

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

Minutes of the meeting of South Hykeham Parish Council held on Wednesday 11th Sept 2024 at 7.00pm at South Hykeham Community Primary School, Wath Lane.

Present: Councillors Mrs P Whittaker (Chairman), D Rowson, Mrs Graham, P Drifill, S Roe, N Southam. Cllr Lofts NKDC.

In attendance: Clerk: Carolyn Wilkinson.

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

1. To receive apologies for absence and to resolve to accept the reasons given. Cllrs Mrs Dillon-Jones had sent her apologies. Cllr Rowson proposed, seconded by Cllr Drifill and unanimously resolved on a show of hands that the reason for absence should be accepted.

The Police Beat Team and Cllr A Briggs LCC had also given their apologies which were noted.

2. 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.

3. To receive County and District Councillors' reports – for information only. Items raised for any decisions will appear on the agenda for the next meeting. The reports from Cllrs Lofts and Roe were noted. There were no questions. Cllr Overton had sent a written report which had been copied to all and content noted.

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

5. To resolve to adopt the Clerk's notes of the meeting held on 10th July 2024 as the minutes of those meetings. Proposed by Cllr Southam, seconded by Cllr Rowson 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.

6. Finance a) To resolve to approve the payment of accounts for August/September 2024. Cllr Rowson, Seconded by Cllr Mrs Graham proposed that the payment of accounts should be approved. The motion was approved unanimously on a show of hands.

Payee	Expenditure	Amount
LALC	LALC conference & AGM	£96.00
C Wilkinson	Travelling exps	£29.25
C Wilkinson	Salary	£814.60
HMRC	Tax & NICs	£239.87
Three.co.uk	iPad and Sim monthly plan	£13.69
Giff Gaff	Mobile monthly payment	£10.00
C Wilkinson	Salary	£814.80
HMRC	Tax & NICs	£239.67
Three.co.uk	iPad and Sim monthly plan	£13.69
Giff Gaff	Mobile monthly payment	£10.00
Total Expenditure		£2,281.57
Income		
interest	Current account	£279.20
Total income		£279.20

6. b) To discuss making provision in the budget for Parish Council office and storage accommodation.

Some discussion took place on securing space for the storage of Parish Council documents and files which are currently held at the Clerk's home address. In order to comply with GDPR these documents should be in locked filing cabinets but there is no more available space at the Clerk's home. Several suggestions were put forward and the Chairman agreed to make some enquiries with the Village Hall, Gateway Park where there are some available units and to report back to the next meeting. It was agreed that once some idea of what accommodation was available that a sum should be provided for in order to purchase filing cabinets and for the cost of securing suitable storage space. **Chair to report back to next meeting**

ii To discuss making budget provision for council to migrate to .gov.uk domains and to make further provision for ongoing costs in order to enhance security of website, emails etc. After some discussion it was agreed that the Parish Council should migrate to .gov.uk domains which are more secure and that provision should be made in the budget to facilitate that from the next financial year.

iii) Local Government Pay Claim 2024/25 update and budget provision. Cllr Southam proposed that this item should be deferred until the end of the meeting and dealt with in closed session. Seconded by Cllr Rowson and unanimously approved on a show of hands.

7. Litterpicking report and confirmed date of the next litterpick on Saturday 12th October 2024 10.30am. Date confirmed. Clerk to advertise

8. Highways matters :-

a) Speed Indicator Device report from Cllr Roe. Noted. It has now been moved to Thorpe Lane.

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

9. Planning matters

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

24/0922/HOUS Sunnydale 598 Newark Rd Demolition of existing garage & rear extension & erection of wrap around 2 storey extensions Proposed Cllr Rowson, seconded by Cllr Driffill and unanimously approved on a show of hands that there were no objections to this proposal. Cllr Roe abstained from the vote and took no part in the discussion. **No objection/no comments**

Planning applications dealt with under clerk's delegated powers:-

24/0899/VARCON Land off Boundary Lane Application to vary condition 2 (materials) and 19 (approved plans) re planning permission 22/0787/FUL (Erection of 16 no. commercial units for use within Class E(g) with associated parking **No objection/no comments**

24/0919/HOUS 2 Sisters Close South Hykeham Erection of garden shed **No objection/no comments**

b) To consider LCC planning applications received and respond by deadline.

Planning application dealt with under clerk's delegated powers PL/0070/24 SOUTH HYKEHAM CP SCHOOL, WATH LANE TO VARY CONDITION 2 OF PLANNING PERMISSION 23/1175/CCC TO AMEND THE DRAINAGE PLAN TO THE LATEST ISSUE, AND TO REMOVE CONDITION 3 TO ALLOW FOR NEW SITE SETUP Proposed Cllr Rowson, seconded by Cllr Driffill and unanimously approved on a show of hands that there were no objections to this proposal. Cllr Roe abstained from the vote and took no part in the discussion. **No objection/no comments**

c) To receive LCC/NKDC Planning Decisions **None**

10. Proposal for rental of office space in South Hykeham Village Hall. The Village Hall Management Committee had indicated that they would be able to offer a small space under the sink unit in the furniture store cupboard and a second space under the window adjacent to the sink unit. A sum of £20 per calendar month for the use of this space and the current space that houses a double metal store cupboard in the play schools store room had been suggested and seemed a reasonable suggestion to put forward to the council at this meeting. Members of Council discussed the proposal and it was proposed by Cllr Southam, seconded by Cllr Mrs Whittaker and unanimously approved on a show of hands that this proposal should be pursued as a short term solution for secure storage of Parish Council records and documents. The space is to be measured and 2 filing cabinets up to the value of £250 in total should be purchased to fit in the space once the proposal had been made substantive and was agreeable to both parties. Cllr Drifill agreed to make some shelves to fit in the existing locking cupboard as currently it has no shelves so isn't particularly useful in its current state. Cllr Drifill to measure up the cupboard to fit shelves in and to retain receipts for any expenditure which the Clerk will reimburse. The spaces identified are also to be measured so that the Clerk can look for 2 small filing cabinets to fit in the spaces. **Cllr Drifill & Clerk to measure up and source materials/cabinets Cllr Mrs Whittaker to liaise with the Village Hall Management Committee to formalise a proposal with costings to be brought to the Parish Council for consideration**

11. Hykeham Joint Neighbourhood Plan update on suggested replacement consultant to assist with review. Deferred to the next meeting. The Clerk had spoken to Anne-Marie Shephard to see who the NKDC Parish/Town Councils who are reviewing their plans are using as their consultant to guide them through the process. Most of them are using Open Plan which is a local business. Globe Consultants were the original consultants who guided the councils through the process of devising the original NP. Next meeting of the group is on 23rd September 6.30pm at Fen Lane.

12. 10 Year Strategy Working Party events update.

a) Suggestions for D Day 80 event from the working party meeting held earlier this evening. Discussions about the type of event to celebrate the occasion were ongoing and will be discussed further at the next meeting and will be reported back to Council. **Agenda item for next month**

b) Arrangements for Parish Council annual Armistice Day Service. Arrangement are in hand and will be reported back to the next meeting. **Agenda item for next month/clerk to send out invitations to usual guest list**

c) To consider having a stall and councillor consultation event at St Michael and All Angels Christmas Fayre. The church will be having extensive building work so there will be no event this year.

13. To approve Councillor/Clerk's training nominations. **No nominations.**

14. Correspondence. **None**

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

16. Clerk's report. The Clerk reported that there needed to be some movement on placing an order with suitable contractors to demolish the existing bus shelter and to select the replacement. The seats also need to be installed. **Agenda item for next month**

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

18. 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 Southam, seconded by Cllr Rowson and unanimously approved on a show of hands that council should move into closed session to discuss staffing matters and the Annual NJC Pay Award.

19. Report from the Clerk's annual appraisal and matters arising

Cllr Southam had already expressed concern that the Clerk's home address is used on business correspondence and suggested a PO Box would be a possible solution. He also repeated that in order to improve council business security the Council needed to make budget provision for migration to a .gov.uk domain to better improve IT security for all member and the Clerk.

He and Cllr Rowson had conducted the Clerk's appraisal and were satisfied that all matter were in hand and there was no cause for concern.

iii) Local Government Pay Claim 2024/25 update and budget provision. Cllr Southam proposed that the Annual Pay Award should be applied and backdated as indicated in the NJC recommendation with immediate effect. Cllr Rowson seconded the motion that was unanimously approved on a show of hands. Budget provision should be made as recommended in the Pay Award.

Clerk to apply the pay award backdated

Date and Time of Next meetings: –

10 Year Strategy Working Party meeting Weds 9th October 2024 6.30pm

There being no further business the meeting closed at 8.15pm.

ChairmanDate.....