



**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 17th January 2024.
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 Charlie Strickland.

Rachel Popplewell - Clerk

Cllr M Overton – County Councillor

1 member of the public.

Cllr Overton made comment regarding the Devolution deal, concerns have been raised regarding allocation of the additional funding that should be coming to Lincolnshire Councils.

The combined authority would create an additional layer of Council which would incur costs, the public consultation closes on the 29th of January 2024.

Cllr Overton made comment that grant funding is now available for issues caused by flooding, along with a Rural Business Grant, Community Funding and North Kesteven Lottery.

The Clerk made Cllr Overton aware of the road closures scheduled for March – May 2024 along Camp Road, with the diversion route through the surrounding villages. Increased traffic and road damaged on smaller 'B' roads have been highlighted as a cause for concern, by residents.

Agenda Items

1. Welcome and Apologies.

The Chair welcome everyone to the meeting.

Apologies were received from Cllr Fletcher.

It was **Resolved** to accept the apology & reason for absence from Cllr Fletcher – 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 received.

3. Health & Safety brief.

The Clerk made comment that electric bikes had been ridden across the field on Warren Lane, causing damage to the field. Councillors did speak to the adult accompanying the children riding the bikes, asking them to consider the safety of others and the damage they had caused to the field.

The Clerk was asked to report the incident to North Hykeham police to clarify if electric/motor or pit bikes can be ridden on areas of public open space legally.

Action Clerk.

4. Notes of the Parish Council meeting held on Wednesday 20th December 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 Personnel Committee meeting held in closed session on Tuesday 9th January 2024 to be approved as minutes.
It was **Resolved** to approve the notes as minutes – all agreed by a show of hands, signed by the Vice-chairman.

6. Clerks Update & Correspondence, and to Resolve to approve any subsequent actions.
The Clerk made comment that she had signed the purchase order for the play equipment, final drawings had been circulated and approved.
The Clerk made comment that she has received the draft wording to be sent to residents advising them of the field handover to LCC and the subsequent closure of the footpath. Councillors were happy with the wording except that, resident's comments/questions will be forwarded to LCC or NKDC for a response not the Parish Council. No date for the transfer has been given.
Communication had been received regarding the D-Day 80 celebrations for the 6th June, to include a Beacon/lamp lighting and ringing of church bells. Councillors made comment, that a joint celebration between the VEC, WI and the Scouts could potentially be arranged.

Action Cllr Strickland & Clerk.

The Chair had contacted Strawson's after the Allotment Plots were flooded, who then joined 2 drains together to help the water flow from the allotments and surrounding areas.
The Clerk made comment that the Parish Council had received £60 towards Youth Clubs outstanding invoices. Councillors confirmed that their booking could be re-instated once the debt had been cleared in full.

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 31.12.2023
The bank reconciliation as at 31.12.2023 was presented to council, showing the accounts balanced – signed by Cllr Strickland.
 - c. To review the budget as at 31.12.2023.
The Clerk made comment that the Council was at 136% of income and 79% of spending budget three quarters of the way through the year.
Additional income being the receipt of CiL Levy's of £40,639.18.
It was **Resolved** to accept the budget no amendments were required. All agreed – show of hands.
 - d. To consider the quotes to repair the rear door at the village hall.
The Clerk presented 2 quotes to Council, after discussions it was **Resolved** to accept the quote from Witham Joinery, all agreed – show of hands.
 - e. To consider the quotes for the Emergency lighting inspection & testing.
The Clerk made comment that the Emergency Lighting needed to be tested annually. 2 quotes were presented for consideration.
After discussions it was **Resolved** to accept the quote from JD Electrical for £125 + VAT. All agreed show of hands.

8. To approve the budget and to Resolve to set the precept for the next financial year 2024/2025.
After discussions it was **Resolved** to approve the budget for 2024/2025 and to request a Precept amount of £117,616.46. This denotes a decrease of 3.27%, in monetary terms minus £3.61 per annum on a band D property. All agreed – Show of hands.

Action Clerk.

9. School Crossing patrol update.

The Clerk made comment that Lincolnshire Road Safety Partnership (LRSP), had surveyed Warren Lane to find a suitable location for a School Crossing Patrol (SCP). They had identified the pinch point where cars give way behind the Co-op. The crossing point opposite the hairdressers was considered too close to the roundabout to ensure the safety of the SCP and residents.

New signs would be installed over the next 10 weeks with the SCP to be in place hopefully for the summer term.

Whilst the Councillors are happy with the outcome of the survey, the Clerk was asked to contact LRSP to see if the SCP could be moved along Warren Lane, nearer to Partridge Green, as that is where most children & parents cross the road.

Action Clerk.

10. To approve the Allotment Liaison Officers plot fees.

The Clerk made comment that 2 plot holders carry out the role of liaison officers, they are responsible for showing new plot holders around the allotments. They assist with the plot inspections and are a point of contact for plot holders.

After discussions Cllr Harrison proposed a 50% reduction on their annual plot fees, seconded by Cllr Bell – All agreed, show of hands. It was **Resolved** to accept a 50% reduction in fees for the liaison officers.

Action Clerk.

11. To review the village hall, hire fees & to consider the addition of a Late Payment fee.

The Clerk made comment that regular hirers of the hall usually pay on time, occasions have arisen when chasing emails have had to be issued. A 10% discount is offered to regular bookers as they pay in advance, if not they are in breach of the Terms of Hire.

After discussions it was **Resolved** to amend the Terms of Hire for regular bookers to include a late payment charge of 10% if a chasing email must be sent. Effective from 01.04.2023.

All agreed – show of hands.

Review of Hall Hire fees deferred.

Action Clerk.

12. To review the following policies, and to consider adopting the emergency plan.

- a. Training & Development Policy
- b. Donations & Grants Policy
- c. Emergency Plan

After discussions it was **Resolved** accept the Training & Development Policy, no amendments required. Grants & Donations Policy, no amendments required, a budget of £1000pa has been allocated for Grants & Donations. All agreed – show of hands.

Emergency Plan – Deferred.

13. To consider the following planning application.

- a. Prune back row of trees (N553 – TPO by 1-2 meters running alongside road. Street Record, Camp Road, Witham St Hughs. Ref – 23/1525/TPO.

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

14. Date & Time of the next meeting.

Parish Council Meeting Wednesday 21st February 2024 at 7.00pm

Meeting closed 9 pm

Signed

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Date