



Minutes of the Annual Parish Council Meeting held on Saturday 1 May 2021 at 10am via Zoom.

Present – Cllr Harrison, Cllr Snape, Cllr Branagan, Cllr Hall, Cllr Bell & Cllr Houghton

Rachel Popplewell - Clerk.

Agenda Items

1. To Elect a Chairman for Witham St Hughs Parish Council for the ensuing year 2021/2022
The Chair asked for nominations for the appointment of Chairman for the year 2021/2022. 1 nomination was received for Cllr Harrison.
Cllr Snape Proposed that Cllr Harrison be elected as Chairman for the ensuing year, seconded by Cllr Branagan. All Agreed – show of hands.
2. To receive the Declaration of Acceptance of Office form from the Chairman for 2021/2022
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 2021/2022
The Chair asked for nominations for the appointment of Vice Chairman for the year 2021/2022. 1 nomination was received for Cllr Snape.
Cllr Harrison Proposed that Cllr Snape be elected as Vice Chairman for the ensuing year, seconded by Cllr Branagan. All Agreed – show of hands.
Cllr Snape 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.
No public comments were received.
5. To Receive Apologies for Absence.
It was **Resolved** to accept the reason for absence from Cllr Linnell (3-month dispensation had been accepted in February 2021) All Agreed – show of hands.
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.
7. To appoint members to the following committees
 - a. Personnel Committee
After discussions it was **Resolved** to appoint Cllr Snape, Cllr Hall, and Cllr Houghton to the Personnel Committee. All Agreed – show of hands.
 - b. Allotment Committee

After discussions it was **Resolved** to appoint Cllr Branagan and Cllr Bell to the Allotment Committee. All Agreed – signed by the Chair.

8. To Review the Terms of Reference of the Allotment Committee.

The Terms of Reference were amended with the addition of Clause.

6.f – The Allotment Committee has an annual spending limit of £500 without approval from Full Council, all payments must be agreed on a majority vote at an Allotment Committee Meeting.

Action Clerk.

It was then **Resolved** to approve the Terms of Reference with no further amendments – All Agreed.

9. To Review and adopt Standing Orders for the Council.

It was **Resolved** to adopt the Standing Orders with no amendments.

All Agreed – show of hands.

10. To Review and adopt the Financial Regulations of the Council, and to Resolve to accept variable Direct Debits.

1 amendment was required, the addition of the Allotment Committee spending limit.

It was **Resolved** to adopt the Financial Regulations, thereafter.

Action Clerk.

It was **Resolved** to accept variable Direct Debits.

11. To resolved to agree the Parish Council Meeting dates for the year 2021/2022.

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.

12. To consider the following planning application.

a. Erection of two storey rear extension. 3 Patch Road, Witham St Hughs, Lincoln
Ref – 21/0518/HOUS

b. Application to vary condition 6 (approved plans) re planning permission 19/1446/RESM.
Block paving approved but changed to Tarmac. Land off Gibson Green, Witham St Hughs.

Ref – 20/0526/VARCON

After discussions it was **Resolved** to submit 'No Comment' for both applications.

All agreed – show of hands.

Action Clerk.

13. To consider the recommendations for the repairs to the outside lights at the Village Hall.

After discussions it was **Resolved** to accept the quote from Rob Whyles Electrical, to repair the lights at the hall.

Action Clerk.

14. Update of Phase 2 adoption of the football pitch.

Cllr Snape made comment that the drainage channels had been re-seeded during the time the football pitch had been fenced off. A further meeting with Strawsons was required before being transferred to the parish council, as there were still concerns over drainage on the rest of the field, the hoggin path around the perimeter also needed to be repaired in places.

The clerk was asked to arrange a meeting.

Action Clerk.

15. 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.

16. Date and Time of the next meeting.

Wednesday 16th June 2021 at 7pm.

Signed

Print

Date

DRAFT