

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

Minutes of the February meeting of South Hykeham Parish Council held on Wednesday 13th February 2019 at 7.00 pm. in South Hykeham Village Hall.

PRESENT: Councillors: Mrs Whittaker Chairman, Mrs D Locker, P Driffill, D Rowson, Mrs L Graham, S Roe. Carolyn Wilkinson, Clerk. Cllr M Thompson LCC, Cllr Mrs S Howe NKDC.

IN ATTENDANCE: There were no members of the public present. The Chairman welcomed everyone to the meeting.

Public Forum: No public forum as there were no members of the public present.

Action notes

1. Apologies for absence and reasons given. Apologies had been received from Cllr Mrs Woodman NKDC who is attending another Parish Council meeting and the Police Beat Team. Apologies were also received from Jeffery Kenyon NKDC Principal Economic Development Officer and Philip Watt, Access Lincoln.

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

3. Police Report In the absence of the police the Clerk gave the report. Speed checks and enforcement has been carried out in vicinity of school. Tackling anti-social behaviour in parks and open spaces is the Neighbourhood Panel's current priority.

Crimes reported include an assault which is currently an active investigation.

A report of drugs possession.

A report of a dog dangerously out of control.

4. Notes of the Parish Council meeting held on 9th January 2019 to be approved as the minutes of the meeting.

Cllr Roe proposed, seconded by Cllr Driffill that the clerk's notes should be adopted as the minutes of the meeting held on 9th January 2019. It was resolved unanimously on a show of hands that the clerk's notes should be adopted as a true record of that meeting. Cllr Mrs Whittaker signed the minutes. (*agenda item no. 9 was brought forward to this point by resolution of the Council)

5. a) Update on progress with the upgrading of the public bridleway N Hykeham 2 between Mill Lane and Beechcroft. Clerk has been making enquiries with LALC, NKDC and SLCC having checked the adopted financial regulations for compliance with the regulations for procurement and tenders. Cllr Mrs Whittaker has also spoken to the NKDC solicitor who has advised that the Council speaks to Lincolnshire Procurement. The use of Contract Finder which our financial regulations refer to involves putting the tender documents on the website and opens up the work to companies across the country not just local businesses which is contrary to the council's adopted 10 year strategy to endeavour to work with and support local businesses. Awaiting further advice from LALC and Procurement Lincs who have been unable to respond to Philip Watt's enquiry due to staff shortages and illness. Philip remains committed to the project and has reiterated that he has the budget in place to support any further expenditure incurred should professional assistance be required to support the procurement process. The Clerk has looked at the grant application form and there is no problem with completing that but it can't be filled in until the tender process has been completed as council doesn't have an estimate of what the likely cost of the project will be.

Action notes

Mr Watt has advised Council to wait to submit it once the cost of the project is known.

b) To consider

arrangements for the administration of the tender process for the project. Mr Watt has approached Procurement Lincs with a request for assistance and if necessary to supply a quote for the likely cost of them managing the procurement process on behalf of SHPC. He expects a response by next week and will attend March meeting with a report on his findings. After much discussion it was proposed by Cllr Roe and seconded by Cllr Mrs Graham that the Parish Council should set aside a sum of £5,000 from the ring fenced Infrastructure improvements budget heading in order to facilitate the appointment of a suitably qualified organisation to manage the procurement process on behalf of the Parish Council. It was resolved on a show of hands that the Council should use the services of Procurement Lincs subject to a quote within the approved expenditure.

Agenda item for March

b) To submit application for s106 planning gains for 17/0628/FUL Land adjacent to Acorn Drive, Thorpe Lane towards public bridleway improvements. After some discussion it was agreed that the application could not be submitted until quotes are obtained. **Agenda item for March**

6. District and County Councillors' reports – for information only. Items raised for decision will appear on the agenda for the next meeting. Cllr Mrs Howe NKDC gave her report which had been circulated to members earlier in the day. Notably the garden waste collection from April 2019 can now be renewed. Price remains £30 for first bin and £12 for additional bins.

CycleNK has a collection of cycle routes throughout the District visiting picturesque village and landmarks.

Reminder of the trialling of voter ID at the May elections which will be supported by an extensive advertising campaign.

Cllr Thompson LCC gave his report. The County Council Budget 2019/20 has been subject to a proposal for a 4.95% increase for the forthcoming year. This is open for public comment and will be debated at the next full council meeting on 22nd February 2019.

LCC Transport Strategy. Cllr Thompson attended a briefing session for the consultations on the strategy which is intended to shape the decisions and programme for transport requirements over the next ten to twenty years in Lincoln and the immediate surrounding area. Apart from obvious concerns about ensuring the A46 Western Bypass (Highways England) is converted to dual carriageway and the pursuit of plans for the Hykeham relief road consideration was given to exploring safe provisions and access for alternative transport including pedestrian, cycle and public. City Of Lincoln Western Growth Corridor – City of Lincoln along with Lindum Construction has started a series of engagement events about the revised plans for this development. Concerns have been raised about the impact this will have on infrastructure including road access to and traffic on the A46 at the Skellingthorpe roundabout and surrounding area and with the potential conflict of interest with City of Lincoln as co-developer and planning authority.

Cllr Roe LCC gave his report. He reminded members that streetlighting that has been turned off at night can now be switched back on if Parish Councils are prepared to fund the streetlights.

He reported that the skips that have been parked on top of the soil bunds at Boundary Lane have now been removed and site inspections are now being carried out annually as there have been no problems encountered at the earlier more frequent inspections.

Action notes

Cllr Mrs Howe left the meeting at this point.

7. Finance

a) To approve the payment of accounts for February 2019. Cllr Roe proposed that the payment of accounts should be approved. Cllr Driffill seconded the motion that was unanimously resolved on a show of hands.

Payments

South Hykeham Primary School	Grant towards defibrillator (cheque no. 100534 13/02/19)		£250.00
NHTC	Litterpicking	£ 45.00	
	Grasscutting (BACS 13/02/2019)	£120.00	£165.00
Lincoln Office Furniture	4 drawer locking filing cabinet (debit card 29/01/09)		£166.80
Argos	Fireproof and waterproof A4 document chest (debit card 29/01/09)		£ 60.00
C. Wilkinson	Salary & travelling (BACs payment 13/02/19)	£597.78 £13.05	£610.83
HMRC	Tax & NICs (cheque no. 100535 13/02/19)		£59.40
Giff Gaff	Mobile monthly payment (Direct debit 21 st Feb 2019)		£10.00
R Popplewell	Interim internal audit inspection (BACs payment 13/02/19)		£79.50
	Total payments		£1,401.53

b) To receive the internal audit report. Cllr Mrs Graham proposed that the internal audit report should be received. Cllr Roe seconded the motion that was unanimously resolved on a show of hands.

c) To consider the effectiveness of internal audit arrangements. Cllr Roe proposed that the effectiveness of internal audit arrangements met the needs of the Parish Council and complied with the requirements of the Financial Regulations of Council and should continue in its present form. Cllr Mrs Locker seconded the motion that was unanimously resolved on a show of hands.

d) To consider and approve the revised risk assessment. Deferred to March meeting to be considered with the draft revised asset register which has been reviewed and amended accordingly.

8. To consider LCC Highways matters and receive report from recent LCC Transport Strategy events. Cllr Mrs Whittaker had attended a strategic workshop event and reported that the feedback from all of the workshops will feed into the strategy at the conclusion of the consultations.

Action notes

***9. Speed Indicator Device (Council had unanimously resolved to re-organise the order of the agenda and moved this item to after agenda item no. 4 in order to allow the District Councillor to leave at the earliest point in the evening)**

a) To receive report on installation of Speed Indicator Device and agree the rotation plan for approved sites. Cllr Roe had circulated the report to members of the Council and District and County Councillors present. The SID had been located in the vicinity of the school for one week. Excessive speeds had been recorded and all present expressed alarm at the volume of traffic using the road and the excessive speeds. After much discussion it was agreed that the Council should raise these concerns with LCC Highways. Cllr Roe reported that the SID will be located at both sides of Newark Road for the next 2 weeks and council agreed it was happy to agree to a flexible approach to location of the unit at perceived hotspots. **Cllr Roe to produce regular reports for meetings/ standing agenda item**

b) To consider concerns raised by parishioners over speeding/parking and traffic issues. Cllr Mrs Whittaker has been approached by a number of concerned parents about issues with speeding vehicles and inconsiderate parking at the school. It was agreed that an approach should be made to LCC Highways seeking a survey of the site with a view to requesting a School Safety Zone and any other safety improvements that are viable at this location. **Clerk to write and attempt to deliver to LCC Highways at one of the remaining Transport Strategy events**

10. District and Parish Council Elections.

a) Update on District and Parish Council elections on Thursday 2nd May 2019. Emails circulated to all from electoral services advising of timescales for submitting nomination packs **Noted**

b) To note the statutory guidance for Council publicity during the pre-election period 26th March (date on which purdah begins) to close of poll on Polling Day (2nd May). **Noted**

c) To consider the email from NKDC Electoral Services re: candidate briefings for Parish/Town Councils & guidance for nomination appointments. **Noted**

d) To note the voter ID arrangements for the Parish and District elections. Posters to be displayed on village noticeboards. **Noted**

11. To receive nominations for LALC training 2019. LALC training programme has been circulated to all. Nominations to the clerk. Cllr Driffill is attending Councillor training, Clerk and Chairman have places booked for training session at Saxilby and Clerk has reserved a place on VAT course for non-registered councils and also on Financial Management Course in readiness for compliance and management of reclaiming VAT and properly accounting for grant funding on bridleway project.

12. Report on issues raised at last Councillor Surgery held on 26th January 2019. Cllrs reported that the attendance at the surgeries is increasing. The next one is in May. There has been a suggestion that a joint leaflet advertising the surgeries should be produced which Council agreed to contribute to out of the administration budget.

13. Correspondence.

a) Letter of thanks from South Hykeham Primary School for defibrillator donation. **Noted**

b) Email regarding proposed revision to central Lincs Local Plan – Policy LP2/4 baseline dwelling number (South Hykeham) **Noted**

c) Letter from LCC re: consultation on draft Statement of Community Involvement. **Noted**

d) Letter of thanks from village hall for donation Advising that the grant funding towards the Village

Action notes

Hall fencing has been spent on completing the project which has been favourably received by village Hall users and parishioners.

14. Chairman's report. No report

15. Clerk's report. Copy of letter from NKDC Planning Mark Willetts re: request from Joint Planning committee for delegated powers for certain types of planning applications. NKDC has concluded there is no sound business case to support application for delegated powers. **Noted**
Letter from NKDC advising of Planning Sub Committee meeting at which Land at Thorpe Lane application 18/0760/OUT will be discussed – meeting open to public on 19th Feb 5pm at NKDC – invitation to register to speak . **Noted**

Lincs Environmental Awards 2019 inviting nominations **Noted**

NKDC email advising of Republication of the Electoral Register. Paper copies available from main reception at Sleaford or through the portal. **Members to make appointments to collect in person**
Armed Forces Day event funding. **Noted**

16. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting. Issues with parking at school particularly on bin days.

17. To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960. No matters to discuss under this item.

Date and Time of Next meetings – Full Council 13th March 2019 7.00pm.

There being no further competent business to discuss the meeting closed at 8.45pm.