

An extra ordinary meeting of South Hykeham Parish Council took place on Thursday 26th June 2025 7pm at South Hykeham Community Primary School, Wath Lane, S Hykeham.

Prior to the commencement of the meeting, in accordance with the Public Bodies (Admissions to meetings) Act 1960, a public forum was to be held from 7.00pm for a maximum of 15 minutes. As there were no members of the public present the meeting commenced promptly at 7pm.

Action notes

1. To receive apologies for absence and to resolve to accept the reason for absence. Apologies had been given by Cllrs Mrs Graham, Cllr Driffill and Cllr Rowson. Cllr Roe proposed that the reasons for absence should be accepted. Cllr Southam seconded the motion that was unanimously approved on a show of hands.

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. To resolve to adopt the clerk's notes of the meetings of 11th June 2025 as the minutes of those meetings. Proposed Cllr Southam seconded by Cllr Roe and unanimously approved on a show of hands that the clerk's notes should be adopted as the minutes of that meeting.

4. Annual Governance and Accountability Return (AGAR) 2024/25 PKF Littlejohn.

a) To resolve to approve the Annual Governance Statement (Section 1)2024/25. Cllr Roe proposed that the Council should resolve to approve the Annual Governance Statement 2024/25. Cllr Southam seconded the motion that was unanimously approved on a show of hands. The Chairman and Clerk signed the Annual Governance Statement 2024/25.

b) To resolve to approve the Accounting Statements (section 2)2024/25. Cllr Roe proposed that the Council should resolve to approve the Accounting Statements 2024/25. Cllr Southam seconded the motion that was unanimously approved on a show of hands. The Clerk/RFO had signed section 2 prior to the document being presented to the Council. The Chairman signed the relevant section 2 of the Annual Return 2024/25 as prescribed in front of members of the Parish Council prior to submission to PKF Littlejohn and the publishing of the documents on the website and village noticeboards. Clerk to submit the documentation and completed AGAR by the due date and to ensure publication of documents as prescribed by PKF Littlejohn.

c) To receive the internal auditor's report. Proposed Cllr Roe, seconded by Cllr Southam and unanimously resolved on a show of hands that the internal auditors report should be received and outstanding actions should be completed as a matter of urgency. It was noted that there were some actions that needed to be taken to ensure that regular budget reports and bank reconciliations to council should resume on a regular basis at least quarterly. It was accepted that due to the clerk's scheduled surgery and current incapacity this had lapsed though bank statements and the cash book were available at each meeting for checking by members. It was also noted that the Parish Council risk assessment should be reviewed at the next meeting of the Finance and General Purposes committee with a recommendation for it to be adopted by the Council. It was noted that the Clerk will be hospitalised from 30th June with a second surgery scheduled for 6 weeks later. Councillor Mrs Graham had offered to assist in keeping on top of emails etc and members had agreed to clerk their own meetings in the absence of the Clerk. **Review of risk assessment by F & GP committee/regular quarterly bank reconciliations and budget reports to resume with the assistance of an appointed councillor**

5. To ratify the instruction to the Clerk to accept the offer of £200 compensation in respect of the complaint from the Parish Council that was upheld by the bank. Proposed Cllr Southam, seconded by Cllr Roe the £200 compensation offered by the bank for the complaint and interruption to the access to online banking should be accepted. **Agreed that the council should investigate other banking providers with a view to opening an account with them/suggested providers to be brought to the next council meeting for consideration**

6. 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. There were no matters to discuss under this heading.

The meeting closed at 7.30pm

Date and Time of Next meetings: –

10 Year Strategy Working Party meeting Weds 9th July 2025 6.30pm

July Parish Council Meeting Weds 9th July 2025 7.00pm

Chair.....Date.....