SOUTH HYKEHAM PARISH COUNCIL **Page 12a 2026/27**

Action notes

The meeting of South Hykeham Parish Council's Finance and General Purposes Committee took place on Tuesday 8th September 2026 6.30pm at South Hykeham Community Primary School, Wath Lane.
Present: Cllrs Southam (Chair) Cllr Mrs Graham (Vice Chair) Mrs Whittaker, Rowson and Wakeling.
Clerk Carolyn Wilkinson. No public present

AGENDA

1. To receive apologies for absence and to resolve to accept the reason for absence. No apologies

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. No declarations of interest at this point.

3. Finance

a) To approve the proposals for additional staffing costs generated by the recently settled Annual NJC pay award and any other on costs relating to the advertising of the post and recruitment/training etc. Proposed Cllr Rowson, seconded by Cllr Mrs Graham that the projected costs for the post should be approved and the advertisement place as a matter of urgency. Clerk to place advertisement with closing date of 08/11/2026. On the Parish Council website and in the LALC newsletter. **Clerk to arrange**

b) To consider the assistant clerk's membership of SLCC. Deferred until after the appointment is made

c) To consider the assistant clerk's nomination to undertake the CILCA qualification. Deferred until the appointment is made/if agreed a stipulation that any training costs are recovered if the Clerk leaves within 6 months.

4. To consider a response to the NKDC consultation on Closed Churchyards. After much discussion it was unanimously agreed that as there had been no approach made there was no action required but in the future if it were a proposal there would be a stipulation that a full safety survey of the Churchyard and perimeter walls, fences, gates etc should be carried out and all maintenance of the Churchyard/trees and any repairs effected before it were to be considered. **No further action required**

5. To confirm the colour/design and fixings for the new Parish Council noticeboards and to make suitable arrangements for their delivery and installation. After much discussion it was unanimously agreed that the landscape aluminium frame with black felt pin board and sunken posts should be ordered from Office Boffins. Cllr Mrs Graham will make enquiries with Balfour Beatty for removal of the old boards and installation of the replacement boards. **Clerk to place order for 2 replacement noticeboards**

6. Chairman's report. None

7. Clerk's report. None

8. 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 Mrs Graham proposed that Council moved into closed session for this item. Seconded by Cllr Rowson and unanimously approved on a show of hands.

9. To consider the NJC Pay Award for the Clerk and to make a recommendation to full council for implementation and backdating of the award from 1st April 2026. Agreed at HR meeting that progression should be made through the bar to reflect the changing role and responsibilities. Proposed Cllr Southam, seconded by Cllr Mrs Graham that the pay award should be made backdated to 1st April 2026 as it is a contractual obligation. **Clerk to implement pay award wef from 1st April 2026.**

There being no further competent business the meeting closed at 7.24pm

Next meeting Tues 10th November 2026 7pm

Chairman ……..

Date……