



Minutes of Witham St Hughs Parish Council meeting held on Thursday 11th September 2025 at 6.30pm 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.

No public comment.

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 open space on Warren Lane had been repaired, with 10ton of soil being put into the cracks that had opened on the field.

4. Notes of the Parish Council meeting held on Wednesday 20th August 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 Studio G Architects have started on the extension project.

New salary scales for the Clerk have been received, to be backdated to 01.04.2025.

The Clerk made comment that the changes to the mandates on the parish council bank accounts have been held back as Councillors would like to consider alternative options for the funds. The Clerk was asked to arrange a meeting with CCLA.

Action Clerk.

The Clerk made comment that she had emailed the VEC about the outdoor electric sockets – as they are broken and not fixed to the wall. They confirmed that they belong to the Parish Council, donated by the VEC. They would consider a donation request to get them repaired.

Action Clerk.

The Clerk asked the Councillors to re-visit the boundary query on Rosehip Walk as it was still unclear where the boundary line was, the Clerk was asked to send all the information to the resident for them to consider. Thanks were passed onto Cargill for using their Volunteer Day to help clear the allotments.

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 31.08.2025

The bank reconciliation as at the 31.08.2025 was presented to council, showing the accounts balanced.
Signed by Cllr O'Brien.

- c. To approve the costs to purchase a mobile phone for the Caretaker, plus sim card & sim card for the Parish Clerk at a cost of £70 for the phone & £15pm for the 2 sim cards.

It was **Resolved** to approve costs for the sim cards & mobile phone – All agreed, show of hands.

- d. To approve the purchase of 2 new bins to replace the existing ones at Cuckoo Park & Hedge Lane Park.

It was **Resolved** to approve the purchase of 2 new bins. All agreed – show of hands.

- e. To approve the costs to relocate an existing gate to Warren Lane balance pond.

It was **Resolved** to approve the cost to relocate the gate of £320.00. All agreed – show of hands.

- f. To approve the costs to install a tree stand on the market square

Deferred to the next meeting.

Action Clerk.

7. To review the following policies

- a. Complaints Procedure & Handling Method.
- b. Councillor Vacancy & Co-option Policy
- c. Whistle Blowing Policy
- d. Councillor Expenses Policy

It was **Resolved** to review the policies, with a slight amendment to the wording of the Councillor Vacancy & Co-option policy being noted. All agreed – show of hands.

8. To consider the quotes to install panels to the village hall.

After discussions it was **Resolved** to approve the quote from LMF Energy supplies for £11,800 excluding VAT, subject to a successful grant funding application – a 30% contribution would be required from the Parish Council. All agreed – show of hands.

9. To consider the quotes to remove tree stumps around the village.

The Clerk presented the quotes to Council for consideration, after discussions it was **Resolved** to accept the quote from Springwood Tree Services for £ 1650.00 + VAT. All agreed – show of hands.

10. To consider the quotes (previously circulated) to appoint a VAT consultant to assist with the Village Hall extension Project.

The Clerk made comment that the Parish Council may have to be registered for VAT, prior to the village hall extension project and this may affect the way the project is funded.

After consideration it was **Resolved** to accept the quote from Steve Parkinson of £1900 + VAT. All agreed, show of hands,

11. New Play Park, Skate Park & MUGA update

The Chair made comment that draft designs had been received from Strawson's for the new Skate Park & Play Park, they also incorporated a new MUGA to be installed at the same time. The area designated for the new play park is being dug out ready for the works.

Final plans & costings are yet to be approved.

8.05pm

The Parish Council **Resolved** to move into closed session, to discuss the following agenda items. All agreed – show of hands.

Items of confidential nature to be debated in the absence of the press & public under the Public Bodies (Admission to meetings) Act 1960.

12. Staffing

The Clerk asked Councillors to approve the purchase of an App to log the cleaning jobs for the village hall caretakers – cost £28.99. It was **Resolved** to approve the purchase – All agreed show of hands.

The Clerk asked Councillor to consider an increase the Litter Pickers' hours by 2hrs per week, to include cleaning of the flats above the shops for Strawson's. Strawson will reimburse the Council for the costs & supply all cleaning equipment. It was **Resolved** to approve the increase, subject to the Litter Picker accepting the additional hours - All agreed, show of hands.

A written warning has been issued to one of the Caretakes, following a hall booking at the end of August when the hall was left unlocked.

13. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Wednesday 15th October 2025 at 7pm.

Signed

Date

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