

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

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

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

**IN ATTENDANCE:** 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 Roe. Proposed Cllr Mrs Locker, seconded by Cllr Main that the reasons for absence should be accepted. Apologies had also been given by the Clerk, Cllr Mrs Howe NKDC, Cllr Thompson LCC, Councillor Woodman NKDC and PCSO Lingard. **Noted**

**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 Locker declared a pecuniary interest in agenda items no 20a, 10a & 10b.

**3. Police Report** PCSO Lingard had sent an email advising that there were no crimes to report since the last meeting. **Noted**

**4. Notes of the Parish Council meeting held on 13<sup>th</sup> September 2017 to be approved as the minutes of that meeting.** Cllr Main proposed, seconded by Cllr Rowson that the clerk's notes should be adopted as the minutes of the meeting held on 13th September 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.** Written reports had been received from Cllrs Mrs Howe NKDC, Cllr Mrs Overton LCC and Cllr Thompson LCC. The reports were noted.

**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 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. There were no members of the public present.

**7. Review of the Clerk's contracted hours.** After some discussion Cllr Main proposed, seconded by Cllr Driffill and unanimously approved on a show of hands that Clerk's hours to be temporarily increased to 50 hours per month, to be reviewed at the January meeting. Agenda item for November to review clerks current work load. **Agenda item for next meeting/review of hours at January 2018 meeting**

**8. To resolve to come out of closed session to deal with remaining items.** Proposed Cllr Mrs Locker proposed, seconded by Cllr Main that the Council should move out of closed session to deal with the rest of the business on the agenda. Unanimously approved on a show of hands.

**9. Finance – To approve the payment of accounts for October 2017.**

**Payments**

C. Wilkinson	Salary (BACs payment 11/10/2017)	£792.33
HMRC	Tax & NICs (cheque No. 100513 11/10/2017)	£213.72
Giff Gaff	Mobile monthly payment (Direct debit 21 <sup>st</sup> Oct 2017)	£15.00
<b>Total payments</b>		<b>£1,021.05</b>

Cllr Driffill proposed that the payment of accounts should be approved. Cllr Mrs Locker seconded the motion that was unanimously approved on a show of hands.

**10. Neighbourhood Plan update.** Cllrs Mrs Whittaker and Cllr Driffill had attended the last Neighbourhood Plan meeting at North Hykeham and gave their report. Balance at the end of September of £2900 remaining in Neighbourhood Plan Budget. Next meeting Wednesday 18<sup>th</sup> October at 19.30. Cllr Mrs Whittaker has sent her apologies. **Noted**

**a) To consider the written estimate of cost from North Hykeham Town Council for administration of a Joint Planning Committee.** Cllr Mrs Locker having declared a pecuniary interest in this item took no part in the discussion or vote.

Communication received from NHTC suggesting charge of £200 pro rata for Council Year 2017-18 for SHPC contribution for administration of a joint planning Committee. **Agreed and noted**

**b) To consider the proposal for a joint planning committee.** Cllr Mrs Locker having declared a pecuniary interest in this item took no part in the discussion or vote.

Proposed by Cllr Main, seconded by Cllr Rowson and unanimously agreed by show of hands that SHPC proceed with Joint Planning Committee with NHTC, to be reviewed annually.

Clarification to be sought for the total amount for the remainder of 2017-18 Financial Year.

Propose that costs for next financial year are agreed by the 9<sup>th</sup> January 2018 so that they can be discussed at the January meeting when Precepts are determined. **NHTC to be contacted to confirm/ seek clarification of amount for remainder of 2017/18**

**11. Projects.**

**a) Report from working party to identify Local Priorities 2017/2018 and to consider projects for improved infrastructure as provided for in earmarked reserve carried forward from last financial year.** The Working Party Identified the Public Bridleway as being a Local Priority. Also raised were provision of allotments and the possibility of Village Green Status for wide verge on the southern side of Meadow Lane. **Further enquiries to be made by Working Party**

**b) To consider the proposed improvements to public bridleway N Hykeham 2 and to submit an application for grant funding through LEADER.** Working Party to contact contractors to request estimate costings for the project. **Costings to be obtained/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 or any other project brought forward by working party. **Deferred awaiting outline costings**

**12. Community Speed Watch Initiative update.** Cllr Roe had requested that the information regarding the progress of this application from South Hykeham Parish Council should be forwarded to him to chase up. No further update for this meeting. **Agenda item for next meeting**

### 13. Planning

a) To consider NKDC Planning Applications received & note NKDC Planning decisions.

#### Planning applications for consideration by Parish Council

17/1241/FUL	Trent House, Boundary	Partial change of use (Room 1 only) for taxi	
	Enterprise Park, Boundary Lane	office	<b>No objection</b>

#### **Prior notification Householder Development**

17/1431/PNH	20 Briar Close	Single storey rear extension	<b>No objection</b>
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#### To note planning decisions by NKDC

##### **Approvals**

17/0803/HOUS	Ruby May Cottage	Erection of 2 single storey side extension (resub. 16/1171/HOUS)	<b>Noted</b>
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#### Tree Preservation Order application

17/1404/TPO	41 Fox Covert	T1 oak – fell, T2 oak – cut back limb to a boundary Fence & reduce crown by 12ft in height & width, T3 – 5 oak reduce crown by 12ft in height & width	
			<b>Accept decision of NKDC Tree Officer</b>

b) To receive any updates on Planning application PL/0059/17 Mushroom Farm, Boundary Lane. **No updates.**

**14. To confirm proposed sites for installation of additional litterbins (2)** Cllrs Mrs Whittaker and Cllr Driffill gave their report. Proposed Cllr Rowson, seconded by Cllr Mrs Locker and unanimously approved on a show of hands that an additional litterbin should be purchased along with fixing post. Cost of installation should be agreed with LCC approved contractor once appropriate permission has been given by LCC Highways. Quotes to be obtained and brought to next meeting for consideration.

**Agenda item for next meeting/clerk to order additional bin & fixing posts**

**15. Campaign for fairer funding – to agree proposed newsletter items from LCC and NKDC for submission to Witham Herald.** Proposed by Cllr Mrs Locker, seconded by Cllr Driffill and unanimously agreed on a show of hands to approve submission to Witham Herald.

**16. To approve protocol for Parish Council noticeboards.** Proposed Cllr Mrs Locker, seconded by Cllr Main and unanimously approved on a show of hands that the protocol for Parish Council noticeboards and website should be approved.

**17. To consider the draft consultation flier and to agree methods of engaging with parishioners through Witham Herald or public events etc.** Proposed Cllr Mrs Locker, seconded by Cllr Rowson and unanimously approved on a show of hands that the draft consultation flier should be approved

and submitted to Witham Herald as an article/ advert on the Parish Council page. Non essential information to be removed to make space. Edited flier to be submitted to Witham Herald

18. To consider LCC proposal for Roadside Verges Self Help Scheme. Noted

19. To consider the Freedom of Information Act guidance to clarify the legal status under FOIA of information relating to Council business held in personal email accounts & other media formats.

Cllr Mrs Locker explained the FOI guidance. Proposed Cllr Mrs Locker, seconded by Cllr Driffill and approved unanimously by show of hands that Cllr Mrs Graham will create a new email address for each Councillor strictly for SHPC business use only. All future correspondence to be sent to these addresses when they are active. Cllr Mrs Graham to set up official email addresses for each

member

20. Correspondence.

a) LALC letter re: subscriptions for 2018/19. Cllr Mrs Locker having declared a pecuniary interest in this item took no part in the discussion. Noted

b) LCC Highways Cluster meetings. Clerk and Chairman to attend. Noted

21. Chairman’s report. No report

22. Clerk’s report. No report

23. Parish Councillor’s reports – for information only/items raised for decision will appear on the agenda for the next meeting. No reports

24. Date and Time of Next meetings – Full Council 8<sup>th</sup> November 2017 7.00pm.

There being no further competent business the meeting closed at 20:20.

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