



Minutes of Witham St Hughs Parish Council meeting held on Thursday 22nd August 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 Tim Henson, Cllr Charlie Strickland & Cllr Derek Fletcher.

Rachel Popplewell Clerk

Cllr Elliott & Cllr Overton – District Councillors

2 members of public

Cllr Elliott made comment that Lincolnshire County Council (LCC) have requested more details regarding the DPD Autonomous Parcel Buggy trial in the village.

Cllr Elliott also made comment regarding the possibility of putting double yellow lines on the junction of Campion Way & Warren Lane, to stop vehicles being parked close to the junction. Cllr Harrison had previously asked Cllr Marianne Overton for help with this along Hedge Lane.

The new bus time table had been circulated but no night bus had been added.

Cllr Elliott & Cllr Overton left the meeting at 7.15pm

Agenda Items

1. Welcome and Apologies.

The Chair welcomed everyone to the meeting.

Apologies were received from Cllr Cook; it was **Resolved** to accept the reason 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 had been repaired.

The new advisory signs for the parks have been installed but 5/8 have been vandalised and broken, these will not be replaced.

4. Notes of the Parish Council meeting held on Wednesday 17th July 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 - to Resolve to approve any subsequent actions.

The Clerk made comment that she had received an email from a resident to ask if the parish council would allow him to plant trees additional trees in the village. There are grants available for the parish council to access, the schemes would include the purchase of trees along with a maintenance plan.

The resident would plant and maintain the trees for 3 years, once the areas available for planting have been identified.

It was **Resolved** to suspend Standing Orders to allow the member of public to join the discussions. – All agreed – show of hands.

The Chair made comment following the discussions that the Council would visit the suggested areas, and then inform the resident so he would be able to apply for the grants. **Action All Councillors.**

Standing Orders were re-instated.

The Clerk made comment that she had received a few emails relating to the pruning of Camp Road bund, that can now be done as bird nesting season comes to an end on the 31.08.2024.

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 Play Grounds until outcome of the complaint had been resolved – All agreed, show of hands

b. To receive the Bank Reconciliation as at 31.07.2024

The bank reconciliation as at 31.07.2024 was presented to council; showing the accounts balanced – signed by Cllr Strickland

c. To receive the external auditors report

The Clerk made comment that the External Audit report for 2023/2024 had been received from PKF Littlejohn, with no comments or actions highlighted.

The Chair passed his thanks on to the Clerk for her work on the Annual Governance and Accountability Return. (AGAR)

7. To review the following policy.

a. Financial Reserves Policy

b. Project Management Policy

c. To amend Standing Order 15 xiv.

After discussions it was **Resolved** review the Financial Reserves and Project Management policies no amendments were required. All agreed, show of hands.

After discussions it was **Resolved** to add in the following wording to Standing Order xiv – all agreed, show of hands.

“For planning applications received in between meetings, and where an extension to the response date is declined, Councillors will approve comments via email; to be recorded and the resolution noted at the next meeting of the council retrospectively”

8. Play Parks update to include

a. update on the complaint to Playdale Play Grounds.

Cllr Fletcher made comment that he had met with the Sales Manager at the park from Playdale who was going to investigate the complaint and get an update for the Council.

No update has been received; the Clerk was asked to contact

Action Clerk.

b. To consider the quotes and drawings for the new Play Equipment at Cuckoo Park, and to choose the preferred company to be submitted with the application to the Rural England Prosperity Fund (REPF)

The Clerk made comment that 3 quotes plus drawings have been received.

After discussions it was **Resolved** that the preferred company was Wicksteed Leisure, the 3 quotes would be included with the grant application to the REPF. All agreed – show of hands. **Action Clerk.**

c. To review the annual play parks inspections and resolve to agree any necessary repairs.

Cllr Fletcher made comment that nothing had been highlighted as high risk, with only a few items detailed as low risk by the inspector.

Cllr Strickland & Cllr Fletcher offered to carry out the low-risk repairs, the Clerk was asked to check the insurance policy to ensure they would be covered to carry out the work and the possibility of attending play park maintenance training. **Action Clerk.**

9. To consider the quotes to repair the footpaths behind Warren Lane balance pond
Deferred to the next meeting – still awaiting quotes.

10. To approve the costs to replace the outside security lighting for the hall and internal sockets

The Clerk circulated the quotes beforehand

After discussions it was **Resolved** to approve the quote from JD Electrical of £1310.02 + VAT. All agreed, show of hands.

11. Land Transfer's update to include –

- a. Signing of the Land Transfer documents Parish Council field over to Lincolnshire County Council (LCC).
After discussions it was **Resolved** to sign the documents to transfer the field over to LCC – All agreed, show of hands. The Clerk was asked to confirm timescales for the transfer and the county councils' immediate intentions for the field. **Action Clerk.**

*It was **Resolved** to suspend Standing Orders to allow a representative from Strawson's to join the discussions for agenda item 11b. All agreed – show of hands.*

- b. To resolve to agree the Scouts Land transfer and Phase 2 land transfer to be treated as one land transfer.

After discussions it was proposed that the land transfers be treated as one legal transaction.

A majority vote against the proposal was received 4:1 it was **Resolved** that the land transfers be instructed separately.

- Phase 2 transfer
- Area of land identified for the Scouts.

Standing Orders were re-instated.

12. To consider the following planning application (retrospectively), comments previously submitted.

- a. 24/0832/TPO

Application to reduce overhanging branches by 2 meters

1a Nettleton Drive, Witham St Hughs.

After discussions it was **Resolved** to submit the following comments, all agreed – show of hands.

"There are 5 trees on that location, these and their growth should have been considered before the build was started, the TPO's were active at that time.

Comments raised under 21/1535/RESM noted by the Tree Officer that Plot 1 would be heavily shaded and impact would be for repeated pruning operations to increase light and reduce seasonal nuisance.

We have Concerns that the stability of the tree could be compromised with continuous work requested to be carried out year on year and would like it to be noted that we feel removing 2M of branches seems to be excessive".

The parish Council **Resolved** to move into closed session.

Items of a confidential nature to be debated in the absence of the press & public under the Public Bodies (admission to meetings) Act 1960

13. Staffing.

Cllr Fletcher made comment that that Parish Council had failed it water checks inspection. One member of staff is responsible for the checks, Cllr Cook & Cllr Flecher will carry out further investigations to try and establish the reasons why the checks had not been carried out.

14. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Wednesday 18th September 2024 at 7pm

Meeting closed at 9.15pm

Signed

Dated

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