Action notes

Minutes of the South Hykeham Annual Parish Council meeting which took place on Wednesday 13th May 2026 7pm at South Hykeham Community Primary School, Wath Lane, S Hykeham

There were no members of the public present so the meeting commenced promptly at 7.00pm.
Present: Cllrs P Whittaker Chairman, N Southam Vice Chairman, D Rowson, P Driffill, S Roe and B Wakelen.
Carolyn Wilkinson Clerk
Also present was Cllr Overton LCC/NKDC.

1. Election of Chairman. To receive the Chairman's Declaration of Acceptance of Office.
The Chairman opened the meeting, the first item being the Election of the Chairman for the ensuing year. Cllr Southam nominated Cllr Mrs Whittaker. Cllr Driffill seconded the nomination which was unanimously resolved on a show of hands. There were no other nominations, so Cllr Mrs Whittaker was duly elected as Chairman of the Parish Council for the ensuing year. Cllr Mrs Whittaker signed the Chairman's declaration of acceptance of office.

2. Election of Vice Chairman. To receive the Vice Chairman's Declaration of acceptance of office.
Cllr Mrs Whittaker nominated Cllr Southam as Vice Chairman of the Parish Council for the ensuing year. Cllr Driffill seconded the nomination which was unanimously resolved on a show of hands. There were no other nominations, so Cllr Southam was duly elected as Vice Chairman of the Parish Council. Cllr Southam signed the Vice Chairman's declaration of acceptance of office.

3. To resolve to come out of formal session for a 15-minute public forum when members of the public may ask questions or make short statements to the Council. If there are no members of the public present the Council meeting will commence promptly at 7.00pm. There were no members of the public present.

4. To receive apologies for absence and to resolve to accept the reason for absence. Apologies for absence and the reasons given had been received from Cllr Mrs Graham. Proposed Cllr Southam, seconded by Cllr Rowson and unanimously resolved on a show of hands that the reasons for absence should be accepted. Apologies had also been received from Pilot Officer Grace Williamson RAF Waddington, Cllr Lofts NKDC, Cllr Woodruff LCC and the Police Beat Team

5. 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.

6. To receive County/District Councillors written reports. Written reports had been received from Cllr Overton and Cllr Woodruff and had been circulated to members prior to this meeting. Cllr Overton gave an overview of the Solar Summary Update and the current position regarding the applications.
She also reported on the possible closure of Swallow Lodge in North Hykeham and Cedar House in Spalding. Both provide high level care for vulnerable working age adults, for short breaks of respite for the caring families and in emergencies. The council is meeting this month to discuss extending the current contract pending further review.
Cllr Woodruff had looked into the situation of the ownership and responsibility for improved access at the PROW across Pennells and the Bentley Hotel as raised by a local parishioner. He is currently investigating still and will report back once he has some answers. In the meantime, he has contacted the lady who had raised the matter with the Parish Clerk.

7. To receive the Police report. There had been no report for this meeting.

8. To resolve to adopt the clerk's notes of the meeting of 8th April 2026 as the minutes of that meeting.
Proposed Cllr Southam, seconded by Cllr Roe and unanimously resolved on a show of hands that the clerk's notes of the meeting held on 8th April 2026 should be adopted as the minutes of that meeting.

9. 6. Annual Governance and Accountability Return (AGAR) 2025/26 PKF Littlejohn.

a) To resolve to approve the Annual Governance Statement (Section 1)2025/26.
Deferred to the June meeting.

b) To resolve to approve the Accounting Statements (section 2)2025/26.
Deferred to the June meeting.

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10. Election of Committee Members.

a) Election of members of Human Resources Management Committee (3 members/1 reserve) Cllr Roe nominated Cllrs Mrs Graham, Whittaker, Wakeling as members of Human Resources Management Committee for the ensuing year. Cllr Rowson was proposed as reserve member. Motion seconded by Cllr Driffill and unanimously resolved on a show of hands. There were no other nominations and all were duly elected.

i) To review the terms of reference for the Human Resources Management Committee. The terms of reference have been reviewed by members and are still current and relevant at this time so there are no changes required.

b) Election of members of Finance and General Purposes committee. (Minimum of 3 members/1 reserve) Cllr Roe nominated Cllrs Southam, Mrs Whittaker, Mrs Graham and Rowson as members of the Finance and General Purposes Committee for the ensuing year. Cllr Wakeling was nominated as reserve member. Motion seconded by Cllr Driffill and unanimously resolved on a show of hands.

i) To consider the terms of reference for a Finance and General Purposes Committee. The terms of reference have recently been reviewed by members and are deemed to be still current and relevant at this time so there are no changes required.

c) Election of members of the 10 Year Strategy Working Party (5 members/1 reserve) Cllr Roe nominated Cllrs Mrs Whitttaker, Rowson, Driffill, Southam and Mrs Graham as members of the working party. Cllr Driffill seconded the motion that was unanimously approved on a show of hands.

i) To review the terms of reference for the 10 Year Strategy Working Party. The terms of reference have recently been reviewed by members and are deemed to be still current and relevant at this time so there are no changes required.

d) Election of representatives on Village Hall Committee (2 members/1 reserve). Cllr Roe nominated Cllrs Mrs Whittaker and Driffill as Village Hall Committee representatives. Cllr Southam seconded the motion that was unanimously approved on a show of hands.

11. Finance

a) To resolve to approve the payment of accounts for May 2026. Proposed Cllr Roe, seconded by Cllr Rowson that the payment of accounts for May 2026 should be approved for payment. Unanimously resolved on a show of hands. All payments are within budget.

Payee	**Expenditure**	**Amount**
Amazon	Badges	£12.48
C Wilkinson	Salary	£963.80
HMRC	Tax & NICs	£359.46
Three.co.uk	iPad and Sim plan	£16.20
Giff Gaff	Mobile phone	£10.00
LCC	School hall hire	£536.00
Amazon	Amazon Prime	£114.00
B Wakeling	Travelling exps	£12.15
Total Expenditure		**£2,020.09**

b) To resolve to approve the revised asset register.

c) To consider the quotes for the renewal of the Parish Council Insurance Policy for the ensuing year. Cllr Southam proposed that as the Council is in a 3 year agreement with the insurer until May 2027 the council should renew the policy to ensure continuing cover. **Clerk to renew**

d) Ratification of the Council Debit card policy. Proposed Cllr Rowson, seconded by Cllr Roe and unanimously resolved that the policy for use of the Council Debit Card as covered in the Financial Regulations has the approval of Council. To be reviewed at least every 2 years

Action notes

e) Ratification of the BACS/CHAPS payments policy. Proposed Cllr Rowson, seconded by Cllr Driffill and unanimously resolved that the policy for use of the BACS/CHAPS payments policy as covered in the Financial Regulations has the approval of Council. To be reviewed at least every 2 years.

f) Ratification of the Council Direct Debit policy. Proposed Cllr Rowson, seconded by Cllr Mrs Whittaker and unanimously resolved that the policy for use of the Direct Debit policy as covered in the Financial Regulations has the approval of Council. To be reviewed at least every 2 years.

g) Renewal of the annual subscription for the Website Maintenance Agreement & the acceptance of the service level agreement. Cllr Southam proposed that the Council should resolve to renew the annual subscription agreement & should accept the associated service level agreement. Cllr Wakeling seconded the motion that was unanimously approved on a show of hands. **Clerk to renew**

h)Reserves review – to review reserves and ear-marked expenditure. Proposed Cllr Rowson, seconded by Cllr Driffill and unanimously resolved on a show of hands that the review of reserves and ear-marked expenditure in front of members should be approved with balances vired as suggested on the draft document.

i) Renewal of the Clerk's Annual Subscription to SLCC. Cllr Southam proposed that the Council should resolve to renew the Clerk's annual subscription as it is a term of her contract that membership of SLCC is required. Cllr Wakeling seconded the motion that was unanimously approved on a show of hands. **Clerk to renew**

12. Litterpicking report and confirmed date of next litterpick on Saturday 13th June 2026. Noted

13. Highways matters

a) Speed Indicator Device report from Cllr Roe. No report for this evening but the SID is operating it just doesn't need charging at the moment

b) Outstanding/new highways faults requiring urgent attention. No new items to report and clerk will chase up outstanding matters. **Clerk to follow up on the reports**

14. Planning matters

a)To consider NKDC/LCC planning applications received and respond by deadline.

26/0664/HOUS Hichum Oaks 18B Thorpe Lane South Hykeham Proposed annexe for elderly parents. Proposed Cllr Rowson, seconded by Cllr Wakelen and unanimously carried on a show of hands that council has no objection or comments to make regarding this proposal. **Clerk to respond to NKDC**

26/0620/HRN Removal of 2m of hedgerow. Land Off Wath Lane Track Proposed Cllr Rowson, seconded by Cllr Wakeling and unanimously carried on a show of hands that council has no objection or comments to make regarding this proposal. Happy to accept the decision of the NKDC Tree Officer **Clerk to respond to NKDC**

b) To receive LCC/NKDC Planning Decisions None

15. To approve Councillor/Clerk's training nominations. No nominations.

16. Correspondence. None

17. Chairman's report. None

18. Clerk's report. None

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

20. 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 Southam proposed that Council moved into closed session in order to deal with outstanding staffing business. Cllr Roe seconded the motion that was unanimously approved on a show of hands.

21. To consider staffing matters and the Clerk's annual appraisal.
The Clerk has drafted an advertisement and a terms and condition of employment along with a job description. The HR Committee needs to meet to consider how to move forward with the recruitment of and assistant clerk rather than a clerical assistant at it's meeting of 9th June 2026 6.30pm when it will bring the matter and documents etc to full council on 10th June in order to make an appointment in order to future proof business continuity of the Council.

There being no further competent business the meeting closed at 8.40pm.
Date and Time of Next meetings: –

Tues 9th June 2026 6.30pm HR Management Committee
Tues 9th June 2026 7pm Finance & General Purposes Committee meeting
Weds 10th June 2026 7pm June Parish Council meeting

Clerk: Carolyn Wilkinson Telephone: 07762 318013
Email address: parish-clerk@south-hykeham-pc.gov.uk
Website https://south-hykeham.parish.lincolnshire.gov.uk/

Cllr Mrs Graham will conduct the Clerk's annual appraisal on a one to one basis and will report back to the first meeting of council after the event.

Signed……..

Date 10th June 2026

Clerk: Carolyn Wilkinson Telephone: 07762 318013
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Website https://south-hykeham.parish.lincolnshire.gov.uk/