



WITHAM ST HUGHS PARISH COUNCIL

MINUTES FOR PRECEPT MEETING 6TH FEBRUARY, 2017

WITHAM ST HUGHS PARISH OFFICE 7PM

Present: Cllr K Harrison, Cllr M May, Cllr P Rothwell

Apologies: Cllr Appleby, Cllr Phillipson, Cllr J. Snape, Cllr T Aktin

1. Precept meeting to discuss precept figures as tabled in the precept calculator provided by NKDC for 2017/2018

Figures tabled were completed from 2016/2017 yearly accounts, amount to a 2.01% increase on last year's figure giving a precept of £63004.67. These, along with a reduced grant from NKDC of £216.39 give a total amount of £63221.06.

Acceptance of figures was proposed by Cllr Harrison and seconded by Cllr May, show of hands all in agreement.

Mrs Green, Parish Clerk to submit figures to NKDC for their consideration. This follows an agreement for a late submission due to lack of available Councillors to form a quorum to previously discuss and approve.

Meeting concluded at 7.45pm

Signed _____ Date: _____

WITHAM ST HUGHS PARISH COUNCIL

MINUTES

19:00 – WEDNESDAY 15TH FEBRUARY 2017

Present: Cllr Harrison, Cllr Rothwell, Cllr May, Cllr Phillipson, Nicola Green – Parish Clerk

Apologies: Cllr Atkin, Cllr Appleby, Cllr Snape

Welcome and security briefing

Declaration of interest: Allotments – Cllr Phillipson and Cllr Rothwell. Village Hall Events Committee - Cllr Harrison

Public Speaking: Four members of the public attended

- Enquiry from member of the public about the forthcoming retail units in the village. Advised him to contact Strawsons direct with any enquiries as they build on demand planning already in place for vets and coffee shop. Clerk to forward details to gentleman.
- Member of the public complained that he has not yet received copies of the village maps that he requested via email from Cllr Harrison. Maps are available on the Parish Council Facebook page, the Parish Council website and are available to view in the Parish office at a time conveniently arranged between himself and the Clerk. Alternatively, the Clerk is in the office every Tuesday between 10:00 and 13:30 should he wish to view them.
- Member of the public complained that the minutes from the previous meeting are not available on the website. Cllr responsible for the updating of the website has unfortunately been unavailable at the last two meetings. The Parish Council have been without a clerk for some time but have recently been able to employ Nicola Green as Clerk. Access to the website has been requested from LCC and clerk will then update.
- Member of the public was unhappy that his name had appeared in previous minutes which he believes should not have happened. When Cllr Phillipson pointed out that he hadn't been made aware of this in training, member of the public questioned the training courses that the Cllrs have attended in recent months. Cllr Phillipson informed him that he has attended training but could not recall exact dates. Member of the public was unhappy with this response and became verbally aggressive towards Cllr Rothwell when he informed him that his public speaking time was up.
- Item 2 of the agenda was an invitation to Louise Read from the Witham St Hughs Womens Institute to attend the Parish Council Meeting to discuss the Village Spring clean. Louise is very keen to get the local Guide and Scout groups involved too. As there was at present a provisional booking for the 5th March in the Village Hall but had not been paid in accordance with booking terms and conditions Cllr Phillipson will contact the gentleman and cancel the booking. Clerk to contact Louise once we have confirmation to inform her if the Village Hall will be available for refreshments or if the Events Committee gazebo will be required for this purpose. Clerk to confirm next week
- Louise mentioned that the WI hold a farmers market in the Village square on the 1st Saturday of each month. They wish to have "The tippie tin" a mobile Gin bar at the events. Explained that the land is owned by Strawsons and that a temporary licence would be required. Clerk to forward Strawsons email to Louise.

Agenda Items

1. Minutes of the previous meeting of the 18th January 2017 checked and signed as a true copy.
 - a. As a member of the public requested that his name be removed from the minutes, Cllr Harrison asked for his name to be removed. In future he is to be referred to in future as member of the public and not by name. Clerk to amend and remove.
2. Discussion - Village Hall Spring clean and litter picking. See public speaking section

3. Request from Witham St Hughs Village Hall Events committee to site an extra storage container on top of the current one.
 - a. Cllr Rothwell queried the Health and Safety aspects.
 - b. Cllr May queried access to local children.
 - c. Clerk to contact VHEC and request Health and Safety report.
4. CCTV inside the Village Hall and office.
 - a. Cllr Phillipson feels that this would be inappropriate and intrusive as there are several Baby and Toddler groups that rent the hall on a regular basis.
 - b. Discussed Panic Button to be installed in the Village Hall office for Safety of new Clerk when working alone. Clerk to contact Alarm Company for quotation. To discuss at next meeting.
5. Review of grass cutting following email from NKDC.
 - a. NKDC has reached an agreement with LCC that NKDC will carry out grass cutting on all council owned highways land for 2017/18.
 - b. Clerk to enquire if we will be entitled to a refund for cost as previously for costs incurred by Parish Council.
6. Discussion - Self-employment status of the caretakers and Dog Warden - Agreed
 - a. AV accountancy to pay Nicola Green an employed Parish Clerk Salary. Nicola to be an employed caretaker from April rather than self-employed and salaries to be combined
 - b. John Lane to be moved from Self-employed caretaker to employed caretaker from April. Cllr Phillipson to arrange meeting with John Lane to discuss.
 - c. Cllr Phillipson and Clerk to arrange meeting with Anne Hood to discuss.
 - d. Dog warden to remain Self-employed
7. Training days reviewed and days set for councillors to attend. Clerk to email councillors
8. Approval of quotation for service road maintenance.
 - a. Cllr Harrison met with Town and Country – Added to open spaces contract.
9. To agree the purchase of new tables and chairs for the Village Hall
 - a. Three quotes obtained for fold away tables and storage trollies. £2591.65, £2665 and £2743.
20 oak coloured folding tables and 2 storage trolleys in total – Agreed
 - b. We still have 98 chairs available in the Village Hall – New chairs are therefore not required and to replace as and when necessary – Agreed
 - c. Current tables to be donated to Witham St Hughs Village Hall Events Committee – Agreed
 - d. One table was loaned to the Village co-op for an event. Clerk to follow up and request return.
10. Discussion- Correspondence from Chris Roast regarding land ownership
 - a. See email from Mr Roast – Parish Council have investigated and are aware of all areas and satisfied with land ownership in these areas. Clerk to write to Mr Roast
11. Discussion - Consider applications for tree removals on the industrial park.
 - a. Parish Council will need to see plans before a decision can be made - Clerk to arrange a meeting with Will Martin from Network A46.
12. Discussion – introduction of £100 fine for failure to produce a dog poo bag
 - a. This has already been adopted in Boston. Clerk to speak to Jennie Bailey at NKDC for details on whether our dog Warden could enforce this. Enquire if this policy is to be adopted by NKDC.
13. Discussion – Parish Council Visit
 - a. Request for a visit from Phillip Ashcroft for Kirkburn Parish Council in Driffield to meet with Councillors and view village infrastructure. Strawsons Property having purchased MOD land in their Parish. Clerk to send invitation to meet
14. Discussion - Open Spaces
 - a. Cllr Harrison met with Town & Country and discussed open spaced. Missed areas were an error on Town and Country's part and has now been rectified. Additional areas have been added to the tender. Parish Council to carry out quarterly area checks.
 - b. Pendred Avenue Dog bin to be replaced on opposite side of road to the previous bin – Agreed
 - c. Regular litter bins are to be installed rather than Dog Bins as these are less of a cost to the Parish Council.
15. Discussion – Adopting a GOV.UK domain
 - a. Cllr Rothwell to obtain further information. All Councillors to adopt a GOV.UK email if we go ahead.
16. Discussion – Meeting with Witham St Hughs Academy – feedback from Cllr Harrison and Cllr Rothwell.

- a. Still awaiting meeting with Witham St Hughs Academy due to unforeseen circumstances. Meeting to hopefully take place before next Parish Council Meeting. Discussion is in association with the need for an extra classroom required before the September 2017 intake.
- b. Cllr Harrison to request information for the formal process regarding applicants for retail units
- 17. Discussion – Parish Councillors attendance at meetings
 - a. There must always be a minimum of two Councillors attending any formal discussions or meetings relating to the development of the village. Full reports must then be sent to all members of the Parish Council and should be discussed at the next Parish Council Meeting.
- 18. Discussion – Feedback from training courses attended.
 - a. Cllr Phillipson and Clerk recently attended a training course on internal and external auditing. The course was very informative
- 19. Allotment Committee- Request for funds.
 - a. Two incinerators to be purchased at a cost of £32 each and situated at either end of the Allotments – Agreed
 - b. Request of funds for manure to be delivered to the allotments at the cost to the parish Council of £300 – Declined by a unanimous vote.
 - c. Allotment holder has negotiated with CEMEX to pay for the road as part of their commitment to the village. This was verbally agreed so to request that Allotment holder has this in writing.
- 20. Date of the next meeting will be Wednesday 15th March 2017 at 19:00

- 21. Other business not on agenda
 - a. Approval of payments. Meeting to be called for Monday 20th February to authorise payments

This is a true record of the meeting held at 19:00 on Wednesday 18th January 2017

Signed

Chair

Date



WITHAM ST HUGHS VILLAGE HALL – CARAWAY DRIVE – WITHAM ST HUGHS

MINUTES OF THE MEETING – WEDNESDAY 15TH MARCH 2017 – 19:00

CLERK: Mrs Nicola Green

PRESENT: Cllr Harrison (Chair) Cllr Phillipson, Cllr Rothwell, Cllr May

APOLOGIES: Cllr Appleby, Cllr Snape

ABSENT: Cllr Atkin (no apology)

PUBLIC SPEAKING – THREE MEMBERS OF THE PUBLIC ATTENDED

- Playparks in the village – Explained we are looking at funding avenues but the plan is to construct a large play area similar to that in Collingham. Member of public suggested crowd funding. Her partner Mr E Baker would be more than happy to help with bidding.
- Query regarding lack of funds for phase 2 compared to phase 1, explained the majority of funds were given together at phase 1 planning.
- Request to place additional swings in current playparks. Parish Council to review if this is possible.
- Mr John Moor is a retired gentleman with plenty of time to give and would like to join the Parish Council. Explained we are at present a full council and any future vacancies will be advertised.

DECLARATION OF INTEREST

Cllr Phillipson and Cllr Rothwell – Allotments, Cllr Harrison – Village Hall Events Committee,

Cllr May – Scouts

CONSIDERATION OF ITEMS FOR DISCUSSION IN CLOSED SESSION – None

APPROVAL OF MINUTES FROM 15TH FEBRUARY 2017 – Approved

VILLAGE HALL UPDATE

- 6.1** New tables and trolley have arrived and are in use
- 6.2** VHEC container – still awaiting report
- 6.3** Village Spring Clean – Thank you to Witham St Hughs Women's Institute for organising the Spring Clean and providing refreshments. Thank you to the Scouts and the many residents that turned out to help Spring Clean the Village. It was a very successful event and will be held again.
- 6.4** Look at costings to change water provider from Anglian Water to another company
- 6.5** Notice Board at the hall is broken and needs replacement. Cllr Phillipson to speak to events committee regarding moving unused co-op board to Village Hall
- 6.6** Staff safety – CCTV and stable door in office. Clerk does not feel it is necessary but appreciates the reasons that it has been suggested

OPEN SPACES

Cllr Harrison to meet with Jon from Town and Country four times a year to review open spaces. All agree that the change of contractor is proving much better.

ALLOTMENTS

- 8.1** Awaiting approximately 50% of annual payments. It appears that some allotment holders have not yet had renewal letters. Cllr Phillipson to speak with Karl Gandey.
- 8.2** Skip required to clear rubbish. Cllr Phillipson to research costs for skip hire and discuss with Allotments Committee.

8.3 All new Allotment holders to pay a £40 deposit to be returned at end of lease.

POLICIES AND PROCEDURES

9.1 Health and Safety in the Village Hall – Updated, to add version control – staffing to policy

Financial Regulations updated – Adopted

Vexatious Policy to be added and ready for May Meeting.

PLANNING

10.1 17/0159/TPO – No concerns or objections

10.2 17/0073/HOUS – No concerns or objections

CORRESPONDENCE

11.1 Cllr Harrison to meet with Jon from Town and Country to view trees in question and take advice.

11.2 Cllr Harrison to meet with Jon from Town and Country to view trees in question and take advice.

11.3 Minutes of the meeting where Scout Hut was discussed are from a closed session as requested by the Scouts and therefore not available for viewing. Full planning procedures were followed and notices were displayed as required. Scouts have approached someone to paint the container to improve appearance.

FINANCE

12.1 Bank Reconciliation – Resolved

12.2 Table of Invoices – Agreed, Clerk to pay

LITTER AND DOG WASTE BINS

13.1 Areas required are Pendred Avenue, Squirrel Chase and two on Hedge Lane by bus shelters. Thyme Walk, Juniper Way and Patch road were suggested by Michael Cummins, dog Warden. Purchase will be funded by precept and assuming these bins can be bolted down and secured they are to be purchased. Strawsons to fund and install for Phase 2 and 3.

ANNUAL PARISH MEETING

Attendees confirmed

TRAINING DAYS

Confirmed bookings

COUNCILLORS ATTENDING MEETINGS – UPDATE

Cllrs Harrison, Rothwell and Phillipson met with St Modwen to discuss further development of area. Majority of trees are to remain.

RESIDENTS PARING ON FRONTAGE OF HOUSE WITHOUT DROPPED KERBS

To be allowed assuming there is space to allow the construction of a properly constructed drop kerb. Some areas of the village residents are crossing footpaths which is unacceptable. Parish Council to correspond with the residents to inform them of unacceptable parking. Contact Highways for advice.

Meeting closed at 20:45. Next meeting is the Annual Parish Meeting on Wednesday 19th April 2017 at 19:00

Signed.....

Payments for Approval

Bank Balance as at 15/FEB/16 £35,874.59

Reference	Date	Payee	Amount	VAT Element	Detail of Expenditure
JP153/16	19/02	Church Buying Group	£2777.48	£462.91	Minute 9 15/2/2017 - PAID
JP154/16	22/02	Town and Country	£1,440	£240	Invoice 383/3709 ✓
JP155/16	26/02	John Lane	£210		Invoice 170 - PAID
JP156/16	21/02	LALC	£16		Invoice 6745 ✓
JP157/16	06/03	Clr John Phillipson	£127.49	£21.25	Office Outlet Printer - HP Office Jet Pro 8718 ✓
JP158/16	07/03	ESPO	£129.92	£21.66	Invoice 4350571 ✓
JP159/16	12/03	John Lane	£210		Invoice 171 ✓
JP160/16	19/02	Nicola Green	£210		Invoice 28 ✓
JP161/16	05/03	Nicola Green	£210		Invoice 29 ✓
JP162/16	03/03	NPOWER	£714.67		Invoice 3/3/17 797481833 60 - PAID DD
JP163/16	13/03	Nicola Green	£14.40	£119.11	Training Course Mileage 9/3/17 ✓

TOTAL

£6,059.96 £864.93

Bank Balance at 15/02/2017

£31,471.56

Forecast for 31/March/17

£25,000.00 includes approximately £900 due by end of month from Allotments

Approved by Council

Laura Hancock

Signed

Chair/Vice Chair

Dated: 15/3/17

PAID 16.3.17



ANNUAL PARISH MEETING

WEDNESDAY 19TH APRIL 2017 – 19:00

Chairmans welcome, Safety brief and Annual Parish Report.

Eight members of the public attended along with two representatives from Witham St Hughs Scouts. Also present were guests Arian Sail from Strawsons Property, Will Martin from St Modwen, Gary Molyneaux, Hannah Sleath and Toni Richardson from The Market Lounge. David and Susan Ashcroft from Park View Veterinary Hospital. County Cllr Raymond Philips and County Cllr Marianne Overton. All guests gave a brief overview and took questions which lead to a very informative evening.

CLERK: Mrs Nicola Green

PRESENT: Cllr Karen Harrison (Chair) Cllr John Phillipson, Cllr Mark May, Cllr Jason Snape

APOLOGIES: Cllr Peter Rothwell – Personal – Resolved to Accept

Cllr Sally Applleby – Personal – Resolved to Accept

Resignation received from Cllr Tommy Atkin

DECLARATION OF INTEREST

Cllr John Phillipson – Allotments. Cllr Karen Harrison – VHEC. Cllr Mark May - Scouts

CONSIDERATION OF ITEMS FOR DISCUSSION IN CLOSED SESSION – None

APPROVAL OF MINUTES FROM 15TH MARCH 2017 – Approved

VILLAGE HALL UPDATE

Some minor maintenance required to Village Hall - Clerk to arrange repairs.

5.1 Request from VHEC to place container behind the MUGA along the grass bank – Resolved

5.2 Direct Debits to be arranged where possible.

5.3 Bill fom A1 toilets for £90 from the cancelled campout event in 2014 to be paid – Resolved

OPEN SPACES UPDATE

Verge cutting has now commenced. The contractors did find a few problems due to cars parked illegally on verges. Residents are reminded that this is not allowed. Following an Inspection of trees in the village, several trees require removal which will be carried out shortly.

ALLOTMENTS UPDATE

Thank you to CEMEX for completing the Allotment Road today. This was funded by CEMEX at no cost to the Parish Council.



7.1 Skip required annually at a maximum cost of £250 – resolved

PLANNING

8.1 Application 17/0413/17 – No Objections

CORRESPONDENCE

9.1 Tall Pines Land Request – This will incur no cost to the Parish Council. The resident will pay the Land Registry and all solicitors fees for both parties – Resident to liaise with Clerk regarding solicitors - Resolved

9.2 Scout Hall – correspondence complete.

9.3 Land to corner of Robins Crescent and Hedge Lane – Has been added to open spaces contract

FINANCE

12.1 Bank Reconciliation – Resolved

12.2 Table of Invoices – Agreed, Clerk to pay

LITTER AND DOG WASTE BINS

To purchase Topsy 2000 co-mingled waste bins up to the value of the Precept. Strawsons to use same bins on all developments

COUNCILLORS ATTENDING MEETINGS – UPDATE

Cllr John Phillipson and Cllr Peter Rothwell attended meeting with Witham St Hughs academy regarding extension

Meeting closed – 21:35

Next Meeting

AGM – Wednesday 17th May 2017 at 19:00

Signed.....

**WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - 19TH APRIL 2017**

Bank Balance as at 19th April 2016 £51652.54

REFERENCE	DATE	AMOUNT	VAT ELEMENT	DETAIL OF EXPENDITURE	ACTION
JP164/16	15.03.17	£ 302.00	£ -	Dog Warden and Litter pick	PAID
	15.03.17	£ 38.00		Dog Warden and Litter pick	PAID
JP165/16	21.03.17	NIL	£ -	NKDC Domestic Rates Bill	Small Business Relief
JP166/16	21.03.17	£ 491.42	£ 81.91	LALC Annual Subscription	
JP167/16	21.03.17	£ 95.10	£ -	Severn Trent - Water Usage	direct debit - PAID
JP168/16	26.03.17	£ 210.00	£ -	Invoice 212	PAID
JP169/16	26.03.17	£ 220.42	£ -	bill 7042531940	Direct Debit
JP170/16	26.03.17	£ 8.00	£ -	LALC - Lunch 09.03.17`	
JP171/16	28.03.17	£ 443.65	£ -	February Salary	PAID
JP172/16	28.03.17	£ 443.65	£ -	March Salary	PAID
JP173/16	30.03.17	£ 35.00	£ -	Accountancy	
JP174/16	02.04.17	£ 210.00	£ -	Invoice 30	
JP175/16	05.04.17	£ 90.00	£ -	Invoice 31	
JP176/16	05.04.17	£ 14.79	£ 2.47	Stationary	
JP177/16	05.04.17	£ 90.00	£ 15.00	A1 Mobile - invoice 15993	
JP178/16	05.04.17	£ 405.95	£ 19.33	British Gas	
NG01/17	03.04.17	£ 174.94	£ 29.17	ESPO	
Total		£ 3,272.92	£ 147.88		
Bank Balance at 19/04/2017		£ 80208.29			

Approved by Council

signed.....Chair/Vice Chair

**WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - 19TH APRIL 2017**

Dated.....

Paid.....

**WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - 19TH APRIL 2017**

**WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - 19TH APRIL 2017**

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Witham St Hughs Parish Council

Extra-ordinary meeting

Thursday 11th May 2017 at 19:00

Witham St Hughs Village Hall

Clerk: Mrs Nicola Green

Present: Cllr Karen Harrison, Cllr Mark May, Cllr Jason Snape

Apologies: Cllr Peter Rothwell, Cllr John Phillipson, Cllr Sally Appleby

1. Annual Return for 2016/17

Discussed Annual return preparation by internal Auditor. Agreed that A V Accountancy would complete paperwork on behalf of Witham St Hughs Parish Council on the condition that the fee is £500 or less

Meeting Closed at 19:30



ANNUAL GENERAL MEETING

WEDNESDAY 17TH May 2017 – 19:00

CLERK: Mrs Nicola Green

PRESENT: Cllr Karen Harrison (Chair) Cllr John Phillipson, Cllr Mark May, Cllr Jason Snape, Cllr Peter Rothwell, Cllr Sally Applleby

8 Members of the public attended

1. PUBLIC SPEAKING:

Concerns regarding the closure of the Village Preschool. Lynn Graham, owner of the preschool attended. They are sad to be leaving the village but the lease on The Ark is now up due to the owners plans to sell the land for Property Development. Discussed possibility of using the Villag Hall as a Preschool and possibility of Scout Hut change of useage to accommodate preschool. At present the permission does not allow. Appletree daycare has funding in place for the allocation of 62 preschool places but planning application has not yet been submitted. To add to Agenda for futher discussion at the next Parish Council Meeting. Clerk to email Mrs Graham details of St Modwen to enable her to discuss possible plans

2. APOLOGIES: District Cllr Wells - Resolved to Accept

3. DECLARATION OF INTEREST: Cllr John Phillipson & Cllr Peter Rothwell – Allotments. Cllr Karen Harrison – VHEC. Cllr Mark May – Scouts. Cllr Jason Snape – The Village Preschool

4. CONSIDERATION OF ITEMS FOR DISCUSSION IN CLOSED SESSION: Staff Contracts

5. APPROVAL OF MINUTES FROM 17th April 2017 – Approved

6. VILLAGE HALL UPDATE:

6.1 Cleaning Schedule – Discussed, resolved to accept and adopted

6.2 Insurance Quotes – Zurich Quotes – 1 year - £1591.69, 3 year - £1519.83. 5 year - £1447.93. If there are to be no charges for amendments resolved to accept 5 year plan.

7. OPEN SPACES UPDATE

7.1 Cllr Jason Snape responsible for all playparks, report regarding all items. Cllr Snape to carry out some adjustments and tightening of play equipment. Floor under basket Swing on Juniper Way poor and swing possibly hazard. Swng has been closed, Clerk to contact Strawsons for review and repair if necessary. Cllr Snape to meet with Jon from Town and Country to discuss failing flooring in play areas.

7.2 Cllr Harrison and Cllr Snape met with a resident regarding his concerns over the Open Spaces Contract work. Very few areas of concern were seen. Resident commented on some houses shrubbery and suggested that the Parish Council Contact the home owners to request pruning. Cllr Harrison and Cllr Snape knocked on doors and explained the gentlemen's concerns.

8. ALLOTMENTS UPDATE

- 8.1 Following the approval of a skip last month, the allotments have now been cleared of rubbish. There is one half plot still available
9. **POLICIES AND PROCEDURES**
- 9.1 Covered in Annual General Meeting
10. **PLANNING** – None this month
11. **CORRESPONDANCE**
- 11.1 Park View Veterinary Hospital Signage – Full Council Rejected plan
- 11.2 Covered in Open Spaces 7.2
- 11.3 Not possible to prune any trees in the village until Bird nesting season has finished
- 11.4 Liability Insurance details – Clerk to contact Insurance company
12. **FINANCE**
- 12.1 Bank Reconciliation - See attached table
- 12.2 Table of invoices – See attached – Resolved to pay
13. **LITTER AND DOG WASTE BINS**
- 13.1 Fixing kits are not suitable for tarmac. Concrete bases are required. Member of the public has offered to supply the materials and construct bases free of Charge. Resolved to agree the price of fixings required to install bins approved at the last meeting.
14. **BUILDING WORKS ON VILLAGE SQUARE**
- 14.1 Cllr Phillipson has spoken with the builders and they anticipate completion to be 2nd week in September. Fencing has been moved to allow vehicular access to Village Hall field for events and Dates Submitted to Strawsons Property to allow full access for main events such as the beer festival and Summer Fete.
15. **COUNCILLORS ATTENDING MEETINGS UPDATE**
- 15.1 See minute 7.2
16. **RESIDENTS CROSSING FOOTPATHS WITHOUT DROPPED KURBS TO PARK CARS**
- 16.1 Persistent offenders in the Village. Cllr Appleby to review covenants.
17. **NEW PARISH COUNCILLOR**
- 17.1 We have two applications. Clerk to circulate applications, Applicants to be invited to discuss
18. **DATE AND TIME OF NEXT MEETING** - 21ST June 2017 at 19:00

MEETING CLOSED – 20:45

Signed.....

**WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL WEDNESDAY 17TH MAY 2017**

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**WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL WEDNESDAY 17TH MAY 2017**

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MEETING HELD ON WEDNESDAY 28TH JUNE 2017 AT 19:00

Clerk: Mrs Nicola Green

Present: Clerk, Cllr Karen Harrison (Chair) Cllr John Phillipson (Vice Chair) Cllr Mark May, Cllr Jason Snape.

Five members of the public attended

Apologies: Cllr Peter Rothwell – work commitments – Resolved to accept

CHAIRMAN'S WELCOME & FIRE SAFETY BRIEF

It was brought to the attention of the Parish Clerk that there is a typing error in the Standing Order Policy. The policy states that the Quorum of the council is seven when clearly it should say three. The law states that a Quorum should be a minimum of three members and therefore supersedes any policy. The Policy will be amended and passed at a future meeting.

1. PUBLIC TIME, POLICE MATTERS, COUNTY AND DISTRICT COUNCILLORS REPORTS

No comments were made

2. Resignation of Councillors

Resignation of Cllr Tommy Atkin and Cllr Sally Appleby were accepted and positions advertised. 14 days noticed has passed and two applicants interviewed

3. Co-option of new members

Mr John Moor co-opted onto the Parish Council – Declaration of Acceptance/Local Code of Conduct form completed

4. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT

Cllr John Phillipson and Cllr John Moor – Allotments

5. CONSIDERATION OF ITEMS FOR DISCUSSION IN CLOSED SESSION

Two items taken to closed session following closure of meeting

6. TO APPROVE THE NOTES OF THE LAST MEETING AS MINUTES AND MATTERS ARISING

Approved – No matters arising

7. VILLAGE HALL UPDATE

7.1 Discussed flooring, options to replace half floor where damaged in the small hall and reseal joins on both rooms followed by a deep clean – Quote for half floor repair of £491 plus VAT decided – Resolved to accept

8. OPEN SPACES UPDATE

8.1 Following vandalism of flooring quotes have been obtained. 6.44 m could be repaired by Cllr Snape – Not Accepted

Another option put forward was rubber grass matting, one quote for this. To obtain two further quoted for this option.

Chair invited members of the public to put forward idea. Suggested installation of extra swings in other parks. Clerk to review options

19:30 Break in Agenda items due to arrival of Roger Linnell

Mr Roger Linnell co-opted onto the Parish Council – Declaration of Acceptance/Local Code of Conduct form completed

- 9. **ALLOTMENTS UPDATE**
 - 9.1 Two residents on the waiting list at present.
 - 9.2 Lease for Current allotment site is up for renewal in August.
- 10. **POLICIES AND PROCEDURES**

To update error in the Standing orders
- 11. **PLANNING**
 - 11.1 17/0769/HOUS 39 Oak Tree Drive – No Objections
- 12. **CORRESPONDENCE – EMAIL, WRITEN, TELEPHONE, PERSONAL**
 - 12.1 Squirrel chase/ Doe Close Green - Work been completed – Clerk to contact
 - 12.2 Fox Hollow Trees – Town and Country to review
 - 12.3 Oak Tree Drive Trees - Town and Country to review
 - 12.4 Oak Tree Drive Shrubs – Clerk responded prior to meeting
 - 12.5 Parish Funding – Litter Picking Grant – Chair to compile report by July 17th
 - 12.6 POS Cell 11 adoption – Resolved to not accept adoption – Clerk to report to NKDC with reasons
- 13. **FINANCE**
 - 13.1 Bank Reconciliation – See table in finance file
 - 13.2 Table of invoices – Resolved to accept
- 14. **LITTER AND DOG WASTE**
 - 14.1 Dog Warden Report – Attached
 - 14.2 Sites confirmed – Clerk to arrange base installation
Mr Spraggins – Management Committee for Witham St Hughs South to lower bins on Slatterly Close. Parish Council to fund posts, Mr Spraggins to complete work free of charge – Resolved to Accept
- 15. **TRAINING**
 - 15.1 Justin Tomlinson to carry out training of CCTV for Clerk – Chair to arrange
- 16. **COUNCILLORS ATTENDING MEETINGS – UPDATES**

Reminder from Chair that there MUST be two Parish Councillors at all meetings or One Parish Councillor and Clerk
- 17. **DATE AND TIME OF NEXT MEETING** - Wednesday 19th July 2017 at 19:00

Meeting Closed: 20.25 and moved into a closed session

Signed..... Chair / Vice Chair

Dated.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - JUNE 2017

Bank Balance sd of 28th June 2016.....£40846.08

REFERENCE	DATE	AMOUNT	VAT	ELEMENT	DETAIL OF EXPENDITURE	ACTION
NG15/17	18.05.17	£ 341.00			DOG WARDEN AND LITTER PICK	PAID - 18.05.17
NG16/17	23.05.17	£ 1,128.00	£ 180.00		Town & Country	PAID - 23.05.17
NG17/17	28.05.17	£ 870.76			Payroll	PAID - 26.05.17
NG18/17	28.05.17	£ 364.00			Payroll	PAID -26.05.17
NG19/17	02.06.17	£ 620.92	£ 103.48		John Moore Security	
NG20/17	06.06.17`	£ 10.00			Allotment Refund	
NG21/17	08.06.17	£ 1,656.00	£ 276.00		Town & Country	
NG22/17	08.06.17	£ 69.99	£ 11.67		Office Outlet (shredder)- JP	
NG23/17	08.06.17	£ 60.00	£ 10.00		Halfords (locks) JP	
NG24/17	14.06.17	£ 386.62	£ 64.44		N Power	DD-PAID - 19.6.17
NG25/17	14.06.17	£ 97.33			Water Plus	DD-PAID - 20.6.17
NG26/17	14.06.17	£ 17.55			Milage - K Harrison	
NG27/17	14.06.17	£ 20.00			LALC training - NG & KH	
NG28/17	20.06.17	£ 191.65			Anglian Water	DD- PAID- 01.8.17
NG29/17	21.06.17	£ 521.00			DOG WARDEN AND LITTER PICK	
NG30/17	21.06.17	£ 500.00			A V Accountancy - Audit	
NG31/17	24.06.17	£ 964.38			Payroll - 28.6.17	PAID -28.6.17
NG32/17	24.06.17	£ 364.00			Payroll - 28.6.17	PAID -28.6.17
NG33/17	24.06.17	£ 2,436.00	£ 406.00		Town & Country	
NG34/17	24.06.17	£ 1,447.93	£ 155.14		Zuric Insurance	
NG35/17	24.06.17	£ 1,202.40	£ 200.40		Glasdon - Bins	
JP136/16	31.12.16	£ 12.00			Toilet rolls	

AUTHORISED.....

DATED.....

Witham St Hughs Parish Council – Annual Parish Meeting – Chairman’s Report June 2017

As usual it has been a busy year for the Parish Council since the last Annual meeting – having to function for the best part of this with no Clerk, until we appointed Nicola in January – and what a difference she has already made since joining us. Thanks go to Cllr Phillipson for stepping in and picking up the clerk’s responsibilities during this time.

Jason joined us in January – bringing us up to 7. My thanks go to all my fellow Councillors and for the many hours that they give freely to the community.

We faced disappointment in September, when Phase 3 Planning came before NKDS Planning committee to learn that NHS England is not looking to provide medical centre/doctors surgery in the village. Sarah Jane Mills had attended our last APM, and agreed to then attend a follow up public meeting which we called so she could address everyone’s concerns – 18 members of the public attended and listened to the outcome of their findings. The Parish Council are still exploring how a degree of health care can be brought to the village. The school needs to expand and take up the football pitch which we are happy to allow but we need the area to the east of the nursery to be prepared by August as we have enquires about new football teams in the village for the coming season.

Phase 3 outline applications was approved by the Planning committee – the Parish Council had raised their objections for – No Medical facilities – traffic controls – and 106 payments for village infrastructure. Cllr Rothwell had just 3 minutes to put our objections to the committee, but did manage to push the 106 monies up.

The allotments continue to flourish – with the committee taking care of business on behalf of the Council – thanks to Karl Gandy who has taken on the role of liaison officer and to John Chair and Treasurer. The committee are in the process of negotiating an extension to the current lease with Cargill PLC. Our thanks to Cemex who have started today to assist with the supply of stone and labour to construct the central vehicle access to standards as specified in the current lease.

Open Spaces –Town and Country have now completed their first year of a 3 year contract with us for the adopted areas of the village. Thanks must go to Jon and his team who have really made a difference to the look of the village. Unfortunately not all parts of the village are adopted and therefore do not fall under this contract and remain with the developers or management companies.

Building is about to commence on more facilities for the village – a much asked for coffee shop and a vets – which we will hear all about this evening. We met a few weeks back with representatives of St Modwen who have recently acquired the Commercial land adjacent to Camp Road – we will hear from them shortly.

Thanks go to the

- WI – for organising the Spring Clean-up – along with the Scouts and Guides on a rather wet March day we saw a mini mountain of rubbish bags collected by them all. The refreshments provided after this were much needed!
- Our thanks go once more to The WI for supporting Cllr May with the Remembrance Service and to John Brown for conducting this service which was again very well attended and following which a large number took advantage of refreshments provided in the Village Hall. Our thanks also go to the wonderful readers from the village organisations and to those who laid wreaths.
- To the Village Hall Events Committee – who once again put on a great year of events – all well attended by residents, and who's fund raising is ploughed back into future events and enhancements to the village hall.
- Not forgetting the Tuesday Tea Ladies – who term time provides plentiful cakes and refreshments for all to enjoy.
- Thanks go to all the volunteers of the various groups and associations in the village – everyone giving their time to the community.

Parish Councilors are all volunteers on the Parish Council and are bound by legislation for their rules and regulations, and represent the whole parish. The Councilors have put in many hours over and above the scheduled meetings they attended. They supported working groups, represented the Parish at other outside bodies, and their work behind the scenes has been enormous.

As discussed at our last Annual meeting we are still looking for residents to help us with fund raising to ensure that we optimise the 106 monies that will form part of the Phase 3 planning – for the community hall and the provision of play parks etc that are needed .

Concluding Remarks

I would like to re-iterate that without the commitment of my fellow Councilors, all the work that we carry out on behalf of the residents would not been possible. The support they have given me as Chairman has been first class.

This coming year once again will be a busy one for the council and we ask for your support

Karen Harrison



MINUTES OF THE MEETING

WEDNESDAY 19TH JULY 2017 AT 19:00

	Clerk		Mrs Nicola Green
	Present		Clerk, Cllr John Phillipson (vice chair) Cllr Mark May, Cllr Jason Snape, Cllr John Moor
1	Public Present		No members of the public present
2	Apologies		Cllr Karen Harrison, Cllr Peter Rothwell, Cllr Roger Linnell – Work commitments – Resolved to accept
3	Declarations of interest		Cllr John Phillipson and Cllr John Moor - Allotments
4	Closed Session Items		Nothing to discuss
5	Approval of notes from last meeting. Matters arising		Notes of meeting held on Wednesday 28 th June 2017 approved as correct. No matters arising.
6	Village Hall update:		Hard Wired Electricians to carry out electrical inspections in the Village Hall.
7	Open Spaces Update	7.1 7.2 7.3	Play park flooring to be booked for repair ASAP. JS to arrange repairs. Maximum cost to be £1500 + VAT – Resolved to agree Bench in Oak Tree Drive playpark to be repaired – JM to cost and carry out repairs – resolved to agree Fox Hollow Tree removal to be carried out by Fullers Forestry. Clerk to contact and arrange – Resolved to agree Additional swing quotations to be sourced. Clerk to speak to NKDC regarding S106 monies to cover cost and also speak to Strawsons Property about the possibility of installing new swing in Juniper Way playpark.
8	Allotment update		Inspections to be carried out by Cllrs John Phillipson, John Moor and Liason Officer Karl Gandey. Failure to comply with terms and conditions may result in eviction from plot.
9	Policy and procedures updates	9.1 9.2 9.3 9.4 9.5 9.6	Standing Orders – Agreed and adopted Risk Management – Agreed and adopted Lone Working Policy – Agreed and adopted Sickness Policy – Agreed and adopted Abusive, Persistent or Vexatious complaints policy – Agreed and adopted Formation of Finance, legal and administration committee - Formed
10	Planning	10.1	Land registry requiring two signatures – Signed by Cllr John Phillipson and Cllr Jason Snape
11	Correspondence	11.1 11.2 11.3	Squirrel Chase bund to be assessed and work carried out as necessary by T&C – resolved to agree Greenfinch Crescent – resident to trim back and waste to be collected by T&C Oak Tree Drive – T&C to review Elderflower bush for cutting back or removal
12	Finance	12.1 12.2	Bank Reconciliation as of 19 th July 2017 Tables of invoices – Resolved to agree to be paid
13	Dog Warden Report		Attached Clerk to contact NKDC for No Dog signage in Playparks – Cllr Snape to install
14	Training days	14.1 14.2	Cllr John Moor – 25th July 2017 Cllr Roger Linnell – 5 th September 2017
15	Councillors attending meeting		Meeting booked with Witham St Hughs Academy and developers to discuss School extension – Clerk, Cllrs J Phillipson, J Moor to attend. Cllr K Harrison to attend if work allows.

16	Date of next meeting		Wednesday 20th September 2017 at 19:30
	Meeting Closed		20:25

Signed..... Chair/Vice Chair

Dated.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - JULY 2017

Bank Balance as of 19th July 2016.....£40868.08

Bank Balance as of 19th July 2017.....£62084.48

REFERENCE	DATE	AMOUNT	VAT ELEMENT	DETAIL OF EXPENDITURE	ACTION
NG36/17	03.07.2017	£ 6.45		Grant Thornton Audit postage	
NG37/17	03.07.2017	£ 276.91	£ 13.18	British Gas	
NG38/17	04.07.2017	£ 15.00		ASL Ground Maintenance	
NG39/17	10.07.2017	£ 340.94	£ 56.82	ESPO	
NG40/17	12.07.2017	£ 15.00		ASL Ground Maintenance	
NG41/17	14.07.2017	£ 38.52	£ 6.42	Westgate Fire Services	
NG42/17	19.07.2017	£ 340.00		Dog Warden & Litter Picking	

AUTHORISED.....

DATED.....



MINUTES OF EXTRA-ORDINARY MEETING

WEDNESDAY 2nd AUGUST 2017 AT 19:30

	Clerk		Mrs Nicola Green
	Present		Clerk, Cllr Karen Harrison (chair) Cllr Mark May, Cllr John Moor
	Public Present		No members of the public present
	Apologies		Cllr John Phillipson , Cllr Jason Snape, Cllr Peter Rothwell, Cllr Roger Linnell – Personal – Resolved to accept
1	Staff Pensions		AV Accountancy to arrange at a cost of £250 – Resolved to agree
2	Play Park Bench		Oak Tree Drive playpark bench to be repaired by Cllr John Moor – Costs for the materials are £20.60 plus VAT for wood and £8.10 plus VAT for bench oil – Resolved to agree
3	Village Hall Flooring		Clerk to obtain two more quotations for full flooring replacement in the small hall. Discuss at next meeting
14	Date of next meeting		Wednesday 20th September 2017 at 19:30
	Meeting Closed		20:00

Signed..... Chair/Vice Chair

Dated.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - AUGUST 2017

Bank Balance as of 16th August 2016.....£36469.37

Bank Balance as of 16th August 2017.....£59,078.67

REFERENCE	DATE	AMOUNT	VAT ELEMENT	DETAIL OF EXPENDITURE	ACTION
NG43/17	18.07.2017	£ 1,830.00	£ 305.00	Town & Country	Paid - 22.07.2017
NG44/17	28.07.2017	£ 1,195.24		Salary	Paid - 28.07.2017
NG45/17	28.07.2017	£ 24.00		Salary	Paid - 28.07.2017
NG46/17	28.07.17	£ 8.87		Postage - NG	
NG47/17	28.07.17	£ 10.00		LALC - training	
NG48/17	28.07.17	£ 25.00		LALC - training	
NG49/17	28.07.17	£ 1,758.00	£ 293.00	M&B Surfaces - Skipton	
NG50/17	28.07.17	£ 132.60	£ 22.10	BT - Direct Debit	Paid - 08.08.17
NG51/17	28.07.17	£ 45.00		Payslip prep - apr/may/jun	
NG52/17	28.07.17	£ 60.00		Decorating - paint etc - NG	
NG53/17	28.7.17	£ 6.99		Back door mat - NG	
NG54/17	16.08.17	£ 340.00		DW & Litter Pick - Jul/Aug	
NG55/17	16.08.17	£ 34.44	£ 5.74	Bench in playpark - JM	

AUTHORISED.....

DATED.....



MINUTES OF THE MEETING

WEDNESDAY 20TH SEPTEMBER 2017 AT 19:00

	Clerk		Mrs Nicola Green
	Present		Clerk, Cllr Karen Harrison (Chair), Cllr Peter Rothwell, Cllr Jason Snape, Cllr John Moor, Cllr Roger Linnell (arrived 19:20) Cllr Sally Appleby (District Councillor) Cllr Marianne Overton (County Councillor)
1	Public Speaking	1.1	Gary Johnson – CEO of Hurricane Sports Foundation and Two members of the public
		1.2	Update from District Cllr S Appleby – Planning permission granted for 120 new build houses in Swinderby Village. Plans to extend School
		1.3	Update from County Cllr M Overton – Reminder for residents to report potholes on the County Council website.
		1.4	Resident and school parent queried School Crossing. The Parish Council have sent a request to Highways for a review following previous attempt being declined. Clerk to keep residents informed of progress
		1.5	Query regarding a Village Hall extension and re-siting of MUGA. This will be decided at a later date once phase 3 begins. Location of the MUGA is still to be decided. There will be no cost to the Parish Council for re-siting of the MUGA. This is to be paid for by Strawsons
		1.6	Complaint about open spaces and footpath maintenance. These works will be carried out by our contractors in due course.
		1.7	Complaint that the footpath damage at the location of the abandoned digger has yet to be rectified. Cllr Snape will arrange a review of area.
		1.8	Mr Gary Johnson put forward the idea to bring a teenage activity scheme to the village. This is already successful in the Village of Bracebridge Heath. Some funding is available and participants who engage in the scheme can be put forward for leadership qualifications. To liaise with Clerk and discuss further
	Time - 19:20		Arrival of Cllr Linnell
2	Apologies	2.1	Cllr Mark May – Resolved to accept
3	Declarations of interest	3.1	Cllr Peter Rothwell and Cllr John Moor – Allotments Cllr Karen Harrison - VHEC
4	Closed Session Items	4.1	Staff Roles and Salary Payments
5	Approval of notes from last meeting. Matters arising	5.1	Notes of meeting held on Wednesday 19 th July 2017 and EOM on Wednesday 2 nd August 2017 approved as correct. No matters arising.
6	Resignations Received	6.1	John Phillipson
	Time – 20:00		District Cllr S Appleby and County Cllr M Overton left meeting

7	Appointment of Vice Chair	7.1	Cllr Jason Snape Nominated – Full Council resolved to accept
8	Clerks update:	8.1	See attached.
9	Policies, Procedures – New and Updates	9.1	Formation of Health and Safety Committee – Resolved to accept
		9.2	Formation of Village Hall Management Committee – Resolved to accept
		9.3	Resolved to accept emergency Spending Authority for Parish Clerk of £1500. To be added to the financial regulations as soon as possible – Resolved to accept
		9.4	Formation of Personnel Committee to meet quarterly – Resolved to accept
		9.5	Formation of Open Spaces Committee – Resolved to accept
		9.6	Updated Risk Assessment Policy – Carried forward to meeting of Wednesday 18 th October 2017
		9.7	Update of Financial regulations policy – Addition of £1500 emergency spending authority – Carried forward to meeting of Wednesday 18 th October 2017
10	Village Hall Update	10.1	5 yearly Electrical Installation Condition Check and report – A cost of £400. Resolved to accept work to be carried out by Hard Wired Electrician. Replacement of new LED 50W PIR floodlight on Village Hall Wall facing the MUGA - Cost of £150. Resolved to accept work to be carried out by Hard Wired Electrician. Discussed replacement of Large hall bulbs to LED. Cllr John Moor to review savings and costings – Review at next meeting.
		10.2	Discussed NKDC imposing refuse collection fees as of 1 st April 2017 – Cost of 1100L bins will be £11 per collection. Cost of 660L will be £6 per bin. Total of £23 per collection.
		10.3	Water Readings to be carried out by Clerk – Resolved to agree Pipes in Referees room to be capped off – Clerk to review options and source plumber.
		10.4	Acceptance of Donation of £1044 from Village Hall Events Committee towards the cost of replacing Small Hall flooring – Resolved to accept under Section 139 of the Local Government Act 1972
11	Open Space Update	11.1	Full Five year projection Assessment of works along the bund on Camp Road is required. Clerk to arrange
12	Allotments Update	12.1	Cllr John Moor to take on role of Allotments Committee Chair following the resignation of John Phillipson – Resolved to Agree
		12.2	Clerk requires record from the Committee – To discuss and work together with Karl Gandey - liaison officer
13	Planning	13.1	PL/0099/17 (N76/1266/17)- School Extension – Resolved to agree, No Objections 17/1100/FUL Tait's Yard Nettleton Drive Witham St Hughs Lincoln – Resolved to agree, No Objections 17/0770/FUL Land Off Camp Road Witham St Hughs Lincoln Lincolnshire – Resolved to agree, No Objections 17/0824/ADV 7 & 8 Muntjac Way Witham St Hughs Lincoln Lincolnshire - Approved
14	Correspondence	14.1	Campion Way Bus Shelter – resident requests removal. Clerk to liaise with PC Coaches for usage projection.
		14.2	

		14.3	Trees and Walkways Owl Close to Robins Crescent – Clerk to arrange meeting with resident for review
		14.4	Oak Tree Drive – Clerk to gain further quotations for work
		14.5	Hurricane Sports – Teenage Activities – Discussed above in Public Forum
		14.6	Squirrel Chase – Area reviewed by Town And Country and Clerk. Ongoing maintenance required
		14.7	Owl Close – Height of hedge along Camp Road – To be reviewed under 5 year projection
			Witham St Hughs Academy request to remove shrubs and hedges adjacent to playing field to build storage area for building works and allow access for machinery over field at start and end of build – See attached report – Resolved to accept
15	Finance	15.1	Bank Reconciliation as of 18 th September 2017 – Attached
		15.2	Table of invoiced reviewed – Resolved to agree to pay
		15.3	Discussed Signatory on Bank Account. Cllr John Moor and Clerk to be added as signatory – Resolved to agree
		15.4	Debit card to be issued on account – Clerk to be card holder and card to be locked in safe – Resolved to agree.
16	Dog Warden Report	16.1	Attached Discussed the duties of Dog Warden and Litter Picker. Suggestion that a Dog Warden in the Village is not necessary. We do however have a litter problem. Possible change of duties – Resolved to agree to review at next meeting
17	Training days	17.1	Cllrs Moor and Linnell attended new councillor training – very informative and helpful
		17.2	Cllrs Harrison and Linnell to attend LALC AGM on 17 th October 2017
18	Councillors Attending Meetings	18.1	Meeting attended at Witham St Hughs Academy – Present were Clerk, Cllrs Harrison, Phillipson and Moor – Report attached
16	Date of next meeting		Wednesday 19 th October 2017 at 19:00
	Meeting Closed		21:10

Signed..... Chair/Vice Chair

Dated.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - September 2017

Bank Balance as of 18th September 2016.....£38,872.27

Bank Balance as of 18th September 2017.....£57,215.95

Invoice total for August 2017.....£562.65

Outstanding Invoices for August 2017£78.00

Invoice total for September 2017 £747.90

Outstanding Invoices for September 2017£269.95

REFERENCE	DATE	AMOUNT	VAT ELEMENT	DETAIL OF EXPENDITURE	ACTION
NG55/17	28.08.17	£ 967.76		Payroll	paid - 28.8.17
NG56/17	28.08.17	£ 508.00		Payroll	paid - 28.8.17
NG57/17	28.08.17	£ 130.49	£ 21.75	interserve - 163864WC	
NG58/17	28.08.17	£ 60.00		ASL Grounds Maintenance-20170073	
NG59/17	30.08.17	90.21 CR	-	Anglian Water	No Payment
NG60/17	30.08.17	£ 372.00	£ 62.00	All4Women	
NG61/17	30.08.17	£ 2,964.00	£ 494.00	Town & Country	
NG62/17	30.09.17	£ 9.49	£ 1.58	HP instant ink - July-August	
NG63/17	05.09.17	£ 4.49	£ 0.75	HP instant ink - August - September	
NG64/17	06.09.17	£ 72.00	£ 12.00	Steve Tinker - Windows 4 U	
NG65/17	11.09.17	£ 113.32		Water Plus	DD - 20.9.17
NG66/17	12.09.17	£ 25.00		LALC	
NG67/17	01.05.17	£ 147.00		TV licence	DD - 01.05.17
NG68/17	18.09.17	£ 15.30		Mileage - RL LALC	
NG69/17	09.2017	£ 359.00		Dog Warden and Litter Pick	

AUTHORISED.....

DATED.....

PAID BY.....



CLERKS REPORT

September 2017

Following John Phillipson's retirement from the Parish Council and as Village Hall Manager, I have taken over the village hall bookings. I have implemented a much simpler invoicing system and informed all regular bookings that I am responsible for any booking queries at present. As Mr Phillipson was using his personal email address and google calendar, I have created a new email address with a linked calendar. Cllr Harrison and I have updated the Village hall website accordingly. The new email address is wshvillagehall@gmail.com

John Phillipson is a Joint account holder on the Parish Council bank account along with Cllr Harrison – Chair person. He will need removing and a new member adding. I would suggest myself as the Responsible Finance Officer but this obviously needs discussion with the full council.

I now have all accounts in good order so we need to create a list of dates for the accounts to be checked by a Councillor to confirm an adequate system of financial controls in line with the Local Government Act 1972 section 151. This can be arranged outside of this meeting via email

A list of key holders for the hall are as follows

- 1 Rick Cook – VHEC
- 2 Justin Tomlinson – VHEC
- 3 John Phillipson – Village Hall Manager and Councillor
- 4 John Lane – Caretaker

I have requested for John Phillipson to be removed from the list with immediate effect. I have contacted him and requested that he returns the key as soon as possible.

The MUGA situation seems to be getting worse with a vast amount of litter including food and takeaway wrappers, bottles and cans. Most mornings it needs cleaning and often broken glass needs sweeping. Friday and Saturdays are worst for the explicit language and use of alcohol and drugs. The young people are often in the MUGA until the early hours. I have had comments from regular village hall late bookings that they feel uncomfortable when leaving. There is a neighbourhood panel taking place regarding antisocial behaviour in Skellingthorpe and Witham St Hughs. This will be held at the Memorial Hall, Newark Road, North Hykeham on Wednesday 11th October at 19:00. Cllrs Moor and Harrison will be attending. I have also emailed PCSO Sarah Lingard for advice.

Thank you to all Councillors supporting me in my role as Parish Clerk and RFO

Nicola Green

Parish Clerk



MINUTES OF THE MEETING

WEDNESDAY 18TH OCTOBER 2017 AT 19:00

	Clerk		Mrs Nicola Green
	Present		Clerk, Cllr Karen Harrison (Chair), Cllr Peter Rothwell, Cllr Jason Snape, Cllr John Moor, Cllr Roger Linnell (arrived 19:05 due to work)
1	Public Speaking	1.1 1.2 1.3	Resident in the process of adopting land adjacent to his property enquiring if we have any information of timings. Clerk to contact Solicitors for update. Two teenagers approached the Council requesting a grant to set up a Football team for the village. Presentation put forward with costings. Full Council in agreement that is to be added to November agenda for detailed discussion. Resident enquired about public footpath access across Farmer's fields. Many do not have access as required. Resident to gather information of areas and present to Parish Council.
2	Apologies	2.1	District Cllr Sally Appleby – Resolved to accept
3	Declarations of interest	3.1	Cllr Peter Rothwell and Cllr John Moor – Allotments Cllr Karen Harrison - VHEC
4	Closed Session Items	4.1	Staff Roles Update and Allotment Issues
5	Approval of notes from last meeting. Matters arising	5.1	Notes of meeting held on Wednesday 21 st September 2017 approved as correct. No matters arising.
6	Clerks Report	6.1 6.2	Resolved to agree to place updates in Parish news – Witham Herald and Witham Staple each month. Resolved to agree that there will be no meeting in December
7	Village Hall Update	7.1 7.2 7.3 7.4 7.5 7.6 7.7 7.8	Antisocial Behaviour in the MUGA is a problem at Present. Guest Speaker Heidi Ryder, Community Safety Officer from NKDC discussed procedure. All incidents in the Village MUST be reported to 101 to create an evidence trail over a year to allow funds for Action. Clerk to forward detail of Hurricane Sports to Heidi Ryder. Clerk to research costs for update of CCTV cameras for November agenda. Confirmation that Flooring is to be replaced in the small hall on Monday 23 rd and Tuesday 24 th October 2017. Resolved to accept purchase of new tea Urn for Village Hall at a cost of £83.50 plus VAT Remembrance Service planning us under way. Wreath has been purchased. Clerk to source and purchase two new flags for the service. Planning underway for Christmas Market and Christmas Light Switch on by the Village Hall Events committee. Cost of 15ft tree approximately £150. Resolved to agree donation of half of the cost. Issue with Emergency lighting – Resolved to agree repair subject to a fee of less than £200 Resolved to agree replacement of large hall lighting with new light fittings to house LED bulbs. Light fittings less than £500, Electrician cost £250
8	Open Spaces Update	8.1	Resolved to agree the addition of new swings to two playparks at a cost of £12,000. Cllr Snape to arrange installations.

		8.2	Clerk to source quotations for 15 year playpark projection plan. Resolved to agree plan to be actioned if costs under £350
		8.3	Discussed state of Village Bus Stops. Cllr Linnell to review all bus stops and report back at November meeting.
		8.4	Thank you to Mr Wayne Evans for the installation of concrete bases in the village for new co-mingled litter bins.
		8.5	Thank you to Cllr John Moor for the installation of the new co-mingled Litter Bins and the renovation of the memorial board and bench
9	Allotment Update	9.1	Warning letters have been sent out to several Plot holders regarding the failure to comply with terms and conditions Draft lease will be ready for inspection in November with a view to signing in January 2018.
		9.2	Once Spine Road for Phase 3 is installed, Discussions can begin for site of new Allotments. Work planned for January 2018.
		9.3	Resolved to agree Liaison Officer email address to be set up that will be linked to Clerk for better management.
10	Policies and Procedures	10.1	Resolved to agree and accept updated Financial Regulations Policy
11	Planning	11.1	Planning Application N76/12266/17 (PL/0099/17) Extension to Witham St Hughs Academy has been approved. Work to begin in October Half term.
12	Correspondence	12.1	Dangerous Car Parking within the Village cannot be managed by the Parish Council and need to be reported to Lincolnshire County Council Highways department.
13	Finance	13.1	Bank Reconciliation as of 17 th October 2017 attached.
		13.2	Table of invoices agreed by resolution to be paid by Clerk
14	Dog Warden Report	14.1	See Attached
15	Training Days	15.1	Resolved to agree purchase of Local Councils explained at accost of £50 and Charles Arnold Baker, Local Council Administration, 10 th edition at a cost of £70 to assist with Clerks role
		15.2	Resolved to accept CILCA qualification cost of £250
16	Councillors Attending Meetings	16.1	Cllr Karen Harrison and Roger Linnell attended LALC AGM - Discussed
		16.2	Cllr John Moor and Clerk attended Neighbourhood Panel Meeting - Discussed
	Date of next meeting		Wednesday 15th November 2017 at 19:00
	Meeting Closed		20.55

Signed.....Chair/Vice Chair

Dated.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - October 2017

Bank Balance as of 17th October 2016.....£33,166.66

Bank Balance as of 17th October 2017.....£65,451.48

Invoice total for September 2017.....£747.95

Outstanding Invoices for September 2017.....£102.40

Invoice total for October 2017 £704.08

Outstanding Invoices for October 2017£132

REFERENCE DATE	AMOUNT	VAT ELEMENT	DETAIL OF EXPENDITURE	ACTION
NG70/17	24.09.17	£ 7.50	Office supplies - NG	
NG71/17	26.09.17	£ 2,436.00	£ 406.00 Town & Country	
NG72/17	3.10.17	£ 9.49	£ 1.58 HP Instant Ink	
NG73/17	4.10.17	£ 101.00	SLCC - Clerk Membership	
NG74/17	6.10.17	£ 75.00	LALC membership	
NG75/17	6.10.17	£ 150.00	LALC - CILCA Training	
NG76/17	6.10.17	£ 17.00	LALC - Credit Note	CREDIT NOTE
NG77/17	6.10.17	£ 244.54	£ 11.64 British Gas - DD	
NG78/17	28.09.17	£ 944.73	Payroll	PAID 28.09.2017
NG79/17	28.09.17	£ 364.00	Payroll	PAID 28.09.2017
NG80/17	17.10.17	£ 63.90	LALC Mileage	

AUTHORISED.....

DATED.....

PAID BY.....



MINUTES OF THE MEETING

WEDNESDAY 15th November 2017 AT 19:00

	Clerk		Mrs Nicola Green
	Present		Clerk, , Cllr Jason Snape (Vice Chair) Cllr Peter Rothwell, Cllr John Moor, Cllr Roger Linnell
1	Public Speaking	1.1 1.2 1.3	10 members of the Public present Enquiry regarding future expansion of the school Request for additional benches within the village – Clerk to look into costings Resident would like apology from Cllr Snape received prior to the meeting on 18 th October 2017 to be noted in the minutes – Clerk adjusted and signed minutes prior to signing as a true copy
2	Apologies	2.1	District Cllr Sally Appleby – Resolved to accept Cllr Karen Harrison – Resolved to Accept Cllr Mark May – Resolved to Accept
3	Declarations of interest	3.1	Cllr Peter Rothwell and Cllr John Moor – Allotments
4	Closed Session Items	4.1	Update From Personnel Committee
5	Approval of notes from last meeting. Matters arising	5.1 5.2	Notes of meeting held on Wednesday 18 th October 2017 approved as correct. Resident complained that the apology from Cllr Snape made at the last meeting was not noted in the minutes and would like it to be added. The Apology from Cllr Snape to the resident was prior to the commencement of the meeting. Added to the meeting minutes by hand and signed by Clerk and Cllr Snape
6	Village Hall Update	6.1 6.2 6.3 6.4	Flooring to be deep cleaned on 26 th November 2017. Lighting to be replaced at a yet to be agreed time in November / December 2017. CCTV quotation received. Clerk to gain two more quotations. Resolved to accept that Clerk will cancel Daisy Communications Contract and review Telephone and Broadband packages. Harry Kirk and Aron Brown have done further work on their future football team. Name to be Witham Wanderers. Resolved to agree that football pitch hire, net loan and line marking will be provided free of charge for the first year. Parish Council will issue a grant, amount to be decided following financial report. Clerk to provide Hurricane Sports details via email for advice. Resolved to agree Clerk to arrange Boiler Service Plan.
7	Open Spaces Update	7.1 7.1	Swings have now been installed in two parks. Discussions and Concerns regarding Lincoln Proteins Proposed Development. Resident, Mr M Elliott to assist Cllr Linnell with Safety Partnership work.
8	Allotment Update	8.1	Allotment update from Cllr Moor. Warning and Enforcement notices are being issued following monthly Allotment Inspections. To propose review of terms and conditions at next Allotment Committee meeting
9	Policies and Procedures	9.1	No changes

10	Planning	10.1 10.2 10.3 10.4	17/1444/FUL – Amendment to plans for the Market Lounge – No objections 17/1493/FUL – Erection of industrial Units at Network 46 - No objections 17/1586/OUT – Erection of dwelling and garage adjacent to 5 Nettleton Drive - No objections TPO N745 2017
11	Correspondence	11.1 11.2 11.3 11.4	Clerk to update resident on proposed tree evaluation plan Trees to be reviewed at time of tree evaluation Early Morning fitness Class considered – Clerk to speak with insurers about Mr Smith becoming a key holder. Traffic proposals put forward are on Private land. Clerk to reply
12	Finance	12.1 12.2 12.3	Bank Reconciliation as of 14 th November 2017 attached. Table of invoices agreed by resolution to be paid by Clerk Resolved to agree that Clerk is to pay regular invoices in December 2017
13	Dog Warden Report	13.1	See Attached
14	Training Days	14.1	Clerk to ensure all Councillors are up to date with Training in 2018
15	Councillors Attending Meetings	15.1 15.2	Meeting was postponed Hill Holt Wood Meeting attended by Cllr Harrison and Cllr Rothwell Discussed S106 monies meeting attended by Clerk and Cllr Rothwell, Cllr Harrison and Cllr Moor - Discussed
	Date of next meeting		Wednesday 17 th January 2018 at 19:00
	Meeting Closed		20.50

Signed.....Chair/Vice Chair

Dated.....

WITHAM ST HUGHS PARISH COUNCIL
PAYMENTS FOR APPROVAL - November 2017

Bank Balance as of 15th November 2016.....£30,364.61
Bank Balance as of 15th November 2017.....£62,175.79

Invoice total for October 2017 £2096.50
Outstanding Invoices for October 2017.....£521.05
Total Invoices for November 2017.....£117
Outstanding Invoices for October 2017£117

REFERENCE	DATE	AMOUNT	VAT ELEMENT	DETAIL OF EXPENDITURE	ACTION
NG81/17	17.10.17	£ 340.00		Payroll - DW	
NG82/17	24.10.17	£ 180.00		NKDC - Licence renewal	
NG83/17	24.10.17	£ 16.65		Karen Harrison - mileage	
NG84/17	25.10.17	£ 1,252.80	£ 208.80	Lincolnshire Flooring	
NG85/17	28.10.17	£ 1,007.13		Payroll	
NG86/17	28.10.17	£ 364.00		Payroll	
NG87/17	19.10.17	£ 17.00		The Royal British Legion	
NG88/17	24.10.17	£ 45.00		A V Accountancy	
NG89/17	24.10.17	£ 200.00	£ 33.33	Doddington Farms LLP	
NG90/17	23.10.17	£ 20.00		LALC	
NG91/17	24.10.17	£ 1,656.00	£ 276.00	Town & Country	
NG92/17	01.11.17	£ 8.10		John Moor Mileage	
NG93/17	05.11.17	£ 8.99	£ 1.50	HP Instant Ink	
NG94/17	7.11.17	£ 250.00		A V Accountancy	
NG95/17	11.11.17	£ 9.32	£ 1.55	Booker - Karen Harrison	
NG96/17	11.11.17	£ 4.00		Co-op - Karen Harrison	
NG97/17	03.11.17	£ 100.20	£ 16.70	ESPO	
NG98/17	12.11.17	£ 340.00		Payroll - DW	
NG99/17	12.11.17	£ 42.07		Mrs P Phillipson	
NG100/17	11.11.17	£ 150.00		Hard Wired	
NG101/17	11.11.17	£ 100.00		Hard Wired	
NG102/17	12.11.17	£ 400.00		Hard Wired	
NG103/17	14.11.17	£ 2,399.99	£ 399.00	Creative Play	
NG104/17	14.11.17	£ 4,740.00	£ 790.00	Creative Play	
TOTALS		£ 13,651.25	£ 1,726.88		

DATED.....

PAID BY.....