

**Clerk: Carolyn Wilkinson Website:** <https://south-hykeham.parish.lincolnshire.gov.uk/>

Minutes of the April meeting of South Hykeham Parish Council held on Wednesday 12<sup>th</sup> April 2023 at 7.00pm at South Hykeham Community Primary School, Wath Lane. Present: Councillors: Mrs P Whittaker (Chairman of the meeting), P Driffill, S Roe, D Rowson, R Phillips. Clerk: Carolyn Wilkinson. In attendance: Cllr Mary Green, Cllr M Overton (LCC/NKDC). Public Forum: There were no members of the public present so there were no matters to discuss.

**1. To receive apologies for absence and to resolve to accept the reasons given.** Apologies had been received from Cllrs Mrs N Dillon-Jones and Mrs Graham. Cllr Roe proposed that the reasons for absence should be accepted. Motion seconded by Cllr Driffill and unanimously resolved on a show of hands.

The Chairman welcomed everyone to the meeting. Apologies for absence were also received from the Police Beat Team and Cllr M Thompson (LCC) who has had to step down due to ill health. It was agreed that a letter of thanks should be sent to Cllr Thompson thanking him for his service to the Parish Council and parishioners. **Apologies noted/Clerk to write to Cllr Thompson**

**2. To resolve to receive any declarations of interest 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 receive County and District Councillors reports.** Written reports from Cllr Thompson LCC, Cllr Green NKDC and Cllr Overton NKDC/LCC had been circulated to members and were noted. There were no questions arising from the reports.

**Cllrs Overton and Green left the meeting at this point as they had other meetings to attend.**

**4. To receive the Police Report.** There was no monthly police report this month due to some restructuring of the Police Beat Team.

**5. North Kesteven District Elections (Parish & Town Council) Thurs 4<sup>th</sup> May 2023.**

**a) NKDC Elections Team notification of no Parish Council contested election & the council is quorate. Noted.** There are 3 vacancies which will be filled by co-option. **Agenda item for May meeting**

**b) Reminder of the Pre-Election Period 16<sup>th</sup> March – 4<sup>th</sup> May 10pm & Specific restrictions on Communication & activity for the duration of that period. Noted**

**6. To resolve to adopt the clerk's notes of the meeting of 8<sup>th</sup> March 2023 as the minutes of that meeting.** Proposed Cllr Roe, seconded by Cllr Rowson and unanimously resolved on a show of hands that the Clerk's notes should be adopted as a true record of that meeting. **Chairman signed the minutes**

**7. Finance.**

**a) To resolve to approve the payment of accounts for April 2023.** Proposed Cllr Roe, seconded by Cllr Driffill and unanimously resolved on a show of hands that the payment of accounts should be approved.

Payee	Expenditure	Amount
LALC	Annual Website 2023/24	£408.00
LALC	Training scheme 2023/24	£138.00
LALC	Annual Subscription	£293.16
C. Wilkinson	Salary/travelling	£611.20
HMRC	NICS	£153.49

Giff Gaff	Mobile monthly payment	£10.00
Three.co.uk	iPad and Sim monthly plan	£12.54
<b>Total Payments</b>		<b>£1,626.39</b>
<b>NKDC</b>	Precept 2023/24	£18,900.00
<b>Total income</b>		<b>£18,900.00</b>

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**b) To resolve to approve the revised asset register.** Proposed Cllr Roe, seconded by Cllr Driffill and unanimously resolved on a show of hands that the revised asset register should be approved.

**c) To resolve to approve the Parish Council's unaudited accounts for 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.**

This item had been deferred to the next meeting due to some issues with the banking provider and the statements having not been received.

**Agenda item for May 2023**

**d) To resolve to approve the purchase of a replacement printer.** Proposed Cllr Roe, seconded by Cllr Phillips and unanimously approved on a show of hands that the Clerk should be authorised to purchase a colour printer to the value of £250 to replace the current grayscale printer which keeps jamming.

**Clerk to purchase replacement printer**

#### **8. Highways matters:-**

**a) Speed Indicator Device report from Cllr Roe.** The SID is currently on Thorpe Lane and will be moved to Beck Lane after the battery has been recharged. No report for this meeting.

**b) Outstanding/new highways faults requiring urgent attention.** The outstanding issue with flooding on Beck Lane is being investigated. The surface at Boundary Lane is dangerous with numerous potholes and broken edges to the carriageway causing issues to some of the new build in the vicinity of Cedar Park. All reported again on Fix My Street. Cllr Roe reported that Boundary Lane is scheduled for re-surfacing 2024/25.

**Update/agenda item for next meeting**

**9. Bus Shelter Newark Road, South Hykeham update.** It was agreed at the last meeting that the bus shelter should be demolished and the new one installed in the Spring when the better weather is expected and the work should be scheduled to coincide with the installation of the Elizabeth II and the Charles III benches as there will need to be a concrete plinth laid on Newark Road in the vicinity of Thorpe Lane. The contractors will be asked to quote for the plinth as well as the bus shelter work as they are in close proximity. **Cllr Mrs Whittaker to identify the site for the Charles III bench so that the Clerk may apply for permission from LCC to install the bench on the grass verge. Once the location is agreed the Clerk will send out requests for quotations for the proposed works/order the agreed bus shelter from Ace Shelters**

**10. 10 Year Strategy Working Party update.** The commemorative benches have been placed on order and should be delivered within the next few weeks. They are to be delivered to Cllr Driffill for temporary safekeeping as one is to replace the bench at Pump Hill and the other will be installed at the site yet to be identified on Newark Road near the replacement bus shelter. **Cllr Driffill to confirm receipt of the benches so that the Clerk may make payment to the supplier**

#### **11. Planning matters**

**a) To consider NKDC planning applications received and respond by deadline.**

23/0303/VARCON Chestnut Cte 18 Thorpe Lane Application to vary condition 4 (approved plans) re planning permission 21/1192/RESM (Reserved matters application for the erection of 2

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dwellings) Proposed Cllr Phillips, seconded by Cllr Driffill and unanimously agreed with one abstention from the vote that Council had no objection and no comments with regard to the proposal.

**No objection/no comments**

23/0229/HOUS 6 Sinderson Meadows Erection of single storey extension & additional boundary wall) Proposed Cllr Phillips, seconded by Cllr Driffill and unanimously agreed with one abstention from the vote that Council had no objection and no comments with regard to the proposal.

**No objection/no comments**

23/0347/HOUS Lyndhurst 52 Thorpe Lane First floor extension & single storey rear extension) Proposed Cllr Phillips, seconded by Cllr Driffill and unanimously agreed with one abstention from the vote that Council had no objection and no comments with regard to the proposal.

**No objection/no comments**

22/1713/FUL Erection of employment park comprising of 2 no. office buildings and 2 no. light industrial buildings (Use Class E) with associated access roads, parking, drainage infrastructure and wildlife pond | Land At Boundary Lane South Hykeham

Cllr Roe declared a prejudicial interest in this item and left the room whilst the discussion and vote took place. It was proposed by Cllr Phillips, seconded by Cllr Rowson and unanimously agreed on a show of hands that Council objected to this proposal on the grounds that it will generate extra traffic on a road that is already in poor repair and is not designed for heavy vehicles. The junction of Newark Road and Boundary Lane already struggles to cope with the current capacity of traffic and this would considerably exacerbate the problems. Council also has concerns about the trees and hedgerows on the site and the potential for damage or loss due to the building and site activities. The access to the site is on a very difficult junction and there is lack of clear sight of oncoming vehicles on their approach to the access especially given the nature of some of the vehicles and trailers that are currently on the site. **Objection/ comments** Cllr Roe returned to the meeting after this item.

**b) Tree Preservation Order dealt with under clerk's delegated powers due to deadline for response.**

23/0283/TPO 10 Fox Covert Various works on T1, T2, T3, T4 Oaks **Agreed to accept decision of Tree Officer**

**c) To note NKDC/LCC planning decisions. None.**

**12. Litterpicking**

**a) To resolve to purchase replacement/spare litterbins.** Proposed Cllr Roe, seconded by Cllr Rowson and unanimously approved on a show of hands that an additional bin should be purchased to replace the one near Pennells which was demolished by a caravan whose owner didn't stop to report the incident. **Clerk to place order**

**b) To confirm hotspot areas and confirm the next litterpick date as Saturday 10<sup>th</sup> June 2023. Clerk to advertise in Witham Herald, website etc**

**13. Correspondence.**

**a) To receive the letter of thanks from Citizen Advice Bureau Mid Lincs for the Parish Council donation. Noted.**

**b) To receive the external auditor notification from PKF Littlejohn of the Annual Governance & Accountability Return (AGAR) intermediate review and instructions for 2022/23. Noted/Clerk to action**

**c) Gov.UK email** Proposed Cllr Phillips, seconded by Cllr Rowson and unanimously approved on a show of hands that the Council should apply for the portrait of King Charles III as per the communication from Gov.UK **Clerk to apply at the appropriate time**

**14. To consider the Community Award nomination and approve the recipient.** Proposed Cllr Driffill, seconded by Cllr Rowson and unanimously approved on a show of hands that Carol Phillips should be awarded the Community Award 2023 for her outstanding contribution to village life and service to the

church, foodbank and for her service as a school governor amongst other voluntary roles. Cllr Phillips declared a personal interest and took no part in the discussion or vote. **Clerk to write/arrange for trophy to be engraved/purchase gift token and produce framed certificate to be awarded at the next meeting at Mrs Phillips convenience**

**15. Chairman's report. No report**

**16. Clerk's report. The Clerk advised that the reviewed Standing Orders would be an agenda item for the May meeting. They have been emailed to all members in advance of this evening's meeting.**

**17. Parish Councillors' reports –information only/items requiring a decision will appear on a future agenda. No reports**

**18. To resolve to approve nominations for Councillor/Clerk Training. None**

**19. 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. Proposed Cllr Roe, seconded by Cllr Rowson and unanimously approved on a show of hands that Council should move into closed session in order to discuss sensitive information.**

**20. To review the Parish Council's current banking arrangements and to seek an alternative banking provider better positioned to service the Parish Council's accounts.**

- i) That a bank account or accounts to be opened with a competent bank which will be authorised to:
  - a) pay all cheques and other instructions for payment including BACS and debit card payments signed on behalf of the South Hykeham Parish Council by any two of the following approved signatories. **Cllrs Mrs Whittaker, Rowson and Roe.**
  - b) deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt of the signatories; and
  - c) accept the signatories as fully empowered to act on behalf of the Council in any other transaction with the bank.
- ii) That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the bank to the contrary, be payable on demand.
- iii) That the Clerk, Carolyn Wilkinson, is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Council and that the Bank may rely upon such lists.
- iv) That these resolutions remain in force until cancelled by notice in writing to the Bank signed by the Chairman acting or claiming to act on behalf of the Council and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.
- v) The Clerk is authorised to cash cheques made out to cash and not exceeding £200.00 and to transfer funds between accounts held in the name of South Hykeham Parish Council and to be supplied with bank account balances as and when required.
- vi) The Parish Council operates online banking and the Clerk will continue to have access to the account in order to transfer funds from one account to the other in order to cover council's financial obligations.
- vii) The Clerk will check the accounts for any unusual activity on the account at least weekly. Any such irregularities should be reported to the bank and Council as a matter of urgency.
- viii) The balance in the current account will be kept at a level which is necessary for efficiency in settling monthly expenditure and any surplus shall be deposited in an investment Account which attracts a better rate of interest. The Clerk is authorized to transfer funds between accounts held in the name of South Hykeham Parish Council.
- ix) A separate account will hold the funds for the Albert Medley Trust Fund. The interest only from this charitable trust may be used in accordance with the terms of the late Albert Medley's will.

The accrued interest will be divided equally between South Hykeham Parish Council and South Hykeham Parish Church.

The management and administration of the accounts as detailed on the email sent out to members prior to this meeting and as detailed above was proposed by Cllr Roe seconded by Cllr Rowson and unanimously resolved on a show of hands. **Clerk to continue seeking recommendations and assistance from fellow Parish/Town Councils for a suitable banking provider. Cllr Roe advised that NHTC has recently gone through this process so Clerk to contact the Town Clerk too.**

**Date and Time of Next meetings: –**

**Annual Parish meeting Wednesday 10<sup>th</sup> May 2023 7.00pm**

Members were asked to arrive early in order to deal with the completion and witnessing by the Proper Officer of Acceptance of Office and completion of Disclosable Pecuniary and other interests documents as required by the Monitoring Officer NKDC before they attend their first Parish Council meeting after the elections. Members should also remember to complete their candidate spending return even if it is a nil return. The expenses return must be received by the returning officer within 28 calendar days after the day of the election.

**There being no further competent business the meeting closed at 8.08pm.**

**Chairperson .....**

**Date.....**