

Minutes of the June meeting of South Hykeham Parish Council on Wednesday 10th June 2026 7pm at South Hykeham Community Primary School, Wath Lane, S Hykeham. There were no members of the public present at the public forum so the meeting started promptly at 7.00pm.

Present: Cllrs Mrs Whittaker, Southam, Mrs Graham, Rowson, Drifill & Wakeling. Clerk Carolyn Wilkinson Paul Drury, Lincolnshire Armed Forces Covenant Officer, Pilot Officer Grace Williamson RAF, Cllr Lofts NKDC, Cllr M Overton LCC, NKDC.

1. To receive apologies for absence and to resolve to accept the reason for absence. Apologies and reasons for absence had been given by Cllr Roe. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously carried on a show of hands that the apologies should be accepted. Apologies had also been given by the Police Beat Team, Carol Phillips St Michael and All Angels Church and Cllr Woodruff LCC.

2. To resolve to receive any declaration of interests in accordance with the requirements of the Localism Act 2011 & to consider member's written dispensation requests. There were no declarations of interest.

Cllr Mrs Whittaker proposed that the order of the agenda should be changed to bring forward item no 10 to enable Paul Drury to give his presentation and leave.

Agenda item no 10

The invitation to join the initiative was considered and some leaflets and useful contact numbers and website details were circulated by Paul. Cllr Lofts had stayed for this item as had Cllr Overton and Pilot Officer Grace Williamson.

Agenda item for next month

Paul Drury advised that there is some training at NHTC for those councils who sign up to the initiative as a 'spoke' He invited the Clerk to attend as well as Cllrs Mrs Whittaker and Cllr Rowson if the council agreed to sign up for the initiative.

Agenda item for next month

Paul Drury and Pilot Officer Grace Williamson left at this point. The normal order of the agenda resumed proposed by Cllr Wakeling seconded by Cllr Southam and unanimously approved on a show of hands.

3. To receive County/District Councillors written reports. A written report had been received from Cllr Overton. She advised on the situation regarding solar and the proposals and representations that had been made about the applications. The situation with regard to the review and possible closure of Swallow Lodge in North Hykeham. Swallow Lodge provides high level care for vulnerable working age adults with short breaks of respite for the caring families and in emergencies. There is nowhere else locally that would be able to provide that much needed care. There is discussion taking place on extending the current contract pending further review.

Cllr Overton advised that applications would shortly be open for the Councillor Community Grant Fund and an application might stand a better chance if it evidenced inter agency/joined up service. The Parish Council Chairman mentioned that we were looking to apply for noticeboards if that was an acceptable project for community engagement and the noticeboards are used for District and County notices. She suggested that an application to each of our 3 County Councillors might be worth considering. Content of report noted no questions.

Agenda item for next month

Cllr Woodruff had sent a written report regarding the enquiry about the PROW over Pennells and the Bentley's land. Mr Pennell has agreed to put a dropped kerb and pathway in and has been asked to put that on hold until the County Council has carried out some clearance work particularly around the bridge and checked that the structure is safe and identify and possible repairs.

Clerk to report in the Gazette

Cllr Lofts gave his report on recent matters relating to NKDC services. Cllr Lofts confirmed that there is going to be another PCSO to join with Sarah Lingard who will be remaining in the Hykeham Rural and Town Beat. He also reported on the Armed Forces Covenant Hub formation and the invitation to become a spoke which has been circulated to neighbouring parishes.

There were no questions and the report was noted.

Cllr Lofts and Cllr Overton left at this point.

4. To receive the Police report. There was no police report.

5. To resolve to adopt the clerk's notes of the meeting of Weds 13th May 2026 as the minutes of that meeting. Proposed Cllr Southam, seconded by Cllr Drifill and unanimously approved on a show of hands that the notes should be adopted as the minutes of that meeting.

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

a) To resolve to approve the Annual Governance Statement (Section 1)2025/26 Cllr Southam proposed that the Council should approve the Annual Governance Statement 2025/26. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands. The Chairman and Clerk signed the Annual Governance Statement 2025/26.

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b) To resolve to approve the Accounting Statements (section 2)2025/26. Cllr Southam proposed that the Council should resolve to approve the Accounting Statements 2025/26. Cllr Mrs Graham seconded the motion that was unanimously approved on a show of hands. The Clerk/RFO had signed section 2 prior to the document being presented to the Council. The Chairman signed the relevant section 2 of the Annual Return 2025/26 as prescribed in front of members of the Parish Council prior to submission to PKF Littlejohn and the publishing of the necessary documents on the website and the noticeboards

c) To receive the report of the internal auditor. The Clerk has been unable to meet with the internal auditor due to ongoing medical issues post and new surgery. **Date to be arranged once there is a mutually convenient opportunity. Clerk to advise PKF Littlejohn**

7. Finance – to resolve to approve the payment of accounts for June 2026.

Proposed Cllr Wakeling, seconded by Cllr Rowson that the payment of accounts for June 2026 should be approved for payment. Unanimously resolved on a show of hands. All payments are within budget.

Payee	Expenditure	Amount
CLEAR	Insurance	£711.28
Amazon	Office supplies	£10.50
Amazon	Office supplies	£39.58
Amazon	Office supplies	£5.94
Amazon	Office supplies	£13.94
Amazon	Office supplies	£19.49
C Wilkinson	Salary /travelling exps	£975.90
HMRC	Tax & NICs	£359.46
Three.co.uk	iPad and Sim	£16.20
Giff Gaff	Mobile phone	£10.00

Total Expenditure £2,162.29

Income £0

8. To consider the quotes for the purchase of a replacement noticeboard at Thorpe Lane, S. Hykeham

After much discussion it was deferred to the next meeting as there is now the opportunity for grant funding which needs to be investigated. Council agreed that it would be cost preventative to pursue a claim for an insurance settlement for the vandalised noticeboard and also a new noticeboard installed straight after these incidents of criminal damage might attract more anti-social behaviour. The Clerk has reported the incident to the police and has a crime number. ASB at NKDC has also been advised and have recorded the incident. Article in the Herald by the Clerk asking for incidents to be reported to the police as they are happening.

Deferred to June meeting

9. To consider the quotes for the purchase of a replacement defibrillator at Gateway Park. After much discussion it was proposed by Cllr Mrs Graham that the Physio Control CR2usb Fully Automatic Defibrillator should be purchased to replace the Heartsine model which is currently out of commission due to difficulties in sourcing out of date battery pack and pads. Seconded by Cllr Wakeling and unanimously carried on a show of hands.

Clerk to place order

10. To consider the invitation from NHTC to join the Armed Forces Covenant Hub & Spoke Initiative. Order of agenda changed to allow guest speaker to give his report as he had other appointments to attend. After agenda item no. 2.

11. To form a working party to review the South Hykeham PC emergency plan. After some discussion it was agreed that it is necessary to update the emergency plan and to check the contents of the emergency supplies etc that the Chairman holds. Invitation to a future meeting to be extended to the facilitator at Lincs Fire and Emergency/ Clerk and Chairman will make contact with her at the LALC Conference in July. **Deferred to**

September meeting and everyone to have some input into the emergency plan in their immediate location

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

13. Highways matters

a) Outstanding/new highways faults requiring attention. Flooding at Wath Lane ongoing and broken kerb at Beck Lane/Long Lane.

Clerk to chase up/report again

b) To note proposed road closures relating to the Hykeham Relief Road.

Noted

14. Planning matters

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

None

b) To consider NKDCTPO applications received and respond by deadline.

None

c) To receive LCC/NKDC Planning Decisions.

None

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15. To approve Councillor/Clerk's training nominations. None
16. Correspondence. None
17. Chairman's report. No report
18. Clerk's report. No report
19. Parish Councillors' reports –information only/items requiring a decision will appear on a future agenda.
No matters to report
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 the council move into closed session to discuss this item. Seconded by Cllr Rowson and unanimously resolved on a show of hands.
21. To consider staffing matters and the Clerk's annual appraisal.
Discussion took place on the matters relating to the appointment of support admin staff to ensure business continuity. HR Management Committee to bring solutions back to full council for consideration but in the meantime the job application and advertisement once finalised to be set in motion following the July meeting of Council when any suggestions are to be considered and approved.
Clerk's appraisal to be carried out by Cllr Mrs Graham as Chair of HR Management before the next full council meeting. Report/recommendation of appraisal to be brought to next meeting

Date and Time of Next meetings: –

Weds 8th July 2026 6.30pm 10 Year Strategy Working Party meeting

Weds 8th July 2026 7pm June Parish Council meeting

There being no further competent business the meeting closed at 8.32pm

Signed.....Chairman

Dated 8th July 2026