

Clerk: Carolyn Wilkinson Website: <https://south-hykeham.parish.lincolnshire.gov.uk/>

Minutes of the Annual Parish Council meeting of South Hykeham Parish Council held on Wednesday 11th May 2022 at 7.00pm at South Hykeham Community Primary School, Wath Lane.

Present: Councillors: Mrs P Whittaker Chairperson, P Driffill, D Rowson, R Phillips, S Roe and N Dillon.
Clerk: Carolyn Wilkinson.

In attendance: Cllr Mary Green NKDC, Gina Johnson-Hirt (Leisure & Cultural Services Officer NKDC)

Public Forum: There had been no members of the public present for the Public Forum so there were no matters to discuss.

Cllr Mrs Whittaker welcomed everyone to the meeting.

1. Election of Chairman. To receive the Chairman's Declaration of acceptance of office. Cllr Rowson nominated Cllr Mrs Whittaker as Chairman of the Parish Council for the ensuing year. Cllr Driffill seconded the nomination which was unanimously resolved on a show of hands. There were no other nominations so Cllr Mrs Whittaker was duly elected as Chairman of the Parish Council for the ensuing year. Cllr Mrs Whittaker signed the Chairman's declaration of acceptance of office.

2. Election of Vice Chairman. To receive the Vice Chairman's Declaration of acceptance of office. Cllr Mrs Whittaker nominated Cllr Mrs Graham as Vice Chairman of the Parish Council for the ensuing year. Cllr Rowson seconded the nomination which was unanimously resolved on a show of hands. There were no other nominations so Cllr Mrs Graham was duly elected as Vice Chairman of the Parish Council for the ensuing year. **Cllr Mrs Graham to sign Vice Chairman's acceptance of office before next meeting.**

3. To receive apologies for absence and to resolve to accept the reasons given. Apologies had been received from Cllr Mrs L Graham, Cllr Roe proposed that the reasons for absence should be accepted. Motion seconded by Cllr Driffill and unanimously resolved on a show of hands.

Apologies for absence were received from the Police Beat Team and Cllr M Thompson (LCC). Written reports had been received from each and had been distributed prior to the meeting. **Noted**

4. To resolve to receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider member's written dispensation requests. There were no declarations of interest at this point.

5. To receive the Police Report. The monthly police report had been circulated to all members of Council in advance of this meeting and it was noted that the priorities for the next 3 months are tackling anti-social behaviour at open spaces (town and rural) and speeding vehicles enforcement. **Noted**

6. To receive County and District Councillors reports. Written reports from Cllrs Green, Thompson, and Overton had been circulated to members prior to this meeting and were noted. Cllr Roe gave his report

which featured an update on LCC Children's Services who are dealing with Ukrainian refugees who are being supported with full opportunities to attend mainstream schools. He also reported on the Willoughby Academy in Bourne and the St Christopher's School extension on Skellingthorpe Road.

7. To consider the proposal by Gina Johnson-Hirt for a South Hykeham Wellbeing Walk. Gina gave a brief report on the Wellbeing Walks that are being rolled out across the District. She advised that she would be happy to set a group up in South Hykeham but would need at least one more person to join her as a trained walk leader as the Co-op insist on two leaders per walk for safety reasons. There is also the 'Breeze' cycling initiative for female cyclists which was also discussed. **It was agreed that the Parish Council would publicise on their website and village noticeboards and would try to launch the Wellbeing Walks initiative in South Hykeham at the Jubilee Gala.**

8. To resolve to adopt the clerk's notes of the 13th April 2022 as the minutes of that meeting. Proposed Cllr Rowson, seconded by Cllr Driffill and unanimously resolved on a show of hands.

9. Election of Committee Members

a) Election of members of Human Resources Management Committee (3 members/1 reserve) Cllr Mrs Whittaker nominated Cllrs Mrs Graham, Driffill and Rowson as members of Human Resources Management Committee for the ensuing year and Cllr Mrs Dillon Jones as reserve member. Motion seconded by Cllr Roe and unanimously resolved on a show of hands. There were no other nominations and all were duly elected.

i) To review the terms of reference for the Human Resources Management Committee. Proposed Cllr Roe seconded by Cllr Driffill and unanimously resolved that the terms of reference for the Committee as circulated to members of Council should be approved.

b) Election of members of the 10 Year Strategy Working Party (4 members/1 reserve) Cllr Mrs Whittaker nominated Cllrs Mrs Graham, Driffill, Rowson, Dillon and herself as members of the 10 Year Strategy Working Party for the ensuing year. Motion seconded by Cllr Roe and unanimously resolved on a show of hands. There were no other nominations and all were duly elected. There was no nomination for a reserve member. The Working Party is responsible for reporting back to the Parish Council with recommendations for actions for the Parish Council to make decisions relating to the 10 Year Strategy.

i) To review the terms of reference for the 10 Year Strategy Working Party. Proposed Cllr Roe seconded by Cllr Driffill and unanimously resolved on a show of hands that the terms of reference for the Working Party as circulated to members of Council should be approved.

c) Election of representatives on Village Hall Committee (2 members/1 reserve). Cllr Rowson nominated Cllrs Driffill and Mrs Whittaker as representatives on the Village Hall Committee for the ensuing year. There was no reserve nomination. Motion seconded by Cllr Roe and unanimously resolved on a show of hands. There were no other nominations and each were duly elected.

10. Finance.

a) To resolve to approve the payment of accounts for May 2022. Proposed Cllr Mrs Dillon, seconded by Cllr Rowson and unanimously resolved on a show of hands that the payment of accounts should be approved.

Payee	Expenditure	Amount
Giff Gaff	Mobile monthly payment	£6.00
Three.co.uk	iPad and Sim plan monthly payment	£12.54
Guiding SparksCircus	Balance of Gala fee	£225.00
Grey Monkey	Portable toilet hire	£230.40
Lincs CC	Hire of school hall	£240.00
C. Wilkinson	Salary/travelling exps	£703.10
C. Wilkinson	Petty cash	£130.69
HMRC	Tax & NICS	£189.43
BHIB	Insurance	£431.72
Rachel Popplewell	Internal audit	£94.32
Total payments		£2,263.20

b) To resolve to approve the revised financial regulations. Cllr Mrs Dillon, seconded by Cllr Phillips proposed that the revised Financial Regulations as at 31st March 2022 should be approved. Unanimously resolved on a show of hands.

11. Annual Governance and Accountability Return (AGAR)2021/22 PKF Littlejohn.

a) To resolve to approve the Annual Governance Statement (Section 1)2021/22. Cllr Roe proposed that the Council should resolve to approve the Annual Governance Statement 2020/21. Cllr Phillips seconded the motion that was unanimously approved on a show of hands.

b To resolve to approve the Accounting Statements (section 2)2021/22. Cllr Roe proposed that the Council should resolve to approve the Accounting Statements 2021/22. Cllr Phillips seconded the motion that was unanimously approved on a show of hands. The Clerk/RFO and Chairman signed the relevant sections of the Annual Return 2021/22 as prescribed in front of members of the Parish Council prior to submission to PKF Littlejohn and the publishing of the documents on the website and village noticeboards. **Clerk to submit the documentation and completed AGAR by the due date and to ensure publication of documents as prescribed by PKF Littlejohn.**

12. Highways Matters.

a) Speed indicator device report. Cllr Roe advised that there had been no requirement to remove the SID which is currently located on Newark Road so there was no report for this meeting.

b) Outstanding/new highways faults requiring urgent attention. No new matters to report other than the ongoing issues with the turning circle at Thorpe Lane. Cllr Thompson has been investigating and had advised it will take some time to resolve the issues there. No update on this item.

13. Bus Shelter Thorpe Lane. There had been no further update on this matter from LCC though members of Council agreed that there would be a willingness to meet the difference in the cost difference between the estimate provided and the Highways s106 contribution 13/1464/FUL for a replacement or upgraded bus shelter at Thorpe Lane, S Hykeham. **Clerk to contact Cllr Thompson to ask him to pursue this matter on the council's behalf/ agenda item for next month**

14. 10 Year Strategy Working Party report on progress of Jubilee Gala event. A meeting had taken place prior to this meeting to discuss the final arrangements for the event. Cllrs Rowson and Drifill to liaise with the Headteacher regarding drawing up a site plan of the stalls and attractions to inform the risk assessment as required by the Council's insurers. Letter have been sent to shops, supermarkets, pub/restaurants asking for donations for raffle. **Members have assigned duties for the Gala**

The Clerk advised that the budget for the Gala had been spent but there was some additional expense to be incurred for competition prizes and insurance cover. The Clerk in conjunction with the Chairman had authorised an additional £200 in order to deliver the Gala event to the required standard. Some of the cost will be recouped from income generated as a result of the events planned. Council noted this expenditure.

An update was given on the previously suggested dates for defibrillator training which had no availability of trainers from LIVES to carry out the training. The training co-ordinator will speak to her volunteer trainers and come up with some possible dates which they have trainers available for. **Clerk to liaise with LIVES/once dates are known members will advise of their availability as candidates**

15. Matters arising from the Annual Parish meeting of 13th April 2022. As there were no members of the public present at the meeting there were no matters arising.

16. Planning matters.

a) NKDC Decisions noted by Parish Council

Approvals

22/016/HOUS	Hall Farm, 22 Meadow Lane, S Hykeham	Erection of 2 storey rear extension
22/0469/TPO	23 Beechcroft Close, S Hykeham	Crown reductions of Group 1& 2 oaks
21/1792/HOUS	Ruby May Cottage, S Hykeham Rd, Aubourn	Erection of timber framed garage

b)NKDC Planning applications for consideration by Parish Council

22/0451/FUL Gateway Park, 12 Roman Walk, S. Hykeham Change from office to beauty clinic
Parish Council response to be submitted to NKDC No objection/no comments

22/0551/HOUS Rowena, 8 Thorpe Lane, S Hykeham Erection of single storey extensions to front & rear
Parish Council response submitted to NKDC No objection/no comments

LCC Planning applications for consideration by Parish Council

PL/0048/22 Mushroom Farm, Boundary Lane, S. Hykeham Construction & use of a waste screen
Parish Council response submitted to LCC Strong objection/lack of information/concerns over height of the waste screen

Notification of Withdrawal of Planning Application

PL/0179/21 South Hykeham Community Primary School 28 parking space proposal **Noted**

c) To note the Parish Council response to the Central Lincs Local Plan Consultation The response to the consultation had been circulated to all members of Council prior to submission by the due date. There had been no further comments to add so it had been submitted as seen.

17. To agree the list of heritage assets for inclusion in the Lincolnshire Local Listing Campaign. Pump Hill, Victorian Classroom, Medieval Fish Pond and Church. **Clerk to submit**

18. Correspondence None

19. To resolve to approve nominations for Councillor/Clerk Training/ Defibrillator training. Proposed Cllr Rowson, seconded by Cllr Phillips that the Clerk and Cllr Whittaker should attend the LALC Networking Day. Unanimously resolved on a show of hands. **Clerk to book places**

20. Chairman's report. No matters to report

21. Clerk's report. Overgrown and accumulation of excessive litter and inconsiderately disposed of dog waste at Beechcroft. Grasscutting is not being undertaken by the landowner. The Clerk has written twice to no avail. Cllr Roe to be asked to ring landowner again and speak to his contact. Cllr Roe to advise landowner that Council would like to install another waste bin on the site as there is a regular accumulation of excessive litter and inconsiderately disposed of dog waste due to the dishevelled state of the land in their ownership. **Cllr Roe to be asked to speak to his contact at the company who own the land**

Letter and donation from Lincoln Co-op received for £575.79 towards the cost of installing the Parish History boards. **Noted/letter of thanks to be sent**

Noticeboards at Thorpe Lane and Meadow Lane require some maintenance. Cllr Driffill is able to carry out the work so not necessary to ask Hill Holt Wood to attend to them. **Noted**

Next litterpick is this Saturday and next dates are 9th July, 10th Sept & 12th Nov.

The Clerk has asked the Headteacher if the Council might ask the pupils to design posters to promote the voluntary litterpicking scheme and a prize of gift tokens to be awarded for the 2 best entries. The Headteacher has agreed it would be a good idea and it would be motivational for the children if the Parish Council were to write to the school.

Clerk to write

Consultation on polling station review noted.

22. Parish Councillor’s reports –information only/items requiring a decision will appear on a future agenda. No matters to report.

23.To consider moving into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960 as amended by section 100 of the Local Government Act 1972 for confidential items. There were no matters to consider under this item.

Date and Time of Next meetings: –

10 Year Strategy Working Party Meeting Weds 13th July 2022 6.30pm

Parish Council Meeting Weds 13th July 2022 7.00pm

There being no further competent business the meeting closed at 8.22pm.

ChairpersonDate.....