



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

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

Present Cllr Karen Harrison – Chair, Cllr Charlie Strickland & Cllr Andy O’Brien.

Rachel Popplewell Parish Clerk

2 members of the public

District Councillor Peter Overton

Comments were received from a member of the public asking for draft minutes to be published before being approved, so they could advise of any changes. The Chair made comment that members of the public cannot change minutes of a parish council meeting.

Councillors confirmed that they would be consulting with residents regarding the new village hall and the new sports pitches.

Comments were received from a member of the public, to ask if the changing rooms were being moved away from the village hall, if so, could an additional business premises be incorporated into the built to accommodate a Personal Training facility. The Chair confirmed that currently the changing rooms would be staying at the village hall.

District Councillor Overton made comment about the new bin caddy scheme due to rolled out in March 2026.

Agenda Items

1. Welcome and Apologies.

It was **Resolved** to accept the apology & reason for absence from Cllr Gascoigne. All agreed – show of hands.

Cllr Harrison passed on thanks to Cllr Colin Cook, who has resigned from the Parish Council due to work commitments.

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.

None

3. Health & Safety brief

The Clerk made comment that a youth had to be cut out of a baby swing seat at Cuckoo Park, by the Fire Brigade, as they had got stuck.

4. Notes of the Parish Council meeting held on Wednesday 18th June 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.

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

The clerk made comment that Lost Village festival had agreed to fund a new climbing frame at Cuckoo Park, this has been ordered, and installation date is w/c 4th August 2025.

Piping of the ditch has been delayed, whilst the application for consent is being considered by Trent Valley Internal Drainage Board.

The Clerk asked the Chair to contact the member of public who conducted the Remembrance Day service, to ask if they are available for this years' service. **Action KH.**

The Clerk made comment about the new Nationwide savings account – it is still waiting to be opened, following the account maturing in June.

The request for a container for the football teams to located in the village, had been approved. The planning officer at NKDC stated where they are sited for a temporary period, planning permission would not ordinarily be required, and where they are sited in association with an existing use of land and would be held in situ by its own weight (no foundations) planning permission may not be required. It could fall within the scope of Schedule 2 Part 12 of the GDPO dependant on specifics. A definite location near to the existing scout hut was put forward for consideration.

The Clerk made comment that the communication between the Scouts & the Council had come to a stalemate regarding the 'no competition clause'. The Clerk was asked to contact the Scouts & ask for a copy of their business plan & who they would hire the hall out too, should the clause be removed. **Action Clerk**

Witham Juniors had asked if they could hire 2 fields, but only pay for one, it was **Resolved** to decline the request as their field hire charges have remained the same for this financial year, with the increase in costs not being passed onto the club. All agreed – show of hand.

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.

- b. To receive the Bank Reconciliation as at 30.06.2025

The bank reconciliation as at the 30.06.2025 was presented to council, showing the accounts balanced. Signed by Cllr O'Brien.

- c. To approve a budget to purchase a Christmas Tree, Stand, Lights & refreshments for the Christmas Tree lighting event.

It was **Resolved** to set a budget of £1250 for the event – all agreed, show of hands.

- d. To approve the cost to purchase a replacement baby swing for Cuckoo Park at a cost of £510.00

After discussions it was **Resolved** to approve the purchase of a new swing – all agreed, show of hands.

- e. To approve the cost to purchase 10 x 30mph & 2 x 40mph speed signs at a cost of £240.00

After discussions it was **Resolved** to approve the purchase of the signs – all agreed, show of hands.

7. To review the following policies

- a. Lone Working
- b. Grievance Policy
- c. Dignity at work policy

It was **Resolved** to review the policies, with amendments to each policy being noted. All agreed – show of hands.

8. To consider the requirements of the new Annual Governance Statement assertion 10 in the Annual Governance & Accountability Return.

The Clerk presented a report to the Council, highlighting 2 areas, where action needed to be taken to ensure compliance for assertion 10. One being the adoption of an IT policy, & the other training for members on GDPR.

The IT policy is for adoption agenda item 9a, training to be arranged.

Action Clerk.

9. To adopt the following new Policies.

- a. Information Technology
- b. Terms of Reference for the Policies Committee.

It was **Resolved** to adopt the Policies – all agreed, show of hands.

10. Planning

- a. To note comments for the planning application – 25/0478/RESM. Submitted under Clerks delegated powers.

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

"Important concerns are raised by the Parish Council regarding the "indicative drainage – engineer design" shown on the current plans. Originally, based on the S106 Document signed back in 2019, we understood that this would be a swale at the bottom of the cell.

However, it appears that an additional attenuation pond is currently being constructed, despite permission not yet given as this still an open application

This pond is significantly larger than a swale and unlike any other attenuation pond we currently have in the village, appears to be deeper with alarmingly, very steep sides.

This development is causing major concern for the Parish Council, especially since the location forms part of Phase 3 Public Open Spaces and can be seen from the site plan, will be adjacent to the football pitch earmarked for a Junior Football pitch. What additional safety measures will be implemented in the area.

We believe this poses a serious risk to not only the children playing in the area but also to other residents, given its proximity to the arterial road and the poor lighting conditions in the area.

Additionally, this change will have an impact on the total POS hectarage for Phase 3 as outlined in the S106 document, which could have further implications.

The Parish Council will not adopt this new balance pond."

- b. To consider the following planning application – to site an Inpost Parcel Locker, Lincolnshire Co-op, Muntjac Way, Witham St Hughs. Ref – 25/0763/FUL

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

"The parcel unit has been sited in front of the parking bay and our concern is, how many times the Co-Op wall been hit by a vehicle and repaired where the parking bays are. We would not like to see a residents wedged between parking bay and parcel unit. We would suggest the parcel unit is moved to the left where there would be a large standing area, away from the parking bays."

11. To approve the quotes to repair the hot water system at the Village Hall.

The Clerk presented the quotes to be considered. As the quotes weren't like for like, the Clerk was asked to re-contact the contractors. Action Clerk.

12. To consider adopting areas of open space from Taylor Wimpey, as requested by North Kesteven District Council (NKDC).

After discussions it was **Resolved** to decline the request from NKDC to adopt the additional areas, as there are too many ongoing issues with the open spaces regarding the trees and hedges. All agreed – show of hands.

13. Village Hall Extension update.

The Chair made comment that

- Councillors had met with 2 architects about project managing the extension up to submitting a planning application stage.
- Advice was being sort regarding VAT for the project.
- A funding meeting had taken place with a Council who has successfully applied to the Lottery
- A questionnaire is being put together to deliver to residents about the plans and usage of the hall.

14. To discuss the newly formed Balance Pond.

The Chair made comment that the planning application for the balance pond on Warren Lane was still an open application. NKDC are seeking clarification from the developers as to why the balance pond has been built, without previously notifying planning.

15. DATE AND TIME OF NEXT MEETINGS.

Parish Council Meeting Wednesday 20th August 2025 at 7pm

Meeting closed 9pm.

Signed

Date

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