

**Clerk's notes of the December meeting of South Hykeham Parish Council which took place on Wednesday 10<sup>th</sup> December 2025 7pm at South Hykeham CP 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: Cllrs Whittaker, Rowson, Roe, Graham (acting clerk/note taker in absence of Clerk Carolyn Wilkinson) Drifill, Southam

**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 Wakelin, Lofts and Woodruff. Cllr Roe, seconded by Cllr Southam proposed that the reasons for absence should be accepted. 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 receive County/District Councillors written reports.** Cllr Roe provided an update around Local Government Reform and the Relief Road.

**4. To resolve to adopt the clerk's notes of the meeting of 12<sup>th</sup> November 2025 as the minutes.** Proposed Cllr Southam, seconded by Cllr Rowson and unanimously carried on a show of hands that the clerk's notes of the meeting of 12<sup>th</sup> November 2025 should be adopted as the minutes of that meeting.

**5. Finance**

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

Payee	Expenditure	Amount
C Wilkinson	Salary	£963.80
HMRC	Tax & NICs	£359.39
Three.co.uk	iPad & Sim monthly plan	£14.30
Giff Gaff	Mobile monthly fee	£10.00
Amazon	Office supplies	£32.99
LALC	Clerk's networking event	£30.00
Edan	Donation	£150.00
CAB Mid Lincs	Donation	£100.00
<b>Total Expenditure</b>		<b>£1,660.48</b>
<b>Total Income</b>		<b>0</b>

**b) To receive the budget report to 31st October 2025.** Deferred to January meeting

**c) To resolve to renew the annual subscription for LALC training scheme 2026/2027.** Proposed Cllr Roe, seconded by Cllr Rowson and unanimously carried on a show of hands that the renewal of the annual subscription for LALC training scheme should be approved. Clerk to renew in April

**d) To resolve to renew the annual subscription for membership of LALC.** Proposed Cllr Roe, seconded by Cllr Drifill and unanimously carried on a show of hands that the renewal of the annual subscription for membership of LALC should be approved. Clerk to renew in April

**6. Budget 2026/2027 preparation.**

**a) To consider projects and to review any other items to be included in the budget for 2026/27.** No items identified. Council mindful of ensuring budget/ expenditure as minimal as possible.

**b) Update on the proposal for a memorial for the Manchester Bomber and history boards at various locations in South Hykeham.** - Deferred to next meeting due to planned site visit taking place on Friday 12<sup>th</sup> December. Deferred to next meeting

**c) To include the proposal from HR Committee for budget provision for additional staffing costs in order to support business continuity and development of the admin. support to the Parish Council.** - Deferred to next meeting as current LALC pay scales required. To be discussed at next F&GP Committee meeting 13<sup>th</sup> January and brought back to full council at January meeting for a decision.

**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 from December 2025.** Cllr Southam reported that all necessary arrangements had been made to ensure compliance. Council will be fully compliant when the Clerks email account is set up on her return.

**8. Highways matters**

- a) **Speed Indicator Device report from Cllr Roe.** - The SID is still in situ so no report available for this meeting.
- b) **Outstanding/new highways faults requiring urgent attention.** - Cllr Rowson raised damage to the kerb on the bend at Long Lane/ Beck Lane. This has been reported via Fixmystreet.

**9. Planning matters**

- a) **To consider NKDC/LCC planning applications received and respond by deadline.** No applications received for discussion
- b) **To receive LCC/NKDC Planning Decisions-** No decisions received
- c) **To consider TPO application 25/1394/TPO 2A Wath Lane, South Hykeham.** – Proposed Cllr Rowson, seconded by Cllr Drifflill and unanimously agreed via show of hands to follow the recommendations of the Tree Officer. **Clerk to respond by deadline**

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

- a) **To confirm the arrangements for the Parish Council stand at the Church Fayre on Sat 13<sup>th</sup> December 2025.** Timings and arrangements discussed for Church Fayre. Cllrs Southam, Rowson, Whittaker and Drifflill will be in attendance for the event.
- b) **Any other suggestions identified to be included in the revision of the Parish Council 10 Year Strategy.** None identified by Council.

**11. Annual Parish Meeting Weds 8<sup>th</sup> April 2026 6.30pm.**

- a) **To confirm the housekeeping arrangements for the Annual Parish meeting** **Defer to next meeting**
- b) **To confirm the guest speakers and invited guest list for the Annual Parish meeting.** Suggestion to request attendance of Highways representative to discuss the Bypass. Councillors to bring further suggestions to next meeting. **Defer to next meeting**
- c) **To confirm the arrangements for the Community Awards.** **Defer to next meeting**

**12. Litterpicking – To confirm the dates for next year and arrangements for the litterpicking event to coincide with the Great British Spring Clean event on 14<sup>th</sup> March 2026.** Litterpicking to remain second Saturday of each month. **Dates to be published on website/notice boards/& volunteers notified of date**

**13. Correspondence.** None

**14. Chairman's report.** None

**15. Clerk's report.** None

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

**17. 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: –**

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

**January Parish Council Meeting Weds 14th January 2026 7.00pm**

**10 Year Strategy Working Party meeting Weds 11th February 2026 6.30pm**

**Signature.....**

**Date.....**