

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

Minutes of the November meeting of South Hykeham Parish Council held on Wednesday 8th November 2017 at 7.00 pm. in South Hykeham Village Hall.

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

IN ATTENDANCE: There was one member of the public present who arrived after the meeting had started.

Public Forum: No public forum as there were no members of the public present at that point.

Action notes

1. Apologies for absence and reasons given. Apologies and reasons for absence had been received from Cllr Rowson. Proposed Cllr Roe, seconded by Cllr Driffill that the reason for absence should be accepted. Apologies had also been given by Cllr Mrs Woodman NKDC, Cllr Mrs Overton NKDC/LCC, Cllr M Thompson LCC and PCSO Lingard.

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 at this point.

3. Police Report In the absence of the Police Beat Team the Clerk gave the report. There had been no new reported crimes in South Hykeham since the last meeting.

4. Notes of the Parish Council meeting held on 11th October 2017 to be approved as the minutes of that meeting. Cllr Roe proposed, seconded by Cllr Mrs Graham that the clerk's notes should be adopted as the minutes of the meeting held on 11th October 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 gave the NKDC report which was noted.

Cllr Roe gave the LCC report which was noted.

Cllr Thompson LCC had given a written report which was noted.

Cllr Mrs Overton's newsletter had been circulated to all members and was noted.

Proposed by Cllr Roe, seconded by Cllr Mrs Graham and unanimously approved on a show of hands that agenda items no 6, 7 and 8 should be deferred to the end of the meeting. A member of the public arrived at this point and confirmed that he was only there to observe the meeting.

9. Finance

a)To approve the payment of accounts for November 2017. Cllr Main proposed, seconded by Cllr Driffill that the payment of accounts should be approved. Unanimously approved on a show of hands.

Payments

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|----------------------|--|---------|
| NHTC | Final grasscut of Beechcroft/litterpicking for Sept/Oct 2017 (cheque No. 100514 08/11/2017) | £150.00 |
| Cllr Mrs P Whittaker | Travelling expenses reimbursement (cheque No. 100515 08/11/2017) | £6.07 |

| | | |
|----------------------------------|---|---------|
| Lincs Association Local Councils | LALC AGM for 2 delegates (BACs payment 08/11/2017) | £20.00 |
| C. Wilkinson | Salary (BACs payment 08/11/2017) | £482.95 |
| HMRC | Tax & NICs (cheque No. 100516 08/11/2017) | £54.00 |
| Giff Gaff | Monthly package (d/d) | £15.00 |

c) Precept preparation 2018/19. Deferred to next meeting when letter from NKDC should have been received. **Agenda item next meeting**

d) To consider the effectiveness of internal audit procedures and prior to the mid-term audit 2017/18. Cllr Roe proposed that the document outlining the internal audit procedures should be approved. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands. **Clerk to meet with internal auditor 28th November 2017**

10. Neighbourhood Plan update.

a) Neighbourhood Plan update from Parish Council representatives attending the last meeting. Clerk read out some extracts from the meeting of 18th October 2017 indicating that there would be some more amendments which Globe are still working on and also there is money in the budget still to fund Globes additional work. SHTC has not been approached for any more funds to support the plan. **Next meeting March 2018**

b) To adopt the draft Terms of Reference for the Joint Planning Committee. The most recent draft Terms of Reference received from NHTC do not appear to have been finalised. Agreed that the clerk will contact NHTC to ask for another meeting to finalise the draft terms of reference.

After some discussion it was agreed to target starting the joint planning committee from the beginning of the next council year 2018-2019. **Future agenda item/clerk to contact NHTC to arrange meeting.**

c) To elect 6 members to joint planning committee as per the proposed Terms of Reference After some discussion Cllrs Roe, Rowson, Driffill, Mrs Graham and Mrs Whittaker were elected to the joint planning committee. **Clerk to advise NHTC**

11. Projects.

a) Report from working party carried forward from last meeting to identify Local Priorities/consider projects for improved infrastructure as provided for in earmarked reserve 2017/18. Cllr Mrs Graham gave a report of the meeting that has been held with Chris Marsh the Footpaths Officer. Jeffery Kenyon to be asked to attend the next working party meeting and an extraordinary meeting of full council meeting which will be convened during December to further discuss this. **Clerk to contact Jeffery Kenyon NKDC/ arrange meeting when costings received**

b) To consider the estimated costs for proposed improvements to public bridleway N Hykeham 2 and to submit an application for grant funding through LEADER. **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. (Deferred from last meeting awaiting outline costings) **Agenda item for next meeting**

12. Community Speed Watch Initiative update. Cllr Roe to meet up with Graeme Butler and to email members of council with date for meeting so that if they wish to attend they may. Also to ask

Action notes

about the problems that are being encountered by the battery powered cameras being too heavy and difficult to change. Solar powered may be the preferred option. Suppliers need to be identified.

Cllr Roe to report back to members

13. Planning

a) To consider NKDC Planning Applications received & note NKDC Planning decisions. There had been no planning applications received.

To note planning decisions by NKDC

Approvals

| | | |
|--------------------------------------|---|--------------|
| 17/1175/HOUS 5 Hazel Close | Erection of one & a half storey side extension & new detached double garage | Noted |
| 17/1186/HOUS 8 Broxburn Caravan Park | Erection of conservatory | Noted |

b) To receive any updates on Planning application PL/0059/17 Mushroom Farm, Boundary Lane.

The action group is now holding monthly meetings and is currently awaiting decision of Environment Agency.

14. To consider quotes for installation of 3 additional litterbins at identified sites. No quotes obtained yet.

Defer to January meeting.

15. To approve draft schedule of dates for Parish Council meetings 2017/18. Proposed Cllr Roe, seconded by Cllr Main and unanimously approved on a show of hands.

16. To approve the revised draft consultation flier and to agree methods of engaging with parishioners. Clerk's notes for Witham Herald to continue in present form and flier to be inserted in magazine.

17. To consider the format of Parish Council minutes of meetings. Agreed to note District and County Councillor reports in minutes unless there is something of importance that needs to be recorded. There is no requirement to record anything other than resolutions of Council.

18. Correspondence.

a) Community Magazine Printing email from Parish Magazine Printing. **Noted**

b) Email from NKDC re: Proposed Council Tax Support Scheme 2018/19. **Noted**

c) LCC Consultation on Lincolnshire Admissions Arrangements for September 2019. **Noted**

19. Chairman's report. No report.

20. Clerk's report. No report.

Resolved to suspend standing orders to allow meeting to continue beyond 9pm in order to conclude all business listed on the agenda. Cut off point for meeting to finish by 9.10pm.

21. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting. Cllr Roe reported that North Hykeham library is open in the new Hub along with Youth Club meetings on Weds nights and other events also taking place. Suggested that SHPC Councillor surgeries could be held in new Hub if NHTC agrees to permit the hiring for that purpose.

Cllr Roe to make enquiries

The member of the public left at this point.

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

Action notes

matters dealt with in closed session should not be shared with anyone outside of the Council.

7. To review the Clerk's current workload/work planner. Reviewed and noted

8. To resolve to come out of closed session in order to deal with remaining agenda items.

22. Date and Time of Next meetings – Full Council 10th January 2018 7.00pm.

There being no further competent business the meeting closed at 9.10pm.

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