



**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 19<sup>th</sup> April 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 Derek Fletcher & Cllr Charlie Strickland.

Rachel Popplewell - Parish Clerk.

3 Members of the public

Cllr Marianne Overton & Cllr Peter Overton

Cllr M Overton made comment that the CLLP had now gone through.

Councils are now allowed to keep all the money should they sell a council house, previously it had been 50% of any funds.

The council has seen a big increase in postal votes for the next election on 4<sup>th</sup> May 2023, with a reminder that I/D must be taken with you to vote.

Agenda Items

1. Welcome and Apologies.

The Chair welcome everyone to the meeting.

Apologies were received & accepted from Cllr Hall, all agreed show of hands.

Cllr Winser absent.

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 are to attend the Health & Safety training.

4. Notes of the Parish Council meeting held on Wednesday 15<sup>th</sup> March 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 had, received a request for the changing rooms to be opened for football match on the 26.12.2023, as per hall hire Terms & Conditions the request was declined.
- The WI had requested the use of the hall trestle tables at their farmers markets, the request had been approved, as long as the tables remain undercover, and they are not needed for a hall booking on the day.
- The Clerk asked the Council to confirm if the caretaking fee charged to community groups is to remain in line with the caretaker's hourly rate, which had increased w.e.f 01.04.2023.

After discussions it was **Resolved** to keep the hourly rate in line with the caretaker's hourly rate. Community Groups to be charged £11 per hall hire, from 1<sup>st</sup> May 2023.

*Cllr Harrison Declared an Interest for this item, did not join the discussion or vote.*

- The Non-Domestic Rates bill had been received for the village hall, reduced to £0.00.
- The new football pitch is not to be used for football training, the field behind the hall is to be used.
- The Clerk made comment that the Parish Council had received a card from HM King Charles III, acknowledging the Parish Council's book of condolence.
- Lincolnshire County Council have received \$106 monies from a developer to provide a new bus service through Witham St Hughs. They are looking for feedback from residents asking what they would like from the bus service to ensure it is viable & sustainable over the next 5 years, so at the end of the 5 years it will not need financial support from LCC. Cllr Bell to advertise.

## 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 31.03.2023.

The bank reconciliation as at 31.03.2023 was presented to council, showing the accounts balanced – signed by Cllr Fletcher.

- c. To approve the purchase of 4 replacement trees plus stakes for Oak Tree Park at a cost of £200.

The clerk made comment that the open spaces contractor had sourced 4 new trees for Oak Tree Park, as the council removed the Norway maples last year. After discussions it was **Resolved** to approve the purchase, at a cost of £200. All agreed, show of hands.

- d. To approve the purchase of a bag of topsoil for repairs to open spaces.

The Clerk made comment that the open spaces contractor had asked for the soil to repair the ruts and divots in the grassed areas round the village. The cost of the soil would be £25. After consideration it was **Resolved** to approve the purchase, all agreed – show of hands.

## 7. To consider, approve and sign the Annual Governance Statement 2023/2024.

The Annual Governance Statements were considered – it was **Resolved** to answer them all positively, signed by the Chair & Clerk.

## 8. To Approve and sign the Accounting Statements 2023/2024

It was **Resolved** to approve the Accounting Statements as correct – All Agreed. Signed by the Chair & Clerk.

## 9. To review & adopt the following policies.

- a. CCTV Policy
- b. Equality Policy.
- c. Recoding of meetings policy

After discussions it was **Resolved** to accept the policies, with an amendment to the wording on the CCTV & Equality policies.

All agreed – show of hands.

## 10. To consider the following planning applications –

- a. Application for the approval of reserved matters for 182 dwellings (cells 1a, 1b and 1c) comprising details of appearance, landscaping, layout, and scale pursuant to Outline Planning Permission 15/1347/OUT - Erection of up to 1,100 dwellings and 150 care/retirement units (C2/C3), the formation of a roundabout to Camp Road, A46 junction improvement works, public open spaces and associated service infrastructure (outline with means of access)

Witham St Hughs Phase Iii Cells 1A, 1B And 1C East of Camp Road and North of Hannah Crescent  
Ref – 22/1478/RESM

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

“Concerns with the number, siting, and tree types across the cell. Concerns that over time trees that are showing to be at the front of properties; between driveways, will cause issues for pavements, and residents’ driveways. Fully in agreement with the NKDC Tree Officers comments

Cannot determine from plans where the responsibility will lie for the upkeep of the fencing across the cell, noting that the Parish Council do not take ownership of any fencing. Would like more detailed plans showing homeowner’s responsibilities.

Will the bin storage areas be big enough to facilitate the storage for 2 bins per household when both general and garden waste bins need to be put out each fortnight.

Collapsible bollards across the site. Cannot determine if these are locked in place bollards, if so, will these present issues for emergency services?

Areas of grass that lie outside of properties e.g. 11,12,13, 43 etc – cannot determine if these areas are the responsibility of the respective home owners”

- b. Application to discharge condition 27 (details of outdoor playing fields) re planning permission 15/1347/OUT (Erection of up to 1,100 dwellings and 150 care/retirement units (C2/C3), the formation of a roundabout to Camp Road, A46 junction improvement works, public open spaces and associated service infrastructure (outline with means of access)

Witham St Hughs Phase III East of Camp Road and North of Hannah Crescent Witham St Hugh's.

Ref – 22/1518/DISCON

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

“This outside of our area of expertise, we would support the guidance from Sports England”

- c. Proposed two storey side extension and alteration to dwelling, external alterations to driveway with new access to highway.

20 Satterley Close, Witham St Hughs.

Ref – 23/0392/HOUS

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

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

Deferred to the next meeting.

12. Village hall extension update and to consider the revised plans, to Resolve to set up a working group for the hall extension.

After discussions it was **Resolved** to set up a working group, Cllr Bell to advertise on Facebook.

Plans to be considered at the next meeting.

Action Cllr Bell.

13. To approve the areas of Phase 2 to be adopted from Strawson’s, as per maps supplied and to Resolve to sign the Letter of Engagement between the Parish Council and Knights PLC.

After discussions it was **Resolved** to appoint Knights PLC to act on behalf of the parish council for the adoption of Phase2 land from Strawson’s.

Letter of Engagement signed by Cllr Harrison, all agreed – show of hands.

Action Clerk.

14. Update of meeting with the Scouts.

The location of the new scout hut was discussed along with the levels of the road in the area, as they are very different. Funding options, planning and a possible lease were also discussed.

15. To agree to run Saturday morning parish council surgeries.

After discussions it was **Resolved** to hold Parish Councillor Surgeries on Saturday 3<sup>rd</sup> June, Saturday 1<sup>st</sup> July & Saturday 2<sup>nd</sup> September 2023, 9.30am in the village hall.

16. DATE AND TIME OF NEXT MEETING.

**Annual Parish Council Meeting Wednesday 17<sup>th</sup> May 2023 at 7.00pm**

Signed .....

Print .....

Date .....

Meeting closed 8.40pm