

## **SOUTH HYKEHAM PARISH COUNCIL**

May 2024/25

Page 3

Minutes of the meeting of South Hykeham Parish Council held on Wednesday 14<sup>th</sup> May 2025 at 7.00pm at South Hykeham Community Primary School, Wath Lane.

Present: Cllrs Rowson, Mrs Whittaker, Mrs Graham, Southam, Roe, Drifill and Rowson. Cllr Matt Lofts NKDC. Rev Peter Collins.

There were no members of the public present for the public forum so the meeting commenced promptly at 7.00pm.

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

**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.** No members of the public present so the meetings started at 7pm.

**4. To receive apologies for absence and to resolve to accept the reason for absence.**

Cllr Mrs Dillon-Jones had tendered her resignation to the Chairman this evening. **Clerk to notify NKDC** Apologies for absence had been received from the Police Beat Team and Cllr Woodruff LCC.

**5. To resolve to receive any declaration of interests 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.

**6. To receive County/District Councillors written reports.** Cllr Lofts reported that there would be a new Chair and Vice Chair elected at the Annual District Council meeting. There will be a lunch for veterans on 23<sup>rd</sup> June and nominations will be accepted up to 6<sup>th</sup> June 2025. Cllr Dyer (Hykeham East) is pursuing the matter of funding for the North Hykeham Relief Road and will update council with further information as it becomes available. Food waste recycling bins are going to be rolled out to everyone in NKDC, maybe some time in 2027. There is also an option to apply for larger sized bins but there is no guarantee that they will be supplied. Cllr Roe reported that the County Council post election now has a ruling party of Reform. Cllr Martin Hill has now resigned but he will still be a councillor. Cllr Matthews is the new leader of the Council. Children's Services have now been put in with Heritage. The Newark Road resurfacing is being done at the expense of the contractor and additional level of bitumen will be carried out at their expense too.

**7. To receive the Police report.** There was no police report for this evening.

**8. To resolve to adopt the clerk's notes of the meeting of 9th April 2025 as the minutes of that meeting.** Cllr Roe proposed, seconded by Cllr Mrs Graham and unanimously approved on a show of hands that the Clerk's notes should be adopted as the minutes of that meeting.

**9. To consider the formation of a Finance and General Purposes (F & GP) committee.** After some discussion Cllr Southam proposed that Council forms an F & GP committee to cover financial matters more methodically and to bring reports and recommendations to full council for further consideration to aid the decision making. Cllr Mrs Whittaker seconded the motion that was unanimously approved on a show of hands. The Clerk will now start reviewing the Financial Regulations using the new NALC template

**i) To receive the letter from NKDC regarding recent Community Infrastructure Levy Gains.** Noted/Clerk has submitted the reporting period schedule of receipts and expenditure to NKDC and has posted the report on the Parish Council website.

**ii). To receive the external auditor notification from PKF Littlejohn of the Annual Governance & Accountability Return (AGAR) review & instructions for 2024/25.** Letter received and content noted.

**Agenda item for next month**

**iii) To consider the arrangements for internal audit in compliance with the statutory regulations and to meet the conditions of the (AGAR) .** The current internal auditor is Rachel Popplewell who has worked for the Council for a number of years. She is willing to carry on to enable us to meet the deadline for submission of the AGAR. The recommended hourly rate is £40 per hour and 45p mileage allowance. Council agreed to renew

the arrangement for a further year which was proposed by Cllr Drifill, seconded by Cllr Southam and unanimously approved on a show of hands. **Clerk to write letter of appointment.**

**10. Election of Committee Members.**

**a) Election of members of Human Resources Management Committee (3 members/1 reserve)** Cllrs Mrs Whittaker, Mrs Graham and Rowson were appointed for the ensuing year. There remains a vacancy for the reserve.

**i) To review the terms of reference for the Human Resources Management Committee.** Cllr Southam proposed that the terms of reference for HR were approved. Cllr Mrs Graham seconded the motion that was unanimously resolved.

**b) Election of members of Finance and General Purposes committee. (Minimum of 3 members/1 reserve)** Cllr Whittaker, Cllr Southam (Chair) Cllr Mrs Graham and Vice Cllr Rowson were appointed for the ensuing year. A vacancy for a reserve remains on this committee.

**i) To consider the terms of reference for a Finance and General Purposes Committee.** Cllr Southam proposed that the terms of reference for F & GP were approved. Cllr Mrs Graham seconded the motion that was unanimously resolved.

**c) Election of members of- the 10 Year Strategy Working Party (5 members/1 reserve)** Cllr Mrs Whittaker proposed the following: Cllrs Rowson, Drifill, Southam, Mrs Graham and herself. All were appointed for the ensuing year. Community representatives are John Richardson, Rev Peter Collins and Akosua.Acheampong who will continue to be part of the working party.

**i) To review the terms of reference for the 10 Year Strategy Working Party.** Cllr Southam proposed that the terms of reference for the 10 Year Strategy Working Party were approved. **Cllr Mrs Graham seconded the motion that was unanimously resolved.**

**d) Election of representatives on Village Hall Committee (2 members/1 reserve).**

Cllrs Mrs Whittaker, Drifill, Reserve member Cllr Southam were appointed for the ensuing year.

**11. Finance**

**a) To resolve to approve the payment of accounts for May 2025.** Cllr Rowson proposed, seconded by Cllr Mrs Graham that council should resolve to approve the payment of accounts for May 2025 which had been circulated to all members. The motion was unanimously resolved on a show of hands.

**b) To resolve to approve the revised asset register.** Cllr Rowson proposed, seconded by Cllr Mrs Graham that council should resolve to approve the payment of accounts for March 2024 which had been circulated to all members. The motion was unanimously resolved on a show of hands.

**c) To consider the quotes for the renewal of the Parish Council Insurance Policy for the ensuing year.** Cllr Rowson proposed, seconded by Cllr Mrs Graham that council should resolve to approve the payment of accounts for March 2024 which had been circulated to all members. The motion was unanimously resolved on a show of hands.

**d) Ratification of the Council Debit card policy. Policy ratified on a show of hands.**

**e) Ratification of the BACS/CHAPS payments policy. Policy ratified on a show of hands.**

**f) Ratification of the Council Direct Debit policy. Policy ratified on a show of hands.**

**g) Renewal of the annual subscription for the Website Maintenance Agreement & the acceptance of the service level agreement.** Proposed Cllr Southam, seconded Cllr Drifill and unanimously approved on a show of hand that the annual subscription should be renewed.

**h) Renewal of the Clerk's Annual Subscription to SLCC. Policy ratified on a show of hands.**

**i. To Investigate moving council/councillors to GOV.UK e-mail addresses as recommended by LALC and to investigate the financial implications and make budgetary provision.** Discussion took place but agreed to defer for the time being.

**12. Litterpicking report and confirmed date of next litterpick on Saturday 14<sup>th</sup> June 2025.**

**13. Highways matters** None to report

**a) Speed Indicator Device report from Cllr Roe.** Noted

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

**14. Planning matters**

**a)To consider NKDC/LCC planning applications received and respond by deadline.** None

**b) To receive LCC/NKDC Planning Decisions** Noted

**15. Hykeham Joint Neighbourhood Plan update.** No more recent meetings to report on.

**a) To discuss the funding challenges for the continuation of the review.** No action for now pending the outcome of the spending review. Neither council has budgeted for this additional expense.

**b) Appointment and funding for a consultant to assist with the continuation of the review.** Temporarily on hold pending spending review and freezing of budgets whilst the matter is under investigation.

**c) Proposal from Cllr Driffill for an area of privately owned land to be designated green space.** To be brought to the attention of the NP Working Party.

**16. 10 Year Strategy Working Party events update.** Council had agreed to have a stall at the Dog Show and will use it as an opportunity to engage with parishioners and find out what sort of features or facilities they would like to see.

**17. To approve Councillor/Clerk's training nominations.** None

**18. Correspondence.** None

**19. Chairman's report.** None

**20. Clerk's report.** None

**21. Parish Councillors' reports –information only/items requiring a decision will appear on a future agenda.**  
None

**22. 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 matters to deal with under this heading.

**23. To consider staffing matters and the Clerk's annual appraisal.** Appraisal due in May 2025. No other matters to consider at this point in time.

The meeting finished at 8.22 pm

Date and Time of Next meetings: –

10 Year Strategy Working Party meeting Weds 11<sup>th</sup> June 2025 6.30pm

June Parish Council Meeting Weds 11th June 2025 7.00pm