

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

Minutes of the Annual Parish Council meeting of South Hykeham Parish Council held on Wednesday 10th May 2017 at 7.00 pm. in South Hykeham Village Hall.

PRESENT: Councillors: Mrs Whittaker (Chairman), D Locker, P Driffill, M Main, Mrs L Graham, D Rowson, S Roe(also County Councillor) Also in attendance LCC Cllr Mike Thompson

IN ATTENDANCE: There were 14 members of the public present. The Chairman welcomed everyone to the meeting.

Public Forum: Members of the public present raised strong concerns and opposition to the planning application relating to the Mushroom Farm, Boundary Lane, South Hykeham ref:

PL/0059/17. Cllr Roe advised the public present that he has no business or financial connection whatsoever with this application other than he is a relative of the applicant.

Cllr Roe in his capacity as County Councillor had made some enquiries with LCC with regard to this application as he knew parishioners would be attending this evening. Cllr Roe is happy to take any copies of parishioners responses to the application from residents into LCC as there were concerns raised about the letters getting to the correct department. He confirmed that email comments can be made online as well. Cllr Roe has been advised that Highways will not oppose the application. The planning decision may be made by officer's delegated powers but is likely to be called into committee as the Parish Council has already strongly objected to an earlier similar application at this site. Parishioners queried why a noise assessment doesn't appear to have been carried out and were advised that is for the planning authority to determine the supporting evidence/reports and the Parish Council is like themselves a consultee. The Parish Council noted the parishioners concerns and will endeavour to reflect those concerns in its own response to the application. Parishioners were advised to contact Lincolnshire County Council with their objections/comments/seek further clarification about the application as the Parish Council has no powers to overturn or put pressure on to the planning authority in order to stop the application. The Parish Council is a consultee only. Cllr Mrs Whittaker also advised the public that the Parish Council is not the planning authority and whilst they themselves have already objected to an earlier application at this site they cannot determine the outcome of the decision on the application. The County Councillors present will take the representations of the public to the Council Council but the parishioners present need to make representations to the County Council and the County Councillors within the locality in order to gain their support. Comments must be factual and reflect planning considerations. Council resolved to go into formal session at 7.50pm having allowed Parishioners an extended Forum in which to voice their concerns. The members of public left at this point. **Action notes**

The Chairman opened the meeting with the first item on the agenda being the election of the Chairman for the ensuing year.

1. Election of Chairman/To receive the Chairman's declaration of acceptance of office. Cllr Rowson nominated Cllr Mrs Whittaker as Parish Council Chairman for the ensuing year. Motion seconded by Cllr Mrs Graham and unanimously approved on a show of hands. There were no other nominations and Cllr Mrs Whittaker was duly elected as Chairman. The declaration of acceptance of office was duly signed.

2. Election of Vice Chairman/To receive the Vice Chairman's declaration of acceptance of office. Cllr Mrs Graham nominated Cllr Mrs Locker as Parish Council Vice Chairman for the ensuing year.

Action notes

Motion seconded by Cllr Rowson and unanimously approved on a show of hands. There were no other nominations and Cllr Mrs Locker was duly elected as Vice Chairman. The declaration of acceptance of office was duly signed.

3. Apologies for absence and reasons given. Apologies and reasons for absence had been received from Cllr Mrs Howe NKDC and Cllr Mrs Woodman NKDC who are both at another meeting this evening. Apologies were also received from the Police Beat Team as no members of the local team are on duty this evening.

4. 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 Roe declared a personal interest in agenda item no. 15b)

Noted

5. Police Report In the absence of the Police Beat Team the Clerk gave the report. Since the last meeting there has been one reported crime of a burglary at a private dwelling.

Noted

6. Notes of the Parish Council meeting held on 10th May 2017 to be approved as the minutes of that meeting. Cllr Main proposed, seconded by Cllr Mrs Graham that the clerk's notes should be adopted as the minutes of the meeting held on 10th May 2017. Unanimously approved on a show of hands. Cllr Roe abstained from the vote as he had given apologies for that meeting. Cllr Mrs Whittaker signed the minutes.

7. District and County Councillors' reports – for information only. Items raised for decision will appear on the agenda for the next meeting. There were no reports.

8. Election of Committee members.

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

b) Election of members of Joint Council Neighbourhood Plan Committee. Cllr Roe nominated Cllrs Mrs Whittaker and Driffill to the Neighbourhood Plan Committee. Motion seconded by Cllr Mrs Locker and unanimously approved on a show of hands. There were no other nominations and Cllrs Mrs Whittaker & Driffill were duly elected.

Members appointed to the Village Hall Committee as Parish Council representatives were Cllrs Mrs Graham and Mrs Whittaker. Proposed by Cllr Roe, seconded by Cllr Driffill and unanimously approved on a show of hands.

9. Finance

a) To approve the payment of accounts for May 2017.

Payments

Giff Gaff	Mobile monthly payment (Direct debit 21 st May 2017)	£15.00
HMRC	Tax & NICs (cheque No. 100504)	£35.40

C. Wilkinson	Salary	£409.20	
	Travelling exps (audit) (BACs payment 12/04/2017)	£9.90	£419.10
AON UK Ltd	Annual insurance (cheque No. 100505)		£310.59
	Total expenditure		£780.09

Cllr Roe proposed, seconded by Cllr Main that the payment of accounts was approved.
Unanimously approved on a show of hands.

b) Renewal of Parish Council insurance policy. The Council had entered into a 3 year Long Term Agreement with the current insurer last year which gives a 5% discount on the premium. Cllr Mrs Graham proposed that the quote should be accepted as detailed. Cllr Mrs Locker seconded the motion that was unanimously approved on a show of hands. Renewal date is 1st June 2017 so the cheque needs to be signed this evening. **Clerk to renew**

c) Virement of funds to earmarked reserve for infrastructure/amenity improvement.

After some discussion it was agreed that £10,000 should be placed in an earmarked reserve from the balances carried forward at the end of the financial year for infrastructure/amenity improvement. The motion was proposed by Cllr Roe, seconded by Cllr Main and unanimously approved on a show of hands. **Earmarked reserve of £10,000 for**

infrastructure/amenity improvement to be included in the accounts for 2017/18

The Clerk suggested that a better rate of return might be achieved by the Parish Council if the ring fence reserves including the newly vired £10,000 reserve were to be transferred into the deposit account in order to attract more interest. Proposed Cllr Roe seconded by Cllr Mrs Locker and unanimously approved on a show of hands that the Clerk makes an internal transfer between accounts depositing the ring fenced reserves into the deposit account. It was noted that the management of the Parish Council bank accounts are to be considered in closed session.

10. To approve the revised Risk Assessment . Proposed Cllr Roe seconded by Cllr Mrs Graham and unanimously approved on a show of hands that the revised Risk Assessment incorporating online banking controls should be approved.

11. To approve the revised Financial Regulations. As no decision had been made on the joint Planning Committee at this point it was agreed to defer this matter to next month's meeting to consider the financial management of the committee that would require an amendment to the financial regulations. **Agenda item for next meeting**

12. To approve the revised Asset Register. Proposed Cllr Roe seconded by Cllr Mrs Graham and unanimously approved on a show of hands that the revised Asset Register should be approved.

13. Annual return 2016/17 (Grant Thornton UK LLP)

a) To approve the Annual Governance Statement 2016/17. It was proposed by Cllr Roe seconded by Cllr Mrs Graham that the Annual Governance Statement 2016/17 should be approved. The motion was unanimously approved on a show of hands. The Chairman Cllr Mrs Whittaker signed the Annual Governance Statement 2016/17.

b) To approve the Accounting Statements 2016/17. It was proposed by Cllr Roe, seconded by Cllr Drifill that the Accounting Statements 2016/17 should be approved. The motion was unanimously approved on a show of hands. The Chairman of the meeting Cllr Mrs Whittaker signed the approved Accounting Statements 2016/17. **Clerk to submit the Annual Return by the due date**

c) **To receive the internal audit report.** Cllr Roe proposed, seconded by Cllr Mrs Graham and unanimously approved that the internal audit report should be received.

14. Neighbourhood Plan update. Members of Council noted with concern that agenda item no. 5 of the clerk's notes of the 29th March 2017 meeting of Neighbourhood Plan Committee seemed to suggest that South Hykeham Parish Council had shown a lack of commitment in the financial support of the development of the Neighbourhood Plan. Cllrs Driffill and Mrs Whittaker representing the Council at the next meeting were asked to raise the issues with the notes of the meeting and also to note that Cllr Driffill was present at that meeting but was not listed.

The clerk's notes stated that no provision had been made by South Hykeham Parish Council for the budget for the year 2017/18, however, the Parish Council had made provision in the budget of £500 although the clerk's notes of the Neighbourhood Plan Committee at Precept setting time indicated that there was a balance of £4,516 in the NP budget and as no formal request for further funding had been received Council agreed to make some provision in case it was needed. It was noted that so far £2,400 has been contributed towards the NP by SHPC. Cllr Roe proposed, seconded by Cllr Rowson that a letter should be sent to NHTC expressing disappointment in the comments that had been made under agenda item no. 5.

Clerk to write

15. Planning

a) To consider Planning Applications received

17/0374/FUL	62 Thorpe Lane South Hykeham	Erection of single storey dwelling with detached garage & all associated works No objection (amendments/additional information)
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Proposed Cllr Roe, seconded by Cllr Main and unanimously approved on a show of hands that there should be no objection.

17/0479/ADV	The Alpines, 501 Newark Road	Erection of illuminated stand alone advertising board No objection
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Proposed Cllr Roe, seconded by Cllr Main and unanimously approved on a show of hands that there should be no objection.

b) To consider LCC Planning application for PL/0059/17 Mushroom Farm, Boundary Lane, S Hykeham. Cllr Roe having declared a personal interest in this item took no part in the discussion or vote. After some discussion and taking into consideration the representations by concerned parishioners present at the Public Forum at the commencement of the meeting it was proposed by Cllr Rowson, seconded by Cllr Driffill and unanimously approved with one abstention from the vote that a strong objection/comments should be submitted in response to the proposal. **Clerk to write /to reiterate previous objections/include concerns of parishioners**

c) **Tree Preservation Order application dealt with under Clerk's delegated powers due to timescales for response**

17/0529/TPO	4 The Birches, Thorpe Lane	T1 oak various maintenance work Agreed to accept decision of NKDC Tree Officer
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16. To consider s106 planning gains projects Defer to the next meeting. **Agenda item/various ideas have already been submitted for consideration/to be considered at next meeting**

17) To consider the proposals for formation of joint North and South Hykeham Planning Committee.

a) To approve the revised terms of reference for the Joint Planning Committee. Clerk and Chairman had met with Clerk at NHTC and Chairman of Planning Committee to discuss the terms of reference for running a joint planning committee. It has now been decided that the primary method of dissemination of information will not be requiring laptops as originally indicated and that 6 representatives from each council will sit on the committee. Cllr Roe proposed that Standing Orders should be suspended in order to allow the meeting to continue beyond 9pm in order for all business on the agenda to be transacted. Cllr Main seconded the motion that was unanimously approved on a show of hands. After some discussion Cllr Roe proposed that a joint committee should be formed with a maximum administration cost to the Parish Council of £750 per annum. Cllr Driffill seconded that motion that was put to the vote. Members still felt that there was a lack of clarity in the financial implications to this council and they could not commit without a detailed comprehensive proposal of the administrative costs. The vote was 2 in favour, 3 against and 2 abstentions. The motion was defeated. Clerk to text Town Clerk after this meeting as requested in order to advise of decision in time for NHTC meeting of tomorrow evening. **Clerk to advise that SHPC is unable to agree to a joint planning committee at this point until more definite financial arrangements are forthcoming**

b) To consider the amendment to Standing Orders. **Agenda item for next meeting**

c) Election of members of Joint Planning Committee (6 members) No election of members as no decision has been made to form the Committee and is pending further financial costings.

18. Community Speed Watch Initiative update. **No further update.**

19. Correspondence. **None**

20. Chairman's report.

Local plan adopted and a hard copy has been requested.

Water on Boundary Lane problem – escape of water update - possibility it is an AWA problem.

Another issue of water not draining properly from the garage at the top of Boundary Lane has been reported. These issues have already been reported to LCC but no action taken to resolve to date.

Cllr Roe as County Councillor to chase up with Highways and report back to the Council.

Cllr Mrs Whittaker has spoken to Hill Holt Wood flagging up the problems with the cork backing on the noticeboards. Cllr Driffill to take steps to obtain a single sheet of cork backing to replace the cork tiles which keep coming off. **Cllr Driffill to investigate cork backing for noticeboards**

21. Clerk's report. **No matters to report.**

22. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting. Cllr Roe reported that the Hub will be finished by the end of the month and will open shortly after. A pre-school will be in there. **Noted**

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

24. To confirm bank signatories and management of Parish Council bank accounts. Proposed Cllr Roe, seconded by Cllr Rowson and unanimously approved on a show of hands that the current arrangements and signatories should stand. **Noted**

25. To confirm bank signatories for Albert Medley Trust Fund. Proposed by Cllr Roe, seconded by Cllr Rowson and unanimously approved on a show of hands that the current arrangements and signatories should stand.

26. Date and Time of Next meetings – Full Council 14th June 2017 7.00pm.

There being no further competent business the meeting closed at 9.15pm.

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