

Clerk's notes of the November meeting of South Hykeham Parish Council which took place on Wednesday 12<sup>th</sup> November 2025 7pm at South Hykeham Community Primary School, Wath Lane, S Hykeham.

There was no public forum as there were no members of the public present. The meeting commenced promptly at 7.00pm.

**Present:** Mrs Whittaker, Southam, Rowson, Driffill and Roe. Cllr Lofts NKDC. Rev. Collins had been presented with a gift from the Parish Council as the 10 Year Strategy meeting was his last meeting before he leaves the Parish.

**1. To receive apologies for absence and to resolve to accept the reason for absence.**

Apologies and reasons for absence had been given by Cllrs Mrs Graham and Wakelin. Cllr Roe, seconded by Cllr Southam proposed that the reasons for absence should be accepted. Unanimously approved on a show of hands. There had been some confusion over Cllr Rowson's absence and reason given at the October meeting. Members had since been apprised of the reason for absence. Proposed Cllr Roe, seconded by Cllr Southam that the reasons for absence should be accepted. Unanimously approved on a show of hands. Apologies had also been received from PCSO Lingard, Cllr Overton, Cllr Woodruff and Cllr Lofts

**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 receive County/District Councillors written reports.** A written report had been received from Cllr Overton and the contents noted. Cllr Lofts reported on the proposal prepared jointly by North Kesteven and South Kesteven on how to restructure local government delivery within Lincolnshire. The proposal is due to be submitted to Central Government by the end of the month. Household food waste collections are to be introduced across Lincolnshire in 2026. Separated collected food waste will be sent to an anaerobic digestion facility in Lincolnshire where it will be turned into fertiliser for agriculture and biogas which is used to generate renewable electricity for homes. Cllr Roe reported on children's services and proposals for local government re-organisation.

**4. To consider the email complaint from a local resident regarding the parking of the litterpicking vehicles and equipment on the grassed area at Beechcroft Close.** The resident had been invited to attend the Parish Council meeting in order to discuss the matter with regards to the status of the area of land. The resident was not present so it was agreed that no further action could be taken. A member of council had inspected the grassed area after the litterpick had taken place and could find no evidence of any damage to the verge or grassed area.

**5. To resolve to adopt the clerk's notes of the meeting of 8th October 2025 as the minutes of that meeting.** Proposed Cllr Roe, seconded by Cllr Driffill and unanimously carried on a show of hands that the clerk's notes of the meeting of 8th October 2025 should be adopted as the minutes of that meeting.

**6 Finance**

**a) To resolve to approve the payment of accounts for November 2025.** Proposed Cllr Roe, seconded by Cllr Driffill and unanimously carried on a show of hands that the payment of accounts for November 2025 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
Giff Gaff	Mobile phone monthly charge	£10.00
P Whittaker	Travelling expenses to NKDC Forum	£19.98
LCC	F & GP meeting 13 Jan 2026	£33.50
C Wilkinson	Reimbursement for Rev Collins	
	leaving gift from parishioners & PC	£33.20
C Wilkinson	Armistice day refreshments	£88.73
Amazon	Stationery/office supplies	£46.65
Amazon	Office Files	£11.99
Total Expenditure		£1,581.54

**b) To consider the applications for grant/donation from qualifying applicants.**

There had been 2 applications. One from CAB Mid Lincs and another from Edan Lincs Refuges. Cllr Roe proposed that £100 should be awarded to CAB Mid Lincs and £150 to Edan Lincs Refuges. Seconded by Cllr Rowson and unanimously approved on a show of hands. **Clerk to advise recipients/make payment**

c) To consider an application to LCC for the installation of a bus shelter at the bus stop opposite Pennells. After much discussion it was agreed that a better location would be on the same side of Pennells where the existing bus stop is.  
**Deferred to a future meeting**

**7. Compliance with the AGAR assertion 10 for next financial year.**

a) Report from Cllr Southam on compliance and to ensure that Parish Council and Councillor emails are migrated to .gov.uk email accounts with consideration for any practical requirements as a result. Cllr Southam gave members each their new email address which will be set up. Any assistance required Cllr Southam will endeavour to support members and the Clerk. **Report of progress to the Dec meeting**

**8. Update 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. No further action**

**9. Budget 2026/2027 preparation.**

a) To consider projects and to review any other items to be included in the budget for 2026/27. Grant application and installation of a Pennells bus shelter to be considered.

Assistant Clerk post to be considered and proposal brought to the January meeting for consideration/approval.

b) 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 suitable Memorial/History Boards are identified. Cllr Rowson disputed that a vote had been taken on the location of the Manchester Bomber memorial being Pump Hill. Clerk to check the minutes which have been approved. **Minute to be copied to members for next meeting**

c) To include 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. HR Committee to meeting in order to produce a job description and grade for the post of assistant clerk.

**HR Committee to convene a meeting/report to F & GP Committee**

**10. Highways matters**

a) Speed Indicator Device report from Cllr Roe. Noted

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

**11. Planning matters**

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

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

**12. 10 Year Strategy Working Party events update.**

a) To consider the suggestions from the pupils of South Hykeham Community Primary School for amenities and activities in the Parish. The Headteacher had done some work with the pupils to see what amenities and services they would like to see in South Hykeham. Most of the suggestions involve substantial costs and consideration would need to be given to application for grant funding. There may be some smaller items that are achievable. Suggested that at the Christmas Fayre further consultation takes place to see what ideas parishioners might welcome. **Survey at Christmas Fayre on Dec 13<sup>th</sup> 2025/meet your councillors stand**

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

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

**14. Correspondence None**

**15. Chairman's report. None**

**16. Clerk's report. None**

**17. Parish Councillors' reports –information only/items requiring a decision will appear on a future agenda. None**

**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. No matters to discuss under this agenda item.**

**Date and Time of Next meetings: –**

**10 Year Strategy Working Party meeting Weds 10th December 2025 6.30pm**

**December Parish Council Meeting Weds 10th December 2025 7.00pm**

**Finance and General Purposes Committee meeting Tues 13th January 2026 6.30pm**

**There being no further competent business the meeting closed at 8.14pm**

**Signed .....Date.....**