



North Hykeham Town Council

Minutes of the Town Council meeting 03/25
held on Thursday 11th September at 7pm

Councillors Present: M Lofts (Chair), M Bennie, R Johnston, G Killingsworth, A Marshall, C Nnamdi, D Rawson, SP Roe, K Sampson, YS Sampson, P Wray

Also In Attendance: Mrs M Parker – Town Clerk
Mrs G Culverwell – Deputy Clerk
Mrs R Burns – Admin Assistant

2 members of the public

Public Session:

03-25.1	Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.
	Apologies for absence and reasons given were presented for Cllrs Briggs, Cruickshanks, Harrison, Holt and Ogden. Apologies from Cllr Woodruff (LCC), Cllr Dyer and Cllr Clarke (NKDC) were noted by Members.
03-25.2	Receipt of any Declaration of Members' Interest under the Localism Act 2011
	No Declarations of Members' Interest were made.
03-25.3	Notes of the Town Council Meeting held on 10th July 2025 to be approved as the Minutes of that meeting.
	It was RESOLVED to accept the notes of the Town Council Meeting. These were signed accordingly as the Minutes of those meeting.
03-25.4	Co-option of new Town Councillors to the vacant seats in Witham Ward and Memorial Ward.
	<p>Two Co-option candidates attended for the both the Witham and Memorial Wards and were invited by the Cllr Lofts (Chair) to give a brief biography with reasons why they would like to join the Council. Following their presentations Cllr Roe reiterated that North Hykeham Town Council was a non-political Council for the benefit of the co-option candidates.</p> <p>The Council then voted to decide if the co-option should go ahead.</p> <p>The Council resolved to accept both candidates in their application to be co-opted onto the Council.</p> <p>Cllr Lofts (Chair) congratulated the candidates and invited them to join the Council table. (Cllr R Sylvester - Witham Ward and Cllr H Stewart - Memorial Ward)</p>
03-25.5	Chair's Announcements.
	Cllr Lofts (Chair) reported that he had attended the Twinning Association yearly meeting and had a cultural exchange receiving a mural on behalf of the Twinning Association and attended the farewell event.

	<p>The last summer Sunday event is to take place Sunday 21st September and encouraged members to pop in.</p> <p>In his capacity as Mayor Cllr Lofts announced that the mayoral charity this year to be St Barnabas Hospice, which has a personal resonance with Cllr Lofts. Civic events will support this charity this year.</p>							
03-25.6	County and District Councillors' reports.							
	<p>Cllr Lofts (Chair) read out Cllr Woodruff's (LCC) report: -</p> <ul style="list-style-type: none"> • Cllr Woodruff was aware of a litter issue on the footpath from St Aidens towards the railway, duly reported to NKDC, Cllr Woodruff will continue to monitor progress. • Cllr Woodruff has requested an assessment of Station Road with a view to providing a pedestrian crossing. • The North Hykeham Relief Road is pushing forward hopefully beginning in February 2026. LCC are trying to mitigate some of the costs especially regarding the £4.5 million bat bridge and tunnel. <p>Cllr Roe, in his capacity as a LCC Cllr, advised the following: -</p> <ul style="list-style-type: none"> • Cllr Roe reported that the bat bridge for the North Hykeham relief road is a legal requirement in order for the road to go ahead. • Cllr Roe also mentioned the NKDC Council meeting which would include Children's services and relaying of roads. <p>Cllr Lofts, in his capacity as a NKDC Cllr, advised that: -</p> <ul style="list-style-type: none"> • Reported that the Community Champion awards are now open for applicants and can be applied for online. • NK complaints handling had been found to be poor and Council house inspections came 2nd to bottom, safety being some of the reasons which is upsetting. 							
03-25.7	Correspondence and Clerk's Items.							
	<p>The Town Clerk presented the following correspondence and items:</p> <ul style="list-style-type: none"> • NKDC Parish and Town Council forum – next event is 6th Nov – Cllrs Marshall and Wray have asked to attend, along with the Town Clerk. • Request from Manor Farm FC to discuss future opportunities to use Chapel Fields as their home ground • Dates for LCC public events promoting its proposal for the new structure under the local government review. • Residents had sent their thanks to the Council for works carried out at Glebe Park. (DK and GY) • Cllr Roe had received thanks for the meeting on 3rd September and apologised for the behaviour of some participants. <p>Updates from the last meeting were presented as: Updates from last TC meeting:</p> <table border="1"> <thead> <tr> <th>Item No:</th><th>Action</th><th>Update</th></tr> </thead> <tbody> <tr> <td>02-25.9</td><td>Clerk to identify availability at a suitable venue with dates from w/c 1st of September 2025 and provided those details to the Estates and</td><td>Completed – meeting held 3rd Sept 2025 at the Community Hub.</td></tr> </tbody> </table>		Item No:	Action	Update	02-25.9	Clerk to identify availability at a suitable venue with dates from w/c 1 st of September 2025 and provided those details to the Estates and	Completed – meeting held 3 rd Sept 2025 at the Community Hub.
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		Operations Committee meeting (to be held on 14 th August 2025) for a date and time to be confirmed.	
	02-25.10	Clerk to establish the costs for applying for planning permission with the use of its consultants and bring those costs back to the Town Council for further consideration	Agenda item 13 at this meeting
	02-25.10	Cllr Cruickshanks to generate a consultation response summary to go on the website and noticeboards to give feedback to the community	Completed and published on the council's website and noticeboards
	02-25.11	Offer Basic DBS checks to all town councillors, as an option	Ongoing
	02-25.12	Adopt the following policies and documentation: Risk Management, GDPR Privacy Statement, Digital Information Systems Security Policy, Acceptable Use policy, Subject Access Request form, and Playground Risk Management Policy	Completed
	02-25.13	Invite Anne-Marie Shepherd to an informal meeting of councillors from both NHTC and SHPC to look at the way forward with the review of the HNP	Completed. NKDC advise they will await further information from central government regarding funding for NPs before meeting with town and parish councillors.
	02-25.15	Accept a quote from UDCS Demolition to clear the skatepark and surrounding fencing	Completed. Skatepark demolished 18 th August 2025.
03-25.8	Receive reports and updates from committees and working groups, with consideration to accept resolutions from approved minutes of committee meetings		
	<p>Members received reports covering meetings and matters dealt with during July and August 2025 from representatives of the following committees (Copies of minutes and notes from the statutory committees' meetings were available on the council's website): -</p> <ul style="list-style-type: none"> • Community & Planning • Estates and Operations • Finance and Policy <p>All committee resolutions were noted.</p>		
03-25.9	Schedule of payments and bank reconciliations, for consideration to approve		
	<p>Members reviewed the Schedule of Payments 1-31st of July (Appendix 1 to these Minutes) and 1-31st August (Appendix 2 to these Minutes) and the month end reconciliations to that date.</p> <p>It was RESOLVED that expenditure of £106825.15 be approved to meet the demands listed on the Schedule of Payments covering 1-31 July and 1-31 August 2025.</p>		

	It was RESOLVED that the month end reconciliations for July and August 2025 be signed accordingly.
03-25.10	Receive the concluded AGAR for 2024-25 from the External Auditor
	<p>This has already been reviewed by F&P, Town Council must formally receive the concluded AGAR.</p> <p>Members RESOLVED to note the concluded AGAR, with no further actions required. The document was to now be posted on the Council's website and public noticeboard in accordance with Accounts and Audit Regulations.</p>
03-25.11	Consideration to amend the council's Standing Order (no.4) to remove the Chair of F&P as automatically appointed Chair of the Personnel sub-committee
	<p>Cllr Lofts (Chair) informed members of the reason the Standing Order needed to be removed. It would be expected that in order to chair a committee they may not be a member of the Committee due to the automatic appointment of the Personnel sub-committee. Removal of this Standing Order would allow the Vice Chair to step in when necessary.</p> <p>Members RESOLVED to remove standing order no 4 with immediate effect.</p>
03-25.12	To appoint Cllr Wray to the Personnel sub-committee - recommended by the Personnel sub-committee.
	It was RESOLVED to appoint Cllr Wray to the Personnel sub-committee.
03-25.13	To receive and consider costs to make a full planning application in respect of the Community Hub, Valerian Place, North Hykeham
	<p>Members understood that there were no further costs to submitting the planning application.</p> <p>It was RESOLVED to submit planning application of the Community Hub, Valerian Place, North Hykeham.</p>
03-25.14	Consideration to adopt the following policies and documentation, as prepared and/or reviewed by the Finance and Policy committee: Civility and Respect Pledge, Records Retention (GDPR) Policy, Safeguarding Policy, Cemetery Policy and the new ICT Replacement Policy
	It was RESOLVED to adopt the Civility and Respect Pledge, Records Retention (GDPR) Policy, Safeguarding Policy, Cemetery Policy and the new ICT Replacement Policy.
03-25.15	Consideration of an application for a 2-day pop-up Christmas Market to be held on the Village Green 22-23 November 2025 (hire of space from Fri 21st to Mon 24th Nov)
	<p>Members expressed concern regarding heavy machinery on the Village Green at this time of year. There are also other Christmas activities going on within North Hykeham. However, the main issue is the lack of continuity and inaccuracies within the paperwork.</p> <p>Members RESOLVED to reject the current application on the basis that the Events Management Plan needs significantly more information.</p>

03-25.16	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 item:
	Members RESOLVED to move into closed session.
03-25.16	Receive report and updates from the Personnel sub-committee
	Cllr Roe updated Members on the latest discussions held at the Personnel sub-committee meeting.

The meeting closed at 8.14pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
03-25.11	Update Standing Orders to show the removal of no.4	Town Clerk	As soon as possible
03-25.13	Clerk to submit the planning application for the Community Hub	Town Clerk	As soon as possible
03-25.14	To adopt the following policies and documentation: Civility and Respect Pledge, Records Retention (GDPR) Policy, Safeguarding Policy, Cemetery Policy and the new ICT Replacement Policy	Town Clerk	As soon as possible
03-25.15	Christmas Market application 21 st -24 th November -inform the applicant the application has been rejected and to resubmit the EMP	Deputy Clerk	As soon as possible

Appendix 1

North Hykeham Town Council 2025/2026

Schedule of Payments 01-31 July 2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/07/2025	ADOBE Systems Software Ireland	£ 16.64	Monthly subs Jun25
03/07/2025	Asda	£ 22.05	Daily consumables
07/07/2025	npower Business Solutions	£ 45.30	Npower UMS May25
08/07/2025	Peninsula	£ 21.83	EAP Services
09/07/2025	Peninsula	£ 478.62	HR Services
10/07/2025	Vodafone Ltd	£ 277.35	Mobile phones June25
14/07/2025	UK Fuels Limited	£ 221.59	Fuel
14/07/2025	British Telecommunications	£ 655.45	Phone & Broadband Jun25
15/07/2025	Santander Corporate Current AC	£ 684.55	Debit Card top up
15/07/2025	Asda	£ 42.27	Daily consumables
16/07/2025	Santander UK PLC	£ 34.05	Bank Charges 01-30 Jun25 CB1
16/07/2025	Santander UK PLC	£ 35.00	Bank Charges 01-30 Jun25 CB2
16/07/2025	Santander UK PLC	£ 2.10	Bank Charges 1-30 Jun25 CB6
17/07/2025	Indeed Ireland Operations Ltd	£ 21.56	Job advertisement Jun25
17/07/2025	Canva UK Operations Ltd	£ 13.00	Monthly Subs Jul25
17/07/2025	Santander Corporate Current AC	£ 705.10	Debit card top-up
17/07/2025	TotalEnergies Gas & Power Ltd	£ 227.75	Hub Gas 23 May 25-01 Jul25
17/07/2025	LALC	£ 84.00	Training
17/07/2025	East of England Apples & Orchards	£ 299.00	Fruit Trees (St Aiden's Project)
17/07/2025	Xamax Clothing Company Limited	£ 185.15	Uniform
17/07/2025	B&Q Tradeport	£ 285.80	Event Supplies
17/07/2025	Howdens	£ 152.16	Door repairs
17/07/2025	Singleton Training Services Ltd	£ 384.00	Manual Handling Training
17/07/2025	Screwfix Direct Ltd (Trade UK)	£ 51.91	Daily consumables
17/07/2025	Viking	£ 155.15	Stationery
17/07/2025	Amazon	£ 54.95	Retirement gift
17/07/2025	We Print Gifts Ltd	£ 60.48	ID Badges
17/07/2025	Air IT Limited	£ 521.76	IT MSA Services Jul25
17/07/2025	Hykeham DIY	£ 27.99	Brushes
17/07/2025	Kram Cleaning	£ 1,274.00	Office Cleaning
17/07/2025	Guardian Hygiene Services Ltd	£ 1,074.00	Legionella RA Civ. Off.
17/07/2025	Guardian Hygiene Services Ltd	£ 1,050.00	Legionella RA Hub
17/07/2025	Freedom Fire & Security Maint.	£ 264.00	CCTV Repair
17/07/2025	Huws Gray BuildBase	£ 30.24	Fencing
17/07/2025	H Fraser Consulting Ltd	£ 318.00	Cemetery Consultancy
17/07/2025	Glasdon UK Limited	£ 477.26	Replacement Bins
18/07/2025	Mobilize Financial Services	£ 215.20	Vehicle lease Jul25
19/07/2025	Asda	£ 92.22	Councillor's retirement
19/07/2025	DVLA	£ 345.00	12 mth Vehicle Tax AJ24 FYA
19/07/2025	Driver & Vehcile Licensing Age	£ 345.00	12 mth Vehicle Tax AJ23 ZLN

21/07/2025	TotalEnergies Gas & Power Ltd	£	70.58	Elec VG 01-30 Jun25
21/07/2025	TotalEnergies Gas & Power Ltd	£	1.20	Elec Civ. Off 01-30Jun25
21/07/2025	TotalEnergies Gas & Power Ltd	£	416.57	Elec Hub 01-30 Jun25
21/07/2025	UK Fuels Limited	£	74.83	Fuel
24/07/2025	HMRC	£	6,662.10	PAYE/NI JULY 2025
24/07/2025	LCC Pension Fund	£	736.26	WYPF JUL25
24/07/2025	Nest Pensions	£	3,103.38	Pensions Jul25
24/07/2025	SALARIES	£	17,777.10	Salaries Jul25
28/07/2025	Anglian Water Business	£	41.00	12 Apr 25-11 Jul 25
28/07/2025	UK Fuels Limited	£	61.21	Fuel - AJ23 ZLN
28/07/2025	npower Business Solutions	£	2,247.49	Npower UMS Jan-Apr25
29/07/2025	Anglian Water Business	£	18.29	Water 15 Apr-14 Jul
29/07/2025	Anglian Water Business	£	187.30	Water 15 Apr-14 Jul
29/07/2025	The Incredible Skank Brothers	£	500.00	Summer Sunday band Jul25
29/07/2025	Under The Covers Rock Duo	£	350.00	Summer Sunday band Jul25
29/07/2025	SNS Donuts	£	30.00	Summer Sunday trader refund
29/07/2025	Sunflower Celebrations	£	15.00	Summer Sunday trader refund
30/07/2025	ADOBE Systems Software Ireland	£	16.64	Monthly subs Jul25
30/07/2025	Bear Nice-ities	£	15.00	Summer Sunday trader refund
30/07/2025	North Hykeham Twinning Associa	£	15.00	Summer Sunday trader refund
30/07/2025	Mr R Otter	£	500.00	ERoB refund

TOTAL: £ 44,090.43

Appendix 2

North Hykeham Town Council 2025/2026

Schedule of Payments 01-31 August 2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/08/2025	TV Licence	£ 174.50	TV Licence
03/08/2025	Indeed Ireland Operations Ltd	£ 82.16	Job adverts Jul25
08/08/2025	Vodafone Ltd	£ 277.33	Mobile Phones
08/08/2025	Peninsula	£ 21.83	EAP monthly subs Aug25
11/08/2025	British Telecommunications	£ 656.88	Broadband/phones 1-31Jul25
11/08/2025	Peninsula	£ 478.62	HR services monthly subs Aug25
15/08/2025	Listers Timber & Builders Merc	£ 73.44	20 x stakes Mill Lane allotments
15/08/2025	Singleton Event Services Ltd	£ 340.80	Medic cover Jul25 Summer Sunday
15/08/2025	Selmec (Lincoln) Ltd	£ 618.00	Boiler repairs - Hub
15/08/2025	Selmec (Lincoln) Ltd	£ 1,280.40	PPMs - Hub and Civ. Offices
15/08/2025	Screwfix Direct Ltd (Trade UK)	£ 95.12	Daily consumables
15/08/2025	Hykeham DIY	£ 10.99	Drill bit set
15/08/2025	Todds of Lincoln	£ 3,624.00	10 x Flip top Tables Civ. Offices
15/08/2025	Kram Cleaning	£ 1,274.00	Office Cleaning Jul25
15/08/2025	Pennells Garden Centre	£ 18.00	HIB Perennials
15/08/2025	Eco Control Solutions	£ 1,080.00	Mares Tail treatment Mill Lane allots
15/08/2025	Playsafety Limited	£ 972.00	ROSPA Annual Inspections
15/08/2025	Rialtas Business Solutions Ltd	£ 1,188.43	Omega Purchase Order software
15/08/2025	Lincoln Security Ltd	£ 78.00	Hub front door fault repairs
15/08/2025	Air IT Limited	£ 527.04	MSA Aug25
15/08/2025	Stance Security	£ 221.18	Summer Sunday Security Jul25
15/08/2025	Guardian Hygiene Services Ltd	£ 363.00	Ann. Legionella tests 25/26 Civ. Off
15/08/2025	Guardian Hygiene Services Ltd	£ 342.00	Ann. Legionella tests 25/26 Hub
15/08/2025	Guardian Hygiene Services Ltd	£ 1,379.70	Ann. Legionella Monitoring Civ Off
15/08/2025	Guardian Hygiene Services Ltd	£ 1,001.70	Ann. Legionella Monitoring Hub
15/08/2025	Furniture at Work Ltd	£ 550.80	New Noticeboard VG Co-op
15/08/2025	Viking	£ 131.72	Stationery, daily consumables
15/08/2025	The CDS Group	£ 1,128.00	Cemetery Initial inspections
15/08/2025	B&Q Tradepoint	£ 47.50	1 Tonne skip bag
15/08/2025	Tucann Community Publications	£ 624.00	Oct Newsletter
15/08/2025	LP Fabrications Ltd	£ 54.00	Bracket repair - Progressive mower
15/08/2025	Screwfix Direct Ltd (Trade UK)	£ 51.25	Daily consumables
15/08/2025	SRP Hire Solutions Ltd	£ 840.00	Summer Sunday Toilets Jul25
15/08/2025	Freedom Fire & Security Mainte	£ 540.00	Fire RA Hub
15/08/2025	Freedom Fire & Security Mainte	£ 840.00	Fire RA Civ. Off
15/08/2025	Lincolnshire Association of Lo	£ 270.00	LALC Conference x 5 delegates
15/08/2025	Glasdon UK Limited	£ 498.20	Replacement bench Grange Park
16/08/2025	Santander UK PLC	£ 27.44	Bank Charges CB1 01-31 Jul25
16/08/2025	Santander UK PLC	£ 35.00	Bank Charges CB2 30/06-31/07/25
16/08/2025	Santander UK PLC	£ 2.10	Bank charges CB6 01-31/07/25

16/08/2025	The Curry Box	£	60.00	Trader refund - Summer Sundays
17/08/2025	Canva UK Operations Ltd	£	13.00	Monthly Subs Aug25
18/08/2025	Mobilize Financial Services	£	215.20	Kangoo Lease 18/8-17/9/25
18/08/2025	UK Fuels Limited	£	141.03	Diesel
19/08/2025	TotalEnergies Gas & Power Ltd	£	535.81	Gas Civ.Off 30/04-31/07/25
19/08/2025	Hoppers Jewellers	£	144.00	Chains of Office engraving
21/08/2025	TotalEnergies Gas & Power Ltd	£	663.94	Elec Civ Off 1-31/7/25
21/08/2025	TotalEnergies Gas & Power Ltd	£	287.44	Electricity-Hub 1-31/7/25
21/08/2025	TotalEnergies Gas & Power Ltd	£	139.38	Electricity VG 1-31/07/25
22/08/2025	HMRC	£	8,995.30	PAYE/NI Aug25
22/08/2025	LCC Pension Fund	£	854.12	WYPF Aug25
22/08/2025	Nest Pensions	£	4,091.97	Pensions Aug25
22/08/2025	Salaries	£	21,151.26	Salaries Aug25
24/08/2025	Spot On	£	350.00	Summer Sunday Band 170825
24/08/2025	PKF Littlejohn LLP	£	2,016.00	External Audit 2024/25
24/08/2025	Root Studio	£	108.00	Website analytics
24/08/2025	Punch the Monkey	£	250.00	Summer Sunday Band 170825
24/08/2025	Quartix Limited	£	24.00	Additional Driver ID Tags
24/08/2025	Ernest Doe & Sons Ltd	£	660.09	Iseki Tractor service
25/08/2025	Tesco	£	34.25	Daily Consumables
26/08/2025	TotalEnergies Gas & Power Ltd	£	164.16	Gas- Hub 1-31/07/25
30/08/2025	ADOBE Systems Software	£	16.64	Monthly Subs Aug25

TOTAL: £ 62,734.72

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