

Minutes of the meeting of South Hykeham Parish Council on Wednesday 9<sup>th</sup> October 2024 7pm at South Hykeham Community Primary School, Wath Lane, S Hykeham

Present: Cllrs, Mrs Whittaker, Driffill, Southam, Roe. Clerk: Carolyn Wilkinson Cllr Lofts NKDC, Cllr Briggs LCC.

There were two members of the public present who were invited to speak. A gentleman whose house borders the unadopted road at Wath Lane had sustained damage to his boundary fence by an unknown vehicle. The Council advised him to contact the police as the council has no power to investigate or take up the matter on his behalf. He was given the mobile number of the local Beat Officer who would call on him and see if there was any way the vehicle that had caused the damage could be identified. The two gentlemen left the meeting. The Clerk will contact the PCSO to tell her that she can expect a call in relation to this incident.

The Council meeting commenced at 7.10pm.

**1. To receive apologies for absence and to resolve to accept the reasons given.** Apologies and reasons given had been received from Cllrs Mrs Graham and Rowson. Cllr Roe proposed that the reasons for absence should be accepted. Seconded by Cllr Southam and unanimously approved on a show of hands. Cllr Mrs Dillon Jones was absent.

**2. 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.** Cllr Roe declared a prejudicial interest in anything relating to the Hykeham bypass.

**3. To receive County/District Councillors written reports.** Cllrs Lofts NKDC and Cllr Briggs LCC gave their reports.

**4. Introduction by Paul Drury, Lincs Armed Forces Covenant Officer, on Partnership Working Opportunities.**

Paul Drury introduced himself to the council and gave some information on the background to his role and responsibilities. There are several initiatives that are being provided for veterans in the County but they are always looking to make other partnerships especially in areas where there is a high concentration of veterans and Lincolnshire is one of those places. He suggested that when the Parish Council does its consultation that it might be useful to ask if they have served or are family of veterans. **Paul Drury to be invited to future events that are related to the armed services both past and present.**

**5. To resolve to adopt the clerk's notes of 11<sup>th</sup> September 2024 as the minutes of that meeting.** Cllr Driffill proposed that the clerk's notes should be adopted as a true record of that meeting. Cllr Southam seconded the motion that was unanimously approved on a show of hands.

#### **6. Finance**

**a) To resolve to approve the payment of accounts for October 2024.** Cllr Driffill proposed that the payment of accounts should be adopted. Cllr Southam seconded the motion that was unanimously approved on a show of hands.

<b>Payee</b>	<b>Expenditure</b>	<b>Amount</b>
C Wilkinson	Salary & travelling	£838.20
HMRC	Tax & NICs )	£239.67
Three.co.uk	iPad and Sim monthly plan	£13.69
Giff Gaff Mobile	monthly payment	£10.00
<b>Total Expenditure</b>		<b>£1,101.56</b>
<b>Total income</b>		<b>£0</b>

**b) AGAR 2024/25 to approve the Certificate of Exemption from a limited assurance review in accordance with the recent guidance from PKF Littlejohn.** Proposed Cllr Southam, seconded by Cllr Mrs Whittaker that the Council should declare itself exempt from a limited assurance review as it met the criteria for councils with less than £25k. The Clerk had submitted the full AGAR to PKF Littlejohn but had been contacted by them to say they could declare themselves exempt and wouldn't have to pay the costly fees unnecessarily.

The Clerk apologised for her error but she has recently been under hospital treatment with further surgery expected and PKF Littlejohn were aware of this having extended the AGAR deadline to accommodate her hospital admission and appointments.

**Clerk to send the completed and approved Certificate of Exemption to PKF Littlejohn and to publish it in the prescribed manner.**

**c) To consider request for a donation to support the work of LIVES.** Cllr Southam proposed that a donation of £200 should be made to LIVES who had done the first aid training for our councillors, the village hall, Mc Donalds and the Clerk. Seconded by Cllr Roe and unanimously approved on a show of hands.

## **7) Budget 2025/2026**

**a) To discuss suggested projects and to review items to be included in the budget 2025/26.** After much discussion it was agreed that office storage space and IT support should be provided for in order to bring the Council into a more professional and to be more visible and available to their parishioners.

**b) To further discuss provision in the budget for Parish Council office space & storage accommodation.**

Agreed that the offer from the Village Hall was acceptable and the Clerk was given a budget of £200 to purchase a new filing cabinet to keep records and archive materials in. The Chairman indicated that she would be happy to go into an public office space once a week to hold a surgery and to engage with parishioners and that might be something the council should consider. **Clerk to confirm with the village hall management**

**i) To consider the offer of additional storage space in South Hykeham Village Hall.** The Village Hall has now offered additional work space in their store room where there is a redundant sink unit and water pipes which could be taken out to create more Parish Council space. There would be a shared cost of £220 approximately. Proposed Cllr Roe, seconded by Cllr Driffill and unanimously approved on a show of hands. **Clerk to confirm with the village hall management**

**ii) To consider the offer of additional storage space in South Hykeham Village Hall.**

**ii) To further discuss budget provision for council's migration to.gov.uk domains & ongoing costs. Deferred until it becomes compulsory**

**iii) To consider recent developments and changes to the LALC Website Management Scheme. Noted**

**c) Local Government Pay Claim 2024/25 update.** Recent pay settlement has been noted.

**i) To consider budget provision for additional staffing costs in order to support business continuity.** After much discussion it was considered that an additional sum should be budgeted for in order to pay for cover when the Clerk is not available and which could be up to a matter of months. The Clerk suggested that now would be a good time to start thinking about training a new member of staff who would succeed the Clerk who may need to reduce her hours after surgery. The Clerk would be willing to reduce her hours and give some of them to a new post for an assistant clerk. Now the council is wanting to be more professional, ambitious and forward thinking it needs to be employing the staff to be able to achieve this. Having the council's files and archived records in the Clerk's home and large litterbins and other equipment in her garage is not ideal. Cllr Southam raised the issue of staff safety as the contact address for the Parish Council is the private address of the Clerk and he felt that needs looking into and safeguarding put in place or to use a postbox address instead. **Further investigations to be made**

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

**a) Speed Indicator Device report from Cllr Roe.** Hard copy presented to each member. No significant issues with speeding vehicles though there were some alarming readings on Newark Road in the early hours of the morning. To be monitored and if a pattern emerges to refer it to Road Safety Partnership.

**b) Outstanding/new highways faults requiring urgent attention.** Boundary Lane and South Hykeham Road have major potholes. **Clerk to report on Fix my Street**

**9. To consider dates for a presentation by Cllr Mervyn Head as Climate Change Engagement Member NKDC.** Referred to Joint Neighbourhood Plan working party with a view to inviting him to attend a meeting there.

**Clerk to refer to HNP working party**

## **10. Planning matters**

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

**24/1027/LDEXI Application for a lawful development certificate for an existing use – use of land as part of the caravan site known as Broxburn Park. Land Adjacent to Broxburn Park. Objection**

**b) Email communication from concerned parishioners about the proposed sale of woodland at Beechcroft.** NKDC Tree Officer and Chris Marsh LCC Footpath Office have been made aware by the Clerk. **Noted**

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

**11. Hykeham Joint Neighbourhood Plan report from meeting of Monday 7<sup>th</sup> October 2024. No report**

**12. Report from meeting of 10 Year Strategy Working Party this evening.** Arrangements are in hand for the Armistice Day Service and Reverend Collins is working on the order of service.

**a) Revision of the Parish Council 10 Year Strategy Policy.** Deferred until the bus shelter project and Memorial benches are installed. **Review in the new financial year once those projects are completed**

**b) Confirmation of Armistice Day Service arrangements Monday 11<sup>th</sup> November 2024 11am.** Arrangements as usual. Invitations have been sent out to the usual guest list and the Clerk is arranging the cakes and wreath and Poppy Crosses. The school will be present and so will representative from RAF Waddington. Notices have been printed and it has appeared in the Hykeham Gazette. Please spread by word of mouth. Paul Drury confirmed he will attend too.

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

14. Correspondence.       None

15. Chairman's report.   None

16. Clerk's report.       No report

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 Mrs Whittaker and unanimously resolved that Council should move into closed session for the next item.

19. To consider staffing matters arising from the Clerk's annual appraisal.

The Clerk reported that her first surgery could be imminent as she has had her pre-op appointment. It is vital that arrangements are in place to keep the council functioning during her recuperation. She advised that LALC operate a Locum Clerk service but there would be a cost involved. Council agreed that they will be more pro-active and will take the minutes etc in her absence. **No action**

**Date and Time of Next meetings and events: –**

**10 Year Strategy Working Party Meeting Weds 13<sup>th</sup> November 2024 6.30pm**

**October Parish Council Meeting Weds 13<sup>th</sup> November 2024 7.00pm**

**Confirmed date of the next litterpick Saturday 12<sup>th</sup> October 2024 10.30am.**