



Minutes of Witham St Hughs Parish Council meeting held on Wednesday 18th February 2026 at 7pm at the village hall.

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

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

1. Welcome and Apologies.

The Chair welcomed everyone to the meeting.

Apologies were 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.

Solar Panels have been installed at the village hall: the cage to surround the battery & consumer unit wasn’t included in the order. The cost of a cage was £360 + VAT, it was **Resolved** to approve the costs – all agreed, show of hands.

Action Clerk.

4. Notes of the Parish Council meeting held on Wednesday 21st January 2026 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 emergency lights have been repaired, along with the lights in the large hall – that were wired incorrectly by the previous contractor.

The hall entrance and parish office are being decorated 16th – 20th February.

The Parish Council have received a grant from Lost Village festival towards the solar panels of £4678.

Sorrel Road balance pond is being cleared 4th-6th March 2026, a letter will be delivered to residents that live near the pond.

The new entrance gates onto the village hall field, are being installed 19th/20th February

Pennells have sponsored the new planter, located on the village square for £250.

The Clerk had received a letter from resident on Cuckoo Walk after they have been asked not to drive over the footpath. Cllr Harrison & Cllr Gascoigne offered to meet them.

Action KH & MG

The Clerk had received a request for a Sunday booking, after discussions it was **Resolved** to approve the request 9.30am start. All agreed – show of hands.

The Clerk was asked to contact the Solicitors, regarding the Scouts lease, as nothing has been circulated following the revised wording being approved.

Action Clerk.

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 31.01.2026
The Bank Reconciliation as at 31.01.2026 was presented to council, showing the accounts balanced.
Signed by Cllr O’Brien.
 - c. To Resolve to close the Unity Trust bank accounts money now in CCLA
The Clerk confirmed that the money from Unity Trust had been transferred to CCLA. It was **Resolved** to close the Unity Trust Accounts – all agreed, show of hands. Closed Account Form was signed.
 - d. To review the invoice for Councillors email accounts & approve the payment.
The Clerk presented the invoice for payment, which included 10 x Microsoft office accounts, the Clerk was asked to get a revised quote for 7 accounts along with the email addresses. **Action Clerk.**
7. To consider the quote for the 3-year tree maintenance report – deferred from January.
The quotes were presented to Councillors, after discussions it was **Resolved** to accept the quote from Arboglyph Tree Services Ltd for £2850 + VAT. All agreed – show of hands. **Action Clerk.**
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
It was **Resolved** to review the policies; no amendments were required. All agreed – show of hands.
Security Compliance Checklists were received from all Councillors.
9. Village Hall Extension Update.
- a. To Resolve to approve the plans to be submitted for the planning application
Following discussions, it was **Resolved** to approve the planning application pack subject to land ownership of the bund next to the MUGA being received and the ditch to the rear of the hall being piped in. All agreed – show of hands.
 - b. To Resolve to approve the planning application fee of £1261 + VAT
It was **Resolved** to approve the planning application fee. All agreed – show of hands.
10. To approve the purchase of a container for storage for the Parish Council.
Cllr Gascoigne made comment that a container was needed for additional storage for the Parish Council. After discussions it was **Resolved** to purchase a container, budget approved £2500 to include transportation costs. All agreed – show of hands.
11. Update of meeting with Village Events Committee (VEC)
The Chair made comment that the following points had been discussed with the VEC –
Installation of a new entrance gate to the field from Cargills Road, which will be in place for beer festival, moving forward all vehicles will be asked to use this entrance when accessing the field

The events planned for this year by the VEC have been given the go ahead by the Council as the anticipated village hall extension won’t start until 2027.

The Council will be purchasing a new container for storage, this will be sited at the end of the village hall, the VEC will move their existing container to the same location.

The containers will be clad – quotes to be obtained by the Parish Council.

12. DATE AND TIME OF NEXT MEETING.

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

Signed

Date

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