

WITHAM ST HUGHS PARISH COUNCIL

COUNCIL MEETING

Wednesday 15th June 2016

8.45pm (following the APM).

Present:

Cllr Harrison (Chair) Cllr Rothwell, (Vice Chair) Cllrs Phillipson, Atkins and May.

Apologies for absence: Cllr Appleby (professional) and Cllr Wells-(accepted by the meeting.)

Clerk/RFO: Lesley Piper

Members of the public-0

Police 0

Cllr Harrison welcomed everyone to the meeting.

Declaration of Interests- none

1. Public Speaking-

No members of the public present, however a request from a parishioner for high speed Broadband to be made available to the older parts of the village was brought to the attention of the meeting. BT will be contacted.

2. Parish Clerk Update- including NI/Tax submission issues and Councillor Training options

The clerk's recommendation is that the pay-role is outsourced to a suitable qualified professional.

This was agreed unanimously by the meeting.

SAGE-problems which occurred within the last financial year have not been fully resolved. The RFO is seeing Paul Bird (Hobsons Accountants) on Friday 17th June to discuss and get a quote for helping with this problem.

Lap-Top computer-the clerk has requested the purchase of a dedicated Lap-Top computer. This was agreed unanimously. Cllr Atkins agreed to source one. The meeting further agreed to between £500-£700 being paid between meetings to enable this purchase to be made.

Clerks Manual-the meeting agreed to the purchase of a new Clerks manual. The clerk will purchase this from NALC and invoice the council.

Councillor/clerk training

Cllr Atkin-3rd August -Councillor training day, 6th September, Planning /Neighbourhood Planning.

20th July –Cllrs Phillipson, Rothwell, Harrison, and Lesley Piper-Councillor training

7th September-Cllrs Phillipson and Harrison and Lesley Piper-Parish Council finances.

4th October Cllr Harrison and Lesley Piper-chair/clerk training.

The clerk will book these places with LALC.

3. Insurance update – Cllr Aitkin

Cllr Atkin has completed a full review of the Insurance policy and its' inclusions. These were relayed to the meeting which was in full agreement with his findings. He is waiting for a revised quote from the existing insurance company before renewing the policy. This payment will be made between meetings.

This was agreed unanimously by the meeting.

4. 2015-2016 – Year end accounts – Internal Audit update

The audit report from the accountant, as acting RFO, was read to the meeting. Councillors then completed the Annual Governance Statement 2015/16 which was then signed by Cllr Harrison and Lesley Piper (RFO) The return will go back to the Internal Auditor for “checking and signing” before being sent to the External Auditors.

A few issues were raised in the accountants (acting RFO’s) report which were read to the meeting. These will be fully dealt with and new systems will be put in place.

All Accounts will be fully published on the website and available to all councillors.

5. Dog Warden’s Report previously circulated for comments

Agreed without comment.

6. Play Park Repairs

Cllr Atkin has arranged a site meeting with Jon from Town and Country. They will complete a ROSPA inspection and report their findings to the council between meetings. It was agreed that, subject to the findings, the park may have to be closed until the safety aspects of the failing surface are resolved.

7. Planning Applications Received

16/0377/HOUS

Erection of an attached garage, 28 Ivy Bank, WSH
No comment or objection to make.

16/0407/FUL

Erection of 1 Chalet bungalow and 3 bungalows.
Land off Nettleton Drive, WSH
No comment or objection to make.

8. Correspondence Received

2x letters have been received from residents requesting support from the Parish Council in their application to LCC Highways to install dropped kerbs. The Parish Council will take advice on this matter before proceeding.

1x letter has been received commenting on maintenance issues in and around the estate. The letter was read to the meeting and assurances given by the Chair that all matters are being dealt with by appropriate contractors.

An e-mail has been received from Bassingham Parish Council giving their support for the campaign to get a doctor’s surgery in Witham St Hughes.

9. Invitation from Cllr Brighton to Low Carbon NK Business Breakfast on 6th July

Cllr Rothwell and Phillipson will attend.

10. Payments to be authorised – see attached listing

All payments were read to the meeting by the Cllr Harrison who then signed the invoices and list-sheet for payment to be paid.

Payments agreed unanimously.

11. Items for next month's meeting carried forward

- S 106 funds request from received.
- Allotment income to be assigned to management.

12. Parish Council wish to thank Mrs Phillipson for preparing the fantastic buffet that proceeded this meeting,- following the very well attended Annual Parish Meeting

13. Date of next meeting July 20th 2016

There being no other business the meeting closed at 10.35 pm

Witham St Hughs Parish Council

Minutes of meeting held on Wednesday 25th July 2016

7.00 in the Village Hall

Present: Chair Cllr Harrison, Vice Chair Cllr Rothwell, and Phillipson.

Apologies: Cllr Atkin (Personal) Cllr May (personal)

NKDC/ Parish Councillors Cllrs Appleby and Wells (apologies x 2-personal)

Clerk Lesley Piper

Police 0

Members of the public. 6

Public Forum

Lack of medical facilities, (Doctors surgery etc) in WSH.

Objections are being put forward from WSHPC but this appears to be a finalised matter, with no doctor's surgery to be built at WSH.

Bassingham surgery have put in an objection to having greater numbers on their lists.

Sarah Jane Mills gave a presentation at the APM and she will be asked to return to give an update and hear objections.

Local housing developments that were recently proposed were enquired about and would further put pressure on the local services.

Cllr Harrison called for another Public Meeting.

Phase 3 plans

Enquiry made. This will be discussed within Adrian Sail's presentation.

NKDC -Sleaford meeting will discuss phase 3 plans. 13th September 5.00pm.

All members of the public left the meeting.

Minutes of meeting held on 15th June.

Proposed. Cllr Phillipson

Seconded Cllr Rothwell

Agreed unanimous

Guest Speaker Adrian Sail-Strawsons Phase 3.

Plans have only just been delivered to the PC.

PC objections /comments:

- No medical facilities.

- Traffic controls, speed limiters 30mph?
- 106 payments. -bus shelters included?

Broadly the PC welcomed the plans.

Discussion took place the siting of new play areas and facilities being provided.

Village Hall extension

Plans discussed. 106?

Adrian Sail left the meeting at 8.00pm

Parish Council received reports on the following :-

Financial position

Treasurers report will be completed monthly to show an up to date total and displayed on the notice board.

Standing Order review -Cllr May was unable to attend the meeting. This item will be carried forward to the next meeting.

Insurance-the policy has been renewed. Cllr Atkin will report to a future meeting on his detailed review of the inclusions in the policy.

VHEC meeting held on 06/07/16.-- from Cllr Phillipson.

Open meeting. Thanks given by Cllr Phillipson.

Allotment committee.-report from Cll Phillipson.

New committee member-Karl Gandey (liaison Officer)

Lease negotiation with Cargill

Prop. Cllr Harrison sec Cllr Rothwell

Agreed. Unanimous

Management of vacant plots

Decision made

Agreed.

Village hall.

Provision on Master keys. & door and office keys.

Parish Councillors, alarm call out personnel, all master key holders

Cllr Phillipson to look into spare key provision

Prop. Cllr Harrison Sec Cllr Rothwell agreed

W.I status

Charity status. 50% discount for hall bookings with effect from 5th Sept.

Agreed

Witham St Hugh's Parish Council

Minutes of meeting held on 17th August 2016

Present :- Cllr Rothwell (Vice Chair) Cllrs Atkin and May.

Apologies for absence, Cllrs Harrison (work) Phillipson (personal)

Cllrs Wells and Appleby, absent.

Clerk Lesley Piper

PCSO Sarah Lingard .

Members of the public 0

In the absence of the Chair, (Cllr Harrison,) Cllr Rothwell took the Chair.

Cllr Rothwell welcomed everyone to the meeting.

Declarations of Interest, personal or prejudicial-none.

Minutes of the last meeting.

Prop. Cllr Atkin, sec. Cllr Rothwell. Agreed and signed without alteration by Cllr Rothwell.

Public forum. *As no members of the public were present this did not take place.*

The council received the following reports:-

1. Clerks report (items 1-4 on the agenda)

This had already been circulated to all councillors (appendix 1)

2. Police report. PCSO Sarah Lingard gave a brief report.

There have been no reportable crimes in the area this month-this news was warmly welcomed by the council. However there were three reports of Anti Social behaviour by youths in the area. All are being dealt with by the police and are on her written report (appendix 2)

Agenda item 5

Review and update of the Standing Orders-Cllr May.

Ongoing-this will go forward to the next meeting. However, the most recently adopted set of Standing Orders has not been received by the clerk. Cllr May will e-mail this to her.

Agenda item 6

Insurance

Cllr Atkin has been negotiating with the Insurance company on behalf on the council. The council has not yet received the updated schedule and invoice. Cllr Atkin will continue to chase these.

Items 7-10 from the agenda could not be dealt with as Cllr Phillipson was absent from the meeting. These will be carried forward to the next meeting.

Contract of employment for the Parish Clerk

Ongoing and still to be negotiated.

Payments

As per appendix 3.

Prop. Cllr Atkin, sec, Cllr May- agreed by all.

Correspondence.

1 Purchase of land-Daren Hill.

Cllrs have had an informal meeting with Mr Hill, between meetings, and confirmed that the land is owned by the PC and available to be gifted to Mr Hill. This is subject to all legal costs being fully paid by Mr Hill (the Parish Council's and his own costs)

The clerk has received an e-mail from Mr Hills solicitor which will now be responded to.

2 Dropped kerbs-various requests-no further information.

3 Clearing of area rear of Squirrel Chase-Andy King-no further information.

4. Cell 11 Land transfers - no further information.

5 Bus shelters –no further information.

There being no other business the meeting closed at 8.10pm

The next meeting will be 21st September 2016.

WITHAM ST HUGHS PARISH COUNCIL

MINUTES

1900 – WEDNESDAY 21st September 2016

Minutes of the meeting held at the village hall on Wednesday 21st September 2016

Welcome and Security Briefing

In attendance: Cllrs Harrison, Rothwell, May, Atkin, Phillipson and Appleby

Apologies – Nil

Public Forum

Gary Johnson gave a presentation on the structure of Hurricane Sports UK

Minutes of previous meeting of the 17th August checked and signed as a true copy

1. Report received from Cllr Rothwell and Cllr Appleby on the outcome of the planning meeting re phase 3 on 13th September. Decided to hold a Public meeting and invite the NHS to attend re provision of services in the area
2. Litter and Dog Warden Grant payments received from NKDC were noted
3. Continuation of PAYE / Payroll to be done by A V Accountancy agreed
4. Cllr Rothwell to represent the Council to look into Management Charges being served by Firstpoint (ex OM Management) for Cell 5 Phase 1 agreed
5. Remembrance Day Arrangements (Sunday 13th November) to be carried out by Cllrs May and Atkin agreed
6. Allotment Committee Meeting of 27th July accepted
7. Village Hall Manger's Report – Circulated prior to the meeting by Cllr Phillipson accepted
8. Purchase of a Glass Washing Machine – Replacement – by the Parish Council agreed
9. Playpark Floor Repairs (Park adjacent the Co-op) to be repaired - agreed
10. Payments - List attached – approved for payment
11. Agreement to alternating a monthly Full Council Meeting with a Working Group meeting between agreed
12. Village Hall business rate savings – deferred subject to more information
13. Temporary Parish Clerk Lesley Piper Resigned

Correspondence

1. Purchase of Land – Daren Hill – agreed at no cost to Parish Council
2. Drop Kerbs – Various Requests – Warren Lane – agreed at no cost to Parish Council
3. Clearing of area rear of Squirrel Chase – agreed
4. Cell 11 Land Transfers – deferred for more information
5. Bus Shelters – deferred for clarification as to ownership

Next Meeting – 2100 Wednesday 19th October 2016 - at the Village Hall, Caraway Drive LN6 9XG

NOTE TO THE PUBLIC

The Parish Council welcomes members of the public to all meetings, including meetings of their committees and sub-committees when held. The allocated 15 minute slot for Public Speaking at each normal meeting is designed to allow members of the public to ask questions and the members will try to answer them at the time. All questions must be directed through the chair of the meeting who will either respond directly or via a councillor nominated by the chair. The council also welcomes correspondence from members of the public which allows council members to give a more informed answer than when questions are asked at the meetings.

At the end of Public Speaking members of the public are welcome to remain for the remainder of the meeting to listen but are not permitted to take any part in the meeting unless invited to do so by the Chair on a particular topic.

WITHAM ST HUGHS PARISH COUNCIL

MINUTES

2100 – WEDNESDAY 19th October 2016

Present

- Cllr Rothwell (who took the chair), Cllr May and Cllr Phillipson
- There was one member of the public present
- Apologies were received from Cllrs Harrison, Atkin and Appleby

Minutes of previous meeting of the 19th September checked and signed as a true copy

Agenda Items:

1. Update from the NHS Provision Public Meeting on the 5th October was received from Cllr Rothwell who stated 18 members of the public attended and ongoing discussions were continuing with NKDC, the NHS and Stawsons. A further update would be given at the next meeting of the Parish Council
2. The Cllrs had met prior to the meeting to examine the Standing Orders and other documents including Financial Regulations and amendment are to be forwarded to all Councillors for consideration at the next Parish Council Meeting
3. Adoption of completed updates was on the agenda but not proceeded with due to 2 above
4. Update on Remembrance Day Arrangements (Sunday 13th November) were given by Cllr May who informed the meeting that Cllr Atkin was not now involved with them. Cllr May was still trying to obtain commitment from a number of people. Cllr Phillipson said he would assist with running the event on the day and Mrs Phillipson would make all the sandwiches and other food snacks for the day. She would also prepare the garden at the memorial
5. Cllr Phillipson presented a list of payments for approval which were approved for payment as per the attached list
6. There was no correspondence received

The next meeting of the Parish Council is to be notified due to the unavailability on the next scheduled date (Wednesday 16th November) of Cllr Rothwell and Cllr May. Cllr Phillipson informed the meeting that the village hall is available on the 23rd November should that be needed.

The meeting closed at 2122

Signed as correct

Date

WITHAM ST HUGHS PARISH COUNCIL**MINUTES****1900 – MONDAY 21st November 2016**

Present: Cllr Harrison (in the chair), Cllr Rothwell, Cllr Phillipson, Cllr Atkin and Cllr May

Welcome and Security Briefing

Apologies received and accepted from Cllr Sally Appleby

Public Speaking – two members of the public attended from the VHEC:

- VHEC requested reassurance that they would not be required to remove containers during construction of the new extension to the village hall
- VHEC requested permission to site another container for storage on site
- VHEC requested some storage facility would be maintained after the new hall extension was built, either in containers or in the hall

The VHEC were assured that storage would always be available and were asked to submit a request to site another container for the next Parish Council meeting. They were also assured they would be consulted during any planning for the village hall extension.

- Cllr Phillipson speaking on behalf of Mrs S Lane who was unable to attend the meeting requested a letter be sent to Strawsons about the lighting in Caraway Drive which is faulty and contributed to Mrs Lane having a fall and sustaining injuries on the 5th November.

Agenda Items

1. Minutes of previous meeting of the 19th October checked and signed as a true copy
 - a. No matters arising
2. Acceptance of updates to Standing Orders and Financial Regulation - circulated to councillors prior to meeting
 - a. These are still not fully complete and a paragraph re payments between meetings is to be inserted in the Financial Regulations
3. Co-option of new councillors
 - a. No applicants were present
4. Approval of current financial position - circulated to councillors prior to meeting
 - a. Approved
5. List of payments to be approved - circulated to councillors prior to meeting
 - a. Approved
6. Discussion – Future playpark repairs and ongoing maintenance
 - a. Options considered
 - b. Cllr Atkin stated Strawsons would release funds early for a large playpark. Further details required
 - c. No decision made
7. Litter Picker and Dog Warden grant – to acknowledge grant from NKDC
 - a. Noted
8. Village Christmas tree – to agree a 50% contribution towards cost with the VHEC
 - a. Agreed
9. Fireworks night – post event review – Cllr Phillipson

- a. PC congratulated the VHEC on the excellent entertainment on the 5th November
- b. Cllr Phillipson suggested that the event was at about its maximum capacity on the grounds of safety
- c. The impact of the football field being given to the school was discussed
- 10. Remembrance Day – post event review – Cllr Harrison
 - a. Cllr May was thanked for the effort put into making this event a big success
- 11. Allotment Committee Meeting of 26th October update – Discuss new lease requirements - Cllr Phillipson
 - a. Discussion took place about the lease requirements for the allotments and no decisions can be made until this is progressed with discussions between the PC and the land owners, Cargill Plc
- 12. Business Relief Rate for village hall – update – Cllr Harrison
 - a. Following cold calling by two companies about small business rate relief an application to NKDC direct by the PC resulted in a refund of £13,055.46 for rates paid on the village hall since it was opened in 2010
- 13. Parish Clerk/RFO – Review of applicants suitable for interview to date – closing date December 1st
 - a. Three applicants to date, one of which has been informed he was ineligible, means that subject to any further applications the applicants will be interviewed in December
- 14. Appointment of a Cllr to upkeep the Parish Council Website
 - a. Cllr Atkin was appointed to carry out the maintenance of the website but he had not been able to do so over the past three months due to technical issues which he hoped to sort out this week
- 15. Grounds maintenance update – Cllr Harrison
 - a. Grass cutting has now been completed for the year and work on the hedges and shrubs is now being carried out
- 16. Discussion – complaint received injury to child Leveret Chase
 - a. Ownership of land where problem was not established but danger removed by Strawsons. Matter now closed
- 17. Appointment of Councillors to attend Cluster Meeting Tuesday December 6th
 - a. Cllr Phillipson
- 18. Correspondence received – if any:
 - a. LALC - Funding and Bid Writing Training – April 20th and either 26th or 27th September
 - i. Cllr Rothwell to attend one of the sessions
- 19. Date of next meeting – Wednesday January 18th 2017

Minutes of the meeting of Witham St Hughs Parish Council, held on Wednesday 20th January 2016 at 7.00pm in the village hall Witham St Hughs.

Meeting commenced at 7.00 pm with a public forum.

3 members of the public attended.

A member of the public made comment regarding the parking on Oaktree Drive that was causing a hazard, specifically a house that had been rented out the occupants had 4 cars that they parked haphazardly with no regard for the surrounding neighbours.

The Chair empathised with the parishioner, and advised him to contact the local PCSO and perhaps write to the owner of the house via the estate agents to inform them of the situation. The parish council has no authority over the parking, but are willing to support any communication the parishioner may need over this ongoing situation. Councillor Phillipson offered to contact the PCSO on behalf of the parish council.

Action JP

Parishioner Marie Elliott, made comment regarding the planning application for Phase 111, East of Camp Road & North of Hannah Crescent. (Agenda item 4a)

Ms Elliott was annoyed that the number of residential houses had been increased without any public consultation. The Chair commented that she had been to a meeting along with Cllr Phillipson in September regarding this.

Comment was made at that meeting, regarding the secondary education provision with, that no secondary provision was planned for the village but the monies would go to Sir Robert Pattinson School for them to make provision for an extra 1.5 classes. Ms Elliott was concerned that the amount of open spaces had been decreased, putting the number of Owls & Bats at risk, with a threat to the environment. The Chair commented that there had been a report presented at the meeting giving details of the proposed bat boxes. Phase 111 planning was going to consider building homes for the elderly in one of the cells - as with all planning applications each one will be considered on an individual basis.

Ms Elliott was advised to voice her concerns towards Nick Feltham at NKDC on an individual basis as a parishioner of Witham St Hughs.

AGENDA

1. Welcome & Apologies

The Chair welcomed everyone to the meeting, there were no apologies.
Councillors present - Councillor Karen Harrison (Chair), Councillor John Phillipson (Vice Chair), Councillors M Morley, A King & A Axford.
Mrs Rachel Popplewell - Acting Clerk

2. Declarations of Interest

The following was received
Councillor Karen Harrison - Village Hall Committee

3. Parish Councillor Vacancy

A letter of interest for the vacancy had been received from Sophia Rathie
Councillor Harrison proposed that Mrs Rathie was co-opted on to the parish
council, seconded by Councillor Axford.- All Agreed

Mrs Rathie signed the relevant paperwork.

The Chair then read out a letter of resignation from Councillor Mark May, the
Chair thanked Councillor May for his contribution to the Parish Council, the
clerk was asked to contact NKDC and to organise an advert for the vacancy.

Action RP

4. Planning Applications

a. Witham St Hughs, Phase 111, East of Camp Road & North of Hannah
Crescent.

No notification of outline planning had been received by the parish council,
the clerk was asked to check the address

Action RP

b. Warren Lane, & Muntjac Way, Witham St Hughs - Proposed parking
restrictions.

Comment was made regarding the application, saying the double yellow
lines would be painted on in early spring due to the weather, questions had
been raised as to how it would be policed.

5. Minutes of the meeting held on 18th November 2016

The minutes were agreed to be a true record of the meeting.

Proposed by Councillor John Phillipson seconded by Councillor Karen
Harrison - all agreed and signed by the Chair

6. Clerks Update

The clerk commented that she had written to HMRC regarding the £400 fine,
but the request of a refund had be declined. The clerk confirmed that she had
emailed the Chair with a copy of the financial standing orders

7. Payments to be Authorised

British Gas £917.81

R Popplewell £271.12

Dog Warden/Litter Picker £425.00

John Lane £240.00

Bloomin Gardens £2450.40 (payment deferred see agenda item 11)

Espo £82.50

Councillor A King made comment that the parish council had switched energy
supplier from E-on to N Power, they were awaiting a final bill.

LALC £100 - The LALC Training Scheme

It was agreed to join the LALC training scheme for 1 year, as it was felt that
training was important and by joining the scheme any courses could be
accessed at an reduced rate - show of hands All Agreed

8. Precept & Dates of meetings 2016/2017

After a discussion it was agreed to submit a precept figure with an increase of 1.99%

Action RP

9. Dog Waste Bins & Dog Fouling

Councillor Axford offered to report back to the parish council regarding the number of Dog Waste bins and their respective heights as per the letter from NKDC.

Action AA

Councillor Phillipson offered to speak to the Dog Warden, Mr Michael Cummins, regarding the report he had submitted where he detailed being bitten by a dog. Questions were asked as to how & when he was doing the patrols as the amount of excrement in the village appears to quite high. Also had he contacted the police regarding the dog bite. Councillor Morley asked if an incident/accident report had been completed at the time?

Action JP

10. Staffing Matters

a. Councillor Morley made comment that he holds copies of 4 different job contracts for The Parish Clerk, none of which were signed. He also commented that there appears to be no formal notification of change of hours, rate of pay or appraisals for the clerk. He was able to find archived minutes for the parish council for the years 2014/2015, some of which hadn't been signed. Councillor Morley commented that the management of the clerk had been solely down to the Chair, when in fact the clerk should be managed by the Parish Council as a whole. Councillor Morley commented that the current sick note for The Clerk expires on 22/01/2016. Councillor Morley noted that he had found paperwork in the office that should have been locked away and he voiced his concerns about the security of the office proposing that the office should be for the sole use of the parish council, this was put to the vote but was strongly objected to with no votes in favour. He also commented that he was concerned about the safety of the clerk working in the village hall on her own, this was discussed but it was felt that the current procedures were adequate, with the clerk locking the front door while she was working alone, but as the village hall is accessed on a regular basis by the caretaker and various groups it was felt that the clerk wasn't at risk.

b. Councillor Morley proposed that they entered into a 3 month initial contract with Personnel Advice & Solutions Ltd at a cost of £100pm, in order for them to redo the clerks job contract and also to advise the Parish Council on any future action they may need to take regarding the Clerk
Proposed Councillor Morley and seconded by Councillor King - All Agreed.

c. The Clerk made comment that she wasn't an expert on payments to the Inland Revenue regarding the clerk and she was concerned that if payments were missed the parish council may incur late payment fees with HMRC, which in turn may impact on the Clerk. Councillor King offered to try and get some advice regarding the payments for the next meeting.

Action AK

11. Open Spaces work carried out.

Councillor Morley presented a selection of photos where the grass had been churned up by the contractors while they were cutting the grass, he felt that this wasn't acceptable. The Chair asked Councillor Morley to send the photos to her and she would speak to the contractors - hence payment being deferred (Agenda item 7) Action MM/KH

12. Sector Led Body

Noted - The parish council opted to stay in the scheme.

13. Fund Raising Committee

This is going to be a working group of parishioners led by Gill Finn, to help raise funds for the village alongside the parish council. Councillor Karen Harrison offered to draft up a piece to be put in the Witham Herald, Witham Staple and to go on the Website to ask for volunteers to help with the fund raising. The Chair thanked Gill for helping to organise this. Action KH

14. Witham Herald/Witham Staple/ Website

Councillor Axford proposed that he put a piece in the Witham Herald & Witham Staple directing them to the Parish Councils website, for any information they may require, including a copy of the agenda and minutes - show of hands - All Agreed. Action AA

15. Phone Line & Daisy Communications

The Clerk made comment that the parish council was tied into a 2 year contract with Daisy Communications until August 2016, paying £9.95pm + call package of £5pm, and that the Broadband and CCTV were with BT paying approx. £35pm - no contract.

Councillor Axford offered to do a bit of research to find the parish council the best deal for them, to report back at the next meeting Action AA

16. Skate Adventure Park

Deferred to the next meeting

17. Items for the next Agenda

Village Hall Managers Report

18. Date & Time of Next Meeting

Wednesday 17th February 2016 at 7pm

The closed session minutes were deferred to the next meeting

Meeting closed at 9.40pm

Signed.

Dated.

Minutes of the meeting of Witham St Hughs Parish Council, held on Wednesday 17th February 2016 at 7.00pm held in the village hall Witham St Hughs

Meeting commenced at 7.00pm, with the Agenda as no members of the public were present

AGENDA

1. Welcome & Apologies

The Chair welcomed everyone to the meeting.

Councillors Present - Cllr Karen Harrison (Chair), Cllr John Phillipson (Vice Chair), Cllrs Martin Morley, Andrew Axford, Sophia Rathie & District Cllr Sally Appleby, with apologies being received from Councillor Andy King. The Chair welcomed Councillor Sally Appleby back to work after her time off on sick leave.

2. To receive any Declarations of Interest in accordance with the Localism Act 2011, and consider any requests for dispensations in relation to Disclosable Pecuniary Interests

The following was received

Councillor Harrison for the Village Hall Committee

Councillor Morley for Witham Runners

3. Minutes of the meeting held on Wednesday 20th January 2016

It was noted that apologies had been missed off for Councillor Appleby for the January meeting.

The clerk was asked to clarify if it was acceptable to name members of the public in the minutes.

Action RP

Cllr Harrison made comment regarding the Bloomin Gardens payment that had been delayed from the last meeting, if it was okay to pay?, she had been in contact with the company regarding the grass & pavement that had been dug up after a tractor had been driven down the to do the hedge cutting, for the parish council. The company felt that the grass would grow back in the warmer weather. Cllr Axford requested that the area be rolled and perhaps re-seeded to avoid the ruts getting any bigger. All agreed to pay Bloomin Gardens.

After discussion Cllr Morley was still unhappy with the response regarding the pavement that it has been left uneven.

4. Clerks Update

The clerk made comment regarding the payments to HMRC that perhaps the council should consider an outside agency to do payroll for the parish council.

Cllr Axford offered to look into this

Action AA

The advert for a new parish councillor had been circulated, but as yet nobody had applied.

The clerk confirmed that she had double checked the address for planning applications to be posted to, and that she had submitted the precept figures to NKDC.

5. Broadband options for the Village Hall

Councillor Axford had found a suitable broadband package making a saving of approximately £180 per year, he was asked to find out how much notice was needed for the installation. The item was then added to the agenda for the next meeting.

6. Payments to be Authorised

Clerks payment & expenses - £252.72

Espo - £122.04

Caretaker - £150.00

Caretaker - £210.00

British Gas - £917.81

BT - £136.20

Defibrillator Pads - £67.20

Caretaker - £180.00

Clerk - £600.80

Personnel Advice Solutions - £300.00

Caretaker - £210.00

Monies received £ 777.17 - refund of back charges

7. Village Hall

a. Managers report - full copy is attached to the minutes.

The recommendation to increase the lettings with effect from September 2016, was proposed - show of hands, all agreed **Action JP**

b. Premises Licence - The name on the license had previously been 'The Village Hall Committee' the name on the licence needs to be changed to 'Witham St Hughs Parish Council', Councillor Phillipson offered to get the details changed. **Action JP**

c. Councillor Phillipson commented that he had changed the names on the alarm call out list for the village hall, a new lock had been put on the door to the office with all the appropriate people being given new keys and the alarm code had recently been changed. Councillor Axford offered to change the CCTV Terms of Reference to represent the changes.

Action AA

8. Playparks - Checks

- [REDACTED]
- d. Presentation of the minutes of the Personnel Committee held on 3rd February 2016.

The minutes were circulated; they will be signed off at the next meeting of the personnel committee.

10. 90th Birthday Celebrations and Clean for the Queen

The bin bags had been received for the big clean up, Councillor Harrison said she had spoken to the Guides & Brownies and they were happy to help. A possible date for the clean is 5/6th March 2016. Councillor Harrison offered to help with the clean up along with Councillor Phillipson. Councillor Axford offered to post all the details on the village Facebook Page. **Action KH/JP/AA**

11. Internal Audit

Councillor Harrison offered to try and source somebody to conduct the Internal Audit for the Parish Council **Action KH**

12. Skate Park

Councillor Axford suggested that the Section 106 monies that had been allocated 2 years ago could possibly go towards building a skate park in the village. It was suggested that ideas could be put forward to see what the parishioners would like to see in the village.

13. Section 106 Monies Update

The Clerk along with Councillor Karen Harrison had met Jayne McMath from NKDC to discuss the Section 106 monies for the village, to ensure that the parish council were fully aware of any monies due to them.

They identified that 2 amounts of money were due to the parish from Cell 12 development, and 1 amount of money due from cell 11/17 development.

There was a further amount ear marked for play equipment, that needed using within the next 8 years.

14. New postcode for the Village Hall

Councillor Phillipson confirmed that he had received confirmation of the correct postcode for the village hall being - LN6 9XG

15. Garden Waste Collection Scheme

The clerk had received a letter regarding the scheme which was £30 per/year. The chair confirmed that the parish council didn't use the scheme.

16. Cluster Meetings

The Chair & The Vice Chair confirmed that they would attend the cluster meeting on behalf of the parish council. The meeting is on 22nd February 2016 at 7.30pm.

17. Christmas Tree

Deferred to the next meeting

18. Items for the next Agenda

Allotments

Dog Waste Bins

Christmas Tree

19. Date and Time of next meeting

Wednesday 16th March 2016

The Parish Council then went into closed session.

DRAFT NOTES



WITHAM ST HUGHS PARISH COUNCIL

EXTRA-ORDINARY MEETING

TUESDAY 1ST MARCH 2016 – WSH VILLAGE HALL 19.30

Attendees: Cllr K Harrison; Cllr J Phillipson; Cllr A Axford; Cllr M Morley

Absent: Cllr A King

MINUTES

1. Open Spaces Contract 2016 – 2019

The returned tender documents were presented to members. The Chair advised that tender documents had been sent out to 5 contractors, the Council only had documents returned by 3 contractors. Members discussed the tenders and it was **RESOLVED** that the Council would accept the tender from Town & Country Grounds for £11,640 + vat.

Action: KH to send an award of contract letter to Town & Country Grounds

{The council then **RESOLVED** to move into closed session to discuss confidential matters}

2. Resignations

Members were advised that Cllr. Rathie had resigned. The Chair commented that the *Acting Clerk* had advised NKDC. The Parish Council now has vacancies for 2 Councillors.

Members discussed the letter of resignation received from [REDACTED]. The advice received from the retained consultant was discussed and it was **RESOLVED** that the *Acting Clerk* would respond to the letter.

Action: MM to forward the draft letter to the *Acting Clerk*

3. Personnel Committee meeting with PAS

The advice given at the meeting on 22/02/2016 is now irrelevant due to a change in circumstances. The members did not discuss this item.

Meeting closed at 8.00pm