



**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 20th September 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.

4 members of the public

Comments from the member of public were received regarding the signs and fencing at the Campion Way/Warren Lane junction, making visibility reduced. The Clerk was asked to contact Strawson's to ask them to remove or relocate the fencing.

Agenda Items

1. Welcome and Apologies.

The Chair welcome everyone to the meeting.

Cllr P Overton & Cllr M Overton sent apologies.

The Chair made comment that Cllr Yeatts-Walker and Cllr Hannah Tannock had resigned. The Clerk was asked to notify the District Council, thanks were passed on to both councillors for their contributions.

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 received.

3. Health & Safety brief.

The Clerk made comment the field was still under the responsibility of the Village Events Committee, after the Beer Festival.

The Clerk made comment that the gate/fence at the bottom of Rosehip Walk & Patch Road was wobbly and unsafe. A quote had been received of £420 to replace it.

The CCTV system has been serviced they noted that the bracket holding the CCTV camera & light was loose.

4. Notes of the Parish Council meeting held on Wednesday 16th August 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. Notes of the Extra-Ordinary Parish Council meeting held on Saturday 2nd September 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.

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

As per agenda item 3, regarding the fence for Rosehip/Patch Road, it was **Resolved** to accept the quote to repair the fence of £420 – All agreed, show of hands.

The wood from the field behind the hall has been removed, by the contractor.

Dates for the diary, Fosse Green Energy 30.09.2023 at the village hall & NKDC partner Engagement Event 28.09.2023 or 10.10.2023 at Whisby Nature Park. **Councillors to confirm attendance.**

The Clerk made comment that she had received an email from Witham United asking to book the hall from 1-3pm after each home match. A previous Resolution of the Council prevented regular bookings at a weekend.

Cllr Harrison Declared a Pecuniary Interest for this item, did not cast a vote.

After discussions it was **Resolved** to allow the bookings, 3 votes in favour of the request.

7. 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 31.08.2023

The bank reconciliation as at 31.08.2023 was presented to council, showing the accounts balanced – signed by Cllr Bell.

- c. To receive the External Audit report 2022/2023

The Clerk made comment that the report had been received, highlighting that from this financial year the accounts must be reported on an 'income and expenditure' basis, not receipts and payments. PKF Littlejohn had also issued an apology letter, reference that they had not received a bank statement by their requested due date, when it was proven that it had been sent and received. Their process does not allow for changes to their report once issued, an apology letter was requested and received admitting error by PKF Littlejohn.

Thanks were passed onto the Clerk, for once again providing good quality accounts.

- d. To consider the request for a reduction in fees for Tea Together.

Standing Orders were suspended to allow members of the public to join in the discussion.

Comments were received regarding Tea Together that it is run on a voluntary basis, with the volunteers making the cakes for the club. It is held once a month, open to everyone to pop in have a drink and piece of cake with no obligation to pay or donate.

The donations are just covering hall hire, with a 10% reduction, they asked the parish council to consider a 30% reduction.

After discussions it was **Resolved** to approve the request, all agreed – show of hands.

The Chair made comment that 'Lost Village Festival' were open for applications to apply for funding for such community groups.

The Chair offered to apply on behalf of Tea Together.

Action Cllr Harrison

- e. To discuss the Village Events Committee email regarding their invoice from Beer Festival.

Committee asked that the electricity charges be reconsidered, even though the invoice had been raised in accordance with the letter of understanding between both parties dated May 2022.

Adding that it was a significant rise year on year. A hall booking had also taken place during the time the VEC were paying for the electricity. The rise in the charges due to the increase in electricity charges to the council of 400% following the fixed rate deal expiring at the end of the year and the energy crisis.

After discussions it was **Resolved** to approve a 10% discount for the invoice, with a meeting required to discuss how the fees are calculated for the following year. All agreed, show of hands.

The Parish Council to meet with representatives of the Village Events Committee to review the letter of understanding.

Standing Orders were re-instated.

- f. To approve the quote to remove the waste from the allotments.

The Clerk made comment that there was rubbish on the vacant allotments. Skips had been provided in the past for plot holders, but the vacant plots were still not being cleared.

The quotes received would be for the vacant plot to be cleared by hand by a waste removal man.

After discussions it was **Resolved** to accept the quote from Ian Alderson at a cost of £530.00.
All agreed show of hands.

8. To review Financial Regulation number 4.

Comments were received from Cllr Bell regarding, quotes and getting jobs carried out if they were considered a Health & safety risk or may cause a break down in Council services.

He **proposed** that that FR 4.5 be reworded with the delegated powers to the Clerk be revised.

Seconded by Cllr Strickland, all agreed.

Clerk to Action.

9. To discuss the location/relocation of the bins around the village hall.

Cllr Bell made comment that there were 5 bins at the hall, did we need all 5?, could we relocate one to the market square?, a request had been made during the Councillor Surgery for a bin to be placed on Hedge Lane near the bus stop.

The Clerk made comment that no reports of littering from the litter picker or other residents had been received in that area. Photos of the area to be requested.

Action Cllr Bell.

All bins around the village hall are used and emptied regularly.

The market square is still under the responsibility of Strawson's, they would be responsible for any additional bins.

*9pm – It was **Resolved** to suspend Standing Orders to consider point 3x, (meeting shall not exceed 2 hours).
After discussions it was **Resolved** allow the meeting to continue to consider the remaining items on the agenda – All agreed, show of hands.*

10. Fosse Green Energy Action Group meeting update, to include appointing members to the group and to consider a donation to the group.

Cllr Strickland made comment that she attended the meeting, which had been co-ordinated by Lincoln Independents and a group of residents. No further facts were presented or discussed at the meeting; the parish councillors would attend the consultation meeting on the 30th of September 2023, to gain a better understanding of the project.

After discussions it was **Resolved** not to appoint any Councillor to the Action Group or to send a financial donation. All agreed – show of hands.

11. To consider the following planning application.

a. Installation of a Solar PV array development and associated infrastructure to generate electricity for the operation of Swinderby Quarry Plant Machinery & Site Offices.

Swinderby Quarry, Camp Road, Witham St Hugh's.

Ref – PL/0055/23

After discussions it was **Resolved** to submit 'no comment' to the application – all agreed, show of hands.

b. To consider any additional comments for planning appeal notice (22/1084/FUL)

Ref – APP/R2520/W/23/3318864.

All previous comments still stand, no further comments were added.

12. To review and approve any changes to the following policies.

a. Councillor Vacancy & Co-option Policy

b. Whistle Blowing Policy

c. Complaints Procedure & Handling method.

After discussions it was **Resolved** to review the policies, the only change being to the Complaints Procedure point 3 "nominated officer changed to Vice Chair".

All agreed – show of hands.

13. To discuss Remembrance Day Service & Arrangements.

Cllr Bell offered to contact the groups that had previously laid a wreath or taken part in the service, Cllr Harrison offered to contact the Fire Brigade along with an Ex-serviceman to co-ordinate the event.
Clerk to order a wreath. Action Cllr Harrison, Cllr Bell & Clerk.

14. Update from Parish Councillor Surgery.

1 resident attended the surgery, making comments about the lost village festival and location of the bins. To date the council have held 3 surgeries with 2 residents in total attending. Councillor Surgeries will resume in the January, to be held quarterly.

15. Play Parks Update.

Councillors are meeting with another company to discuss new equipment and design on the 2nd of October 2023.

16. Village Hall Extension Update.

Members of the group presented the findings from their online poll; the next step would be to collaborate with the parish council to formalise the list and then set up a meeting with the Lindum Construction.

17. Date & Time of the next meeting.

Parish Council Meeting Wednesday 18th October 2023 at 7.00pm

Meeting closed 9.27pm.

Signed

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Date