Minutes of Witham St Hughs Parish Council meeting held on Wednesday 20th August 2025 at 7pm at the village hall.

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

Present Cllr Karen Harrison – Chair, Cllr Charlie Strickland, Cllr Mark Gascoigne & Cllr Andy O'Brien.

Rachel Popplewell Parish Clerk

5 members of the public

District Councillors Peter Overton & Mitch Elliott. County Councillor Marianne Overton.

Comments were received from Witham United football team, regarding the condition of the public open space used for football matches. The ground has cracked open due to the dry weather conditions. They asked if they could mark out the field behind the hall until the open space is repaired – this was approved. The Chair made comment that the Parish Council would investigate repairing the field.

A resident highlighted a planning application to the Parish Council, that has already been responded to (June minutes)

Cllr Elliott made comment regarding Fosse Green planning application that has been submitted.

Cllr M Overton made comment regarding the solar farm planned for the surrounding villages, another possible public consultation would be held locally. Voluntary help is possible from Balfour Beaty via an application to the Cllr Overton for a local project (Cllr Overton to pass on the application)

Agenda Items

1. Welcome and Apologies.
   The Chair welcomed everyone to the meeting.
   No 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.
   None
3. Health & Safety brief
   The Clerk made comment that the Hot Water tank had now been installed. The plumber advised that the TMV valves are serviced as they haven't been used properly since December, the Clerk was asked to arrange.
   The Plumber also advised that servicing from an outside Company for the water checking wasn't necessary, after discussions it was **Resolved** to cancel the contract – all agreed, show of hands.

4. Notes of the Parish Council meeting held on Wednesday 16th July 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. Notes of the Extra-ordinary Parish Council meeting held on Thursday 31st July 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 the new Caretaker had accepted the position with a start date of 04.09.2025.
   The Farmer's market is on the 06.12.2025, the Parish Council have agreed to have a stall.
   Remembrance Day the Vicar has confirmed attendance, just waiting confirmation from the sound man & Bugler.
   A new piece of play equipment has been installed at Cuckoo Park, donated by Lost Village Festival, thanks have been passed on.
   New yellow lines at the pinch point at Hedge Lane/ Warren Lane roundabout, have been proposed by Lincolnshire County Council (LCC), and supported by Cllr M Overton. A formal consultation will be held by LCC.
   A resident had emailed in querying his boundary on Rosehip Walk, after consideration Councillors confirmed that the boundary line was parallel to the footpath.
   The Clerk made comment that the Nationwide savings account has matured, the Clerk asked Councillors to consider meeting with CCLA regarding investing Parish Council reserves. Action Clerk.

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 31.07.2025
      The bank reconciliation as at the 31.07.2025 was presented to council, showing the accounts balanced. Signed by Cllr Strickland
   c. To review the budget as at 31.07.2025.
      The Budget was presented to council they should be at 33% of target at this point during the year - Income received being at 50% of target with next precept receipt due on the September 2025. Spending being at 30% of target – no amendments were required.

   d. To approve the cost for a 2-day Operational Inspection & Maintenance course for Play Park @ £215.00
      After discussions it was **Resolved** to approve the cost of £215.00 – all agreed, show of hands.

   e. To approve the cost to purchase 10 Hi-Viz jackets
      After discussions it was **Resolved** to approve the purchase of the Hi- Viz jackets at a cost of £50.00 plus VAT – all agreed, show of hands.
8. To review the bank signing mandate
   The Clerk made comment that following the resignation of Cllr Cook, there are only 2 signatories on the bank accounts. After discussions it was **Resolved** to add Cllr Gascoigne & Cllr O'Brien onto the mandates. All agreed – show of hands. Action Clerk.
9. To review the Christmas Tree event and to Resolve to approve any subsequent actions.
   Cllr Gascoigne gave an overview of the event and the costs. The Clerk was asked to submit the grant application to NKDC, if successful the grant would cover most of the costs for the event. Action Clerk.

10. To appoint members to the following committees and appoint a Chair of each Committee.
    a. Personnel Committee
    b. Policies Committee
    After discussions it was **Resolved** to appoint Cllr Gascoigne to the Personnel Committee and appoint Cllr O'Brien as the Chair of the Committee. All agreed – show of hands.
    It was **Resolved** to disband the Policies Committee. All agreed – show of hands.

11. To review the list of jobs for the new village caretaker.
    The list of jobs was reviewed by Councillors; Cllr Gascoigne will support the new caretaker for the first couple of weeks.

12. To review the following policies
    a. Project Management Policy
    b. Financial Reserves Policy
    c. Risk Management Policy
       It was **Resolved** to review the policies, with a slight amendment to wording in each policy being noted. All agreed – show of hands.

13. To review the Risk Register
    After discussions it was **Resolved** to accept the Risk Register with 3 changes noted, to points 1g, 12c & 13a, all agreed – show of hands.

14. To discuss the removal of the tree stumps around the village.
    Cllr Gascoigne made comment that there are a lot of tree stumps in the village and would the parish council consider removing them. Cllr Gascoigne offered to get quotes for consideration.

15. To discuss the possibility of installing solar panels to the village hall.
    Cllr Gascoigne asked Councillors to consider installing solar panels to the village hall roof, to save money on the electricity bill, they could then be extended onto the new extension.
    Cllr Gascoigne offered to get quotes to be considered.

*It was **Resolved** to suspend Standing Order 3x, to allow the meeting carry on beyond the 2 hours.*

16. To appoint an architect for the Village Hall Extension project (quotes previously circulated).
    The Clerk presented 3 quotes for consideration, after discussions it was **Resolved** to approve the quote from Studio G Architects for the project up to RIBA 3, for £13000 + VAT . All agreed – show of hands.

17. To discuss the Scout Lease.
    Deferred – until after the meeting with the Scouts.

18. DATE AND TIME OF NEXT MEETINGs.

Parish Council Meeting Thursday 11th September 2025 at 6.30pm

Meeting closed 9.45pm.

Signed ……………………………………………………

Date …………………………………………………………

Print ………………………………………………………..