

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

Minutes of the South Hykeham Annual Parish Council meeting held on Wednesday 11th May 2016 at 7.00 pm. in South Hykeham Village Hall. **PRESENT:**

Councillors: Mrs P Whittaker (Chairman), D Rowson, M Main, Mrs D Locker, Mrs Graham, S Roe. Carolyn Wilkinson Clerk.

IN ATTENDANCE: Cllr Mrs Woodman MBE NKDC. There was one member of the public present.

The Chairman welcomed everyone to the meeting.

Public Forum: The resident had come to the meeting as he has concerns about some extensive building work that has been commenced on a property at 7 Thorpe Lane, South Hykeham. The Chairman had spoken to the contractors on site in order to try and ascertain whether or not this development requires planning consent. It is believed that the former dwelling may require permission for change of use. The Chairman had left a telephone message with the builders but has not yet had her call to the builders returned. NKDC planning has no planning application logged for this property. Cllr Mrs Woodman emailed Michelle Hoyle of NKDC planning enforcement and will pursue this matter on behalf of the resident and Parish Council.

Action notes

1. Election of Chairman/To receive the Chairman's declaration of acceptance of office. Cllr Mrs Locker 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 Rowson nominated Cllr Mrs Locker as Vice Chairman for the ensuing year. Seconded by Cllr Roe 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 signed. Cllr Mrs Locker reported that she is no longer able to represent the Parish Council on the Village Hall committee and requested that someone else should take her place. Cllr Mrs Locker proposed Cllr Mrs Graham, seconded by Cllr Roe and unanimously approved on a show of hands. There were no other nominations so Cllr Mrs Graham was duly elected as Parish Council representative on the Village Hall committee.

It was agreed that item no. 7 on the agenda should be brought forward as Cllr Mrs Woodman had the Annual Parish meeting at Carlton Le Moorland to attend this evening.

7. District and County Councillors' reports – for information only. Items raised for decision will appear on the agenda for the next meeting. Cllr Mrs Woodman MBE NKDC gave her report. There has been considerable interest shown in the new business units at Teal Park. The new play areas at Whisby are proving to be very popular and the new facilities at North Kesteven Sports Centre are well supported.

Another meeting will be taking place shortly to consider the Greater Lincolnshire proposal for devolved powers from Government.

There is a walking festival between 9th and 17th July 2016.

Action notes

NK has produced a new website which is very user friendly.

Aubourn clock tower is open this weekend and the Dovecote in Haddington will also be opening in the summer.

The Local Plan is in its final phase of consultation and it is hoped it will be finalised by the end of the year.

A major planning application for Navenby plan has been refused today.

Cllr Mrs Woodman left the meeting at this point. In the absence of Cllr Phillips LCC there was no report.

3. Apologies for absence and reasons given. Cllr Driffill had given his apologies as he has a personal reason for absence. Apologies had also been given by Cllr Mrs Howe NKDC and the Lincolnshire Police Beat Team. Cllr Mrs Howe is attending another Parish Council meeting this evening. Apologies were received.

4. 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.

5. Police Report. In the absence of a member of the Beat Team the Clerk gave the report. There were no crime incidents to report since the last meeting of the Parish Council. The Sergeant for the Hykeham Rural Team has been invited to a future Parish Council meeting.

6. Notes of the Parish Council meeting held on 13th April 2016 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 April 2016. Unanimously approved on a show of hands. 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. This item had been dealt with earlier on in the meeting.

8. Planning

a) Planning Applications to be considered by the Parish Council

16/0307/OUT	The Georgette, 33 Meadow Lane Outline application with access under consideration in respect of the erection of 1 no. detached dwelling (Amendment - for information purposes only)		Noted
16/0394/FUL	Lake View, 16 Wood Lane, (extant permission 14/0286/FUL on this property)	Erection of single storey dwelling	No objection
16/0411/ADV	Soper of Lincoln Roman Way illuminated pylon	Erection of 1 no. illuminated fascia sign & 1 no. illuminated pylon	No objection

b) To note planning decisions by NKDC

Approvals

16/0237/FUL	Pennell & Sons Ltd Newark Road S Hykeham	Installation of a temporary 20ft converted shipping container	Noted
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 stables	Noted

c) To consider applications for work on trees covered by Tree Preservation Orders There were no matters to consider under this item.

d) To note NKDC decisions for applications covered by Tree preservation order

N512-1 The Oaks 9 Thorpe Lane Oak –Cleaning out of any dead wood, hung up branches & climbers, the removal of sucker growth on the main stem. Reduction of major lowest lateral on east side by max. of 2m. **Noted**

N512-2 The Oaks 9 Thorpe Lane Oak –cleaning out of any stumps, dead wood, hung up branches & climbers, the removal of sucker growth, plus trunk cleaning to a height of 3m above ground level. Reduction of lowest lateral secondary branch on west side b Max. of 2m **Noted**

N184-20 1 Wood Lane Crown reduce oak by maximum of 1m. **Noted**

Planning Inspectorate Planning Appeal decision

Appeal dismissed

N367-4 2A Wath Lane Removal of sycamore **Noted**

9. To consider response to the NKDC Planning Consultation & proposal for phasing out paper plans. After some discussion it was agreed to accept option 2 but with a rider that larger sized plans than A3 are supplied if required for major developments. **Clerk to respond**

10. To consider Parish Council response to Central Lincs Proposed Submission Local Plan.

Response has already been submitted and there are no further comments to be submitted.

11. Neighbourhood Plan update. Cllr Mrs Whittaker gave the report. It was noted that Council had resolved at an earlier meeting to set aside £2,000 in budget for this year towards the Neighbourhood plan. Clerk is awaiting an invoice from the Clerk at NHTC as it was reported at the meeting that Cllr Mrs Whittaker attended that the contribution is now required to further finance the Neighbourhood plan. **Clerk to contact NHTC Clerk for invoice to complete the audit trail**

Further discussions are taking place about the transport plan which has been found not to be satisfactory and requires reworking. Discussions took place at the last meeting on the joint Neighbourhood planning committee. There will be further consultation with all residents of North and South Hykeham with a consultation letter being sent to all properties advising them of the Neighbourhood plan. Proposed Cllr Roe, seconded by Cllr Main and unanimously approved on a show of hands that Cllrs Mrs Whittaker and Driffill should represent the South Hykeham Parish Council on the Neighbourhood Plan planning committee.

Community Infrastructure Levy to be investigated with Marcella Heath before she attends meeting with joint councils.

12. To consider the renewal of Parish Council Insurance policy with an option for three- year Long Term Agreement with saving of 5% on the annual premium.

Proposed Cllr Mrs Graham, seconded by Cllr Main and unanimously agreed on a show of hands that the 3 year long term agreement should be accepted with a premium of £269.50 to be paid by due date of 1st June 2016. **Clerk to return documentation/cheque signed by signatories.**

13. To approve the payment of accounts for May 2016.

PAYMENTS

C. Wilkinson	Salary	£307.83	£327.83
	Reimbursement of phone top up (cheque no. 100458)	£20.00	
South Hykeham Village Hall	Hire of hall (cheque no. 100459)		£100.00
Aon UK Ltd	Parish Council insurance renewal (cheque no. 100460)		£269.50
	Total expenditure		£697.33

Cllr Main proposed, seconded by Cllr Mrs Graham that the payment of accounts for May should be approved. Unanimously agreed on a show of hands.

14. Annual Return 2015/16 (Grant Thornton UK LLP)

a) To approve the Annual Governance Statement 2015/16. It was proposed by Cllr Mrs Graham, seconded by Cllr Mrs Locker that the Annual Governance Statement 2015/16 should be approved. The motion was unanimously approved on a show of hands. The Chairman of the meeting Cllr Mrs Whittaker and the Clerk(Responsible Finance Officer) signed the Annual Governance Statement 2015/16.

b) To approve the Accounting Statements 2015/16. It was proposed by Cllr Mrs Graham, seconded by Cllr Mrs Locker that the Accounting Statements 2015/16 should be approved. The motion was unanimously approved on a show of hands. The Chairman of the meeting Cllr Mrs Whittaker and the Clerk(RFO) signed the approved Accounting Statements 2015/16. **Clerk to submit the Annual Return by the due date/visit internal auditor on Tuesday 17th May 2016.**

15. To consider the revision of Standing Orders. Defer to next meeting for further consideration/agenda item.

16. To consider the revision of Financial Regulations. Defer to next meeting for further consideration/agenda item.

17. To consider the proposed increase in hours for litterpicking. After some discussion it was agreed that for the time being the litterpicker should carry out the required number of hours plus any additional hours required in order to ascertain how many hours per month as a minimum are required in order to keep on top of the litter problem. **Agenda item for next month**

18. To consider projects that qualify for the public open spaces element of s106 planning gains relating to development of Land at Thorpe Lane, South Hykeham (13/1464/FUL)

Clerk has contacted Jayne McMath at NKDC and Chris Marsh the Footpaths Officer at LCC to see if there is the opportunity to use the s106 payment for the improvement of the connecting path/bridleway to improve the access to South Hykeham CP School from the Newark Road area. In principal it has been agreed by both that the proposal is acceptable for consideration and Chris Marsh LCC is assisting with providing some costings for submission to NKDC as is required in order to progress the bid. There is also some s106 public open space planning gains due from the Mendip Avenue development which is open to SHTC to submit a claim against. The Clerk has made enquiries with Jayne McMath to see if that funding might also be considered for the proposal to improve the public footpath/bridleway. After much discussion it was agreed that North Hykeham Town Council should be approached as this proposal would have benefit for NH residents and as most of the

bridleway is within the North Hykeham boundary. **Clerk to contact NHTC/members of council to meet on site to look at the extent of the bridleway & to see what improvements were required/agenda item for next month**

19. To consider the response from NKDC to query raised on the process for re-naming a street.

Response from NKDC was that by section 21 of the Public Health Acts Amendment Act 1907 it is laid down by the local authority that it may with the consent of two thirds in number of the rate payers and persons who are liable to pay an amount in respect of council tax in any street, alter the name of such street or any part of such. NKDC had indicated that they preferred 100% agreement from residents. The Council felt to achieve 100% agreement would be unlikely so agreed unanimously not to pursue this matter. Proposed Cllr Roe, seconded by Cllr Main and unanimously approved on a show of hands that no further action should be taken.

20. Report on Parish Council planted trees on verge at Long Lane. South Hykeham. Letter sent to Cllr Phillips and copied to Steve Welch LCC Highways advising that the Council refuses to permit the removal of trees which are not hampering any drainage of the dyke. There has been no response from Cllr Phillips.

21. Correspondence. There were no items of correspondence to consider.

22. Chairman's report. There were no matters to report.

23. Clerk's report. Planning systems for NKDC will be down for maintenance from Mon 23rd May to Fri 27th May – systems upgrade.

Confirmation received from LCC that new litterbin can be attached to post for footpath/bridleway at Meadow Lane. There have been complaints that a temporary rope fence has been put up across the bridleway at this location. This has been removed by LCC Footpath's Officer. Complainants are being advised of their common law right to cut/unfasten/remove any rope that obstructs their free passage but in doing so to consider the extent of any traffic risk that is expected to result from straying horses and their personal liability too in the event that they re-attach this and a user is then injured.

Noted

Parish Council Year Planner 2016 circulated to all for information purposes. **Noted**

Meeting of joint councils scheduled for Weds 6th July 2016 at NHTC offices 7.00pm. Marcella Heath the Democratic Services Manager is to give a presentation on Community Governance Reviews and how it affects Town and Parish Councils. **Agenda for meeting to follow in due course**

24. To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960. Cllr Roe proposed, seconded by Cllr Main that Council move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960. Unanimously approved on a show of hands.

25. To confirm bank signatories and the management of Parish Council bank accounts. Cllr Mrs Graham proposed that the current 3 bank signatories remain and the Clerk to continue to manage the accounts on behalf of the council. Seconded by Cllr Mrs Locker and unanimously approved on a show of hands.

26. To confirm bank signatories for Albert Medley Trust Fund/new form of mandate. Proposed by Cllr Mrs Graham, seconded by Cllr Main and unanimously approved on a show of hands that the new signatory should be added to the new form of mandate and that the Clerk and the Council's

signatories should make an appointment to go to the bank together in order to verify the new form of mandate. **Clerk to complete the form of mandate/Chairman to arrange appointment with bank**
27. To consider the arrangements for payment of additional hours for the Parish Clerk. Proposed Cllr Mrs Locker, seconded by Cllr Mrs Graham and unanimously approved on a show of hands that the Clerks hours should be increased to 40 hours per month. To be reviewed in 6 months time or sooner if needed.

28. Date and Time of Next meeting – Wednesday 8th June 2016

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

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