

WITHAM ST HUGHS PARISH COUNCIL

The Village Hall, Caraway Drive

Witham St Hughs

Lincoln

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Website address: witham-st-hughs.parish.lincolnshire.gov.uk

NOTICE IS HEREBY GIVEN and COUNCILLORS are SUMMONED to attend the next meeting of Witham St Hughs Parish Council to be held on Wednesday 19th February 2025 at 7.00pm in the village hall. At which the under mentioned business will be transacted.

There will be a 10-minute public forum at the start of the meeting, followed by a further 10 minutes allocated to receive reports from County and District Councillors, your presence is required during this time.

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

Rachel Popplewell

Parish Clerk

14.02.2025

CHAIRMANS WELCOME & FIRE SAFETY BRIEF

1. Welcome and Apologies.
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.
3. Health & Safety brief.
4. Notes of the Parish Council meeting held on Wednesday 15th January 2025 to be approved as minutes.
5. Clerks Update & Correspondence - to Resolve to approve any subsequent actions.
6. Finance.
 - a. To Authorise the signing of orders for payment, list previously circulated.
 - b. To receive the Bank Reconciliation as at 31.01.2025
 - c. To approve & sign the Parish Council Highway Grass Cutting Agreement for 2025/2026.
 - d. To approve the costs to purchase replacement bins for the village.
 - e. To sign the Direct Debit Mandate for HMRC payments
7. To consider taking on the maintenance of the hoggin path from Juniper Play Park to Buttercup Way & the grassed area from Buttercup Way – Poppy Road on behalf of North Kesteven District Council.
Planning Ref – 10/1426/RESM
8. To review Village Hall opening hours & booking fees for the next financial year.

9. To consider the Chairs' responsibilities for Witham St Hughs Parish Council.
10. To Resolve to approve a new role of Village Caretaker & Job Description.
11. To consider the proposed Allotment plot fees for 2026/2027, from the Allotment Committee.
12. Planning
 - a. To note the response to the following planning application – 24/1106/RESM.
Cells 7A & 7B Witham St Hughs, Phase 3 East of Camp Road and North of Hannah Crescent.
 - b. To consider the following planning application-
Amended plans submitted to address comments made by the Case Officer, Parish Council, LCC
Highways, Tree Officer & Operation Service manager
Cells 7A & 7B Witham St Hughs, Phase 3 East of Camp Road and North of Hannah Crescent.
Ref – 24/1106/RESM
13. To review the following policies –
 - a. Subject Access Request Procedure
 - b. Data Breach Policy
 - c. Data Protection Policy
 - d. Data Map
 - e. Records Retention Policy
 - f. To receive Security Compliance Checklist from Councillors.
14. Balance ponds
 - a. To Resolve to approve the quotes to produce the maintenance reports.
15. Phase 2 walk round update.
16. Parish Councillor Recruitment.
17. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Wednesday 19th March 2025 at 7pm