



North Hykeham Town Council

Minutes of the Town Council meeting 02/26

held on Thursday 9th July 2026 at 7pm



Councillors Present: C Nnamdi (Chair), A Cruickshanks, K Harrison, G Killingsworth, M Lofts, D Lovejoy, KG Sampson, E Smith, H Stewart, R Sylvester, P Wray

In Attendance: Mrs M Parker – Town Clerk
Mrs E Whittle – Deputy Clerk
4 members of the public

Public Session:

A member of the public referred to the CDS report circulated prior to the Public Meeting held on 24 June 2026 regarding the future provision of cemetery burials. He noted that the report concluded that burials could continue and asked whether a date for a final decision would be confirmed at the meeting.

The Mayor, Cllr Nnamdi, advised that this would be subject to the decisions of the Council during the meeting.

The member of the public also asked how any additional costs associated with continuing burials might be funded through the Council Tax and expressed the view that many residents would be willing to contribute towards this. He further enquired whether the Council would consider holding a further public meeting.

Cllr Nnamdi responded that any decision regarding further public engagement would be for Members to determine at the Extraordinary Meeting. She briefly outlined the Council's budget and precept-setting process, acknowledged the points raised by the speaker and advised that the matter would require careful consideration before any decisions were made.

02-26.1	Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.
	Apologies for absence and the reasons given were presented for Cllrs Roe, Holt, Ogden and Wray. It was RESOLVED to accept apologies of absence and reasons given from Cllrs Roe and Wray.
02-26.2	Receipt of any Declaration of Members' Interest under the Localism Act 2011
	No declarations of interest
02-26.3	Minutes of the Town Council meetings held on 14th May 2026 to be approved
	It was RESOLVED to accept the draft minutes of the Town Council Annual General Meeting and the first Town Council meeting of the municipal year 2026/2027, both of which had been held on the 14 th of May 2026, as true records of those meetings and were signed as the Minutes of that Meeting accordingly.
02-26.4	Consider applications for co-option to the vacant town councillor seats on Moor Ward and Forum Ward
	Two applications had been received for the vacancies on Moor Ward and Forum Ward. Both applicants attended the meeting and were invited to summarise their reasons for wanting to be a town councillor. Members then considered the applications before voting. It was RESOLVED to co-opt Katie Byrne as town councillor to Forum Ward and Brian Samways as town councillor to Moor Ward.

	Cllr Nnamdi invited both parties to join the meeting, and they duly signed their Acceptance of Office.
02-26.5	Acknowledgement of public meeting held on 24th June and consideration of an extraordinary Council meeting regarding Mill Lane Cemetery
	Cllr Nnamdi provided a summary of the Public Meeting held on 24th June 2026, explaining that its purpose had been to share the findings of the CDS report regarding the future of the cemetery and to provide residents with an opportunity to express their views and ask questions. Cllr Nnamdi thanked those members of the public who attended, noting that the presentation and the views expressed had been clear and constructive. It was RESOLVED that an Extraordinary Meeting of the Full Council be held on Thursday 30th July 2026 at 7.00pm at the Civic Offices to discuss and determine the next steps regarding the future provision of cemetery burials.
02-26.6	Chair's Items.
	No remarks were received.
02-26.7	County and District Councillors' reports.
	Cllr Lofts, in his capacity as a NKDC councillor, provided an update on matters relating to North Hykeham. Members were advised that the assisted household waste collection service remains available for residents who are unable to present their bins for collection due to mobility or access issues. Uptake of the service has been lower than expected, and Members were encouraged to promote the service to eligible residents. Members were reminded of the forthcoming Meadow Lane road closure and advised that the annual household electoral canvass would commence shortly. An update was also provided on recent incidents of anti-social behaviour. It was noted that the Town Council, the NKDC Anti-Social Behaviour Team and the Neighbourhood Policing Team have been working together to address issues relating to groups gathering at St Aidan's. Members were advised that those spoken to by the police were not residents of North Hykeham. The importance of continuing to report incidents of anti-social behaviour was emphasised. Finally, Members were reminded of the dangers associated with wild swimming during the current hot weather and were encouraged to promote water safety within the community.
02-26.8	Correspondence and Clerk's Items.
	The Town Clerk presented the following correspondence: • NKDC Consultation on SEV Licensing Policy – closing date for responses is 3rd August 2026, • Numerous complaints received regarding parking difficulties at Witham Fields/Fen Lane car park, • Various complaints received regarding ASB on lower field at Witham Fields. After dealing with the issue with Lincs Police over a few weeks, the matter culminated in a dispersal order being put in place on the weekend of 3-5 July 2026 after a large-scale incident the previous weekend. No further updates received from Lincs Police since then, nor any complaints received from the public, • Lincolnshire County Council is updating the Minerals and Waste Local Plan which will guide the future provision of minerals and the management of waste in Lincolnshire up to 2042. Consultation open 15th June – 31st July 2026

	- Email received from someone intending to offer free yoga classes at the Village Green - Cllr Holt attended the North Kesteven District Council Veterans Event on 22th June 2026, where he delivered a short presentation. This event coincided with the launch of the Town Council's Armed Forces Covenant webpage, marking a significant milestone in the Council's ongoing commitment to supporting the Armed Forces community. The Town Clerk presented the following items: - LALC Annual Conference is to be held on 14th July at the Lincolnshire showground 9.30am – 4pm. Councillors are encouraged to attend – currently the clerks and Cllrs Wray and Killingsworth are listed to attend. - The council’s Admin Assistant leaves 31st July 2026. Role is advertised, with interviews to be held on the 15th of July 2026. Updates from the last meeting were presented as: <table><tr><th>Item No:</th><th>Action</th><th>Update</th></tr><tr><td>01-26.15</td><td>Organise and publicise a public consultation regarding the cemetery.</td><td>Meeting held 24th June – agenda item at this meeting.</td></tr><tr><td>01-26.10</td><td>Submit the AGAR 2025/26 to the External Auditor and publish the Notice of Public Rights and unaudited AGAR.</td><td>AGAR submitted May 2026 and Notice of Public Rights published.</td></tr><tr><td>01-26.12</td><td>Publish the amended Capability Policy and Allotments Policy</td><td>Completed.</td></tr><tr><td>01-26.13</td><td>Accept the quotation from Fizzco for festive lighting.</td><td>Completed.</td></tr><tr><td>01-26.14</td><td>Book the 18/03/2027 with Sir Robert Pattinson Academy for the 2027 Annual Town (Parish) Meeting</td><td>Completed.</td></tr></table>	Item No:	Action	Update	01-26.15	Organise and publicise a public consultation regarding the cemetery.	Meeting held 24 th June – agenda item at this meeting.	01-26.10	Submit the AGAR 2025/26 to the External Auditor and publish the Notice of Public Rights and unaudited AGAR.	AGAR submitted May 2026 and Notice of Public Rights published.	01-26.12	Publish the amended Capability Policy and Allotments Policy	Completed.	01-26.13	Accept the quotation from Fizzco for festive lighting.	Completed.	01-26.14	Book the 18/03/2027 with Sir Robert Pattinson Academy for the 2027 Annual Town (Parish) Meeting	Completed.
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02-26.9	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 June and July 2026 from representatives of the following committees (Copies of minutes and notes from the statutory committees’ meetings are available on the council’s website): - Community & Planning: Cllr Cruickshanks reported that he had been elected Chair of the Community and Planning Committee for 2026/27, with Cllr Wray elected as Vice Chair. Members were updated on the ongoing skate park consultation, which is due to launch shortly. An update was also provided on Hykeham in Bloom, with seasonal planting now completed and work progressing on the planter replacement and noticeboard repair programmes. It was reported that discussions had commenced with North Kesteven District Council regarding potential CCTV provision within North Hykeham, with further updates to follow. Members noted that a grant application from Music for Memory had been approved and that no amendments were required to the Grants Policy or application form. An update was also provided on the North Hykeham Trail, following a successful councillor walk, and on preparations for the Summer Sundays events and Christmas Fayre. Members were reminded that objections to the proposed waiting restrictions on Inns Close remain in place.																		

	• Estates and Operations: Cllr Killingsworth provided an update from the Estate and Operations Committee, where discussions had taken place regarding the skate park consultation had been referred to the Community and Planning Committee to progress. Updates were also received on the Hykeham Tigers Girls Team and repairs to the Village Green lamp. • Finance and Policy: Cllr Killingsworth reported that Cllr Rowe had been elected Chair of the Finance and Policy Committee for 2026/27, with Cllr Killingsworth elected as Vice Chair. Members noted the purchase of a new electric vehicle for the Services Team and that Manor Farm Football Club would not be offered future pitch hire. The successful completion of the probationary periods for the Deputy Clerk, Administrative Assistant and Services Team Leader was ratified. Updates were received on planned playground improvements, including installation of the Supernova play equipment at St Aidan's, the renewal of Hykeham Tigers' pitch hire, replacement of Council laptops, installation of CCTV at the Civic Offices and Community Hub, and the annual review of Council policies, which required only minor amendments. Members also noted that, following consideration, it had been agreed that the existing Performance Appraisal Review (PAR) process remained sufficient and that Key Performance Indicators (KPIs) would not be introduced.
02-26.10	Schedule of payments and bank reconciliations, for consideration to approve
	Members reviewed the Schedule of payments for 1-30th June 2026 (Appendix 1 to these Minutes) and the month end reconciliations for May and June 2026. It was RESOLVED that expenditure of £121,471.30 be approved to meet the demands listed on the Schedule of Payments covering 1-30th June 2026. It was RESOLVED that the month end reconciliations for May and June 2026 be signed as accurate records accordingly.
02-26.11	Application from Mr Malcolm Biddulph (Hykeham Lions) to be a non-councillor member of the Community and Planning committee to be considered
	Members considered an application for Mr Biddulph to continue as a non-councillor member of the Community and Planning committee for the municipal year 2026/2027. It was RESOLVED to appoint Mr Malcolm Biddulph as a non-councillor member of the Community and Planning committee for 2026/2027.
02-26.12	To consider adopting the town council's Medium Term Financial Strategy and Financial Plan, as prepared and recommended by the Finance & Policy Committee
	The town council's Medium Term Financial Strategy and Financial Plan had been compiled after a recommendation in the Internal Auditor's end of year audit report 2025-26. Within the document a 3-yr financial plan was suggested which included details of base year assumptions. It was RESOLVED to adopt the proposed Medium Term Financial Strategy and Financial Plan.

02-26.13	Consider the amended Risk Management Policy, as recommended by the Finance & Policy committee
	The Town Clerk reminded Members this is reviewed annually and monitored using a red, amber and green (RAG) status system to track progress against the Council's objectives. Following the review, Members agreed that only minor amendments were required. These included updating officer job titles, reflecting that the Deputy Clerk will be undertaking the CiLCA qualification, and removing references to the former sub-committee, which has now been disbanded. It was RESOLVED to adopt the amended Risk Management Policy.
02-26.14	Review of the council's 10-yr Strategic Plan
	Members were advised that development of the Strategic Plan commenced in October 2020 but had subsequently been postponed pending completion of the Neighbourhood Plan. It was noted that progress on the Neighbourhood Plan has been delayed because national review of the planning framework and the Central Local Lincolnshire Plan. Members were advised that the Local Government Reorganisation will have no impact on the development of the Council's Strategic Plan. It was RESOLVED to establish a Working Group to progress the development of the Five-Year Strategic Plan, comprising Cllrs Samways, Stewart, Cruickshanks and Roe.

The meeting closed at 8:06pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
02-26.4	Arrange for Katie Byrne and Brian Samways to complete the councillor acceptance paperwork and induction process	Town Clerk	ASAP
02-26.5	Arrange and Publicise the Extraordinary Meeting of Full Council for Thursday 30 th July 2026 regarding the future provision of cemetery burials	Deputy Clerk	ASAP
02-26.10	Process the approved schedule of payments for 1 st – 30 th June 2026	Town Clerk	ASAP
02-26.10	Ensure the signed May and June bank reconciliations are retained with the councils financial records	Town Clerk	ASAP
02-26.11	Update committee membership records to include Malcolm Biddulf as a non councillor member of the community and planning committee	Town Clerk	ASAP
02-26.12	Implement the adopted Medium-Term Financial Strategy and Financial Plan	Town Clerk	ASAP
02-26.13	Publish and implement the amended Risk Management Policy	Town Clerk	ASAP
02-26.14	Arrange the first meeting of the Five-Year Strategic Working Group	Town Clerk	ASAP

Appendix 1 - Schedule of Payments up to 30th June 2026

North Hykeham Town Council 2026/2027

Schedule of Payments 01-30 June 2026

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/06/2026	UK Fuels Limited	£ 135.83	Fuel AJ24 FYA & unleaded
03/06/2026	Grassmats Ltd	£ 380.88	Grass mats
04/06/2026	Santander Corporate Current AC	£ 2,260.00	Card top-up and fencing
04/06/2026	Air IT Limited	£ 226.21	Managed Security Awareness
04/06/2026	Air IT Limited	£ 640.68	Managed services
04/06/2026	Vic Group	£ 591.06	Hire of boom lift
04/06/2026	Root Studio	£ 234.00	Popups on website
04/06/2026	Hykeham DIY	£ 27.98	Adapter, consumables
04/06/2026	Hykeham DIY	£ 26.99	Screws
04/06/2026	The Motifs Co. Ltd	£ 237.68	Workwear, boots SP
04/06/2026	Ripon Farm Services Ltd	£ 297.70	Rear light
04/06/2026	Amazon	£ 36.95	Office items
04/06/2026	Amazon	£ 31.98	Wipes
04/06/2026	Amazon	£ 68.34	Office equipment
04/06/2026	Horizon Landscapes Ltd	£ 21,868.78	Install tree tower
04/06/2026	Kram Cleaning	£ 1,352.00	Cleaning
04/06/2026	Screwfix Direct Ltd (Trade UK)	£ 81.41	Equipment
06/06/2026	H. S. Jackson & Son (Fencing)	£ 1,594.54	Fencing
06/06/2026	H. S. Jackson & Son (Fencing)	£ 63.34	Panel connectors
06/06/2026	Land Registry	£ 14.00	Lease/deeds search Field40
08/06/2026	Vodafone Ltd	£ 300.82	Mobiles
08/06/2026	UK Fuels Limited	£ 120.25	Diesel & Unleaded
08/06/2026	British Telecommunications	£ 711.80	Telephone 01/04/26-31/05/26
08/06/2026	Peninsula	£ 21.83	Services 542120
09/06/2026	Peninsula	£ 478.62	Services 524224
09/06/2026	PHS Group	£ 123.22	Disposal
09/06/2026	Max Speilman	£ 1.50	2 x staff photos
11/06/2026	T.R.Weston & Son Ltd	£ 318.00	Mudguards to Bowser
11/06/2026	High Voltage Events	£ 240.00	Summer Sunday performer
11/06/2026	The Joy Foundation	£ 615.00	Grant Aid award
15/06/2026	PHS Group	£ 128.88	Hygiene Services
15/06/2026	Quartix Limited	£ 54.00	3 months tracker rental 19/5
15/06/2026	UK Fuels Limited	£ 117.38	Diesel & Unleaded
15/06/2026	Apogee Corporation Ltd	£ 235.37	Photocopier
15/06/2026	TotalEnergies Gas & Power Ltd	£ 314.29	Gas Fen Lane 31/05
16/06/2026	Santander Corporate Current AC	£ 1,000.00	Card Top up
16/06/2026	Santander UK PLC	£ 31.02	Bank charges CB1 1-31May26
16/06/2026	Santander UK PLC	£ 30.00	Bank Charges CB2 30/4-31/5/26
16/06/2026	Santander UK PLC	£ 1.60	Bank Charges CB6 1-31May26
16/06/2026	Premier Inn Hotels Limited	£ 703.90	2 x rooms – training course

16/06/2026	Q-Park UK Limited	£	325.00	Prebook parking x 2 – Trg course
16/06/2026	Fast Pens	£	248.40	Advertising - pens
17/06/2026	Canva UK Operations Ltd	£	13.00	Subscription
18/06/2026	Woodbine Reindeer	£	493.50	Reindeer Xmas Fayre
18/06/2026	Lindum Group Ltd	£	252.00	Guard at Vill Green
18/06/2026	Air IT Limited	£	942.34	Agreement services
18/06/2026	Freedom Fire & Security Maint.	£	192.00	Replace shutter
18/06/2026	MKM B.S (Lincoln) Ltd	£	155.93	Paving stones
18/06/2026	Dack Conversions Ltd	£	1,698.00	Chapter 8, Tow bar
18/06/2026	E-ON Energy Solutions Limited	£	711.00	Street lighting maintenance
18/06/2026	Freedom Fire & Security Maint.	£	96.00	Inspect faulty door
18/06/2026	Lincoln Rural Training	£	137.00	Chainsaw Trg RN
18/06/2026	Pennells Garden Centre	£	79.67	Bedding flowers
18/06/2026	Pennells Garden Centre	£	38.77	Bedding flowers
18/06/2026	Sign Centre (Lincs) Limited	£	408.00	Supply Toyota Livery
18/06/2026	MEC Recycling Ltd	£	30.00	Green waste
18/06/2026	Andrew Deptford	£	318.00	Defib battery
18/06/2026	Eurotech Environmental Ltd	£	225.00	Empty Sewage tank
18/06/2026	Pumping & Drainage Systems	£	867.60	Replacement pump
18/06/2026	John Martin-Hoyes Ltd	£	9,777.03	Test and building application
18/06/2026	ITS	£	862.93	Hand tools
18/06/2026	Mobilize Financial Services	£	215.20	Renault finance
19/06/2026	Asda	£	81.82	Daily Consumables
22/06/2026	Peninsula	£	99.49	Services 722633
22/06/2026	npower Business Solutions	£	325.98	Street Lighting elec. 31/05
22/06/2026	TotalEnergies Gas & Power Ltd	£	157.59	Gas Hub 31/05
24/06/2026	Salaries	£	19,971.07	Salaries Jun26
24/06/2026	HMRC	£	7,688.21	PAYE/NI Jun26
24/06/2026	Nest Pensions	£	3,736.27	Pensions Jun26
24/06/2026	TotalEnergies Gas & Power Ltd	£	481.96	Electricity Hub 31/05
24/06/2026	TotalEnergies Gas & Power Ltd	£	151.69	Electricity VG 31/05
25/06/2026	Asda	£	15.25	Daily Consumables
29/06/2026	UK Fuels Limited	£	87.06	Diesel AJ23 ZLN
30/06/2026	ADOBE Systems Software Ireland	£	16.64	Software
30/06/2026	Hykeham DIY	£	8.37	Screen Wash
30/06/2026	Hykeham DIY	£	25.97	Sprinkler, washer stop
30/06/2026	Sign Centre (Lincs) Limited	£	72.00	Staff and visitor parking sign
30/06/2026	Selmec (Lincoln) Ltd	£	197.59	Emergency lighting
30/06/2026	LP Fabrications Ltd	£	178.80	Call out, 2hrs labour
30/06/2026	Pennells Garden Centre	£	10.00	Bedding plants
30/06/2026	Pennells Garden Centre	£	65.18	Bedding plants and compost
30/06/2026	Viking	£	362.80	Office consumables
30/06/2026	Spaldings	£	198.00	Helmet Set
30/06/2026	TFM Country store	£	48.95	Hardwearing Grass Seed
30/06/2026	Fir Tree Timber	£	120.00	Rhino boards
30/06/2026	Fresh Opportunities Water Solu	£	110.16	Water cooler rent 21/4-20/7/26
30/06/2026	Lincoln Security Ltd	£	55.95	Office furniture locks & keys
30/06/2026	PlaySafety Limited	£	240.00	Post inspection VG

30/06/2026	John Martin-Hoyes Ltd	£	27,117.50	Soakaway repairs Fen Lane
30/06/2026	Breakthrough Communications &	£	3,835.20	Skatepark Survey
30/06/2026	Spaldings	£	57.60	Oil
30/06/2026	Flowers By Suzanne	£	50.00	Flowers - Mayor-making
30/06/2026	Tucann Community Publications	£	1,272.00	Gazette
30/06/2026	North Kesteven District Council	£	143.00	Annual Bin collections
30/06/2026	Sign Centre (Lincs) Limited	£	354.00	Summer Sunday Banners
30/06/2026	SLCC Enterprises Ltd	£	331.00	Membership fee E Whittle
Total Payments:		£	121,471.30	