Minutes of Witham St Hughs Parish Council meeting held on Wednesday 16th September 2026 at 7.00pm at the village hall.

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

Present Cllr Karen Harrison – Chair, Cllr Mark Gascoigne & Cllr Andy O'Brien.
Rachel Popplewell – Parish Clerk

1. Welcome and Apologies.
   The Chair welcomed everyone to the meeting.
   Apologies were received from Cllr Mitch Elliott. It was **Resolved** to accept the reason for absence and the apology. All agreed – show of hands.
   Apologies were noted from Cllr Marianne Overton & Cllr Peter Overton

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 open space on Warren Lane that is used for the football matches, has been repaired, rolled and re-seeded. The contractor asked that the field isn't used for football for 4-6 weeks to allow for the grass to grow.
   It was **Resolved** to approve the request; the field will be re-examined towards the end of October. Clerk to advise the football teams. Action Clerk.
   A grate is required to cover the entrance to the drainage pipe, behind the village hall. Cllr Gascoigne offered to investigate. Action MG

4. Notes of the Parish Council meeting held on Thursday 20th August 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 S106 monies for the hall extension had been received from the District Council.
   - The repairs to the flooring at the play parks would be completed the first week of November.
   - The Clerk asked the Councillors to re-visit the invoice issued to the Village Events Committee for beer festival. After discussions it was **Resolved** to issue a new invoice. All agreed – show of hand. Action Clerk.
   - The Clerk asked Councillors to sign new bank mandate forms to remove Cllr Strickland, following her resignation.

   7.30pm Cllr Mitch Elliott joined the meeting

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 31.08.2026
      The Bank Reconciliation for the 31.08.2026 was presented to council showing the accounts balanced, signed by Cllr O'Brien.
   c. To approve the costs for the additional repairs to the open space on Warren Lane & at the village hall, to include purchase of soil, grass seed and the costs to hire the roller.
      After discussions it was **Resolved** to approve the additional costs of £430.00. All agreed – show of hands.

7. To approve the purchase of the Solar Panel Speed Indicator Signs.
   After discussions it was **Resolved** to purchase the speed signs of £4678.98. All agreed – show of hands.
   To be reimbursed by a grant from Lost Village.

8. To receive the External auditors report.
   The Clerk presented the External Auditors report to Council; no matters were highlighted. Thanks were passed onto the Clerk for a good internal & external audit.

9. To receive the following policies.
   a. Risk Management Policy
   b. Whistle Blowing Policy
   c. Complaints Procedure & Handling Policy
   d. Risk Register
      After discussions it was **Resolved** to adopt revised versions of the policies and procedures. All agreed – show of hands.

10. To confirm arrangements for the Remembrance Day Service on the 8th of November.
    The Chair confirmed that most of the arrangements were in place, refreshments to be bought nearer the time. The Women's Institute would help on the day to serve tea & coffee. Action Clerk.

11. To discuss the arrangements for the Tree Lighting Event on 29th November.
    Cllr Gascoigne made comment that the costs for the Christmas Tree would be £270.00. The Women's Institute would help serving refreshments. Cllr Gascoigne offered to contact the Co-op regarding a donation of mince pies and short bread.

12. Village Hall Extension Update.
    The Chair made comment that the Council had moved onto the next stage of the process RIBA 4, this is to produce a schedule of works to be sent out to contractors for the tender process.
    Additional contractors would need to be appointed including an Employers Agent/Quantity Surveyor; council are awaiting quotes from Studio G architects.
    The Clerk made comment that a report had been received from Parkinson Partnership regarding the Councils VAT position – during and after the project, a meeting was suggested to discuss the options.
    Action Clerk.

13. Staffing.
    The Clerk as the Councillors if the Caretakers were to continue using the Cleaning App to log their jobs – this was confirmed.

A member of staff had booked a holiday but didn't have enough annual leave. She would like to take it as unpaid leave. *Decision was deferred.*

14. DATE AND TIME OF NEXT MEETINGS

Parish Council meeting Wednesday 21st October 2026 at 7pm.

Meeting Closed at 9pm.

Signed ……..

Print ……..

Date ……..