

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

Minutes of the January meeting of South Hykeham Parish Council held on Wednesday 11th January 2017 at 7.00 pm. in South Hykeham Village Hall.

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

IN ATTENDANCE: Cllr Mrs Howe NKDC and Cllr R Phillips LCC. There were no members of the public present. PCSO Lingard. 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 for absence had been received from Cllr Mrs Woodman 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 member's written dispensation requests. All members of Council had submitted a written dispensation request for agenda item 6c). Proposed Cllr Mrs Locker seconded by Cllr Roe that the written requests submitted by each member of the council for a dispensation for this item were in the public interest and should be granted. Unanimously approved on a show of hands.

Clerk to retain written dispensation requests for this item on file

3. Police Report PCSO Lingard gave the report and indicated that there had been no reported crime since November 2016. There had been some problems in neighbouring parishes with unlicensed vendors selling from door to door which was noted.

4. Notes of the Parish Council meeting held on 9th November 2016 to be approved as the minutes of that meeting. Cllr Driffill proposed, seconded by Cllr Main that the clerk's notes should be adopted as the minutes of the meeting held on 9th November 2016. Unanimously approved on a show of hands. Cllr Mrs Whittaker signed the minutes. PCSO Lingard left the meeting.

5. 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 the report for NKDC.

Consultation remains open until 16th January for public input in preparing a list of locally important heritage sites throughout the District for consideration when determining criteria for planning applications.

Until 26.03.17 visitors can explore RAF Cranwell's aviation history as a training school and learn about aircraft flown from the base over the last 100 years at a display at Heath Farm, South Rauceby.

An additional 22 hours of public swimming has been made available at OneNK, Nth Hykeham with increase in the early-bird swim sessions and lunch-time swim sessions on certain days.

The District's new-build scheme of 22 properties at Kyme Road, Heckington nears completion. One of the streets will be named "Welchman Way" in honour of a local war hero.

The Annual NK Chairman's Quiz is on 20.1.17, (7pm), with all monies going to the Chairman's Charity (St Barnabas Hospice).

Safe as House - Drop-in sessions for tenants with concerns about a private, rented home they are living in. The initiative aims to ensure that all properties in the District meet the standards set out in law enabling everyone to live in a safe, warm, secure home. Team members will be available at the Info-Links office at OneNK, Nth Hykeham 9am-1pm on the last Friday of every month, wef 27.01.17.

The District is committed to carrying out its own NK Plan, being a three year vision for service

delivery for the benefit of residents, visitors and businesses in supporting our flourishing communities.

Cllr Phillips LCC reported that he has been looking into the matter of the car wash which appears to be discharging water incorrectly and causing highway problems. The Environment Agency has been informed. He also reported on ongoing problems with the discharge of raw sewage at a business on Long Lane which is also being investigated by the Environment Agency.

LCC Highways is having another restructure and our current Highways Officer Steve Welsh will be leaving LCC but the new postholder is not yet known. Cllr Phillips and Cllr Mrs Howe left the meeting.

6. Finance – a) To approve the payment of accounts for December 2016/January 2017.

Payments

Glasdon	New litter bins (cheque no. 100484 07/12/16)		£357.74
C. Wilkinson	Salary	£395.52	£418.53
	Reimbursement of petty cash expenditure	£15.81	
	Travelling expenses (cheque no. 100485 07/12/16)	£7.20	
Post Office Ltd (HMRC)	Tax & NICs (cheque no. 100486 07/12/16)		£19.00
Lincolnshire County Council (Road Safety Partnership)	Survey of Mill Lane/Beck Lane & Thorpe Lane (cheque no. 100487 07/12/16)		£40.00
NHTC	Litterpicking September – November 2016 (cheque no. 100488 11/01/17)	£90.00 £150.00	£240.00
LALC	LALC AGM 3 delegates (cheque no. 100489 11/01/17)		£30.00
C. Wilkinson	Salary (cheque no. 100490 11/01/17)		£395.72
Post Office Ltd (HMRC)	Tax and NICs (cheque no. 100491 11/01/17)		£18.80
Information Commissioner	Data protection registration (cheque no. 100492 11/01/17)		£35.00
M Pues	Mid term internal audit (cheque no. 100493 11/01/17)		£50.00
PC World Business	IT equipment to comply with Openness & Transparency Legislation (cheque no. 100494 11/01/17)		£905.88

Total expenditure £2,550.67

Cllr Roe proposed that the payment of accounts should be approved. Cllr Rowson seconded the motion that was unanimously approved on a show of hands.

b) To approve a qualifying Pension Scheme under the Pensions Regulators auto-enrolment legislation. Cllr Mrs Graham had made some enquiries into various schemes and after some discussion Cllr Mrs Graham proposed that the qualifying Pension Scheme should be NEST. Cllr Mrs Locker seconded the motion that was unanimously approved on a show of hands.

Clerk to register Council

c) To approve the draft budget 2017/18 and Council's precept requirements for submission to District Council. After much discussion Cllr Mrs Locker proposed that the draft budget should be approved and that the Council should set a 5% increase in the precept for 2017/18. Cllr Rowson seconded the motion that was approved on a vote of 6 in favour one against.

Clerk to submit forms to NKDC by deadline

d) To consider annual grants/donations 2016/17.

There had been no applications for grant/donations at this point.

e) To consider the renewal of annual Data Protection registration. Cllr Main proposed that the registration should be renewed. Cllr Driffill seconded the motion that was unanimously approved on a show of hands.

f) To consider the report from the Internal Auditor. Cllr Roe proposed that the internal auditor report should be received and noted the good management by Clerk of Parish Council accounts. Cllr Mrs Locker seconded the motion that was unanimously approved on a show of hands.

g) To consider the purchase of Parish Council mobile phone and network. Cllr Mrs Graham had been doing some research on mobile phones and contracts which was considered by the Council. It was proposed by Cllr Roe that a mobile phone up to the value of £150 plus VAT (at clerk's discretion as to suitability for the purpose required) should be purchased and contract for 4GB at £15.00 per month with Giff Gaff sim only contract should be approved. Cllr Mrs Locker seconded the motion that was unanimously approved on a show of hands.

Clerk to place order

7. Neighbourhood Plan update. There was no further update due.

8. Planning Planning Applications dealt with under Clerk's delegated powers

16/1353/FUL	Unit 29 Gateway Park, Roman Way	Change of use under Sui Generis to a Canine Creche with minor alterations to the building (no structural work) Cllr Mrs Graham had declared an interest in this item and had not taken part in any discussion	No objection
16/1565/HOUS	Burnlea, 596 Newark Road	Demolition of existing rear lean-to & erection of new single storey rear	No objection

Planning Applications to be considered by the Parish Council at January meeting

16/1611/FUL	McDonalds Restaurant Black Horse Drive	Refurbishment of the restaurant with alterations to elevations & addition of extensions & new drive thru booths.	No objection
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Planning Decisions by NKDC

Approvals

16/1024/FUL	St Michael & All Angels Church Meadow Lane	Erection of groundsmans shed	Noted
16/1171/HOUS	Ruby May Cottage South Hykeham Road	Erection of side extension	Noted

16/1410/RESM The Georgette, 33 Meadow Lane

Approval of reserved matters re: outline planning permission

16/0307/OUT (outline application with access under consideration in respect of the erection of 1 no detached dwelling

Noted

d) s 106 planning gains update. Cllr Roe had visited the Thorpe Lane site and advised that there are still not enough dwellings occupied to trigger the s106 planning gains payment but he will continue to monitor the situation.

Standing agenda item

9. To consider the renewal of annual subscription for LALC membership 2017/18. Cllr Driffill proposed that the LALC Annual subscription should be approved. Cllr Main seconded the motion that was unanimously approved on a show of hands.

Clerk to renew

10. Training a) To consider the renewal of annual subscription for LALC training scheme 2017/18.

Cllr Mrs Graham proposed that LALC Training scheme subscription should be approved. Cllr Roe seconded the motion that was unanimously approved on a show of hands.

Clerk to renew

Cllr Roe proposed that Council resolve to allow the meeting to continue to 9.30pm in order to complete the business listed on the agenda. Cllr Driffill seconded the motion that was unanimously approved.

b) To consider nominations for training sessions 2017.

Agenda item for next month

11. Provision of signage under the Community Speed Watch Initiative update. Surveys of the two earmarked sites of Thorpe Lane and Long Lane/Mill Lane for installation of reactive speed indicators and passive speed signs are to be undertaken by Parish Councillors who have the benefit of local knowledge which will assist with completing the application forms. The Clerk advised that Road Safety Partnership will carry out both surveys for one fee of £40.00 which will need to accompany the completed application forms. **Councillors to complete forms/clerk to send with fee of £40.**

12. To consider the recommendations of joint North and South Hykeham Planning working party.

a) To approve the terms of reference agreed at the Joint Planning working party meeting with North Hykeham Town Council. This had been brought back to the meeting as Cllr Roe had advised at the November meeting of Council that NHTC had still to approve the terms of reference agreed at the Joint Planning working party meeting.

Cllr Roe to check with NHTC that they have been approved/agenda item for next month

b) Revision of Standing Orders to reflect the agreed terms of reference for Joint Planning working party. Cllr Roe to check with NHTC that they have been approved/agenda item for next month

c) To approve the estimated costs for North Hykeham Town Council administration of Joint Planning Committee. After some discussion it was agreed that the Clerk should contact Town Clerk for a breakdown of how the projected cost of £500 had been arrived at. In the meantime owing to timescales for submission of precept requirements to NKDC the sum of £500 has been included in the budget for 2017/18.

Agenda item for next month

13. To decide whether or not to amalgamate South Hykeham Parish Council with North Hykeham Town Council to form one joint council. Cllr Roe proposed that South Hykeham Parish Council should amalgamate with North Hykeham Town Council to form one joint council. The motion was not seconded and so the motion was not taken to the vote. **Clerk to advise NHTC/no further action**

14. Correspondence.

a) Email from LCC re: Street Lighting Transformation Project Update. Noted

b) Grasscutting - Letter from LCC regarding reduction in former amenity grass cut areas. Noted

Action notes

c) Letter from NKDC re: Local List Consultation – non –designated Heritage Assets. **Noted**

d) Letter from McDonalds in reply to the Councils letters regarding excessive litter generated by the outlet. Chairman to visit the fast food outlet/if no written reply from the local outlet with 4 weeks of the date of the letter from Head Office Clerk to write to Head Office again.

15. Chairman's report. Email approach received by Chairman from Headteacher regarding installation of a defibrillator for public access/use. A further communication about the installation of a public access defibrillator had also been received from the owner of a local business on Thorpe Lane. After some discussion it was agreed that the Parish Council supported in principal the installation of public access defibrillators although it was not in a position to fund it itself but would be prepared to consider applications from both parties for grant funding from its unspent £500 set aside for grants/donations. **Clerk to send application forms and policy notes to each party**

16. Clerk's report. Overgrown land at Beechcroft Close – update from Victoria Flood who has established ownership of the land and has written twice but had no response. Has written again recorded delivery and had no reply. She visited the site on Tuesday this week and has advised that as the overgrown foliage has now died back that it is not bad enough to take further action. The Parish Council agreed to consider acquisition of the land under adverse possession claim and will make enquiries with NKDC to see if this is a viable proposition. **Clerk to investigate**

Email from NALC re: no extension of referendum principles t Town and Parish Councils at this point in time. Restraint is asked for when setting precept increases that are not a direct result of taking on additional responsibilities. **Noted**

Email from NKDC re: withdrawal of funding for Dog Warden. **Noted**

Email from LALC re: Councillors working for their council work must only be carried out on a voluntary basis with receipts being submitted for legitimate expenses. Where councillor runs or is involved in legitimate independent business that company may tender for work being contracted out by the council. Correct declaration of disposable pecuniary interest must have been registered.

Noted

Letter from Aon regarding the Insurance Act which details 'the duty of fair representation' and how information is provided to Insurers. **Noted**

Register of electors free copy for clerk and each councillor either in paper or data format. Forms on table this evening need to be completed today as they are required back by NKDC Monitoring Officer asap.

Clerk to return completed forms to NKDC

The Clerk reported that a letter from the bank had been received advising that the cheque that had been issued to the Church from the Albert Medley Trust Fund had not been paid as there were insufficient funds in the account. On further investigation the Clerk had found that there are two Albert Medley Trust Fund accounts, an investment account which holds the funds that were originally invested and a community account which has a cheque book facility but has a zero balance. She has been advised by the bank that in order to transfer funds to honour the cheque a letter will need to be signed by both signatories to be delivered to the bank by at least one of the signatories. It was agreed that a sum of £100 should be transferred into the community account in order to hold a balance in there and to keep the account open and to honour the cheques that have been issued. **Clerk to write to Church/ Chairman and Clerk to visit the bank tomorrow to hand deliver the letter and ensure the transfer**

Action notes

17. Parish Councillor’s reports – for information only/items raised for decision will appear on the agenda for the next meeting. Cllr Roe reminded members of the Council that the item for District and County Councillors is for reports/information only and that they should not be questioning the activities/decisions of the Parish Council. **Noted**

18. To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960. There were no matters to be dealt with under this heading.

19.To agree the schedule of Parish Council meeting dates for 2017. Date and Time of Next meeting –Wednesday 8th February 2017 7.00pm. Cllr Rowson proposed that the schedule of meeting dates should be approved. Cllr Main seconded the motion that was unanimously approved on a show of hands. **Meeting dates to be published on noticeboards/website**

20. Formation of a Human

Resources Management Committee for employment matters/clerk’s appraisal. Cllr Mrs Locker proposed that a Human Resources Management Committee made up of 3 members for employment matters/clerk’s appraisal should be formed. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands. Cllrs Mrs Locker, Mrs Graham and Rowson were elected as members of the committee. **Clerk to draft the committee’s terms of reference which are to be approved at the next meeting of full council.**

There being no further competent business the meeting closed at 9.30pm.

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