

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

Minutes of the April meeting of South Hykeham Parish Council held on Wednesday 12th April 2017 at 7.00 pm. in South Hykeham Village Hall.

PRESENT: Councillors: Mrs Whittaker (Chairman), Mrs D Locker, P Driffill, M Main, Mrs L Graham, D Rowson.

IN ATTENDANCE: Cllr Mrs S Howe 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 S Roe who is attending another council meeting this evening. Proposed Cllr Mrs Graham, seconded by Cllr Main that the reasons for absence should be accepted. Unanimously approved on a show of hands. Apologies had also been given by Cllr Phillips LCC and Cllr Mrs Woodman MBE NKDC who were attending other meetings this evening.

Apologies had also been given by PCSO Lingard who is not on duty this evening but who had sent a printout of reported crime in South Hykeham for the past year which had been read out by the Clerk at the Annual Parish meeting prior to the full council meeting of 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.

Cllr Mrs Graham declared a personal interest in agenda item no. 8 Gateway Park as she works adjacent to the site subject to the planning application.

Noted

3. Police Report In the absence of PCSO Lingard a written report had been given for the previous year and which had detailed 16 reported crimes during that period. The report had been circulated to members of council prior to this meeting and was reported in full in the clerk's notes of the Annual Parish meeting.

4. Notes of the Parish Council meeting held on 8th March 2017 to be approved as the minutes of that meeting. Cllr Driffill proposed, seconded by Cllr Mrs Locker that the clerk's notes should be adopted as the minutes of the meeting held on 8th March 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.

Cllr Richard Wright has been elected as leader of NKDC following the retirement of Mrs Brighton. Garden waste reminder that renewal of the annual subscription is now due.

Armed Forces week runs from Monday 19th June to Sunday 25th June 2017 and there is still time for nominations for veterans badges to be submitted.

Spires and Steeples 2017 Challenge takes place on Sunday 15th October 2017.

There is a programme of events taking place at Whisby over the Easter period including an Easter Egg Hunt and dog agility classes.

The last day for electoral registration is tomorrow. Cllr Mrs Howe left the meeting at this point.

6. Finance

a) To approve the payment of accounts for April 2017

Payments**Action notes****(Financial year ended 31st March 2017)**

Giff Gaff	Purchase of mobile phone bundle/ Including first month for calls etc (Debit card payment 14/03/17)	£174.00
NHTC	Litterpicking Jan to Mar 2017 (cheque no. 100501 10/03/17)	£262.50

(Financial year ending 31st March 2018)

LALC	Training Subscription 2017/18 (BACs payment 12/04/2017)	£85.00
LALC	Annual Subscription 2017/18 (BACs payment 12/04/2017)	£258.67
HMRC	Tax & NICs (cheque no. 100502 12/04/2017)	£29.40
C. Wilkinson	Salary	£385.12
	Petty cash (BACs payment 12/04/2017)	£36.73
South Hykeham	Hire of hall for meetings	£100.00
Village Hall	(cheque no. 100503 12/04/2017)	
	Total expenditure	£894.92

Income

NKDC	Precept	£11,153.04	£11,273.00
	Grant element	£119.96	
	Total income		£11,273.00

Cllr Main 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 the unaudited accounts for 2016/17. Cllr Mrs Locker proposed that the unaudited accounts and accompanying balance sheet in front of members should be approved. Cllr Main seconded the motion that was unanimously approved on a show of hands. The Chairman checked and initialled the bank statements and balance sheet to indicate that the amounts indicated on the bank statements tallied with the balance sheet.

c) To consider the virement of Bus Shelter reserve to Community Speedwatch Initiative reserve. Cllr Mrs Locker proposed that the balance of £4,675 in the earmarked reserve for the bus shelter should be vired to community Speedwatch Initiative Reserve. Cllr Main seconded the motion that was unanimously approved on a show of hands.

d) Letter from Grant Thornton calling for the Annual Return 2016/17 submission by 5th June 2017. The Clerk is due to meet with the internal auditor on 2nd May 2017 for the end of year internal audit and to complete the relevant section of the Annual Return. **Noted**

7. Neighbourhood Plan update. Cllr Mrs Whittaker updated the members of council on the current position with regard to the progress of the Neighbourhood Plan.

No formal approach has been made to the Parish Council for further funds to finance the progress of the Neighbourhood Plan although provision of £500 has been made in the budget for 2017/18.

After some discussion it was agreed that should a formal request for a further financial contribution towards the Neighbourhood Plan be forthcoming from North Hykeham Town Council that a breakdown of income and expenditure should be made available to South Hykeham Parish Council

Action notes

with supporting evidence indicating the purpose for which the additional funding is required. In the event that a formal request for additional funding is made, Cllr Mrs Graham proposed that the clerk writes to NHTC requesting a comprehensive breakdown of the income and expenditure, grants and VAT refunds and any balances remaining in the budget that North Hykeham Town Council holds for the Neighbourhood Plan. Cllr Driffill seconded the motion that was unanimously approved on a show of hands.

It was noted with concern that no one in the South Hykeham Parish Council area has received the hard copy of the consultation letter that was delivered to properties inviting feedback from residents of North and South Hykeham. This was reported at the last meeting of the Neighbourhood Plan Committee meeting.

8. Planning**a) To consider Planning Applications received.****LCC Planning application dealt with under Clerk's delegated powers owing to timescales for response/application withdrawn on 10th April 2017**

PL/0158/16	Mushroom Farm, Boundary Lane	Objection/comments
To vary conditions 1 & 7 of planning permission N75/0353/15		Withdrawn 10/04/17

Prior Notification Householder Development

170375/PNH	19 Beechcroft Close	Single storey rear extension 5.1m in length from the original wall eaves height of 2.2m & maximum height of 3.8m (Information purposes only)
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Planning applications for consideration by Parish Council

17/0301/FUL	Unit 22 Gateway Park	Change of use from B1, B2 & B8 to professional wrestling company (D2 use)
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Cllr Mrs Graham having declared an interest took no part in the discussion or vote on this item. Proposed Cllr Driffill and seconded by Cllr Mrs Locker and unanimously approved on a show of hands that there was no objection to this proposal. **No objection**

17/0374/FUL	62 Thorpe Lane	Erection of single storey dwelling with detached garage & all associated works
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Proposed Cllr Mrs Locker, seconded by Cllr Main and unanimously approved on a show of hands that there was no objection/no material planning considerations to be put forward. **No objection**

17/0390/FUL	The Alpines, 501 Newark Road	Change of use from residential property to chiropractic clinic No objection
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Proposed Cllr Rowson, seconded by Cllr Main and unanimously approved on a show of hands that there was no objection to this proposal.

17/0420/HOUS	28 Thorpe Lane	Removal of part of front elevation of hipped roof & construction of gable wall & pitched roof with extension to first floor bedroom No objection
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Proposed Cllr Driffill, seconded by Cllr Mrs Graham and unanimously approved on a show of hands that there was no objection to this proposal.

17/0393/HOUS	2 Sinderson Meadows	Erection of single storey rear side extension
Proposed Cllr Driffill, seconded by Cllr Rowson and unanimously approved on a show of hands that there was no objection to this proposal.		No objection

Planning decisions by NKDC

Permissions

16/0159/FUL	62 Thorpe Lane	Alterations & extension to existing bungalow including demolition of existing carport & garages together with change of use of part of rear paddock to form extension to domestic curtilage & erection of new garage to replace existing stables	Noted
17/0191/ADV	Mc Donalds Restaurant	Installation of 1 no. wall mounted sign	Noted

To consider Tree Preservation Order applications/decisions

None

c) To consider the proposals for administration of joint North and South Hykeham Planning Committee. Proposed Cllr Mrs Graham, seconded by Cllr Rowson and unanimously approved on a show of hands that a letter be sent requesting a date for the next meeting of the working party in order to finalise the terms of reference and proposals for a Joint Planning Committee to be considered by this Council at its Annual Parish Council meeting on 10th May 2017. **Clerk to write**

d) s 106 planning gains update. Cllr Roe to continue to monitor/agenda item for next month to consider what the s106 projects are to be put forward to NKDC. The Clerk had received confirmation from Jayne McMath NKDC that the purchase of green space at Beechcroft would be something that they would consider.

Members to bring projects for consideration to the next meeting/agenda item.

9. Community Speed Watch Initiative update . The Clerk is expecting the delivery of passive speed signs shortly and the order for the SID has been placed.

10. Lincolnshire Association of Local Councils matters.

a) New style newsletter and to consider subscription to hard copies. Cllr Mrs Graham proposed, seconded by Cllr Main that the Clerk should order 1 hard copy newsletter per year (4 editions) at cost of £5 per annum. Unanimously approved on a show of hands. **Clerk to order**

b) Nominations for training courses. Clerk and Chairman to attend Clerk and Chairman training when places are next available.

Nominations to Clerk for other training

11. Update on land at Beechcroft South Hykeham. As earlier reported under item 8d).

12. To consider the matters raised and actions required at Annual Parish meeting of 12th April 2017. No matters for attention.

13. Correspondence

i) Email from LALC and Advice Notes on Election Purdah. **Noted**

ii) Letter from NKDC outlining Council's Corporate Plan for 2017 -20. **Noted**

14. Chairman's report. The Chairman had no further matters to report having already given her annual report at Annual Parish meeting earlier in the evening.

15. Clerk's report. Drainage issues at Beck Lane chased up with LCC who advise the system of dedicated Highways Officer no longer exists and the matter is still awaiting the discretion of the Highways Officer who it was appointed to. The Clerk has asked them to chase this up as it is of major concern to the Parish Council as AWA had also been in attendance at some point and had advised this was a danger and needed attention by LCC Highways.

Blocked drain/damage to Boundary Lane near garage – **Clerk to advise LCC Highways**

LCC letter re: arrangements for Highway amenity standard grass cutting 2017 copied to members.

16. Parish Councillor’s reports – for information only/items raised for decision will appear on the agenda for the next meeting Streetlight outside 9 Beck Lane has been repaired. Parish noticeboards need some attention. **Cllr Mrs Whittaker to contact Hill Holt Wood.**

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

18. Date and Time of Next meetings

Annual Parish meeting of full council Wednesday 10th May 2017 7.00pm.

19. Report on Clerks annual appraisal. Cllr Mrs Graham reported that the Clerk’s appraisal was satisfactorily conducted and raised no matters for concern on either side.

Revision of job description to incorporate website management and newsletter.

20. To consider the recommendation of the Human Resources Management committee to implement the 2016 – 2018 NJC National Salary Award and the award of annual increment due to be applied from 1st April 2017. Following the recommendation of the Human Resources Management Committee it was proposed by Cllr Main and seconded by Cllr Driffill that following the outcome of a satisfactory appraisal the 2016 – 2018 NJC National Salary Award and the award of annual increment due to be applied from 1st April 2017 should be implemented. Unanimously approved on a show of hands.

There being no further competent business the meeting closed at 8.45pm.

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