

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

Minutes of the South Hykeham Annual Parish Council meeting held on Wednesday 9<sup>th</sup> May 2018 at 7.00 pm. in South Hykeham Village Hall.

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

**IN ATTENDANCE:** Cllr Mrs S Howe NKDC, Cllr Mrs P Woodman NKDC and Cllr Mrs M Overton NKDC/LCC. 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. Election of Chairman/To receive the Chairman's Declaration of acceptance of office.** Cllr Mrs Whittaker opened the meeting and asked for nominations for the post of Chairman. Cllr Mrs Locker nominated Cllr Mrs Whittaker as Parish Council Chairman for the ensuing year. Motion seconded by Cllr Roe and unanimously approved on a show of hands. There were no other nominations and Cllr Mrs Whittaker was duly elected as Chairman. The declaration of acceptance of office was duly signed.

**2. Election of Vice Chairman/To receive the Vice Chairman's Declaration of acceptance of office.** Cllr Mrs Graham nominated Cllr Mrs Locker as Parish Council Vice Chairman for the ensuing year. Motion seconded by Cllr Roe and unanimously approved on a show of hands. There were no other nominations and Cllr Mrs Locker was duly elected as Vice Chairman. The declaration of acceptance of office was duly signed.

**3. Apologies for absence and reasons given.** Apologies had been received from Cllr M Thompson LCC and the Police Beat Team.

**4. To receive any declaration of Interests in accordance with the requirements of the Localism Act 2011.** There were no declarations of interest at this point.

**5. Police Report.** There was no Police Report for this meeting.

**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 gave her report which had been circulated to members prior to this meeting and was noted.

Armed Forces Week will be recognised throughout the District from 25<sup>th</sup> June to 1<sup>st</sup> July 2018.

NKDC was shortlisted along with 7 other Councils for a Strategic Housing Award which was won by Hull City Council.

The District's Private Sector Housing Consultation will be closing on 14<sup>th</sup> May with comment being invited on its future delivery and enforcement of private sector housing to provide good quality housing to meeting housing needs.

The ONENK refurbishment programme has been shortlisted as a finalist in the RICS East Midlands Awards winning the Tourism and Leisure Award and being highly commending in the Design through Innovation category. The project will now represent the East Midlands in the RICS National Awards later in the year.

Cllr Mrs Woodman NKDC gave her report. Esther Watt of NKDC has won an Information Commissioners Award in Data Protection.

NKDC re-tendered all leisure facilities from 1<sup>st</sup> April 2018 and has appointed 3 new social enterprise partners, Hill Holt Wood, NK Leisure and Lincs Inspire Ltd. to develop and operate its leisure, sport,

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arts and physical activity services over the coming years. All three are not-for-profit social enterprise trust organisations and were selected through competitive tendering.

Cllr Roe LCC gave his report which was noted. There are less potholes on the road than before and the system of repair has changed. Some are temporary repairs but more are permanent repairs. The drainage issues near the Village Hall is an ongoing issue which has now been referred to the Legal Section. A new Chief Executive, Keith Ireland formerly of City of Wolverhampton has been appointed.

Cllr Thompson LCC had sent his apologies as he was attending another meeting but had no matters to report.

**7. Notes of the Parish Council meeting held on 11<sup>th</sup> April 2018 to be approved as the minutes of that meeting.** Cllr Roe proposed, seconded by Cllr Main that the clerk's notes should be adopted as the minutes of the meeting held on 11<sup>th</sup> April 2018. Unanimously approved on a show of hands with one abstention as Cllr Mrs Graham had not been present. The Chairman signed the minutes.

**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, Mrs Locker and Rowson as members of Human Resources Management Committee for the ensuing year with Cllr Driffill as reserve member. Motion seconded by Cllr Main and unanimously approved on a show of hands. There were no other nominations and all were duly elected.

**b) Election of members of Joint Council Neighbourhood Plan Committee. (2 members/1 reserve)**

Cllr Mrs Graham nominated Cllrs Mrs Whittaker and Driffill to the Neighbourhood Plan Committee for the ensuing year with Cllr Rowson as reserve. Motion seconded by Cllr Mrs Locker and unanimously approved on a show of hands. There were no other nominations and Cllrs Mrs Whittaker, Driffill and Cllr Rowson were duly elected.

**c) Election of members of Hykeham Joint Planning Committee (4 members/1 reserve)**

Cllr Mrs Locker nominated Cllrs Roe, Rowson, Driffill and Mrs Whittaker as members of Hykeham Joint Planning Committee for the ensuing year with Cllr Mrs Graham as reserve member. Motion seconded by Cllr Main and unanimously approved on a show of hands. There were no other nominations and all were duly elected.

Members appointed to the Village Hall Committee as Parish Council representatives were Cllrs Mrs Graham and Mrs Whittaker. Proposed by Cllr Roe, seconded by Cllr Driffill and unanimously approved on a show of hands. Cllrs Mrs Woodman and Mrs Howe left the meeting at this point.

**9. Finance**

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

**Payments**

|              |  |         |
|--------------|--|---------|
| C. Wilkinson | Salary<br>(BACs payment 09/05/2018)                                | £525.55 |
| HMRC         | Tax & NICs<br>(cheque no. 100523)                                  | £11.40  |
| Giff Gaff    | Mobile monthly payment<br>(Direct debit 21 <sup>st</sup> May 2018) | £10.00  |

## Action notes

|                       |  |         |
|-----------------------|--|---------|
| Amazon EU             | Printer paper 5 reams<br>(debit card 6/5/18)                 | £19.93  |
| Global Toners         | Samsung Laser printer cartridge<br>(debit card 6/5/18)       | £14.99  |
| Came and Company      | Local Council Insurance 01/06/18 – 31/05/19<br>(BACS 9/5/18) | £330.00 |
| <b>Total payments</b> |  | £911.87 |

**b) To consider the purchase of fireproof safe and locking filing cabinet for Parish Council records.**

After some discussion and comparison of quotes which had been emailed to members prior to the meeting, Cllr Driffill proposed that the 3 drawer fireproof, locking cabinet should be purchased for storing council's records and the laptop securely in order to comply with the GDPR legislation.

Cllr Roe seconded the motion that was unanimously approved on a show of hands.

**Clerk to place order**

**10. To approve the revised Parish Council Risk Assessment.** Cllr Roe proposed that the revised Parish Council Risk Assessment should be approved. Cllr Rowson seconded the motion that was unanimously approved on a show of hands.

Cllr Roe proposed that the order of the agenda should be suspended in order to allow the County Councillor Mrs Overton to give her report. Cllr Main seconded the motion that was unanimously approved.

Cllr Mrs Overton reminded those present of the importance in continuing to report the outstanding potholes as if there is damage to a vehicle and the pothole hasn't been reported there will be no compensation paid even if it is agreed that the pothole was the cause. There are additional funds to pay for repairs to potholes and additional staff so should begin to see improvements.

Ordinary plastic bags are not recyclable and the plastics in our recyclables are going to a cement factory for burning as the existing EFW is at full capacity.

Leadenham Tip is re-opening so Wren money will be coming forward. Cllr Mrs Overton enquired as to the progress of the proposed LEADER application. It would seem that the project may not be workable under LEADER as most of the path is in North Hykeham and the funding only covers rural areas. Alternative avenues of funding will also be explored. Cllr Mrs Overton left at this point.

**11. To approve the revised Financial Regulations.** Cllr Roe proposed that the revised Financial Regulations should be approved. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands.

**12. To approve the revised Asset Register.** Cllr Roe proposed that the revised Asset Register should be approved. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands.

**13. Renewal of Parish Council insurance policy.** Cllr Mrs Graham proposed that the insurance policy should be renewed with Came and Co. on a 3 year long term agreement at a discounted rate. Cllr Roe seconded the motion that was unanimously approved on a show of hands. **Clerk to renew**

**14. Annual return 2017/18 (PKF Littlejohn LLP)**

**a) To approve the Annual Governance Statement 2017/18.** Cllr Roe proposed that the Annual

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Governance Statement 2017/18 should be approved. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands.

**b) To approve the Accounting Statements 2017/18.** Cllr Roe proposed that the Accounting Statements 2017/18 should be approved. Cllr Main seconded the motion that was unanimously approved on a show of hands.

**15. Highways matters.**

**a) Update on request for Park & Stride notice at NHTC burial ground.** On the agenda for the meeting of NHTC Community Committee next week.

**b) Highways England update on essential maintenance between A1133 Winthorpe & A1434 Hykeham roundabouts.** **Noted**

**16. Neighbourhood Plan update.** NKDC has copied the Parish Council into the final report which the Examiner had sent to them incorporating the NKDC planners comments. NHTC will be arranging for the amendments to be made to the document and NKDC is currently waiting for confirmation of when this is likely to be completed. Democratic Services will then be asked for potential dates for a referendum and will advise the Town and Parish Council accordingly.

**17. Hykeham Joint Planning Committee update.** Members unanimously agreed that the Joint Neighbourhood Plan logo should be used for the Joint Planning Committee agendas as the Joint Planning Committee had come out of the Joint Neighbourhood Plan. **Clerk to advise NHTC**

**a) To consider the adoption of the logo for inclusion on Parish Council documents and website etc.** Some members had concerns that the logo is too modern for this council. Cllr Rowson to make enquiries to see if there is an existing South Hykeham logo. **Chairman to speak to Witham Herald/agenda item for next month**

**18. Projects.**

**a) To identify Local Priorities/consider projects for improved infrastructure as provided for in earmarked reserve 2017/18.** **Agenda item for next meeting**

**b) To consider the estimated costs for proposed improvements to public bridleway N Hykeham 2 and to submit an application/expression of interest for grant funding through LEADER.** Not possible for an application to be submitted through LEADER. Looking into Big Lottery application. **Agenda item for next meeting**

**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.** **Agenda item for next meeting**

**19. Community Speed Watch Initiative Speed Indication Device update.** Still waiting for the posts to be installed by LCC Highways. Work order placed but priority is still pothole repairs.

**Cllr Roe to follow up with Highways Officer**

**20. Planning**

**a) To consider NKDC Planning Applications received as per planning report & note NKDC Planning decisions.**

**NKDC Planning applications for consideration by Parish Council**

18/0426/HOUS 3 The Birches, Thorpe Lane      Erection of extension over garage & loft conversion

**No objection**

**LCC Planning decisions**

**Approval**

PL/0012/18 Mushroom Farm, Boundary Lane Retrospective application for erection of 2 No. single storey cabins to provide welfare facilities to the site, installation of a weighbridge to the existing yard, erection of a small brick building to provide enclosure for electricity meters **Noted**  
Cllr Roe advised that a restriction has been placed on the amount of time that can be spent in the portakabins.

**21. To approve arrangements for Councillor surgeries and facilitating consultation with parishioners.** Hub official opening on 25<sup>th</sup> July 2018. **Noted**

**22. Update on General Data Protection Regulations and appointment of DPO.**

**a) Approval of Data Map.** Cllr Mrs Graham proposed, seconded by Cllr Mrs Locker and unanimously approved on a show of hands that the Data Map should be approved.

**b) Adoption of Data Breach Policy.** Cllr Mrs Graham proposed, seconded by Cllr Mrs Locker and unanimously approved on a show of hands that the Data Breach Policy should be approved.

**c) Adoption of Data Protection Policy.** Cllr Mrs Graham proposed, seconded by Cllr Mrs Locker and unanimously approved on a show of hands that the Data Protection Policy should be approved.

**23. Correspondence.** **None**

**24. Chairman's report.** Church Commissioners rearranged date to be sorted out by Chairman who will advise of new date for meeting. **Chairman to arrange**

**25 Clerk's report.** No report.

**26. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting.** Cllr Roe has been invited to look at the plans for the North Hykeham Relief Road.

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

**28. To consider the implementation of the National Joint Council for Local Government Services agreement on the new pay scales for 2018-2019 to be implemented from 1 April 2018.** Cllr Mrs Graham proposed that the National Joint Council for Local Government Services agreement on the new pay scales for 2018-2019 should be implemented from 1 April 2018. Cllr Rowson seconded the motion that was unanimously approved on a show of hands. **Clerk to apply new rates**

**29. To consider banking arrangements for Parish Council and Albert Medley Accounts.** Cllr Roe proposed that the current banking arrangements for Parish Council accounts should be approved. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands.

Following difficulties encountered with the current bank provider of Albert Medley accounts, Cllr Roe proposed that the balances should be transferred into new accounts with the existing Parish Council bank provider and the Albert Medley accounts with current provider closed. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands.

Letter on headed notepaper signed by two signatories to be sent to current Parish Council bank arranging for transfer of funds from existing bank holding Albert Medley accounts to separate account with Parish Council's current banker. Albert Medley bank accounts to be closed with current provider.

Date and Time of Next meetings – Full Council 13<sup>th</sup> June 2018 7.00pm.

There being no further competent business the meeting closed at 8.59pm.

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