

**Clerk: Carolyn Wilkinson**

Minutes of the June meeting of South Hykeham Parish Council held on Wednesday 9<sup>th</sup> June 2021 7.00 pm at South Hykeham Community Primary School, Wath Lane, South Hykeham.

**PRESENT:** Councillors: Mrs P Whittaker (Chairperson), Mrs L Graham, P Driffill, D Rowson, S Roe. Carolyn Wilkinson, Clerk.

**IN ATTENDANCE:** Cllr M Thompson LCC and Cllr M Overton LCC/NKDC were in attendance.

**Public Forum:** There was no public forum. Reverend Collins of St Michael and All Angels Church was present and the recipients of the Community Awards and guests were also present.

The Chairman welcomed everyone to the meeting.

**Action notes**

It was resolved that the presentation of the Community Awards agenda item no. 3 should be brought forward to the commencement of the meeting.

**3. Community Awards 2021 presentation.**

**a) To present the Parish Council Community Award.** The Chairman presented the Community Award to Mrs Margaret Driffill who had been nominated by Reverend Collins for her unstinting commitment to village life over many years and for her selfless support and care to the more vulnerable parishioners of South Hykeham.

**b) To present the Parish Council Achievement Award .** The Chairman presented the Achievement Award to Ben Graham who had been nominated for his outstanding achievement and team spirit in his chosen sport of football and also for his successful fundraising activities for KIDS Lincolnshire in completing several endurance challenges during lockdown.

The recipients of the awards and their guests left the meeting after the presentation had taken place.

**1. Apologies for absence and to resolve to accept the reasons given.** Apologies and reasons for absence from Cllr Mrs Dillon Jones were given and unanimously resolved to receive the reasons for absence given. Apologies had also been received from the Police Beat Team, Cllr Mary Green NKDC, Phil Watt Access Lincoln.

**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.

**4. To resolve to approve the notes of the remote Annual Parish Council meeting held on 5<sup>th</sup> May 2021 as the minutes of that meeting.** Proposed Cllr Roe seconded by Cllr Mrs Graham and unanimously resolved on a show of hands by those present at the last meeting that the Clerk's notes should be approved as the minutes of the meeting held on 5<sup>th</sup> May 2021.

**5. County and District Councillors reports for information only. Items raised for decision will appear on the agenda for the next meeting.**

Cllr Mike Thompson LCC, Cllr Marianne Overton NKDC/LCC and Cllr Mary Green NKDC had each sent email reports which had been circulated in advance of this meeting to all members and were noted.

Cllr Marianne Overton left at this point to attend another meeting.

**6. Police report.** In the absence of the Police Beat Team a written report had been circulated to all prior to this meeting and the content was noted.

**7. Bridleway N Hykeham 2 improvements between Ascot Way and Mill Lane update.** There was no further update on this matter with the last report being of a meeting between Phil Watt and the Highways engineer who was costing up for some form of barrier/signage at the Mill Lane end of the bridleway.

**Agenda item for next meeting**

**8. Finance**

**a) To resolve to approve the payment of accounts for June 2021.** Proposed by Cllr Mrs Graham seconded by Cllr Roe and unanimously resolved on a show of hands that the payment of accounts for June 2021 should be approved.

**Payments**

EBay	3 Children's litterpickers (Debit card 17/05/21)	£22.95
EBay	Hi Viz tabards child size (Debit card 17/05/21)	£11.13
EBay	Children's litterpicking gloves (Debit card 17/05/21)	£10.95
LCC	Hall hire S Hykeham Community Primary (BACS 19/05/21) period 09/06/21 to 13/04/22	£216.00
BHIB	Parish Council insurance policy (BACS 19/05/21)	£431.72
NHTC	Joint planning administration (BACS 19/05/21)	£200.00
Amazon	Litterpicking handy hoop (Debit card 01/06/21)	£14.75
Amazon	Litterpicking vinyl disposable gloves (Debit card 01/06/21)	£12.82
Amazon	Disposable face coverings (Debit card 01/06/21)	£ 9.32
Amazon	Printer cartridges Samsung (Debit card 01/06/21)	£18.83
Amazon	3 Children's hi- viz tabards (Debit card 01/06/21)	£13.82
Amazon	3 pairs childrens litterpicking gloves (Debit card 01/06/21)	£14.63
Amazon	2 bottles of hand sanitiser (Debit card 01/06/21)	£ 9.33
Amazon	Disposable white aprons (Debit card 01/06/21)	£7.99
R Popplewell	Audit services (BACS 09/06/21)	£50.00
C. Wilkinson	Salary (BACS 09/06/21)	£553.40
C Wilkinson	Petty cash (BACS 09/06/21)	£67.96

HMRC	Tax & NICS (debit card 07/06/21)	£138.48
Giff Gaff	Mobile monthly payment (Direct debit 21 <sup>st</sup> June 2021)	£6.00
Three.co.uk	iPad and Sim plan monthly payment (Direct debit SIM monthly 22/06/21)	£12.00
<b>Total payments</b>		<b>£1,822.08</b>

**b) to approve the renewal of the Clerk's annual subscription to SLCC.** Proposed by Cllr Roe seconded by Cllr Mrs Graham and unanimously resolved on a show of hands that the Clerk's annual subscription to SLCC should be approved.

**Clerk to renew**

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

**d) To consider subscribing to a LALC approved IT consultant service to manage the Parish Council website under the Clerks' guidance by adding all content as and when it becomes available.** An email from LALC with a proposal for how this might be charged had been circulated to all prior to this meeting. Mr Langford is a recently retired IT employee of one of the uniformed disciplines and has already been supporting many of the 300 or so Clerks who have encountered problems with the new website due to the complexity of Jadu. There will be a monthly charge of £12.00 with a small add on cost from LALC for insurances etc. LALC will be engaging the services of Mr Langford and offering his paid services to assist Clerks with maintaining their websites. Cllr Roe advised that there is still some support available from the LCC IT team but the Clerk has made enquiries with LCC IT team and has been advised that they don't have the time to be able to input all of the documents for each Clerk or provide the level of support that is required. It had been assumed that the Clerks had a certain level of IT knowledge but most of the Clerks are struggling to keep their sites up to date due to the complex nature of the website. Proposed by Cllr Mrs Graham seconded by Cllr Mrs Whittaker and unanimously resolved on a show of hands that the Parish Council should subscribe to this service one it becomes available.

**Clerk to subscribe on behalf of the Parish Council**

**9. Annual Return 2020/21 PKF Littlejohn.**

**a) To resolve to approve the Annual Governance Statement (Section 1)2020/21.** Cllr Roe proposed that the Council should resolve to approve the Annual Governance Statement 2020/21. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands.

**b) To resolve to approve the Accounting Statements (section 2)2020/21.** Cllr Roe proposed that the Council should resolve to approve the Accounting Statements 2020/21. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands. The Clerk/RFO and Chairman signed the relevant sections of the Annual Return 2020/21 as prescribed in front of members of the Parish Council prior to submission to PKF Littlejohn and the publishing of the documents on the website and village noticeboards. Clerk to submit the documentation and completed AGAR by the due date and to ensure publication of documents as prescribed by PKF Littlejohn.

**10. Installation of Memorial Bench at Pump Lane update and to consider arrangements for dedication of the Memorial Bench.** The bench will be installed on 16<sup>th</sup> June 2021 at 10am and Cllr Drifill and the Chairman will be there to greet the supplier from Rolls and Scrolls. Cllr Drifill has removed the old bench and moved the bin in order to make more space on the plinth for the bench to stand. It was unanimously agreed that a service of dedication should be held to which the school should be invited and also the veteran who recently celebrated his 100<sup>th</sup> birthday along with the officials from the Camaraderie Club who would bring him. The event will

**Action notes**

take place with no more than 30 people present in compliance with Step 3 of the current roadmap devised by the Government.

**Clerk to arrange**

**11. Highways matters:-**

**a) Speed Indicator Device report from Cllr Roe.** There was no report for this evening other than to advise that the SID is still situated at Long Lane.

**b) Outstanding/new highways faults requiring urgent attention.** No new matters to report at this meeting.

**c) Update on LCC Highways initiatives to improve safety at South Hykeham Community Primary School.**

There has been no further progress made on this though it had been indicated at the site meeting that took place before the Covid restrictions that the works required would take time to effect. It was agreed that the Clerk should approach Cllr Marianne Overton who was aware of the outstanding safety measures to be taken to try and get an indication as to when the works might commence.

**Clerk to contact Cllr Marianne Overton**

**12. To confirm the arrangements for the Great British Spring Clean Litterpicking Event 12<sup>th</sup> June 2021.** Risk assessment has been carried out and the insurer approached to ensure the Council's insurance covers the event. All equipment and PPE is to be supplied by the Parish Council. **Assemble at 10.30am at Village Hall**

**13. To consider the proposal from LCC Highways officer re: Highways s106 contribution 13/1464/FUL Land at Thorpe Lane and replacement/upgraded bus shelter at Thorpe Lane, South Hykeham.** No further update on this proposal. Cllr Thompson LCC advised that he has not heard from the officer either.

**Agenda item for next month**

**14. To consider the email from NKDC regarding the proposed review of Hykeham Neighbourhood Plan.**

Content of the email noted. Anne- Marie Shepherd of NKDC had advised that is no formal requirement to monitor or review the NP but it is recommended to ensure that the document is fit for purpose. She advises that the Joint Planning Committee could undertake the review however it should be noted that the decision to revise the plan would need to be made by the qualifying body ie both North Hykeham Town Council and South Hykeham Parish Council. Once the proposed changes have been identified the NKDC planners would be able to give an indication as to the level the change would fall under and what process would then need to be followed. Before any decision is made it was agreed that the proposal should be brought back to the Parish Council so that they are aware of any changes that are to be implemented as indicated by NKDC and with sufficient notice to consider making provision in the budget for any costs that may be incurred as a result of a rewrite/review. Noted the Local Plan is being modified and it may be that once the new Local Plan has been adopted that some of the new policies may warrant a review of the Neighbourhood Plan.

**Agenda item for next month**

**15. Correspondence. Email regarding Active Travel Fund North Hykeham Consultation. Noted**

**16. To resolve to approve nominations for Councillor/Clerk Training.** The Chairman, Vice Chairman and Clerk have applied to attend a First Aid training course for when we are litterpicking. **Nominations approved**

**17. Chairman's report.** The Chairman reported that the dog waste/litterbin at the end of Thorpe Lane has been damaged. Chairman and Cllr Driffill to inspect to see if it is repairable. **Councillors to meet to inspect**

**18. Clerk's report.** No matters to report.

**19. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting.** New Chairman of Joint Planning Committee is Cllr Sellars NHTC, Vice Chair Cllr Driffill SHPC.

**20. To resolve whether the Council will move 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 the following confidential items.** There were no matters to discuss under this item.

**Date and Time of Next meetings – Parish Council Meeting Weds 14<sup>th</sup> July 2021 7.00pm at South Hykeham Community Primary School, Wath Lane, South Hykeham.**

There being no further competent business the meeting closed at 8.12pm

Chairman.....

Date.....