

Clerk: Carolyn Wilkinson

Minutes of the Annual Parish Council meeting of South Hykeham Parish Council held on Wednesday 5th May 2021 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 P Whittaker (Chairperson), Mrs L Graham, P Driffill, S Roe, Mrs N Dillon Jones. Carolyn Wilkinson, Clerk.

IN ATTENDANCE: Cllr M Green NKDC was in attendance.

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

The Chairman welcomed everyone to the meeting.

Action notes

1. Election of Chairman. To receive the Chairman's Declaration of acceptance of office. Cllr Mrs Graham nominated Cllr Mrs Whittaker as Chairman of the Parish Council for the ensuing year. Cllr Roe seconded the nomination which was unanimously resolved on a show of hands. There were no other nominations so Cllr Mrs Whittaker was duly elected as Chairman of the Parish Council for the ensuing year. Cllr Mrs Whittaker signed the Chairman's declaration of acceptance of office.

2. Election of Vice Chairman. To receive the Vice Chairman's Declaration of acceptance of office. Cllr Mrs Whittaker nominated Cllr Mrs Graham as Vice Chairman of the Parish Council for the ensuing year. Cllr Roe seconded the nomination which was unanimously resolved on a show of hands. There were no other nominations so Cllr Mrs Graham was duly elected as Vice Chairman of the Parish Council for the ensuing year. Cllr Mrs Graham signed the Vice Chairman's declaration of acceptance of office.

3. Apologies for absence and to resolve to accept the reasons given. Apologies had been given by Cllr Rowson. The reason for absence was given. Cllr Roe proposed, seconded by Cllr Mrs Graham that the reason for absence should be accepted. Unanimously approved on a show of hands. Apologies had also been given by the Police Beat Team, John Richardson South Hykeham Community Primary School, Cllr M Thompson LCC and Phil Watt AccessLincoln.

4. 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.

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

6. 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 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 Green left at this point to attend another meeting.

7. To resolve to approve the notes of the remote Parish Council meeting held on 14th April 2021 as the minutes of that meeting. Proposed Cllr Roe seconded by Cllr Driffill 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 14th April 2021.

8. Election of Committee Members

a) Election of members of Human Resources Management Committee (3 members/1 reserve) Cllr Mrs Whittaker nominated Cllrs Mrs Graham, Driffill and Rowson as members of Human Resources Management Committee for the ensuing year and Cllr Mrs Dillon Jones as reserve member. Motion seconded by Cllr Roe and unanimously resolved on a show of hands. There were no other nominations and all were duly elected.

Action notes

i) To review the terms of reference for the Human Resources Management Committee. Proposed Cllr Mrs Graham seconded by Cllr Driffill and unanimously resolved that the terms of reference for the Committee circulated to members of Council should be approved.

b) Election of members of Hykeham Joint Planning Committee (4 members/1 reserve) Cllr Mrs Graham nominated Cllrs Rowson, Driffill and Mrs Whittaker as members of Hykeham Joint Planning Committee for the ensuing year with herself as reserve member. Motion seconded by Cllr Roe and unanimously resolved on a show of hands. There were no other nominations and all were duly elected. One vacancy remains and will be filled when a new councillor joins the Council. Cllr Driffill had indicated his willingness to serve as Vice Chairman of the Planning Committee and NHTC had been advised accordingly.

i) To review the terms of reference for the Joint Planning Committee. Proposed Cllr Mrs Whittaker, seconded by Cllr Mrs Graham and unanimously resolved on a show of hands that the terms of reference for the Committee already circulated to members should be approved.

c) To consider the renaming of the Bridleway Improvement Working party to 10 Year strategy Working Party. Proposed Cllr Driffill, seconded by Cllr Mrs Graham that the Bridleway Improvement Working Party should be renamed as the 10 Year Strategy Working Party and should have 4 members of the Committee. Unanimously resolved on a show of hands.

i) Election of members of the 10 Year Strategy Working Party (4 members/1 reserve) Cllr Mrs Whittaker nominated Cllrs Mrs Graham, Driffill, Rowson and herself as members of of the 10 Year Strategy Working Party for the ensuing year. Motion seconded by Cllr Roe and unanimously resolved on a show of hands. There were no other nominations and all were duly elected. There was no nomination for a reserve member. The Working Party is responsible for reporting back to the Parish Council with recommendations for actions for the Parish Council to make decisions relating to the 10 Year Strategy.

d) Election of representatives on Village Hall Committee (2 members/1 reserve). Cllr Mrs Graham nominated Cllrs Driffill and Mrs Whittaker as representative on the Village Hall Committee for the ensuing year. There was no reserve nomination. Motion seconded by Cllr Roe and unanimously resolved on a show of hands. There were no other nominations and each were duly elected.

9. Matters arising from Annual Parish meeting of 14th April 2021. There were no matters arising.

10. Bridleway N Hykeham 2 improvements between Ascot Way and Mill Lane update. Negotiations are ongoing with the work to complete the remaining stretch of the bridleway between Grandfield Way and Ascot Way. The matter of some form of barrier/signage at the Mill Lane end of the bridleway is still under consideration and the outcome of a site meeting between Phil Watt and the Highways engineer who is currently costing up some proposals is awaited.

Agenda item for next meeting**11. Finance**

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

Payments

LALC	Zoom subscription (BACS 05/05/21)	£119.90
C. Wilkinson	Salary (BACS 05/05/21))	£553.40
HMRC	Tax & NICS (debit card 05/05/21)	£138.48

Action notes

Giff Gaff	Mobile monthly payment (Direct debit 21 st May 2021)	£6.00
Three.co.uk	iPad and Sim plan monthly payment (Direct debit SIM monthly 22/05/21)	£12.00
	Total payments	£829.78

b) To consider the quotes for the installation of a replacement bench at Meadow Lane. Proposed Cllr Mrs Dillon Jones, seconded by Cllr Driffill that the 3 seater Memorial Bench from Rolls and Scrolls depicting the First and Second World Wars should be purchased at cost of £1,250.00 to replace the existing bench at Pump Hill, Meadow Lane. Unanimously resolved on a show of hands. **Clerk to place order**

c) To resolve to approve the Parish Council's unaudited accounts for 1st April 2020 to 31st March 2021.

Proposed Cllr Mrs Graham, seconded by Cllr Roe and unanimously resolved that the Parish Council's unaudited accounts for 1st April 2020 to 31st March 2021 as presented to Council at this meeting should be approved.

d) Renewal of Parish Council insurance policy. Cllr Mrs Graham proposed that the Parish Council insurance policy should be renewed with BHIB and Co. and that the Parish Council should resolve to enter into a 3 year long term agreement at a discounted rate. Cllr Driffill seconded the motion that was unanimously resolved on a show of hands. **Clerk to renew**

e) Reserves review – to review reserves and ear marked expenditure. Cllr Mrs Graham, seconded by Cllr Driffill proposed council should resolve to approve the reserves and earmarked expenditure and that the carry over of £7,105.73 should be vired to the general reserve as detailed on the spreadsheet before members at this meeting. The motion was unanimously resolved on a show of hands.

Due to Covid restrictions there had been an underspend on some budget headings eg. grounds maintenance, litterpicking, training and hall hire. There had also been the added benefit of grant funding from the County Councillors Covid support fund which had not been expected but had allowed the Parish Council to purchase litterpicking equipment for the volunteer initiative and to provide some emergency support to residents who had been shielding. This had contributed towards the budget underspend of £7,105.73 which will be vired to general reserves following this meeting.

f) 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**

g) 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**

h) 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**

i) To resolve to adopt the revised asset register as at 5th May 2021. 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.

j) To resolve to adopt the revised Parish Council 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.

k) To resolve to approve the cost of the administration of South Hykeham Parish Council's planning applications under the Hykeham Joint Planning Committee. Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved on a show of hands that the cost of £200 being the recharge by NHTC for the administration costs for SHPC planning applications should be approved and paid. **Clerk to process invoice**

12. To consider the future arrangements for the hire of premises for Parish Council meetings. South Hykeham Village hall is unable to accommodate Parish Council meetings on the second Wednesday of the month excluding August and December. South Hykeham Community Primary School is able to provide a room for the dates required at a cost of £216 for the period 9th June 2021 to 13th April 2022. Proposed Cllr Mrs

Action notes

Whittaker, seconded by Cllr Mrs Graham that the Parish Council meetings should be held at South Hykeham Community Primary School for the period 9th June 2021 to 13th April 2022. Unanimously resolved on a show of hands.

Clerk to contact school secretary to arrange booking/make payment

13. Highways matters:-

a) Speed Indicator Device report from Cllr Roe. Cllr Roe had produced a report for this meeting which was noted. The Speed Indicator Device (SID) is currently on Beck Lane near the school and will then be moved onto Long Lane.

b) Outstanding/new highways faults requiring urgent attention. Long Lane and Boundary Lane are in a very poor condition with the carriageway sides breaking down and clusters of potholes that require attention. It has been reported on Fix my Street and some minor works have been carried out but these areas require more substantial works to make them safe. **Report to relevant County Councillor after the elections**

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 was indicated at the site meeting that the works required would take time to effect.

14. Litterpicking reports.

a) To consider the letter from N Hykeham Town Council advising of the withdrawal of litterpicking service and to agree alternative arrangements for litterpicking in South Hykeham. Letter noted. In the short term the Council will conduct monthly litterpicks and review in Autumn. **Agenda item for October**

b) Email from Jenny Bailey NKDC regarding litterpicking grant application. The Clerk has contacted Jenny Bailey at NKDC who has advised that she will consider an application for the grant funding to support litterpicking activities in South Hykeham as the Parish Council will be incurring costs in the purchase of litterpicking equipment. It was agreed that Council will carry out monthly litterpicks during the summer months but possibly less frequently during periods of inclement weather from Autumn onwards. Members of Council agreed they would be willing to carry out additional litterpicks at hotspots near to where they live if necessary between the organised monthly litterpicks. **Clerk to apply for grant funding from NKDC when invited to**

c) Great British Spring Clean Event and to confirm the programme of Parish Council led litterpicks.

Confirmed the next litterpick will take place on Saturday 12th June 2021 10.30am to 12.30pm subject to Covid restrictions having been lifted. It was agreed that the Parish Council will purchase some child sized litterpicking kit for the next event as the Headteacher has indicated that there may be some support from the parents and children. Proposed Cllr Mrs Graham, seconded Cllr Driffill and unanimously resolved on a show of hands. Future litterpicks will take place on the second Saturday of each month. 10th July is the next date scheduled for after the Great British Spring Clean Event. **To be publicised in the Witham Herald/Clerk to order litterpick equipment/advise NKDC/prepare risk assessment/ check with insurer for cover**

15. 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 communication received despite several requests for information on a service level

agreement/ownership/responsibility for upkeep and insurance of a new bus shelter. **Agenda item June**

16. Correspondence. The Clerk had investigated the possibility of the installation of a new litter/dog waste bin on Dane Law Way following a complaint from a North Hykeham resident of dog fouling on the route. NKDC had made a site visit and had advised that there was no suitable location for them to service a bin other than those locations at Wath Lane and Meadow Lane where the Parish Council has already installed bins. The Clerk had contacted the complainant to advise of this and the lady had thanked the Parish Council for considering her request and understood that the Parish Council could not install another bin on Dane Law way within its own boundary.

Noted

The Parish Council had become aware through a Joint Planning meeting that there is a consultation about the active Travel Fund and the initiative to install a cycle lane along Newark Road and to reduce the 30mph speed limit from Rookery Lane to Roman Way. Council expressed disappointment that the Parish Council had not been invited to respond to the consultation as it would impact upon South Hykeham residents.

Clerk to write expressing Council's disappointment in not being included in the consultation

17. To resolve to approve nominations for Councillor/Clerk Training Cllr Mrs Whittaker would like to attend a seminar hosted by LALC engaged training company. Expression of interest to be placed for next event to attract new/ young councillors. First Aid training for Cllrs Mrs Whittaker, Mrs Graham and the Clerk. Cllr Roe proposed that the nominations should be approved. Seconded by Cllr Driffill and unanimously approved on a

Action notes

Clerk to book places

show of hands.

18. **Chairman’s report.** Cllr Mrs Whittaker advised that she had become aware of a Hykeham Strategic Planning Sub Committee whilst attending Joint Planning Committee meetings at North Hykeham Town Council offices. She had expressed concern that South Hykeham Parish Council had not been invited to have representation on the Committee. Cllr Roe advised that the Strategic Planning Sub- Committee will only be considering matters relating to North Hykeham.

19. **Clerk’s report.** None

20. **Parish Councillor’s reports** None

21. **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.** Proposed Cllr Mrs Whittaker, seconded by Cllr Drifill and unanimously approved on a show of hands that the Council should move into closed session for the following confidential item.

22. **To review the banking arrangements for Parish Council and Albert Medley accounts.** Proposed Cllr Roe, seconded by Cllr Mrs Graham that the current banking arrangements for all Parish Council accounts and for the Albert Medley Trust Fund should remain the same. Unanimously approved on a show of hands.

Date and Time of Next meetings – Parish Council Meeting Weds 9th June 2021 7.00pm at South Hykeham Community Primary School, Wath Lane, South Hykeham.

There being no further competent business the meeting closed at 8.27pm

Chairman.....

Date.....