



Minutes of Witham St Hughs Parish Council meeting held on Wednesday 19th November 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.

Agenda Items

1. Welcome and Apologies.

The Chair welcomed everyone to the meeting.

Apology was received from Cllr Kerry Bowley-Webb. It was **Resolved** to accept the reason for absence and the apology. All agreed - show of hands.

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 fencing and skip were still on site after the bonfire event.

The Clerk asked for a new desk, following a review of the work station. It was **Resolved** to purchase 2 new desks for the parish office. Action Clerk.

4. Notes of the Parish Council meeting held on Wednesday 16th October 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 Tuesday 21st October 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.

The Clerk commented, Phil Turton was not co-opted onto the Parish Council as his Acceptance of Office and Register of Interests forms remained unsigned and incomplete.

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

The Clerk made comment that

- the Remembrance Day Service was a success with donations collected of £11.50.
- The Council had been in touch with Lincolnshire County Council regarding mud on the road, on Warren Lane, with a prompt response received.
- An email had been received regarding an incident involving 2 dogs in the village – no further action required.
- Business Rates relief form had been completed and returned to NKDC
- The terms for the scout lease had been forwarded to the Solicitors
- The ditch behind the village hall is due to be infilled at the beginning of December

- Barratt and David Wilson Homes have asked if they could sponsor an event in the village – Clerk will speak to them in the new year.
- The Clerk has requested a report on the tree outside a property on Fox Hollow, to establish if it should be removed.
- A representative from the Church has requested a meeting with the Council to bring services back to the village.

The Clerk asked the Council to consider repainting the entrance and the office in the village hall, it was **Resolved** to get quotes for the painting for consideration. **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 31.10.2025

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

c. To approve the payment for the Hawthorn Whips for (£94.05)

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

d. To approve the costs to purchase 2 large planters for the market square to cover the Christmas Tree stand

After discussions it was **Resolved** to approve a budget of £650.00 for the planters. All agreed - show of hands.

8. To resolve to agree to charge Lincolnshire County Council £1600 for the clearance of the grates and kerbside slits on Warren Lane.

After discussions it was **Resolved** to approve the £1600 fee. All agreed – show of hands.

9. To consider opening a new account with CCLA and transferring parish council funds over.

After discussions it was **Resolved** to authorise investments into a Qualifying Money Market Fund (Personal Sector Deposit Fund) with CCLA, Cllr Harrison, Strickland & O'Brien permitted to approve investments along with the Parish Clerk R Popplewell. Balance to be transferred on opening. All agreed – show of hands.

Action Clerk.

10. To approve the closure of the Parish Council savings accounts and transfer the closing balances to CCLA. (subject to agenda point 9 being approved).

It was **Resolved** to close the Nationwide and Cambridge Building Society Accounts and transfer the balances to CCLA. All agreed – show of hands. **Action Clerk.**

11. To resolve to agree to apply for a grant for the maintenance of the football field.

After discussions it was **Resolved** to apply for the grant – all agreed, show of hands.

12. To reconsider the purchase of the solar panels, using CiL Levys, (Previously agreed to purchase via grant with a 30% pc contribution).

As per standing order 7a, the Clerk has received 3 written notices for the Resolution to be revisited. After discussions it was **Resolved** to use CiL levys to purchase the solar panels – All agreed, show of hands. Clerk was asked to ensure that it won't impact on the new hall extension. **Action Clerk.**

13. To review the following policies

a. Social Media Policy

b. Pay Policy

c. Terms of Reference for the Allotment Committee.

After discussions it was **Resolved** to review the policies with a slight amendment to the wording for all 3 policies . All agreed – show of hands,

14. Village Hall Extension Update.

- a. To Resolve to approve an amendment to the contract with Studio 8 architects, to now include RIBA level 4 – additional cost of £10,500.00

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

- b. To Resolve to sign the contract for the village hall extension project.

After discussions it was **Resolved** to sign the contract, signed by Cllr O'Brien.

Further discussion took place regarding the consultation, the clerk confirmed that the, invites for the consultation had been delivered to all residents.

15. Christmas Tree lighting event update

The Clerk made comment that most things were in place for the event on the 30.11.2025. Refreshments ect Christmas Tree to be collected on Thursday 27th November.

16. Update of the meeting with the Village Events Committee. (VEC)

Cllr O'Brien & Cllr Gascoigne made comment that they had had a successful meeting with the VEC, with more regular meetings planned to -

- aid communication.
- Consider a location for their container
- The VEC confirmed they would pay to repair the outdoor electrical sockets, parish council to purchase the parts.

17. To consider applying for grants to fund the installation of the new MUGA.

After discussions it was **Resolved** to investigate grant funding for the MUGA. All agreed – show of hands.

9pm - It was **Resolved** to suspend Standing order 3x and extend the time of the meeting. All agreed – show of hands.

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.

18. Staffing

It was **Resolved** to approve the cost of an eye test for the Clerk and overtime payments for September & October 2025. All agreed – show of hands.

The clerk made comment that staff appraisals would be carried out over the next month.

The new caretakers' probationary period finishes on the 27.11.2025, it was **Resolved** to appoint the caretaker on a permanent basis. All agree – show of hands.

19. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Wednesday 17th December 2025 at 7pm.

Meeting Closed 9.30pm

Signed

Date

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