

Witham on the Hill Parish Council
Minutes of the Annual Meeting of Witham on the Hill Parish Council
(Min 20-01) 18th May 2020 at 7.00 p.m. held remotely by video link

Present: **Councillors:** Charles Henriques, Andrew Greenwood, Janet Kirkwood, and Sue Pennant-Jones
Residents: None
Others: Bernard Champness – Clerk,

Open Forum	
There were no residents present and the meeting was opened at 19.56. The meeting was being held remotely by Video Link using Microsoft Teams.	
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 he was duly elected as Chair for the forthcoming year.
2. Declaration of Acceptance of Office for Chairperson	
2.1	Cllr Henriques was to sign the Acceptance of Office as soon as conveniently possible. .
3. To elect a Vice Chairperson	
3.1	Cllr Greenwood was the only nomination and he was duly elected to act 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, Cllr Henriques would chase the bank to ascertain if Cllrs Greenwood and O’Hara had been added as signatories.
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 O’Hara as she was unable to join the meeting through technical difficulties. Resolved: that the apologies be accepted. Cllrs Adams and Benn had also sent their apologies due to them also having technical difficulties in joining.
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 20th January 2020 (19-06)	
8.1	Resolved: That the minutes of the 20 th January 2020 were signed by the Chair as a correct record as soon as conveniently possible. It was noted that because of the Covid 19 pandemic and the advice of Government the meeting in March did not take place.
9. Matters to Report	
9.1	Cllr Kirkwood explained that a number of residents had approached her about replacing the noticeboard in front of the Village Hall. It was explained that this had been discussed previously and the agreement was that this was the responsibility of the Village Hall Committee. It was decided previously that sharing the Parish Council notice board was impractical and that this was best retained for the exclusive use of the Parish Council because of the legal obligations on the PC to post notices clearly without obstruction.
9.2	Cllr Greenwood said that in the last few months the problem of dog fouling was becoming a problem again in Bottom Street and in fact was the worse it has ever been. It was accepted that there was perhaps little that could be done at this present time but the Clerk would have a word with the Dog Warden at South Kesteven District Council to see what they suggested to help the problem
9.3	Cllr Greenwood said that there was also a problem with the footpath in the potato field. People were unable to walk the footpath as it had not been re-instated by the farmer. Instead the walkers would walk around and across the field. Cllr Kirkwood said that she would take this matter up with the Footpaths Officer.
9.4	Cllr Pennant Jones said that the grass by the garages near East Green was now totally overgrown and it was an eyesore as no one has been to cut it. It was agreed that this was to be noted.
10 To receive a report from the County and District Councillors.	
10.1	Cllr Bob Adams was able to report the following via the Clerk: There was nothing to add to the various letters/e-mails he had sent over the last few months. He did say however that arrangements had been made by the County Council to re-open the recycle centre in Bourne on the 18 th May. It was expected that people wanting to use the centre would have to telephone and book a slot. Unfortunately, whilst some had booked slots there were many that had not and simply turned up They had to be turned away and it was mayhem with many cars waiting to go in and being refused entry. The Council were trying to resolve this problem.
10.2	Cllr Benn sent a written report which is below: IMPORTANT You should all be aware SK Community Hub is open between 8am to 7pm, seven days a week and can be contacted by phone on 01476 406177 or via email at: SKCommunityHub@southkesteven.gov.uk. If residents contact you offering support or needing assistance please signpost them to the above. PLANNING

	<p>The public consultation for St Martin’s Park begins on Monday 18 May. An eight-page newsletter will be delivered to 1,300 homes and businesses closest to the site. This newsletter will invite residents and interested parties to a series of hour-long virtual focus groups taking place between 26 May and 4 June 2020. There will be a maximum of eight virtual focus groups that will be run on the video-conferencing app Zoom, and up to eight residents will be able to book places on them to discuss the proposals with the project team. Attendance is on a first come, first served basis, however, priority will be given to those living closest to the site. A website www.stmartinspark-stamford.co.uk giving full details of the proposals and the consultation will also go live on 18 May 2020. It will include an online survey. Throughout the consultation period residents and stakeholders can send in their questions over the phone, via email and through the post. The email is: consultation@stmartinspark-stamford.co.uk The Freepost address is FREEPOST – ST MARTIN’S PARK The Freephone number is 0800 652 9208 Residents without access to a computer can still get involved by dialling in by phone to the focus groups, requesting a hard copy of the survey, writing to the Freepost address or calling the Freephone number. The consultation closes on Sunday 14 June.</p> <p>PLANNING COMMITTEE</p> <p>A virtual Planning Committee was held via the ‘Skype for Business’ app on Tuesday 12 May. The next meeting is, I understand, imminent. Members of the press and public can access the meeting by using the Planning Committee link within Skype. As always, a list of all service updates, and the latest Government guidance, can be found by clicking on the Coronavirus link at the top of the SKDC homepage. www.southkesteven.gov.uk/coronavirus</p> <p>COVID-19 UPDATE</p> <p>There have now been 896 confirmed cases of Covid-19 in Lincolnshire and sadly 116 people have died from the disease. 19 care homes in Lincolnshire are in protective isolation and in total there have been 60 confirmed cases of Covid-19 in them. 59 people have died in Lincolnshire care homes. Sadly, up to 17th April there has been one COVID related fatality in Glen Ward.</p> <p>BUDGET</p> <p>Turning to the issue of money, the finance team are working very hard to forecast the short-term and long-term implications of the lockdown. A revised budget will be put to Council in September. There should be no immediate cause for concern as we are a relatively wealthy council.</p>
	<p>11 Clerks Report and Correspondence received.</p>
<p>11.1</p>	<p>The Clerk explained that he had not completed the list of correspondence received but he would do so in a few days and sent it on to the Councillors. If anyone wanted to see any e-mail they should let him know and he would sent it on. .</p>
	<p>12 Planning applications:</p>
<p>12.1</p>	<p>There were no planning applications to consider</p>
	<p>13 To receive an update on the A6121 crossroads</p>
<p>13.1</p>	<p>As Cllr Adams was not present he could not give an update on any progress that might have</p>

	been made. The Clerk was asked to minute that there was a three-car crash in February at the crossroads. There were no fatalities, but it looked a bad crash. He was also asked to chase Cllr Adams and report the accident.
14 To receive a report on the Stocks and Bywells.	
14.1	Cllr Greenwood said that he had met with Mel Cummings from South Kesteven District Council on the 14 th February 2020. It appeared that the Village Green was not registered at the Land Registry and neither was it registered as a Village Green or Common. South Kesteven District Council were not prepared to take responsibility for the Green, but they would continue to cut the grass and maintain and insure the equipment. They wanted to remove the small swings as they were past repair and were not fit for purpose.
14.2	Cllr Greenwood also explained that there was no record of the transfer of ownership of the Stocks to the District Council which was then known as the Rural Council. There was no evidence that the District Council owned them, and they were not prepared to take responsibility for them. The Stocks is a listed building and if the Parish Council wanted to do repairs then the appropriate consents would need to be applied for, but to obtain consent it was necessary to prove ownership, which is not possible to establish. Some work on the canopy is necessary but because there is no proof of ownership and the District Council is unwilling to take any action, it was unclear how best to proceed. The Clerk said he would have a word with Cllr Benn to see if he could come up with a solution to get around the problem.
14.3	With regard to the Bywells Cllr Greenwood explained that there was no proof of transfer of ownership and there is no entry in the Land Registry. The District Council did not want to take responsibility of ownership. Water damage was eroding the banks beside the road and it was felt that this might be a matter for Highways to deal with. The Clerk would have a word with Cllr Adams to see if he could get Highways to take a look and possibly undertake repairs.
15 To discuss the matter of a defibrillator for the village	
15.1	The Clerk explained that the School, had no record that the Parish Council had contributed to the purchase of the defibrillator that they had, They did point out that they would be more than happy for residents to use it in the event of an emergency. Cllr Kirkwood said that some residents want a defibrillator in a more central position in the village which was more accessible. It was suggested that a suitable site could be on the side of the Village Hall. As this was a listed building consent would be required and the Village Hall committee would need to apply. The Clerk was asked to contact Cllr Benn to see if there was any money that might be available from the District or County Council to help with the purchase of a defibrillator.
16 To agree a calendar of meetings for the forthcoming year	
16.1	The Clerk explained that he had set out details of suggested dates for meetings but had not circulated this to the Councillors. The Council wondered if they could change the date of the meeting to a week earlier as this would then give enough time for the report to be sent to the editor of the Three Bells publication. This would mean that the meetings would be on the second Monday if May, July, September, November, and January. It was resolved that the following further dates of meetings were agreed for the forthcoming year: 13 th July 2020 14 th September 2020 9 th November 2020

	11 th January 2021 8 th March 2021 The Clerk was to notify Cllrs Adams and Benn of the changes and to check with David Clifford that this did not clash with other meetings.
17 Audit of 2019/20 Accounts	
17.1	To approve the Annual Governance Statement 2019/20, Resolved: that the Annual Governance Statement 2019/20 be approved after answering the required questions
17.2	To accept the Accounting Statement 2019/20 as a true record. Resolved: That the Accounting statements be accepted as a correct record.
17.3	To sign the Annual Return and submit for Audit. Resolved: that the Annual return be signed by the Chair and submitted for Audit.
18 To confirm Expenditure [£194.28 – B M Champness (salary for January, February, and March)] [£129.60 – HMRC (PAYE & NI)] [£98.00 – St Andrews (fees for hire of Village Hall) £194.28 – B M Champness (salary for April, May, and June) £129.60 – HMRC (PAYE & NI) £174.24 – Zurich Municipal (Insurance premium) [] 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 - £	
18 1	It was resolved that the above payment be made after the Clerk pointed out that there was a slight adjustment with the payments for his salary and to the HMRC. The correct figures were £194.68 for the Clerks Salary and £129.20 was to be paid to HMRC.
19 Any other business – Reminder – by law no decision can be made under this item only information exchanged.	
19.1	There being no other business the meeting was formally closed at 20.45
20 The date of the next meeting – to be held on Monday 20th July 2020 or on a date to be agreed at 7.00 p.m. at St Andrew’s Parish Hall, Witham on the Hill or to be held remotely	