

SOUTH HYKEHAM PARISH COUNCIL

3rd June 2025

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Minutes of the extra ordinary meeting of South Hykeham Parish Council held on Tuesday 3rd June 2025 7pm at South Hykeham Community Primary School, Wath Lane, S Hykeham.

There were no members of the public present so there was no public forum and the Council meeting started promptly at 7.00pm.

Present: Councillors Mrs P Whittaker (Chairman), D Rowson, P Drifill, S Roe, N Southam. Clerk: Carolyn Wilkinson

Action notes

1. To receive apologies for absence and to resolve to accept the reason for absence. Cllr Mrs Graham 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. There were no declarations of interest.

3. Update on the Parish Council vacancy created by the resignation of Cllr Mrs N Dillon. The vacancy will be advertised for cop-option to the council with a closing date of 30th June 2025 if no election is called by 9th July 2025.

4. Finance and General Purposes committee.

a) To consider the terms of reference for the Finance and General Purposes committee. Proposed Cllr Roe, seconded by Cllr Southam and unanimously resolved on a show of hands that the terms of reference should be adopted.

b) Election of members of the Finance and General Purposes committee. (3 members/1 reserve). Proposed Cllr Roe, seconded by Cllr Drifill and unanimously resolved on a show of hands that Cllr Southam (Chair) Cllr Mrs Graham (Vice) Cllr Rowson and Cllrs Mrs Whittaker should be elected to the F and GP committee. Unanimously approved on a show of hands. There remains a vacancy for a reserve on the committee. Cllr Roe indicated that he would be prepared to stand in if required so the committee was quorate.

c) To convene the first meeting of the F & GP committee. Proposed Cllr Southam, seconded by Cllr Roe and unanimously approved that the first meeting should be held on Tuesday 2nd September 2025 7pm subject to the availability of the venue. **Clerk to enquire about availability of the school**

5. Finance

a) To resolve to approve the payment of accounts for June 2025. Proposed Cllr Roe, seconded by Cllr Drifill & unanimously resolved on a show of hands that the payment of accounts for June 2025 should be approved.

b) To resolve to approve the Parish Council's unaudited accounts for 1st April 2024 to 31st March 2025.

Proposed Cllr Roe, seconded by Cllr Drifill & unanimously resolved on a show of hands that the Parish Council's unaudited accounts for 1st April 2024 to 31st March 2025 should be approved.

6. Annual Governance and Accountability Return (AGAR) 2024/25 PKF Littlejohn. Deferred to the next meeting as it hasn't been possible to arrange a date with the internal auditor due to the Clerk's incapacity. **Clerk to arrange the internal audit/contact PKF Littlejohn for an extension and convene an extra ordinary meeting to comply with statutory deadlines.**

a) To resolve to approve the Annual Governance Statement (Section 1)2024/25. Deferred

b) To resolve to approve the Accounting Statements (section 2)2024/25. Deferred

c) To self-certify the Parish Council as exempt from an audit of the statement of accounts 2024/25. N/A

d) To approve the Certificate of Exemption from a limited assurance review (page 3 AGAR form 2) N/A

7. To resolve to move 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 Roe, seconded by Cllr Rowson and unanimously resolved on a show of hands to move into closed session.

8. To consider the arrangements for Parish Council banking. It was noted that there had been an interruption to normal banking arrangements due to the automated fraud system of the bank which had frozen councils access to online banking for what it had flagged up as a suspected fraudulent payment. The payment was for the bus shelter invoice but after several phone calls to the bank by the Clerk and the Chair over a period of time when accounts couldn't be paid or remained unpaid in order to avoid duplication of payments, the bank had agreed it was their error. The suspected fraudulent invoice had been paid anyway which the Clerk had discovered when she rang the company to apologise for delayed payment. Proposed Cllr Southam, seconded by Cllr Rowson that the Council should complain and seek redress for the numerous phone calls and time that had been spent unnecessarily as a result of the banks own staff having given incorrect

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information to the Clerk on repeated occasions. She had been told subsequently that the matter should have been resolved when she made the first phone call to report the issue and not several days later resulting in late payments and the clerk not being paid on the due date. **Unanimously approved on a show of hands that the Clerk should follow the complaints procedure on behalf of the Council**

The meeting finished at 7.55pm.

Signed.....Date.....

Date and Time of Next meetings: –

10 Year Strategy Working Party meeting Weds 11th June 2025 6.30pm

June Parish Council Meeting Weds 11th June 2025 7.00pm