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**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 18th June 2025 at 7pm at the village hall.**

[**https://witham-st-hughs.parish.lincolnshire.gov.uk/**](https://witham-st-hughs.parish.lincolnshire.gov.uk/)

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

2 members of the public

Comments were received from a member of the public regarding a letter that has been sent out from North Kesteven District Council, advising residents of the new play area, skate park & football field.

A new attenuation pond is under construction on Warren Lane, were the parish council aware?. Would the Parish Council be going out to consultation for other types of sport in the village?.

The Chair made comment that the Council were not aware of the letter that has been sent or the plans for the attenuation pond, they would contact NKDC for more information.

Witham FC in conjunction with the Children’s Team asked for a possible location to put a container to store football equipment and portable floodlights for evening training. It was agreed in principle that a container could be sited in the village, councillors offered to meet with the teams to choose a location. Witham FC are considering entering a team in to the over 35’s league for the 26/27 season, subject to interest. Matches are played once a month.

Agenda Items

1. Welcome and Apologies.

No apologies were received.

Rachel Popplewell, Parish Clerk absent.

Cllr Harrison passed on thanks to Cllr Danny Bell, who resigned from the Parish Council as he has moved out of the village.

1. 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.

None

1. Health & Safety brief

The Chair made comment that the War Memorial had been vandalised, but since repaired by a resident. Thanks were passed on.

A member of the public caught riding his motor bike over the patio area, has been identified and visited by the police.

1. Notes of the Parish Council meeting held on Wednesday 21st May 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.

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

In the absence of the Clerk, the Chair made comment, that the request to site cast iron benches in the village, donated by a member of public has been withdrawn. They will be sited in Lincoln City Centre.

Cuckoo walk block paving has now been re-sanded by the contractor, after it has been sprayed by the Parish Council contractor.

No response has been received from Lost Village about the grant for the Cuckoo Park play equipment.

Christmas Tree stand – awaiting confirmation from the VEC if they will be providing a Christmas Tree for this year. Action Clerk.

Councillors discussed the Resolution passed for the conditions of the lease and confirmed that no changes would be proposed. The Clerk was asked to contact the Solicitors for an update and to confirm when they will be signing the lease, as are currently paying for the maintenance of the area Action Clerk.

The Clerk was asked to investigate the possibility of a new hot water boiler, as the parts still haven’t arrived to repair the old one. Action Clerk.

Emergency Plan update for the next meeting.

1. Finance.
2. 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.

1. To receive the Bank Reconciliation as at 31.05.2025

The bank reconciliation as at the 31.05.2025 was presented to council, showing the accounts has a discrepancy of £71.85 which was the donations received for the RBL, payment to be made by 30.06.2025. Signed by Cllr Cook & Gascoigne.

1. To approve the £70,000 transfer from the Business Savings Account to cover payment for the footpaths.

It was **Resolved** to approve the transfer – all agreed, show of hands.

1. To consider the options for the Business Fixed Rate Saver (expiring 18.06.2025).

After discussions it was **Resolved** to approve the re-investment of £85,000 into the 6-month business saver at a rate of 3.95%. All agreed – show of hands.

Councillors would like to investigate other options for the Council to ensure all accounts are under £85,000 Financial Services Compensation Scheme regulations. Action Clerk.

1. To consider the costs for a maintenance schedule for Warren Lane Balance Pond – consider 1 day per month as recommended.

After discussions it was **Resolved** to approve the costs of £525 per day (1 day per month) for the growing season to maintain the balance pond, by FWR Popplewell & Son the existing grass cutting contractor. All agreed – show of hands

1. To approve the costs to start the work to Sorrel Road balance pond, clearing the outlet/inlet pipe.

After discussions it was **Resolved** to approve the costs of £525 to clear the balance pond pipes by the existing hedge cutting contractor. All agreed – show of hands.

1. To consider the purchase of a Speed Indicator Device (SID) for Phase 3 Warren Lane.

*Deferred until the results of the speed survey are received from Lincolnshire Road Safety Partnership. (LRSP)*

1. To review the following policy.
2. Disciplinary Policy.

After discussion it was **Resolved** to approve a revised version of the policy

All agreed – show of hands.

1. To note comments for the planning application – 25/0478/RESM.

The following comments were submitted under Clerks delegated powers; the parish council did not meet.

‘No Comment’

1. To Resolve to approve a new role of village Caretaker & Job Description.

After discussions it was **Resolved** to approve the job description previously circulated. Clerk to advertise.

1. Village Hall Extension Update.

The Chair made comment that a meeting had been arranged for June with NKDC planning to discuss their timeline & requirement to satisfy the s106 for the funds to be released.

Frequent working group meeting now taking place with a member of public assisting with the project.

1. DATE AND TIME OF NEXT MEETING.

**Parish Council Meeting Wednesday 16th July 2025 at 7pm**

**Meeting closed 8.45pm.**

Signed ………………………………………………………

Date …………………………………………………………

Print ………………………………………………………..