

WITTERING PARISH COUNCIL

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Parish Clerk:

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**MINUTES OF WITTERING PARISH COUNCIL MEETING
HELD AT 7.30 pm ON THURSDAY, 30 April 2026 IN THE PARISH HALL**

Item No	
26(04)1	Chair's Welcome The Chair welcomed everyone to the meeting.
26(04)2	In Attendance: John Bradshaw (Chair) (JB) Jo Gault, (Deputy Chair) (JG), Susie Briers (SB), Dave Hughes (DH), Kate Jackson (KJ), Russ Pye – late (RP), Emma Wilson-Jones (EWJ), Ruth Demagalski (Clerk) (RD). 5 members of the public, Chris Browne (CB) Presenting Apologies for Absence: Emma Stacey (RAF Wittering) (ES), Brian Day (BD); Gavin Elsey - PCC Ward Councillor (GE), Iain Wilkinson (IW)
26(04)3	Declaration of Interest The Chair reminded the Parish Councillors of their obligation under the Codes of Conduct to declare personal and pecuniary interest. He declared an interest in all matters concerning All Saints' Church (as he is a Churchwarden).
26(04)4	Public Forum Bus Campaign: Julia Cunnington Jinks (JCJ) updated on new bus service provider, Centerbus, and extended timetable. 17/05 has been pencilled in as open day with service taking effect from 01/06. Centrebus have been very proactive in helping promote the services. EWJ suggested inviting them to Wittering Summer Fayre on 11/07. A thank you to the outgoing bus service provider being held at The Bull, Peterborough. JCJ has requested funding for the launch to the value of £429.26 to include updated route map. Proposed by DH; seconded by EWJ; agreed by other council members. PCC Local Plan Proposal: Nikki Browne (NB) advised comments from the consultation on 05/03 are not yet on the PCC website and asked if Wittering Parish Council (WPC) could chase planners with a formal communication, asking for a full update. Proposed by KJ; seconded by SB; agreed by other council members. JB to compile letter to be sent.

	<p>NB also requested PCC Draft Local Plan, Proposed Development of 3,000 houses west of Wittering be reinstated as an ongoing agenda item from May. RD to add back to agenda.</p> <p>Neighbourhood Plan: NB advised first meeting held previous week with 5-6 attendees and a further meeting scheduled for w/c 04/05. It was suggested a FB post went out asking for additional members and that member of the Neighbourhood Plan have a stand at Summer Fayre.</p> <p>BD currently checking re funding for this. JG to liaise with Maxine Palmer (MP) re submission of a notice of intent to PCC and respond at next meeting.</p> <p>Whilst information from the original survey still available, does it provide sufficient information? JG suggested to start again with information gathering.</p> <p>Storage Container – a thank you to WPC from the guides was made noting that containers still required locks and painting before they could be used. RP advised he may still get a grant from the Football Association which would equate to 75% of the container cost.</p> <p>A formal agreement to be drawn up between the guides and WPC.</p> <p>CB advised S&SC containers need racking, ramps, lock box, electricity, lighting, frame for gas bottles, plus other works. Has obtained quote for welding/electrical works - £1,200. RP to obtain 2 comparative quotes based on a like to like specification to be provided by CB.</p> <p>Sports & Social Club: Craig Buttress advised the AGM had taken place - CB to keep his role as Treasurer; Lisa Creighton, Chair; Maxine Malmer, Secretary plus Charlotte Harston and 3 new volunteer members.</p> <p>The S&SC made a £6k loss las year largely due to unforeseen issues and purchase of new furniture.</p> <p>Height of trees causing problems as overhanging the S&SC meaning outside area often in the shade, therefore causing potential loss of business for the club. Would extending the patio area encourage use of club? New licence covers the additional outside area and fencing would be erected as a deterrent as needed. The extension of the patio area would not block the fire escape exit from the Parish Hall.</p> <p>Tree Maintenance: EWJ suggested the way forward would be to explore the real issue and look to reducing the height of the trees thereby increasing the amount of sunlight reaching the patio area. Tree maintenance is a legal obligation and a joint letter is to be sent by WPC/S&SC. EWJ to draft letter for circulation (post arboricultural survey).</p> <p>The arboricultural survey does not need to wait until the demolition of garages and should include all trees lining the footpath. RP to obtain quotes; RD to establish any insurance implications.</p>
26(04)5	<p>Minutes of the Meeting held on 26 March 2026 The Minutes of the Meeting held on 26/03/2026, were reviewed, approved as proposed by EWJ seconded by RP, agreed to by those present and signed by the Deputy Chair.</p>
26(04)6	<p>Matters Arising from the Minutes of 26 March 2026</p>
	<p>Wittering A1 Flyover Campaign Group & Transport Assessment A meeting has been arranged with PCC; Sam Carling, MP and GE for Monday 11/05. JB & RD to attend. JB invited other councillors to attend if they were available.</p>
	<p>Village Events Update postponed until May meeting.</p>

	<p>Wittering Village Neighbourhood Plan See 26(04)4 above.</p>
	<p>S&SC – Hive Thermostat Installation It was agreed original quote provided by Frontline Plumbing of £477.60 was acceptable as it fell within the £500 limit. Propose by KJ, seconded by SB and agreed by those present. RD to accept quote and arrange installation date.</p>
	<p>Speed Radars DH advised he has noticed his vehicle is advising a 20mph speed limit down Burghley Avenue.</p>
	<p>History Boards Update postponed until May meeting.</p>
	<p>IT Policy and Parish Councillor Email Addresses & move to .gov.uk domain Update postponed until May meeting.</p>
	<p>Structural Survey of Village Hall Chris Browne (CB) kindly attended the meeting to feedback his observations following his informal survey of the hall with Richard Clarke.</p> <p>To build a completely new hall would cost the parish council in the region of £1.2m. Other possible solutions would be to strip back the hall to its frame and relocate, possibly allowing the extension of the car park.</p> <p>The other solution would be to refurbish existing building, improve insulation and replace roof with galvanised steel. Another suggestion was to install a liquid roof covering the whole area.</p> <p>CB suggested that we could carry out an exercise to understand the current running costs of the hall – install LED lighting to improve lighting efficiency and the use of low energy heat pumps heat pumps to heat hall in cold weather and provide air conditioning in warmer weather.</p> <p>JG asked about extending the hall to accommodate smaller groups who could use the extension rather than the need to open up the main part of the hall – if WPC went down that route in the future they would need to ensure the existing supporting walls were kept.</p> <p>The installation of solar panels was also mentioned and any surplus energy could be sold back to the National Grid.</p> <p>As another source of income DH asked about the installation of EV charging points in the car park (RAF personnel are not allowed to charge their personal vehicles on the base). For future consideration.</p> <p>As these options are in a 5+ year timeframe the discussion then moved on to the immediate repairs and renovation works for the hall leg by EWJ in section below.</p>
	<p>Maintenance of the Parish Hall EWJ has drafted a project plan and timeline for refurbishment work to commence early September for 2 weeks.</p> <p>Some of the works originally detail in the Scope of Work were prohibitive by cost, eg. Flooring upgrade would be approximately £3k. However, other works would be most beneficial such as the soundproofing of the wall between the hall and the S&SC.</p>

	<p>Before any works commence an R&D survey and urgent roofing repairs to the corner of the building adjacent to the Bowls Club need to be carried out. EWJ is liaising with contractors, CK4, regarding these works.</p> <p>There is a budget available of between £20k-£25k for the refurbishment which will futureproof the existing building for another 5 years. It was agreed that once the Scope of Works was finalised two more, like for like, quotes would be obtained. Proposed JG; seconded KJ and agreed by all present.</p> <p>RD to advise all those with bookings for the two September weeks that the hall will be unavailable.</p>
	<p>Parish Hall Hire Risk Assessments for Events - update postponed until May meeting.</p>
	<p>Landscaping of the area around the Village Sign Update postponed until May meeting.</p>
	<p>Traffic Calming Measures Lee Moore has advised the email the extension of double yellow lines in area of Townsend Road/Church Road and also St George's Road. They are looking to issue the consultation for this as part of the statutory process by the end of May.</p>
26(04)7	<p>Traffic Survey Update postponed until May meeting as IW not present.</p>
26(04)8	<p>Bus Service Campaign Please see update in 26(04)6 above.</p>
26(04)9	<p>Police Matters Only a few attendees at the police surgery on 29/04 and nothing much to report. Reduction in antisocial behaviour. KJ advised of antisocial behaviour adjacent to her home.</p> <p>PC Gregory advised he was happy for his contact details to be published on the WPC web page as an alternative way of reporting non-urgent incidents. RD to contact him for details.</p>
26(04)10	<p>Organisation Reports</p>
	<p>Defibrillator DH thanked RD for her work getting this progressed for Harriers Rest – defibrillator has been ordered; waiting for Allison Homes to advise install date.</p>
	<p>Bowls' Club BD advised RD prior to WPC meeting the lock on Bowls club door has now been replaced.</p>
	<p>Football Pavillion RP confirmed electrical works had taken place.</p>
26(03)11	<p>Planning Planning Application 26/002189/HHFUL – Wittering Manor, Townsend Road A number of complaints had been received by JB and other members of the Council, regarding previous works going ahead without the required permissions. KJ to provide information to RD so this can be taken forward with PCC.</p>
26(03)12	<p>Correspondence Already circulated</p>

26(04)13	<p>New Agenda Items</p> <p>Overgrown trees alongside S&SC and footpath – see (26(04)6).</p> <p>Future WPC meeting dates – it was agreed these could stay as already scheduled.</p> <p>Use of drone to carry out aerial picture of land proposed for development – email to RAF. EWJ to contact MOD/RD to provide email address. (Will need a definite date from Maxine Palmer (MP) before emailing)</p> <p>Installation of key safe for Parish Hall – agreed this to be installed together with a letter box w/c 03/05. To be used by regular activity bookers only for the time being. EWJ to liaise with Romayne Burton. RP to carry out installation. Proposed EWJ, seconded JG and agreed by all present.</p> <p>Request for funding from bus campaign group to promote new Centrebus service – see (26(04)6).</p> <p>CAPALC Essential Clerk Training in July. Cost is £250 over two Saturday dates. Proposed EWJ, seconded KJ and agreed by all present. RD to book place.</p>
2(604)14	<p>Finance</p> <p>To approve the payments included on the financial statement dated 26 March 2026. Auditor has identified some minor inaccuracies amount to an overall difference of 13p in the March accounts. This is acceptable to the Parish Council. Proposed EWJ, seconded by RP and agreed by all present.</p> <p>Clerks annual increase from 1 April 2026 to 31 March 2027 (based on NALC rates) plus Office Rental. Salary increase agreed and to be backdated to 01/04/26 and an office rental amount of £100 pm to be backdated to 02/03/2026 agreed. The latter to be reviewed in 6 months. Proposed JG, seconded KJ and agreed by all present.</p> <p>Reconfirm limit before the need to obtain further quotes – this was reconfirmed at £500.</p> <p>Update on banking signatories – JB now set up on account; RD has now received PINsentry machine and card to make payments; JG still waiting to hear from Barclays to follow up post 07/05.</p> <p>Application for debit card for WPC business. Proposed by DH, seconded by RP and agreed by those present. JB/RD to complete forms.</p>
26(04)15	<p>Matters for Future Consideration</p> <p>JB advised David Standish-Leigh made contact regarding documentation relating to a deed box with Barclays. JB to investigate further.</p> <p>Required repairs to Football Pavillion.</p>
26(04)16	<p>Date of the next meeting</p> <p>To confirm the date of the next meeting – 7.00 pm on 28 May 2026 in Wittering Parish Hall (APM/AGM)</p>

Ruth Demagalski, Wittering Parish Clerk and Responsible Finance Officer

SIGNED _____

DATE 28/05/26

Chair