

WITHAM ST HUGHS PARISH COUNCIL

The Village Hall, Caraway Drive

Witham St Hughs

Lincoln

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NOTICE IS HEREBY GIVEN and COUNCILLORS are SUMMONED to attend the next meeting of Witham St Hughs Parish Council to be held on Wednesday 18th February 2026 at 7pm in the village hall. At which the under mentioned business will be transacted.

There will be a 10-minute public forum at the start of the meeting, followed by a further 10 minutes allocated to receive reports from County and District Councillors, your presence is required during this time.

All public questions must be sent in beforehand, with speaking restricted 3 minutes per person.

Rachel Poppewell

Parish Clerk

13.02.2026

CHAIRMANS WELCOME & FIRE SAFETY BRIEF

1. Welcome and 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.
3. Health & Safety brief.
4. Notes of the Parish Council meeting held on Wednesday 21st January 2026 to be approved as minutes.
5. Clerks Update & Correspondence - to Resolve to approve any subsequent actions.
6. Finance.
 - a. To Authorise the signing of orders for payment, list previously circulated.
 - b. To receive the Bank Reconciliation as at 31.01.2026
 - c. To Resolve to close the Unity Trust bank accounts money now in CCLA
 - d. To review the invoice for Councillors email accounts & approve the payment.
7. To consider the quote for the 3-year tree maintenance report – deferred from January
8. To review the following policies
 - a. Records Retention Policy
 - b. Data Protection Policy
 - c. Data Breach Policy
 - d. Subject Access Request Procedure

- e. Data Map
- f. To received Security Compliance checklist from each Councillor

9. Village Hall Extension Update.

- a. To Resolve to approve the plans to be submitted for the planning application
- b. To Resolve to approve the planning application fee of £1261 + VAT

10. To approve the purchase of a container for storage for the Parish Council.

11. Update of meeting with Village Events Committee.

12. DATE AND TIME OF NEXT MEETING.

Parish Council Meeting Wednesday 18th March 2026 at 7pm.