

*Clerk: Carolyn Wilkinson* <http://parishes.lincolnshire.gov.uk/SouthHykeham>

Minutes of the June meeting of South Hykeham Parish Council held on Wednesday 10<sup>th</sup> June 2020 at 7.00 pm held remotely and convened under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**PRESENT:** Councillors: Mrs Whittaker, (Chairperson), Mrs L Graham, P Driffill, S Roe, N Dillon-Jones. Carolyn Wilkinson, Clerk.

**IN ATTENDANCE:** Cllr M Thompson LCC was in attendance. The Chairman welcomed everyone to the meeting.

**Public Forum:** There was no public forum as there were no public in attendance.

#### **Action notes**

**1. Apologies for absence and to resolve to accept the reasons given.** Apologies had been received from Cllr D Rowson. Unanimously resolved to accept the reason for absence.

Apologies received from Phil Watt AccessLincoln, Police Beat Team, Cllr Mary Green NKDC, Cllr Spray NKDC.

**2. To resolve to either:**

**a) Under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 resolve to defer the Annual Parish Council meeting for 2020 to May 2021 with current appointments of Chair, Vice Chair and Committee members remaining in place until the May meeting of 2021.**

After some discussion Cllr Mrs Graham proposed that the Annual Parish Council meeting scheduled to take place on May 13<sup>th</sup> 2020 which had been cancelled due to COVID outbreak should be deferred until May 2021 with Chair, Vice Chair, Committee members and members sitting on outside bodies as representatives of the Parish Council remaining in place until the May 2021 Annual Parish Council meeting. Seconded by Cllr Mrs Dillon- Jones and unanimously approved on a show of hands.

**OR**

**b) To hold the Annual Parish Council meeting at the earliest possible opportunity in order to elect Chairman, Vice Chairman and Committee members for the ensuing year.** Unanimously resolved to defer until May 2021 under agenda item 2a)

**3. To resolve to receive any declaration of Interests in accordance with the requirements of the Localism Act 2011 and to consider member's written dispensation requests.** There were no declarations of interest at this point.

**4. Notes of the Parish Council meeting held on 11<sup>th</sup> March 2020 to be approved as the minutes of that meeting.** Proposed Cllr Roe, seconded by Cllr Driffill and unanimously approved on a show of hands by those present at the last meeting that the Clerk's notes should be approved as the minutes of that meeting.

It was noted that the Clerk's notes of the Contingency Plan for Business Continuity during Medical Emergency Covid 19 had been unanimously resolved by email as a true record of the agreed procedure for conducting Council business during this period pending any change to Government advice on Social Distancing in order to minimise non-essential contact. **Noted**

**5. Finance****a) To ratify the payment of accounts for April and May 2020.****April 2020****Payments**

|              |  |                  |
|--------------|--|------------------|
| LALC         | Annual Training scheme<br>(BACs 08/04/20)  | £120.00          |
| LALC         | Annual subscription<br>(BACs 08/04/20)   | £281.92          |
| C. Wilkinson | Salary<br>(BACs 08/04/20)  | £617.20          |
| HMRC         | Tax & NICs<br>(cheque no. 100552 08/04/20)   | £56.00           |
| Giff Gaff    | Mobile monthly payment<br>(Direct debit 21 <sup>st</sup> Apr 2020)                                 | £6.00            |
| Amazon       | Laminating pouches<br>(debit card 2 Apr 2020)  | £8.99            |
| Amazon       | Safety gloves for Community Aid initiative/<br>litterpicking (debit card 3 <sup>rd</sup> Apr 2020) | £12.99           |
|              | <b>Total payments</b>  | <b>£1,103.10</b> |

**Income**

|      |                     |                   |
|------|---------------------|-------------------|
| NKDC | Precept 2020/21     | £16,300.00        |
|      | <b>Total income</b> | <b>£16,300.00</b> |

**May 2020****Payments**

|                                  |  |                  |
|----------------------------------|--|------------------|
| Argos                            | Coolbags & ice packs for community<br>assistance shopping/prescription collection<br>(debit card 19/04/20) | £46.90           |
| C. Wilkinson                     | Salary   | £617.00          |
|                                  | Travelling   | £ 21.60          |
|                                  | Antibacterial hand cleanser<br>(BACs 06/05/20)   | £ 5.18           |
| HMRC                             | Tax & NICs<br>(cheque no. 100554 06/05/20)   | £56.20           |
| Giff Gaff                        | Mobile monthly payment<br>(Direct debit 21 <sup>st</sup> May 2020)   | £6.00            |
| Came & Company                   | Renewal of annual insurance<br>(BACs 06/05/20)   | £347.05          |
| South Hykeham Village Hall Cttee | Annual hire of hall for Parish Council meetings<br>(cheque no. 100555 06/05/20)                            | £100.00          |
|                                  | <b>Total payments</b>  | <b>£1,199.93</b> |

**Income**

|      |   |                  |
|------|---|------------------|
| LCC  | COVID-19 Grant funding<br>(24/04/20 BACs) | £500.00          |
| NKDC | Community Infrastructure Levy (BACS )     | £1,187.33        |
|      | <b>Total income</b>                       | <b>£1,687.33</b> |

Proposed Cllr Mrs Graham, seconded by Cllr Roe and unanimously resolved on a show of hands that

## Action notes

the payment of accounts for April and May 2020 originally unanimously approved by email should be ratified at this meeting.

**b) to approve the renewal of the Clerk's annual subscription to SLCC.** Proposed Cllr Mrs Whittaker, seconded by Cllr Driffill and unanimously resolved that the Clerk's Annual subscription should be renewed.

**c) To resolve to approve the payment of accounts for June 2020.**

Payments

|                      |  |                    |                  |
|----------------------|--|--------------------|------------------|
| NHTC                 | Recharge 2019/20 administration of Joint Planning<br>(BACS 10/06/20)       | £200.00            |                  |
| C. Wilkinson         | Salary<br>Travelling<br>(BACs 10/06/20)                                    | £617.00<br>£ 28.35 | £645.35          |
| C Wilkinson          | COVID support supplies for packs<br>(BACS 10/06/20)                        |                    | £73.34           |
| HMRC                 | Tax & NICs<br>(cheque no. 100564 10/06/20)                                 |                    | £56.20           |
| SLCC                 | Renewal of clerk's annual subscription<br>(BACS 10/06/20)                  |                    | £126.00          |
| Giff Gaff            | Mobile monthly payment<br>(Direct debit 21 <sup>st</sup> June 2020)        |                    | £6.00            |
| Lincolnshire Co-op   | Supplies for COVID support packs<br>(debit card 28 <sup>th</sup> May 2020) |                    | £90.75           |
| R Popplewell         | Internal audit<br>(BACS 10/06/20)  |                    | £75.00           |
| Amazon Global toners | Printer cartridges<br>(Debit card 08/06/20)                                |                    | £32.99           |
| Amazon               | Disposable gloves (COVID Comm. Assistance)<br>(Debit card 08/06/20)        |                    | £19.99           |
|                      | <b>Total payments</b>  |                    | <b>£1,325.62</b> |

Income

|      |   |            |                   |
|------|---|------------|-------------------|
| NKDC | s106 Thorpe Lane (Bridleway project)<br>(BACS 27/05/20) | £27,609.22 |                   |
|      | <b>Total income</b>                                     |            | <b>£27,609.22</b> |

Proposed Cllr Driffill, seconded by Cllr Mrs Graham and unanimously resolved on a show of hands that the payment of accounts for June 2020 should be approved.

**d) To resolve to accept the internal auditor report.** Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved on a show of hands that the internal auditor report should be received and noted.

**e) To ratify the Parish Council's accounts, budget report and balance sheet for 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.** Proposed Cllr Mrs Graham, seconded by Cllr Driffill and unanimously resolved on a show of hands to ratify the unanimous email approval of the Parish Council's accounts, budget report and balance sheet to year end 31<sup>st</sup> March 2020 in accordance with the arrangements for dealing with such matters in the Contingency Plan for Business Continuity during Medical Emergency Covid 19.

**6. Annual Return 2019/20 PKF Littlejohn.**

**a) To resolve the certification of the Parish Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.** Cllr Roe proposed that Council should resolve to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Cllr Mrs Graham seconded the motion that was unanimously resolved on a show of hands.

**b) To resolve to approve the Annual Governance Statement 2019/20.** Cllr Roe proposed that the Council should resolve to approve the Annual Governance Statement 2019/20. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands.

**c) To resolve to approve the Accounting Statements 2019/20.** Cllr Roe proposed that the Council should resolve to approve the Accounting Statements 2019/20. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands. The Clerk/RFO and Chairman will sign the relevant sections of the Annual Return 2019/20 prior to submission to PKF Littlejohn and publishing the documents on the website and village noticeboards.

**d) To resolve to approve the revised asset register.** Proposed Cllr Mrs Graham, seconded by Cllr Roe and unanimously resolved on a show of hands to approve the revised asset register.

**7. Highways matters:-**

**a) Email from resident regarding the introduction of a speed reduction scheme along Newark Road, South Hykeham.** After some discussion the Parish Council agreed that the latest Speed Indicator Reports for Newark Road, South Hykeham didn't support a reduction in the speed limit from 40mph to 30mph. Both Cllr Roe and Cllr Thompson in their capacity as County Councillors each said they could not support a request for a speed reduction within the South Hykeham boundary as the SID reports did not support that at this point in time. Council could not comment on the extended area up to the Asda roundabout as referred to in the parishioners email as it falls within the North Hykeham boundary which is out of this Council's remit. It was felt that the volume of traffic on Newark Road under normal circumstances keeps the speed of traffic within the speed limit. **Clerk to reply to parishioner accordingly and to send the reports from SID produced by Cllr Roe for this meeting.**

**b) Speed Indicator Device report from Cllr Roe.** Already discussed in previous agenda item. Cllr Roe advised that Rowan Smith is to remain as the Highways Officer for South Hykeham area. **Noted**

**8. Clerk's report.**

s106 funds for Thorpe Lane development have been banked for the Bridleway Improvement project. Phil Watt Access Lincoln has advised the LCC engineers that Council is agreeable to the work on bridleway improvements starting as soon as possible.

20 packs of storecupboard supplies were purchased with the grant funding from County Councillors Stephen Roe and Mike Thompson and were delivered to shielding and vulnerable parishioners in South Hykeham and the surrounding areas. Referrals were made by the Village Hall Committee, the Local Police Beat Team, Wellbeing Lincs and Lincolnshire Co-op Pharmacies. The recipients were delighted with the packs which were delivered by the Chairman and Clerk. The Clerk continues to collect prescriptions and deliver shopping to vulnerable and shielding parishioners referred to the Parish Council by the Co-op Pharmacies and Wellbeing Lincs.

A list of forthcoming dates of meetings has been circulated to members. The Parish Council is following the guidance from LALC and the Government and in common with the principal authorities

**Action notes**

all Parish Council meetings will continue to take place remotely until Council is advised it can revert to holding meetings in the Village Hall. A date of the first Wednesday in August has been provisionally set aside for an extra meeting of Council should there be business that needs to be dealt with due to two meetings already having been cancelled this year.

The Community Award Trophy has been engraved and delivered to the successful recipient Miss Connie Mumby and the Memorial Achievement Award has been engraved and delivered to the successful recipient Harry Talbot. The Trophies will be held by the recipients until next April when they will be presented again to new recipients of the Awards.

It is intended that when clearance is given to hold the Annual Parish meeting for 2020/21 in the village hall that a formal presentation will be made to the successful recipients along with their certificates and gift vouchers.

**9. To consider moving into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960 as amended by section 100 of the Local Government Act 1972 for confidential items.** There were no matters to be dealt with under this heading.

**Date and Time of Next remote Parish Council meetings:-**

**July Parish Council Meeting:-**

**Weds 8<sup>th</sup> July 2020 7.00pm**

**Parish Council provisional date if Aug meeting is required:-**

**Weds 5<sup>th</sup> Aug 2020 7.00pm**

There being no further competent business the meeting closed at 7.35pm.

Chairman.....

Date.....