

Minutes of the September meeting of South Hykeham Parish Council which took place on Wednesday 10th September 2025 7pm at South Hykeham Community Primary School, Wath Lane, S Hykeham.

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

Present: Cllrs Mrs Whittaker, Southam, Mrs Graham, Driffill, Roe, Wakeling. Clerk: Carolyn Wilkinson
Also in attendance Cllr Overton LCC, NKDC.

1. To receive apologies for absence and to resolve to accept the reason for absence. Apologies had been received from Cllr Rowson. Cllr Roe proposed that the reason for absence should be accepted. Cllr Driffill seconded the motion that was unanimously approved on a show of hands. Cllr Lofts NKDC had given his apologies. Apologies also received from the Police Beat Team. Cllr Woodruff had also given his apologies and sent a written report which had been circulated to all.

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 at this point. Cllr Wakeling's Declarations of Interest had been sent to Democratic Services NKDC.

3. To receive County/District Councillors written reports.

Cllr Roe gave a report on the resurfacing of local roads some of which were having to be redone. He reported that the Deputy Finance Officer of NKDC Russell Stone had left the authority. The review of the proposed Reorganisation and Devolution is ongoing.

4. To resolve to adopt the clerk's notes of the meeting of 10th July 2025 as the minutes of that meeting. Cllr Southam proposed, seconded by Cllr Roe that the minutes of the meeting should be adopted as a true record.

3. To receive County/District Councillors written reports.

Cllr Overton arrived at this point and was invited by the Chair to give her report. The Fosse Green planning application will be coming to District Council at the end of this month.

She said that Lithium batteries are a difficult industry to define with no clear guidance on what the correct distance is from communities.

The Lancaster Bomber is now in situ but the landscaping of the surrounding area is still a work in progress. Timmins engineering have done all of the work on it in a voluntary capacity but it has still cost over £1 million. Work will be ongoing for a further 6 to 8 years. Cllr Overton's newsletter which had been circulated to all has given information on grant funding sources for councils and communities.

5. Finance a) To resolve to buy 5 additional hours at cost of £90 plus VAT through the LALC Website

Maintenance Agreement. Proposed Cllr Southam, seconded by Cllr Driffill and unanimously approved on a show of hands.

Clerk to ask LALC for invoice

b) To resolve to approve the payment of accounts for August/September 2025. Proposed Cllr Southam, seconded Cllr Roe & unanimously approved on a show of hands the payment of accounts should be approved.

Payee	Expenditure	Amount
P Whittaker	Travelling	£45.45
LALC	Conference	£108.00
C Wilkinson	Salary	£919.00
HMRC	Tax & NICs	£339.77
Three.co.uk	iPad & Sim monthly plan	£14.30
Giff Gaff	Mobile	£10.00
Amazon	Craft materials dog show	£3.99
Amazon	Craft materials	£5.99
Amazon	Twine	£8.81
Amazon	Paper cranes	£10.28
Amazon	First aid kit	£3.39
LALC	3 hours owed for website	£64.80
C Wilkinson	Salary Sept 2025	£1188.00
HMRC	Tax & NICs	£457.24
Three.co.uk	iPad and Sim	£14.30
Giff Gaff	Mobile	£10.00
S H Village Hall	Hire of space for storage	£240.00
LALC	WMS addit. 5 hours	£108.00
LCC	F & GP meeting hire	£33.50

c) To consider the arrangements for Armistice Day Service & associated costs including refreshments, poppy wreath & crosses. Rev Collins had not been present at the 10 Year Strategy meeting but in principal it was suggested that the usual format should apply. Proposed Cllr Roe, seconded by Cllr Drifill and unanimously approved on a show of hands. **Chairman to speak to Rev Collins to confirm the details so the clerk can send out invitations/make arrangements/wreath ordered and Cllr Drifill said that the church had poppy crosses. The Headteacher had indicated that they would be available to attend the event on 11th November 10.30 am for 11am.**

d) To consider the recommendations from SLCC and LALC that councils in order to comply with the AGAR assertion 10 next year that they should have migrated to either a .gov or .org email address. After some discussion Cllr Southam had indicated that he would be able to assist with the set up. Both he and the Clerk are down to attend a webinar hosted by LALC in order to look at how this can be implemented but there will be a cost.

Agenda item for next meeting

e) To confirm the rental & other accommodation costs for the office space at the village hall. The charge of £20 per calendar month for the rental of office space had been approved and payment by cheque is on the payment of accounts for this meeting. The Council has agreed to buy some more locking cabinets and the budget has been set at £150 for the purchase of required equipment. Cllr Southam has given the measurements to the Clerk who will look into ordering suitable equipment within that budget. **Clerk to order**

f) To consider the process for the revision of the Parish Council's Financial Regulations. Clerk to revise the document and to be brought to the first meeting of F and GP committee to consider and to bring a recommendation to full council on 8th October 2025. **Agenda item for F & GP/October full council**

6. To consider the draft revised Parish Council Risk Assessment. Clerk to revise document and to be brought to the first meeting of F and GP committee to consider and to bring a recommendation to full council on 8th October 2025.

Agenda item for F & GP/October full council

7. Highways matters

a) Speed Indicator Device report from Cllr Roe. Cllr Roe distributed the most recent report. **Noted**

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

8. Planning matters

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

b) To receive LCC/NKDC Planning Decisions LCC 25/0852/CCC For the retention of two single storey cabins to continue to provide welfare facilities to the existing site (retrospective) at GBM Waste Management, Boundary Lane, South Hykeham **Approved**

c) To set a date to meet with NHTC in order to discuss the revision of the Joint Neighbourhood Plan & associated costs. After some discussion Council agreed that the revision should be put on hold as no provision had been made in either council's budget and as funding is no longer available they could not proceed. Cllr Mrs Whittaker said that she had asked for Anne-Marie Shepherd to be invited to offer some guidance on what other councils are doing and if there is a likelihood of any other funding streams. **Cllr Mrs Whittaker to visit NHTC offices to arrange date for a meeting of councils with the Town Clerk**

9. 10 Year Strategy Working Party events update.

a) To consider the arrangements for the Church Christmas Fayre & a Parish Council stall. Proposed Cllr Southam, seconded by Cllr Mrs Whittaker that the Council should have a tombola and a Meet your Councillor stall at the event on 13th December 2025. Unanimously approved on a show of hands. **Clerk to arrange**

b) Update on suggestions for Parish Council Manchester Bomber memorial at Pump Hill and to set dates for site visits. The Clerk had been researching various locations that have memorials installed for a similar situations to that of the Manchester. She had examples of the type of memorials and it was suggested that councillors should look around either on the internet or to visit place like Bomber Command, neighbouring villages and former RAF sites which now have visitor centres and memorials in situ. The Clerk will contact Drapers Memorials as there are headstones in some of the burial grounds which might lend themselves to the type of memorial that might be suitable for Pump Hill location. Flying Officer Kris McMullen had brought some examples to a meeting of the 10 Year Strategy Working Party that had been installed at locations that had connections with RAF Waddington. It was felt that an engraved granite stone might be more appropriate and durable than a brass plaque engraved and attached to something. Members to do some research and report back to the meeting in November when the budget will be set for next year with some likely costings to be

presented as the grant funding from the Co-op and the CIL money from a previous year will be reaching the stage that if still unspent will need to be returned. **Agenda item for the November meeting**

10. To approve Councillor's Finance training nominations for Finance & General Purposes Committee members & to confirm a date for the first meeting in October. Agenda items to be suggested by members. The first meeting of the F and GP committee will take place on Tuesday 7th October 2025 6.30pm at South Hykeham CP School and will be a public meeting and all members regardless of whether they are on the committee may attend. There is one vacancy on the Committee for a reserve member.

Agenda item for Parish Council committee/working party vacancies on November agenda

11. Correspondence. None

12. Chairman's report. None

13. Clerk's report. None

14. Parish Councillors' reports –information only/items requiring a decision will appear on a future agenda.

15. 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. Cllr Roe proposed, seconded by Cllr Mrs Whittaker that Council move into closed session to discuss the next item.

16. To discuss and set the date for the Clerk's annual appraisal to coincide with the latest pay award 2025/26. To consider the implementation of the NJC Pay Award backdated as per the NJC guidelines.

The Clerk's appraisal has been arranged for 11th September 2025 and will be conducted by Cllrs Mrs Graham and the Chairman in order to respond to the comment from the internal auditor and so that it feeds into the budget setting procedure. The application of the NJC Pay Award is contractual. Cllr Roe proposed, seconded by Cllr Southam that the NJC pay award should be applied with payment of arrears to be included.

Date and Time of Next meetings: –

Finance and General Purposes Committee meeting Tues 7th October 6.30pm

10 Year Strategy Working Party meeting Weds 8th October 2025 6.30pm

October Parish Council Meeting Weds 8th October 2025 7.00pm

The meeting finished at 8.30pm

Signed

Dated.....