

WITHAM ST HUGHS PARISH COUNCIL

The Village Hall, Caraway Drive

Witham St Hughs

Lincoln

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NOTICE IS HEREBY GIVEN and COUNCILLORS are SUMMONED to attend the Annual Parish Council meeting of Witham St Hughs Parish Council to be held on Thursday 9th May 2024 at 7pm in the village hall.

At which the under mentioned business will be transacted.

Following the election of the Chairman & Vice Chairman there will be a public forum for 10 minutes where members of the public may ask questions or make short statements to the Council.

All public questions must be sent in beforehand, with speaking restricted 3 minutes per person.

Rachel Poppewell

Parish Clerk

03.05.2024

A G E N D A

1. To Elect a Chairman for Witham St Hughs Parish Council for the ensuing year 2024/2025.
2. To receive the Declaration of Acceptance of Office form from the Chairman for 2024/2025.
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 2024/2025.
4. Public Forum – To Resolve to suspend standing orders for a maximum of 10 minutes to allow members of the public to make comment or ask questions.
5. To receive Apologies for Absence.
6. To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interest and requests for dispensations.
7. Health & Safety brief.
8. Notes of the Parish Council meeting held on Wednesday 17th April 2024 to be approved as minutes.
9. Clerks Update & Correspondence, and to Resolve to approve any subsequent actions.
10. To Appoint members to the following committees.
 - a. Personnel Committee
 - b. Allotment Committee.

11. To discuss and agree to appoint responsibilities for Councillors.
12. Finance.
 - a. To Authorise the signing of orders for payment, list previously circulated.
 - b. To receive the Bank Reconciliation as at 30.04.2024
 - c. To receive the list of regular payments.
 - d. To approve the annual renewal premium for the parish council insurance. (Council are in a 3-year LTA).
13. To review signing mandates for the Parish Council bank accounts.
14. To review & adopt the following policies.
 - a. Standing Orders for the Council
 - b. Financial Regulations for the Council, and to Resolve to accept variable Direct Debits & online banking.
 - c. Terms of Reference for the Personnel Committee.
15. To resolve to agree Parish Council meeting dates for the year 2024/2025.
16. To receive the Annual Internal Audit report for 2023/2024.
17. To consider, approve and sign the Annual Governance Statements 2023/2024.
18. To approve & sign the Accounting Statements 2023/2024.
19. To review the Asset Register in line with the Parish Council Insurance Policy schedule.
20. To consider the following planning applications –
 - a. a. Removal of existing garden wall & fence and installation of 2m concrete post and wooden panel fence along boundary.
84 Warren Lane, Witham St Hughs. Ref – 24/0462/HOUS.
 - b. Application for construction of private access road to Sheepwalks Farm pursuant to outline application 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)
Sheepwalks Farm Witham St Hughs Lincoln Lincolnshire. Ref- 24/0456/RESM.
21. To review the latest playground inspection reports and to Resolve to approve any actions.
22. Update on the D-Day celebration plans.
23. To Resolve to approve the legal costs for the Scout Land transfer.
24. DATE AND TIME OF NEXT MEETING.

Tuesday 18th June 2024 at 7.30pm