

**WITHAM ST HUGHS PARISH COUNCIL**  
**Minutes of the Meeting Wednesday Wednesday 15<sup>th</sup> July 2015**  
**At 7.00pm at the Village Hall Witham St Hughs**

**Apologies:** Cllr D Hill

**Parish Councillors' attending** Cllr K Harrison, Cllr J Phillipson, Cllr A Axford  
 Cllr P Rothwell

**Other attendees:** Mrs. S Lane (clerk) Mr. A King, Mr. M Morley Four members of the public.

**1: Welcome**

Cllr K Harrison welcomed all to the meeting, explaining how the parish council meetings are run. I.e. Public speaking 7.00pm – 7.15pm. After that council business is dealt with, members of the public are welcome to stay but are not allowed to take part in discussion unless invited to by the chair. All decisions are made by proposal and approval of parish council members.

**2: To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's**

**To also remind councillor's that it is their duty to declare to the monitoring officer (NKDC) any changes to their original Register of Interests within 28 days of any change to you or your partners DPI's**

**Agenda items DPI's declared:** KH: VHEC, Auscann, Allotments, JP: Allotments.  
 PR: Allotments

**3. Co-option of parish councillors** (discussion moved to closed session)

**4. Public Speaking**

Matters discussed: **Work on trees and shrubs in the village:** KH informed that a meeting had been held with Bloomin Gardens and that arrangements have been made for work to be carried asap, taking into account the no work can be done regarding the trees until after the end of July due to birds nesting.

Areas discussed were: Patch Road, Cuckoo Walk plus the areas that KH walked around that had been reported by residents.

**Action: KH to contact Bloomin Gardens to arrange dates for the work to be carried out.**

**Parking:** The issue of parking problems in the village were raised, residents and visitors are parking next to junctions, impairing vision for drivers.

**Action: SL to write to Alan Brown (LCC Highways) for an update of the situation.**

**Camp Road roundabout access:** Concern over access and the amount of traffic when Phase 3 is built. PR directed residents to the Facebook page for information and plans.

**Cell 17 planning:** Concern over the layout and lack of parking. PC to look at the plans and respond to NKDC accordingly.

**Youth Activities:** Katherine Austin presented to the meeting ideas for the outdoor education scheme.

The council agreed that this is a good idea and requested that she forward SL plans on how to move this forward.

**Signed**

**Date**

**5. Police report** No report given.

**Discussion over incidents regarding youths in the village mainly around the MUGA court.**

There have been two reported incidents of indecent exposure, one of an incident with BB Guns resulting in a young lady being injured, foul language and intimidation of younger children and adults in this area. All these incidents have been reported to the police. We await the outcome of any action to be taken.

**Action: JP to write to the Chief Constable regarding lack of attendance at meetings.**

**Please contact the police on 101 for non-emergencies or 999 for emergencies**

**6: Dog Warden report**

No report given, verbal update from SL. (see file)

**7: Minutes of previous meeting of the AGM to be signed as correct and matter arising from the above minutes**

Minutes of meetings held on were agreed and signed as correct (KH)

Policies deferred: Standing Orders and Social Media

**Both proposed by KH. All in agreement (show of hands) policies passed.**

**Employment Committee: Deferred to next meeting**

**8: Accounts to date to be tabled for 2014/2015**

**Action: Accounts are to be emailed to all Cllrs**

SL gave an up to date report of the accounts, giving explanations on expenditure and income and the balance as per reconciliation with the bank account. (On file)

**8a: Payments authorised by KH and JP**

**8b: Investec Financial Advisor:**

**Action: KH to complete forms and return**

**8c: 106 Monies:** SL gave a breakdown of the outstanding figures owing to WSH PC for 106 payments. (Email on file from NKDC) PR and KH queried the amount stated in the email as this differed from the amount PR had been given previously

**Action: SL to email NKDC**

It was discussed that the residents should have a choice as to what the monies not specifically spoken for are spent on.

**Cllr P Rothwell gave his apologies and left the meeting.**

**9: Highways, Pathways and Parking** Matters arising under this heading had been discussed under Public Speaking.

**10: Grounds Maintenance / Open Spaces**

KH has arranged on a day rate for Bloomin Gardens to attend to the work required doing asap. With the proposal that certain trees in the village will have to be removed. Taylor Wimpey have agreed to send their contractors to inspect trees on Tall Pines Road.

**11: Play areas** AA carried out an inspection of the play parks in the village (copy sent to Cllrs) Report of a small child tripping over the raised soft play floor, cutting his head (on file)

**Action: AA to meet with representative from Kompan to discuss action asap**  
Request for "No Dog" signs **SL to contact GAME re a metal stencil for the pathways**

**Signed**

**Date**

**12: Village Hall Manager report:**

Cllr Phillipson gave his report, (on file)

**13: Allotment Committee report:** (on file)

**14: Planning**

Cell 17 Permission Homes:.

As this is a complex application it was agreed to send this out via the circulation folder. JP to take first then pass to councillors. **SL requested that any comments be emailed to her directly for the records. Comments then to be passed to NKDC planning dept.**

All planning applications are forwarded to councillors for comments. These comments will then be passed onto NKDC Planning.

Plans of all development in the village are available to see in the PC office. Clerk must be notified beforehand and a time set for viewing.

**15: Correspondence** All email and letters received are replied to and sent, are copied to Chair and Vice Chair and also Cllrs involved .Comments and Feedback are requested by the parish clerk.

**16: MUGA Court issues.**

Discussion took place over the issues that we have had recently.

1. Intimidation of younger children by youths
2. Intimidation of adults by youths
3. BB Guns being fired resulting in a young lady being injured
4. Two incidents of indecent exposure, one to an adult and one to children
5. CCTV Camera vandalised
6. Increase in ASB

An overall increase of ASB and vandalism in the village is a concern

The police are aware of these incidents and we are await their report

**The Parish Council intend to close off the MUGA Court due to these incidents.**

**17: Closed session item Minutes for this are confidential.**

**18: Items for next months Agenda**

Employment Committee

Cllr K Harrison thanked all for attending.

**Meeting closed 9.45**

**Signed**

**Date**

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**DRAFT MINUTES**

**Signed**

**Date**

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**WITHAM ST HUGHS PARISH COUNCIL**  
**Minutes of the Meeting Wednesday Wednesday 19<sup>th</sup> August 2015**  
**at 7.00pm at the Village Hall Witham St Hughs**

**Apologies:** Cllr D Hill, Cllr K Harrison, Mrs S Lane (Clerk)

**Parish Councillors in attendance** Cllr J Phillipson (Chair), Cllr A Axford  
 Cllr A King, Cllr M Morley. Councillors were asked to introduce themselves as there were 2 new members of council attending their first meeting.

**Other attendees:** Mrs C Wilkinson (Acting Clerk) There were no members of the public.

**1: Welcome**

Cllr Phillipson welcomed everyone to the meeting. The time allotted for public speaking is 7.00pm – 7.15pm. As there were no members of the public present it was resolved that Council would go into session for the August meeting of Witham St Hughs Parish Council.

**2. Resignations and Co-options.**

The Chairman welcomed the new councillors Cllr King and Morley to their first meeting as Parish Councillors. There is currently a vacancy following the resignation of Cllr Rothwell. Thanks were given to Cllr Rothwell for his service during his time as a councillor. The vacancy is currently being advertised and will be dealt with at the September meeting of Council. **Agenda item for next meeting**

**3: Declarations of Interest - To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's.**

Agenda items DPI's declared: JP Allotment holder.

**4. Public Speaking**

No public present.

**5. Police report** Cllr Phillipson read the police report that had been emailed to the Clerk in advance of the meeting. **Noted**

**6: To approve the minutes of the meeting held on Wednesday 15<sup>th</sup> July 2015 and to report on matters arising from the above minutes**

Minutes of meetings held on Wednesday 15<sup>th</sup> July 2015 were approved as a true record of the business transacted at that meeting subject to one agreed amendment and duly signed by the Chair of the meeting Cllr Phillipson.

**7. Reports (information purposes)**

**Dog Warden**

Report had been circulated prior to the meeting. Report noted. Concern was raised over an increase in dog waste in various different locations since the influx of new people moving into the area.

**Dog warden to be asked to carry out extra patrols of problem areas.**

**Play Parks**

Three quotes have been obtained for the remedial work to be carried out on the safety flooring on the play areas where some of the surfacing is lifting.

It was not possible to deal with the matter this evening as the business proposed to be transacted was not published on the agenda. Members asked that this was noted on the minutes of this meeting. **Agenda item for next meeting**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Some dog prohibition ground stencils have been purchased and Cllr Axford is looking in to the best paint suitable for application.

MUGA – no requirement to have 2 entrances. There have been ongoing problems with drinking, smoking, bullying and anti-social behavior at the MUGA. A suggestion had been put forward that one of the accesses could be closed off. It was considered that the current problems if access to the MUGA was to be restricted would probably move the problem elsewhere and in the current location there is some CCTV surveillance. Bullying problem is of major concern and it was suggested that footage from the security cameras could be referred to the police for further investigation to identify the perpetrators. **CCTV signs to be displayed advising that the areas are under surveillance for the purpose of security.**

Council is keen to protect the children who are using the facility and agreed that 6 laminated signs should be produced inhouse for display advising that images are being recorded for security purposes. **Temporary signs to be produced/displayed**  
Improved signage is required. **Agenda item for next meeting**

It was suggested that some of the cameras could be repositioned and some minor adjustments could be made in order to cover most if not all of the MUGA. Signs and cost of an additional camera to be brought to the September meeting of Parish Council. **Agenda item for next meeting**

Council agreed it should adopt a CCTV policy. **Agenda item for next meeting**  
Acting Clerk to send sample CCTV policy to Council.

### **Village Hall**

Report noted. Cllr Phillipson advised that there are now 2 football clubs using the pitches on Saturday and Sunday. Each paying £300 for their annual pitch hire to including training sessions etc. The teams mark the pitches themselves and do minor maintenance of filling in rabbit holes etc. The Parish Council is responsible for the grasscutting of the pitches.

Caretaking is being shared jointly by Cllr Phillipson and Vicky.

### **Allotments**

Allotments report noted. Keeley Mackay will be providing a report to Cllr Phillipson to bring to each meeting or may attend in person on occasions.

### **Grounds Maintenance**

No report.

### **Website**

Cllr Axford gave the report. Currently the Parish Council has a template based system hosted by LCC. May not be suitable for the purpose of this council/compliance issues. It was agreed that other providers should be investigated. He has looked into the services of a company that hosts Parish Council websites. The Council would provide the information to the company who will design and insert the information as and when required. There is a cost involved whereas the County Council website is free of charge. **Agenda item for next month**

**Presentation to be made by Cllr Axford to next meeting of council with information on 2 different website options and dedicated Parish Council email. Need to look at complying and adopting all of the necessary policies.**

**Signed \_\_\_\_\_ Date \_\_\_\_\_**

**Highways** – election of Highways Portfolio holder following resignation of Cllr Rothwell. All paperwork etc belonging to Parish Council to be returned to the council within 7 days of the resignation. This would need to be specified in the Standing Orders which are currently under review. **Agenda item for next month.**

**Financial**

Finance report in front of members this evening.

**Query Invetec interest/report to next meeting. Query on spreadsheet to be reported to next meeting**

**Clerk's Report**

In the absence of the Clerk Mrs Lane there was no report. Members advised that they were disappointed that there was no report for this evening.

**8. Correspondence**

Mrs M Elliott – unable to deal with this item as the correspondence had not been given to the Chairman or Clerk for this meeting. **Agenda item for next month**

NKDC s106 planning gains – **deferred to next meeting/agenda item**

LALC Councillor training – new councillors to attend training if they are available

**Standing agenda item for all meetings**

**9. Planning: All planning applications forwarded to councillors for comments which have been forwarded to NKDC planning.**

15/0740/FUL Plots 2 and 3 Dambuster Court – amendment noted

**10. Authorisation of payments**

No payments for this evening.

**11: Items for next months Agenda**

Election of Vice Chairman of Parish Council.

Election of Highways Portfolio holder.

To consider expressions of interest received for the Parish Council vacancy.

To consider the terms of reference and formation of an Employment Committee.

Revision of Standing Orders - stipulation that all PC papers etc should be returned on resignation to be included.

To consider nominations for LALC Councillor Training – **standing agenda item**

S106 planning gains (deferred from August meeting).

CCTV i) To consider the adoption of CCTV policy

ii) To consider proposals for improved signage of the area.

iii) To consider the purchase of additional camera & repositioning of existing cameras

To consider the quotes for the replacement of safety flooring at play areas.

To consider the proposal for Parish Council website and dedicated Parish Council email address.

Correspondence item from Mrs M Elliott (deferred from August meeting)

Cllr J Phillipson thanked all for attending.

There being no further competent business the meeting closed at 8.30pm

**Signed \_\_\_\_\_ Date \_\_\_\_\_**

**WITHAM ST HUGHS PARISH COUNCIL**  
**Minutes of the Meeting Wednesday Wednesday 16<sup>th</sup> September 2015**  
**At 6.30pm at the Village Hall Witham St Hughs**

**6.30pm: Closed confidential session ref. Co-option of new councillor**  
**(Notes on file)** the relevant paperwork signed and witnessed by SL.  
 Mr. M May therefore co-opted onto the parish council.

**7.00pm Meeting commenced**

**Apologies:** Cllr D Hill, Dist. Cllr Wells

**Parish Councillors' attending** Cllr K Harrison, Cllr J Phillipson, Cllr A Axford, Cllr A King, Cllr M Morley, Cllr M May.

**Other attendees:** Mrs. S Lane (clerk) Dist. Cllr Appleby, Mr. S Traves, two members of the public.

**1: Welcome**

Cllr K Harrison welcomed all to the meeting, explaining how the parish council meetings are run. I.e. Public speaking 7.00pm – 7.15pm. After that council business is dealt with, members of the public are welcome to stay but are not allowed to take part in discussion unless invited to by the chair. All decisions are made by proposal and approval of parish council members

**Item 4 Public Speaking moved forward:**

Matter raised was the parking restrictions planned for Warren Lane, Muntjac Way by LCC Highways. A lengthy discussion took place. Resident of Warren Lane attended to voice his and other resident's strong objection to this happening. KH explained that over the last three or four years residents in the village have been complaining about the amount of parked vehicles on Warren Lane and the number of near misses that have occurred over this time.

KH went on to say that the PC are only a middleman in this situation i.e. passing on concerns of residents to LCC. Highways conducted their own surveys and have made this decision. There is in the TPO the ability to drop off, delivery and facilities for disabled vehicles.

KH explained that as a parish council we can only pass on this complaint, which we will do to express that this is a very emotive issue. Resident has sent letters, emails and a signed petition from other residents concerned to LCC Highways stating their objections.

SL to write to M Hollingsworth to query the date differences on the letter and the official notice. Also to pass on the concerns of the resident that attended the meeting.

**2. Resignations and Co-options** As above Cllr M May was co-opted onto the parish council.

**2a. Vice Chairman** Discussion took place as to "do we need one" We don't currently have one. It was decided that Cllr J Phillipson be proposed to be Vice Chairman.

Proposal by KH All in agreement, Show of hands

**Signed**

**Date**



**2/b Allocation of roles and responsibilities**

The following were allocated:

Play Parks: Cllr May (Cllr Axford to carry out handover)

Grounds Maintenance: Cllr Harrison

Website and Email: Cllr Axford

Village Hall: Cllr Phillipson

Allotments: Cllr Phillipson

Phase 3 coordinator: (VDO) Cllr Morley. **Proposed KH All in agreement. Show of hands also proposed Cllr Axford to buddy up with this responsibility. All in agreement Show of hands.**

Highways and adoptions: **Deferred to next meeting**

**Adverse weather coordinator**

Mr. M Elliott has resigned from this voluntary post. The parish council wish to thank him for his dedication and work over the past years.

Cllr K Harrison proposed Cllr A King take over this responsibility. All in agreement, Show of hands.

**SL to write to Mr. Elliott thanking him and ask if he can arrange with Cllr King a handover as soon as possible.**

**2/c. Personnel Committee** Discussion took place at a previous meeting regarding the need for this committee to be formed. Three members of the council to be on this.

**It was agreed that Cllr Morley, Cllr Axford and Cllr May be on this.**

**Terms of Reference proposed to be accepted by Cllr J Phillipson. All in agreement.**

**Show of hands.**

**3: To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's**

**To also remind councillor's that it is their duty to declare to the monitoring officer (NKDC) any changes to their original Register of Interests within 28 days of any change to you or your partners DPI's**

**Agenda items DPI's declared: KH: VHEC.Auscann, Allotment Committee,**

**JP: Allotment holder**

**4. Public speaking (moved forward)**

**5. Police report:** This report was forwarded to councillors at the beginning of the month for their records. Cllr Phillipson has had contact with the police after he sent a letter raising concern of the lack of police presence at meetings. It was agreed that police will attend all cluster meeting to give an update, this to be fed back to all parish councils in that cluster.

**Please contact the police on 101 for non-emergencies or 999 for emergencies**

**6: Minutes of previous meeting of the AGM to be signed as correct and matter arising from the above minutes**

Minutes of meetings held on were agreed and signed as correct (JP) No matters arising.

**7/a Clerks report: (on file)** Report circulated to Cllrs prior to the meeting. SL gave a breakdown of items on the report. Cllr Morley said he had something raise concerning the report, but could not now remember what it was.

**Signed**

**Date**

**7/b: Dog Wardens report** Circulated prior to the meeting. No comments.

**7/c Play Park report:** Circulated prior to the meeting. Comments made regarding the park on Warren Lane. Cllr Axford confirmed that the piece of equipment is safe after inspection.

Cllr Axford put forward the proposal for expenditure for the repairs to the soft flooring in play parks. Three quotes have been received (copies to the Clerk for records)

**Cllr Axford put forward the proposal of £2800 + VAT for the repairs. All in agreement. Show of hands.**

Cllr Axford to arrange for the work to be carried out.

**Proposal for expenditure for “No Dogs” stencils and paint to be purchased. All in agreement. Show of hands.**

**SL to contact Glendale to request key for these areas.**

**7/d Village Hall report** Circulated prior to the meeting. Discussion took place over the placement of the new football pitch off Warren Lane. Cllr Morley informed the meeting that he had spoken to Mr. A Sail regarding the condition of the pitch, stating that it was not in a fit state for use as a football pitch.

Discussion took place and it was agreed that Cllr Harrison write to Mr. Sail raising the councils concerns.

Proposal for expenditure for purchase of Christmas tree. All in agreement for a budget of £175.00

**SL to contact Doddington Hall to place order and arrange delivery date.**

**7/e Allotments Cllr** Morley questioned why this is on the agenda. Cllr Phillipson informed him that the Allotments are leased from Cargill by the parish council and is a committee of the parish council. Mr. S Traves (present) informed the meeting that the ditch work on Camp road will be carried out on the weekends of 26/27<sup>th</sup> September and 3<sup>rd</sup> /4<sup>th</sup> October 2015.

**7/f: Grounds Maintenance / Open Spaces report:** Report circulated prior to the meeting. Cllr Harrison is in the process of preparing the tender documents for next years' work. There is ongoing work to be done with regards to the trees in the area. SL informed the meeting that she had spoken to a resident in relation to tree work outside his property, he has had communication from the landowner but not hear when the work will be done. **KH to contact landowner to see when this work will be carried out.**

**7/g Website and email** Cllr Axford gave a detailed update on progress made. The startup costs for a new email is £188.00 for three years. JP asked for clarification of how the new email would work. Cllr Axford gave explanation of the domain. This will lead to a full audit trail and we will be able to track all email to and from us.

**Cllr Axford proposed the above All in agreement. Show of hands.**

**Cllr Axford to arrange for this to go ahead.**

**7g/a CCTV Policy (copy on file)** Cllr Axford brought to the table for discussion the proposed policy. Discussion took place regarding access, security and monitoring of the CCTV. Cllr Axford to make amendments and bring to the council at the next meeting.

**Signed**

**Date**

**7/h Financial report** Circulated prior to the meeting (on file)

S Lane (RFO) gave a breakdown of the report giving explanations for expenditure and income.

**Authorisation of payment** list and invoices relating to this passed to Cllr Harrison and Cllr J Philipson for signing.

**Investec:** Cllr Harrison informed the meeting that all the relevant paperwork has been sent to our financial advisor. He is currently on holiday. Cllr Harrison to update at the next meeting. Cllr Axford requested that we arrange a further meeting with him.

**RBS:** Information only FSCS protection in place

**8. Other items.** Remembrance Day. Cllr A Axford to co-ordinate this event

**A budget of £250.00 under the section 37 agreement was proposed by Cllr Harrison. All in agreement. Show of hands.**

**S Lane to forward contact details to Cllr Axford.**

**Correspondence** All email and letters received are replied to and sent, are copied to Chair and Vice Chair and also Cllrs involved. Comments and Feedback are requested by the parish clerk.

LCC Highways. Parking restrictions on Warren Lane (discussed in public speaking)

LCC Leader Funding Workshop: Passed to Cllr Morley for his attention.

LALC: Annual report and training dates. Cllr Harrison requested that all councillors attend training courses.

**18: Items for next months Agenda**

CLAC Membership

Fundraising

Football pitch

Website

CCTV Policy and signage

Cllr K Harrison thanked all for attending.

Meeting closed at 9.45.

**Signed**

**Date**

**DRAFT MINUTES**

**Signed**

**Date**

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## Minutes of the meeting of Witham St Hughes Parish Council, held on Wednesday 21<sup>st</sup> October 2015 at 7.00pm in the village hall at Witham St Hughes.

Meeting commenced at 7.00 with a public forum session.

3 members of the public attended, with the following comments made.

- The Womens Institute has requested blackout blinds for the French doors of the village hall, so to provide a suitable back drop when they are showing films. Councillor John Phillipson commented that blinds had been ordered albeit they weren't blackout blinds.
- Confirmation was asked for, regarding the ordering of a wreath for Remembrance day - confirmed it had been ordered.
- A member from the Scout's asked for a closed agenda item for next month's meeting - Agreed. Clerk to Action

2 Letters from parishioners had been received,

Letter from Mr JP Simpson, providing the parish council with permission to, fell/prune the trees next to his house. After discussion it was agreed that Councillor Karen Harrison will contact the tree surgeon to organise the work to be done

Action KH

Letter and photos from Mrs JA Holmes, regarding the damage to the guttering on her house potentially from the trees that overhang her property. After discussion it was agreed that Councillor Martin Morley would do an inspection along with the maintenance contractor to establish the extent of the damage, to report back at the next meeting

Action MM

Councillor Appleby was asked to find out how many parish councillors, Witham St Hughs were allowed and if there was scope to increase their numbers

Action SA

### AGENDA

#### 1. Apologies

Apologies were received from Councillor A Axford & Councillor D Hill. The Chair commented that she had received a letter of resignation from Councillor D Hill. Creating a vacancy on the Parish Council Action to advertise vacancy

Parish Councillors attending - Councillor K Harrison (Chair), Councillor J Phillipson (Vice Chair), Councillors M Morley, A King & M May. District Councillor S Appleby

Mrs Rachel Popplewell - Acting Clerk

#### 2. Declarations of Interest

The Following were received -

Allotment Committee & Village Hall Committee - Councillor K Harrison

Allotment Committee - Councillor J Phillipson

Witham Runners - Councillor M Morley.

### 3. Notes of the last parish council meeting held on 16<sup>th</sup> October 2015

The signing of the notes was deferred until the next meeting, due to the inconsistencies between the draft, amended and actual notes received from the clerk.

Councillor M Morley to supply draft copies to the parish council by 24<sup>th</sup> October

**Action MM**

### 4. Reports

a. Dog Warden - report received and noted, it was commented on that the dog warden is known & an active member of the community. On the whole he is doing a good job.

b. Police Report -

c. Open spaces/Grounds Maintenance - Bloomin Gardens will be in the village on the 26<sup>th</sup> October 2015, Councillor J Phillipson to meet them.

d. Playparks - Report deferred to November meeting

**Clerk to Action**

It was commented on that the bollards around the play park were secured with a key and padlock, the keys have misplaced. It was agreed to remove the existing padlocks and replace with new ones with the keys being lodged in the village hall. Councillor M May offered to do this

**Action MM**

e. Village Hall - Report was presented by Councillor Phillipson a full copy is held on file.

f. Allotments - no changes to report

g. Website & Emails - After discussion it was all agreed to accept the proposal of a web package of £57.31 from fasthosts.co.uk

Proposed by Councillor Morley 2<sup>nd</sup> by Councillor May

**Action AA**

### 5. Review & Approve the following policy updates as circulated by Councillor Axford

a. Resolution, adoption & publication of the ICO publication scheme - All Agreed

b. Resolution, adoption & publication of Public Participation at Meetings Policy - All Agreed.

c. Resolution, adoption & publication of a Communications Policy - All Agreed

d. Resolution, Adoption & publication of a CCTV Policy - Policy needs to be amended to read 'clerk to monitor the CCTV, and in the absence of the clerk a member of the parish council to do the monitoring'.

Show of hands 4 - Against 1- Accept. Policy Adopted. Action AA

e. Discussion, vote & resolution on expenditure for Village Hall CCTV signage.

No Costings were available - deferred to next meeting Clerk to Action.

f. Acceptance & publication of our ICO registration status

Freedom of Information Act 2000 - All Agreed & Accepted.

6. County Association of Local Councils to approve payment of accounts for Councillors.

Payment of £25 was agreed for one membership Action KH

7. Football Pitch: update following meeting held with Mr Sail from Strawsons

Moving of the football pitch was discussed, with the outcome being to continue using the current pitch until 2016, Strawsons have agreed to do any remedial works to bring it up to standard for the rest of the season.

8. Remembrance Day Update

Councillor May commented that all the arrangement were going to plan, the Women's Institute have been asked participate. The Scouts have arranged their own wreath, Councillor May just needed to liaise with the Brownies & Guides. The Parish Councils Wreath has been ordered.

Posters have been put up advertising the event along with a status put on the village Facebook page.

9. Planning

a. Demolition of existing single storey extension and erection of two storey rear extension to 8 Hannah Crescent, Witham St Hughs -

The Council had No Comment to make.

b. Erection of 104 residential dwellings and associated works Cell 17 Witham St Hughs. -

The Council had No Comment to make.

c. Lincolnshire County Council - application by Cemex.

Any comments to be with the clerk by 24<sup>th</sup> October 2015.

10. Payments

None to be authorised.

11. Finance Report

Report to be scanned and sent to councillors. The present set of accounts need to be verified by cross referencing with invoices, therefore cannot be accepted at this time, due to the lack of information. Deferred to the next meeting Action for Clerk

12. Closed Session

The parish council was then put in to closed session.

Signed Councillor K Harrison ( Chair)

Dated



**Minutes of the meeting of Witham St Hughs Parish Council, held on Wednesday 18<sup>th</sup> November 2015 at 7.00pm in the village hall Witham St Hughs.**

Meeting commenced at 7.00pm with a public forum

3 members of the public attended, PCSO Sarah Lingard & Beat Manager PC Paul Truelove, with following comments being made.

- PCSO Lingard reported 3 crimes & 3 incidents of Anti-Social Behaviour.
- one of criminal damage to a rear windscreen on Elder Close
- Theft of Christmas chocolates from the CO-OP
- Theft of a torch & Apple device wires from an insecure car on Elder Close.

Pumpkin smeared on a vehicle bonnet - the male concerned had been spoken to & apologised to the injured party

Youths causing a nuisance outside the CO-OP at closing time.

Noisy party on Rosehip Walk.

PC truelove updated the parish council on the staffing changes, saying that there would be no change to the PCSO's but there would be a change in beat manager, as the area boundaries have changed.

A G E N D A

1. Welcome & Apologies

The Chair welcomed everyone to the meeting, there were no apologies.

Councillors attending - Councillor K Harrison (Chair), Councillor J Phillipson (Vice Chair), Councillors M Morley, A Axford, M May & A King.

Mrs Rachel Popplewell - Acting Clerk

2. Declarations of Interest

The following were received -

Karen Harrison - Village Hall Committee

Martin Morley - Witham Runners & Personel Committee

Andrew Axford - LALC county committee

3. Notes of the meeting held on 21<sup>st</sup> October 2015

The notes were agreed to be a true record of the meeting, proposed by Councillor John Phillipson & seconded by Councillor Mark May, all agreed and signed by the Chair.

4. Clerks Update

Nothing to report

5. Access Path/Gate - PC/Cargill premises

Stuart Traves from Cargill Plc, made comment that the road into Cargill Plc and surrounding businesses was becoming more dangerous due to the amount of pedestrians walking along the road, and using it as short cut. Mr Traves asked the parish council for their support to change the position of the entrance onto the road, with additional lighting and fencing being erected. Which would help elevate the problem. The project would be funded by Cargill Plc, Mr Traves would speak to NKDC to get the project started.

Proposed by Councillor A Axford & seconded by Councillor M Morley, all agreed to support the application.

Councillor Harrison was asked to provide Mr Traves with the PC email address and contact details

Action KH

6. Reports for Information already Circulated.

a. Play Parks - from October meeting.

Comment was made regarding the membrane on the floor of the park, saying it would need replacing and then more wood chippings being put down.

Councillor M May made comment that the benches on Cuckoo Walk were broken and that they either needed to be replaced or repaired. The bench near the coop was broken, it needed to be removed for safety reasons.

Councillors A Axford & A King offered to remove the bench.

Action AA/AK

The floor in the park near the CO-OP would need replacing in the near future. Councillor Morley was asked to circulate a letter from Jayne McMath regarding funding

Action MM

b. Village Hall

The possibility to extend the village hall had been put forward from Strawsons. Gill Finn (Ex - Chair from Witham St Hughs Parish Council), had offered to help the parish council with the project, due to her previous experience. She is currently working for Lincolnshire Police - Community Safety Office. There is the opportunity for match funding for the project, it was proposed that a Funding Committee was set up for the project. Gill had offered to be on the committee.

Proposed by Councillor A Axford & Seconded by Councillor M Morley. Councillor Axford offered to look up the terms of reference for the committee. The Chair thanked Gill Finn for her input and support for the project, and looked forward to working with her.

Action AA

The village hall committee had submitted photos of new signage for the parish council to make comment. The flat sign was the preferred option Councillor Harrison would ask the committee for a photo proof.

Action KH

7. Grounds Maintenance Update

Bloomin gardens are due back in the village over the next two weeks.  
Councillor Harrison has asked for clarification of the invoices from Glendale, as £1000+ is being spent on maintenance & grass cutting services each month.

8. Parish Councillor Vacancy

The clerk gave a copy of the advert to the council be placed on the village notice board and on the website.

9. Expenditure for Village Hall CCTV Signage.

It was agreed to keep with the existing signs - show of hands all agreed.

10. Finance Report - from October meeting.

The report submitted by Councillors Harrison & Phillipson was based on figures for the period 17/10/15 - 13/11/15. No historic data was available due the clerk being on sick leave.

Total amount paid out for 17/10/15 - 13/11/15 was £11,126

A Cheque for approx £34,000 had been received from the investment account not being reinvested - as no details were available.

Copy statements had now been received from 01/04/15 up to date.

Concerns have been raised about the amount being spent on grass cutting (see point 7).

The parish council have been fined £400 from HMRC, due to late recording being posted online for the tax year 2013/2014. The clerk offered to contact HMRC to appeal the fine. The Chair thanked Councillor Phillipson for his work in sorting out the accounts.

Action Clerk

11. Code of Conduct

The councillors confirmed that they had read the Code of Conduct All Agreed & Signed.

12. Banking Update

Councillor Harrison confirmed that the bank account was now all sorted, a new cheque book had been received, and the parish council now had access to online banking.

Councillor Harrison commented that another signatory was required for the bank account as they only 2 signatories at the moment.

It was proposed that councillor A Axford to be added onto the account.

Proposed by Councillor A King & seconded by Councillor M Morley.

Action KH

13. Email address update

Councillor Andrew Axford commented that the email address was all set up and working correctly. He was keeping a log of any password changes and to then to notify Councillor K Harrison.

14. Swinderby Memorial

It was felt that on Remembrance Day that the Swinderby Memorial didn't represent the service men & women of RAF Swinderby. It was commented that the memorial wasn't actually a war memorial, it is owned by the Polish

community for the people who had worked at RAF Swinderby. It was agreed not to change the memorial by adding a second plaque

15. Financial Standing Orders

The Chair confirmed that the Financial Standing Orders are to be re-viewed. It was proposed that the Clerk should prepare any payments to be made, but not actually sign on the account. Online payments can be done at the meeting if required. The Clerk was asked to provide the Chair with the model standing orders from the LALC website

Action Clerk

16. Payments to be Authorised

The following payments were authorised for payment

- a. Bloomin Gardens £460.80
- b. R Popplewell £99.64
- c. A Axford £78.29

17. Date & Time of next meeting

Wednesday 20<sup>th</sup> January 2016 at 7.00pm

Signed -

**WITHAM ST HUGHS PARISH COUNCIL**  
**Minutes of the Meeting Wednesday 18<sup>th</sup> February 2015**  
**At 7.00pm at the Village Hall Witham St Hughs**

**1: Apologies:** Police representative. Cllr P Rothwell, Dist Cllr B Wells. Police representation.

No apologies received from Cllr K Esberger

**1a: Parish Councilors' attending** Cllr K Harrison, Cllr M Elliott, Cllr J Phillipson, Cllr D Hill.

**Other attendees:** Mrs. S Lane (clerk) Dist Cllr S Appleby. One member of the public, Mr A Crofts, Ms F Hill Myers (VHEC)

**2: Welcome**

Cllr K Harrison welcomed all to the meeting, explaining how the parish council meetings are run. I.e. Public speaking 7.00pm – 7.15pm. After that council business is dealt with, members of the public are welcome to stay but are not allowed to take part in discussion unless invited to by the chair. All decisions are made by proposal and approval of parish council members.

**3. Public Speaking**

**Resident** queried as to when the shrubs and trees would be maintained

Mrs Lane has a meeting with Veiola this week to clarify the areas that need work urgently. They then will be instructed to start the work asap.

**Resident** queried the timescale of the publication of the minutes of meetings

It was explained that legislation is that they are not open to the public until after the next meeting when all Cllrs agree and sign them off as correct.

After again asking why cannot they be published in draft format earlier. SA replied that this is legislation and we can do nothing about it. Cllr S Appleby agreed to look into this matter for him.

Also it was requested that it is made known that the Parish Office is in the Village Hall

**ACTION: SL to put this in our reports in the Witham Staple and the Witham Herald.**

Public Speaking finished at 7.35pm

**4: To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's**

**To also remind councillor's that it is their duty to declare to the monitoring officer (NKDC) any changes to their original Register of Interests within 28 days of any change to you or your partners DPI's**

**Agenda items DPI's declared:** KH: Auscann, Allotments, VHEC, PR: Allotments. JP: Allotments. VH Manager

**5. Police report** Cllr K Harrison gave a brief update from the report given by the police to the Cluster group recently.

Sgt J Hammond is taking a year secondment from our area.

Crime in the local villages has risen by 34% this includes burglaries, thefts from vehicles locked and unlocked

Crime detection has risen by 22%

**Signed**

**Date**

---

**5. Police report cont:**

The message given by the police is PLEASE lock up your vehicles, garages and sheds.

There is pressure for the police to attend all PC meetings from the councillors.but due to staff shortages this is becoming a problem. Which they are looking into.

Suggestion is for a update be given as a full report at the Cluster meetings and PC representatives can report back to their PC

**Please contact the police on 101 for non-emergencies or 999 for emergences**

**5: Dog Warden report**

Report has been circulated prior to the meeting.

Decision was made to put this on the website and on the PC Facebook page in future.

**6: To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's**

**To also remind councillor's that it is their duty to declare to the monitoring officer (NKDC) any changes to their original Register of Interests within 28 days**

**B/FWD**

**(11)VHEC Cllr Harrison requested that the VHEC item that is under agenda No 11 Village Hall Manager be moved to after Public Speaking.** All Cllrs in agreement. Show of hands.

It was decided and voted on by the PC and the VHEC to breakaway and form a Village Hall Events Committee to be used solely for fundraising for the village.

VHEC to go on the new Village Hall website. ( A Crofts to Liaise with Cllr J Phillipson)

The VHEC are extremely keen to work closely with the PC.

Discussion took place over the request for a report sent to the VHEC. The VHEC are independent from the PC now so why was a summons for a report sent to the VHEC by the clerk. ME asked when would they be sending a report, SL pointed out that it was agreed as a curtesy that a update of what was happening and when. ME also put forward the point that the PC should be informed on what the money raised will be used for. SL explained that the PC do not have to know this information but as it is for the residents of the village we should be kept in the loop.

AC stated that we are all professionals here, the amount of time the VHEC give is all voluntary. If we do not get the support of the PC the VHEC will have no choice but to fold. JP,DH, and KH voiced their support of the VHEC.

DH spoke of the email having been interpreted wrongly, when asked for a report, AC queried what type of report with SL. SL stated she replied back saying "just an update of what you are doing. No financial figures required."

**It was agreed that liaison will be between Cllr J Phillipson and A Crofts in future.**

**Signed**

**Date**

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**Action: JP to update at the next meeting**

**12: Allotment Committee report**

Cllr J Phillipson gave an update. New tenancy agreements letters are to go out in February. Meeting is next week **Action: Update at next meeting**

**13: Planning**

All planning applications forwarded to councillors for comments. These comments have been passed onto NKDC Planning.

Plans of all development in the village are available to see in the PC office. Clerk must be notified beforehand and a time set for viewing.

**14 Fundraising C/fwd to next meeting**

Cllr D Hill is looking into Fundraising offers that are around at the moment

One idea is to have a fully purpose OUTDOOR GYM in the village

**Action: DH to update at next meeting**

**15: Correspondence** All email and letters received are replied to and sent, are copied to Chair and Vice Chair and also Cllrs involved .Comments and Feedback are requested by the parish clerk.

**16 Accounts to date to be tabled for 2014/2015**

Accounts were emailed to all Cllrs beforehand (no issues raised)

SL gave an up to date report of the accounts, giving explanations on expenditure and income and the balance as per reconciliation with the bank account. (On file)

**Payments authorised by KH**

**17: Aims and Objectives**

**Action: Email circulated from KH It was requested that Cllrs take a look at this and give feedback the KH for the next meeting**

**Resignation** Cllr M Mortimer has given her resignation from the parish council. She has worked tirelessly for the council and the village for over nine years, for which we thank her and wish her well for the future.

Cllr K Harrison thanked all for attending.

Meeting closed at 21.15

**Signed**

**Date**

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**WITHAM ST HUGHS PARISH COUNCIL**  
**Minutes of the Meeting Wednesday 18<sup>th</sup> February 2015**  
**At 7.00pm at the Village Hall Witham St Hughs**

**1: Apologies:** Police representative. Cllr P Rothwell, Dist Cllr B Wells. Police representation.

No apologies received from Cllr K Esberger

**1a: Parish Councilors' attending** Cllr K Harrison, Cllr M Elliott, Cllr J Phillipson, Cllr D Hill.

**Other attendees:** Mrs. S Lane (clerk) Dist Cllr S Appleby. One member of the public, Mr. A Crofts, Mrs F Hill Myers (VHEC)

**2: Welcome**

Cllr K Harrison welcomed all to the meeting, explaining how the parish council meetings are run. i.e. Public speaking 7.00pm – 7.15pm. After that council business is dealt with, members of the public are welcome to stay but are not allowed to take part in discussion unless invited to by the chair. All decisions are made by proposal and approval of parish council members.

**3. Public Speaking**

**Resident** queried as to when the shrubs and trees would be maintained

Mrs. Lane has a meeting with Veolia this week to clarify the areas that need work urgently. They then will be instructed to start the work ASAP.

**Resident** queried the timescale of the publication of the minutes of meetings

It was explained that legislation is that they are not open to the public until after the next meeting when all Cllrs agree and sign them off as correct.

After again asking why cannot they be published in draft format earlier? SA replied that this is legislation and we can do nothing about it. Cllr S Appleby agreed to look into this matter for him.

Also it was requested that it is made known that the Parish Office is in the Village Hall

**ACTION: SL to put this in our reports in the Witham Staple and the Witham Herald.**

Public Speaking finished at 7.35pm

**4: To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's**

**To also remind councilor's that it is their duty to declare to the monitoring officer (NKDC) any changes to their original Register of Interests within 28 days of any change to you or your partners DPI's**

**Agenda items DPI's declared:** KH: Auscan, Allotments, VHEC, JP: Allotments. VH Manager

**5. Police report** Cllr K Harrison gave a brief update from the report given by the police to the Cluster group recently.

**Signed**

**Date**

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Sgt J Hammond is taking a year secondment from our area.

Crime in the local villages has risen by 34% this includes burglaries, thefts from vehicles locked and unlocked

Crime detection has risen by 22%

The message given by the police is PLEASE lock up your vehicles, garages and sheds.

There is pressure for the police to attend all PC meetings from the councillors. but due to staff shortages this is becoming a problem, this is something they are looking into.

Suggestion is for an update to be given as a full report at the Cluster meetings and PC representatives can report back to their PC

**Please contact the police on 101 for non-emergencies or 999 for emergencies**

**6: Dog Warden report**

Report has been circulated prior to the meeting. (On file)

Decision was made to put this on the website and on the PC Facebook page in future.

**7: To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's**

**To also remind councillor's that it is their duty to declare to the monitoring officer (NKDC) any changes to their original Register of Interests within 28 days**

**B/FWD**

**VHEC Cllr Harrison requested that the VHEC item that is under agenda No 11 Village Hall Manager be moved to after Public Speaking.** All Cllrs in agreement by a show of hands.

It was decided and voted on by the PC and the VHMC to breakaway and form a Village Hall Events Committee to be used solely for fundraising for the village.

VHEC presence on the new Village Hall website. (A Crofts to Liaise with Cllr J Phillipson)

The VHEC are extremely keen to work closely with the PC.

Discussion took place over the request for a report sent to the VHEC. The VHEC are independent from the PC now so why was a summons for a report sent to the VHEC by the clerk. ME asked when would they be sending a report, SL pointed out that it was agreed as a courtesy that an update of what was happening and when. ME also put forward the point that the PC should be informed on what the money raised will be used for. SL explained that the PC does not have to know this information but as it is for the residents of the village we should be kept in the loop.

AC stated that we are all professionals here, the amount of time the VHEC give is all voluntary. If we do not get the support of the PC the VHEC will have no choice but to fold. JP, DH, and KH voiced their support of the VHEC.

DH commented that the email may have been interpreted wrongly, when asked for a report; AC queried what type of report with SL. SL stated she replied back saying

**Signed**

**Date**

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“just an update of what you are doing. No financial figures required.”

**It was agreed that liaison will be between Cllr J Phillipson and A Crofts in future.**

**Mrs S M Lane gave her apologies and left the meeting 8.00pm**

**8: Minutes of previous meeting 21<sup>st</sup> January 2015 to be signed as correct and matter arising.**

Minutes of meetings held on 21<sup>st</sup> January 2015 were signed as correct (KH 18.02.15.)

Matters that arose are to be discussed under the headings below.

**9: Highways, Pathways and Parking**

The bollards are now in place next to the playing field.

Parking: Awaiting response from LCC Highways

An update is needed regarding the areas dug up by CIF

**10: Grounds Maintenance / Open Spaces**

Land transfer in 2011 included land we were not aware of. Our solicitors are looking into this.

LCC didn't adopt as the pathways were substandard but the then PC signed for these, leaving the current PC with high costs to maintain these.

**10a Proposal for tenders**

Meeting with Blooming Gardens arranged to discuss what is required in the tenders by the PC. KH, PR and JP to attend.

Contact to be made with developers responsible for land maintenance that is not owned by the PC requesting their schedule.

Contact to be made with NKDC for possible companies we can use for tender

**Action: SL to make contact**

**Updates of all matters to be emailed to Cllrs as this is a matter of urgency**

**11: Play areas**

Discussion took place. ME raised concerns over the play area maintenance for the park off Cheshire Lane which does not fall under the PC for maintenance. Need to check with SS (Village caretaker) and updated needed. JP to discuss with SS.

Potentially a disclaimer needed to say this area is not maintained by the PC and not fit to use.

**Action: SL to ask RYSA if they want the equipment and inform them of the height of the weeds and shrubs.**

**JP to speak to SS regarding the H&S issues with this play area.**

**12. Village Hall Manager report:**

Cllr J Phillipson gave his report, (on file)

Lettings are increasing.

Plans for the new Village Hall website are continuing

**13: Allotment Committee report**

Cllr J Phillipson gave an update. (On file) Renewal notices have gone out

The Village Hall website will contain a section on the allotments.

**14: Planning**

**Signed**

**Date**

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All planning applications forwarded to councilors for comments. These comments have been passed onto NKDC Planning.  
 Plans of all development in the village are available to see in the PC office. Clerk must be notified beforehand and a time set for viewing.  
 Cell 17 Outline plans have been reviewed. Many comments made by the councilors. All these have been sent to NKDC Planning dept.

### **15 Fundraising**

DH has made contact with the resident that voiced an interest in helping but as yet has had nothing back. Idea generating at the moment, DH requested the Atlas report from the public consultation for ideas

**Action: SL to source and hand the report to DH**

Review of the Comic Relief grant to be done with regard to the Youth Club

### **16: Correspondence**

All email and letters received are replied to and sent, are copied to Chair and Vice Chair and also Cllrs involved. Comments and Feedback are requested by the parish clerk.

### **17. Accounts to date to be tabled for 2014/2015**

Accounts were emailed to all Cllrs beforehand (no issues raised)

SL supplied an up to date report of the accounts, giving explanations on expenditure and income and the balance as per reconciliation with the bank account. (On file)

**Action: JP to contact Danwood ref payment at the end of February regarding a credit note due to the machine not working.**

### **Payments authorised by KH and JP**

KH and PR to complete Barclays Bank paperwork, as new cheque signatories are required, and return to the bank personally with the relevant ID

It was decided that two signatories are also required on all payments via bank transfer

### **18: Aims and Objectives**

KH handed out the finished article.

All in agreement for our mission statement, with status reports for areas of responsibility being owned by respective councilors. Copy to be on display in the Village hall and website

### **19: Items for next month's agenda**

Communication = Email addresses, phone numbers, visibility

Tender Document

Email System

Election process (SL)

**Cllr K Harrison thanked all for attending.**

**Meeting closed at 20.45**

**Signed**

**Date**

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**WITHAM ST HUGHS PARISH COUNCIL**  
**Minutes of the Meeting Wednesday 18<sup>th</sup> March, 2015**  
**At 7.00pm at the Village Hall Witham St Hughs**

**Resignation and Co-option:**

Cllr M Elliott has tendered her resignation, Flowers and thanks were given in recognition for commitment to the parish council.

Cllr A Axford has been officially co-opted onto the parish council.

**1: Apologies:** Cllr P Rothwell, Dist Cllr B Wells. Cllr K Esberger,

**1a: Parish Councilors' attending** Cllr K Harrison, Cllr J Phillipson, Cllr D Hill.

Cllr D Axford Dist Cllr S Appleby

**Other attendees:** Mrs. S Lane (clerk) Dist Cllr S Appleby. One member of the public

**2: Welcome**

Cllr K Harrison welcomed all to the meeting, explaining how the parish council meetings are run. I.e. Public speaking 7.00pm – 7.15pm. After that council business is dealt with, members of the public are welcome to stay but are not allowed to take part in discussion unless invited to by the chair. All decisions are made by proposal and approval of parish council members.

**3. Public Speaking**

Resident requested an update on the open space maintenance regarding the hedge cutting. Discussion took place. KH informed the meeting that the contractors are at present in the village working their way around all areas.

**4. Police report** No report received.

**Please contact the police on 101 for non-emergencies or 999 for emergencies**

**Dist Cllr S Appleby gave her apologies and left the meeting.**

**5: Dog Warden report**

Report has been circulated prior to the meeting. (On file)

Decision was made to put this on the website and on the PC Facebook page in future.

**6: To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's**

**To also remind councillor's that it is their duty to declare to the monitoring officer (NKDC) any changes to their original Register of Interests within 28 days of any change to you or your partners DPI's**

**Agenda items DPI's declared:** KH: Auscann, Allotments, VHEC, JP: Allotments.

**Action: Copy of DOI form to DH for update**

**7: Minutes of previous meeting to be signed as correct and matter arising.**

Minutes of meetings held on 18<sup>th</sup> February 2015 were agreed and signed as correct (KH.18.03.2015.)

Matters that arose are to be discussed under the headings below.

**8: Highways, Pathways and Parking**

Parking: Awaiting response from LCC Highways

The plans relating to ownership have now come through

More information is needed regarding the pathways/walkways being up to adoptable standard

**Signed**

**Date**

**9: Grounds Maintenance / Open Spaces**

Land transfer in 2011 included land we were not aware of. Our solicitors are looking into this. Still awaiting response from Chattertons' Solicitors.

**9a Proposal for tenders**

It was agreed that we are not in the position to take this out to tender at this time. The decision has been made that with their agreement Vieoila will carry out the work to give the PC time to get the tender documents completed.

**Action: KH to co-ordinate this.**

**10: Play areas**

No inspection report this month. Cheshire Lane Play area: The swings have been removed on advice from ROSPA. The play area on Nettleton Drive now has one baby and one adult swing.

**11: Village Hall Manager report:**

Cllr J Phillipson gave his report, (on file)

Lettings are increasing.

The Village Hall website is up and running and bookings have increased via this.

Cllr Phillipson gave a radio review at the University promoting the website, which has been built by their students.

**12: Allotment Committee report**

Cllr J Phillipson gave an update. (On file)

Meeting are to move to being held quarterly. There is a total of four vacant plots to date and no waiting list. Discussion was held regarding communication with current and new residents.

**13: Planning**

All planning applications forwarded to councillors for comments. These comments have been passed onto NKDC Planning.

Plans of all development in the village are available to see in the PC office. Clerk must be notified beforehand and a time set for viewing.

**Cell 17** Outline plans have been reviewed. Many comments made by the councillors. All these have been sent to NKDC Planning dept.

**Applications:**

Application for two bungalows in Dambuster Court: No Comment

Application for Parcel distribution center on Electric Avenue. Discussion was held and the only comment made was the increase in traffic on Camp Road from the A46.

Comment has been forwarded to NKDC Planning.

**14 Fundraising**

DH has made contact with the resident that voiced an interest in helping but as yet has had nothing back.

DH is currently looking into the Wildlife Grant that is available

**Action. DH to update at next meeting.**

We need to look into identifying new ideas for the village.

**Signed**

**Date**

---

**15: Correspondence** All email and letters received are replied to and sent, are copied to Chair and Vice Chair and also Cllrs involved. Comments and Feedback are requested by the parish clerk.

Investec: PC 106 investment monies (for grounds maintenance) Discussion was held and explanations given of the timescales these come to fruition.

**Action: KH to contact financial advisor to arrange meeting with the PC to discuss this.**

**British Gas:** Once again we are getting various reminders from British Gas regarding payments. Discussion took place. Meter readings are taken monthly and checked with invoices; Readings are then sent through to BG.

**Action: SL to contact BG to query this matter.**

### **16 Accounts to date to be tabled for 2014/2015**

Accounts were emailed to all Cllrs beforehand (no issues raised)

SL gave an up to date report of the accounts, giving explanations on expenditure and income and the balance as per reconciliation with the bank account. (On file)

### **Payments authorised by KH and DH**

New cheque signatories is required. KH and PR to complete Barclays Bank paperwork and return to the bank personally with the relevant ID

It was decided that two signatories is needed for all payments.

Discussion over cheque payments for Lettings and Allotments was held.

All payments can be made via bank transfer.

### **17. Communication**

Discussion took place as to how we can increase communications

As of the beginning of April the parish council office (sited in the Village Hall) will be open to the public from 2.00-4.00pm on Tuesdays and Thursdays

9.00-10.00am on the last Saturday of the month.

Our monthly meeting are held on the third Wednesday of each month except December

This to be advertised in the Herald and the Staple local magazines.

### **18. Social Media Policy**

KH read out the policy we will be looking to adopt in May at our AGM along with Code of Conduct, Terms and Reference, Risk Management, Health and Safety

**Action: SL to forward current policies to KH.**

**AA to look into out Facebook site and give feedback at the next meeting.**

### **19. Meeting dates for 2015-2016**

Dates for the next year meetings were set and agreed on.

(on file) To be circulated to all concerned.

**Annual Parish Meeting on April 15<sup>th</sup>** Invitations to be sent to Mr. S Priestly (NKDC) Mr. A Sail (Strawson Properties) and Steven Woods (Cemex) and community groups in the village.

**SL reminded councillors of dates that the nomination packs had to be in by.**

**Cllr K Harrison thanked all for attending.**

**Meeting closed at 9.15pm**

**Signed**

**Date**

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**WITHAM ST HUGHS PARISH COUNCIL**  
**Minutes of the Meeting Wednesday 18th April 2015**  
**At 7.00pm at the Village Hall Witham St Hughs**

**1: Apologies:** Dist. Cllr B Wells. Dist. Cllr S Appleby, Cllr D Hill

**1a: Parish Councilors' attending** Cllr K Harrison, Cllr J Phillipson, Cllr A Axford  
 Mr P Rothwell

**Other attendees:** Mrs. S Lane (clerk) Representatives of the VHEC. Three members of the public.

**2: Welcome**

Cllr K Harrison welcomed all to the meeting, explaining how the parish council meetings are run. I.e. Public speaking 7.00pm – 7.15pm. After that council business is dealt with, members of the public are welcome to stay but are not allowed to take part in discussion unless invited to by the chair. All decisions are made by proposal and approval of parish council members.

**3. Public Speaking** A member of the public queried the transparency policy of the parish council. Stating that the minutes produced do not reflect the full content or correct of the meetings held. (Instances were given)

The question of when the minutes should be published was raised by the same member of the public. KH replied that the policy of whether we publish draft minutes (prior to signing off as correct at the next PC meeting) is to be discussed and voted on at our AGM in May 2015. This will be voted on as will be Terms and Conditions, Code of Contract, Standing Orders, Transparency Policy and Risk management policies.

**4. Police report** As per APM report

**Please contact the police on 101 for non-emergencies or 999 for emergencies**

**5: Dog Warden report**

Report has been circulated prior to the meeting. (On file)

Decision was made to put this on the website and on the PC Facebook page in future.

**6: To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's**

**To also remind councillor's that it is their duty to declare to the monitoring officer (NKDC) any changes to their original Register of Interests within 28 days of any change to you or your partners DPI's**

**Agenda items DPI's declared:** KH: VHEC.Auscann, Allotments, JP: Allotments.

**7: Minutes of previous meeting to be signed as correct and matter arising.**

Minutes of meetings held on 18<sup>th</sup> March 2015 were agreed and signed as correct (KH.18.04.2015.) all actions carried out

**7a:** Matters that arose are to be discussed under the headings below.

**Item 11 B/fwd. Village Hall Manager report** Cllr J Phillipson gave his report (on file)

VHEC: Mr. A Crofts had forwarded copies of plans to the councillors prior to the meeting (on file) These were for patio doors to be installed in the larger of the two rooms at the hall, therefore giving access to and from the patio.

**Signed**

**Date**

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**11. continued:**

Proposal was option A = with no opening windows or option B including small opening windows.

Discussion took place and the parish council agreed that Option B accepted.

All in agreement, Show of hands.

Mr. Crofts to go ahead with instructions for plans to be sent to NKDC planning dept.

SL to arrange payment.

**8: Highways, Pathways and Parking** Deferred to next meeting

**9: Grounds Maintenance / Open Spaces** Deferred to next meeting

**10: Play areas**

No inspection report this month. Cheshire Lane Play area: The swings have been removed on advice from ROSPA. The play area on Nettleton Drive now has one baby and one adult swing.

**11: Village Hall Manager report: Moved forward (see above)**

**12: Allotment Committee report**

Cllr J Phillipson gave his report. (On file)

Discussion was held over the clearing of the dyke in front of the field, this is on hold until LCC Highways have completed the work on Camp road.

**13: Planning**

All planning applications forwarded to councillors for comments. These comments have been passed onto NKDC Planning.

Plans of all development in the village are available to see in the PC office. Clerk must be notified beforehand and a time set for viewing.

**Application for Parcel distribution center** on Electric Avenue. Discussion was held and the comment raised was the increase in traffic on Camp Road from the A46.

Comments has been forwarded to NKDC Planning.

**Illuminated fascia signs x3 Co-op Muntjac Way.** No comments made

**14 Fundraising** Deferred to next meeting

**15: Correspondence** All email and letters received are replied to and sent, are copied to Chair and Vice Chair and also Cllrs involved .Comments and Feedback are requested by the parish clerk.

Investec: PC 106 investment monies (for grounds maintenance) Discussion was held and explanations given of the timescales these come to fruition.

**Action: KH to contact financial advisor for the PC to discuss this.**

**British Gas:** Once again we are getting various reminders from British Gas regarding payments. Discussion took place. Meter readings are taken monthly and checked with the invoices. **Action: SL to contact Make it Cheaper and British Gas**

**16 Accounts to date to be tabled for 2014/2015**

Accounts were emailed to all Cllrs beforehand (no issues raised)

SL gave an up to date report of the accounts, giving explanations on expenditure and income and the balance as per reconciliation with the bank account. (On file)

**Payments authorised by KH and JP**

Cllr K Harrison thanked all for attending.

Meeting closed at 9.30pm

**Signed**

**Date**

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**WITHAM ST HUGHS PARISH COUNCIL**  
**Minutes of the AGM meeting Wednesday 27<sup>th</sup> May 2015**  
**At 7.00pm at the Village Hall Witham St Hughs**

**1: Apologies:** Dist. Cllr B Wells. Dist. Cllr S Appleby, Cllr K Harrison

**1a: Parish Councilors' attending** Cllr A Axford, Cllr D Hill, Cllr J Phillipson, Cllr P Rothwell.

**1b: Other attendees:** Mrs. S Lane (clerk) Six members of the public, Police representation.

**2: Welcome**

In the absence of Cllr K Harrison, Cllr J Phillipson chaired the meeting welcoming all to the meeting, explaining how the parish council meetings are run.

As this was the AGM the format of the meeting has been changed to include election of Chairman and Vice Chairman. Council representatives. Policies and resolutions. Public speaking is item 8 on the agenda.

After which council business is dealt with, members of the public are welcome to stay but are not allowed to take part in discussion unless invited to by the chair. All decisions are made by proposal and approval of parish council members.

Cllr J Phillipson reminded all present that any questions must be directed at the chairman, after which he/she will request the relevant councillor reply.

Introduction of Councillors

**1. Election of Chairman** Nominated : Cllr K Harrison. All in agreement  
**Show of hands /Passed**

**2. Election of Vice Chairman** Nominated: Cllr P Rothwell. All in agreement  
**Show of hands/passed.**

**3. Council Representatives for 2015-2016**

- |                                |               |
|--------------------------------|---------------|
| a. Highways and road adoptions | PR            |
| b. Grounds Maintenance         | KH            |
| c. Play areas                  | AA            |
| e. Allotments                  | JP            |
| f. Village Hall                | JP            |
| g. Fund Raising                | DH            |
| h. Policies                    | AA            |
| i. Employment committee        | to be decided |

4. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's **PR= Allotment committee and plot holder. JP Allotment committee and plot holder**

**Signed**

**Date**

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## 5. Resolutions and policies to be agreed and adopted

Code of Conduct	Agreed and adopted
Terms of Reference	Agreed and adopted
Risk Management	Agreed and adopted
Standing Orders	Deferred
Transparency Code	Agreed and adopted
Social Media Code	Deferred
Freedom of Information	Agreed and adopted
Employment Policy	To be presented

## 6. Public Speaking

### Matters raised were as follows:

Q: Documents submitted to LCC/NKDC regarding the Cemex extraction on land previously the airfield. Could this be put forward as development land after extraction work has finished?

JP: Full plans for the extraction were granted (20yrs) with a caveat that the land is returned to landscape on completion, nothing has been put forward for a secondary application. **Action: SL to query this and update at the June 2015 meeting.**

### Phase 3 Expansion

Concerns were raised concerning following the publication of the plans.

JP explained that at present these are proposed plans and are subject to change.

Information has been and is to be collected from the residents in the form of a survey.

NKDC will be organising this.

**Commercial properties:** Are these going to be adequate for the village and what are the district council specifics?

PR: The rules are as per the number of residents. Will not build as to what we want. It will require Strawson Properties to build a good infrastructure.

Q: Are Strawson Properties relying on people to approach them regarding commercial properties i.e. Doctors surgery, dentist etc.

PR: The more feedback we as a PC or yourselves give them is positive.

JP: We can only push for these facilities.

Q: A resident has been informed that the parish council will use the leverage of owning the sports field against the expansion of the school.

This was discussed and confirmed that this statement is incorrect.

Q: Resident raised the matter that Strawson Properties and the architects do not seem to be aware of the planned houses on the land adjacent to the planned Phase 3 development owned by RYSA Lodge. Suggest that they meet to discuss their plans.

**Action: SL to write to both parties**

**Concern over the increase in traffic on Camp Road with the planned developments i.e. Cemex, Commercial units, Holiday Village (Moor Lane)**

**Public speaking closed. Cllr J Phillipson thanked all for attending.**

One member of the public remained for the conclusion of the meeting/

**7. Draft minutes of the APM held on 15<sup>th</sup> April 2015. Signed as correct (JP)**

**8. Draft minutes of the meeting held on 15<sup>th</sup> April 2015. Signed as correct (JP)**

**Signed**

**Date**

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**No matters raised. All agenda items dealt with.**

**8a. Police report:**

Reported crimes are, Theft of motorbike, Plant pots and flowers, fuel cards.  
AA asked if the police could raise awareness in the village. Suggest the Village Fete on 2<sup>nd</sup> August 2015 **Action: SL to pass contact details onto the VHEC**

**9. 2014-2015 Annual year end breakdown of accounts.**

SL gave a detailed breakdown of the financial statement. These figures will be forwarded onto the External Auditor for the return to be completed.

**2014-2015 Annual Audit return authorised.**

**Signed as correct by JP. Cosigned by SL (RFO)**

**Action: these to be displayed on the noticeboard after External Auditor has signed off.**

**9a: Accounts 2015-2016 tabled.** No questions raised

**9b: Payments authorised (list on file)**

Further discussion over the issues with British Gas.

It was decided to ask a local window cleaner to clean the Village Hall Windows

**Action: SL to make contact**

**10: Dog Warden report.** Report circulated to Cllrs. (on file) comments are noted.

AA. Reminded the meeting that these are to go on the PC website.

**11: Highways and road adoptions** PR reported that at this present time matters are still ongoing with relation to adoption of land and roads. We are awaiting an update from NKDC.

**12: Grounds Maintenance.** SL reported that Vieolla are currently maintaining the village and are due to be back in the village this coming week.

**13: Play Parks.** AA has carried out an inspection and highlighted repairs that are required. **Action: Report passed to JL for the work to be carried out**

**14: Village Hall Manager.** JP tabled this report (on file)

**15: Allotment Management Committee.** JP tabled this report (on file)

**16: Planning.** All planning applications have been forwarded to Cllrs prior to the meeting. Comments raised sent to NKDC

**17: Correspondence.**

LALC Newsletter AA to apply to be on the LALC area Committee.

**All in agreement show of hands**

Investec

RBS

Zurich Insurance. **Action: JP/SL to discuss this when they next meet.**

**Items for the next agenda**

Standing Orders

Social Media Policy

Employment Policy

**Cllr J Phillipson closed the meeting at 21.05**

**Signed**

**Date**

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**Signed**

**Date**

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