



Minutes of Witham St Hughs Parish Council meeting held on Wednesday 22nd April 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.

Rachel Popplewell – Parish Clerk

District Councillors Peter Overton & Mitch Elliott

County Councillor Marianne Overton

Reports were received from the District & County Councillors.

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.

The Chair made comment that Cllr Andy O’Brien had resigned from the Council, the Chair passed her thanks to Cllr O’Brien for his time on the Council.

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 remedials from the EICR report still to be completed.

4. Notes of the Parish Council meeting held on Wednesday 18th March 2026 to be approved as minutes.

It was **Resolved** to approve the notes as minutes, all agreed – show of hands.

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

The Clerk made comment that

- the new container has been installed; thanks were passed onto Cllr Gascoigne for leading the project.
 - The Unity Trust bank accounts have been closed.
 - Co-op balance pond is now starting to green over the open spaces contractor had asked if he needed to maintain the area this year. After discussions it was **Resolved** to approve 4 cuts for this year @ £525 per cut (as per the budget for 2026/27), all agreed show of hands.
 - Sorrel Road balance pond has been partially cleared this would now need to be maintained on a more regular basis; it was **Resolved** to ask the Hedge & Tree contractor for 1 additional day a month to work on the balance pond @ £525 per day. All agree, show of hands. **Action Clerk.**
- It was noted that resident has been fly tipping in the balance pond, Councillors will contact.

6. Finance.
- a. To Authorise the signing of orders for payment, list previously circulated.
It was **Resolved** to approve the accounts as payments – all agreed, show of hands.
 - b. To receive the Bank Reconciliation as at 31.03.2026
The Bank Reconciliation for the 31.03.2026 was presented to council showing the accounts balanced, signed by Cllr Gascoigne.
 - c. To Resolve to approve a monthly budget for the village caretaker.
After discussions it was **Resolved** to approve a budget of £100pm to purchase items for the village caretaker for Councillor Gascoigne. Clerk to be notified of any purchases as soon as possible. All agreed, show of hands. Clerk to amend FR.
 - d. To review the budget as at 31.03.2026.
The year end budget was presented and noted.
7. To consider the request from EMICS for a donation of £500
After discussions it was **Resolved** to decline the request but make the EMICS the council's charity of the year, with donation boxes to be put out during the tree Christmas tree lighting event in November. All agreed – show of hands.
8. To discuss the Football Pitch Maintenance update.
The Clerk made comment that the next step in applying for a grant from Lincs FA would be for 2 members to complete the Grounds Maintenance Foundation course – Level 1 at a cost of £70 per candidate. After discussions it was **Resolved** to ask the Grass Cutting contractor and a member of the Junior football team to do the course, all agree – show of hands Action Clerk.
9. To review the following policies;
- a. CCTV Policy
 - b. Recording of Meetings Policy
 - c. Health & Safety Policy
- After discussions it was **Resolved** to approve revised versions of the CCTV & Recording of Meetings Policies and to review the Health & Safety Policy no amendments were required. All agreed – show of hands.
10. To consider the following planning applications
- a. Application of Proposed Works to Trees Subject to Tree Preservation Order Ref 26/0477/TPO
After discussions it was **Resolved** to submit the following comments 'the Parish Council will support the comments of the tree officer' – all agreed show of hands.
 - b. Erection of warehouse for B2/B8 use
Hanger 5 Camp Road, Witham St Hughs. Ref – 26/0385/FUL
After discussions it was **Resolved** to submit 'no comment' for the application. All agreed show of hands.
11. To resolve to appoint the new bar provider for Friday Night bar nights.
After discussions it was **Resolved** to appoint Witham Events Committee as the new provider until the hall is closed for the extension to be built. All agreed show of hands. A meeting would need to be arranged to review the T&C for the hire and sign any paperwork as requested under the licence. Action Clerk.
12. Village Hall Extension update.
The Clerk confirmed that once the ditch had been piped in the planning application for the extension can be submitted to planning authority.

- 13. To approve the lease/disposal of land under lease agreement for 29th Witham Scouts
After discussions it was **Resolved** to approve the Disposal of the Land for the 29th Witham Scouts and Sign the Land Lease. All agreed – show of hands. Lease was signed by 3 Councillors and the Clerk.
- 14. To review Land Transfer LL315186, specifically clauses 2, 3 and 4 of panel 12, and agree to sign for Solicitor
After discussions it was **Resolved** to sign the Land Transfer LL315186 and to approve clauses 2,3 and 4 of panel 12. All agreed – show of hands.

It was Resolved to move into closed session.

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

- 15. To resolve to move into closed session to discuss the following
 - a. Staffing.
After discussions it was Resolved to appoint a HR consultant. Action Clerk.
 - b. Terms & Conditions for the Bar Provision.
After discussions it was **Resolved** to approve the Terms & Conditions for the new bar provider. All agreed – show of hands.

16. DATE AND TIME OF NEXT MEETINGS

Parish Meeting Thursday 7th May 2026 at 7pm

Annual Parish Council Meeting Wednesday 20th May 2026 at 7pm.

Meeting Closed at 9pm.

Signed

Print

Date