

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

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

PRESENT: Councillors: Mrs Whittaker Chairman, P Driffill, Mrs L Graham, S Roe. Carolyn Wilkinson, Clerk.

IN ATTENDANCE:, Cllr Mrs P Woodman NKDC. Philip Watt AccessLincoln.

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 and reasons for absence had been received from D Rowson. Proposed Cllr Driffill, seconded by Cllr Mrs Graham that the reasons for absence should be accepted. Apologies had also been given by Cllr M Thompson LCC, Cllr Mrs Howe NKDC, Jeffery Kenyon NKDC and the Police Beat Team.

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 there was no report.

6. District and County Councillors' reports – for information only. Items raised for decision will appear on the agenda for the next meeting. Cllr Mrs Whittaker proposed that the order of the agenda should be changed to bring this item forward as Cllr Mrs Woodman had another meeting to attend. Seconded by Cllr Mrs Graham and unanimously approved to bring this item forward.

Cllr Mrs Woodman reported that pre-election Purdah will commence tomorrow which means that Councils and members should observe publicity restrictions during that period. Further guidance and election information can be found on the NKDC website at:-

<https://www.n-kesteven.gov.uk/residents/electoral-registration-and-elections/forthcoming-election-and-referendum-dates/north-kesteven-district-council-elections-and-parish-and-town-council-elections-2-may-2019/>

Nomination packs have to be hand delivered and dates for making appointments to have them checked in readiness for submission can be found on the website or by contacting Electoral Services. A reminder was given of the Voter ID which will be trialled at the elections on 2nd May and is being supported by an extensive advertising campaign.

Nominations for the Community Champion Awards are being accepted for the 10 different categories. Nominations must be made by 5th August 2019.

There is a programme of events at the Natural World Centre at Whisby over the Easter period and bookings are being taken for the Cygnet Suite functions room which can host weddings, parties etc. Building excellence has been rewarded and is now going forward to the Regional finals. There is a continuing dialogue with NHS encouraging them to ask for planning gains contributions to be made for improved NHS provision which has not always been done in the past. Cllr Mrs Woodman reminded members of planning to keep her informed of planning matters that are of concern particularly the development on Wath Lane which is due to come to the Joint Planning Committee

Action notes

for consideration. Cllr Roe arrived at this point (7.15pm) and apologised but his earlier council meeting had overrun. Cllr Mrs Woodman left at this point.

Cllr Mrs Howe had sent a report which had been circulated to members prior to the meeting and was noted. NK has announced the development of a £40 m Business Park near Sleaford which will create 600 jobs and join over 100 council built business units across the District. Cycle NK has a collection of cycle routes across North Kesteven and the GoExplore app is available to download. Garden waste collection from April 2019 can now be renewed which the price remaining at £30 for the first bin and £12 for an additional bin. There is a £200m investment in the future of the District to include housing, employment land, workshop space and vital infrastructure with a dedicated website for business support. www.businessnk.co.uk

A written report had been circulated to all from Cllr Thompson LCC who had given his apologies. The report was noted.

4. Notes of the Parish Council meeting held on 14th February 2019 to be approved as the minutes of that meeting. Cllr Mrs Graham proposed, seconded by Cllr Driffill that the clerk's notes should be adopted as the minutes of the meeting held on 14th February 2019. Unanimously resolved on a show of hands. Cllr Mrs Whittaker signed the minutes.

5. Bridleway N Hykeham 2 improvements between Ascot Way and Mill Lane.

a) Update on progress with the upgrading of the public bridleway. Matters are progressing with support from parishioners and business community continuing to be expressed.

b) To consider and resolve to approve the arrangements for the administration of the tender process. Mr Watt reported that he had been given a quote from Procurement Lincs to manage the tender process on behalf of the Parish Council. The quote is £1,502.70 which is an indicative figure and will depend upon the number of man hours that are taken to fulfil the process. Mr Watt said we would be able to share the Bikeability tender and he had some knowledge of the procurement process and would be happy to assist. Cllr Roe proposed, seconded by Cllr Mrs Graham and unanimously resolved that council should engage the services of Procurement Lincs to manage the tender process on behalf of the Council. Mr Watt will advise Procurement Lincs accordingly. Council had made provision of £5,000 for the management of the tender process for the project. Mr Watt left the meeting at this point.

Cllr Roe was invited to give his County Council report. Cllr Roe reported that there have been additional plans put forward by Highways Scrutiny to improve the way they engage with Parishes and there is to be a new Parish website. Cllr Roe will continue to have meetings with Highways Officers every 6 months unless anything urgent comes up in the meantime.

Improvements are to be made to the Holdingham roundabout in order to improve the flow of traffic. Cllr Roe reported that the PCSO Beat Team had apprehended some youths who had damaged fencing belonging to some elderly residents in North Hykeham and the PCSOs had approached a local business who had agreed to replace the damaged fencing at no cost to the residents. Council agreed that they should be commended on their successful resolution to this incident.

7. Finance

a) To approve the payment of accounts for March 2019. Cllr Mrs Graham proposed that Council should resolve to approve the payment of accounts. Cllr Driffill seconded the motion that was unanimously approved on a show of hands.

<u>Payments</u>		
C. Wilkinson	Salary & travelling (BACs payment 13/03/19)	£597.78
HMRC	Tax & NICs (cheque no. 100536 13/03/19)	£59.40
Giff Gaff	Mobile monthly payment (Direct debit 21 st Mar 2019)	£10.00
Amazon	Laser Toner cartridges (debit card 05/03/19)	£29.90
Amazon	A4 printer paper (debit card 05/03/19)	£21.49
LALC	Training course Cllr P Driffill (BACs payment 13/03/19)	£8.50
NHTC	Litterpicking 8 th March (BACs payment 13/03/19)	£30.00
P Driffill	Travelling to LALC training course 6/3/19) (BACs payment 13/03/19)	£13.00
	Total payments	£770.07
Income	Interest Barclays Business account	£8.01
	Total income	£8.01

b) To resolve to approve the revised risk assessment. Cllr Roe proposed that the Council should resolve to approve the revised risk assessment. Cllr Mrs Graham seconded the motion that was unanimously resolved on a show of hands.

c) To resolve to approve the revised asset register. Cllr Roe proposed that council should resolve to approve the revised asset register. Cllr Mrs Graham seconded the motion that was unanimously resolved on a show of hands.

d) To resolve to approve the reserves and earmarked expenditure 2019/20. Cllr Mrs Graham proposed council should resolve to approve the reserves and earmarked expenditure as appeared before members at this meeting. Cllr Roe seconded the motion that was unanimously resolved on a show of hands.

8. To consider LCC Highways matters new and outstanding. After much discussion it was agreed that Cllr Roe should approach Cllr Davies and LCC Highways to try and set up a workaround of the North and South Hykeham areas in order to address Highways matters that were of concern to both councils.

9. Speed Indicator Device

a) To receive latest Speed Indicator Device report from latest location and agree remedial action.

Action notes

Concern was expressed at the excessive speeds that have been recorded out of peak traffic times on Newark Road although the peak time speeds were acceptable mainly due to the fact there is such a lot of tailbacks at peak times so people can't speed. Cllr Roe will continue to recharge and re-site the SID with the next location being Long Lane and then Newark Road. He was given the opportunity to site the unit where he felt it would be most effective but on the terms and conditions of the Road Safety Partnership agreement.

b) To consider concerns raised by parishioners over speeding/parking and traffic issues. Council expressed disappointment that Cllr Davies had not responded to the Parish Council's request for a meeting to discuss concerns over the reports of speeding and excessive traffic recorded by the Speed Indicator Device. The Council's request for a survey to be carried out at the South Hykeham Primary School for a School Safety Zone and any other improvements to the current traffic calming measures at that location had been responded to by his PA who had advised that the request should go through the County Councillor in order to secure her support. Disappointment was expressed that despite an email approach being made to Cllr Mrs Overton for support in this the council has had no reply to its email.

Clerk to contact Cllr Mrs Overton again

Cllr Mrs Whittaker reported that she has had several representations made to her by concerned parents of children at the school and further concerns have been raised with other members of council and the Clerk. **Parents to be invited to attend the Annual Parish meeting & advised to contact their County Councillor for support**

10. District and Parish Council Elections.

a) Update on District and Parish Council elections on Thursday 2nd May 2019. The Clerk has circulated emails containing guidance and the dates and timescales for submission of nomination packs etc

Noted

b) To consider the information from NKDC Electoral Services briefings re: submission of nomination forms & guidance on making appointments for checking by NKDC. **Noted**

c) To note the voter ID arrangements for the Parish and District elections. Posters distributed for Parish noticeboards. Acceptable forms of ID have been finalised and extensive advertising campaign is underway.

Noted

11. Training

a) To approve the renewal of Annual subscription to LALC Training package 2019. Revised invoice. Now subject to VAT. Cllr Mrs Graham proposed council resolve to renew the annual membership to LALC training package at the revised cost of £108.00 including VAT. Cllr Driffill seconded the motion that was unanimously resolved on a show of hands. **Clerk to renew**

b) To approve nominations for training 2019. No further nominations at this point but the Clerk has booked a place on Financial Management Course and also on the VAT course for non-VAT rated councils.

Noted

12. To approve the renewal of annual membership to LALC. Cllr Mrs Graham proposed that council resolve to renew the annual membership to LALC at the revised cost of £266.96 Cllr Driffill seconded the motion that was unanimously resolved on a show of hands.

13. Litterpicking.

a) To consider new locations for installation of litterbins and to resolve to purchase additional bins. Cllr Roe proposed that council should resolve to purchase 3 new litterbins for new locations or to replace worn/damaged ones. Cllr Mrs Graham seconded the motion that was unanimously resolved on a show of hands. **Clerk to order**

b) To consider the Service Level Agreement for Litterpicking services provided by N Hykeham Town Council. Cllr Roe having declared a personal interest took no part in the discussion or vote. Cllr Mrs Graham proposed that Council should resolve to accept the Service Level Agreement for litterpicking services with subject to one amendment to add Beck Lane to the areas listed within the

30mph limit. Cllr Driffill seconded the motion that was unanimously resolved on a show of hands with one abstention from the vote.

c) To consider the Service Level Agreement for grasscutting services provided by N Hykeham Town Council at Beechcroft. Cllr Mrs Graham proposed that Council should resolve to accept the Service Level Agreement for grasscutting services at Beechcroft. Cllr Driffill seconded the motion that was unanimously resolved on a show of hands with one abstention from the vote.

14. Correspondence. No correspondence.

15. Chairman’s report. No Chairman’s report.

16. Clerk’s report. New Polling District created due to an anomaly with regard to properties including Pennells Cottages, The Gamekeeper and 1 – 3 Sinderson Meadows appearing on the register for Bassingham and Brant Broughton Ward instead of Eagle, Swinderby and Witham St Hughes. A new polling district has been created S Hykeham Crow (Section 2) to move the properties into the correct District Ward area.

News release – 2019 NK Community Champion Awards nominations invited. 10 categories – closing date Monday 5th August 2019.

CPRE Lincolnshire Best Kept Village 2019 launches this month with closing date of 3rd May 2019.

Noted/no action

Consultation on Future of Heritage Services closing date Weds 24th April **Noted**

17. Parish Councillor’s reports – for information only/items raised for decision will appear on the agenda for the next meeting. Cllr Roe reported that the newly grassed area around the Hub should be re-opened in time for Easter. **Noted**

18. To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960. Proposed Cllr Roe proposed that the Council should move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960. Cllr Mrs Graham seconded the motion that was unanimously agreed on a show of hands. Members were reminded that matters dealt with in closed session should not be shared with anyone outside of the Council.

19. Annual review of Clerk’s contracted hours. Cllr Mrs Graham proposed that Council resolve to pay the Clerk’s accrued time in lieu spent on the Bridleway project up to a threshold agreed by Council. Cllr Roe seconded the motion that was unanimously approved on a show of hands.

Payment to be made as per the discussion

Date and Time of Next meetings – Annual Parish Meeting 3rd April 2019 6.30pm

Full Council 3rd April 2019 7.00pm.

There being no further competent business the meeting closed at 8.25pm.

Chairman..... Date.....