Annual Inspection quotes for the play parks.

The Clerk made comment that she had received one quote back from Kompan, of £1708 this included the annual inspection plus quarterly operational inspections. After discussions it was **Resolved** to accept the quote, The Clerk was asked to contact Strawsons as the quote included inspection of Juniper Park which is still their responsibility, to ask if they would pay the cost of their inspection – all agreed, show of hands.

Action Clerk.

10. Update from the meeting with Avant Homes

The Chair made comment that a meeting had been held with Avant Homes, to iron out the finer points of their planning application, paying particular attention to boundaries, open spaces, hedges, & trees. Amended plans are to be received from Avant Homes by 21.10.2022.

11. Planning Application 22/1002/DISCON, update further to our objection of 23.08.2022.

The Chair made comment that she had spoken with the Head of Planning at NKDC who was hoping to facilitate a meeting between Highways England, Strawsons, NKDC and the Parish Council to discuss the works to the A46 and when they would commence any delay on starting would have a significant impact for the residents entering and leaving the village.

12. Update for Remembrance Day Service.

Cllr Winser made comment that everything was in place for the service, which is to be live streamed on Facebook. Details of the service had been sent to the local community groups. Cllr Winser & Cllr Bell to co-ordinated the service on the day.

13. To appoint an arborist to produce a tree report to form a 3-year tree maintenance plan for 2023/2026.

After discussions it was resolved to appoint Arborglyph Tree Services as the independent arborist, to produce the tree report. All agreed, show of hands. Action Clerk.

14. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Wednesday 16th November 2022 at 7.30pm

Signed

Print

Date