

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

Minutes of the April meeting of South Hykeham Parish Council held on Wednesday 11th April 2018 at 7.00 pm. in South Hykeham Village Hall.

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

IN ATTENDANCE: Cllr M Thompson, Cllr Mrs Overton NKDC, LCC, Cllr Mrs P 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 Mrs L Graham. Proposed Cllr Roe, seconded by Cllr Main and unanimously approved that the reasons for absence should be accepted. Apologies had also been given by Cllr Mrs Howe NKDC and the Police Beat Team.

2. 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.

3. Police Report In the absence of the police the Clerk gave the report. There had been no reported crime since last month. The annual report had been given earlier in the evening at the Annual Parish meeting.

4. District and County Councillors' reports – for information only. Items raised for decision will appear on the agenda for the next meeting. Reports from Cllr Mrs Howe NKDC and Cllr Mrs Overton LCC & NKDC had been circulated prior to this meeting and were noted. Cllrs Mrs Woodman NKDC, Cllr Thompson LCC and Cllr Roe LCC had given their reports at the Annual Parish meeting and were duly noted. Cllr Mrs Woodman left at this point.

5. Notes of the Parish Council meeting held on 14th March 2018 to be approved as the minutes of that meeting. Cllr Rowson proposed, seconded by Cllr Mrs Locker that the clerk's notes should be adopted as the minutes of the meeting held on 14th March 2018. Unanimously approved on a show of hands. Cllr Mrs Whittaker signed the minutes.

6. To consider the matters raised and actions required at Annual Parish meeting of 11th April 2018. There were no matters to consider.

7. Finance - a) To approve the payment of accounts for April 2018.

Payments

LALC	Annual subscription (BACs payment 11/04/2018)	£306.08
LALC	Training subscription (BACs payment 11/04/2018)	£85.00
C. Wilkinson	Salary (BACs payment 11/04/2018)	£525.55
HMRC	Tax & NICs (cheque no. 100522)	£11.40
Giff Gaff	Mobile monthly payment (Direct debit 21 st Apr 2018)	£10.00
Total payments		£938.03

<u>Income</u>		<u>Action notes</u>
NKDC	Precept 2018/19	£12,000.00
	Total income	£12,000.00

Cllr Roe proposed, seconded by Cllr Drifill that the payment of accounts for April 2018 should be approved. Unanimously approved on a show of hands.

b) To approve the Parish Council's unaudited accounts for 1st April 2017 to 31st March 2018. Cllr Roe proposed, seconded by Cllr Drifill that the unaudited accounts on the table this evening for 1st April 2017 to 31st March 2018 should be approved. Unanimously approved on a show of hands.

c) To approve earmarked reserves 2018/19. Cllr Roe proposed, seconded by Cllr Drifill that the earmarked reserves for 2018/19 should be approved. Unanimously approved on a show of hands.

d) Email from PKF Littlejohn calling for the Annual Return 2017/18 completion and publishing on public website by 11th June 2018. Noted.

e) To confirm the certification of the Parish Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Cllr Roe proposed, seconded by Cllr Main that the Parish Council should confirm itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Unanimously approved on a show of hands. **Clerk to complete necessary documents**

8. Highways matters.

a) Update on request for Park & Stride notice at NHTC burial ground. Headteacher is due to meet with NHTC to discuss working of notice.

b) Update from LCC on Highways Online Fault Reporting System. Deferred/problems with the system.

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

9. Neighbourhood Plan update. The Examiner has now been appointed and will be producing a report on the Neighbourhood Plan in due course. Cllr Mrs Whittaker advised that NKDC had hosted a council meeting with the Church Commissioners who had outlined their future plans for this area. Cllr Roe advised that North Hykeham is planning another meeting with the Church Commissioners for both councils to attend. After a brief discussion it was agreed that South Hykeham Parish Council should have a separate meeting with the Commissioners as Cllr Charters had reported that NHTC has already met with them on three occasions so members felt that a meeting solely for South Hykeham Parish Council would be beneficial in order to bring members up to speed before the larger joint meeting. **Cllr Mrs Whittaker to arrange**

10. Hykeham Joint Planning Committee update. Email from Deputy Clerk N Hykeham re: arrangements for the administration of the joint planning committee. Plans from each council will be sent to both of the Clerks to be circulated to all members of council so that they are aware of what plans are coming forward in their area. The Deputy Clerk will send the response to NKDC after the planning meeting and will copy the Parish Clerk in so that members of South Hykeham Parish Council are aware of what decisions/comments have been submitted on their behalf. Cllr Roe proposed that the council agrees to the administration of the committee as outlined in the email. Cllr Drifill seconded the motion that was unanimously approved on a show of hands.

Clerk to advise NHTC

11. Projects.

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

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.

Agenda item for next month

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 month.

12. Community Speed Watch Initiative Speed Indication Device update. No further update other than the posts are still waiting to be installed. LCC has ordered the posts but repairing potholes is the priority.

Agenda item for next month

13. Planning

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

NKDC Planning applications for consideration by Parish Council

18/0096/OUT 18 Thorpe Lane

Outline application for the erection of 2 No. dwellings (amendment/additional information) Revised internal access arrangements, additional tree details Including those on adjacent site & revised indicative layout of Plot areas, siting of dwellings & parking places

Cllr Driffill declared a personal interest and abstained from the vote. Cllr Roe proposed, seconded by Cllr Rowson and unanimously approved on a show of hands with one abstention that there should be no objection.

TPO Application for consideration

18/0441/TPO Soper of Lincoln
Roman Way

T1 –T6 Oak maintenance of trees

Agreed to accept the decision of the NKDC Tree Officer

Cllr Roe proposed, seconded by Cllr Main and unanimously approved on a show of hands that the Tree Officer should be allowed to make the decision.

Cllr Mrs Overton arrived. Cllr Roe proposed that she should be allowed to give her report having arrived from another meeting she was attending. Cllr Driffill seconded the motion that was unanimously approved. Cllr Mrs Overton reported that the application for the rendering factory at Norton Disney and a rival company have both submitted applications. National planning policy framework is currently out for consultation. Suggestion is that the overall framework should be simplified. Events are being staged for Bomber Command. Potholes ongoing problem but pressure is being put on Highways to resolve the problems. Gritting has taken priority over the potholes. Cllr Mrs Overton to chase up why Boundary Lane hasn't not been included in the list of scheduled repairs when there have been so many complaints about this road. Cllr Mrs Overton left the meeting at this point.

14. To approve arrangements for Councillor surgeries and facilitating consultation with parishioners. Dates yet to be agreed but will be Saturday mornings at the Hub.

Action notes

15. Update on General Data Protection Regulations and appointment of DPO. Toolkit has been received from SLCC and LALC. Clerk is working on ensuring compliance. **Noted**

16. Correspondence. None.

17. Chairman's report. NKDC carpark has been reported and should be done within 3 to 4 weeks.

18. Clerk's report. Notification from LCC on Waste Strategy Consultation – emailed to all running from 4th April to 2nd July 2018.

Proposed carriageway resurfacing at South Hykeham Road , Haddington and Church Road/Bridge Road Aubourn 8th May to 12th May 2018 – advance notification signage will be in place approx 2 weeks prior to work commencing.

Grasscutting programme 2018/19 emailed to all.

Email from LALC re; Review of Local Government Ethical Standards – deadline for responses to consultation is 18th May 2018.

19. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting. No reports.

20. 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 Locker 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. Staffing matters/Clerk's appraisal The Clerk's appraisal had been carried out and there had been no reported issues on either side. The Clerk had reported that in order to ensure compliance with GDPR she requires a small fireproof safe for storing backup drives and other sensitive information and a locking filing cabinet for securely filing council records.

Quotes to be brought to next meeting

There being no further competent business the meeting closed at 8.58pm.

Date and Time of Next meetings – Annual Parish Council meeting 9th May 2018 7.00pm.

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