

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

Minutes of the February meeting of South Hykeham Parish Council held on Wednesday 8<sup>th</sup> February 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:** Headteacher Mr John Richardson of South Hykeham Community Primary School. The Chairman welcomed everyone to the meeting.

**Public Forum:** The Headteacher addressed the Council and advised that he was in attendance in relation to the proposal for Speed Indicator Devices (agenda item no. 10) **Action notes**

**1. Apologies for absence and reasons given.** Apologies for absence had been received from Cllr Mrs Howe NKDC and Cllr Mrs Woodman NKDC. The Police Beat Team had given apologies owing to operational duties.

**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.** There were no declarations of interest or written dispensation requests at this point.

**3. Police Report** In the absence of the Police Beat Team the Clerk gave the report. There had been 2 reports of thefts from vehicles since the last meeting of Council.

**4. Notes of the Parish Council meeting held on 11<sup>th</sup> January 2017 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> January 2017. Unanimously approved on a show of hands. Cllr Mrs Whittaker signed the minutes.

**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 had sent a written report which had been copied to members prior to this meeting.

**6. Finance – a) To approve the payment of accounts for February 2017.**

**Payments**

C. Wilkinson	Salary	£395.52	£474.89
	Reimbursement of petty cash expenditure (Printer paper & cartridges/postages)	£65.72	
	Travelling expenses (cheque no. 100495 08/02/17)	£13.65	
Post Office Ltd (HMRC)	Tax & NICs (cheque no. 100496 08/02/17)		£19.00
NHTC	Litterpicking Dec (cheque no. 100497 08/02/17)		£135.00
	<b>Total expenditure</b>		<b>£628.89</b>

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.

**b) To consider annual grants/donations 2016/17.**

There had been no applications for grant/donations received. The headteacher advised that it was felt the funding for the AED could be raised through events and confirmed he had received the Parish Council paperwork to apply for a grants towards the initiative.

**Action notes**

**c) To approve the revised asset register as at 31<sup>st</sup> January 2017.** Cllr Roe proposed, seconded by Cllr Main that the revised asset register should be accepted. The motion was unanimously approved on a show of hands.

**d) Letter from Clerk opting out of the workplace pension scheme (Auto- enrolment) Noted**

**10. . Provision of signage under the Community Speed Watch Initiative update.** Cllr Roe proposed that agenda item no. 10 Community Speedwatch initiative should be brought forward to allow the Headteacher to have some input relating to the requirements of the school. Cllr Driffill seconded the motion that was unanimously approved. After much discussion it was agreed that the report on suitable locations for siting a reactive Speed Indicator Device at Beck Lane/Long Lane should be accepted. The proposed location at Beck Lane would be 17m south of the existing 30mph sign (new sign to face north) and the other location would be on Long Lane 40m east of 30mph sign facing east. Cllr Mrs Whittaker and Cllr Driffill will look again at the suggested location for Thorpe Lane of 10m past the substation facing east and confirm the details with the Clerk. New posts will be required at each location which Road Safety Partnership has advised can be installed by LCC at no cost but there may be a considerable wait. Cllr Mrs Locker proposed that the Speed Indicator Device with blue tooth download facility should be purchased for siting as already outlined subject to approval of the sites by Road Safety Partnership. Cllr Rowson seconded the motion that was unanimously approved on a show of hands. Clerk to make enquiries to see if free passive signs are still available for councils purchasing a device. **Completed form/supporting locations map to be submitted along with the cheque for £40.** Mr Richardson thanked the Parish Council for having been given the opportunity to be involved in the discussion and left at this point.

**7. Neighbourhood Plan update.** Cllr Mrs Whittaker advised that the printing etc for the leaflets for the public consultation are to be covered from remaining funds held by NHTC for the Neighbourhood Plan so there will be no further costs to the Parish Council and the cost of the referendum will be met by NKDC.

**8. Planning****a) To consider planning applications received**

16/1556/FUL	The Spinney 562 Newark Rd. Erection of 2 one and a half storey dwellings & associated hard & soft landscaping	<b>No objection/comments</b> Letter from resident noted.
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**Amendment for information purposes only**

16/1611/FUL	McDonalds Restaurant Black Horse Drive	Refurbishment of the restaurant with alterations to elevations & addition of extensions & new drive thru booths. <b>Noted</b>
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**b) To note Planning Decisions by NKDC****Approvals**

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) <b>Noted</b>
16/1612/ADV	McDonalds Restaurant Black Horse Drive	Retention of existing fascia signage togetherwith relocation of 2 no. fascia signs <b>Noted</b>

Action notes

c) To consider Tree Preservation Order applications/NKDC decisions. None

d) s106 planning gains update. Cllr Roe advised that there are still not enough dwellings occupied to trigger the s106 planning gains payment but he will continue to monitor the situation. No more 'move- ins' until March.

Standing agenda item

9. To consider nominations for training sessions 2017. Nominations to the Clerk.

10. Provision of signage under the Community Speed Watch Initiative update. Dealt with earlier in meeting.

11. 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. Suggested that the Clerk to contact NHTC to set up meeting with Cllrs Driffill and Mrs Whittaker and representatives of NHTC planning committee in order to discuss and agree the terms of reference that Cllr Charters NHTC had sent out and to agree how the process of the joint planning committee is going to operate.

Agenda item for next month/Clerk to contact NHTC

b) Revision of Standing Orders to reflect the agreed terms of reference for Joint Planning working party.

Agenda item for next month

c) To approve the estimated costs for North Hykeham Town Council administration of Joint Planning Committee. The Clerk has received an email from the Town Clerk for a breakdown of how the projected cost of £500 had been arrived at. This does not include the cost of providing laptops for the Parish Council representatives on the Planning Committee or the cost of lease hire for the same from NHTC. Members were unclear on how the costs were calculated and Cllrs Driffill and Mrs Whittaker were asked to seek clarification at meeting with NHTC. 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

12. Correspondence.

i) Email from NKDC re: update on Local Plan and Community Infrastructure Levy progress. Noted

ii) Email from NKDC re: LCC reduction in grasscutting for 2017/18. Noted

iii) Letter from LCC re: Highways & Transport Future Operating Model and staff re-structure. Noted

13. Chairman's report. Cllr Mrs Whittaker had been in to speak to Mc Donalds and has met the two ladies who are employed by McDonalds to do local litter picking. Agreed that the clerk should write to head office to advise that the local office has not been made aware of the letter from head office.

Clerk to write

Annual Parish Meeting Weds 12<sup>th</sup> April 2017 6.30pm followed by Parish Council meeting at 7.00pm.

Agenda item for Annual Parish Meeting is Neighbourhood Plan.

Noted

Opening event for the new village hall all council members are invited.

14. Clerk's report. Overgrown land at Beechcroft Close – no further update from Victoria Flood who has established ownership of the land and has written twice but had no response. Parish Council had asked her to find out about acquisition of land under adverse possession claim.

Clerk to chase up NKDC

Defibrillators – approaches made from the school and also the proprietor of the activity leisure facility at end of Thorpe Lane were sent the forms for applying for a grant but have not responded.

Letter advising of consultation from Sir Robert Pattinson Academy re: expanding the school.

**Noted**

**15. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting.** Cllr Roe reported that there had been complaints about the mess on the footpath where the stables are on Beck Lane and children are having to walk through it on way to school. **Clerk to contact NKDC and LCC re: effluent and mud on pavement**

Cllr Main reported that chickens are running free on Meadow Lane. **NKDC/ DEFRA to be advised**  
There have been reports of dogs being taken ill whilst being exercised on Kings Court/ Manor Farm.

**Clerk to raise awareness through Witham Herald**

Cllr Roe reported that permission for a further 163 dwellings at back of Cheviot/Mendip and the river has been granted.

**Noted**

**16. To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960.** Cllr Roe proposed that the Council should move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands.

**17.Date and time of next meeting – Wednesday 8<sup>th</sup> March 2017 7.00pm** Apologies from Cllr Mrs Locker owing to work commitments.

**Noted**

#### **18. Staffing Matters**

**a) To approve the draft terms of reference for Human Resources Management Committee.** Cllr Roe proposed, seconded by Cllr Driffill that the draft terms of reference should be accepted. The motion was unanimously approved on a show of hands.

**b) Clerks annual appraisal.** Members of HR Management Committee to conduct the Clerk's appraisal prior to the next full council meeting. Appraisal forms have been drafted in preparation for the appraisal. Members of the Committee will report back to full council at the next meeting in March. **Village Hall to be booked by Cllr Mrs Whittaker/Agenda item for next meeting**

**c) To consider the 2016 – 2018 NJC National Salary Award due to be applied from 1<sup>st</sup> April 2017 and the award of annual increment.** To be considered at the next full council meeting and to be awarded subject to a satisfactory appraisal. **Agenda item for next meeting**

**19. Management of Parish Council bank accounts and to consider setting up internet banking facility.** Cllr Main proposed, seconded by Cllr Mrs Graham that the Clerk should apply for internet /telephonebanking on behalf of the Parish Council and she should be the primary user nominated to manage internet banking on behalf of the Parish Council on all of its bank accounts including the Albert Medley Trust Fund. The motion was unanimously approved on a show of hands.

**Clerk to apply for internet/telephone banking & debit card**

There being no further competent business the meeting closed at 8.53pm.

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