



Minutes of Witham St Hughs Parish Council meeting held on Wednesday 17th July 2024 at 7pm at the village hall.

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

Present Cllr Danny Bell – Chair, Cllr Karen Harrison – Vice Chair, Cllr Colin Cook & Cllr Derek Fletcher.
Rachel Popplewell Clerk

Cllr Elliott & Cllr Overton – District Councillors

Cllr Overton – County Councillor.

Cllr Elliott made comment that he thought a solution had been reached regarding the installation of bins along Phase 3 – Warren Lane. The Chair confirmed that this wasn't the case. Cllr Elliott made comment that he had met with Strawson's, and the area known as Low Wood had been discussed, and its condition when it will be transferred to the Parish Council, the area currently has derelict buildings and dangerous materials on it.

Cllr Marianne Overton made comment that following the General Election the Lincolnshire Independents were re-examining their aims & objectives.

Cllr Overton was asked to investigate the possibility of painting double yellow lines on Hedge Lane opposite the balance pond, as vehicles park in the passing point.

Cllr Elliott & Cllr Overton – District Councillors & Cllr Overton – County Councillor, left the meeting at 7.30pm.

Agenda Items

1. Welcome and Apologies.

The Chair welcomed everyone to the meeting.

Apologies were received from Cllr Henson & Cllr Strickland; it was **Resolved** to accept the reasons for absence and the apology – 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.

Non received.

3. Health & Safety brief.

The Clerk made comment that the swing on Warren Lane Park was broken, the spare parts have been ordered. They should be received the beginning of August.

The open spaces contractor had noticed that the crack in the tarmac path behind Warren Lane Park was quite deep, the Clerk has spoken to a contractor who has suggested that a 'glue' type substance could be poured in, although this would only be a temporary fix and may need doing again next year.

The Clerk was asked to seek an alternative quotes/options

Action Clerk.

4. Notes of the Parish Council meeting held on Tuesday 18th June 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. Notes of the Personnel Committee meeting held on Monday 8th July 2024 to be approved as minutes.

July 2024 minutes

It was **Resolved** to approve the notes as minutes – all agreed by a show of hands, signed by Cllr Cook – Chair of the Personnel Committee.

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

The Clerk made comment that the Fire Alarm system had been updated, it is now compliant with BS5839-1 2017.

Witham United will be white lining the football pitch, on behalf of the parish council at a cost of £200.

A revised quote for the benches had been received to include fixing plates and one less bench from Marmax Products as agreed in June minutes of £ 3612.00

The plans for the village hall extension had been received from Lindum Construction – these are to be reviewed by the Parish Council.

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.

Councillors **Resolved** to withhold the payment to Playdale Play Grounds until all the remedial works have been completed – All agreed, show of hands

b. To receive the Bank Reconciliation as at 30.06.2024

The bank reconciliation as at 30.06.2024 was presented to council; showing the accounts balanced – signed by Cllr Harrison

c. To review the budget as at 30.06.2024.

The Budget was presented to council they should be at 25% of target at this point during the year - Income received being at 50% of target with next precept receipt due on the 01.09.2024, additional CIL levy's have been received of £67,746.12 so inflating the income figure.

Spending being at 30% of target – no amendments were required.

d. To consider the purchase of a parish council beacon.

After discussions it was **Resolved** not to purchase a beacon. On a majority vote 3:2

To install a beacon

vote for – 2

vote against the installation – 2

Casting vote – against.

e. To approve the new quotes for the Gas Supply.

After discussions it was **Resolved** to accept the 12-month quote from British Gas. All agreed – show of hands.

f. To consider the installation of 2 litter bins and associated costs.

Cllr Cook suggested the installation of 2 additional litter bins on the top path behind the nursery, reason for there not being a bin there is due to NKDC not being able to access the area to empty the bin. The Clerk was asked to contact NKDC to ask if a solution could be sought. **Action Clerk.**

g. To approve the costs of the new play park signs.

After discussions it was **Resolved** to approve the quote for the signs of £126.69 plus VAT. All agreed – show of hands.

h. To consider the quotes to install the new benches – quotes previously circulated

After discussions it was **Resolved** to accept the quote from A1 Turf & Landscaping of £700. All agreed – show of hands. **Action Clerk.**

The Clerk made comment that the invoice for the benches had been revised to now include 6 rainbow benches & 4 brown benches plus fixing plates at a cost of £3010 + VAT. (see minute reference 9c June 2024)

8. To review the following policy.

a. Risk Management Policy

After discussions it was **Resolved** review the policy no amendments were required. All agreed, show of hands.

9. To adopt the following new policies

a. Risk Register

b. Financial Regulations

After discussions it was **Resolved** to adopt the new policies, all agreed – show of hands.

10. Play Parks update to include

a. update on the outstanding repairs to the new play equipment

Cllr Fletcher made comment that all the repairs to the new play equipment had been completed. The operations manager is going to write a report of what the issues were regarding the whole project, with the council asked to write a timeline of events. This would then be submitted to the company as a formal complaint, with a gesture of goodwill requested as a form of recompense.

b. To consider applying to the Rural England Prosperity Fund (REPF).

The Clerk made comment that the REPF is open for applications. The clerk asked councillors if they would like to apply to the fund for new play equipment on Cuckoo Park, the closing date for the application is 14th September 2024.

After discussions Councillors **Resolved** to agree to apply, all agreed – show of hands. **Action Clerk.**
Appointments to be arranged with play equipment companies to get quotes to support the application.

11. Land transfer's update to include

a. Signing of the Land Transfer documents (Parish Council field over to Lincolnshire County Council).

Deferred to the next meeting

b. Scouts land transfer

The clerk made comment that she had spoken to NKDC planning dept regarding the transfer, Strawson's had highlighted potential risks that may have an impact on them regarding compliance with the S106 agreement. NKDC have confirmed that they cannot see any risks to Strawson's transferring the land to the Scouts outside of the Phase 3 transfer under the S106 agreement.

Strawson's are currently seeking legal advice to confirm this.

c. Phase 2 transfer

The clerk made comment that a proposal had been received from Strawson's asking for

1. The parish council sign a contract that Phase 2 will be transferred 5 days after the completion of Play Park repairs, localised path repairs, tree works & any work to the attenuation pond or
2. Once the works are completed the transfer will proceed afterwards.

After discussions it was **Resolved** to accept point 2 – to proceed with the transfer after the works are complete. – all agreed, show of hands.

12. To Resolve to confirm the Parish Councils approval of the Deed of Variation – s106 agreement MEC.

After discussions it was **Resolved** to approve the Deed of Variation – All agreed, show of hands.

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

13. Allotment inspections update.

Cllr Harrison made comment that the allotments plot overall are looking a lot better. There is still a lot of rubbish/waste on the plots that needs to be removed.

The Council may need to consider another skip or 'man with a van'

14. Re-cap of meeting with Strawson's.

Cllr Bell made comment that several topics were discussed including

- Phase 2 handover
- Scouts land transfer
- Phase 3 – bin installation, super park, roundabout & sound barrier along A46 edge.
- Village hall extension
- Market square bins
- Swales – phase 3, litter & grass schedule for phase 3
- Transfer of highways to LCC

15. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Tuesday 20th August 2024 at 7pm

Meeting closed at 9.20pm

Signed

Dated

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