

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

Minutes of the November meeting of South Hykeham Parish Council held on Wednesday 9th November 2016 at 7.00 pm. in South Hykeham Village Hall.

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

IN ATTENDANCE: There were no members of the public present. The Chairman welcomed everyone to the meeting. Cllr Mrs Woodman MBE (NKDC) & Cllr R Phillips LCC were also present.

Public Forum: There was 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 were received from Cllr D Rowson. Cllr Mrs S Howe NKDC had also given her apologies but had sent a report which had been emailed to members in advance of the meeting.

2. To receive any declaration of Interests in accordance with the requirements of the Localism Act 2011. There were no declarations of interest at this point.

3. Police Report PCSO Mackie gave the police report. There had been 2 reported crimes, theft from a motor vehicle and theft of a vehicle. New Beat Manager PC Nick Stenner has joined the team. In addition the Beat Team has 3 PCSOs PCSO Lingard, Mackie and Hill. PCSO Mackie left at this point.

4. Notes of the Parish Council meeting held on 12th October 2016 to be approved as the minutes of that meeting. Cllr Roe proposed, seconded by Cllr Main that the clerk's notes should be adopted as the minutes of the meeting held on 12th October 2016. 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 Phillips LCC reported further on discussions regarding the devolution deal for Lincolnshire. Many feel that the necessity to have an elected mayor is another layer of bureaucracy which will be costly and unnecessary. Currently there seems to be a lack of support for further progressing the bid and South Kesteven has already rejected it. Stephen Phillips MP has resigned and the resignation has triggered an election to be held for a Member of Parliament to serve the Sleaford and North Hykeham Constituency. The election is scheduled to take place on Thursday 8th December 2016.

LCC streetlighting transformation is continuing and there will be long term eventual savings.

All of the gullies near the Church have been cleared by the tanker which was carrying out work with Steve Welsh LCC Highways in attendance yesterday.

Grit boxes have been checked and are already full.

Cllr Mrs Woodman gave the NKDC report. A Smart meters partnership has been formed with which is giving more information to householders and it is envisaged that by 2020 all households will be offered a Smart meter.

Various villages in North Kesteven are working on producing a Neighbourhood Plan with Dunston having held a referendum recently with few dissenters.

It was originally thought that the devolution plan would probably go ahead with the 10 authorities involved having been talking about it for the last couple of years. There is now a question mark over that.

The Public Examination of the Central Lincolnshire Local Plan commenced on Tuesday 1 November

Action notes

2016 and is taking place at the Double Tree by Hilton Hotel, Brayford Wharf North, Lincoln. The Leader of the Council, Mrs Marion Brighton has recently been honoured with a Lifetime Achievement Award recognizing more than 43 years continuous service in Local Government. Cllr Phillips LCC left the meeting at this point.

Cllr Mrs Woodman raised concerns about a livery business in South Hykeham which NKDC Enforcement have been asked to investigate as there is a new stable block planned and there may be some breach of planning conditions. Concerns were raised about powerful floodlights being on late at night and which should only be used when the menage is in use. Members of council living nearby will have a look at the lights following the meeting this evening.

6. Finance – a) To approve the payment of accounts for November 2016.

PAYMENTS

NKDC	Dog waste bin emptying (cheque no. 100481 04/11/16)		£558.05
C. Wilkinson	Salary	£395.52	£429.97
	Travelling (cheque no. 100482 04/11/16)	£34.45	
Post Office Ltd (HMRC)	Tax & NICs (cheque no. 100483 04/11/16)		£19.00
	Total expenditure		£1,007.02

INCOME

NKDC	Litterpicking grant		£187.95
NALC	Transparency fund grant		£1,118.07
	Total income		£1,306.02

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

b) Update on the Council's duties under the Pensions Regulators auto-enrolment legislation. Cllr Mrs Locker had sent an email out from LALC updating the councils on the legislation relating to auto-enrolment. Cllr Mrs Locker recommended that the council looks into the different individual schemes that cover the nominated pension schemes. After some discussion it was agreed that Cllr Mrs Graham will look into pension providers and bring a report back to the next meeting of council in January 2017.

Cllr Mrs Graham to report to next meeting of Council

c) To consider the draft budget 2017/18 and Council's precept requirements. The Clerk had prepared some figures for this evening in order to assist the discussion for the setting of the budget to meet NKDCs deadlines for submission of precept requirements. After much discussion it was agreed that this matter should be deferred to the January meeting of council as there are costs for the administration of the joint planning committee which will need to be included but which are not yet known. It was agreed that the clerk is currently using an old personal mobile phone on 'pay as you go' which is not satisfactory for council use and she is having to use her own personal landline for council business. No claim has been made to the Council for this but the matter needs to be resolved. **Proposed Cllr Mrs Graham, seconded by Cllr Driffill and unanimously approved on a show of hands that the clerk should investigate contracts for a mobile telephone which should appear as an agenda item for next month/Clerk to contact NHTC Clerk to get some likely costings for the administration of Joint Planning Committee. Precept - agenda item for next meeting** Cllr Mrs Woodman left the meeting at this point.

d) Administration of Albert Medley Account and to approve the payment to Church for grave maintenance. Some time ago a letter had been received from Reverend P Collins re: the Albert

Action notes

Medley Trust Fund and the upkeep of associated graves at St Michael's Churchyard, S Hykeham. At that time it had not been possible to make the due payment of half of the accrued interest amounting to £16.31 to the Church as there was only one signatory on the bank account. An additional signatory has now been added to the account and it should now be possible to issue a cheque to settle the payment once the bank has confirmed that the additional signatory has been approved. Cllr Roe proposed that the payment of accrued interest of £16.31 should be approved to be split between the Parish Council and the Church in accordance with the terms of the will of the late Albert Medley. Cllr Driffill seconded the motion that was unanimously approved on a show of hands.

Clerk to produce cheques for signature and advise Church accordingly

e) To consider annual grants/donations 2016/17. After much discussion it was agreed that the council would be agreeable to making a donation to refurbish the Church clock. Church to be approached to see if this is something they are planning. **Agenda item for next meeting.**

7. Neighbourhood Plan update. No further update. **Agenda item for next meeting.**

8. Planning

a) To consider Planning Applications received. **None**

b) To note NKDC Planning decisions. **None**

c) To consider Tree Preservation Order applications. **None**

d) To note Tree Preservations Order decisions by NKDC. **None**

e) s 106 planning gains update. Cllr Roe reported that few properties seem to be occupied at the moment but he will continue to monitor the situation and report to Council.

9. Approval of amended grant application to Smaller Authorities Transparency Fund. Noted that the amended grant application has been approved and the payment of £1,118.07 has been banked.

Clerk to place order as agreed at last council meeting

10. To consider the provision of signage under the Community Speed Watch Initiative. Proposed Cllr Roe seconded by Cllr Mrs Graham that the Council should have a survey carried out both at Thorpe Lane and Beck Lane. The motion was unanimously approved on a show of hands.

Clerk to contact Road Safety Partnership

11. To consider the recommendations of joint North and South Hykeham Planning working party.

a) To approve the terms of reference agreed at the Joint Planning working party meeting with North Hykeham Town Council. Deferred until January meeting as Cllr Roe advised that NHTC has yet to consider and approve this at their next meeting. **Agenda item for next meeting**

b) Revision of Standing Orders to reflect the agreed terms of reference for Joint Planning working party. Deferred until January meeting as NHTC has yet to consider at their next meeting.

Agenda item for next meeting

12. Report from informal meeting of North and South Hykeham Councils to consider proposal for a joint council. The report from the meeting of August held to consider the pros and cons of an amalgamation had not been received until a few days before this meeting. The report had been circulated to members for consideration. After much discussion it was agreed that no decision could be made at this meeting and that the Chairman would speak to Marcella Heath re: timescales etc. that the council would need to meet if it was agreed to progress this. The Chairman will speak to the Village Hall booking secretary to see if there is any availability during December for an additional meeting in order to consider this matter.

Chairman to contact Marcella Heath NKDC/ Village Hall booking secretary

13. Revision of emergency plan and to consider purchase of items for second community emergency box. The Clerk and Chairman had attended the training for the next stage of devising and activating an emergency plan. Cllr Mrs Locker was also attending the training as an employee of LALC. Cllr Roe proposed that the Clerk and Chairman should check the contents required for a second community emergency box and make the necessary purchases. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands. The Emergency Plan will be reviewed and brought back to future meeting of Council for adoption.

Clerk & Chairman to check/order items required

14. Correspondence.

i) Origin Design Studio – new architectural enquiries letter. Proposed Cllr Main, seconded by Cllr Roe and unanimously approved that the Clerk should contact the sender and advise their details will be held on file for future reference.

Clerk to write/noted

ii) NKDC email Proposed Council Tax Support Scheme 2017-18

Noted

iii) Email from NKDC re: Veterans Funerals/Veterans Bereavement Support Service.

Noted

15. Chairman's report.

No report

16. Clerk's report.

Overgrown land at Beechcroft Close – update from Victoria Flood NKDC Enforcement who has established ownership of the land and has written twice but had no response. She is writing again recorded delivery and will then carry out an expediency assessment. If she gets no reply to that NKDC will then decide what action to take next.

Noted

LCC letter advising of consultation on Lincs Education School Admissions arrangements for Sept 2018 emailed to all.

Noted

Notice of election for MP for Sleaford and N Hykeham constituency following resignation of Stephen Phillips.

Noted

Lincs Minerals & Waste Local Plan publication of site locations (pre-submission draft) consultation. Emailed to all.

Noted

NKDC invite to Dunston Beck habitat improvement project event 20th November 2016. Emailed to all.

Noted

LALC Social Media course running at Cranwell 6th Dec 1pm – 4pm **Nominations to clerk /Noted**

17. Parish Councillor's reports – for information only/items raised for decision will appear on the agenda for the next meeting. Cllr Roe proposed that standing orders should be suspended to allow the meeting to continue beyond 9pm. Cllr Driffill seconded the motion that was unanimously approved.

Cllr Roe advised that N Hykeham Town Council will be considering the joint council proposal at their meeting of a week tomorrow. Cllr Main reports that the hedge at Beck Lane appears to have been tidied up.

18. To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960.

Proposed Cllr Mrs Whittaker seconded by Cllr Roe 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.

19. Date and Time of Next meeting –Wednesday 11th January 2017 7.00pm.

20. To consider the payment of expenses to Clerk for working from home. Cllr Roe proposed that the Clerk should be reimbursed expenses for working from home in accordance with her contract of employment. The Clerk will devise a policy for the council's payment of expenses to be considered for adoption at a future meeting. It was noted that the Clerk will be meeting with the internal auditor on Tuesday 15th November 2016 for him to carry out the mid-term inspection of accounting procedures.

There being no further competent business the meeting closed at 9.26pm.

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