

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

Minutes of the October Meeting of South Hykeham Parish Council held on Wednesday 12<sup>th</sup> October 2016 at 7.00 pm. in South Hykeham Village Hall.

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

**IN ATTENDANCE:** There were 2 members of the public present. The Chairman welcomed everyone to the meeting.

**Public Forum:** The two members of the public present were querying the position with regard to permission for maintenance work to be carried out on oak trees adjacent to their property that are subject to a Tree Preservation Order. Cllr Mrs Whittaker as a District Councillor will speak to the NKDC Tree Officer to seek advice on their query and will report back to the residents once she has made enquiries. It was confirmed that the Parish Council has no jurisdiction in matters relating to trees that are covered by Tree Preservation Orders.

#### **Action notes**

**1. Apologies for absence and reasons given.** Apologies and reasons given had been accepted from Cllr Mrs Locker and Cllr Rowson. Apologies had also been given by Cllr Mrs Pat Woodman MBE NKDC and Cllr Mrs Howe NKDC.

**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** In the absence of the police representative there was no report. The Clerk has been advised that repeat speed enforcement patrols have been ongoing near South Hykeham Primary School as reported at the last council meeting.

**4. Notes of the Parish Council meeting held on 14<sup>th</sup> September 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 14<sup>th</sup> September 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.** There was no report from NKDC as Cllrs Mrs Woodman and Mrs Howe had both sent their apologies.

Cllr Phillips gave an update on Devolution which is being further considered at a meeting of LCC next week.

The new Police and Crime Commissioner Marc Jones is moving ahead with the merging of fire brigade and police at higher levels with a view to making some savings. In future the manning levels at Lincs Fire Brigade will be changing and an appliance will be crewed by 4 firefighters rather than 5 which is the preferred number.

NHS in Lincolnshire is in crisis. Health and Scrutiny committee is putting pressure on the NHS in order to resolve this issue but little progress is being made at the moment. Currently some of the smaller accident and emergency hospitals are at risk of closure.

Highways has recently been reorganised but Steve Welsh remains as our contact officer. Gritters have been commissioned and are ready to go. The Parish Council was advised to check that gritbins are filled before the winter months. **Clerk to contact LCC highways if they require topping up**  
LCC Elections are in May.

The County Council is financing 90 beds in care homes in order to accommodate short term respite care which is particularly needed in the south of the County.

A meeting is due to take place at Sleaford in next week or two with an update from Chief Executive from Greenwich Leisure on their key performance indicators for the Library Service in Lincolnshire. Clerk has contacted Footpaths Officer regarding issues with the surface of the bridle path at Meadow Lane. The response to Clerk's email from the Footpaths Officer is in the clerk's report agenda item no. 17. Clerk to advise Cllr Phillips of email response from LCC Footpaths Officer. Cllr Phillips left the meeting at this point.

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

### PAYMENTS

LALC	First aid course refreshments (cheque no. 100478 12/10/16)		£16.00
C. Wilkinson	Salary	£395.72	£433.12
	Travelling	£32.40	
	Reimbursement for office supplies (cheque no. 100479 12/10/16)	£5.00	
Post Office Ltd (HMRC)	Tax & NICs (cheque no. 100480 12 10/16)		£18.80
	<b>Total expenditure</b>		<b>£467.92</b>

### INCOME

Broadspire (Aon Insurance)	Reimbursement of excess from impact to bus shelter		£125.00
	<b>Total income</b>		<b>£125.00</b>

Cllr Roe proposed that the payment of accounts should be approved. Cllr Driffill seconded the motion that was unanimously approved on a show of hands. Budget report to end of August handed out to members indicating the position with regard to income and expenditure to date. Cllr Roe proposed that the budget report should be received. Cllr Main seconded the motion that was unanimously approved on a show of hands.

#### **Agenda item for next meeting**

Preparations are under way for preparing the budget and determining the precept requirements for the forthcoming financial year.

#### **Agenda item for next meeting**

**b) To approve the Accounts works procedures.** Cllr Main proposed that the Accounts work procedures document should be approved. Cllr Driffill seconded the motion that was unanimously approved on a show of hands. Cllr Mrs Whittaker proposed that Cllr Mrs Graham should be the appointed member of council who should step in to cover the councils accounting responsibilities in the event that the Clerk becomes incapacitated. Cllr Roe seconded the motion that was unanimously approved on a show of hands.

**c) To consider the effectiveness of internal audit process.** Cllr Roe proposed, seconded by Cllr Main that the current process of internal audit is deemed to be an adequate and effective system of reviewing council accounting records and control systems. Unanimously approved on a show of hands.

#### **Clerk to arrange mid-term meeting with internal auditor**

**d) To consider the Council's duties under the Pensions Regulators auto-enrolment legislation.** The Clerk registered the Council on 3<sup>rd</sup> June 2015 and was given the staging date of 1<sup>st</sup> May 2017. The Clerk is the nominated contact for the Parish Council and has used the Duties Checker to ensure that at each stage the Council has met its obligations. The current Auto – Enrolment earnings thresholds for eligible jobholders to be automatically enrolled into a qualifying pension scheme stands at £10,000 per annum and the earnings threshold for non-eligible jobholders to have a right to require their employer to enrol them into a qualifying pension scheme remains at £5,824 per annum.

#### **Noted/Clerk to ensure that the Council continues to meet its obligations**

**7. Neighbourhood Plan – Approval of Draft Neighbourhood Plan.** Cllr Roe proposed, seconded by Cllr Main that the amended Draft Neighbourhood Plan recently emailed to members should be

approved. Unanimously approved on a show of hands.

## 8. Planning

### a) Planning Applications to be considered by the Parish Council

16/1171/HOUS Ruby May Cottage	Erection of side extension South Hykeham Road	No objection
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Proposed Cllr Roe, seconded by Cllr Mrs Graham and unanimously approved on a show of hands that there is no objection to this proposal.

### b) Planning Decisions by NKDC

#### Approval

16/0558/RESM Land off Boundary Lane Reserved matters application for erection of 9no. industrial/commercial units following outline permission 15/0881/OUT	<b>Noted</b>
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c) To consider Tree Preservation Order applications.	<b>None</b>
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d) To note Tree Preservations Order decisions by NKDC.	<b>None</b>
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e) s 106 planning gains update.	<b>No update/agenda item next meeting</b>
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9. Approval of grant application to Smaller Authorities Transparency Fund. Proposed Cllr Roe seconded by Cllr Main and unanimously approved on a show of hands that the grant application emailed to members should be approved. **Clerk to submit to LALC/NALC**

a) Purchase of replacement Parish Council laptop computer/scanner and software. Proposed Cllr Roe seconded by Cllr Main and unanimously approved on a show of hands that the laptop, scanner and software as outlined to members of council by the Clerk should be purchased on account from PC World. **Clerk to place order**

10. Litterpicking report from North Hykeham Town Council. NHTC litterpicker reports that regularly over 60% of waste collected is MacDonalds packaging. Proposed Cllr Roe, seconded by Cllr Driffill and unanimously approved on a show of hands that a letter should be sent to MacDonalds drawing their attention to this ongoing problem. **Clerk to write**

a) Review of Parish Council dog waste/litterbins. Proposed Cllr Roe seconded by Cllr Driffill and unanimously approved on a show of hands that 2 new litter/dog waste bins should be purchased this financial year and budget provision should also be made for next year. **Clerk to place order**

11. To consider the provision of signage under the Community Speed Watch Initiative. Agenda item for next meeting as the Road Safety Partnership has not advised if the location is suitable for the interactive speed signs. Members agreed that in principal the installation of an interactive sign at the location near South Hykeham Primary School is a good idea. **Agenda item for next meeting**

12. 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.	<b>Agenda item for next meeting</b>
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b) Revision of Standing Orders.	<b>Agenda item for next meeting</b>
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13. Report from informal meeting of North and South Hykeham Councils to consider proposal for a joint council. There has been no report from the August meeting of both councils to consider the advantages/disadvantages of a joint council and members felt unable to progress this matter further. The Chairman will make enquiries with the village hall committee to see if there is any availability for the council to hold their own meeting in order to discuss the advantages and disadvantages of amalgamating the 2 councils. **Chairman to contact village hall booking secretary**  
Cllr Roe advised that he had taken some notes at the meeting which he had forwarded to Cllr

Charters. **Cllr Roe to contact Cllr Charters and will send the notes to Clerk to be circulated to all members of the Council**

**14. Consultation Local Government Finance Settlement 2017-18. Noted**

**15. Correspondence.**

**a) Email from NKDC re: Parliamentary Boundary Review 2018 draft proposals consultation.**

Proposed that South Hykeham responds and points out that North and South Hykeham Councils have a joint planning committee and should come within the same Boundary. Cllr Roe proposed, seconded by Cllr Main and unanimously approved on a show of hands that the clerk responds accordingly. **Clerk to respond**

**b) Update from NKDC Enforcement re: Overgrown land at Beechcroft Close, South Hykeham.**

**No response from NKDC/agenda item for next meeting**

**c) Letter from NKDC re: Interim review of polling districts & polling places 2016 consultation.**

**Noted**

**d) Email from LCC Footpath’s Officer re: strim of Public Footpath 7 Newark Road to Beechcroft.**

**Noted**

**e) Email & copy letters sent by LCC to riparian landowners re: impediment to flow Long Lane, S Hykeham.**

**Noted**

**16. Chairman’s report.** Clerk and Chairman attended Clerk and Chairman’s training last week. A reminder was given to members of the importance of attending training on a regular basis in order to keep abreast of changing legislation etc. **Nominations for LALC training to the Clerk**

Cllrs Mrs Whittaker, Driffill and Clerk to attend LALC AGM on 18<sup>th</sup> October 2016. Chairman and Clerk are booked to attend the Emergency Planning training at Cranwell on 1<sup>st</sup> November 2016.

**17. Clerk’s report.** Report received of uneven surface of bridleway at end of Meadow Lane. LCC Footpath’s officer has advised of concerns relayed to him of possible vehicle damage for inappropriate overfilling of puddles by one frontage. He reports that it is readily bypassed on foot or horseback and it only presents a moderate priority as it is distinctly private vehicular rights rather than public access presenting the concern. **Noted**

**18. Parish Councillor’s reports – for information only/items raised for decision will appear on the agenda for the next meeting.** No matters for consideration.

**19. To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960.** No matters to be dealt with under this heading.

**20. Date and Time of Next full council meeting –Wednesday 9<sup>th</sup> November 2016 7.00pm.**

**21. To confirm the banking arrangements/signatories for the Albert Medley Trust Fund.**

Designated Parish Council representatives are to visit the bank in order to complete the new form of mandate as agreed at the last meeting.

There being no further competent business the meeting closed at 8.40pm.

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