

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

Minutes of the May Annual Parish Council meeting of South Hykeham Parish Council held on Wednesday 8<sup>th</sup> May 2024 at 7.00pm at South Hykeham Community Primary School, Wath Lane.

Present: Councillors Mrs P Whittaker (Chairman), D Rowson (Vice Chair), P Driffill, S Roe, N Southam, Mrs N Dillon Jones.

In attendance: Cllr M Lofts (NKDC) Clerk: Carolyn Wilkinson.

The Chairman opened the full council meeting and welcomed those present.

**1. Election of Chairman and to receive the Chairman's Declaration of acceptance of office.** Cllr Rowson nominated Cllr Mrs Whittaker as Chairman of the Parish Council for the ensuing year. Cllr Driffill seconded the nomination which was unanimously resolved on a show of hands. There were no other nominations so Cllr Mrs Whittaker was duly elected as Chairman of the Parish Council for the ensuing year. Cllr Mrs Whittaker signed the Chairman's declaration of acceptance of office.

**2. Election of Vice Chairman. To receive the Vice Chairman's Declaration of acceptance of office.** Cllr Mrs Whittaker nominated Cllr Rowson as Vice Chairman of the Parish Council for the ensuing year. Cllr Driffill seconded the nomination which was unanimously resolved on a show of hands. There were no other nominations so Cllr Rowson was duly elected as Vice Chairman of the Parish Council for the ensuing year. Cllr Rowson to sign the Vice Chairman's declaration of acceptance of office at the next meeting.

**3. To resolve to come out of formal session for a 15 minute public forum when members of the public may ask questions or make short statements to the Council.** If there are no members of the public present the Council meeting will commence promptly at 7.00pm.

**4. To receive apologies for absence and to resolve to accept the reasons given.** Cllrs Mrs Graham had sent her apologies. Cllr Rowson proposed, seconded by Cllr Mrs Whittaker and unanimously resolved on a show of hands that the reason for absence should be accepted. Cllr Roe had given apologies indicating he would be late arriving due to him delivering a Corporate Parenting presentation on behalf of LCC. He arrived at 7.54pm during agenda item no 23.

The Police Beat Team, Councillor Briggs (LCC) and Flying Officer McMullen RAF Waddington had given their apologies which were noted.

**5. To resolve to receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider members' written dispensation requests.** There were no declarations of interest at this point.

**6. To receive County and District Councillors' reports – for information only. Items raised for any decisions will appear on the agenda for the next meeting.**

Cllr Overton had sent a written newsletter, the content of which was noted by members of Council.

Cllr Lofts gave his report on the Police Commissioner election and indicated that Rachel Henry of Lincs Police was keen to encourage people to report crime as some of it was going unreported.

Ian Williams Ltd have been appointed to replace Kier in managing housing repairs for NKDC and it is hoped that the backlog of repairs will soon be caught up on.

There were no other reports to consider.

**7. To receive the Police report.** In the absence of a representative from the Police Beat Team there was no report.

**8. To resolve to adopt the Clerk's notes of the meeting held on 10<sup>th</sup> April 2024 as the minutes of that meeting.** Proposed by Cllr Rowson, seconded by Cllr Driffill and unanimously resolved on a show of

hands that the Clerk's notes were adopted as a true record of that meeting. The Chairman signed the minutes.

**9. Election of Committee Members. a) Election of members of Human Resources Management Committee (3 members/1 reserve)** Cllr Mrs Whittaker nominated Cllrs Mrs Graham, Southam and Rowson as members of Human Resources Management Committee for the ensuing year. There is no reserve member. Motion seconded by Cllr Rowson and unanimously resolved on a show of hands. There were no other nominations and all were duly elected.

**i) To review the terms of reference for the Human Resources Management Committee.** Proposed Cllr Rowson seconded by Cllr Driffill and unanimously resolved that the terms of reference for the Committee unchanged from last year should be approved.

**b) Election of members of the 10 Year Strategy Working Party (5 members/1 reserve)** Cllr Mrs Whittaker nominated Cllrs Mrs Graham, Driffill, Rowson, Southam and herself as members of the 10 Year Strategy Working Party for the ensuing year. Motion seconded by Cllr Mrs Dillon-Jones and unanimously resolved on a show of hands. There were no other nominations and all were duly elected. Community representatives are John Richardson and Reverend Collins. There was no nomination for a reserve member. The Working Party will report back to the Parish Council with recommendations for it to make decisions on hosting events and activities relating to the policies within the 10 Year Strategy document. **i) To review the terms of reference for the 10 Year Strategy Working Party.** Proposed Cllr Mrs Dillon Jones seconded by Cllr Driffill and unanimously resolved on a show of hands that the terms of reference for the Working Party which had been reviewed and was unchanged from last year should be approved.

**c) Election of representatives on Village Hall Committee (2 members/1 reserve).** Cllr Rowson nominated Cllrs Driffill and Mrs Whittaker as representatives on the Village Hall Committee for the ensuing year with Cllr Southam as reserve member. Motion seconded by Cllr Mrs Dillon Jones and unanimously resolved on a show of hands. There were no other nominations and each were duly elected.

**10. Finance a) To resolve to approve the payment of accounts for May 2024.** Proposed Cllr Rowson, seconded by Cllr Driffill and unanimously approved on a show of hands.

### Expenditure

Amazon	Tombola prizes (debit card 26/04/24)	£17.95
Amazon	Tombola prizes (debit card 26/04/24)	£6.80
Amazon	Litterpicking bin hoops (debit card 07/05/24)	£41.94
Amazon	Coloured clipboards (debit card 07/05/24)	£9.99
Amazon	A4 Lever Arch files (debit card 07/05/24)	£11.99
C Wilkinson	Salary (BACS 07/05/24)	£814.80

HMRC Tax & NICs	(debit card 07/05/24)	£239.67
Three.co.uk	iPad and Sim monthly plan(d/d)	£13.10
Giff Gaff	Mobile monthly payment (d/d)21/05/24)	£10.00
<b>Total Expenditure</b>		<b>£1,166.24</b>
<b>Income</b>		
NKDC Precept	(BACS 19/04/24)	£8,360.18
<b>Total income</b>		<b>£8,360.18</b>

**b) To resolve to approve the revised asset register.** Deferred to the next meeting.

**c) To resolve to approve the Parish Council's unaudited accounts for 1st April 2023 to 31st March 2024.** Deferred to the next meeting.

**d) To consider the quotes for the renewal of the Parish Council Insurance Policy for the ensuing year.** After much discussion it was proposed by Cllr Mrs Dillon Jones that the company which had offered the 3 year Long Term Agreement (current insurer) should be approached to quote for an increased legal expenses agreement as she felt that £250,000 was not sufficient cover. She agreed to contact the insurer to ask for the figure to be increased and would report back to council before the due date for renewal of 1<sup>st</sup> June 2024. Council agreed that an additional, earlier meeting should be held to deal with financial matters on Tuesday 21st May 2024 7pm subject to the school being able to accommodate the council meeting. Cllr Southam left to speak to the headteacher who confirmed the availability for that date.  
**Deferred to the next meeting of 21<sup>st</sup> May 2024**

**e) Ratification of the Council Debit card policy.** Deferred to the next meeting

**f) Ratification of the BACS/CHAPS payments policy.** Deferred to the next meeting

**g) Ratification of the Council Direct Debit policy.** Deferred to the next meeting

**h) Renewal of the annual subscription for the Website Maintenance Agreement & the acceptance of the service level agreement.** Deferred to the next meeting

**11. Litterpicking report and confirmed date of next litterpick on Saturday 8th June 2024.** Councillor Mrs Whittaker proposed that the Council should form a volunteer litterpicking working party made up of 3 members Cllrs Mrs Whittaker, Driffill and Rowson. Cllr Driffill seconded the motion that was unanimously approved on a show of hands. The Clerk reported that a party of volunteers from McDonalds on Gateway Park will be present for this litterpick.

**12. Highways matters :-**

a) **Speed Indicator Device report from Cllr Roe.** Cllr Roe had circulated a report to members prior to the meeting.

b) **Outstanding/new highways faults requiring urgent attention. None reported**

**13. Planning matters**

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

**23/0628/OUT - Land Off Heron Walk At Apex Lake Newark Road North Hykeham LN6 9TR** Proposed  
Cllr Rowson, seconded by Cllr Driffill and unanimously approved on a show of hands that Council objected to this proposal with concerns over the damage that would be caused to the trees and biodiversity in the area. Council also has serious concerns over the increase in traffic that will be generated by this proposal.

**Objection/comments**

b) **To consider LCC planning applications received and respond by deadline. None**

c) **To receive LCC/NKDC Planning Decisions**

**Approval: PL/0021/24 DEVELOPMENT: FOR THE FORMATION OF ANCILLARY OPEN STORAGE AREA FOR SKIPS NEW EARTH SOLUTIONS (WEST) LTD, BUILDING NO.3, ROE HOUSE, BOUNDARY LANE, SOUTH HYKEHAM**

**Noted**

Cllr Roe arrived at this point and gave his apologies for late arrival due to previous engagement at LCC. Cllr Roe abstained from all matters relating to planning and took no part in the discussion or votes.

d) **Planning appeals - 23/0578/HOUS - 2 Sisters Close South Hykeham Erection of a garden room – Appeal dismissed**

**Noted**

**14. Hykeham Joint Neighbourhood Plan update**

**Standing agenda item**

b) **Report from meeting of HNP review Steering Group held on Mon 15th April 2024.** There was no update but another meeting is scheduled for Monday 13th May 2024.

**15. 10 Year Strategy Working Party events update. a) Report on Parish Council Meet Your Councillors stand at Church May Fayre Mon 6th May 2024.** Children's tombola to be organised by the Clerk/ councillors to attend to engage with parishioners and encourage them to complete questionnaires.

b) **Update on D-Day 80 Event to mark the celebrations on Thursday 6th June 2024.** The event has been confirmed for Thursday 6th June 2024. 1.30pm in the Church, 2pm at the Memorial Bench and refreshments to be served in the church afterwards. Cllr Rowson proposed a budget of £250 for the event. Seconded by Cllr Southam and unanimously approved on a show of hands. Clerk has already sent

out invitations and submitted to Witham Herald and put on the Council website. Clerk has ordered wreath and poppy crosses. **Clerk to buy cakes for the refreshments after the service.**

**16. To approve Councillor/Clerk’s training nominations.** No nominations for training.

**17. Correspondence.** Letter from RAF Waddington advising of next COBRA Exercise later in the year.

**18. Chairman’s report.** None

**19. Clerk’s report.** None

**20. Parish Councillors’ reports –information only/items requiring a decision will appear on a future agenda.** Cllr Roe reported that Balfour Beatty are available for carrying out some minor, tidying up works for Parish and Town Councils as part of their community involvement. Council to consider any projects that might fit into this initiative with a view to applying in the future. **Ideas to be brought forward to a future meeting**

**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 items to consider under this heading

**Date and Time of Next meetings: –**

**Financial meeting Tues 21<sup>st</sup> May 2024 7pm**

**10 Year Strategy Working Party meeting Weds 12th June 2024 6.30pm**

**June Parish Council Meeting Weds 12th June 2024 7.00pm**

There being no further business the meeting closed at 8.07pm.

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