

Action notes

Minutes of the April meeting of South Hykeham Parish Council on Wednesday 8th April 2026 7pm at South Hykeham Community Primary School, Wath Lane, S Hykeham and followed on from the Annual Parish meeting which had taken place earlier that evening.

There was a 15 minute public forum between 7.00pm and 7.15pm when members of the public and others present asked questions and made comments to Balfour Beatty regarding the presentation on the Hykeham Bypass for those present. It was agreed that Balfour Beatty would send the Clerk the presentation to circulate to Parishioners and County, District and Parish Councillors and other representatives of organisations who were present.

The Clerk took contact details of those who had requested the presentation. **Clerk to send out as per the list** Public & Balfour Beatty left the meeting. The Council meeting commenced promptly at 7.15pm.

Present: Cllrs Pam Whittaker Chairman, Neil Southam Vice, Mrs L Graham, P Driffill, D Rowson, S Roe, B Wakelen. Clerk Carolyn Wilkinson

1. To receive apologies for absence & to resolve to accept the reasons given. Apologies for absence had been received from the Police Beat Team. Apologies were also given by Grace Williamson, Pilot Officer RAF Waddington who had attended the earlier Annual Parish meeting.

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 at this point.

3. To receive County/District Councillors written reports. Cllr Overton had sent a written report in advance of the meeting and there were no questions. Cllrs Roe, Cllr Lofts and Cllr Woodruff gave their reports.

Cllrs Overton, Lofts and Woodruff left at this point. **Reports noted**

4. To resolve to adopt the notes of the full council meeting of 11th March 2026 as the minutes of that meeting. Proposed Cllr Roe, seconded by Cllr Southam and unanimously carried on a show of hands that the clerk's notes were a true record of the meeting and should be adopted as the minutes.

5. Finance

a) To resolve to approve the payment of accounts for April 2026. Proposed Cllr Roe, seconded by Cllr Wakeling & unanimously resolved on a show of hands that the payment of accounts should be approved.

Expenditure

Payee	Expenditure	Amount
Amazon	Refreshments	£2.92
Amazon	Refreshments	£4.46
Amazon	Refreshments	£4.50
Amazon	Refreshments	£3.45
Amazon	Cups	£8.50
C Wilkinson	Reimburse of petty cash (cakes & photo frame)	£64.74
	Annual Parish meeting	
C Wilkinson	Salary	£964.00
HMRC	Tax & NICs	£359.26
Three.co.uk	iPad and Sim plan	£14.30
Giff Gaff	Mobile phone	£10.00
LALC	ATS scheme subs	£174.00
LALC	Annual Subscription	£333.92
Total Expenditure		£1,944.05

Income

NKDC	Precept 2026/27	£22,700.00
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Total Income **£22,700.00**

b) To resolve to approve the Parish Council's unaudited accounts for 1st April 2025 to 31st March 2026.

The Clerk had produced the accounts and balance sheet for the unaudited accounts for 1st April 2025 to 31st March 2026 and members had received a copy of each for the meeting of this evening.

Proposed Cllr Roe, seconded by Cllr Rowson & unanimously carried on a show of hands that the unaudited accounts and supporting documentation should be approved. The Clerk had brought the bank statements too

for inspection by members. Cllr Southam as Chair of Finance and General Purposes confirmed that the bank accounts tallied with the balance sheet.

6. AGAR 2025/26. a) receive the external auditor notification from PKF Littlejohn of the Annual Governance & Accountability Return (AGAR) review and instructions for 2025/26. Council noted that it was subject to a limited assurance review as it had exceeded income £25,000 income due to Community Infrastructure Levy gains and would need to complete Form 3 and comply with the requirements of the limited assurance review.
b) To consider the arrangements for internal audit in compliance with the statutory regulations and to meet the conditions of the (AGAR). Members of council carried out a review of the effectiveness of the internal audit and the revised document agreed that the terms contained therein were still relevant and no further amendment was needed. Cllr Southam proposed that the document should be approved. The motion was seconded by Cllr Wakelen and unanimously approved on a show of hands. Due to the Clerk's incapacity and absence due to spinal surgery during the past year it had not been possible for her to meet with the internal auditor. Council agreed that they were satisfied with the current internal auditor and that the clerk should approach her to see if she was still willing to carry out the internal audit on behalf of the Parish Council.

Clerk to contact regular internal auditor for availability

c) Update on compliance with Assertion 10 of the AGAR - Parish Councillor/Clerk.gov.UK emails. Cllr Southam reported that the Council has put in place arrangements for the effective IT and data management in accordance with proper practices during the year 2025/26. The Parish Council IT policy was revised on 24th March 2026 and will be brought to the May meeting for approval and adoption. All members of Council and the Clerk now have a gov.uk email address.

7. Matters arising from the Annual Parish Meeting of 8th April 2026. None/Noted that the vacancy for a vicar to replace Rev Collins at St Michael and All Angels Church is still not filled and it may be some months before a successor is appointed. John Richardson the Headteacher at SHCP is retiring at the end of this term. **Noted**

8. Defibrillator decommissioned due to expired battery pack & pads & to consider the purchase of a replacement. There is no expected date for the replacement battery pack and pads for the Heartsine defibrillator purchased and donated to the Parish Council by McDonalds (Cathedral franchise) as the factory is still closed with a backlog of thousands of orders. It was provisionally agreed that as the council holds a general reserve and other earmarked reserves it is essential that the council has a replacement defibrillator to be placed in the existing cabinet at McDonalds. If in the future the order for the battery pack for the Heartsine unit is fulfilled, then it could be recommissioned and placed at another location. In the meantime, members of council had quotes for different defibrillators readily available from the previous supplier who offers training, guidance and other support as part of the package. **Defer to the next meeting for a decision on the replacement unit.**

9. Highways matters: - a) Speed Indicator Device report from Cllr Roe. No report available. Still in situ.

b) Outstanding/new highways faults requiring urgent attention. Kerbstone at junction of Long Lane and Beck Lane facing the village green is still broken. Clerk to report again on Fix my Street along with flooding at the top of Meadow Lane near the top of Wath Lane.

Clerk to report

c) Matters arising from the presentation relating to the Hykeham Bypass. Clerk to send out presentation to those present and raise awareness on the website.

10. Lincolnshire County Council Bus Shelter Grant Scheme.

a) Update on site meeting & confirmation of eligibility of proposal for use of CIL funds to meet the shortfall. The Clerk confirmed she had met with Deon Fischer the LCC Travel Projects Manager to further discuss the Council's interest in applying for a grant to install a bus shelter at the Pennells bus stop heading into town. The site had been inspected & Deon advised that he had secured some grant funding & having looked at the usage of this bus stop was satisfied that it was high priority for a new double bay bus shelter with disabled access & that the utility searches, necessary permissions, installation of a concrete plinth etc would be included in the offer at no cost to the Parish Council. They have already gone through the procurement process with a contractor for a particular type of bus shelter & they will be installed later in the year in batches of shelters in the same area to minimise costs. **Clerk to include in update in Gazette after the summer**

b) To consider the quote from Ace Shelters for purchase of the same bus shelter at Thorpe Lane. Not necessary as the Clerk has secured alternative provision of a bus shelter through LCC Travel Projects Manager at no cost to the Parish Council.

11. Planning matters

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

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b) To receive LCC/NKDC Planning Decisions. 26/0018/FUL Glentwood 509 Newark Road S Hykeham Change of use of existing garden room to Day Nursery (Class E) Approval Noted

c) To consider application for proposed works to trees subject to Tree Preservation Order.

26/0315/TPO Land adjacent to Long Lane Make good inappropriate pruning works carried out by landowner Council unanimously resolved to accept the recommendation of the NKDC Tree Officer. Clerk to respond

d) HNP Review update report from North Hykeham Town Council. NHTC has also agreed to wait until the National Planning Framework & the Central Lincolnshire Local Plan have been reviewed before revisiting the HNP review. Noted

12. Correspondence.

a) Email enquiry raising concerns about the potential increase in traffic using Mill/Beck Lane to access the relief road. Raised with Balfour Beatty who have noted this as a possibility.

b) Email enquiry regarding accessibility from The Bentley to Pennells Garden Centre. Referred to LCC Councillor Alan Woodruff who has agreed to investigate land ownership etc & remedial action.

13. Chairman's report. None

14. Clerk's report. None

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

16. 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 items to discuss under this heading.

There being no further competent business the meeting closed at 8.45pm

Date and Time of Next meetings & events: –

Annual Parish Council Meeting Weds 13th May 2026 7.00pm

HR Management Committee meeting Tues 9th June 2026 6.30pm

Finance and General Purposes Committee Tues 9th June 2026 7pm

Confirmed dates of next litterpicks Saturday 11th April & 13th June 2026 10.30am.

Signed.....

Dated 13th May 2026