

# Minutes of meeting of Annual Meeting 13 May 2024

Minutes of the Annual Meeting of Witham on the Hill Parish Council (Min 24-01) 13 May 2024 at 7.30 p.m. held at St Andrews Village Hall Witham on the Hill

Present: Councillors: Charles Henriques, Paul Smith, and Richard Burbidge  
Residents: Jessica and James Tarver  
Others: Bernard Champness – Clerk,  
Open Forum

Jessica and James Tarver were present and wanted to clarify any aspects of their planning application S24/065 which was being discussed under Item 12.1. They gave a detailed explanation of the proposed development and were able to respond to the many questions put to them.

The meeting was formally opened at 19.56

1. To elect a Chairperson and to receive the Chairperson's Declaration of Acceptance of Office and if not then received to decide when it shall be received
  - 1.1 Cllr Henriques was the only nomination and was duly elected as Chair for the forthcoming year.
2. Declaration of Acceptance of Office for Chairperson
  - 2.1 Cllr Henriques signed the Acceptance of Office which was witnessed and signed by the Clerk
3. To elect a Vice Chairperson
  - 3.1 Cllr Smith was the only nomination and was duly elected as Vice Chair for the forthcoming year
4. Cheque signatories and banking arrangements
  - 4.1 Resolved: that all Councillors be cheque signatories. Any two could sign a cheque.
5. To adopt and/or amend the Standing Orders, Financial Regulations and Risk Assessment
  - 5.1 Resolved that as the Standing Orders and Financial regulations had not been amended there was no need for further amendments and that they should be adopted. The same applied to the Risk Assessment.
6. Apologies for absence, acceptance of Apologies
  - 6.1 Apologies were received from Cllr Sue Pennant-Jones(personal) Resolved that the apologies be accepted.  
Apologies were received from County Cllr Charlotte Vernon and District Cllr Penny Robins  
It was noted that Duncan Brock had resigned from the Council as he will be moving out of the village to live on the south coast. The Clerk was in the process of advertising the vacancy.
7. Declaration of Interest – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item

7.1 No one declared an interest in any matter that was on the agenda.

8. Minutes of the last meeting held on the 4th March 2024 (23-06)

8.1 Resolved: That the minutes of the 4th March 2024 were signed by the Chair as a correct record.

9. Matters to Report

9.1 • Cllr Henriques said that he was meeting Mike Brown from LCC Highways on Wednesday 15th May to look again at the potholes in Bottom Street and would report on the outcome.

- It was seen from correspondence that someone had complained there was a sharp screw sticking out of one of the tabletops on the Green. Cllr Henriques said that he had removed the screw but noticed that the table top was rotten and needed replacing. The Clerk was asked to write to South Kesteven District Council about this.
- Cllr Burbidge said that he had noticed that the Green was once again infested by moles. It was explained that we had instructed Mozzymak in March to address this and it was thought this had been effective. Cllr Henriques said that he would investigate and if there was a problem it was agreed that we would once again instruct Mozzymak to attend again.
- Dave Hayden had built and installed a new planter at East Green as previously agreed, but a resident had raised a complaint which Cllr Henriques said that he would discuss with the resident to fully understand the problem.
- Some streetlights from the village down to the cross-roads have not been working, but Cllr Smith thought that repairs had been carried out very recently so it appears the problem may have been resolved.

10. To receive a report from the County and District Councillors.

10.1 County Cllr Charlotte Vernon had sent her apologies but not submitted any report.

10.2 District Cllr Penny Robins had sent her apologies, and a report as follows:

From Monday 13th May, SKDC website operatives will bring a round of tag and collect. The tag has been redesigned to be gentler and easier to understand, as well as being more consistent in its application. These 'oops' tags will be placed on bins containing contamination, with the waste still collected. Data will be recorded to allow more targeted approach to households with significant contamination, to help with education ahead of the next mixed dry recycle round, starting June 10th. Any residents that leave wheelie bins blocking pathways need to make sure these are moved; this will be monitored and action will be taken if these continue to be left blocking pathways.

The local plan consultation has now closed. With over a thousand representatives received. They will be collated and reviewed by the planning team.

Tuesday 7th May 2024 a consultation on the Councils draft economic development strategy was launched. Visit the home page of the SKDC website and have your say.

Work has started on a major transformation of Grantham Marketplace into an accessible, public open space fit for the 21st Century. The improvements will drive footfall in Grantham town Centre and the market area – and create a multi-use, social space for local people and visitors in the heart of Grantham. This is expected to last around 22 weeks.

And finally, the Council celebrated a very special milestone last month. The Council's golden anniversary commemorates 50 years since the authority was officially formed as part of the Local

Government Act of 1972.

11. Clerks Report and Correspondence received.

11.1 The Clerk had circulated in advance notice of the various e-mails received since the last meeting. If anyone wanted to see any e-mails they should let him know and he would send it on.

12. Planning applications:

12.1 Planning Applications to Approve:

S24/0656 - Proposed detached dwelling and outbuilding at: Land Adjacent to The Anvils Main Street Witham On The Hill. Resolved: that there be no objection to the proposed development as this is in keeping with the streetscape and will improve an overgrown gap in the street frontage. However, there was concern that the height of the scheme proposed be in keeping with the neighbouring properties.

S24/0670 - Proposal: Section 19 application to vary Condition 2 (approved plans) of S22/0889 Conversion of existing barn to two storey dwelling (amendments to S08/LB/7038) at: Palace Farm, Main Street, Witham On The Hill, Response extended to 14th May 2024. Resolved: no objection.

S24/0592 - Proposal: Proposed timber frame car port at: Palace Farm, Main Street, Witham On The Hill. Response extended to 14th May 2024. Resolved: no objection.

S24/0593 - Proposal: Section 73 application to vary Condition 2 (approved plans) of S22/0888 Conversion of existing barn to two storey dwelling (amendments to S08/0987) at: Palace Farm, Main Street, Witham On The Hill. Response extended to 14th May 2024. Resolved: no objection.

12.1.2 Planning Applications approved:

S24/0466 - proposal: Section 211 Notice to reduce height of Beech tree (T1) by 2.5m and reduce laterals by 1.5m to balance shape at: Longacre Main Street, Witham On The Hill

S24/0451 - Proposal: Section 211 notice to fell Silver Fir (T1) at: The Old Vicarage Main Street, Witham On The Hill

S24/0280 - Proposal: Section 211 Notice to reduce height of Ash tree by 5m and reduce lateral branches to shape crown at: Meadow Bank Bottom Street Witham On The Hill

S23/1876 - Proposal: Change of use agriculture land to car park including creation of hard standing to serve as a car park to the Six Bells public house at: The Six Bells Main Street, Witham On The Hill

12.3 To note any Planning Applications refused or withdrawn: none to note

12.4 To note any Application appealed or any decision made regarding an appeal: none to note

13. To receive any data from the reactive sign

13.1 Cllr Henriques had contacted Graeme Butler at LCC to request an extension pole for the 30mph sign at the entrance to the village from Little Bytham, so that the speed sign could be located more effectively. This was approved subject to inspection of the existing post and would be attended to when he is next in the area.

As Duncan Brock had resigned from the Council Cllr Paul Smith said that he was happy to take over analysis of the data from the speed sign and reports. Cllr Henriques said that he would brief him on what to do.

14. Audit of 2023/24 Accounts

14.1 To approve the Annual Governance Statement 2023-24, Resolved: that the Annual

Governance Statement 2023-24 be approved after answering the required questions

14.2 To accept the Accounting Statement 2023/23 as a true record. Resolved: That the Accounting statements be accepted as a correct record.

14.3 To sign and approve the Exemption certificate. Resolved: that the Exemption Certificate be signed by the Chair and submitted for Audit.

15. To consider and agree the Insurance cover and whether we wish to include or remove anything from the schedule

15.1 The Clerk had provided details of the Insurance cover that Zurich were providing, and it was agreed that it was in order and that we were adequately insured.

16. To confirm Expenditure

£195.00 – Zurich Municipal (Insurance premium)

£402.52 – B M Champness (salary for April May and June)

£100.40 – HMRC (PAYE)

£2.50 – B M Champness (postage)

£120.00 – St Andrew Parish Hall Management Committee (hall hire fees)

[ ]denotes those payments paid between meetings, which have been approved by the Chairperson and Vice Chairperson of the Parish Council or at a previous meeting but not listed  
Payments made by Direct Debit - £

16.1 It was resolved that the payments be made

17. Any other business – Reminder – by law no decision can be made under this item only information exchanged.

17.2 There being no other business the meeting was formally closed at 20.52

18. The date of the next meeting – to be held on Monday 15 July 2024 at 7.00 p.m. at St Andrew's Parish Hall, Witham on the Hill