

**Clerk: Carolyn Wilkinson**

Minutes of the April meeting of South Hykeham Parish Council held on Wednesday 14<sup>th</sup> April 2021 at 7.00 pm held remotely and convened under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**PRESENT:** Councillors: Mrs P Whittaker (Chairperson), Mrs L Graham, P Driffill, S Roe. Carolyn Wilkinson, Clerk.

**IN ATTENDANCE:** Cllrs M Thompson LCC and Cllr M Green NKDC were in attendance

**Public Forum:** There was no public forum as there were no public in attendance.

The Chairman welcomed everyone to the meeting.

**Action notes**

**1. Apologies for absence and to resolve to accept the reasons given.** Apologies had been given by Cllr Mrs Dillon Jones. The reason for absence was given. Cllr Roe proposed, seconded by Cllr Mrs Graham that the reason for absence should be accepted. Unanimously approved on a show of hands. Cllr D Rowson had reported shortly before the start of the meeting that he was having problems accessing the meeting on the Parish Council iPad but he hoped to be able to join the meeting shortly. John Richardson, Headteacher of South Hykeham Community Primary School had been in attendance at the earlier Annual Parish meeting and had given his report there.

Apologies had also been given by the Police Beat Team and Phil Watt Access Lincoln who had each produced a report which had been circulated to members prior to the meeting.

**2. To resolve 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. To resolve to approve the nNotes of the remote Parish Council meeting held on 10<sup>th</sup> March 2021 to be approved as the minutes of that meeting.** Proposed Cllr Mrs Graham seconded by Cllr Driffill and unanimously resolved on a show of hands by those present at the last meeting that the Clerk's notes should be approved as the minutes of the meeting held on 10<sup>th</sup> March 2021.

**4. County and District Councillors reports for information only. Items raised for decision will appear on the agenda for the next meeting.**

Cllr Mike Thompson LCC, and Cllr Mary Green NKDC had each sent an email report which had been circulated in advance of this meeting to all members and was noted.

Cllr Marianne Overton's report (NKDC /LCC) had been emailed to members prior to this meeting and the content noted. Cllrs Green and Thompson left at this point to attend other meetings.

**5. Police report.** In the absence of the Police Beat Team a written report had been circulated.

Tackling anti-social behaviour on public open spaces in North Hykeham/ rural villages remains.

**6. Bridleway N Hykeham 2 improvements between Ascot Way and Mill Lane update.** Negotiations are ongoing with the work to complete the remaining stretch of the bridleway between Grandfield Way and Ascot Way. The matter of some form of barrier/signage at the Mill Lane end of the bridleway is still under consideration and Phil has met on site with the Highways engineer who is currently costing up some proposals. The Countryside Team has confirmed that there is no objection to the Parish Council planting wildflowers along the verge and have suggested that the Council contacts Lincolnshire Wildlife Trust for guidance.

**Clerk to write**

## Action notes

**7. Finance a) To resolve to approve the payment of accounts for April 2021.** Proposed by Cllr Mrs Graham seconded by Cllr Mrs Whittaker and unanimously resolved on a show of hands that the payment of accounts for April 2021 should be approved. Noted that there was an emergency expenditure of £46.99 for the purchase of a new shredder as the old one purchased in 2017 was broken.

Payments

LALC	Annual Subscription to LALC (BACS 12/04/21)	£283.10
LALC	Annual Subscription to LALC training scheme (BACS 12/04/21)	£120.00
Amazon Business	Shredder lubricant (Debit card 09/04/21)	£5.99
Amazon Business	Fellowes Powershred M-8C (debit card 09/04/21)	£46.99
C. Wilkinson	Salary BACS 14/04/21)	£553.60
HMRC	Tax & NICS (debit card 12/04/21)	£138.28
Giff Gaff	Mobile monthly payment (Direct debit 21 <sup>st</sup> Apr 2021)	£6.00
Three.co.uk	iPad and Sim plan monthly payment (Direct debit SIM monthly 22/04/21) (4.5% increase on 1 <sup>st</sup> April and subsequent years)	£12.54
<b>Total payments</b>		<b>£1,166.50</b>
<u>Income</u>		
NKDC	Precept (2021/22) (BACS 01/04/21)	£17,150.99
<b>Total income</b>		<b>£17,150.99</b>

**b) To consider the quotes for the installation of a replacement bench at Meadow Lane.** After much discussion Council agreed that the Memorial style benches would be of a suitable design for installation at Pump Hill and would like to see more examples of the type of Memorial benches available. It was agreed that the bench would be a focal point for the poppy wreath laying and Remembrance Service in November. **Clerk to make enquiries with manufacturer/agenda item for next month/clerk to contact LCC Highways for approval of the replacement bench**

**c) To resolve to approve the Parish Council's unaudited accounts for 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.**  
**Deferred to May meeting**

**Action notes**

**8. To resolve to adopt the revised Parish Council 10 Year Strategy.** The Clerk reported that the additional items agreed at the March meeting had now been incorporated in the finished document which had been circulated to all members prior to this evening. Proposed Cllr Mrs Whittaker, seconded Cllr Driffill and unanimously resolved on a show of hands to adopt the revised document .

**9. To resolve to adopt the revised asset register.** Proposed Cllr Mrs Whittaker, seconded Cllr Driffill and unanimously resolved on a show of hands that the revised asset register should be adopted.

**10. Highways matters:-**

**a) Speed Indicator Device report from Cllr Roe.** No report for this evening.

**b) Outstanding/new highways faults requiring urgent attention.** Noted that LCC Highways had advised that the verge at Boundary Lane garage where cars consistently park on it is eroded but they will take no remedial or enforcement action at the moment.

**c) Update on LCC Highways initiatives to improve safety at South Hykeham Community Primary School.** No further update available. **Headteacher will chase up the Highways Officer who met with school representatives and Parish Council representatives to discuss improvements**

**11. Litterpicking reports.**

**a) To consider the request for installation of a new litterbin at Dane Law Way.** The Parish Council has contacted NKDC to see if a new bin can be located along the Dane Law Way within our boundary and which is no more than 10 metres away from the highway so that they can service it. Bins are already located at Wath Lane and Meadow Lane and NKDC has advised there is nowhere else suitable to add one which they could service. **Agreed to refer to NHTC to see if they could install one at Mendip Close/clerk to contact NHTC/ write to the lady who had reported problems**

**b) Great British Spring Clean Event and to confirm the programme of Parish Council led litterpicks.** Confirmed the next litterpick will take place on Saturday 12<sup>th</sup> June 2021 10.30am to 12.30pm subject to Covid restrictions having been lifted. It was agreed that the Parish Council will purchase some child sized litterpicking kit from the remaining funds in the budget for litterpicking. Proposed Cllr Mrs Graham , seconded Cllr Driffill and unanimously resolved. **Clerk to order/advise NKDC**

**12. To consider the proposal from LCC Highways officer re: Highways s106 contribution**

**13/1464/FUL Land at Thorpe Lane and replacement/upgraded bus shelter at Thorpe Lane, South Hykeham. No update received.** **Agenda item for May meeting**

**13. Response from landowner re: Land at Beechcroft Close in ownership of developer.**

Grasscutting at Beechcroft has been added to the builders/landowners schedule for maintenance.

**Clerk to cancel service level agreement for grasscutting with NHTC**

**14. To resolve to adopt the following revised Parish Council Policies and Protocols.**

**a) Grants and Donations Policy.** Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved that the Grants and Donations Policy should be adopted.

**b) Environmental Policy.** Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved that the Environmental Policy should be adopted.

**c) Equal Opportunities Policy.** Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved that the Equal Opportunities Policy should be adopted.

**d) Policy for dealing with press and media enquiries.** Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved that the policy for dealing with press and media enquiries should be adopted.

**e) Communications Protocol.** Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved that the Communications Protocol should be adopted.

**f) Health and Safety Policy.** Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously resolved that the Health and Safety Policy should be adopted.

**15. Community Awards**

**a) To consider the nominations for the Parish Council Community Award.** Cllr Driffill left the meeting having declared a personal interest. Proposed Cllr Mrs Graham, seconded by Cllr Mrs Whittaker and unanimously resolved on a show of hands that Mrs Margaret Driffill should be the successful recipient of the Community Award for 2021. Mrs Driffill was invited to join the meeting and the Chairman advised her of her successful nomination which she accepted.

Cllr Driffill rejoined the meeting.

**Clerk to write/get trophy engraved**

**b) To consider the nominations for the Parish Council Achievement Award.** Cllr Mrs Graham declared a personal interest and left the meeting at this point. Proposed Cllr Mrs Whittaker, seconded by Cllr Driffill and unanimously resolved on a show of hands that Ben Graham should be the successful recipient of the Achievement Award for 2021. Ben was invited to join the meeting and the Chairman advised him of his successful nomination which he accepted.

Cllr Mrs Graham rejoined the meeting.

**Clerk to write/get trophy engraved**

**16. Correspondence. No correspondence.**

**17. To resolve to approve nominations for Councillor/Clerk Training.** Cllr Mrs Whittaker wished to attend a seminar on how to attract young people to become members of Council. Proposed Cllr Roe, seconded by Cllr Driffill and unanimously resolved that the Chairman should be permitted to attend. **Clerk to book place**

**18. Chairman’s report.** The Chairman had been invited by the Camaraderie Club to represent the Parish Council at the 100<sup>th</sup> Birthday presentation to World War Two Veteran Bob Sargent a Camaraderie Club member and resident of South Hykeham. On behalf of the Parish Council the Chairman had presented Mr Sargent with a card and gift of a bottle of wine and some chocolates. The Chairman reported that the Hykeham Joint Planning Committee had reported some matters relating to the Hykeham Strategic Planning Sub Committee. Cllr Mrs Whittaker had queried why there was no representation on the Sub Committee from South Hykeham as the Councils share a joint Neighbourhood Plan and a joint Planning Committee. It was unanimously agreed that the Council should write to NHTC in order to raise its concern about this. **Clerk to write**

**19. Clerk’s report None**

**20. Chairman’s report None**

**21. 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. No matters to discuss. Date and Time of next meeting – Council unanimously resolved to change the date for the Annual Parish Council Meeting to Weds 5<sup>th</sup> May 2021 7pm so it can be held remotely whilst the current legislation permits it and before it expires on 7<sup>th</sup> May 2021.**

There being no further competent business the meeting closed at 8.10pm

Chairman.....

Date.....