



**Minutes of Witham St Hughs Annual Parish Council meeting held on Wednesday 17<sup>th</sup> May 2023 at 7.00pm at the village hall.**

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

Present Cllr Karen Harrison - Chairman, Cllr Danny Bell, Cllr Derek Fletcher & Cllr Charlie Strickland.

Rachel Popplewell – Parish Clerk

1 Member of public, District Councillor Elliott & County Councillor Overton (from 8pm)

Agenda Items

1. To Elect a Chairman for Witham St Hughs Parish Council for the ensuing year 2023/2024

The Chair asked for nominations for the appointment of Chairman for the year 2023/2024.

One nomination was received for Cllr Harrison. Cllr Bell Proposed that Cllr Harrison be elected as Chairman for the ensuing year, seconded by Cllr Fletcher. All Agreed – show of hands.

2. To receive the Declaration of Acceptance of Office form from the Chairman for 2023/2024.

Cllr Harrison signed the Declaration of Acceptance of Office form.

3. To Elect a Vice-Chairman of Witham St Hughs Parish Council and to receive the Declaration of Acceptance of Office form. For the ensuing year 2023/2024

The Chair asked for nominations for the appointment of Vice Chairman for the year 2023/2024.

One nomination was received for Cllr Bell. Cllr Harrison Proposed that Cllr Bell be elected as Vice Chairman for the ensuing year, seconded by Cllr Strickland. All Agreed – show of hands.

Cllr Bell signed the Declaration of Acceptance of Office form.

4. Public Forum – To resolve to suspend standing orders for a maximum of 20 minutes to allow members of public, District and County Councillors to make comment or ask questions.

It was **Resolved** to suspend Standing Orders for 20 mins to allow comments from the public & District & County Councillors – All Agreed, show of hands.

Newly elected Cllr Mitch Elliott was welcomed to the meeting, making comment that he was looking forward to representing the residents of Witham St Hughs.

Cllr Elliott mentioned the proposed solar farm that would be sited near the village, only a small portion of residents have received a leaflet asking for comments.

*Standing Orders were re-instated.*

The Chair welcomed everyone to the meeting, after the recent elections the Parish Council has 4 members with Cllr Hall & Cllr Winsor stepping down due to work and personal commitments. Thanks were passed onto them for their time whilst on the council.

5. To Receive Apologies for Absence.

No Apologies were received.

6. 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.

Councillors were reminded to complete and return their Register of Interests form to the District Council as soon as possible.

7. To Resolve to by Co-option parish Councillor Vacancies.

No applications received.

8. Health & Safety brief.

The clerk made comment that the caretakers were booked on Health& safety training on Friday 19<sup>th</sup> May.

New ‘keep out, private property signs’ are to be put back up around the balance ponds.

9. Notes of the Parish Council meeting held on Wednesday 19<sup>th</sup> April 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.

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

The Clerk made comment that she had received a Freedom of Information request regarding ownership of the field & fence at the back of the hall near Squirrel Chase. The Clerk confirmed that the Council owned the field, and subsequently the fence. The Clerk was asked to investigate costs to get the fence repaired or removed.

A request had been received for a new bin to be sited on Hedge Lane, near the bus stop has it appears to be a litter hot spot. After discussions it was **Resolved** to install a bin, budget agreed £350.00.

Thanks were passed onto Game Engineering, from Witham St Hughs for repairing the gate at Warren Lane Park.

Councillors were reminded that the Clerk must be copied into emails, when in contact with residents or contractors.

The Clerk confirmed that the Letter of Engagement had been sent to the solicitors to start the Phase 2 transfer of land.

The Clerk highlighted that a list of training events had been circulated, Councillors were encouraged to attend.

The Clerk made comment that Barratt Homes, would like to arrange a meeting to discuss their open spaces within their cell, on Phase 3. (Tuesday 23<sup>rd</sup> May 6.30pm) **Action Clerk.**

The Clerk made comment that Lincolnshire County Council, are going to promote a new bus route to include the new bus stops on Phase 3, to be funded by S106 monies. The aim is to ensure that the bus route is self-sufficient within 5 years. **Action Cllr Bell.**

11. To Appoint members to the following committees.

- a. Personnel Committee - After discussions it was **Resolved** to appoint Cllr Bell, Cllr Fletcher, and Cllr Strickland to the Personnel Committee. All Agreed – show of hands.
- b. Allotment Committee – After discussions it was **Resolved** to appoint Cllr Harrison, Cllr Bell & Cllr Fletcher to the Allotment Committee. All Agreed – show of hands.

12. 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 30.04.2023

The bank reconciliation as at 30.04.2023 was presented to the council, showing the accounts balanced – signed by Cllr Bell.

- c. To Review the budget as at the yearend 31.03.2023

The Clerk presented the budget the council being at 172% of their spending budget and 127% of the income budget for 2023/2023. The extra income was the release of CiL levies from North Kesteven District Council. The additional spending included repairs to footpaths and Warren Lane balance pond.

- d. To approve the costs to repair the Allotments Carpark.

The Clerk presented 2 quotes to Council for the repairs, after discussions to was **Resolved** to approve the quote of £350 to level the car park, plus £150 for the any extra gravel needed for the infill. All agreed – show of hands.

Action Clerk.

13. To Review the bank signing mandates for the Parish Council bank accounts.

After discussions it was **Resolved** to add Cllr Strickland onto the accounts and remove Ex-Councillors Hall & Winser.

Action Clerk.

14. To review and adopt the following policies.

After discussions it was **Resolved** to review & adopt the following policies – all agreed, show of hands.

- a. Standing Orders for the Council – no amendments required.
- b. Financial Regulations for the Council. – no amendments were required  
**Resolved** to accept variable direct debits.  
**Resolved** to accept online Banking for Council Finances & the use of a Credit Card, settled in full monthly by Direct Debit.
- c. Terms of Reference for the Personnel Committee – no amendments required.
- d. Terms of Reference for the Allotment Committee – no amendments required.

*8pm Cllr Overton joined the meeting,*

*It was **Resolved** to suspend standing orders to allow Cllr Overton to make comment – all agreed, show of hands.*

Cllr Overton made comment that the new Local Plan has now been passed.

Cllr Overton congratulated Cllr Mitch Elliott & Cllr Peter Overton for being elected to the district council at the elections held on 4<sup>th</sup> May.

*Standing Orders were re-instated.*

*8.15pm Cllr Overton & Cllr Elliott left the meeting.*

15. To Resolve to agree Parish Council meeting dates for the year 2023/2024

It was **Resolved** to accept the list of meeting dates and start time of 7pm for the ensuing year. To be published on the website.

Action Clerk.

16. To receive the Annual Internal Audit report

The Chair read out the internal audit report, where no irregularities were highlighted, the following comments were passed onto the Clerk, with the Chairman reiterating her thanks.

*“The Parish Clerk/RFO should be acknowledged on providing excellent administration support and for keeping satisfactory financial records on behalf of the Parish Council.”*

Thanks were passed on to Steve Fletcher – Auditor, for conducting the audit.

The Clerk made comment that Cllr Fletcher is NOT related to Steve Fletcher, Auditor.

17. To review the Asset Register as at 30.04.2023

After consideration, the new fence at the village hall, 2 x tv’s and 8 new trees were added to the asset register, it was then **Resolved** to approve the Asset Register – All agreed, show of hands.

18. To consider the quotes for the Parish Council Insurance – quotes previously circulated.

The clerk presented 3 quotes to council, one from Zurich Insurance and a 1- & 3-year quote from BHIB.

After consideration it was **Resolved** to accept the quote from BHIB on a 3-year LTA at a cost of £2,365.81 All agreed – show of hands. **Action Clerk.**

19. Village Hall Extension discussions.

The Chair made comment that a working group had been set up for the extension project.

The group are to meet up with Lindum’s within the next couple of weeks.

20. DATE AND TIME OF NEXT MEETING.

**Wednesday 21<sup>st</sup> June 2023 at 7pm.**

Meeting Closed at 8.42pm