

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

Minutes of the July meeting of South Hykeham Parish Council held on Wednesday 8th July 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, D Rowson, S Roe, N Dillon-Jones. Carolyn Wilkinson, Clerk.

IN ATTENDANCE: Cllr M Thompson LCC and Cllr Mary Green NKDC were 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 were received from Phil Watt AccessLincoln, Police Beat Team and Cllr Spray NKDC.

2. 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.

3. Notes of the remote Parish Council meeting held on 10th June 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.

4. Bridleway N Hykeham 2 improvements between Ascot Way and Mill Lane report from Phil Watt AccessLincoln. LCC has advertised the temporary traffic restriction for the Bridleway reconstruction. The nature of the restriction is Footpath/Bridleway Closure Order on: Public Right of Way 2 (Grandfield Way to Mill Lane) for the period 20/07/20 to 28/08/20 (Restrictions to be implemented for 30 days as and when required during this period) Diversion routes and vehicular/pedestrian access arrangement will be signposted. The work will commence backwards at Mill Lane up to and including Ascot Way. There is no fixed start date during the aforementioned period as other works already in progress have to be completed. Phil Watt is liaising with the teams and will advise the Parish Council once he knows the start date.

5. To consider expressions of interest for Parish Council vacancy Danker Ward and fill by co-option. No expressions of interest. **Continue to advertise vacancy**

6. Finance a) To resolve to approve the payment of accounts for July 2020.

Payments

C. Wilkinson	Salary	£617.00	£624.20
	Travelling (BACs 10/06/20)	£ 7.20	
HMRC	Tax & NICs (cheque no. 100565 08/07/20)		£56.20
Giff Gaff	Mobile monthly payment (Direct debit 21 st July 2020)		£6.00
	Total payments		£686.40

Barclays	Interest	£7.72
Total income		£7.72

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

b) To consider the adoption of the Parish Council reserves policy. Proposed Cllr Roe, seconded by Cllr Mrs Dillon Jones and unanimously resolved on a show of hands that the council should adopt the Parish Council reserves policy.

c) To review reserves and ear marked expenditure. After some consideration Cllr Roe proposed, seconded by Cllr Mrs Dillon Jones and unanimously resolved on a show of hands that the reserves and earmarked expenditure as outlined in the document in front of members should be approved.

7. To approve the revised Financial Regulations.

Defer to the next meeting as Clerk is expecting some changes to the model Financial Regulations and Standing Orders as a result of COVID 19.

Agenda item for next meeting

In the meantime the approved Contingency Plan for Business Continuity during medical emergency COVID19 (Appendix 3) forms a supplement to the Standing Orders and is in line with the Government legislation and guidelines on social distancing.

a) Ratification of the Council Debit Card Policy. Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved that the policy for use of the Council Debit Card as covered in the Financial Regulations has the approval of Council. **To be reviewed at least every 2 years**

b) Ratification of the BACS/CHAPS payments policy. Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved that the policy for use BACS/CHAPS payments as covered in the Financial Regulations has the approval of Council. **To be reviewed at least every 2 years**

c) Ratification of the Council direct debit policy. Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved that the policy for payment of the Parish Council mobile phone accounts by direct debit as covered in the Financial Regulations has the approval of Council.

To be reviewed annually

d) Review of bank current accounts and savings accounts.

Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously approved on a show of hands that a bank account or accounts be continued with existing provider and the bank be authorised to:

- a) pay all cheques and other instructions for payment including BACS and debit card payments signed on behalf of the South Hykeham Parish Council by any two of the approved signatories nominated by the Council on the 15th May 2019.
- b) That the Clerk, Carolyn Wilkinson, is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Council and that the Bank may rely upon such lists.
- c) The Clerk is authorised to transfer funds between accounts held in the name of South Hykeham Parish Council and to be supplied with bank account balances as and when required.

8. To resolve to approve the revised Parish Council risk assessment. Proposed Cllr Mrs Graham, seconded by Cllr Roe and unanimously resolved on a show of hands that the revised Risk Assessment should be adopted with immediate effect.

9. Highways matters:-

a) Enquiry from parishioner 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 reaffirmed that 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. Cllr Roe advised that he will speak to the gentleman to discuss this matter. Cllr Thompson suggested that the Road Safety Partnership might be able to offer some assistance in this matter.

Clerk to pass on Cllr Roe's telephone number to parishioner

b) Speed Indicator Device report from Cllr Roe. No report for this evening.

10. Chairman's report. Cllr Mrs Whittaker reported that there is a new Police Inspector Mark Millson. Approach to be made to Sgt Whyte to see if he would be prepared to attend a future Parish Council meeting.

Clerk to contact Sgt Whyte with invitation

Jenny Bailey of NKDC has been contacted by Chairman as the litterbin that was opposite Woodcroft and Thorpe Lane has disappeared. Jenny will arrange for a replacement.

11. Clerk's report. Licensing Act consultation 7th July to 7th Sept 2020 email circulated to all. Police report circulated to all – priority remains reassurance patrols relating to COVID19 and associated social distancing. Issues with extreme vandalism at Memorial Hall, St Aidens Park, Millennium Green and Apex Lake. Plain clothes police, drones and dispersal order in place. Review of Clerk's Scheme of Delegated Powers to be incorporated into Financial Regs and Standing Orders.

Problems have been reported by Clerks throughout the County who are experiencing Issues with the training on the setting up of new LCC websites and the amount of work this will result in. The email information indicates that the existing website will be shut down once the Clerk has undertaken the training. The website has to be rebuilt by the clerk from a template supplied by LCC. After intervention of Cllr Woolley with assistance from Cllr Thompson the old website will remain turned on until at least December and additional support and training sessions will be given to all clerks.

Also a video and working screen shots will be provided for troubleshooting.

AGM 26/06/20 of LCC - service updates document circulated via Cllr Overton.

LIVES Everyday Heroes – nominations by 26th July 2020.

Email from Cllr Eddy Poll asking for publication of poster re: Household Waste recycling centre Click, book and tip on village noticeboards and websites.

12. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting. Cllr Roe reported that NHTC now has a Speed Indicator Device which is currently located opposite the Lincoln Green. Other locations will be Mill Lane, Lincoln Road and 2 locations along Station Road. Cllr Roe has contacted Rowan Smith to see when the new speed limit on Boundary Lane will be imposed. The spare bracket will then be installed there so SID can monitor speed limits at that location.

Rowan Smith has 2 weeks to arrange for essential works to be carried out in this area so please report to Cllr Roe any matters requiring attention between Boundary Lane to the vicinity of roundabout.

Sgt Whyte has met with Cllr Roe and Cllr Mrs Dillon Jones to discuss the current spate of excessive antisocial behaviour in Hykeham and to look at remedial action.

NHTC has appointed Cllr Bob Jackling as Acting Mayor and Cllr Roe has been appointed as Acting Deputy Mayor.

Cllr Mary Green NKDC reported that she had sent a written report which the Clerk had circulated to all members and had nothing further to report.

Cllr Mike Thompson LCC had also submitted a written report which had been circulated to all prior to the meeting.

13. 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:-

August Parish Council meeting

Weds 5th Aug 2020 7.00pm

It was agreed that this additional meeting should be convened due to the anticipated commencement of the Bridleway improvements as there may be business to transact coming out of that initiative.

September Parish Council meeting

Weds 9th Sept 2020 7.00pm

The Clerk confirmed that at the moment the guidance from both NALC and Local Society of Council Clerks is that Parish and Town Councils are strongly advised to continue meeting remotely without the need for face to face contact. The legislation indicates that remote meetings can take place up until May 2021. In the event of any changes to this guidance the Clerk will advise Council accordingly.

There being no further competent business the meeting closed at 7.40pm.

Chairman.....

Date.....