



**Minutes of Witham St Hughs Parish Council meeting held on Tuesday 18th June 2024.
at 7.30pm at the village hall.**

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

Present Cllr Danny Bell – Chair, Cllr Colin Cook, Cllr Charlie Strickland & Cllr Derek Fletcher

Rachel Popplewell - Clerk

Cllr Elliott & Cllr Peter Overton – District Councillor

1 member of the public

Cllr Overton reminded councillors to complete the Climate questionnaire that had been circulated.

He also passed on his thanks to Cllr Harrison for her work as Chair of Witham St Hughs Parish Council.

Cllr Elliott made comment that he has been dealing with a complaint regarding parking on Squirrel Chase. Parking on junctions and on yellow lines has meant that the dustbin lorry was unable to access Squirrel Chase. The issue is now in the hands of the parking enforcement team.

A meeting has been scheduled for the 8th July at Navenby to discuss the connection hub as part of the Fosse Green energy project.

Cllr Elliott & Cllr Overton left the meeting.

Public Comment

Comments were received regarding the installation of bins on Phase3, councillors made comment that they are not responsible for Phase 3 but, they were meeting with Strawson's on Monday 24th June. They will discuss this along with other items regarding Phase 2 & 3. The outcome of the conversation will be forwarded onto the member of public.

Further comments were made regarding the purchasing of a beacon to be lit on occasions such as D-Day, as the village used to be a RAF base. Councillors will investigate costs and add to the July agenda for discussions.

Agenda Items

1. Welcome and Apologies.

The Chair welcome everyone to the meeting.

Apologies were received from Cllr Harrison; it was **Resolved** to accept the reason for absence and the apology – All agreed. Show of hands.

Apologies were received from Cllr M Overton.

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 the Fire Alarm system had been serviced, it highlighted that the system did not comply with BS5839-1 2017. The quote to bring the system into line was circulated from Lincoln Security at a cost of £1413.79 + VAT

After discussions it was **Resolved** to accept the quote

Action Clerk.

4. Notes of the Parish Council meeting held on Thursday 9th May 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 Chair.

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

The Clerk made comment that the planning application for A46 Newark Bypass scheme had been received from National Highways, to upgrade approx. 6.5km of the A46 between Farndon & Winthorpe – Noted by Councillors.

A request had been received from a resident asking for 'No Smoking/Vaping' signs to be put up at the play parks, after discussions it was **Resolved** to put up the signs

Action Councillors.

Councillors signed the new bank mandate to include Cllr Cook, as per May meeting minutes.

The Clerk made comment that the renewal prices had been received for the Gas supply, with contract is due for renewal October 2024. After discussions it was **Resolved** to defer the decision until July, when prices are predicted to come down again. All agreed – show of hands.

The Clerk made comment that James Town Circus would like to come to circus 13th – 20th October. After discussions it was **Resolved** to accept the request. All agreed – show of hands, the Clerk was asked to clarify their cancellation policy.

Action Clerk.

The Clerk made comment that the D-Day service had been held on Sunday 9th June 2023. Positive and negative comments had been received from residents. The main learning point for the Council being that at least 2 councillors should be involved in organising any Parish Council event.

Thanks were passed onto Cllr Henson.

6. 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.

Councillors **Resolved** to withhold the payment to Playdale Playgrounds until all the remedial repairs have been carried out all agreed – show of hands.

b. To receive the Bank Reconciliation as at 31.05.2024

The bank reconciliation as at 31.03.2024 was presented to council, showing the accounts balanced – signed by Cllr Fletcher.

c. To approve the quote to white line the football pitch.

The Clerk made comment that the football pitch needed to be white lined before the start of the season. The pitch was white lined by one of the existing football teams last year, the clerk was asked to contact them again. Price as per last year.

Action Clerk.

d. To approve the purchase of a parish council laminator up to a cost of £100.

After discussions it was **Resolved** to approve the purchase of a new laminator up to the cost of £100. All agreed – show of hands.

Action Clerk.

7. To appoint the Internal Auditor for the financial years 31.03.2025 & 31.03.2026

After discussions it was **Resolved** to appoint S Fletcher as the Internal Auditor for the financial years 31.03.2025 & 31.03.2026. All agreed – show of hands

Action Clerk.

8. To review the following policies

- a. Payment of Expenses to Council Members
- b. Sickness & absence policy
- c. Lone Working policy
- d. Disciplinary Policy

- e. Grievance Policy
- f. Discretions Policy

After discussions it was **Resolved** to –

- Adopt the new Discretions Policy.
- Amend & adopt the wording to the Lone Working Policy
- No amendments were made to Expenses Policy, Disciplinary Policy
- The Sickness and Absence & Grievance Policies are to be reviewed by the Personnel Committee.

Clerk to raise an agenda.

All agree – show of hands

9. Play Parks Update.

a. to discuss the approach to the new trim trail.

Cllr Fletcher made comment that the floor under the trim trail is very wet, the Council were asked to consider putting matting or mulch under the equipment, to protect the area, the costing being approx. £100 per/sq meter.

Cllr Fletcher will approach the customer relations team at Playdale to ask them to consider as a gesture of good will to provide & install the matting.

Action Cllr Fletcher/Clerk.

b. to review the repairs to the newly installed equipment.

Cllr Fletcher made comment that the grab handle that had fallen off the frame at Co-op Park had been put back up by the contractor. The new equipment at the park still had defects that needed to be addressed. Cllr Fletcher will contact Customer Relations at Playdale to ask them for an update on the repairs and a schedule of works.

c. To consider the quotes for the new play park benches.

The Clerk presented 3 quotes to the council for consideration,

After discussions it was **Resolved** to accept the quote from Marmax recycled products to include 6 multi-coloured & 5 brown benches - All agreed, show of hands.

Action Clerk.

A quote for fitting would be required, although some of the existing benches were already sited on a concrete slab. Cllr Strickland & Cllr Fletcher to confirm numbers & sizes.

Action CS/DF.

*It was **Resolved** to suspend standing order 3x to allow the rest of the agenda items to be discussed – all agreed, show of hands.*

10. Village Hall Extension Update.

After discussions the Councillors **Resolved** to approve the plan as set out by the working group. The plans have been sent to Lindum's for them to draw up and issue a schedule of costings.

11. To approve the areas of open spaces to be transferred to the Parish Council from Barratt Homes, as per the S106 agreement.

A plan of the areas of open spaces that is to be transferred was considered, this included 2 triangle shaped areas with 3 trees planted on each. There is a small fence on one side of one of the areas that the Parish Council will not adopt, this has been confirmed by Barratt Homes that the fence will be included in the management and maintenance of the access drive.

It was **Resolved** to accept the areas to be transferred – all agreed, show of hands.

12. To consider the following planning applications –

- a. To vary condition 3 & 9 of planning permission 22/1342/CCC to increase the maximum annual throughput for inert & non-hazardous construction, demolition & excavation waste for 30,000 tonnes to 75,000 tonnes.
Swinderby Quarry, Camp Road. Ref – PL/0050/24

After discussions it was **Resolved** to submit the following comments for the application. All agreed – show of hands.

‘Please ensure that all traffic leaving the site turn left onto the A46, as the surrounding roads & villages are not suitable for the increased amount of traffic this will cause.

- b. Removal of existing garden wall and fence and installation of 1.2m timber fence to the eastern boundary line. 84 Warren Lane, Ref – 24/0462/HOUS

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

13. Phase 2 & school field land transfer.

The Clerk made comment that after weeks of non- communication from Lincolnshire County Council (LCC) they have now asked that the parish council adopt the middle boundary along with a 1-meter strip to allow for access and they have also asked that the parish council adopt & maintain a new footpath to go around the outside of the ‘new’ school field.

After discussions it was **Resolved** to accept the middle boundary but with a 2-meter access strip, as a 1 meter would not be wide enough to get machinery in safely – all agreed, show of hands.

After discussions it was **Resolved** to not accept the request to maintain a footpath, the S106 agreement states that it a field (no footpath) is to be transferred to the Lincolnshire County Council. All agreed – show of hands.

The field that is in the process of being transferred is now overgrown, the Clerk was asked to contact the contractor to mow the field, with the invoice being paid by the Parish Council, the funds would then be recouped by the parish council from LCC

14. Scouts Land Transfer update.

Cllr Bell made comment that he had contacted the Scouts to say that the legal fees would be paid by the parish council. The Clerk confirmed that both solicitors had been advised of the transfer and to start the process.

15. Date & Time of the next meeting.

Wednesday 17th July 2024 at 7pm.

Meeting closed 9.55pm.

Signed

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Date