

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

Minutes of the July meeting of South Hykeham Parish Council held on Wednesday 11<sup>th</sup> July 2018 at 7.00 pm. in South Hykeham Village Hall.

**PRESENT:** Councillors: Mrs Whittaker Chairman, Driffill, Mrs D Locker, D Rowson, Mrs L Graham, S Roe. Carolyn Wilkinson, Clerk.

**IN ATTENDANCE:** Cllr M Thompson LCC, Cllr Mrs Woodman NKDC. 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 Cllr M Main. Proposed Cllr Roe, seconded by Cllr Mrs Graham that the reasons for absence should be accepted. Apologies had also been given by Cllr Mrs Howe NKDC who is attending another meeting this evening.

**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** There were no police representatives present and no report had been received.

**4. District and County Councillors' reports – for information only. Items raised for decision will appear on the agenda for the next meeting.** Cllr Mrs Woodman gave the NKDC report which was noted. There had been 2 by-elections recently in Skellingthorpe and Mill Ward North Hykeham. Richard Johnston was the new member for Skellingthorpe and Cllr Roe had been elected to the Mill Ward. Reminder of the Community Awards and any nominations to be submitted for the closing date of 17<sup>th</sup> August with the presentation ceremony taking place in October.

Cllr Thompson gave the LCC report which was noted. Councillor Mrs Patricia Bradwell, executive councillor for children's services, and Debbie Barnes, director of children's services, have been awarded OBEs in the Queen's Birthday Honours list for 2018. As a member of the Environment and Economy Committee Cllr Thompson has attended a demonstration yesterday of new equipment, developed and produced in Lincolnshire, which cuts grass verges. The cuttings are collected and then used to generate energy by anaerobic digestion.

The Rural Services Network and National Centre for Rural Health and Care have agreed to cooperate in an evidence call on behalf of the All Party Parliamentary Group on Rural Services. Paper deferred until October.

Cllr Roe gave the LCC report and advised that he is currently undergoing his induction at NKDC. He has had a meeting with Rowan Smith of LCC Highways in order to pursue various outstanding highways issues including the installation of the SID posts. He updated the Council on the situation with regard to flooding on Boundary Lane which is due to be surveyed to try and ascertain what the problem is.

**5. Notes of the Parish Council meeting held on 13<sup>th</sup> June 2018 to be approved as the minutes of that meeting.** Cllr Roe proposed, seconded by Cllr Rowson that the clerk's notes should be adopted as the minutes of the meeting held on 13<sup>th</sup> June 2018. Unanimously approved on a show of hands. Cllr Mrs Whittaker signed the minutes.

## 6. Finance

**a) To approve the payment of accounts for July 2018.** Cllr Mrs Graham proposed that the payment of accounts should be approved. Cllr Rowson seconded the motion that was unanimously approved on a show of hands.

### Payments

P Whittaker	Travelling expenses (cheque no. 100525)	£5.22
C. Wilkinson	Salary & travelling (BACs payment 11/07/2018)	£545.95
HMRC	Tax & NICs (cheque no. 100524)	£13.40
Giff Gaff	Mobile monthly payment (Direct debit 21 <sup>st</sup> Jun 2018)	£10.00
LALC	LALC news hard copy for year (BACS 11/07/2018)	£5.00
NHTC	Litterpicking 16 <sup>th</sup> March to 29 <sup>th</sup> June. (BACS 11/07/18)	£127.50
	<b>Total payments</b>	<b>£707.07</b>

**b) To receive the budget report to 30<sup>th</sup> June 2018.** Cllr Roe proposed that the budget report to 30<sup>th</sup> June 2018 should be approved. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands.

**7. Service Level Agreement – Parish Funding - Litterpicking Grant application and report on litterpicking activities since January 2018.** Cllr Roe proposed that the report on litterpicking activities since January 2018 should be approved and that the Service Level Agreement – Parish Funding should be agreed with a claim for grant funding to be submitted by the Clerk for current financial year. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands. It was noted that the litterpicking hours of 10 per calendar month had not been carried out over the last quarter due to NHTC staff shortages and wet weather as advised by the Assistant Clerk. Council confirmed that they still wished to continue with the flexible agreement of 10 hours per calendar month depending upon the need identified. **Clerk to contact NHTC to follow up on request for Service Level Agreement for litterpicking services as previously discussed with Deputy Clerk/clerk to submit grant application to NKDC.**

## 8. Highways matters.

**a) Update on request by South Hykeham Primary School for support for Park & Stride notice at NHTC burial ground.** Cllr Roe advised that the wording on the notice had been approved.

**b) Update on installation of posts by LCC Highways for Community Speed Watch Initiative Speed Indication Device.** Approved contractors have been listed and sent to Road Safety Partnership. Council has concerns as it was originally reported that the posts would be installed free of charge by LCC but there would be some delay due to repair of potholes being the priority but the work order had been placed and they would be installed in the Spring. There is a question mark over whether there will be a charge to the Parish Council. Cllr Thompson confirmed he had spoken to Doddington

**Action notes**

and Whisby and that their had been installed by LCC though they had to wait for several months for them.

**Cllr Roe to follow up with LRSP**

**c) Update from Cllr Roe re: meeting with LCC Highways Officer on 27<sup>th</sup> June 2018.** Cllr Roe had already advised on the outcome of his meeting with Rowan Smith at the commencement of the meeting.

**d) Report by County Councillors on LCC training to enable volunteers to undertake speed tests at roadside.** Cllr Mrs Whittaker proposed that no further agreement should be considered until such a time as the Speed Indicator Device posts are installed by LCC/Road Safety Partnership as the Parish Council has been waiting for the posts since March 2017. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands. Unipart Dorman keep advising that the unit has been built and is awaiting commissioning. **Clerk to report back to Unipart Dorman**

**9. Hykeham Joint Planning Committee report.** Cllr Roe advised that he would no longer be a member on the Joint Planning Committee due to his other council commitments. There were no other nominations but Cllr Mrs Graham said she would attend when she could but Tuesday evenings when the meetings take place is her late evening at work. **Agenda item for September**

**10. Neighbourhood Plan update and referendum.** Referendum is on 19<sup>th</sup> July 2018. Members have had several enquiries with people seeming to not realise all of the work that has been ongoing for many years. They are to be advised that the documents are on the websites and hard copies are held at the Village Hall, Fen Lane and Cllr Mrs Whittaker has a copy for viewing by arrangement. People must vote how they think once they have looked at the Plan and members must not attempt to sway them either way.

**11. Projects.**

**a) To identify Local Priorities/consider projects for improved infrastructure as provided for in earmarked reserve 2018/19.** **Agenda item for September**

**b) Update on submission of an expression of interest for grant funding through LEADER to fund proposed improvements to public bridleway N Hykeham 2.** Cllr Mrs Graham advised that the Expression of Interest will be ready to submit in the next 2 weeks. **EOI to be submitted**

**c) To submit application for s106 planning gains for 17/0628/FUL Land adjacent to Acorn Drive, Thorpe Lane towards public bridleway improvements/other projects brought forward by working party.** Earmarked for matched funding to support the bridleway improvement. **Agenda item for September**

**12. To approve arrangements for Councillor surgeries and facilitating consultation with parishioners.** Cllr Roe to confirm the arrangements once known but it will be Saturday mornings.

**13. To consider the suggestion for a Parish Council insignia/logo** Council decided that it was not necessary to have one at this point in time. **Noted**

**14. Correspondence.**

**i) Email of introduction from NKDC New Empty Homes Officer.** **Noted**

**ii) Letter from Seafarers UK asking for help to raise public awareness of Merchant Navy Day 3<sup>rd</sup> September 2018 by flying the Red Ensign on public building or prominent flagpole in neighbourhood.** **Noted**

**iii) Enquiry regarding ownership of a plot of land on Meadow Lane, South Hykeham for possible purchase.** To be advised to contact the Land Registry for definitive answer as to who the land

belongs to. Parish Council doesn't hold any records of land ownership.

**Clerk to email**

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**Action notes**

**15. Query on refuse collection at South Hykeham Old Village during school drop off times.**

**(deferred from last meeting)** Cllr Rowson reported that the bin collections seemed to have reverted to the normal times avoiding school times.

**Noted**

**16. Nominations for LALC Training and LALC AGM.** Cllr Mrs Whittaker and Clerk's attendance at the LALC AGM was agreed. **Any other nominations for training of AGM to be sent to the Clerk**

**17. Chairman's report.** Brief discussion on the notes that the Clerk had produced from the meeting with the Church Commissioners. The Church Commissioners have confirmed that in future they will include SHPC in any discussions as the Council has not previously been involved in earlier meetings that had taken place with NHTC.

**18. Clerk's report.** Notification of revocation of N4810 South Hykeham (Meadow Lane) TPO 1988 – subject tree of the order has been absent for some years with minimal room for a replacement so decision made to revoke the order.

Clerk's notes from meeting with Church Commissioners circulated to all.

Invitation to official opening of Hykeham Community Hub on Weds 25<sup>th</sup> July from 1pm will be attended by Cllrs Mrs Whittaker, Driffill and Rowson.

**19. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting.** No matters to be dealt with under this heading.

**20. To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960.** Proposed Cllr Mrs Graham seconded by Cllr Driffill that the Council should move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960. 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.

**21. Albert Medley Bank Accounts update.** Clerk has drafted letters to each of the banks involved for signatories to sign at this meeting closing the former Albert Medley accounts and to transfer the funds to a new account with the existing Parish Council banking provider. **Clerk to send letters**

**Date and Time of Next meetings - Full Council meeting 12<sup>th</sup> September 2018 7.00pm.**

There being no further competent business the meeting closed at 7.55pm.

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