

SOUTH HYKEHAM PARISH COUNCIL

Page 17 2025/26 action notes

Minutes of the meeting held on Wednesday 8th October 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 due to be held from 7.00pm for a maximum of 15 minutes where members of the public could ask questions or make short statements to the Council. There were no members of the public present so there was no public forum.

Present: Cllrs Mrs Whittaker (Chair) Driffill, Southam and Wakelin. In attendance Cllrs Overton LCC/NKDC, Woodruff LCC and Lofts NKDC.

1. To receive apologies for absence and to resolve to accept the reason for absence. There was some confusion over the apologies given by Cllr Rowson so this is to be checked and clarified at the November meeting. Apologies and the reasons for absence had been given by Cllrs Mrs Graham and Cllr Roe. Cllr Southam proposed that the reasons for absence should be accepted. Cllr Driffill seconded the motion that was unanimously approved on a show of hands. In the absence of the clerk Cllr Mrs Whittaker was taking notes of the meeting.

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 at this point but members were reminded that they could be made during the meeting if necessary.

3. To receive County/District Councillors written reports. Cllr Overton had submitted her written newsletter which had been copied to all members. There were no questions and the content had been noted. Cllr Woodruff encouraged the use of Fix my Street to report matter and said that flytipping is a concern. Concerns have also been raised over the speed limit on Newark Road.

Cllr Lofts advised that the TPO at Nightingale Close South Hykeham has been extended. He also reported that PCSO Sarah Lingard is back and permanently assigned to the North Hykeham division.

4. To resolve to adopt the clerk's notes of the meeting of 9th September 2025 as the minutes of that meeting. Proposed Cllr Driffill, seconded by Cllr Wakelin and unanimously approved on a show of hands that the clerk's notes of that meeting should be approved as a true record of the meeting.

5. Finance

a) To resolve to approve the payment of accounts for October 2025. Proposed Cllr Southam, seconded by Cllr Wakelin and unanimously approved on a show of hands that the payment of accounts should be approved.

Payee	Expenditure	Amount
C Wilkinson	Salary	£963.80
HMRC	Tax & NICs	£359.39
Three.co.uk	iPad and Sim monthly plan	£14.30
PKF Littlejohn	Ltd assurance review of AGAR 2024/25	£252.00
Giff Gaff	Mobile phone monthly charge	£10.00

Total Expenditure **£1,599.49**

Barclays Interest	£288.52
Barclays Interest (Albert Medley)	£10.79

Total Income **£299.31**

b) To finalise the arrangements for Armistice Day Service & associated costs for refreshments. To consider the order of service and laying of poppy wreath & crosses. Proposed Cllr Driffill, seconded by Cllr Southam that the arrangements as detailed by the clerk were approved and in accordance with previous meetings and decisions made. Unanimously approved on a show of hands. **Clerk to arrange/purchase refreshments etc**

6. Finance and General Purposes Committee report.

a) To consider the recommendation from F and GP Committee that the revised edition of the Parish Council's Financial Regulations should be adopted at this meeting. Proposed Cllr Southam, seconded by Cllr Mrs Whittaker and unanimously approved on a show of hands that the revised Financial Regulations should be adopted.

b) To consider the recommendation from the F and GP Committee that the revised Parish Council Risk Assessment should be adopted at this meeting. Proposed Cllr Southam, seconded by Cllr Mrs Whittaker and unanimously approved on a show of hands that the revised Risk Assessment should be adopted.

4) To consider the recommendations from SLCC and LALC that councils need to act now to comply with the AGAR assertion 10 next year.

a) To consider the proposal tabled by Cllr Southam for the best course of action to ensure that the Parish Council complies with AGAR Assertion 10 and the practical considerations to facilitate this as outlined above. Cllr Southam gave his report and tabled his proposal. He suggested that a sum of £250 should be set aside in order to facilitate this. Cllr Wakelin proposed that the sum of £250 should be allocated to facilitate the proposal for the Parish Council to comply with AGAR Assertion 10 by migrating to GOV.uk emails. Cllr Mrs Whittaker seconded the motion that was unanimously approved on a show of hands. **Cllr Southam to proceed with setting his proposal up with a view to having Cllr GOV.UK emails from December 2025.**

b) To consider the recommendation of the F and GP committee to note the Final External Auditor Report and Certificate 2024/25 in respect of the limited assurance review. Proposed Cllr Southam, seconded by Cllr Mrs Whittaker and unanimously carried on a show of hands that the Final External Auditor Report and Certificate 2024/ of the limited assurance review should be received.

5. Further information on the proposed meeting with NHTC in order to discuss the revision of the Joint Neighbourhood Plan & associated costs in light of there being no government grant support available. Council unanimously agreed that for now no further action should be taken until grant funding becomes available. **No further action**

6. To consider the recommendation from the F and GP Committee that the revised Parish Council Grants and Donations Policy should be adopted at this meeting. Proposed Cllr Southam, seconded by Cllr Mrs Whittaker and unanimously approved on a show of hands that the revised Grants and Donations Policy should be adopted.

7. Budget 2026/2027 preparation.

a) To further discuss suggested projects from F and GP and to review any other items to be included in the budget for 2026/27. SHCP has put forward some suggestions for amenities or facilities that they would like the council to consider. The secondary schools had also put forward some suggestions one of them being outdoor gym equipment. **Further suggestions to be brought to the November meeting**

i) Update on suggestions for Parish Council Manchester Bomber memorial at Pump Hill location and to set a date for site visits to look at History Boards and Memorials in other parishes. Manchester Memorial and history board quotes to be obtained once a suitable memorial/history boards are identified. Once suitable boards and a memorial have been identified the Clerk will be asked to get quotes.

ii) History boards funding from grant funding awarded by Lincolnshire Co-op and additional funding to facilitate the project. To seek out grant funding from other sources for each of these projects. **Noted/grant funding can't be applied for until the project has been agreed.**

b) To consider the proposal from F and GP Committee for budget provision for additional staffing costs in order to support business continuity and development of the admin. support to the Parish Council. Proposed that the HR Committee is tasked to look into the assistant clerk post and to draft a job description, contract and advertisement. There will need to be additional funding set aside for equipment, training and salary and pension costing.

8. Highways matters

a) Speed Indicator Device report from Cllr Roe. No report in the absence of Cllr Roe.

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

9. Planning matters

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

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

10. 10 Year Strategy Working Party events update.

a) To consider the arrangements for the Church Christmas Fayre & a Parish Council stall. Date confirmed as 13th December. Litterpick to be cancelled as the date clashes. Agreed the usual format of Councillors to meet with public to consult and a tombola to be held

b) Any other suggestions identified to be included in the revision of the 10 Year Strategy. **None**

10. To approve Councillor's Finance training nominations for Finance & General Purposes Committee members. Cllrs Southam and Mrs Whittaker are taking part in a LALC hosted e-learning Finance course.

11. Correspondence. **None**

12. Chairman's report. **No matters to report**

13. Clerk's report. No matters to report.

14. Parish Councillors' reports –information only/items requiring a decision will appear on a future agenda.
No matters to report

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. No matters to consider under this heading.

Date and Time of Next meetings: –

Finance and General Purposes Committee meeting Tues 9th December 2025 6.30pm

10 Year Strategy Working Party meeting Weds 12th November 2025 6.30pm

November Parish Council Meeting Weds 12th November 2025 7.00pm

The meeting closed at 8.10pm

Signed.....

Date.....