



North Hykeham Town Council

Minutes of the Town Council meeting 01/25
held on Thursday 8th May 2025 at 7pm

Councillors Present: M Bennie, N Blanchard, C Briggs, A Cruickshanks, K Harrison, J Holt, R Johnston, G Killingsworth, FW Lee, M Lofts, A Marshall, C Nnamdi, O Taylor, D Rawson, SP Roe, K Sampson, YS Sampson, P Wray

In Attendance: Mrs M Parker – Town Clerk
Mrs G Culverwell – Deputy Clerk
Mr J McArthur - Services Team Manager (STM)
Cllr A Briggs (LCC), Cllr T Dyer (LCC).
19 members of the public (including 7 young adults).
Reverend P Collins.

Public Session:

Cllr M Lofts (Chair) welcomed Cllrs and members of the public, he then requested that any questions the public may raise be also put in writing and sent into the Town Council to ensure a full answer could be provided. Members of the public were asking for the results of the bore holes, consultation with Long Leys Cemetery, and if a legal team had been consulted prior to posting cemetery letters. Item 8 of the agenda would address the EA query. Rev Collins mentioned that burial in water was forbidden in canon law. He added that would be approaching the Church to see if any new land can be bought for use as a burial ground. Members of the public requested maintenance reports from the drain installed in 1990 (this drain does not belong to the Council). Cllr Lofts (Chair) reminded the meeting that the Town Council could no longer take coffin burials as the depth required, which in total includes the safe distance between the bottom of the grave and the water table, could not be attained.

The young adults enquired about having a larger cycle track on Glebe Park. Cllr Lofts (Chair) informed them that the Council would be looking into a new skatepark at Witham Fields which may meet their request.

7.08pm some members of the public and the Reverend left the meeting.

01-25.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.
No apologies, all Councillors present.

01-25.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011
Cllr K Sampson and Cllr S Sampson declared an interest in item 8.

01-25.3 Notes of the Town Council meeting held on 13th February and 13th March 2025 be approved as a true record of Minutes
It was **RESOLVED** to accept the notes of the Town Council Meeting held on 13th February and 13th March 2025 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

01-25.4 Chair's Announcements.
Cllr Lofts invited the outgoing Mayor Cllr K Sampson to give the announcements.

Cllr K Sampson had been invited to the Mayor of Lincoln's Civic Service and an open day at Hykeham sailing club which was well attended with good hospitality. Cllr Lofts thanked Cllr K Sampson for his service.

01-25.5 County and District Councillors' reports.

Cllr Lofts congratulated Cllrs Dyer and Roe on their re-election which Cllr Dyer acknowledged by stating that it was an honour and a privilege, and he would do his best in the next 4 years.

As the administration had now changed at LCC, Cllr Dyer would make it a priority to have the North Hykeham relief Road project re-affirmed.

Chapel Lane had had drains jetted, LCC Highways checked drains under the Allotments and found them to be collapsed, but LCC has decided that as they are still draining no action will be taken at the moment. Meadow Lane's 40mph speed limit appears to be being adhered to and speed monitoring feedback is available; Cllr Dyer is happy to share.

Cllr Roe thanked voters for his re-election. The priority for Cllr Roe is the infrastructure for houses to come. Newark Road's failing road surface would be replaced at the cost to the original contractor then white lines would be reinstated. Cllr Roe would also be working on a crossing and road marking for cyclists at the Forum.

01-25.6 Correspondence and Clerk's Items.

The Town Clerk presented the following correspondence and items:

- The new website is up and running, so far 2400 views have been logged and reached 5000 residents. Analytical information would be available if required. Members agreed they would like to move this item to C&P to decide whether to subscribe to an analytical reporting system.
- NKDC have an air monitoring system (Zefer) they would like to install at the Civic Offices and asked if the Town Council was interested. It would need an electricity supply along with maintenance etc. The Clerk would invite NKDC for a site visit with the equipment and report back to the Council.
- A resident had requested a pedestrian crossing be installed at Station Road. LCC Highways would need the full support of the Town Council therefore this item would go to C&P. Members felt that this had been discussed with LCC previously but to no avail and asked that this be passed to the Community & Planning committee for further progression.

Updates from the last meeting were presented as:

Item No:	Action	Update
10-24.10	Transfer all the bus stops currently owned by the Town Council to Lincolnshire County Council.	Ongoing
10-24.11	Internal Audit recommendations to be completed	All completed/in place for next available meetings
10-24.12	Community Emergency Plan to be adopted	Ongoing
10-24.13	Open a Public Sector Deposit Fund with CCLA	Ongoing
10-24.14	Community Grants Policy to be published	Published
10-24.15	GDPR Data Protection Impact Assessment and the GDPR Remote working Policy to be published	Published
10-24.16	Statement of Internal Controls to be published	Published

01-25.7 Receive reports and updates from committees and working groups, with consideration to accept resolutions from approved minutes of committee meetings

Members received reports covering meetings and matters dealt with during April 2025 from representatives of the following committees (Copies of minutes and notes from the statutory committees' meetings were available on the council's website): -

- Community & Planning
- Estates and Operations
- Finance and Policy
- Strategic Planning sub-committee

01-25.8 Consideration of a request for the town council to hold a meeting with members of the community and the Environment Agency with regards to the North Hykeham Cemetery
Cllrs K and S Sampson left the meeting for this item.

Cllr Lofts reminded the meeting that this question had been raised at the last town council meeting and a formal response was required. Members discussed that the report from the drainage consultant was necessary prior to any meetings with the Environment Agency (EA) or other stakeholders. Members discussed that many other Cemeteries were experiencing the same problems, and it would be beneficial to get support and feedback from EA.

It was discussed that the EA's role was to investigate contamination or pollution and that the Town Council had closed the Cemetery to coffin burials in order to meet the government's requirements of managing the risk of contamination or pollution; it was also confirmed that the EA had confirmed they had not recorded any contamination from the area surrounding the cemetery to date. Members agreed that they felt the council had acted responsibly, in line with the government requirements and information gathered.

It was **RESOLVED** that once the Town Council had clear information gathered from the independent drainage consultant that a meeting would be called, with invitations where appropriate be offered to the EA, the Witham drainage board, residents and other relevant stakeholders.

Cllr's K & S Sampson returned to the meeting.

01-25.9 Schedule of payments and bank reconciliations, for consideration to approve

Members reviewed the Schedule of Payments 1st to 30th April 2025 (Appendix 1 to these Minutes) and the month end reconciliations to that date.

It was **RESOLVED** that expenditure of £141,611.78 be approved to meet the demands listed on the Schedule of Payments to 30th April 2025, and that the month end reconciliations for April 2025 be signed accordingly.

01-25.10 Receive the financial Year End Internal Audit Report 2024-25, including updates from the Finance & Policy Committee

Cllr Blanchard summarised that there had been a lot to do and now the Council have a comprehensive document, Cllr Blanchard had looked at it with the Town Clerk who would continuously review the document. Cllr Briggs congratulated the team and thanked Cllr Blanchard for his time.

It was **RESOLVED** to accept the financial Year End Internal Audit Report 2024-25, including updates from the Finance & Policy Committee

01-25.11 Finalisation of the Annual Governance and Accountability Report (AGAR) 2024/25, for submission to the External Auditor, in consideration of recommendations from the F&P Committee

Members noted a good standard of record keeping had been achieved and confidence expressed that the Statement of Accounts were accurate. They received Section 1 - Annual Governance Statement - and answered each statement in turn regarding council's responsibility for ensuring a sound system of internal control was met.

It was **RESOLVED** to approve all points in Section 1 of the AGAR.

Members received Section 2 - Accounting Statements - as signed by the Responsible Financial Officer prior to presenting to council for approval. Members agreed that the AGAR was now completed and ready to be dispatched to the External Auditor.

It was **RESOLVED** to send the AGAR 2024-25 to the External Auditor. The AGAR was then signed by Cllr M Lofts, as Chair of this meeting of Council.

The Clerk presented the Notice of Exercise of Public Rights, for consideration, and in line with regulations it was proposed that the period for the Notice of the Exercise of Public Rights be Tuesday 3rd June -Monday 14th July 2025.

It was **RESOLVED** that the Clerk must advertise the Notice of Public Rights and publish the unaudited AGAR, with the Notice Period being Tuesday 3rd June -Monday 14th July 2025.

01-25.12 Consideration of the review of the Hykeham Neighbourhood Plan

Members were concerned that there was a need for a Neighbourhood Plan(NP) particularly should there be housing built, however the government organisation Locality had refused funding for a review of the NP which meant there were no funds readily available to continue with the review.

It was **RESOLVED** to suspend the Neighbourhood plan until finances were available.

01-25.13 Consideration to adopt the following policies, as prepared and/or reviewed by the Finance and Policy committee: Flexible working, Neonatal Care Leave, Health & Safety, Expenses and Allowances, Events Policy

Cllr Lofts (Chair) confirmed that all Councillors had had sight of the policies and Members agreed he should take the vote as a block of all the policies listed in this item.

It was **RESOLVED** to adopt the following policies: Flexible working, Neonatal Care Leave, Health & Safety, Expenses and Allowances, and Events Policy .

01-25.14 To resolve whether the Council will move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 for the following confidential agenda items:

It was **RESOLVED** to move into closed session.

Cllr Lofts (Chair) advised members of the public to vacate the meeting as the Council would now move into Closed Session.

01-25.15 Consideration of fees for new entertainer for the September 2025 Summer Sunday event

A new band had been sourced to replace one that had withdrawn and the additional cost of £160.00 for a new band was considered by Members. It was confirmed that this increase would still see the event remain within budget.

It was **RESOLVED** to accept the additional fee for the new band.

01-25.16 Consideration of quotation to place town councillors' email accounts onto personal devices, using a supplier- managed IT system

The Town Council proposed to defer this item to the Finance & Policy committee once costs were more clearly defined and it was ascertained whether a purchase could be individually priced or whether it was one price for all councillors. Members agreed that the final decision as to whether to proceed or not would rest with Town Council.

01-25.17 Receive report and updates from the Personnel sub-committee

Members noted the updates, with no questions received.

The meeting closed at 8.38pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
01-25.6	Consideration as to whether to purchase website analytical programme for statistical data	C&P Committee	Next C&P meeting
01-25.6	Ask NKDC air monitoring to site visit with the equipment and clerk report back to the Council.	Town Clerk	As soon as possible
01-25.6	Request for pedestrian crossing on Station Road to be considered further by C&P committee	C&P committee	Next C&P meeting
01-25.11	Send completed AGAR and associated documentation to External Auditor, and publish the Notice of Public Rights	Town Clerk	Immediately
01-25.15	Confirm the new band for September Summer Sunday event	Assistant Clerk	July 2025

Appendix 1 - Schedule of Payments up to 30th April 2025

<u>North Hykeham Town Council 2025/2026</u>			
<u>Schedule of Payments 01-30 April 2025</u>			
Date Paid	Payee Name	Amount Paid	Transaction Detail
01/04/2025	Anglian Water Business (Nation	£ 9.00	Cem water dd Apr25
04/04/2025	Mrs CLKey	£ 350.00	ERoBrefund
04/04/2025	Mr GKMcIntosh	£ 225.00	ERoBrefund
04/04/2025	Mr ARMarsh	£ 80.85	ERoBrefund
04/04/2025	Miss BWestwood	£ 400.00	ERoBrefund
04/04/2025	Mr NIAlcock	£ 200.00	ERoBrefund
04/04/2025	Mrs AHardy	£ 366.00	ERoBrefund
04/04/2025	Mr RLoom	£ 320.00	ERoBrefund
04/04/2025	Mrs CHoney	£ 414.00	ERoBrefund
04/04/2025	Mr W Wagsta ff	£ 210.00	ERoBrefund
04/04/2025	Mr SBWormall	£ 420.00	ERoBrefund
07/04/2025	UKFuels Limited	£ 82.79	Fuel AJ24FYA
08/04/2025	Peninsula	£ 21.83	EAP monthly fee
09/04/2025	Voda fone Ltd	£ 251.85	Mobile phones
09/04/2025	Peninsula	£ 478.62	HRservices monthly fee
09/04/2025	Motosave Ltd	£ 15.00	Tractor trailer Reg plate EX25
09/04/2025	Asda	£ 54.33	Annual Town Mtg consumables
10/04/2025	Coop	£ 8.75	Annual Town Mtg consumables
11/04/2025	British Telecommunications	£ 639.04	Phones/Broadband
16/04/2025	Santander UKPLC	£ 30.63	Bank Charges 01-31Mar25
16/04/2025	Santander UKPLC	£ 2.10	Bank Charges 01-31/03/25
18/04/2025	Canva UKOperations Ltd	£ 13.00	Canva subs Apr25
22/04/2025	Mobilize Financial Services	£ 215.20	FV71DDN lease 18/4-17/5/25
22/04/2025	UKFuels Limited	£ 181.10	Fuel
23/04/2025	TotalEnergies Gas &Power Ltd	£ 171.98	Hub Gas 28/2-27/3/25
23/04/2025	TotalEnergies Gas &Power Ltd	£ 159.21	VG Elec 01-31/03/25
23/04/2025	TotalEnergies Gas &Power Ltd	£ 1,268.92	Civ. Off Elec 01-31/03/25
23/04/2025	TotalEnergies Gas &Power Ltd	£ 761.09	Hub Elec 01-31/03/25
23/04/2025	Salaries	£ 18,585.70	Salaries
24/04/2025	British Gas Lite	£ 354.92	Civ. Off Gas 02-31/03/25
24/04/2025	HMRC	£ 7,096.21	PAYE & NI Apr25
24/04/2025	LCC Pension Fund	£ 736.26	WYPF Apr25
25/04/2025	Turf Tank UK	£ 6,384.00	Lease Apr 25-Mar 26

25/04/2025	Mobilize Financial Services	£ 215.20	FV71DDN lease18/2-17/3/25
25/04/2025	Huws Gray BuildBase	£ 65.98	Sand & Cement
25/04/2025	Chandlers (Farm Equipment) Ltd	£ 23,220.00	Progressive Mower
25/04/2025	MEC Recycling Ltd	£ 50.00	Green Waste recycling
25/04/2025	Lindum Group Ltd	£ 36.00	Out Of Hours call service
25/04/2025	Lindum Group Ltd	£ 140.40	Building Security call outs
25/04/2025	Kram Cleaning	£ 1,155.70	Office Cleaning Mar25
25/04/2025	Root Studio	£ 360.00	Website launch support
25/04/2025	Root Studio	£ 156.00	Old website archive
25/04/2025	Viking	£ 218.80	Daily consumables
25/04/2025	Rialtas Business Solutions Ltd	£ 530.40	Annual Cemeteries software
25/04/2025	Rialtas Business Solutions Ltd	£ 139.20	Annual MID
25/04/2025	Rialtas Business Solutions Ltd	£ 1,270.80	Annual Omega software
25/04/2025	Origin Amenity Solutions	£ 619.82	White line paint
25/04/2025	Freedom Fire & Security Ma inte	£ 275.37	Annual CCTV maintenance
25/04/2025	Freedom Fire & Security Ma inte	£ 498.28	Annual Alarms maintenance
25/04/2025	Ernest Doe & Sons Ltd	£ 53,736.00	Iseki Tractor & accessories
25/04/2025	Freedom Fire & Security Ma inte	£ 90.00	Alarm fault Call out
25/04/2025	Screwfix Direct Ltd (Trade UK)	£ 93.95	Decking Oil & wipes
25/04/2025	Ripon Farm Services Ltd	£ 148.80	Mower Maintenance
25/04/2025	Eco Skate LTD	£ 1,063.50	Deposit -Ice rink (Xmas25)
25/04/2025	Lincoln Security Ltd	£ 117.00	Civ Off Auto door maintenance
25/04/2025	Lincoln Security Ltd	£ 167.11	Hub auto door repair
25/04/2025	Rialtas Business Solutions Ltd	£ 1,036.80	Year End closure 2025
25/04/2025	Eurotech Environmental Ltd	£ 195.00	Sewage Tank emptying
25/04/2025	Screwfix Direct Ltd (Trade UK)	£ 95.97	Padlocks
25/04/2025	Sign Centre (Lincs) Limited	£ 288.00	Car Park signs
25/04/2025	Unipart Rail Ltd	£ 315.98	SID battery charger
25/04/2025	Guardian Hygiene Services Ltd	£ 342.00	Annual Legionella - Hub
25/04/2025	Guardian Hygiene Services Ltd	£ 342.00	Annual Legionella - Civ. Off.
25/04/2025	Working the Greener Way - onli	£ 1,063.35	Internal Audit Year End 24/25
25/04/2025	North Kesteven District Council	£ 666.80	Cem. rates Apr-Sept25
25/04/2025	North Kesteven District Council	£ 2,806.75	Hub Rates Apr-Sept25
25/04/2025	North Kesteven District Council	£ 3,493.00	Civ. Off Rates Apr-Apr25
25/04/2025	Screwfix Direct Ltd (Trade UK)	£ 103.93	First Aid supplies
25/04/2025	LALC	£ 90.00	Staff Training x 2
25/04/2025	Air IT Limited	£ 454.32	MSA Apr25
25/04/2025	H Fraser Consulting Ltd	£ 1,626.24	Drainage assessment
25/04/2025	Nest Pensions	£ 3,486.95	Pensions Apr25
28/04/2025	Anglian Water Business (Nation	£ 6.94	Water Cemetery 12/1-11/425
28/04/2025	Asda	£ 140.92	Daily consumables
30/04/2025	ADOBE Systems Software	£ 16.64	Adobe subs Apr25
30/04/2025	Anglian Water Business (Nation	£ 17.33	Water VG 15/1-14/4/25
30/04/2025	Anglian Water Business (Nation	£ 147.17	Water Civ. Off. 15/1-14/4
	TOTAL	£ 141,611.78	