



**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 15th February 2023
at 7.00pm at the village hall.**

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

Present Cllr Karen Harrison - Chairman, Cllr Danny Bell - Vice Chair, Cllr Spencer Hall, Cllr Derek Fletcher & Charlie Strickland.

Rachel Popplewell Parish Clerk – from 7.30pm

District Councillor Peter Overton & County Councillor Marianne Overton

Comments were received from the member of public regarding the data cable that had been left on the verge after Lost Village festival, which meant that the grass could not be cut along that section of the highway. Cllr Harrison offered to contact the organisers of the festival.

Agenda item 7d was discussed at length, regarding the trees covering the lights along Camp Road.

NKDC have approve a 5% increase on Council Tax for 2023/2024.

Elections would be held on 4th May 2023, photo I/D would be required, a full list acceptable documents are available on line.

Agenda Items

1. Welcome and Apologies.

The Chair welcome everyone to the meeting.

Apologies were received from Winser; 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

3. Health & Safety brief.

The Clerk made comment that the caretakers & litter picker are booked on Health & Safety training at the end of February 2023.

4. Notes of the Parish Council meeting held on Wednesday 18th January 2023 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 & Correspondence, and to Resolve to approve any subsequent actions.

The Clerk made comment that the memorial board had been re-installed at the Village Hall, thanks were passed onto Lindum Joinery for the donation of the board and to Allen signs for sourcing the artwork. The Clerk made comment that the ICO registration had been renewed.

Comments had been received about a crossing by the school, due to increased traffic levels, The Clerk has contacted Lincolnshire Road Safety Partnership who will do a count to see if it meets policy for a school crossing patrol.

The Clerk asked if the Caretakers would be able to paint the entrance to the hall, as the white paint was quite scuffed & dirty. After discussions it was **Resolved** to approve the request. **Action Clerk.**

The Clerk made comment that the football team had keys to the village hall, now that 2 caretakers were in place could they returned? Yes, all agreed with a changing room key being given out to use during the match.

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 Bank Reconciliation as at 31.01.2023

The bank reconciliation as at 31.01.2023 was presented to council, showing the accounts balanced – signed by Cllr Strickland.

c. To approve the costs to update the alarm panel.

The Clerk made comment that she had received 2 quote to replace the alarm panel as the current one the letters are unreadable.

After discussions it was **Resolved** to accept the quote from Lincoln Security – All agreed, show of hands.

d. To consider the quotes to install a new notice board at the Co-op.

Deferred to the next meeting.

7. Planning – to consider the following planning applications –

a. Proposed part change of use from office to sales counter (Sui Generis).

Unit 2 & 3 Electric Avenue, Witham St Hughs, Lincoln.

Ref – 23/0045/FUL

After discussions it was **Resolved** to submit ‘no comment’ to the application. All Agree – show of hands.

b. Prior approval for non-domestic 364.21kWp roof mounted solar PV system.

Cargill Plc and Frontier Agricultural Camp Road, Witham St Hughs.

Ref – 23/0110/PNREN

After discussions it was **Resolved** to submit ‘no comment’ to the application. All Agree – show of hands.

c. Application to discharge conditions 15(Site Access and Off-site Highways Works), 18 (sheepwalks Farm access closure and reinstatement of verge), and 21 (public transport infrastructure scheme) attached to planning application 15/1347/OUT.

Ref – 22/1008/DISCON

After discussions it was **Resolved** to submit the following comments for the application – All agreed show of hands.

“The Parish Council wish to reiterate their comments made Wed 24 Aug 2022.

Since recording our comments, we have made attempts to arrange meetings with planning and the developer to discuss our concerns, yet no meeting has taken place.

We again argue that there is still a lack of up-to-date documented evidence to back up decisions being made. The survey from 2019 which is now outdated and doesn't include for the increase in vehicles following completion of Phase 2 – houses now in Phase 3 and for the on-going development of the St Modwen site on Camp Road.

The Parish Council have noted the increase in the number of logistic vehicles entering in and out of the development, as their businesses grow to accommodate consumer needs.

We already have issues from 7.30 am up to 9 am with considerable queuing traffic on Camp Road which will only be compounded with ingress of traffic from the new phase 3 roundabout.

The 2019 survey times do not reflect what we as residents experience daily. The survey was taken over "peak hour" times given as 8.15 - 9.15 and 16.00 - 17.00. We argue that these times are not a true representation of our actual peak times which need to be recorded.

We therefore ask again for a new survey to be carried out at actual peak times with evidence to collaborate that the start of the work can be pushed out to 701 homes.

d. Application of proposed Tree works subject to Tree Preservation Order.

T1/T2 Oak – give lamps 3m clearance.

Unit 2a Network 45, Swinderby Industrial Park, Electric Avenue.

Ref – 23/0128/TPO

After discussions it was **Resolved** to submit the following comments for the application – All agreed show of hands.

“Not sure if this is a duplication of 21/0845/TPO/T1/T2. Tree obscuring lamps which was raised as a safety concern by LCC. NKDC tree officer at the time requested work to be carried out within a 2-year period. From 4.5.2021. Note that in the new application the size requesting to be cut back does seem rather excessive.

Would request that the tree officer makes recommendations as the expert so that the trees can be preserved at their best but not at the detriment of safety”.

8. To review & adopt the following policies.

- a. Records Retention Policy
- b. Subject Access Request Procedure
- c. Data Breach Policy
- d. Data Protection Policy
- e. Data Map
- f. To receive GDPR Security Compliance Check from Councillors.

After discussions it was **Resolved** to accept the polices.

All agreed – show of hands.

GDPR compliance check forms, received from Councillors.

Action Clerk.

9. To Resolve to join Lincolnshire Association of Local Councils Training Scheme

After discussions it was **Resolved** to join the training scheme – annual cost of £155.00.

All agreed, show of hands.

Action Clerk.

10. To consider the possible options for a new piece of equipment for Hedge Lane play park.

Deferred to the next meeting, while options and location sizes are considered.

Action Cllr Strickland & Cllr Fletcher.

11. To review the draft plans for the Village Hall Extension.

Initial drawings had been received; the Clerk was asked to arrange a meeting with Lindum’s to discuss the plans further. After discussions it was **Resolved** to set up a working party to help collate information and meet with contractors, all agreed – show of hands.

Action Clerk.

12. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Wednesday 15th March 2023 at 7.00pm

Signed

Print

Date

Meeting closed 9.15pm

The Parish Council will then **Resolved** to move into closed session.

Items of a confidential nature to be debated in the absence of the press and public under the Public Bodies (Admission to Meetings) Act 1960.