



**Minutes of Witham St Hughs Parish Council meeting held on Wednesday 17<sup>th</sup> February 2021 at 7.30pm via Zoom.**

Present Cllr Harrison – Chair, Cllr Snape – Vice Chair, Cllr Branagan, Cllr Hall & Cllr Fenney

Rachel Popplewell – Clerk

County Councillor Marianne Overton.

District Councillor Peter Overton

4 members of the public.

Cllr Overton confirmed that garden waste & general waste bins were not being emptied this week due to staffing issues. Additional COVID19 grant funding was still available, businesses were being encouraged to apply. The Environmental team were now getting involved with the Fireworks motion to reduce noise levels.

Agenda Items

1. Welcome & Apologies.

The Chair welcomed everyone to the meeting. The meeting was being held via Zoom to comply with Social Distancing Regulations due to COVID 19.

The Clerk made comment that Cllr Linnell had requested a 3-month dispensation from Parish Council duties due to Personal reasons.

It was **Resolved** to accept the request & reason for absence Proposed by Cllr Harrison, seconded by Cllr Snape - All Agreed by show of hands.

2. To received 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 Received

3. Health & Safety.

The Clerk made comment that the bridge at the back of the hall near the MUGA had been removed by the Village Hall Events committee, as highlighted in the Health & Safety report of July 2020.

A new bridge would be installed with a handrail later in the year.

4. To Resolve to fill by Co-option the Parish Council Vacancy.

The Clerk made comment that she had received four applicants for the Vacancy. Each candidate had sent in a résumé and had a 'meet & greet' with the Councillors.

Due to the meeting being on zoom a paper ballot was not possible, a text vote to the Clerk was taken instead.

A majority vote in favour on Mr Nick Yeatts-Walker was received.

Cllr Harrison proposed to Co-opt Mr Nick Yeatts-Walker onto the Parish Council following the majority vote, Seconded by Cllr Snape – All Agreed

Mr Yeatts-Walker then signed his Acceptance of Office form; he could then participate in the rest of the meeting.

The Chair welcomed Cllr Yeatts-Walker to the Parish Council & the meeting. Declaration of Interests Form to be returned within 28days. **Action Cllr Yeatts-Walker.**

The Chair thanked all of those who applied for their interest and time spent meeting the Councillors prior to this meeting.

5. Notes of the Parish Council Meeting held on Wednesday 20<sup>th</sup> January 2021 to be approved as minutes.

It was **Resolved** to approve the notes as minutes – All agreed by show of hands.  
Signed by the Chair.

6. Notes of the Extra-Ordinary Parish Council meeting held on Saturday 30<sup>th</sup> January 2021 to be approved as minutes.

It was **Resolved** to approve the notes as minutes – All Agreed by show of hands.

7. Clerks Update & Correspondence & Resolve to agree any actions/costs.

The Clerk made comment that the new tree & shrubs contractor was working his way through the tree report, he has carried out all required works on the trees highlighted in red (immediate attention required).

The 2 newly purchased grit bins had been delivered and installed, thanks to Mr M Gascoigne for collecting & filling both bins with grit. The hoggin paths are being repaired this week (17.02.21). The Clerk made comment that the gas contract had been renewed for another term.

8. Finance

- a. It was **Resolved** to approve the list of payments (list previously circulated). All Agreed, show of hands.  
Signed by The Chairman
- b. The Bank Reconciliation was presented as at 31.01.2021 – showing the accounts balanced – signed by the Chairman.

9. To Review the Following Policies.

- a. Donations & Grants Policy – **Resolved** to adopt the policy after reviewing no amendments required – All Agreed.
- b. Data Breach Policy – **Resolved** to adopt the policy after reviewing no amendments required – All Agreed.
- c. Data Protection Policy – **Resolved** to accept the with slight wording amendment – All Agreed.
- d. Subject Access Request Procedure – **Resolved** to accept with slight wording amendment – All Agreed.
- e. Records Retention Policy – **Resolved** to adopt the policy after reviewing no amendments required – All Agreed.
- f. Data Map – **Resolved** to accept amended policy (now to include Litter Picker) All Agreed.
- g. To receive GDPR Security Compliance Checklists (amendments or new forms)  
Cllr Harrison, Snape & Fenney confirmed that their checklists were UpToDate. Cllrs Hall, Branagan & Yeatts-Walker to return their forms to the Clerk. **Action Councillors.**
- h. Personnel Committee Terms of Reference – revised wording to be approved at the next meeting.  
**Action Clerk**

10. To Consider the following Planning Applications.

- a. Single Storey side extension. 6 Thyme Walk, Witham St Hughs. Ref – 21/0102/HOUS. Witham St Hughs Council wish to submit the following comments.

After discussions it was **Resolved** to submit the following comments for the application. 'Consideration should be given to builders accessing the site, as there is no vehicular access to the property, the open space/pathway near to the property is only a resin path, the grassed areas are open space land. We cannot allow storage of materials on open spaces or pathways. Any damaged caused by the contractors would need to be repaired'.

- b. Hybrid planning application consisting of full planning permission for Phase 4 - the erection of four units comprising uses E, B2 and B8 with associated access, car parking and landscaping and outline permission with all matters reserved for phases 5 to 7 consisting of the proposed erection of six commercial units comprising use classes E, B2 and B8 St. Modwen Park Lincoln Camp Road Witham St Hughs LN6 9BJ  
Ref. No: 20/1523/FUL.

After discussions it was **Resolved** to Object to the application above, a full copy of the objection is attached to the minutes and sent to NKDC planning department.

11. To appoint members to the Personnel Committee.

The Chair made comment that all members of the Parish Council, excluding the Chair are to be appointed to the Personnel Committee as per the Terms of Reference.

It was **Resolved** to appoint Cllr Hall, Cllr Branagan & Cllr Yeatts-Walker to the committee.

*The Chair suspended standing orders to receive comments from County Councillor Overton.*

Cllr Overton made comment that extra funding would be made available to repair the roads and help combat localised flooding. Residents of Witham St Hughs had asked if they would be able to access the recycling centres at Newark, this request had been declined by Nottinghamshire Councils. The Planning application to build a new animal processing plant at Skellingthorpe had been approved.

Cllr Overton was asked to investigate the 'FixMyStreet' complaint – highlighting to LCC that a Bamboo bush is embedded in the pavement causing a hazard it has been marked as completed/removed on several occasions when the bush is still there.

*The Chair re-instated standing orders to continue the meeting.*

12. To Approve the CILCA Costs for the Clerk

The Clerk made comment that the full cost of the course would be £850.

It was **Resolved** to approve the costs – All agreed – show of hands.

13. To resolve to approve the quote to install the new litter bins.

The Clerk made comment that she had approached 3 contractors to quote to install the bins with only 1 quote being received of £265.

It was **Resolved** to approve the quote, with comment to ensure the bins are flush to the ground. All agreed – show of hands.

14. To resolve to approve the quote to repair 3 x broken bollards in the village.

The Clerk made comment that she had received a quote to repair the broken bollards of £390, if they could not be repaired, they would be replaced.

It was **Resolved** to approve the quote. All agreed – show of hands.

15. To resolve to approve Lincolnshire Association of Local Councils training scheme fees.  
The Clerk made comment that the cost of the annual training scheme would be £125.  
After discussions it was **Resolved** to approve the annual training scheme fees for the year 2021/22. All agreed – show of hands.
16. To approve the costs to clean the Balance Ponds.  
Deferred to the next meeting.
17. Date & Time of the Next Meeting.

**Wednesday 17<sup>th</sup> March 2021, 7.30pm.**

**The Parish Council then moved into Closed Session – 9pm**

Signed .....

Date .....

Print .....

Closed Session Agenda.

1. Notes of the Closed Session Parish Council Meeting held on Wednesday 20<sup>th</sup> January 2021 to be approved as minutes.

It was **Resolved** to approve the notes as minutes – All Agreed signed by the Chair.