

WITHAM ST HUGHS PARISH COUNCIL
Minutes of the Meeting 19th March 2014
At 7.00pm at the Village Hall Witham St Hughs

1: Apologies: Dist. Cllr B Wells. Dist. Cllr S Appleby.

1a: Parish Councilors' attending Cllr M Elliott, Cllr A Zychowicz , Cllr J Patten, Cllr K Harrison, Cllr M Mortimer. Cllr P Rothwell

Other attendees: Mrs. S Lane (clerk), Mr. S Traves. 1 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 **No matters raised**

4. Police Report Mrs. Lane (Clerk) gave a verbal report following a conversation with the local PCSO.

1. ASB around the village hall reported the previous weekend. CCTV footage viewed and several youths identified. Two households have been visited, parents spoken to. Names of offenders have been passed to NKDC ASB unit for their records. Others identified will also be contacted.

2. Damage to several cars in the village overnight: - Investigation ongoing.

5: Dog Warden report

Cllr K Harrison gave the report on Mr. Cummins behalf. (On file)

The dog warden is working with residents to increase village surveillance. PCSOs also have authority to fine people caught allowing their dogs to foul. New dog bins are being well used. The parish council would like to remind residents that normal litter bins can also be used to dispose of dog waste.

Mr. Cummins requested that a notice be placed in the Herald the Staple and the Web-site making residents aware of the issues we are having in the village and surrounding areas.

All councilors in agreement.

Action: SL to forward notice for publication

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

JP: VHMC, Allotments and item 14 on the Agenda (Planning) KH: AUSCAN, VHMC and Allotments. MM: VHMC

Item 12 b/fwd. Allotments

Mr. S Traves attended the meeting to discuss this item.

No meeting held in February.

Minutes of the previous meeting were discussed. These have not been signed off.

KH, ST and JP agreed to look at these.

Discussion took place to clarify the numbers on the committee.

Full number is nine there are vacancies for two members at the moment.

Cllr J Patten took over the role of chairman (All in agreement)

Mr. J Phillipson is willing to take over the role of admin

Meetings to be held every three months

ST to do the agenda for next week's meeting

Plot holders are busy at the site. Digging, Rotavating, and Sheds being erected

Councillors and committee members are pleased with the progress.

Open Day: JP, KH and ST to liaise with members and plot holders to arrange a date.

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

Signed as correct by Cllr Harrison 19/03/2014

7a: Skate Park

The parish council wrote to Mrs. Barnett who still has the funds that were raised for the skate park. The PC agreed to ask for a tabled account of fundraising and the monies will be transferred to the PC who will ring-fence it for future use with a skate park.

Action: SL to contact Mrs. Barnett to arrange this

7b: Stencils for No Dogs in Play parks

AK to arrange this.

7c: Bins next to bus stops **Action: SL to cost and report at April meeting**

7d: Parking This is still a major issue in the village, near the Co-op is getting worse
A meeting to be arranged with LCC Highways to discuss.

7e: Pond Survey A pond survey has been carried out on behalf of Strawson Properties. ME requested that we request a copy of their findings.

Action: SL to request a copy.

7f: Solar lights MM is looking into matched funding with Cargill for lighting to be on the footpath along to the playing fields walkway.

7g: Investec PC Investment It was decided to invite our financial advisor to meet with the parish council to discuss which way forward to go with our investments.

Action: KH to arrange this

7h: Insurance ME to meet with SL to confirm details of insurance that the PC require.

Action: ME and SL to arrange date to meet

8: Highways, Pathways and Parking

PR gave an update on matters to date. All new Cells are to be under Section 38 from now on. PR is still looking into all the issues we have relating to road and land adoptions. Deterioration of the surfaces on pathways is happening. Clarification of ownership to be validated.

MM noted that Strawson Properties asked the PC what type of pathways we wanted before the landscaping was done and 106 monies transferred.

8a: Parking The issue of parking in the village is getting worse, not only on the roads but on grassed verges. Letters have been sent to residents asking that they do not park in these areas but unfortunately some still continue to do so. The local PCSO has spoken to vehicle owners requesting that they take into account the damage they are causing to the verges and blocking resident's access.

9: Grounds Maintenance / Open Spaces

A meeting was held with SL, KH, PR and County Landscapes to plan for this financial years' maintenance. The decision was made to only maintain areas that we are responsible for. The PC do not have the funding to maintain land that developers are responsible for.

KH thanked PR for all the work he has done regarding this matter.

10: Play park report (on file)

AK gave an update on her report (on file) and discussion took place. **Action: SL to pass information onto SS for any work that requires doing.**

11: Village Hall Management Committee report

JP gave a verbal update (no minutes presented)

All three quotes have been received for the building work at the hall. The VHMC proposed Mr. W Jackson to get the contract. Mr. A Croft to liaise with him and to arrange dates for the work to be done. KH to inform hirers of the hall that work will be taking place.

JP proposed the new work schedule to the PC: All in agreement. Show of hands.

Lettings are busy, new CCTV cameras are being fitted. Car boot to be held.

Discussion was held regarding the cost of the upkeep of the football pitches and income received.

Action: KH to cost this and report at next meeting

12: Allotment Committee B/fwd. on the agenda. (See page 2)

13: Community liaison CEMEX Safety Day. PR to liaise with Mr. S Woods (CEMEX) Mr. N Spencelayh (WSH Academy) and VHMC to arrange a date of this. CEMEX would like this to happen in June or early July.

Action: PR to update at next meeting

14: Planning

24 Gibson Green, WSH Two storey extension. (Cllr J Patten declared interest and left the meeting) **No comments made**

1 Cheshire Lane WSH Two storey side extension with garage.

Comments: Query the access to the drive and garage as the grass verge is the property of RYSA (Norwich)

Action: SL to forward comments to NKDC Planning Dept.

15: Correspondence: All correspondence has been emailed to councilors. KH asked that councillors reply to the clerk when emails are received asking for comments. This does not apply to FYI emails unless there is a matter in thee they wish to raise with councillors.

16: PC IT proposal To be c/fwd. to next monthly meeting

17: Accounts to date to be tabled 2013/2014

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.

17a: Insurance ME and SL to clarify items on the insurance breakdown

Action: SL and ME to arrange date

17b: Photocopier costings **Action: SL to circulate quotes (2) to all councillors. Danwood have quoted the same as our original agreement**

Items for next meeting

AGM Written reports from Chairman of the PC and both Sub-Committees
Invite Mr. A Sail to speak about Phase 3 and the expansion of the village.

Monthly meeting: PC IT system

Cllr K Harrison thanked all for attending.

Meeting closed 21.45

WITHAM ST HUGHS PARISH COUNCIL
Minutes of the Meeting 16th April 2014
At 7.00pm at the Village Hall Witham St Hughs

1: Apologies: Dist. Cllr B Wells. Dist. Cllr S Appleby.

1a: Parish Councilors' attending Cllr M Elliott, Cllr A Zychowicz , Cllr J Patten, Cllr K Harrison, Cllr M Mortimer. Cllr P Rothwell

Other attendees: Mrs. S Lane (clerk), 3 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 Matters raised: The condition of the football pitch, no drainage to the area, this area needs to be raised. We were under the understanding that the area that the land will be up to the correct standard **Action: SL to contact A Sail**

4. Police Report This report is the same as the one given at the Annual Parish meeting (on file)

5: Dog Warden report

Cllr K Harrison gave the report on Mr. Cummins behalf. (On file)

Still having problems with owners of dogs allowing their animal to foul and not pick up after them. Mr. Cummins is setting up a neighborhood watch scheme with the help of residents.

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

JP: VHMC, Allotments KH: AUSCAN, VHMC and Allotments. MM: VHMC:

AZ: Play Parks

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

Signed as correct by Cllr Harrison 16th April 2014

Matters raised:

Extra litter bins to be ordered 3 in total **Action: SL to order**

Suggest: Warren Lane, Hedge Lane, decision for third bin to be discussed.

A ponds inspection is taking place in the village, we have requested copies of the report when finished.

Investec: KH to report back at a later date

Insurance: Mrs. Lane and Cllr Elliott are to meet with Thompson and Richardson

Photocopier quotes: SL to bring to the next meeting 3 quotes from 3 different companies.

Signed

Date:

8. Highways, Pathways and Parking

Cllr P Rothwell gave an update of where we are now with getting any closer to finding out who is responsible for all the areas in the village.

A meeting has been arranged to meet with LCC Highways to hopefully clarify the situation.

Parking on Grass verges is one of the main problems we have. Letters have been sent to the offenders, warning that legal action will be taken to remove these vehicles from our land.

The walkways in the village are becoming damaged and are in need of repair.

Action: SL to contact NKDC

9: Grounds Maintenance / Open Spaces

A meeting was held with SL, KH, PR and County Landscapes to plan for this financial years' maintenance. The decision was made to only maintain areas that we are responsible for. Work has now started in the village.

Cllr Rothwell questioned why had Cut and Collect been carried out.

KH explained that this had never been agreed on by the PC due to the cost, The PC do not have monies in 106 to cover this.

A request to go to LCC to spray all the roads in the village

Action: SL to speak to Highways:

10: Play park report (on file)

AK gave an update on her report (on file) and discussion took place. **Action: SL to pass information onto SS for any work that requires doing.**

11: Village Hall Management Committee report

JP gave an update of what is happening and plans for the future.

Cllr Patten requested on behalf of the committee that the Term of Reference be changed to that a non PC is able to stand for chairman

KH informed the meeting that according to advice given by LALC. Chairpersons of a Committee overseen by a Parish Council must be a PC. All Committees overseen by a parish council have to have at least two council members on the committee. One taking up the post of Chairperson.

At this point Cllr J Patten gave in his resignation as parish councilor and chairman of the VHMC.

To clarify what Cllr Patten had said Cllr K Harrison questioned why from both positions. Cllr J Patten then retracted his resignation as a parish councilor, stating that he is willing to stay on the committee as a volunteer.

Cllr K Harrison accepted his resignation as Chairman of the VHMC as from 16/04/2014. Cllr Patten to continue his role of parish councillor.

AZ asked when the wall would be coming down in the hall: Hopefully planned to be done in approx. Three weeks' time

12: Allotment Committee

Cllr Harrison gave an update from the previous meeting.

The matter of supply of water to the allotments was raised, this is to be discussed at a

Signed

Date:

Allotment Committee cont:

later date. The position at the moment is that there are no funds to cover the costs. There are two vacancies on the committee. These positions are to be advertised. The allotment holders are planning to have their own newsletter, noticeboard and look at installing toilets in the future. Meetings are now scheduled to be held every three months.

13: Community Liaison (CEMEX Safety Day)

Cllr P Rothwell is liaising with Stephen Woods (CEMEX) Mr. R Linnell (VHMC) and Mr. N Spencelayh (School)

A meeting is to be arranged for the planning of this event.

Action: PR to keep PC informed

14: Planning None to date

15: Correspondence

All emails received have been forwarded to Cllrs. For their attention and comments

David Cameron. 10 Downing Street London SW1A 2AA

Reference the new tax cut for businesses and charities. (On file)

6: Accounts to date to be tabled 2013/2014

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)

SL requested that the PC purchase SAGE Payroll software

Proposed by JP. All in agreement

Action: SL to purchase

Items for next meeting

IT system for PC office
Utilities

Cllr K Harrison thanked all for attending.

The next item is to be discussed under closed session.

Signed

Date:

WITHAM ST HUGHS PARISH COUNCIL AGM
Minutes of the Meeting 21st May 2014
At 7.00pm at the Village Hall Witham St Hughs

Apologies: Dist. Cllr B Wells. Dist. Cllr S Appleby. Cllr A Zychowicz
Parish Councilor's attending Cllr M Elliott, Cllr K Harrison, Cllr M Mortimer, Cllr P Rothwell, Cllr A Crofts.

Other attendees: Mrs. S Lane (clerk) 5 members of the public

1b: Prior to the meeting the councillors met with Mr A Crofts regarding co-option onto the parish council (closed meeting) Vote was taken and show of hands. All in agreement.

Action: SL to forward the relevant forms to Cllr Crofts for completion.

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.

1. Public Speaking Matters raised were: Why the increase of 10.1% in the annual Precept? The PC have more responsibilities this year and due to an overspend on maintenance of open space areas last financial year.

This year we will maintain only land that we are responsible for, therefore overspend is not expected to occur.

Areas off Rosehip Walk are the developers responsibility.

We are still awaiting confirmation of 106 monies paid to the PC

Car parking issues still remain in the village. A meeting was had with LCC Highways to discuss this matter. We are awaiting their reply.

The issue of grass cutting in the Warren Lane/Leveret Chase area was raised. As far as the parish council are aware Taylor Wimpey are responsible for this part of the village. Residents were advised to contact TW direct.

2. Police Report Cllr Harrison read out the monthly report from Sgt Hammond (on file)

3: Election of Chairman Cllr M Mortimer nominated Cllr K Harrison

All in agreement. Show of hands.

4: Election of Vice Chairman; Cllr A Crofts nominated Cllr P Rothwell

All in agreement. Show of hands.

Thanks were given to Cllr Mortimer for her work and commitment as Vice Chairman over the years.

5. Council Representatives for 2014 - 2015

a. Highways and road adoptions	PR
b. Grounds Maintenance	KH/PR
c. Play areas	AZ
d. VHMC	AC/KH
e. Allotments	KH/PR
f. Planning	To be appointed
g. Fund Raising/Public Engagement	MM

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

KH: AUSCAN, VHMC and Allotments. PR Allotments, AC VHMC

7: Resolutions to be passed

Code of Conduct

Terms of Reference

Standing Orders

Risk Management

Amendment to be made to Terms of reference (to be signed)

All other resolutions passed.

8: Draft Minutes of APM to be signed as correct

Signed as correct by Cllr K Harrison

9: Minutes of previous meeting signed as correct and matter arising.

Signed as correct by Cllr Harrison 21 May 2014

Matters arising from the above minutes:

Weed spraying the adopted areas in the village

Action: SL to contact A Brown LCC Highways

Play park repairs: the report has been passed onto SS for action

CEMEX Safety Day: Meeting arranged for 5th June. **PR to update at next meeting**

Insurance: Three quotes received. ME gave a breakdown of costs. Discussion took place. Confirmation required regarding details of 3yr term

Action: ME to enquire and email Cllrs details

10: Dog Warden report

Cllr K Harrison gave the report on Mr. Cummins behalf. (On file)

Still having problems with owners of dogs allowing their animal to foul and not pick up after them. Mr. Cummins has set up a neighborhood watch scheme with the help of residents. This is working well. Notices are on order.

11. Highways, Pathways and Parking

All quiet at the moment. Still awaiting confirmation of 106 monies transaction of Phase 1

12: Grounds Maintenance / Open Spaces

Maintenance in the village has now started. Some of the work carried out requires finishing off.

Action: SL to contact County Landscapes

13: Play park report No report given

14: Village Hall Management Committee report

AC presented the draft minutes from the latest meeting.

Car boot was a success. Propose to hold these every 8 weeks.

Building work all going well, nearly completed.

ME suggested that the VHMC and the Allotment Committee shared the cost of a strimmer for work required at both sites.

Action: AC/KH to raise this with both committees

VHMC cont.

Number on the committee are at 11, total number is 13. This will be discussed at the next committee meeting.

15: Allotment Committee

Cllr Harrison gave an update from the previous meeting.

The supply of water was raised again. Suggest the committee form a group to fund this.

A sign for the gate is to be designed by the school

Flooding of the car park is a major issue (to be discussed)

Plans for open day are going ahead.

Mr J Phillipson (Treasurer) had prepared the financial report.

16: Planning Cell 19 Amendments, No comments

Extension to WSH Academy (No comments)

17: Correspondence

All emails received have been forwarded to Cllrs. For their attention and comments

Investec: Annual report on investments made by WSH PC

LALC Newsletter: **Action: KH to scan training days and send to all Cllrs**

18:2013/2014 Annual year end breakdown of accounts

SL (RFO) gave the annual report of the accounts for 2013-2014 No issues raised.

18a:Accounts to date to be tabled 2013/2014

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)

Sage Payroll has been purchased and is running smoothly.

Proposal by SL to purchase Sage Accounting system

Proposed by PR. All in agreement Action: SL to purchase

18b: Payments authorised. KH/MM

19: Councillor resignation Cllr J Patten has resigned from his post as councillor.

KH wrote to thank him for all his hard work and commitment

Action: SL to inform NKDC Electoral Services

Items for next meeting

IT system for PC office

Utilities

Cllr K Harrison thanked all for attending.

Meeting closed 21.45

WITHAM ST HUGHS PARISH COUNCIL
Minutes of the Meeting 18th June 2014
At 7.00pm at the Village Hall Witham St Hughs

1: Apologies: Cllr P Rothwell, Cllr M Mortimer

No apologies received from District Councillors or the police

1a: Parish Councilors' attending Cllr M Elliott, Cllr K Harrison, Cllr A Crofts

Other attendees: Mrs. S Lane (clerk), 3 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 Matters raised:

Open Space Areas. The question was raised regarding the issues of the grass cutting in the village. Rookery Close and Rosehip Walk have not been maintained properly for a long time. The residents themselves are cutting the grass and verges. The master plan was consulted but these areas were not marked as to who has the responsibility for these. **Action: PC to check who is responsible for this area**

KH explained how the 106 monies that the PC have been given is accounted for with relation to open space maintenance i.e. When the areas are adopted by the PC we are given monies to cover the costs.

A resident spoke about the detailed plans and maps the PC get when planning permission is requested and suggested that the map we have is not sufficient enough to define the areas correctly. KH replied that Cllr Rothwell has spent many hours working on who has ownership of each Cell in the village. We are currently working on transfer of ownership and 106 monies.

Parking on the grass verges was discussed. Letters have been sent to the homeowners requesting that they do not park on the verges, but they still persist in doing so. **Action: KH to arrange with other councilors to visit homeowners and inform the police of the issues we have.**

Phase 3: Had we any update on the public meeting held regarding the planning for this? KH replied that this is still ongoing and working groups are to be set up to finalise plans later on this year.

Pavement work: Why are the contractors tarmacking 60mtrs and then leaving some areas not refurbished? Hannah Crescent has this issue all along the pathway.

Also residents are not being given enough notice to move their cars from the roadside when work is being carried out. **Action: SL to write to BWB to enquire why.**

Skate Park: The question was raised as to what is happening regarding the skate park funds. KH replied that the PC have asked for the fund raising be ring fenced in the PC accounts for this purpose only. **Action: SL to contact R Barnett to arrange hand over.**

Signed

Date

4. Police Report No report

5: Dog Warden report

Cllr K Harrison gave the report on Mr. Cummins behalf. (On file)

Mr. Cummins has set up a neighborhood watch scheme with the help of residents, this is working well.

Less dog fouling in the village at the moment, this is due to the light nights as is usual for the summertime, owners and walkers seem more vigilant at this time of the year.

Still a problem with dogs being taken into the play areas. **Action: SL to ask SS to put more signs up.**

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

AC: VHMC, Allotments KH: AUSCAN, VHMC and Allotments

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

Minutes of 21st May 2014 Signed as correct by Cllr Harrison (18/06/2014)

8. Highways, Pathways and Parking

Cllr P Rothwell sent his apologies.

Parking on grass verges in Hedge Lane has not improved!

Action: KH to ask PCSOs to escort a member of the council whilst visiting homeowners.

Parking on the roadside is still causing problems and near accidents due to lack of vision on both sides of the road. **Action: SL to write to A Brown LCC Highways.**

9: Grounds Maintenance / Open Spaces

This an ongoing matter to be discussed at the next meeting.

10: Play Park report No report given

Action: SL to ask SS to carry out inspection

11: Village Hall Management Committee report

Cllr A Crofts gave his report. (on file)

There at present vacancies on the committee, prospective members have been invited to attend the July meeting.

Various events are coming up, including the Camp Out, Summer Fair and the Firework night. These are all being advertised at the moment with flyers delivered around the village to each home.

Bar nights: This is attended by more people now that the summer nights are here.

The building work in the hall has now been completed, with both halls now able to be used as one or two rooms as required. Both rooms now have televisions installed.

The old Marquee has been sold as seen for £75.00 this money will go into fundraising.

Discussion was held regarding AOB on agendas. AC to take this to the committee.

The outside bins are full **Action: SL to speak to SS and contact NKDC**

Signed

Date

12: Allotment Committee report

Cllr Harrison gave her report (on file)

An Open Day is being planned and the invites have gone out, this is to be held on 6th July 2014

Mr. M Elliott is to alter the entrance gates so that a pedestrian access is possible.

Two additional plots are to be made available.

One member is to attend a fundraising course.

13: Community Liaison (CEMEX Safety Day)

Cllr P Rothwell is liaising with Stephen Woods (CEMEX) Mr. R Linnell (VHMC) and Mr. N Spencelayh (School)

This has been arranged for 18/19th July 2014. The 18th being safety talks at the school and the 19th a Safety Day is to be held at the Village Hall and fields. R Linnell to coordinate this.

14: Planning

NKDC Pendred Avenue= Single storey extension

NKDC Swindery Airfield = CEMEX Alterations to original plans

LCC Hobleys Yard Camp Road = To use land for storage of soil and recycled aggregates

Action: SL to forward plans to councillors for their comments.

15: Fundraising/Public Engagement To be c/fwd to next meeting. (MM)

16: Correspondence

All emails received have been forwarded to Cllrs. For their attention and comments **No comments received.**

Email from a resident of Partridge Green regarding children/teenagers playing football on the Green. Causing ASB by kicking the football against their wall. A request for a "No Ball Games" to be placed in this area.

Action: SL to reply and contact the local police.

17: AUDIT Annual return for the financial year ended 31st March 2014

Cllr K Harrison (Chair) read through the guidelines for the audit return.

All councillors agreed (Show of Hands)

KH and SL signed the audit as correct.

Action: SL to send to Clement Keys Auditors

18: Accounts to date to be tabled 2013/2014

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)

19: Items for next meeting

IT system for PC office

Open Space Area tenders

Cllr K Harrison thanked all for attending. Informing the residents that the next part of the meeting will be discussed under closed session as per government guidelines

Signed

Date

WITHAM ST HUGHS PARISH COUNCIL
Minutes of the Meeting Wednesday 19th November 2014
At 7.00pm at the Village Hall Witham St Hughs

1: Apologies: Cllr M Mortimer, Cllr K Esberger (arriving later) Dist Cllr B Wells

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

Other attendees: Mrs. S Lane (clerk) Dist Cllr S Appleby, F Hill Myers (VHMC)
 4 members of the public. Police representative

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

Thanks were given to the parish council for all the work they do for the village and residents

The question was asked of why an email sent to the PC on September 17th 2014 had to date not been replied to. Regarding the cutting back of hedges. KH stated that the matter of a reply not being sent would be looked into after the meeting and she would contact the resident concerned of the outcome. **Action: KH**

Resident requested that a one off cut be carried out before Christmas on all hedges to tidy up the village.

Resident queried who was cutting these areas before the PC took over the contract. KH explained that NKDC were doing this and the tender documents we received from NKDC were understated and land missed off the plans. PR has been trying for 3 years to get clarification from NKDC regarding ownership of land. It was explained that the PC cannot cut areas that we have not been given allocated 106 money for. The only way this could be done is to increase the Precept annually resulting in resident's council tax being increased. This we do not want to do. If the PC were to cut all land in the village including the un-adopted areas this would cost in the region of £50,000.00 annually.

KH and PR explained the situation we have with our contractors and the ownership of several areas of land in the village. These being that the contractor has now passed our work onto a sub-contractor and at present we have been unable to make contact with County Landscapes to speak with them.

Action: SL to email and phone County Landscapes and Sub contractors for clarification on who is responsible for the work being done

The situation of land ownership is still ongoing, PR and KH have met with NKDC planning representatives and we are awaiting their reply. We are challenging them on these issues.

Resident asked why when she sends emails to the PC and copies in councillors they do not reply personally. KH explained that all correspondence goes through the parish clerk and unless requested by the PC councillors do not reply personally. She stated that she cannot get in touch with the PC and "are we passing the book"

Signed

Date

Public speaking cont.

KH replied that due to the situation of land ownership as explained we are still in the process of confirming ownership and this is not the case.

The PC have had lots of meeting with NKDC and Strawson Properties regarding this and hopefully we will have a positive outcome soon.

Dist Cllr S Appleby will contact Mr N Felton regarding the major problems we have in the village and give feedback asap to clerk and councillors.

Resident questioned "should the village be developing when we have all these problems" KH replied that the PC have stipulated that this does not occur again in Phase 3.

PR gave further explanations of work done by the PC on the land ownership "Lesson Learned in regard to the history of work on landscape issues"

Communication: Residents feel that there is a lack of communication between the PC and themselves. It was explained that all agendas and minutes are posted on the website.

Resident raised the issue over communication on Social Media (Facebook) and why her post had not been replied to. PR explained that there is a notice on the Facebook page informing residents of the correct way to contact their PC which is either by email or the phone number given. Also a direct link to the website where question/comments can be made. Feedback from this is automatically flagged up for our attention via email.

SL informed that social media is not recognised by NALC and CALC as an official route to councils or any government contacts.

It is recommended these be used for giving information and updates to residents only.

The PC agreed that at present their communication strategy needs to be looked into.

Action: DH to look into this and give feedback.

Resident raised the issue of bollards or more railings around the pathway next to and opposite the Co-op supermarket on Muntjac Way.

PR informed the meeting that LCC Highways dept. who are responsible for the pathways, which are adjacent to adopted roads are aware of our request for these and that we will again contact them for clarification of the possibility of these being in place in the future

Action: SL to write to LCC Highways

Parking issues in the village were raised again with residents and visitors having near misses with other vehicles due to cars etc parked on the roadsides and leaving a narrow thoroughfare. Thus causing problems for both vehicles and drivers.

The PC have met with LCC Highways and are waiting for them to get back to us with their ideas of how this can be made safer.

The police cannot request vehicles to be moved unless they are causing an obstruction.

The subject of a pedestrian crossing was raised near the gate to the school on Warren Lane. Again this is LCC Highways.

Action: SL to write to Alan Brown

Public speaking ended 8.00pm

Signed

Date

4. Police report KH read out the report received from Sgt J Hammond.

The next Police Panel meeting is in January 2015. Posters to be displayed

There have been thefts from building sites in the village. Police are to speak to the site managers and suggest they have security guards patrol on a regular basis.

ASB: There have been quite a number of reports this month they believe it is due to Halloween and Bonfire nights.

I was requested that Sgt Hammonds' reports be posted on our website. Also inform residents to increase their security.

Letter received regarding the Restorative Justice scheme in Lincoln. It was suggested that we invite the leader to meet with the PC to advice on how this works.

Action: SL to write

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

5: Dog Warden report

KH read Mr. Cummins monthly report. He is patrolling regularly all areas of the village. Concern raised about the amount of fouling on the football fields.

He is going to carry out an audit of the bins as to which are used more and in what area, Now that the dark nights are upon us dog owners are taking their dogs out in the evening and not clearing up what their dog leaves behind.

8.05pm Dist. Cllr S Appleby gave her apologies and left the meeting.

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: None requested or given

VHMC Request for Item 11 and 11A were brought forward (all agreed)

Ms F Hill Myers attended the meeting to give the report on behalf of the VHMC.

Giving details of planned future events and a brief history of the Halloween and Bonfire Evenings. Both being huge successes. The committee have suggested they meet with AUSCAN on a regular basis.

She gave an overview of the meeting attended by Cllr K Harrison and Cllr J

Phillipson. Discussion took place over the VHMC disbanding and a new committee

The Village Hall Events Committee forming. This would be for fund raising only and be separate to the parish council.

Signed

Date

VHMC cont.

Cllr J Phillipson had put together a paper with proposals so that VHMC, VHEC, Allotment Committee and the PC can move forward.

Cllr J Phillipson offered his services as Village Hall Manager voluntary for six months. **Duties to be confirmed** **Position to be reviewed after 6 months**

Paper with proposals are on file in the PC office.**Proposals are:**

- a. The Allotment Committee continues as at present meeting as required but a minimum of four times a year. **All in agreement. Show of hands**
Proposal passed
- b. The Village Hall Management Committee is disbanded and replaced by a VHEC **All in agreement. Show of hands** **Proposal passed**
- c. The formation of an Allotment Association be encouraged and assisted as far as possible but that group to be independent of the Parish Council
All in agreement. Show of hands. Proposal passed
- d. The formation of an Events Committee be encouraged and assisted as far as possible but that group to be independent of the Parish Council
All in agreement. Show of hands. Proposal passed

Cllr J Phillipson offered to volunteer as Village Hall manager for a six month period. After which the PC will be looking at precepting for the post **Request for all VH keys to be called in for Audit to be carried out**
Full proposal on file.

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

Minutes of meetings held on 17th October 2014 were corrected and signed as correct (KH 19.11.14). 2 corrections made

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

8. Highways, Pathways and Parking

As discussed in public speaking

We await the response from NKDC

Action: PR to update at next meeting

Parking on grass verges As discussed in public speaking

Problem with the placing of a grit bin on Warren Lane

SL to contact A Brown

9: Grounds Maintenance / Open Spaces

AS discussed in Public speaking County Landscapes are now sub-contracting the village work out to another company.

SL to contact County Landscapes

The new gate is in situ at the entrance of the playing fields. Bollards are to be placed on the pathways that also lead to the fields

Action: Mr. ME to speak to Game to get costings.

Signed

Date

Cllr Elliott requested time to give a proposal she has been working on. The proposal is for more seating to be around the village on the open space areas, she suggested 10 areas that would benefit from a bench being in place. Discussion was held over the type, cost and siting of the benches and do the village actually need them. Cllr Elliott is to come back with costs and descriptions of said benches. Also look at funding opportunities. **Action: ME to update at the next meeting**

9a: Proposal for tenders Open Space Areas We are still awaiting confirmation of ownership from NKDC.

It was agreed that the PC need to arrange an extra meeting to discuss tenders of Open Space Areas **Action: Date to be arranged**

10: Play Park report SS is working through the work required on the ROSPA report. He has raised concern over the flooring in the play areas as parts are coming up and in his opinion is in need of an inspection by qualified. Kompan have visited the sites and we are awaiting their reply.

11: VHMC see above

12: Allotment Committee report

Cllr J Phillipson gave an update. No meetings had been held since the PC last. The committee have received a letter from Lincoln University offering four students to work with the Allotment Committee. **Action JP to make contact**

9.05 Cllr K Esberger joined the meeting

14: Cluster meeting update

KH gave feedback from the meeting. A representative from Newark Hospital spoke about the issues with the A&E department scaling down. Asking that all parish council in a certain mile radius write to them to question their motives

All councillors in agreement **Action: SL to send letter to all concerned.**

15: 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.

The matter was raised relating to the planning application for 140 Affordable Houses to be built on Thurlby Road Bassingham. **Action: SL to check the planning application**

16: Phase 3 planning meetings

Councillors have attended various meetings regarding this moving forward. Sustainability (BWB) are looking at more costs to the parish other than the original planned figures. For Persimmon Homes we the have requested an independent review of the ditches and draining

Signed

Date

16a Community Central Sports Hall Planning

Rev N Buck fully supports this. PR has contacted Sports England looking at wanting a larger building. The feeling is that NKDC should review our facilities at the moment.

Action: PR to look into this

17: Junior PC

Cllr Rothwell has been asked if the PC have junior members.

It was explained that you have to be 18 before you are able to be considered for becoming a councillor.. Youths under 18 could make up their own committee and present to the PC their plans and ideas to the PC at a meeting and we would look at them.

18: Community Watch Scheme

It was decided to hold this item over to discuss at the 2015/2016 Precept meeting

Action: SL to add this to Precept file.

18a Fundraising

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: Cllr to look into this

19: Memorial Service 2015

Cllr M Elliott requested that the parish council presented a wreath as a mark of remembrance.

All in agreement / Show of hands

20: Christmas Tree

Discussion was held and it was decided to get a tree from Doddington Hall.

A local resident Mr. Ward has offered to decorate for the village

Action: SL to contact Mr. Ward All agreed

21: 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.

NKDC: Live Music at the VH We received a complaint from NKDC regarding loud music being played after 23.00hrs. This was at one event in October and the issue has been addressed by the committee.

21a: Community First Aid Courses We have been offered Community First Aid Courses in the village for residents. The councillors are all in agreement with this taking place at the Village Hall. Dates to be arranged.

22 Accounts to date to be tabled for 2014/2015

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)

The VAT claim is now in the bank.

Payments authorised by KH and MM as per list presented.

No December monthly meeting

Cllr K Harrison thanked all for attending.

Meeting closed at 22.30

Signed

Date

WITHAM ST HUGHS PARISH COUNCIL
Minutes of the Meeting held on 15th January 2014
At 7.00pm at the Village Hall Witham St Hughs

1: Apologies: Dist. Cllr B Wells. Dist. Cllr S Appleby. Cllr D Gray

1a: Parish Councilors' attending Cllr M Elliott, Cllr A Zychowicz .Cllr J Patten,
 Cllr K Harrison. Cllr M Mortimer. Cllr P Rothwell

Other attendees: Mrs S Lane (clerk) Mr M Elliott

3 members of the public (Youth Club representative and Scout Association)

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

Matters raised and discussions took place over:

1. Skate Park. Fundraising for this is being looked into by the youth club.

The question was asked of how much was raised at previous fund raising events that took place. **Action: SL to write to Mrs. Barnett.**

Update at the February meeting.

The parish council have requested provision of space in the future planning for Phase 3.

Suggested that a working group be set up to source fundraising.

2. Scout Association. A request for land to be allocated for a purpose built scout hut. Discussion took place as to where this could be. The PC have a meeting with NKDC and Strawsons on the 4th of February at which the PC will raise this matter.

It was agreed that consideration is required sooner rather than later due to the numbers attending.

Action: PC to speak to Mr. A Sail

Update at the February meeting

4. Police Report

Sgt Hammond emailed his monthly report, forwarded to all councillors

Panel meetings are to be held on a regular basis. Information on the date for the next meeting to be decided.

5: Dog Warden report

Cllr K Harrison gave the report on Mr. Cummins behalf. (on file)

The new bins are being used but unfortunately we still have major problems in the village with owners not clearing up after their dogs. There is a problem with some of the bins not being emptied **(SL to contact NKDC)**

The stencils have not been applied to the play areas and some of the signs have been removed.

Action: DG to work with MC on the stencils

More signs to be ordered.

SIGNED

Chairman

DATE

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

ME: Allotments. JP: VHMC . KH: AUSCAN and VHMC

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

Signed as correct by Cllr Harrison as correct

8: Highways

PR gave an update. All information gathered to date will be displayed on the board in the office. All roads are in the process of Section 38.

Persimmons are saying that all their roads will be adopted, but a timescale has not been given to homeowners nor the PC. Letters have been sent to Cllr Stephen Phillips informing him of the situation we have in the village.

Request for a letter be sent to the owners of 1 Thyme Walk reference the electricity box being unsafe.

Mr. Baylis of Doe Close wrote with reference to cars parking on grassed areas. The PC directed him to Persimmons.

Cllr K Harrison thanked Cllr Rothwell for the work he is doing on behalf of the village.

8a: Winter maintenance

Mr. M Elliott gave an update. The salt/sand has now been delivered and the lock and keys for the gate ordered.

Mr. Elliott is to monitor the weather and treat roads accordingly.

Cllr K Harrison thanked Mr. Elliott for organising this.

9: Grounds maintenance

No cutting is taking place at the moment. A meeting is to be set up with County Landscapes to plan for next years' work. The PC cannot cut land that we are not responsible for as we do not have the contingency to pay for this.

Action: Date to be set

Parking on grass verges: Request for a second letter to be sent to homeowner on Cuckoo Walk.

Action SL to do this

OM Management: Cllr Harrison has again been in contact with Sarah Davenport regarding arranging a meeting. As yet Ms. Davenport has not been able to confirm a date for this to take place.

10: Play park report

AZ gave a verbal report and discussion took place. **Action: SL to pass information onto SS for any work that requires doing.**

11: Village Hall Management Committee report

No minutes presented. JP gave a verbal update from the January 2014 meeting.

Items covered were: Setting dates and activities for the forthcoming year.

Building work at the village hall. Plans to be drawn up and three quotes to be got, according to the Terms and Conditions of the PC.

Bonfire Night 2014: Deposit paid to Rainbow Fireworks.

SIGNED

Chairman

DATE

12: Allotment Management Committee report

No minutes presented ME gave a verbal update.

Assurance has been given by County Landscapes that the gates are now ordered.

Fitting is to be within the next two weeks.

A Plant Hire have given the costs incurred for extra day's hire of the digger. £862.02

This accounts for 20 days hire but only 10 days usage.

Copy of the latest accounts were tabled (on file)

We are in need of a second councilor on the committee. Discussion took place but no one came forward. Suggested that Cllr's attend the meetings on a Rota basis.

Cllr J Patten and Cllr K Harrison to attend the next meeting

Cllr J Patten is willing to be the named person on this committee.

13: Planning, Community liaison

Cell 18: is now down to 43 properties according to the latest plans submitted

CEMEX: There has been a request from Mr. S Woods to meet with the PC to form a liaison group

Action: SL to email CEMEX to arrange meeting

13a: Advance forecast and planning of village expansion

Meetings and workshops have been held for discussion with all parties concerned to put forward their ideas for Phase 3 build in the village.

An open day has been arranged for the public to view plans and representatives will be attending from the Parish Council, NKDC. LCC and ATLAS Group.

Feedback to be given at the 6th February 2014 meeting.

14a: Planning Amended plans for Cell 18 (see above)

15: Correspondence: All correspondence has been emailed to councilors
Chattertons Solicitors: Merger with McKinnells.

17: Accounts to date to be tabled

Detailed breakdown distributed (on file)

Mrs. S Lane gave a breakdown of the accounts to date.

16a Precept 2014-2015

The first draft of the 2014-2015 Precept was discussed and a meeting arranged for the following Tuesday 7.00pm agreed upon to finalise the figures.

Investment monies: Request that checks are carried out to as and when these are due.

18: Payments to be authorised: HMRC month 9 and 10 authorised by KH

Request that a list of payments to be attached to the agenda and the minutes.

20: Items for next meeting

Health and Safety: Query Blast Zone

Cllr K Harrison thanked all for attending.

Meeting closed 21.45

SIGNED

Chairman

DATE

WITHAM ST HUGHS PARISH COUNCIL
Minutes of the Meeting held on 19th February 2014
At 7.00pm at the Village Hall Witham St Hughs

1: Apologies: Dist. Cllr B Wells. Dist. Cllr S Appleby. Cllr P Rothwell. Cllr D Gray has submitted his resignation due to work commitments.

1a: Parish Councilors' attending Cllr M Elliott, Cllr A Zychowicz , Cllr J Patten, Cllr K Harrison, Cllr M Mortimer.

Other attendees: Mrs S Lane (clerk), Mr M Elliott

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

Matters raised and discussions took place over an email received from Mr M Aplin:

1. Installation of railings around and opposite the Co-op. Strawsons owns this land, they may be willing to fund. The Parish Council agreed to write to the Co-op and request that their pharmacy and security vans do not park on the pavement.
2. Extra bins, especially at bus stops. The parish council agreed to ask Strawsons if we can put bins on their land, but will first ask for feedback from the litter picker as to where the main litter areas are.
3. Speed reduction in the village. The parish council will respond to Mr Aplin asking for further details. While the parish council supports the idea of a crossing in the village, a survey has been carried out by LCC and the village does not qualify for one yet.
4. Footpath around edge of main roundabout on Warren Lane/Hedge Lane. The parish council agreed one is needed, but hasn't precepted for this. The parish council agreed to seek funding from Strawson's and discuss under next year's precept.
Action: PC to speak to Mr. A Sail and Co-op regarding above matters and respond to Mr M Aplin
5. A discussion also took place around the Perspex in the bus shelters. The parish council is to ask the village caretaker to clean them. It was agreed that if they get into a bad state of repair again, the perspex will be removed.

4. Police Report

There was no police report and no police presence.

5: Dog Warden report

Cllr K Harrison gave the report on Mr. Cummins behalf. (on file)

The dog warden is working with residents to increase village surveillance. PCSOs also have authority to fine people caught allowing their dogs to foul. New dog bins are being well used. The parish council would like to remind residents that normal

litter bins can also be used to dispose of dog waste.

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

JP: VHMC and allotments. Also an item of planning permission. KH: AUSCAN, VHMC and allotments. MM: VHMC

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

Signed as correct by Cllr Harrison

7a: Skatepark

The parish council wrote to Mrs Barnett who still has the funds that were raised for the skatepark. The PC agreed to ask for a tabled account of fundraising and the monies will be transferred to the PC who will ringfence it for future use with a skatepark. **Action: PC to speak to Mrs Barnett to arrange this**

7b: Scouts

Strawsons are in discussions with the Scouts regarding a village building.

7c: Stencils for No Dogs in Playparks

AK to take this forward in the absence of DG

8: Highways Update

There is ongoing work to determine ownership of certain areas within the village.

9: Winter Maintenance Update

ME (Mr) gave an update. Salt has been delivered. The lock on the grit bin outside the school is now defective, but this is being repaired. Two grit bins have been moved, one from opposite Witham St Hughs South and one from the junction of Camp Road/Moor Lane. Council policy is not to have grit bins on treated locations. ME (Mr) suggested the village needs grit bins at the Hedge Lane bus stop, Camp Road, Muntjac Way and Leveret Chase. The council is updating its fleet of snowploughs but they still wont be able to cope with our village speed bumps. This is a discussion to have with Strawsons about future road development.

10: Grounds Maintenance / Open Spaces

The parish council recognized a need to arrange a meeting with County Landscapes. It was also noted that the Burfield Heights boards were supposed to be taken down. Instead they have been updated. They are still causing visibility issues. **Action: SL to contact Strawsons.**

Permission was given to Strawsons for a pond survey.

Residents are continuing to park on grass verges despite written requests to refrain

from doing so. **Action: PC to send follow up letters to those residents concerned.**

11: Play park report (on file)

AK gave a brief verbal report and discussion took place. **Action: SL to pass information onto SS for any work that requires doing.**

12: Village Hall Management Committee report

No minutes presented. JP gave a verbal update from the February 2014 meeting. A vote had been taken on the building work and quotes were being gathered for a 40 decibel bi-folding door to join both rooms together. A window into the large hall would also be fitted. The VHMC is seeking planning permission and building regulations. The summer ball will not go ahead this year. Bonfire night, and Easter Egg hunt and a Witham camp out are the main events this year.

13: Allotment Management Committee report

Minutes received. There was a discussion over the January minutes being received as incomplete. **Action: KH to forward to all AMC members to fill in the blanks.** KH also requested that there needs to be an auditable trail of queries and responses to ploholders and suggested an allotment email address that the chair and secretary can have access to. **Action: KH to update at next meeting.**

14: Planning, Community liaison

CEMEX: SL and PR attended a meeting with Steven Woods of CEMEX. They have requested temporary access off Moor Lane as a more permanent entrance. They are organizing an event with the school about safety. CEMEX will also forward details of their community support.

15: Advance forecast and planning of village expansion

KH, SL, AZ, ME and PR attended a feedback meeting on 6th February 2014.

15a: Witham St Hughs Academy

KH had a meeting with the school about the future and discussed potential joint funding options with the PC. MM agreed to take a lead on joint fundraising for sports facilities. **Action: MM to contact the school**

16: Cargill – street lighting

Cargill would like the bank on the back field lit and have funding to do so. **Action: MM to contact Stuart at Cargill**

17: AON insurance

Action: ME to liaise with SL on insurance and gather future quotes.

18: Witham St Hughs Academy Proposed Extension

Action: All Cllrs are to respond to the questionnaire they have received about this.

19: Investec

Action: KH and JP to meet with Financial Advisor about investments.

20: Correspondence: All correspondence has been emailed to councilors.

21: Accounts to date to be tabled

Accounts will be forwarded to Cllrs next week (on file)

Mrs. S Lane gave a verbal report of the accounts to date.

The first gas bill had been received by the village hall. **Action: C/F to next meeting.**

An invoice had been received from County Landscapes for the allotment gates.

Action: ME to forward original quote to SL

21a Precept 2014-2015

The application has been sent to NKDC

It was noted that the caretaker was on annual leave 2-21 April 2014 and all agreed that John Lane would cover these duties.

Cllr K Harrison thanked all for attending.

Meeting closed 21.27