



Minutes of Witham St Hughs Parish Council meeting held on Wednesday 16th April 2025 at 7pm at the village hall.

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

Present Cllr Karen Harrison – Vice Chair, Cllr Mark Gascoigne, Cllr Charlie Strickland & Cllr Colin Cook.

Rachel Popplewell – Clerk

3 members of the public

Agenda Items

1. Welcome and Apologies.

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

In the absence of the Chair, Cllr Harrison Chaired the meeting.

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.

Cllr Harrison declared an interest for - agenda item 10a

3. Health & Safety brief

The Clerk made comment that the Caretakers are picking lots of broken glass from the MUGA, the Police are aware of the increase in anti-social behaviour.

Residents are reminded to report any aspects of anti-social behaviour by telephoning 101 or reporting online.

4. To Resolve to fill by Co-option Parish Councillor vacancy.

The Clerk made comment that a resident had applied for one of the Parish Councillor vacancies. The candidate had sent in a résumé that had been previously circulated.

The applicant confirmed that they met the criteria for a Parish Councillor.

Cllr Harrison proposed to co-opt Mr Andrew O'Brien on to the Parish Council, seconded by Cllr Cook. A majority vote in favour of the co-option was received. It was **Resolved** to co-opt Mr Andrew O'Brien onto the Council

Mr O'Brien then signed his Acceptance of Office form.

The Chair welcomed Cllr O'Brien to the Parish Council.

The Clerk was asked to order Cllr O'Brien & Cllr Gascoigne a name badge

Action Clerk.

7.25pm - It was Resolved to suspend standing orders to allow Cllr Mitch Elliott to present a report to Council.

Cllr Elliott made comment that he has scheduled a meeting with Highways to discuss the 't' junction on Camp Road, which motorists misjudge and hit the road sign regularly, speeding and painting of double yellow lines on Hedge Lane. The next consultation meeting from Fosse Green Energy is the 28th of April 2025 at Witham St Hughs village hall.

7.40pm Standing Orders were re-instated.

5. Notes of the Parish Council meeting held on Wednesday 19th March 2025 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.
6. Clerks Update & Correspondence - to Resolve to approve any subsequent actions.
The Clerk made comment that there has been a rise in Anti-social behaviour since the start of the school holidays. The contractor repairing the footpaths had his digger damaged causing £1500 worth of repairs. The festival trolley & battery has been purchased, as per last month's meeting for the litter picker & caretakers.
A football working group would be set up with a member from the children's football team, the other teams in the village have yet to respond.
It has been highlighted a resident on Fox Hollow is leaving their children's toys on the area of open space near Warren Lane Park, so making it difficult of for the grass cutting contractor to maintain the area. After discussions it was **Resolved** to write to the resident to ask for them to be moved. **Action Clerk.**
Cllr Cook made comment that the VEC containers were due to be taken away within the next 14days.
The Clerk was asked to resend the email to Strawson's about the broken fencing at the Co-op & the broken coffee cup outside of the Co-op.
The clerk made comment that she had spoken to Strawson's about installing a Christmas Tree & holder on the market square. They are happy for a Christmas tree to be installed on the market square, although more details were required regarding the holder & the installation. **Action Cllr Gascoigne.**
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.
b. To receive the Bank Reconciliation as at 31.03.2025
The bank reconciliation as at the 31.03.2025 was presented to council, showing the accounts balanced. Signed by Cllr Strickland.
c. To review the budget as at the yearend 31.03.2025.
The Clerk presented the budget for consideration, showing the annual spending was 148% of budget, the overspend being from the new play equipment being installed & the income received was 163% of budget due to extra CiL levys being received.
8. To review the Balance Pond surveys and to Resolve to approve any subsequent recommendations, actions & costs.
Cllr Gascoigne highlighted the points on the report
- Warren Lane pond needed the tree roots to be removed and wider gate to be installed, possibly on the road side. Tree stumps to be cut and stump killer applied, the rest of the area to be strimmed.
 - Sorrel Road balance pond report suggested a 3-year plan, starting with the clearance of the area around the inlet/outlet pipe.
- After discussions it was **Resolved** to ask the tree contractor to start the work as part of their contract. No funds have allocated in this year's precept for any additional work. All agreed – show of hands. **Action Clerk/Cllr Gascoigne.**
- It was Resolved to suspend standing orders to allow members of the public to join the discussions agenda item 9.*
9. To review the plans for the VE Day Commemorations.
- Donations to the Royal British Legion.
 - 10th May 2025. 2-4.30pm (set up from 1pm)
 - Parish Councillors, Tea Together, WI to help with cakes & serving

- Witham New Bar to help with set up and Tea & Coffee's.

Standing Orders were re-instated

10. To consider the following planning application.

- a. Proposed 2 storey extension front extension.

16 Hedge Lane, Witham St Hughs. Ref 25/0204/HOUS

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

- b. To note comments collated for the following application.

Demolition of existing single storey extension & erection of two storey rear extension.

6 Hannah Crescent, Witham St Hughs. Ref 25/0215/HOUS.

It was **Resolved** to submit No Comment for the application, response was made using the Clerks delegated powers, the Council has not met to discuss this application.

11. To review the following policies.

- Equality Policy
- Dignity at Work Policy
- Recording of Meetings Policy
- CCTV Policy
- Community Engagement Policy – *deferred from last meeting.*

After discussions it was **Resolved** to review the CCTV & Recording of Meetings policies – no amendments were required. The following 3 policies were deferred to the next meeting. All agree, show of hands.

- Equality Policy
- Dignity at Work
- Community Engagement Policy

12. To consider the new Play Park & Skate Park designs for Phase 3.

Deferred – awaiting a meeting with Strawson's

13. To consider the options for relocating the MUGA, either to use the existing equipment or purchase a new one.

Deferred – awaiting a meeting with Strawson's

14. To respond to the questions raised by the Scouts regarding their lease agreement.

The Clerk made comment the Scout group had raised 3 requests –

- To have the address changed on the lease, to a local address for the Scout leader.
- A 99-year lease not 50-year lease.

After discussions it was **Resolved** to approve both request – all agreed, show of hands.

- To remove the 'restrictive' clause regarding hiring out of the hall.

After discussions it was **Resolved** to keep this clause in the lease. All agreed, show of hands.

To add an additional clause regarding the removal of the existing scout hut,

"Upon request the existing Scout container should be removed /relocated with 12 weeks"

It was **Resolved** to add this additional wording – all agreed, show of hands.

Action Clerk

15. DATE AND TIME OF NEXT MEETING.

Annual Parish Council Meeting Wednesday 21st May 2025 at 7pm

Meeting closed 9.20pm.

Signed

Date

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