

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 Wednesday 21st May 2025 at 7pm in the village hall.

At which the under mentioned business will be transacted.

Following the election of the Chair & Vice Chair 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

16.05.2025

A G E N D A

1. To Elect a Chair for Witham St Hughs Parish Council for the ensuing year 2025/2026.
2. To receive the Declaration of Acceptance of Office form from the Chair for 2025/2026.
3. To Elect a Vice-Chair of Witham St Hughs Parish Council and to receive the Declaration of Acceptance of office form for the ensuing year 2025/2026.
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 16th April 2025 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 and thereafter appoint the Chair of each Committee (SO 4.d.vi).
 - a. Personnel Committee.
 - b. Allotment Committee.

c. Policies Committee.

11. To discuss and agree to appoint responsibilities for Councillors and dates for working group meetings.

12. To consider the options for the replacement piece of equipment for Cuckoo Park.

13. To review & adopt the following policies.

- a. Standing Orders for the Council (revised version April 2025)
- b. Financial Regulations for the Council, and to Resolve to accept variable Direct Debits & online banking. (revised version Feb 2025)
- c. Terms of Reference for the Personnel Committee.
- d. Community Engagement Policy – *deferred from the last meeting*
- e. Equality Policy – *deferred from the last meeting*
- f. Dignity at work policy - *deferred from the last meeting.*

14. To resolve to agree Parish Council meeting dates for the year 2025/2026.

15. To receive the Annual Internal Audit report for 2024/2025.

16. To consider, approve and sign the Annual Governance Statements 2024/2025.

17. To approve & sign the Accounting Statements 2024/2025.

18. To note the dates of the Period for the Exercise of Public Rights.

19. To review the Asset Register in line with the Parish Council Insurance Policy schedule.

20. To consider the quotes for the Parish Council Insurance policy.

21. Finance.

- a. To Authorise the signing of orders for payment, list previously circulated.
- b. To receive the Bank Reconciliation as at 30.04.2025
- c. To receive the list of regular payments.
- d. To approve the quote for Warren Lane Balance Pond works.
- e. To approve the quote for the miscellaneous wood work, around the village.
- f. To approve the extra grass cutting costs for the Scout Land.

22. To consider the following planning application –

- a. Erection of 1no. single storey dwelling. Land at Gray Lane, Witham St Hughs. Ref 25/0163/FUL.

23. Village Hall extension update.

24. DATE AND TIME OF NEXT MEETING.

June 2024 at 7.30pm