



MINUTES OF THE MEETING

WEDNESDAY 31st JANUARY 2018 AT 19:00

	Clerk		Mrs Nicola Green
	Present		Clerk, Cllr Karen Harrison, Cllr Peter Rothwell, Cllr Roger Linnell
	Public Speaking		<p>11 Members of the public present</p> <p>Resident complained about flooding footpaths around the village. Complained about the trees and bushes overgrowing and obstructing footpaths. He is particularly concerned regarding the muddy hoggin paths around the playing field. The Council are in discussions with NKDC regarding the state of the pathways as some trees are lifting them. A report will be published once details are finalised. With regards to the trees and bushes, Work is in the process of being carried out by the open space contractors. Work will be completed in line with agreement of Parish Council Perceptions.</p> <p>Resident wished to thank the Parish Council for the Playpark improvements. These are being well used and have been gratefully received.</p>
18 : 1 : 1	Apologies	1.1	Cllr Jason Snape – Resolved to accept Dist Cllr Sally Appleby – Resolved to accept
18 : 1 : 2	Resignations	2.1	Cllr John Moor Five candidates have applied for the three vacancies available. Agreed by resolution to hold a closed vote
18 : 1 : 3	Co-options	3.1 3.2 3.3	Co- option of Mr Peter Wood Co- option of Mr Craig Morfett Co-option of Mr Michael Stachon
18 : 1 : 4	Declarations of interest	4.1	Cllr Peter Rothwell - Allotments
18 : 1 : 5	Closed Session Items	5.1	Litter Picker Vacancy
18 : 1 : 6	Approval of notes from last meeting. Matters arising	6.1	Draft minutes of the meeting on Wednesday 20 th December 2017 approved as correct
18 : 1 : 7	Village Hall Update	7.1 7.2 7.3 7.4 7.5 7.6 7.7	<p>NKDC District Elections to be held in the Hall on Thursday 22nd February 2018</p> <p>Office Security Breach – Resolved to accept additional security lock for Office. Maximum cost for new lock and keys £50. Keys to be issued to Clerk, Parish Councillors and the Treasurer of the VHEC ONLY</p> <p>Deep Cleaning of the flooring will be carried out on Monday 12th February 2018</p> <p>Resolved to agree for External Windows and doors to be cleaned monthly by Ben Savage Window Cleaning at a cost of £10 per month</p> <p>Resolved to agree Clerk to change Utilities for a better priced service plan – Clerk to review all utilities.</p> <p>Cllr Morfett to discuss plan with Hard Wired Electrical before resolution agreed</p> <p>Agreed by resolution that Mr Scott Smith is to be allowed a Village Hall front Door Key and alarm code to enable him to hold early morning classes. Classes to begin any time after 1st March 2018. Clerk to inform Mr Smith</p>
18 : 1 : 8	Open Spaces Update	8.1	Resolved to agree for Cllr Harrison to walk the Village with new Councillors to enable them to understand the areas adopted by the Parish Council and review areas that require attention
18 : 1 : 9	Allotments Update	9.1	Resolved to agree that Cllr Stachon will be put forward for position of Chair of the Allotments committee

18 : 1 : 10	Policies and Procedures	10.1	All policies have been removed from the website for review by the Parish Council. As they are reviewed, amended if necessary and approved they will be uploaded again
18 : 1 : 11	Planning Applications	11.1	Application 17/1708/OUT – No Objections
18 : 1 : 12	Correspondence – Email, Written, Telephone and Personal	12.1 12.2 12.3 12.4	Waste bins and litter under ongoing reviews Witham Wanderers have been working hard to get team together but have been unable to find a manager. They are still looking at sponsorship and also having issues with registering with the FA. Cllr Morfett to assist with registration and sponsorships, Clerk to forward email address to Aron and Harry. Cllr Harrison congratulated them as a credit to the Youth of the Village. Juliet Brewer – Practice Manager from Bassingham Surgery discussed the new dispensing regulations that will impact residents. NHS England will write to patients and a notice will be placed in the Witham Herald. Clerk to contact VHEC regarding anti-vandal paint for the storage containers
			Cllr Peter Rothwell left for another meeting at 19:45
18: 1 : 13	Finance	13.1 13.2 13.3 13.4 13.5	Bank reconciliation of 30 th January attached Table of invoices agreed by resolution to be paid by Clerk – Attached Precept submission to be delayed to give new Councillors time to inspect. Extra-ordinary meeting called for 8pm on Tuesday 6 th February 2018 Investments discussion postponed until next meeting to allow new Councillors to inspect Section 106 monies claim to be postponed until next meeting to allow new Councillors to inspect and digest
18 : 1 : 14	Dog Warden Report	14.1	We no longer have a Dog Warden but Mr Cummins continues to inspect the village while engaging in Litter Picking Duties until an employed litter Picker is found
18 : 1 : 15	Training	15.1	Agreed by resolution to hold Parish Council meetings alternate months and months in between to be used as working meetings. Clerk to publish dates
18 : 1 : 15	Councillors Attending Meetings	16.1	No meetings attended this month
	Date of next meeting		Extra-ordinary meeting – Tuesday 6 th February 20:00 Full Council meeting – Wednesday 21 st March 2018 at 19:00
	Meeting Closed		20:45

Signed.....Chair/Vice Chair

Dated.....



MINUTES OF THE EXTRAORDINARY MEETING

TUESDAY 6TH FEBRUARY 2018 AT 19:30

	Clerk		Mrs Nicola Green
	Present		Clerk, Cllr Karen Harrison, Cllr Peter Rothwell, Cllr Roger Linnell, Cllr Peter Wood, Cllr Michael Stachon, Cllr Craig Morfett
	Public Speaking		No members of the public present
	Apologies		Cllr Jason Snape – Agreed by resolution to accept
E18:2:1	Declarations of interest	1.1	Nothing to declare
E18:2:2	Finance	2.1	Reviewed Parish Council finances, Consideration given to expected increases and agreed by resolution to set precept figures at 18.7% increase. Clerk to submit calculator and paperwork to NKDC as soon as possible
E18:2:3	Time and Date of next meeting	3.1	Wednesday 21 st March 2018 at 19:00

Meeting Closed: 20.00

Signed.....Chair/Vice Chair

Dated.....



MINUTES OF THE MEETING

WEDNESDAY 21st MARCH 2018 AT 19:00

	Clerk		Mrs Nicola Green
	Present		Clerk, Cllr Karen Harrison, Cllr Peter Rothwell, Cllr Roger Linnell, Cllr Pete Wood, Cllr Michael Stachon. Cllr Craig Morfett arrived at 19:30
	Public Speaking	<ul style="list-style-type: none"> * Request for more toddler play equipment in playparks. Cllr Linnell has been speaking with school children regarding improvements and a "wish list" * Antisocial behaviour and drugs are still a problem around the MUGA and Bus stops. We will be upgrading the CCTV system this year and are working with police to resolve issues. Residents are reminded to call 101 for ALL incidents, however small. * Enquiry regarding further developments within the village. St Modwen have applied for expansion but nothing else planned at present. * Enquiry regarding village hall expansion. We will be given approximately £600,000 s106 monies which we will need to match with funding and also raise additional funds * Query regarding the precept meetings. Finances were discussed in private working groups. The Precept was agreed at the open extraordinary meeting of 6th February 2018 * Query regarding s106 monies in investment for the hall maintenance. Clerk is looking through past files to try and locate the original paperwork to confirm this. * Witham Wanders update * Mr John Lane, the Village Hall Caretaker handed an envelope to Cllr Linnell at the end of the open session 	
18 : 3 : 1	Apologies	1.1	Cllr Jason Snape – Resolved to accept Dist Cllr Sally Appleby – Resolved to accept
18 : 3 : 2	Declarations of interest	2.1	Cllr Peter Rothwell – Allotments and NKDC Cllr Craig Morfett - Website
18 : 3 : 3	Closed Session Items	3.1	Staffing
18 : 3 : 4	Approval of notes from last meeting. Matters arising	4.1	Draft minutes of the meeting on Wednesday 31 st January 2018 and Wednesday 21 st February 2018 approved as correct
18 : 3 : 5	Village Hall Update	5.1	New clearer website proposed to include self-booking system and generated invoices. Office computer to be upgraded to Windows 360 with a cloud based storage. New secure email addresses to be provided. Necessary to comply with the General Data Protection Regulations (GDPR), which will take effect in the UK from 25 May 2018. Cost of £2000 plus VAT. Agreed by resolution
18 : 3 : 6	Open Spaces Update	6.1	Discussed the purchase of a small utility vehicle including costings and possible revenue. To discuss at the Cluster meeting and defer further discussions until Summer.

		6.2	Discussed the purchase of benches around the village open space area. Approximate costs are £500 – £800 per bench. Cllr Morfett to research costs of standard seating and Picnic benches.
18 : 3 : 7	Allotments Update	7.1	Allotments meeting was postponed and due to take place 28 th March 2018
18 : 3 : 8	Policies and Procedures	8.1 8.2 8.3 8.4 8.5	Code of Conduct – Agreed by resolution to adopt Freedom of Information - Agreed by resolution to adopt Social Media Policy - Agreed by resolution to adopt Abusive, Persistent or Vexatious complaints - Agreed by resolution to adopt Discuss Data Protection Officer – Cllr Morfett and Clerk to attend LALC DPO training in April
18 : 3 : 9	Planning Applications	9.1 9.2	S106 monies associated with 18/0095/OUT to be claimed. See open forum notes. TPO N745 has been approved
18 : 3 : 10	Correspondence – Email, Written, Telephone and Personal	10.1 10.2	Precept planning request from resident. Clerk has forwarded relevant paperwork as requested but unable to locate 2016/17 calculation sheets Request to know the location of defibrillator. Clerk responded. Cllr Linnell has suggested that the defibrillator is moved to the front of the Village Hall building due to restricted access when marquee is erected. Clerk to appoint electrician to complete remove and refit
18 : 3 : 11	Finance	11.1 11.2 11.3	Bank reconciliation of 20 th March 2018 approved as correct Table of invoiced agreed by resolution to be paid Section 106 monies to be deferred to a working meeting for review
18 : 3 : 12	Training	12.3	Agreed by resolution to accept LALC training course programme Councillor Training days discussed. Clerk to book
18 : 3 : 13	Councillors Attending Meetings	13.1	Cllr Linnell attended Witham St Hughs Academy to talk with children and discuss the future playparks
18 : 1 : 14	Date of Next Meeting	14:1	Wednesday 18 th April 2018 at 19:00. This will be the Annual Parish Meeting
	Meeting Closed		20:45

Signed.....Chair/Vice Chair

Dated.....



MINUTES OF THE MEETING

Wednesday 18th April 2018 at 19:00

	Clerk		Mrs Nicola Green
	Present		Cllr Karen Harrison (Chair) Cllr Peter Rothwell, Cllr Roger Linnell, Cllr Pete Wood, Cllr Michael Stachon
18:4:1	Apologies for Absence	1.1	Cllr Sally Appleby, Cllr Craig Morfett, Cllr Jason Snape – Resolved to accept
18:4:2	Declarations of Interest	2.1	
18:4:3	Closed Session items	3.1 3.2	Parish Clerk Hours Zurich Insurance
18:4:4	Approval of last minutes and matters arising		Signed as a true copy
18:4:5	Village Litter Picker	4.1	We now have a suitable candidate for the position following interviews held by the Clerk and Cllr Stachon. Agreed by resolution to employ Mr Mcgrath. Start date to be 23 rd April 2018. Clerk to contact NG Cllr Harrison has written to Mr Cummins and thanked him for his service over the years
18:4:6	Parish Clerk hours	5.1	Discussed in Closed session
18:4:7	Parish Council Solicitor	7.1	Current solicitor is in the centre of Lincoln. This makes it attending the office difficult. Agreed by resolution for clerk to arrange and appoint new solicitor which will be more easily accessible NG
18:4:8	Accountant for Audits and salaries	8.1	Following retirement of previous accountant, resolved to accept clerk to appoint new accountant for Parish Council audits. Clerk to Assess SAGE accounting. Resolved to accept use of package if appears to be straight forward NG
18:4:9	Correspondence	9.1 9.2 9.3 9.4	Resolved to agree purchase of additional litter bins. Required for Hedge Lane and Thyme Walk. Purchase 3 Topsy 2000 litter bins, Clerk to arrange for foundations to be laid. NG Trees on Squirrel chase and Doe Close remain the responsibility of Persimmon. Clerk to write to homeowner on Rosehip Walk for change of boundary. Legal exchange not required as land resident wishes to adopt falls within 1 metre of his boundary line. Resident must be aware that any trees and shrubs will become his responsibility. NG JP Long meeting to be arranged with Cllr Linnell and one other councillor. Parish Council have concerns that as it is a privately owned area and S106 monies were used to install new play equipment there would be no guarantee that the land owner's wouldn't apply for

		9.5	planning to build on the newly developed play area. Possible agreement would be for the land owners to lease the land to the Parish Council on a Peppercorn Rent agreement to ensure this would not happen. The area that has been proposed does have a Woodland Protection order attached to it. RL
		9.6	The walkways around the field remain the responsibility of Strawsons
		9.7	Zurich insurance meeting in May to be attended by Cllr Rothwell, Clerk and possibly Cllr Harrison.
			Cllr Rothwell to review departments responsible for environmental investigations attached to ditch clearance - PR
18:4:10	Financial Report	10.1 10.2	Bank reconciliation as of 17 th April – Attached Table of invoices agreed to be paid
18:4:11	Date of next meeting	11.1	Discussed meeting times, a later start would be preferable for all Councillors due to work commitments. Agreed by resolution to hold future meetings at 19:30 Next meeting: Wednesday 16 th May 2018 at 19:30
	Meeting Closed		21:45

Signed:.....Date:.....

Parish Council Chair/Vice Chair

Signed:.....Date:.....

Parish Councillor



ANNUAL PARISH MEETING

Wednesday 18th April 2018 at 19:00

Clerk	Mrs Nicola Green
Present	Cllr Karen Harrison (Chair) Cllr Peter Rothwell, Cllr Roger Linnell, Cllr Pete Wood, Cllr Michael Stachon
Apologies for Absence	Cllr Sally Appleby, Cllr Craig Morfett, Cllr Jason Snape – Resolved to accept
Chairman's Report 2018	Please see attached report
Planning Update	<ul style="list-style-type: none"> • Cllr Peter Rothwell gave an update on planning applications within the Village. Phase III was deferred at a planning meeting held at NKDC due to the lack of medical provisions within the Village. The Planning application will be discussed again by the Planning Committee on 24.04.2018. Bassingham surgery is likely to be extended to accept additional patients but the Parish Council are still pushing for a medical suite to be included at the Village Hall. • Mr Adrian Sail from Strawsons Property hopes that after approval of Phase III roadworks will commence September 2018 time. The land will be out to tender shortly following approval • A huge concern for the area is the proposed rendering plant at Norton Disney. We are located within the Witham Valley Park and there Witham Valley Park Preservation Group have spent around £2m on the area. If the proposals are granted planning by Lincolnshire County Council and objection will be sent to the Secretary of State. • The Bomber County Gateway trust project have submitted planning applications and NKDC have made a recommendation that this project is passed at the planning committee meeting on 24.04.2018. This will be massively beneficial to this very historical area. They are hoping for a special guest to break ground
Play Park Update	<ul style="list-style-type: none"> • Cllr Roger Linnell is working closely with Witham St Hughs Academy children on the future of play parks within the village. The Parish Council feel that it is important that the children who will be using the area have a say. They have had some amazing ideas and included picnic areas as well as play equipment and facilities for all age groups. There is also an idea for a business opportunity to have a small café hut located at the park to sell drinks, ice-creams and snacks etc.. <p>Cllr Linnell to meet with the entire Academy to review ideas again shortly.</p> <ul style="list-style-type: none"> • The Witham St Hughs Womens institute have requested a "lonely bench" be placed within the area.

	<p>The Parish Council will be reaching out for residents with Grant Funding Knowledge to assist paying for the facilities proposed.</p> <ul style="list-style-type: none"> • Mr Sail from Strawsons property expects that the new Football Pitch will be ready for use by September meaning that the Parish Council can pass the current pitch to the Academy for expansion.
Refreshment	Refreshments served to all guest

Signed:.....Date:.....

Parish Council Chair/Vice Chair

Signed:.....Date:.....

Parish Councillor



MINUTES OF THE MEETING

THURSDAY 16TH MAY 2018 AT 19:30.

	Clerk		No Clerk employed at this time
	Present		Cllr Harrison, Snape, Rothwell, Morfett, Linnell and Woods present
	Public Speaking	•	<p>15 Members of the public present</p> <p>No correspondence submitted for public speaking time.</p> <p>Member of the public informed Chair that he had submitted questions. Questions were submitted on 18th which was not within the required time to be added to agenda as per public speaking policy.</p> <p>Second member of the public complained that answers to previous correspondence from 2 months ago have not been answered and argued that the Parish Council have not held an AGM. Previous Clerk Nicola Green, attending as a member of the public confirmed that an AGM was held and there are minutes available to confirm this. Cllr Rothwell suggests that Resident submits the questions again.</p> <p>Third member of the public queried that street lighting is switched off at night and had not been aware of new policy in place. Confirmed that highways make decisions regarding lighting. Resident to contact L.C.C. Requested that any further questions be submitted to the Parish Council.</p>
18 : 9 : 1	Apologies	1.1	Dist Cllr Sally Appleby – Resolved to accept
NOTES:	NOTES		<p>Moved into the Parish Council meeting.</p> <p>Member of the Public produced video camera and recorded the Council.</p> <p>Chair informed public that they were not permitted to speak. Complaint from member of the public that he did not know about the new policy. Chair, Cllrs Morfett and Snape explained reasons for the policy being in place.</p>
18 : 9 : 2	Declarations of interest	2.1	Cllr Peter Rothwell, District Councillor and Allotment plot holder
18 : 9 : 3	Closed Session Items	3.1	Staffing matters
18 : 9 : 4	Approval of notes from last meeting. Matters arising	4.1	Draft minutes of the meeting on Tuesday 7 th and Wednesday 14 th August 2018 approved as correct. Two documents: minutes of the meetings
18 : 9 : 5	Internal Auditor	5.1	Agreed by resolution to appoint Mr Johnson as internal auditor
18 : 9 : 6	Remembrance day	6.1 6.2	Agreed by resolution to purchase British Legion Wreath Agreed by resolution to provide refreshments with a budget of £50

		6.3	Agreed by resolution to hold remembrance Service. Cllr Morfett to plan and service to be led by Reverend Dee or Jon Brown
18 : 9 : 7	Open Spaces	7.1	Wet pour surfaces in need of repair or replacement. Proposed to replace with bonded rubber mulch. All three parks in need of maintenance. Three quotations received so far. £11544 to repair current wet pour Three quotes for rubber much – VAT to be added. £31805, £27742 and £38000. Cllr Snape to do further research
		7.2	New Pitch not ready for current season, more work required to improve surface
		7.3	Discussed purchase of benches - £1824 plus VAT. Cllr Snape to collect quotations. Agreed by resolution benches with backs and to be composite material.
		7.4	One quotation so far for new goal posts. £2865. Cllr Wood to collect more quotations.
		7.5	Cllr Linnell to collect quotations for picnic benches
		7.6	Agreed by resolution to letter drop properties backing onto Camp road bund. Proposal of up to 3 metre clearance for future maintenance. Quotations for the work are £14,900, £12,650 and £11,121. Ongoing maintenance would be £570 per cut
		7.7	Agreed by resolution to clear dyke behind the village hall. Environmental department at NKDC have authorised work. Work to be halted immediately should protected species be found. Quotations received are £1510.87, £1200 and £1365. Agreed by resolution to appoint company with £1200 quotation. Cllr Morfett to liaise with company to set a date. Likely to be December/January
18 : 9 : 8	Community Engagement	8.1	Community engagement poll required to discuss and agree to play park requirements for old Airman's quarter area of the Village. Cllr Linnell to continue with project
18 : 9 : 9	Allotment Update	9.1	Contract is still with the solicitors. Further damage and burglary at the allotments recently
18 : 9 : 10	Planning	10.1	Cllr Rothwell discussed pre-planning application for Crematorium on land at Haddington Road, Thurlby. Concerns raised for traffic volume
18 : 9 : 11	Correspondence – Email, Written, Telephone and Personal	11.1	To instruct solicitors regarding land transfer on Oak Tree Drive.
		11.2	Complaint regarding flag etiquette. Vanity flag removed, thank you to the resident to bringing it to our attention. Complaint regarding wreaths. Wreaths will not be removed. WSH VHEC to purchase a new flag for the Village. Thanks to the VHEC
		11.3	Tall Pines Trees to be reviewed by Arborist at time of Tree survey
		11.4	Two requests from residents to inspect accounts. Audited accounts need to be made GDPR compliant. Once Clerk is in place, this will be arranged and available for viewing.
		11.5	Witham St Hughs Academy to replant bushes removed for building by the end of September.
		11.6	Road Sweeping complaint has been rectified by NKDC contractor since residents letter.
		11.7	Tall Pines land transfer is currently with the Solicitor
18 : 9 : 12	Finance	12.1	Bank reconciliation as of 19 th September 2018 approved as correct
		12.2	Table of invoices agreed by resolution to be paid
18 : 9 : 13	Litter Picking Report	13.1	Issues with broken glass and litter in MUGA. Dog waste bin at Violet walk has the usual problems. To be kept under review. The Parish Council thank our litter Picker for his fabulous work
18 : 9 : 14	Village Field and Hall hire for Charities	14:1	Agreed by resolution that all charities receive a 50% discount on hall hire.

18 : 9 : 15	Councillors Attending Meetings	15.1	
18 : 9 : 16	Staffing matters	16.1	Appointment of Clerk/RFO to be discussed and agreed in closed session
		16.2	Appointment of Caretaker to be discussed and agreed in closed session
18 : 9 : 17	Councillors attending meetings	17.1	Cllr Snape attended Community engagement training. To plan more community engagement projects. Cllr Snape attended Bid writing training. To use knowledge to help raise funds for future projects
18 : 9 : 18	Next Meeting	18.1	Wednesday 21 st November 2018 at 19:30
	Meeting closed		21.15

Signed.....Chair/Vice Chair

Dated.....



MINUTES OF THE EXTRA-ORDINARY ANNUAL GENERAL MEETING

FRIDAY 8TH JUNE AT 19:00

	Clerk		Mrs Nicola Green
	Present		Clerk, Cllr Karen Harrison, Cllr Roger Linnell, Cllr Pete Wood, Cllr Jason Snape. Cllr Peter Rothwell arrived at 20:05
	Public Speaking		No public Speaking
EOM18:5:1	Apologies	1.1	Cllr Michael Stachon – Resignation recieved Cllr Pete Wood – Resolved to accept Cllr Jason Snape – Resoled to accept
EOM 18:6:2	Declarations of interest	2.1	Nothing to declare
EOM 18:6:3	Stepping down of Chair and Vice Chair - Due to clerical error AGM EOM called	3.1	Cllr Karen Harrison and Cllr Jason Snape stepped down
EOM 18:6:4	Appointment of new Chair and Vice chair	4.1	Nominations for Chair – Cllr Karen Harrison Nominations for Vice Chair – Cllr Jason Snape Agreed by resolution that Cllr Karen Harrison would be appointed as Chair and Cllr Jason Snape would be appointed as Vice Chair
EOM 18:6:5	Closed Session: Resolution of Administrative Issue	5.1	Agreed by resolution to move into Closed session
	Meeting Closed		19:30

Signed.....Chair/Vice Chair

Dated.....



MINUTES OF THE CLOSED SESSION MEETING

FRIDAY 8TH JUNE 2018

	Clerk		Mrs Nicola Green
	Present		Clerk, Cllr Karen Harrison, Cllr Roger Linnell, Cllr Peter Rothwell, Cllr Craig Morfett
	Public Speaking		No Public Speaking – No members of the public present
18:6:1	Apologies		Cllr Peter Wood - Agreed by resolution to accept Cllr Jason Snape – Agreed by resolution to accept
C18:6:5	Resolution of administrative issues	5.1	Agreed by resolution, clerk to issue second warning letter to vexatious resident
	Meeting Closed		20:00

Signed.....Chair/Vice Chair

Dated.....



NOTES OF THE MEETING

Witham St Hughs Parish Council Meeting

Wednesday 18th July 2018

	Clerk		Mrs Penny Briant
	Present		Clerk, Cllr Karen Harrison Cllr Peter Rothwell, Cllr Pete Wood, Cllr Roger Linnell
1	Public Speaking	1.1	<p>Cllr Harrison advised that the meeting will be recorded to assist the new parish clerk Penny. The recording would not be published. If anyone wishes to leave please do so now, if anyone else is recording please advise.</p> <p>Resident enquired re resignation of clerk. Confirmed. New temp clerk in post. Same resident commented on past clerk emails being abusive and threatening in reply to his emails. Same resident requested how precept figures were achieved. Chair reiterated again as in past meetings how the precept figures were achieved and stated they are on the website on the approved format.</p> <p>Resident still not happy with answers and was asked to write in with exact requirements. Resident will speak with NKDC.</p> <p>The resident then became difficult and rude and was advised by Chair that if he didn't stop he would be asked to leave the meeting.</p> <p>Another Resident enquired re playpark project spend, confirmed by chair future plans.</p> <p>Another resident asked how a private company is registered at the hall for bar facilities. Confirmed that no private company is registered at the hall.</p> <p>Another resident enquired re 106 funds from 2010 from documentation held whilst holding a PC position. Chair was unaware and would investigate.</p> <p>Another resident raised an issue with the hall flooring and the repairs and donation. This was done by the Events committee.</p>
2	Apologies	2.1	Cllr Craig Morfett, Cllr Jason Snape apologies accepted.
3	Declarations of interest	3.1	None
4	Closed Session Items	4.1	None.
	To approve last meetings notes.	5.1	Agreed & Signed
6	Village Hall update	6	Vandalism still in the Mugger and rubbish left.
7	Litter picking	7	The report was read by Chair it was noted that the ground cover in the play area is cracking and needs attention soon. While sports field and green area to the west of the village hall have at times litter in both behind goal posts etc. someone has a fascination with burning due to evidence of small fires, cigarettes packets, small bundles of twigs, Tony will keep an eye on this. The dog bins are getting better.
8	Open spaces	8.1	Cllr's Harrison & Rothwell had met with Town & Country to see areas to be signed over. Concerns were raised around Green Lane's Trees hitting properties, the trees will be staying



NOTES OF THE MEETING

Witham St Hughs Parish Council Meeting

Wednesday 18th July 2018

		with the developers. The balancing pond, trees, ditches and the bench all need addressing and the PC will not be adopting until everything has been put right. In the old village John Hill will fill in the pot holes at no cost. The football pitch is not fit for purpose but once handed over will start paying for it. A Plan will be provided by Strawson's out lining all the areas to be adopted.
Goal posts	8.2	Cllr Snape is getting quotes and has received one so far for the goal posts.
Landscaping at Robins Crescent	8.3	Quote received to cut a 3m wide pathway adjacent bund on camp road. Further quotes to be obtained. All agreed to write to residents to inform of impending works to gauge opinions.
Tree work on Camp Road	8.4	Quote received next step is to ask the residences. Letters will be compiled at the next working PC meeting.
Quotes for maintenance of Camp Road Bund	8.5	Quote discussed.
Play Park Nettle Drive area	8.6	The play park is going to be removed for dwellings to be built this needs replacing and this is being further investigated for where, if viable to relocate the park.
9 Allotment lease	9.1	New lease currently with solicitors
Allotment finances	9.2	Chair read report
Plans for new Allotment	9.3	New plans and the complexity of the move was discussed
Policies & Procedures	10.1	Deferred to next meeting
Planning	11	None.
Correspondents	12	Resident requested to move boundary. All in agreement to liaise with solicitors.
Robins Crescent Grass	12.2	Robins Crescent grass has not been cut and is looking unsightly and the PC has been asked to look into this. Chair asked for a vote to put on the schedule. All agreed.
Scout Hut	12.3	Chair read letter from Scouts regarding plans to build a new Scout Hall. Planning permission has been approved. Lots of fund -raising will be required.
Youth offending services	12.4	A letter from the Lincolnshire Youth Offenders Service out lining a young person who is looking to make amends with some Graffiti in bus shelters around Witham St Hugh's. The bus stops are not currently painted. H&S issues were raised. Cllr Linnell to liaise to see if this is viable.
Precept	12.5	Covered at the start of the meeting.
Witham Football Club	12.6	Meeting held with FC and Cllrs, report on file. PC is supporting the new village team with use of pitch and hall for this coming season.
Finance	13.1	Bank reconciliation was read by the Chair
Table of Invoices to be agreed and paid	13.2	Agreed by committee.
Approve Annual Audit	13.3	Audit not yet returned paperwork due a family bereavement. Deferred to a later meeting.
Training	14	List of the courses to be circulated.
Councillors Attending meetings	15	Two Cllr's are attending.
Date of next meeting	16	15 th August at 19.30 No public speaking as a working meeting. Meeting closed at 9.05pm.

Signed.....Chair/Vice Chair



NOTES OF THE MEETING

Witham St Hughs Parish Council Meeting

Wednesday 18th July 2018

Dated.....



MINUTES OF THE MEETING

20th SEPTEMBER 2018 AT 19:30.

	Clerk		No Clerk employed at this time
	Present		Cllr Harrison, Snape, Rothwell, Morfett, Linnell and Woods present
	Public Speaking	•	<p>15 Members of the public present</p> <p>No correspondence submitted for public speaking time.</p> <p>Member of the public informed Chair that he had submitted questions. Questions were submitted on 18th which was not within the required time to be added to agenda as per public speaking policy.</p> <p>Second member of the public complained that answers to previous correspondence from 2 months ago have not been answered and argued that the Parish Council have not held an AGM. Previous Clerk Nicola Green, attending as a member of the public confirmed that an AGM was held and there are minutes available to confirm this. Cllr Rothwell suggests that Resident submits the questions again.</p> <p>Third member of the public queried that street lighting is switched off at night and had not been aware of new policy in place. Confirmed that highways make decisions regarding lighting. Resident to contact L.C.C. Requested that any further questions be submitted to the Parish Council.</p>
18 : 9 : 1	Apologies	1.1	Dist Cllr Sally Appleby – Resolved to accept
NOTES:	NOTES		<p>Moved into the Parish Council meeting.</p> <p>Member of the Public produced video camera and recorded the Council.</p> <p>Chair informed public that they were not permitted to speak. Complaint from member of the public that he did not know about the new policy. Chair, Cllrs Morfett and Snape explained reasons for the policy being in place.</p>
18 : 9 : 2	Declarations of interest	2.1	Cllr Peter Rothwell, District Councillor and Allotment plot holder
18 : 9 : 3	Closed Session Items	3.1	Staffing matters
18 : 9 : 4	Approval of notes from last meeting. Matters arising	4.1	Draft minutes of the meeting on Tuesday 7 th and Wednesday 14 th August 2018 approved as correct. Two documents: minutes of the meetings
18 : 9 : 5	Internal Auditor	5.1	Agreed by resolution to appoint Mr Johnson as internal auditor
18 : 9 : 6	Remembrance day	6.1 6.2	Agreed by resolution to purchase British Legion Wreath Agreed by resolution to provide refreshments with a budget of £50

		6.3	Agreed by resolution to hold remembrance Service. Cllr Morfett to plan and service to be led by Reverend Dee or Jon Brown
18 : 9 : 7	Open Spaces	7.1	Wet pour surfaces in need of repair or replacement. Proposed to replace with bonded rubber mulch. All three parks in need of maintenance. Three quotations received so far. £11544 to repair current wet pour Three quotes for rubber much – VAT to be added. £31805, £27742 and £38000. Cllr Snape to do further research
		7.2	New Pitch not ready for current season, more work required to improve surface
		7.3	Discussed purchase of benches - £1824 plus VAT. Cllr Snape to collect quotations. Agreed by resolution benches with backs and to be composite material.
		7.4	One quotation so far for new goal posts. £2865. Cllr Wood to collect more quotations.
		7.5	Cllr Linnell to collect quotations for picnic benches
		7.6	Agreed by resolution to letter drop properties backing onto Camp road bund. Proposal of up to 3 metre clearance for future maintenance. Quotations for the work are £14,900, £12,650 and £11,121. Ongoing maintenance would be £570 per cut
		7.7	Agreed by resolution to clear dyke behind the village hall. Environmental department at NKDC have authorised work. Work to be halted immediately should protected species be found. Quotations received are £1510.87, £1200 and £1365. Agreed by resolution to appoint company with £1200 quotation. Cllr Morfett to liaise with company to set a date. Likely to be December/January
18 : 9 : 8	Community Engagement	8.1	Community engagement poll required to discuss and agree to play park requirements for old Airman’s quarter area of the Village. Cllr Linnell to continue with project
18 : 9 : 9	Allotment Update	9.1	Contract is still with the solicitors. Further damage and burglary at the allotments recently
18 : 9 : 10	Planning	10.1	Cllr Rothwell discussed pre-planning application for Crematorium on land at Haddington Road, Thurlby. Concerns raised for traffic volume
18 : 9 : 11	Correspondence – Email, Written, Telephone and Personal	11.1	To instruct solicitors regarding land transfer on Oak Tree Drive.
		11.2	Complaint regarding flag etiquette. Vanity flag removed, thank you to the resident to bringing it to our attention. Complaint regarding wreaths. Wreaths will not be removed. WSH VHEC to purchase a new flag for the Village. Thanks to the VHEC
		11.3	Tall Pines Trees to be reviewed by Arborist at time of Tree survey
		11.4	Two requests from residents to inspect accounts. Audited accounts need to be made GDPR compliant. Once Clerk is in place, this will be arranged and available for viewing.
		11.5	Witham St Hughs Academy to replant bushes removed for building by the end of September.
		11.6	Road Sweeping complaint has been rectified by NKDC contractor since residents letter.
		11.7	Tall Pines land transfer is currently with the Solicitor
18 : 9 : 12	Finance	12.1	Bank reconciliation as of 19 th September 2018 approved as correct
		12.2	Table of invoices agreed by resolution to be paid
18 : 9 : 13	Litter Picking Report	13.1	Issues with broken glass and litter in MUGA. Dog waste bin at Violet walk has the usual problems. To be kept under review. The Parish Council thank our litter Picker for his fabulous work
18 : 9 : 14	Village Field and Hall hire for Charities	14:1	Agreed by resolution that all charities receive a 50% discount on hall hire.

18 : 9 : 15	Councillors Attending Meetings	15.1	
18 : 9 : 16	Staffing matters	16.1	Appointment of Clerk/RFO to be discussed and agreed in closed session
		16.2	Appointment of Caretaker to be discussed and agreed in closed session
18 : 9 : 17	Councillors attending meetings	17.1	Cllr Snape attended Community engagement training. To plan more community engagement projects. Cllr Snape attended Bid writing training. To use knowledge to help raise funds for future projects
18 : 9 : 18	Next Meeting	18.1	Wednesday 21 st November 2018 at 19:30
	Meeting closed		21.15

Signed.....Chair/Vice Chair

Dated.....



MINUTES OF THE MEETING
WEDNESDAY 17TH OCTOBER 2018 AT 19:30

	Clerk		Mrs Nicola Green
	Present		Cllrs Harrison, Morfett and Linnell present
	Public Speaking – No Public Speaking at this meeting	•	1 Member of the public present
18 : 10 : 1	Apologies	1.1	Cllr Jason Snape – Resolved to accept
18: 10 : 2	Co-option of New Councillor	2:1	Agreed by resolution that the newly Co-opted Councillor would be Mr Ben Wray. All forms Completed, and Mr Wray joined the meeting
18 :10 : 3	Finance	3:1 3:2	Bank reconciliation as of 17th October 2018 approved as correct Table of invoices agreed by resolution to be paid

Meeting closed at 19:40

Next meeting Wednesday 21st November 2018 at 19:30

Signed..... Chair/Vice Chair

Dated.....

Signed..... Councillor

Dated.....



MINUTES OF THE MEETING

WEDNESDAY 21ST NOVEMBER 2018 AT 19:30.

	Clerk		Mrs Nicola Green
	Present		Councillors Snape (Vice Chair) Morfett, Wray and Linnell
18 : 11 : 1	Public Speaking	<ul style="list-style-type: none"> • • • • • • 	<p>5 questions from members of the Public received and answered</p> <p>1 statement issued by a resident, Council to discuss and answer at a future date</p> <p>Update regarding Potholes from County Cllr Marianne Overton</p> <p>Update from District Cllr Rothwell</p> <p>Update from District Cllr Appleby sent in via email to clerk</p> <p>VHEC in attendance with proposal for CCTV, see agenda item 15.3</p>
18 : 11 : 2	Apologies	1.1	Cllr Karen Harrison and District Cllr Sally Appleby – Resolved to accept
18 : 11 : 3	Co-optioin of New Parish Councillors	3.1	<p>Three applicants for the position. Voting took place for first vacancy and Mr Tony Young was co-opted on to the Parish Council. Mr Young joined the Council bench.</p> <p>Voting took place for second vacancy and Mr Michael Durose was co-opted on to the Parish Council. Mr Durose had already issued apologies and Clerk to arrange completion of paperwork next week.</p>
18 : 11 : 4	Declarations of interest	4.1	Nothing to declare
18 : 11 : 5	Consideration for items to be discussed in closed session	5.1 5.2	Insurance Personnel
18 : 11 : 6	Approval of Previous Minutes	6.1	Minutes from Parish Council meetings dated 20th September and 17th October 2018 approved as correct and signed as true copies
18 : 11 : 7	Remembrance Service Update		The Remembrance service was very well attended. Thanks go to Mark May for organising the service. Jon Brown and Reverend Jeffrey Parr for delivering the service. Thanks also to Mr Glen Brailsford for the donation of his time to deliver the Last Post by bugle and Phillip and Mary Molson for donation of the Sound System. Thanks also go to the Scouts, Brownies and Guides for their attendance and readings. Thank you to the Witham St Hughes Women's institute for providing lovely cakes and serving refreshments to the community. We raised £160 which has been donated to the Royal British Legion
18 : 11 : 8	Open Spaces	8.1 8.2	<p>Bund Clearance is going ahead. Council to decide on company to provide the service</p> <p>Tree survey report has been completed and the quotation received is over £10,000. As per financial regulations, two additional quotations will need to be sourced.</p>
18 : 11 : 9	Community Engagement	9.1 9.2	<p>Public Consultation discussed and Councillors to discuss further and arrange dates for this to happen. CLLRS</p> <p>Council to discuss plans for Airman's quarters playpark following inspection of the application submitted by land owners CLLRS</p>

18 : 11 : 10	Allotments update	10.1 10.2 10.3 10.4 10.5	Lease is still with Solicitors New tenant Terms and Conditions agreed by resolution. To be issued with invoices in February Discussed the purchase of breathable membrane to protect vacant plots. Clerk to source quotes NG Discussed wildlife cameras. Clerk to source quotes and to be discussed at next meeting NG Discussed 2020/21 allotment fees. Plot fees to increase for a half plot from £16 to £18 and full plot to increase from £30 to £33. Agreed by resolution
18 : 11 : 11	Planning	11.1 11.2	18/1262/FUL Change of use to children's day nursery The Dovecote Newark Road Swinderby Lincoln Lincolnshire LN6 9HN – has been approved by NKDC planning committee 18/1126/FUL Erection of 23no. new industrial units (B1,B2,B8). Land at St Hughs Business Park Camp Road Witham St Hughs Lincoln LN6 9TW has been approved by NKDC planning committee
18 : 9 : 12	Correspondence	12.1 12.2 12.3 12.4 12.5 12.6 12.7 12.8	Bund Clearance – Clerk has sent response to resident Street lighting on Juniper Way - Clerk has sent response to resident Lavender Drive Footpath – Clerk to contact Persimmon NG Lavender Drive Trees – To be treated during tree works Injured Puppy - Clerk has sent response to resident Cell 17 enquiry - Clerk has sent response to resident Oak tree drive - Clerk has sent response to resident Request to adopt land – rejected by resolution. Clerk to write to resident NG
18 : 11 : 13	Finance	13.1 13.2 13.3	Bank reconciliation as of 19th November 2018 Table of invoices (Already circulated) To be agreed and paid Discussed and agreed by resolution to the formation of grant funding committee. Cllr to discuss at next working meeting. TO include members of the public as well as Councillors
18 : 11 : 14	Litter Picking report	14.1	Dog waste and litter is not too bad around the village. The Violet Walk Dog waste bin continues to be a problem. MUGA has been cleaner since the three youths served with a Community Protection Notice Warning CPN(W) have been banned from the area.
18 : 11 : 15	Village Hall Update	15.1 15.2 15.3	Village Hall Hire updated Terms and Conditions agreed by resolution. Clerk to issue all regular bookings with these and occasional booking to be sent at the time of invoice. Agreed by resolution to leave hall hire fees the same for 2019/20 The Village Hall Events Committee proposed that they pay for and install an updated CCTV system. Council thanked them for their generous offer and agreed by resolution to accept the proposal
18 : 11 : 16	Councillor Training Days	16.1 16.2 16.2	Cllr Harrison and Clerk attended a budgeting and financing course at LALC. Very informative Planning Course to take place on Thursday 29 th November. Cllrs Harrison, Snape and Wray to attend All Councillors require Cllr training courses. Clerk to issue dates once received from LALC
18 : 11 : 17	Next meeting	17.1	Wednesday 16 th January at 19:30

Meeting Closed: 21:24

Signed.....Chair/Vice Chair

Dated.....

Signed.....Councillor

Dated.....



MINUTES OF THE MEETING

WEDNESDAY 19th DECEMBER 2018 AT 19:30.

	Clerk		Mrs Nicola Green
	Present		Councillors Harrison (chair), Wray and Young
18 : 12 : 1	Public Speaking	•	No public speaking
18 : 12 : 2	Apologies	1.1	Cllr Morfett, Linnell, Snape and Durose – Resolved to accept
18 : 12 : 3	Declarations of interest	3.1	Nothing to declare
18 : 12 : 4	Scout Hut update	4.1	Councillor Harrison met with Mr Arian Sail (Strawsons) and Mr Simon Evans (Scouts) The Scout hall planning application expires in August 2019. Strawsons Property have agreed that work commences early 2019 to satisfy Building controls. Will possibly be the building footings or perimeter fencing. It is preferable that the land lease is in place by May/June if possible. Clerk to contact Langleys solicitors to begin proceedings
18 : 12 : 5	Resolve to agree Tree works contractor	5.1	Clerk had attempted to gain four quotations for the planned tree works. Clerk received only one quotation. Agreed by resolution that work to be carried out by Town & Country
18 : 12 : 6	Finance	6.1	Bank reconciliation as of 19th December 2018 agreed by resolution
		6.2	Table of invoices agreed by resolution to be paid
18 : 12 : 7	Next meeting	7.1	Tuesday 15 th January at 19:30

Meeting Closed: 19:50

Signed.....Chair/Vice Chair

Dated.....

Signed.....Councillor

Dated.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL JANUARY 2018

Bank Balance as of 30th January 2017.....£35962.19
Bank Balance as of 15th January 2018.....£45605.25

Invoice total for December 2017 £847.50
Outstanding Invoices for December 2017.....£0.00
Total Invoices for January 2018.....£1535.95
Outstanding Invoices for January 2018.....£458.30
Cancelled Invoices for January 2018.....£117.00

REFERENCE	DATE	AMOUNT	VAT		ELEMENT	DETAIL OF EXPENDITURE	ACTION
NG134/17	28.12.2017	£ 994.66				Payroll	PAID 28.12.2017
NG135/17	28.12.2017	£ 388.00				Payroll	PAID 28.12.2017
NG136/17	28.12.2017	£ 296.38	£	49.40		ATAG Commercial	
NG137/17	28.12.2017	£ 45.00				A V Accountancy	
NG138/17	28.12.2017	£ 3.32	£	0.55		ESPO	
NG139/17	28.12.2017	£ 29.53				Wave - Anglian Water	CREDIT
NG140/17	28.12.2017	£ 94.82				waterplus - severn trent - DD	DD PAID
NG141/17	19.12.2017	£ 75.00				Appletree Daycare - error	PAID 03.01.2018
NG142/17	31.12.2017	£ 20.23	£	3.37		Daisycomms	DD PAID
NG143/17	05.01.2018	£ 7.99	£	1.33		HP instant ink	
NG144/17	04.01.2018	£ 433.67	£	20.65		British Gas	
NG145/17	16.01.2018	£ 163.68				HMRC PAYE	PAID 16.01.2018
NG146/17	18.01.2018	£ 324.00	£	54.00		Open Spaces	
NG147/17	18.01.2018	£ 150.20	£	25.04		ESPO	
NG148/17	18.01.2018	£ 210.00				Payroll	
NG149/17	18.01.2018	£ 200.00				Payroll	
NG150/17	23.01.2018	£ 8.39				Ebay - Dustpan and Brush	
NG151/17	26.01.2018	£ 881.77				Payroll	PAID 26.01.2018
NG152/17	26.01.2017	£ 364.00				Payroll	PAID 26.01.2018
NG153/17	30.01.2018	£ 360.00				Grant Thornton	
NG154/17	30.01.2018	£ 972.00	£	162.00		Open Spaces	
NG155/17	30.01.2018	£ 180.00	£	30.00		Open Spaces	
TOTAL		£ 6,173.11	£	346.34			

AUTHORISED BY.....

AUTHORISED BY.....

DATED.....

PAID BY.....

DATED.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL FEBRUARY 2018

Bank Balance as of 28th February 2017.....£30924.06

Bank Balance as of 28th February 2018.....£41650.58

Total Invoices for February 2018.....£1268.00

Outstanding Invoices for February 2018.....£396.60

Cancelled Invoices for February 2018.....£129.00

Refunded Invoices for February 2018.....£39.00

REFERENCE	DATE	AMOUNT	VAT	DETAIL OF EXPENDITURE	ACTION
NG156/17	03.02.2018	£ 25.36	£ 4.23	Daisy Comms	DD 15.02.2018
NG157/17	08.02.2018	£ 19.80		Karen Harrison - mileage	
NG158/17	08.02.2018	£ 24.99		Office Lock	PAID 26.02.2018
NG159/17	14.02.2018	£ 180.00	£ 30.00	Town & Country	
NG160/17	19.02.2018	£ 250.00		Lincoln Carpet Care	PAID 26.02.2018
NG161/17	28.02.2018	£ 1,143.76		Payroll	PAID 28.02.2018
NG162/17	28.02.2018	£ 450.00		Payroll	
TOTALS		£ 2,093.91	£ 34.23		

AUTHORISED BY.....

AUTHORISED BY.....

DATED.....

PAID BY.....

DATED.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL MARCH 2018

Bank Balance as of 21st March 2017.....£28613.18
Bank Balance as of 21st March 2018.....£130,918.37

Total Invoices for March 2018.....£1105.80
Outstanding Invoices for March 2018.....£659.90
Cancelled Invoices for March 2018.....£0.00
Refunded Invoices for March 2018.....£0.00

REFERENCE	DATE	AMOUNT	VAT	DETAIL OF EXPENDITURE	ACTION
NG163/17	23.02.2018	£ 20.00		Booking Error	PAID -23.02.2018
NG164/17	02.03.2018	£ 3,000.00		Hard Wired	PAID-05.03.2018
NG165/17	05.03.2018	£ 7.99	£ 1.33	HP Instant Ink	
NG166/17	05.03.2018	£ 136.92	£ 22.82	BT	PAID DD
NG167/17	14.03.2018	£ 78.00	£ 13.00	PlumbCo	
NG168/17	02.03.2018	£ 60.00		Salary	PAID -22.03.2018
NG169/17	06.03.2018	£ 22.00		Office equipment	PAID -06.03.2018
NG170/17	06.03.2018	£ 20.94	£ 3.49	Daisy Comms	PAID DD
NG171/17	08.03.2018	£ 360.00	£ 60.00	Personnel Advice & Solutions	
NG172/17	08.03.2018	£ -	£ -	NKDC - non domestic rates	n/a
NG173/17	10.03.2018	£ 36.72		WIX internet	
NG174/17	20.03.2018	£ 16.69		Wave - Anglian Water	PAID - DD
NG175/17	20.03.2018	£ 480.21	£ 22.86	British Gas	
NG176/17	20.03.2018	£ 210.00		Salary	
TOTAL		£ 4,449.47	£ 123.50		

AUTHORISED BY.....

AUTHORISED BY.....

DATED.....

PAID BY.....

DATED.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL MARCH 2018

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL 18TH APRIL 2018

Bank Balance as of 18th April 2017.....£80,246.29
Bank Balance as of 18th April 2018.....£179,457.53

Bank balance high due to investment maturity

Total Invoices for March 2018.....£1105
Invoices for April 2018.....£1235.80
Outstanding Invoices for April 2018.....£1018
Cancelled Invoices for April 2018.....£52.00
Refunded invoices.....£52.00

REFERENCE	DATE	AMOUNT	VAT	DETAIL OF EXPENDITURE	ACTION
NG177/17	20.03.2018	£ 200.00	£ 33.33	Rock Salt	PAID - 20.03.18
NG180a/17	12.03.2018	£ 9.97	£ 1.66	ESPO	
NG180/17	12.03.2018	£ 3.32	£ 0.55	ESPO	
NG178/17	28.02.2018	£ 1,084.68		Payroll	PAID - 28.03.2018
NG01/18	18.04.2018	£ 52.00		Booking refund	PAID - 18.04.2018
NG02/18	04.04.2018	£ 7.99	£ 1.33	HP instant ink	
NG03/18	05.04.2018	£ 45.00		Accountant	
NG03/18	07.04.2018	£ 110.00		LALC ATC	
NG04/18	07.04.2018	£ 45.00		Locksmith	
NG05/18	07.04.2018	£ 132.98		Waterplus	PAID = DD
NG06/18	10.04.2018	£ 135.43	£ 6.45	Gas	
NG07/18	10.04.2018	£ 960.00	£ 160.00	Town & Country	
NG08/18	13.04.2018	£ 1,467.32	£ 157.22	Zurich insurance	
NG09/18	15.04.2018	£ 20.37	£ 1.49	Daisy communications	
NG10/18	17.04.2018	£ 120.00	£ 20.00	ZOHO invoicing	
NG11/18	17.04.2018	£ 2,496.00	£ 416.00	Website build	
NG12/18	17.04.2018	£ 3.94		Batteries	
NG13/18	17.04.2018	£ 21.60		Mileage	
		£ 6,915.60	£ 798.03		

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL 16th May 2018

Bank Balance as of 15th May 2017.....£76682.81
Bank Balance as of 15th May 2018.....£178634.65

Bank balance high due to investment maturity

Total Invoices for April 2018.....£2229.60
Outstanding Invoices for April 2018.....£192
Cancelled Invoices for April 2018.....£138.20
Refunded invoices.....£0
Total Invoices for May 2018.....£149
Outstanding Invoices for May 2018.....£0

REFERENCE	DATE	AMOUNT	VAT	DETAIL OF EXPENDITURE	ACTION
NG14/18	24.04.2018	£ 400.00		salary	PAID - 24.04.2018
NG15/18	24.04.2018	£ 210.00		salary	PAID - 24.04.2018
NG16/18	27.04.2018	£ 1,243.15		salary	PAID - 27.04.2018
NG17/18	24.04.2018	£ 210.00		salary	PAID - 24.04.2018
NG18/18	18.01.2018	£ 559.42	£ 96.07	LALC Subscription	PAID 24.04.2018
NG19/18	24.04.2018	£ 3.60	£ 0.60	SAGE	PAID - DD
NG20/18	18.04.2018	£ 41.91		Annual Parish Meeting	PAID - 25.04.2018
NG21/18	24.04.2018	£ 1,782.00	£ 297.00	Town & Country	
NG22/18	01.05.2018	£ 26.81	£ 5.98	Workwear	PAID - 01.05.2018
NG23/18	01.05.2018	£ 10.00		Plot 10a/11a key refund	PAID - 01.05.2018
NG24/18	01.05.2018	£ 498.40	£ 83.07	British Telecom	PAID - DD
NG25/18	03.04.2018	£ 315.89	£ 15.05	British Gas	
NG26/18	15.05.2018	£ 106.65	£ 5.08	CNG Gas	DD - 20.05.2018
NG27/18	15.05.2018	£ 645.77	£ 107.77	John Moore Security	
NG28/18	28.05.2018	£ 570.00		Payroll	
NG29/18	28.05.2018	£ 997.85		Payroll	
NG30/18	28.05.2018	£ 376.33		Payroll	
		£ 7,997.78	£ 610.62		

APPROVED - CHAIR/VICE CHAIR.....16.05.2018

APPROVED - COUNCILLOR.....16.05.2018

PAID BY.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL 20th June 2018

Bank Balance as of 20th June 2017.....£70315.98
Bank Balance as of 20th June 2018.....£174633.28

Bank balance high due to investment maturity

Total Outstanding invoices April 2018.....£120
Total Invoices for May 2018.....£188
Outstanding Invoices for May 2018.....£0
Cancelled Invoices for May 2018.....£0
Refunded invoices.....£0
Total Invoices for June 2018.....£1431.80
Outstanding Invoices for June 2018.....£632.10

REFERENCE	DATE	AMOUNT	VAT	DETAIL OF EXPENDITURE	ACTION
NG31/18	03.05.2018	£ 7.99	£ 1.33	HP instant ink	PAID - 16.05.2018
NG32/18	09.05.2018	£ 542.79		HMRC	PAID - 16.05.2018
NG33/18	24.05.2018	£ 3.60	£ 0.60	sage	PAID - DD
NG34/18	24.05.2018	£ 90.00	£ 15.00	Plan B - glass cleaner	
NG35/18	24.05.2018	£ 17.00		LALC - Training	
NG36/18	24.05.2018	£ 1,812.00	£ 302.00	Town & Country	
NG37/18	03.06.2018	£ 7.99	£ 1.33	HP instant ink	
NG38/18	03.06.2018	£ 69.58		waterplus	
NG39/18	10.06.2018	£ 53.91	£ 2.57	CNG - Gas	PAID - DD
NG40/18	12.06.2018	£ 283.27		HMRC - NIC	PAD - 12.06.2018
NG41/18	12.06.2018	£ 49.97		Wave - waterplus	PAID - DD
NG42/18	12.06.2018	£ 520.00		NKDC - refuse collection	
NG43/18	24.06.2018	£ 630.00		Payoll	

APPROVED - CHAIR/VICE CHAIR.....16.05.2018

APPROVED - COUNCILLOR.....16.05.2018

PAID BY.....

WITHAM ST HUGHS PARISH COUNCIL

PAYMENTS FOR APPROVAL - SEPT 2018

PREPARED BY KAREN HARRISON - CHAIR OF THE PARISH COUNCIL

Bank Balance as of 18th Sept 2017.....£57,267.95
 Bank Balance as of 18th Sept 2018.....184,4777.58
 Invoices paid in Sept 2018.....£1383.75
 Invoices remaining to be paid August 2018.....£520.70

Bank balance high due to investment maturity awaiting reinvestment

Date	Ref		Amount to pay	Date Paid
28.08.2018		Salaries	£537.10	27.08.2018
28.08.2018		Salaries	£277.26	27.08.2018
03.08.2018		Staffing	£208.98	17.08.2018
10.08.2018		Staffing	£188.09	28.08.2018
13.08.2018		Hall Repairs	£95.00	28.08.2018
24.08.2018		Salary related	£7.20	Direct Debit
28.08.2018		Open Spaces	£1,812.00	
28.08.2018	Bird Spikes	Open Spaces	£30.66	
30.08.2018		Play Park Repairs	£270.00	
30.08.2018		Open Spaces	£369.79	
30.08.2018		Utilities	£101.49	Direct Debit
31.08.2018		Hall Consumables	£16.25	
30.08.2018		Salary related	£20.02	Direct Debit
31.08.2018		Utilities	£391.59	Direct Debit
03.09.2018		Salary related	£100.00	
06.09.2018		Hall Consumables	£7.99	
07.09.2018		Utilities	£48.25	
10.09.2018		Utilities	£39.55	Direct Debit
12.09.2018		Salaries	£300.00	12.09.2018
14.09.2018		Training	£17.00	
17.08.2018		Staffing	£69.66	
totals			£4,907.88	

Approved - Chair/Vice Chair.....

Approved - Councillor.....

PAID BY.....

DATE.....

WITHAM ST HUGHS PARISH COUNCIL
 PAYMENTS FOR APPROVAL - OCTOBER 2018
 PREPARED BY NICOLA GREEN - PROPER OFFICER OF THE PARISH COUNCIL

Bank Balance as of 17th October 2018.....£209187.10

Bank Balance as of 16th October 2017.....£65451.48

Invoices Sent in Sept/October 2018.....£1134.05

Invoices remaining to be paid as of 16.10.2018.....£728.55

Bank balance high due to investment maturity.....£115,411.25

Actual Bank Balance without investments.....£93775.85

DATE	REFERENCE	ITEM	TOTAL	VAT	EXCLUDING VAT	PAID
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28.09.2018	NG96/18	Staffing	£ 825.43			28.09.2018
28.09.2018	NG97/19	Staffing	£ 277.46			28.09.2018
28.09.2018	NG98/18	Staffing	£ 43.42			28.09.2018
03.10.2018	NG99/18	subscription	£ 128.00			
09.10.2018	NG100/18	Miscellaneous	£ 799.20	£ 133.20	£ 666.00	
09.10.2018	NG101/18	Donation	£ 18.50		£ 18.50	
09.10.2018	NG102/18	Playpark	£ 120.00	£ 20.00	£ 100.00	
9.10.2018	NG103/18	Hall Consumables	£ 7.99	£ 1.33	£ 6.66	
10.10.2018	NG104/18	Utilities	£ 45.63	£ 2.17	£ 43.46	20.10.2018
10.10.2018	NG105/18	Staffing	£ 210.00			10.10.2018
10.10.2018	NG106/18	Accounting	£ 7.20	£ 1.20	£ 60.00	
17.10.2018	NG107/18	Staffing	£ 239.90			17.10.2018
17.10.2018	NG108/18	Staffing	£ 1,071.47			26.10.2018
17.10.2018	NG109/18	Staffing	£ 277.26			26.10.2018
17.10.2018	NG110/18	Staffing	£ 665.00			26.10.2018
17.10.2018	NG111/18	Staffing	£ 63.07			26.10.2018
17.10.2018	NG112/18	Staffing	£ 42.90			17.10.2018
TOTALS			£4,842.43	£157.90	£ 894.62	

Approved - Chair/Vice Chair..... 17.10.2018

Approved - Councillor..... 17.08.2018

PAID BY..... DATE.....

Bank Balance as of 19th November
2018.....£203,408.14

Bank Balance as of 19th November
2017.....£57,339.17

Invoices Sent in October/November 2018.....£989.55

Invoices remaining to be paid as of 19.11.2018.....£723.55

Bank balance high due to investment
maturity.....£115,411.25

Recomended Reserve of 6/12 precept.....£39042

Recomended NKDC elections costs for May 2019.....£5000

Actual Bank Balance without investments and reserve.....£43954.89

DATE	REFERENCE	ITEM	TOTAL	VAT	EXCLUDING VAT	PAID
31.10.2018	NG114/18	HMRC - NIC	£ 149.99			31.10.2018
31.10.2018	NG115/18	Viking	£ 46.40	£ 7.73	£ 37.43	
05.11.2018	NG116/18	All 4 Women	£ 378.00	£ 63.00	£ 315.00	
05.11.2018	NG117/18	Office consumables	£ 7.99	£ 1.33	£ 6.66	
05.11.2018	NG118/18	Open Spaces	£ 2,382.00	£ 397.00	£ 1,985.00	
05.11.2018	NG119/18	Accounting	£ 7.20	£ 1.20	£ 6.00	
05.11.2018	NG120/18	NKDC	£ 180.00			
14.11.2018	NG121/18	Utilities	£ 70.24	£ 11.71	£ 58.53	
19.11.2018	NG122/18	Doddington Hall - Christmas Tree	£ 160.00	£ 26.67	£ 133.33	
19.11.2018	NG123/18	Open Spaces	£ 1,896.00	£ 316.00	£ 1,580.00	
19.11.2018	NG124/18	mileage	£ 16.65			
19.11.2018	NG125/18	Remembrance Service	£ 71.22			
19.11.2018	NG126/18	Hall Booking	£ 13.00			
19.11.2018	NG127/18	Remembrance Service	£ 25.00			
19.11.2018	NG128/18	Open Spaces	£ 63.96			
20.11.2018	NG129/18	Open Spaces	£ 1,200.00			
20.11.2018	NG130/18	Office consumables	£ 153.84	£ 21.89	£ 131.95	
28.11.2018	NG131/18	salary	£ 1,071.47			
28.11.2018	NG132/18	salary	£ 277.26			
28.11.2018	NG133/18	salary	£ 455.00			
TOTALS			£8,625.22	£846.53	£ 4,253.90	

Approved - Chair/Vice Chair..... 21.11.2018

Approved - Councillor..... 21.11.2018

WITHAM ST HUGHS PARISH COUNCIL PAYMENTS FOR APPROVAL – 19TH December 2018

Prepared by Nicola Green – Proper officer of the council and Responsible Finance officer

Bank Balance as of 19th December 2018.....£199,472.03

Bank Balance as of 19th December 2017.....£49,499.67

Invoices Sent in November/December 2018.....£948.08

Invoices remaining to be paid as of 19.12.2018.....£371.33

Bank balance high due to investment maturity.....£115,411.25

Recommended Reserve of 6/12 precept.....£39042

Recommended NKDC elections costs for May 2019.....£5000

Actual Bank Balance without investments and reserve.....£40018.78

DATE	REFERENCE	ITEM	TOTAL	VAT	EXCLUDING VAT
28.11.2018	NG134/18	Hall Consumables	£ 3.44	£ 0.57	£ 2.87
28.11.2018	NG135/18	Utilities	£ 88.65		
28.11.2018	NG136/18	Accounts Software	£ 7.20	£ 1.20	£ 6.00
28.11.2018	NG137/18	Hall Consumables	£ 8.79		
28.11.2018	NG138/18	Utilities	£ 132.52	£ 6.31	£ 126.21
05.12.2018	NG139/18	Hall Consumables	£ 32.99	£ 5.50	£ 27.49
05.12.2018	NG140/18	Open Spaces	£ 162.00	£ 27.00	£ 135.00
14.12.2018	NG141/18	Open Spaces	£ 180.00	£ 30.00	£ 150.00
17.12.2018	NG142/18	Utilities	£ 376.88	£ 62.81	£ 314.07
17.12.2018	NG143/18	Utilities	£ 156.89	£ 7.47	£ 149.42
17.12.2018	NG144/18	Utilities	£ 49.88		
18.12.2018	NG145/18	Legal fees	£ 948.60	£ 158.10	£ 790.50
18.12.2018	NG146/18	HMRC - NIC PAYE	£ 260.69		
18.12.2018	NG147/18	Salary	£ 1,267.55		
18.12.2018	NG148/18	Salary	£ 277.46		
18.12.2018	NG149/18	salary	£ 515.00		
18.12.2018	NG150/18	Fire extinguishers	£ 360.00	£ 60.00	£ 300.00
TOTALS			£4,828.54	£358.96	£ 2,001.56

NOTES

06.09.2018	NG90/18	HP Ink	£ 7.99		
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WITHAM ST HUGHS PARISH COUNCIL
 PAYMENTS FOR APPROVAL - AUGUST 2018
 PREPARED BY KAREN HARRISON - CHAIR OF THE PARISH COUNCIL

Bank Balance as of 18th August 2017 **59,622.83**

Bank Balance as of 18th July 2018	£	166,132.42
Invoices paid in August 2018	£	208.40
Invoices remaining to be paid August 2018	£	431.70

Bank balance high due to investment maturity

DATE	REFERENCE	COMPANY	TOTAL	VAT	EXCLUDING VAT	PAID
28.07.2018		Payroll	£ 1,099.70			Paid
28.07.2018		Payroll	£ 277.26			Paid
30.07.2018		Sage	£ 7.20	1.20	6.00	paid
31.07.2018		Hykeham DIY	£ 14.99	2.50	12.49	
02.08.2018		BT	£ 226.63	37.98	189.9	DD
01.08.2018		Postage	£ 1.77			
27.07.2018		Travail	£ 208.98	34.83	174.15	
20.07.2018		Travail	£ 111.46	18.58	92.88	
13.16.2018		Viking	£ 50.05	8.34	41.71	
31.07.018		Town & Country	£ 2,628.00	438	2190	
06.08.2018		HP UK Ltd	£ 10.99	1.83	9.16	
30.07.2018		Payroll	£ 420.00			
08.08.2018	recorder	Amazon - CM	£ 21.99			
13.08.2018		Yours 4 a Day	£ 120.00	£ 20.00	£ 100.00	
13.08.2018		Steve Jacobs	£ 285.00			
13.08.2018		Interserve	£ 142.24	£ 23.71	£ 118.53	
13.08.2018		CNG - gas	£ 38.35	£ 1.83	£ 36.52	Paid-20.8.18
13.08.2018		NEST	£ 57.49			Paid
TOTALS			£ 5,722.10	£ 588.80	£ 2,971.34	

Approved - Chair/Vice Chair..... 15.08.2018

Approved - Councillor..... 15.08.2018

PAID BY..... DATE.....