



North Hykeham Town Council

Minutes of the Town Council meeting 04/25
held on Thursday 13th November 2025 at 7pm

Councillors Present: M Lofts (Chair), C Briggs, A Cruickshanks, K Harrison, J Holt, G Killingsworth, A Marshall, C Nnamdi, T Ogden, D Rawson, SP Roe, K Sampson, H Stewart, R Sylvester, P Wray

In Attendance: Mrs M Parker – Town Clerk
Mrs G Culverwell – Deputy Clerk
Cllr M Clarke
Cllr A Woodruff
Reverend P Collins.

1 member of the public

Public Session:

Cllr Lofts (Chair) introduced the public session and invited the member of the public to speak. The member of the public would like to know about the reports from CDS and if they would go to the EA and that people with plots were upset. The member of the public thought that a Councillor was testing the water samples and sending them away to a laboratory.

Cllr Lofts corrected the information: Any decision would be made by the Town Council once CDS reports are complete which will not be until Feb/March next year. The Council understand that feelings are running high and that decisions would be made from a place of knowledge. Another public forum would be organised nearer the time for information to be shared.

04-25.1	Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.
	It was RESOLVED to accept Apologies for absence and reasons given from YS Sampson.
04-25.2	Recognition and thanks to Reverend Peter Collins for his Service to the North Hykeham Community
	<p>Cllr Lofts (Chair) welcomed Reverend Collins and thanked him for all his service to North Hykeham. Cllr Roe also echoed the sentiment; the Reverend could do no wrong in his eyes and carried on as normal when accused of lying in a public meeting. Cllr Roe awarded the Reverend the Mayors shield during his time as Mayor. Cllr Roe wished Reverend Collins well in his new Parish.</p> <p>Reverend Collins responded that it has been an honour and a privilege with the high point being during Covid. The community spirit and how wonderful people are with love, care and compassion. The Reverend referred to the similarities between the church and Council as they both serve the community.</p> <p>Cllr Lofts thanked the Reverend for his kind words.</p>
04-25.3	Receipt of any Declaration of Members' Interest under the Localism Act 2011
	There were no other Declarations of Members' Interest.
04-25.4	Draft Minutes of the Town Council meeting held on 11th September 2025 be approved as the Minutes of that meeting
	It was RESOLVED to accept the draft minutes of the Town Council Meeting held on 11 th September 2025 as a true record of the meeting and were signed as the Minutes of that Meeting accordingly.

04-25.5	Co-option of a new Town Councillor to the vacant seat in Witham Ward
	<p>Members considered an application from Danielle Lovejoy for co-option to the councillor vacancy on Witham Ward.</p> <p>It was RESOLVED to appoint Danielle Lovejoy as a Town Councillor to the vacant seat on Witham Ward.</p>
04-25.6	Chair's Announcements.
	<p>Cllr Lofts represented the Council at Remembrance Service at All Saints church while Cllr Marshal represented the Council attending the Remembrance service at Memorial Hall. Cllr Lofts attended the Remembrance at the Civic Offices on 11th November. The Assistant Clerk was thanked for arranging the event.</p> <p>Cllr Lofts attended the funeral of Cllr Roe's mother and read out a letter of thanks sent to the Council and staff for all their support from Cllr Roe.</p> <p>Cllr Lofts would be attending the nearly new Christmas pop up shop being held at South Hykeham in aid of Lincoln food bank.</p>
04-25.7	County and District Councillors' reports.
	<p>The Council noted apologies were given for Cllr Dyer (LCC)</p> <p>Cllr Woodruff (LCC) had requested assessment of the crossing on Station Road, to link up to the school and lakes.</p> <p>A speed survey on Newark Road showed good compliance with low prosecutions.</p> <p>LCC are looking at parking restrictions regarding schools, which is a County wide issue.</p> <p>There is litter along the footpath at St Aidens Park -Cllr Woodruff is trying to find out who's responsibility this falls under.</p> <p>The North Hykeham relief road to commence in 2026.</p> <p>Cllr Woodruff attended the service and laid a wreath at the Memorial Hall.</p> <p>Cllr Clarke (NKDC) – NKDC are looking at the local reorganisation that will be happening.</p> <p>-Road works are on Mill Moor and Arch Moor.</p> <p>-Looking at a Tenant Liaison Committee.</p> <p>Cllr Roe (LCC & NKDC) – The LCC's Precept will be known on the day, there are rumours circulating.</p> <p>-Complaints at NKDC were not being handled well however, Cllr Roe is pleased to say the office is working well to change things.</p> <p>-Housing repairs -Council are working closely with contractors to sort thing out.</p>
04-25.8	Correspondence and Clerk's Items.
	<p>The Town Clerk presented the following correspondence and items:</p> <ul style="list-style-type: none"> • Planning application for the Community Hub development was submitted to NKDC on 4th November • Local Government Review survey from City of Lincoln council has been issued publicly. City of Lincoln has offered a meeting to discuss its proposal with NHTC Cllrs – dates/times offered in November: 19th am, 20th 9am or 1pm, 26th 11am, 27th 9am or 1pm. • LCC's Advance notification of road improvements scheme: North Hykeham Street Lighting replacement scheme. Works due to start 12th Jan 2026 for up to 10 weeks, signage and cones to be used with plans being published nearer the time. • I attended the latest NKDC Town and Parish Council forum on the 6th of November with Cllrs Marshall and Wray. Cllr Wray mentioned it was a worthwhile event and recommended Councillors attend (next meeting is 16th April).

	<ul style="list-style-type: none">Reminder of the Christmas Fayre – 29th November 2025. Copy of councillors’ roles/times are in the Teams folder. <p>Updates from last TC meeting:</p> <table><tr><th>Item No:</th><th>Action</th><th>Update</th></tr><tr><td>03-25.11</td><td>Update Standing Orders to show the removal of no.4</td><td>Completed</td></tr><tr><td>03-25.13</td><td>Clerk to submit the planning application for the Community Hub</td><td>Completed</td></tr><tr><td>03-25.14</td><td>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</td><td>Completed</td></tr><tr><td>03-25.15</td><td>Christmas Market application 21st-24th November -inform the applicant the application has been rejected and to resubmit the EMP</td><td>Completed. Application has been withdrawn/no longer required</td></tr></table>	Item No:	Action	Update	03-25.11	Update Standing Orders to show the removal of no.4	Completed	03-25.13	Clerk to submit the planning application for the Community Hub	Completed	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	Completed	03-25.15	Christmas Market application 21 st -24 th November -inform the applicant the application has been rejected and to resubmit the EMP	Completed. Application has been withdrawn/no longer required
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04-25.9	Receive reports and updates from committees and working groups and consider accepting resolutions from approved minutes of committee meetings															
	<p>Members received reports covering meetings and matters dealt with during September and October 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 Cllr Cruickshank invited Cllrs to join in trimming the Civic Offices for Christmas on 21st November around 10.00am.Estates and OperationsFinance and Policy															
04-25.10	Schedule of payments and bank reconciliations, for consideration to approve															
	<p>Members reviewed the Schedule of Payments 1-31st of October 2025 (Appendix 1 to these Minutes).</p> <p>It was RESOLVED that expenditure of £64,886.97 be approved to meet the demands listed on the Schedule of Payments covering 1-31 October 2025.</p> <p>It was RESOLVED that the month end reconciliations for September and October 2025 be signed as accurate records accordingly.</p>															
04-25.11	To approve the appointment of Cllr Stewart to the Community and Planning Committee															
	<p>Cllr Stewart had expressed an interest to join the Community and Planning Committee.</p> <p>It was RESOLVED to appoint Cllr Stewart to the Community and Planning committee for the remainder of the municipal year.</p>															
04-25.12	Consideration to adopt the following three polices, as recommended by the F&P committee: Community Engagement, Non-Councillor Members, and Tree and Hedgerow Management															
	<p>Members had had sight of the proposed documents in advance of the meeting.</p> <p>It was RESOLVED to adopt the Community Engagement Policy, the Non-Councillor Members Policy, and the Tree and Hedgerow Management policy.</p>															

04-25.13	Consider the E&O committee's recommendation to replace the Skatepark at Witham Fields and the associated next steps, which include costs for a feasibility study and site analysis
	<p>Cllr Briggs (Chair of E&O) had been advised that a concrete version was the best during his research. Cllr S Roe proposed an amendment of withdrawing the EMR increase of £300.000 for the Skatepark which was carried. The Deputy Clerk had requested approval to commence a feasibility study and site analysis for the Skatepark.</p> <p>It was RESOLVED to withdraw the recommendation to request the EMR be increased by £300.000 for the Skatepark be withdrawn and the Deputy Clerk given approval to go ahead with the feasibility study and site analysis.</p>
04-25.14	Participation in the Armed Forces Covenant trial roll-out for town and parish councils
	<p>Members are aware of there being lots of veterans and families living within North Hykeham and that it would be important to go forward with the Armed Forces Covenant. 8 volunteers were required for training on either the 22nd or 29th January 2025 from 10.00am until 2.00pm. Cllr's Stewart, Marshall, Ogden, Roe, Holt, Wray and Cruikshank volunteered along with the Town Clerk.</p> <p>It was RESOLVED to participate in the trial roll out of the Armed Forces Covenant.</p>
04-25.15	Consideration of the council's meeting schedule for the municipal year 2026/2027
	<p>Most members were in favour of continuing with the new schedule of meetings where meetings are held bimonthly.</p> <p>It was RESOLVED to accept the new meetings schedule for the municipal year 2026/27.</p>
04-25.16	Vacancies on outside organisations: 2 x vacancies on North Hykeham Twinning Association
	<p>Following a discussion around what was involved with the Twinning Association, Council decided to defer any decision until the Annual General Meeting on 14th May 2026.</p> <p>It was RESOLVED to instruct the Town Clerk to request past Twinning Association Minutes for members to view.</p>
04-25.17	Precept planning for the financial year 2026-27, including the draft proposals from the F&P committee
	<p>Members discussed the draft precept which would result in a 4.8% increase if there are no changes to demands of the committees. Members disagreed with an increase of £65 for play equipment or £15 for lights. Any request for monies must be accompanied with proper costings, where the items would be situated and what they would be used for.</p> <p>It was RESOLVED to remove the money requests into other EMR's at this time and for Committees to come back to the Council with full costings.</p>
04-25.18	Signing of the S104 agreement in relation to drainage support for Grinter Close, North Hykeham
	<p>It was RESOLVED to sign the S104 agreement following the meeting.</p>
04-25.19	Consideration to request the Hykeham Team Ministry return all monies (approx. £3840) from the North Hykeham Mayor's Children's Emergency Fund to the town council for the council's future management
	<p>Cllr Lofts (Chair) notified the Council that the money held in the account for the Mayor's Children's Emergency Fund was not being used and was now in a dormant account with the bank. The Town Council would like the money back in order to allocate it accordingly.</p>

	It was RESOLVED to take all the necessary steps to get the money to be returned to the Town Council.
04-25.20	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. <i>All non-Town Councillors and Members of the Public left the meeting at this point.</i>
04-25.21	Review of the town council's Hiring Agreement cancellation terms in reference to a late-notice cancellation of a booking for use of the Village Green.
	Members RESOLVED to extend the meeting by 15 minutes Following a discussion surrounding the Council's hire agreement members decided to ask F& P committee to review the cancellation section within the Policy.
04-25.22	Councillor Training and Development
	Members discussed what would be the best solution for training and updates to all Councillors.
04-25.23	Receive report and updates from the Personnel sub-committee
	CLlr Killingsworth

The meeting closed at pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
04-25.14	Armed Forces Covenant Trial Roll out	8 Council volunteers	22 nd or 29 th January 2026
04-25.15	Council's meeting Schedule 2026/27	TC	With immediate affect
04-25.16	NHTC Twinning Association vacancies	TC	Add to AGM Agenda on 14 th May 2026 TC to request past minutes of Twinning Association
04-25.19	Hykeham Team Ministry Emergency fund account	TC	To recover the monies from the Ministry account.

Appendix 1 - Schedule of Payments up to 31st October 2025

North Hykeham Town Council 2025/2026
Schedule of Payments 01-31 October 2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/10/2025	Max Speilman	£ 1.40	Photo ID printing
02/10/2025	Post Office	£ 8.70	Postage Stamps
06/10/2025	Screwfix Direct Ltd (Trade UK)	£ 116.50	Tools
06/10/2025	Screwfix Direct Ltd (Trade UK)	£ 88.80	Tools
06/10/2025	North Kesteven District Council	£ 666.00	Rates Cemetery 010425-310326
06/10/2025	North Kesteven District Council	£ 2,807.00	Rates Pavilion 010425-310326
06/10/2025	North Kesteven District Council	£ 3,493.00	Rates Fen Lane 010425-310326
06/10/2025	Post Office	£ 14.75	Special Delivery Postage
06/10/2025	Asda	£ 21.16	Daily consumables
07/10/2025	Amazon	£ 13.94	Blank Fire Alarm Call points
08/10/2025	Peninsula	£ 21.83	EAP monthly subs Oct25
08/10/2025	ASC Metals Lincoln Limited	£ 27.72	6082 T6 Aluminium angle
09/10/2025	Vodafone Ltd	£ 277.35	Mobile phones to 11th Sept2025
09/10/2025	Peninsula	£ 478.62	HR Services Monthly subs Oct25
11/10/2025	Asda	£ 63.73	Daily consumables
14/10/2025	Screwfix Direct Ltd (Trade UK)	£ 35.99	Workwear
14/10/2025	Kram Cleaning	£ 1,274.00	Cleaning
14/10/2025	Lindum Group Ltd	£ 50.40	Security Services
14/10/2025	MEC Recycling Ltd	£ 124.80	Waste
14/10/2025	MEC Recycling Ltd	£ 120.00	Waste
14/10/2025	Selmec (Lincoln) Ltd	£ 332.40	Emergency Lighting
14/10/2025	Zero EV Ltd	£ 1,128.00	EV Install
14/10/2025	Zero EV Ltd	£ 392.00	EV Service/Maintenance
14/10/2025	Air IT Limited	£ 524.40	IT
14/10/2025	R W Tree Services	£ 180.00	Tree Services
14/10/2025	R W Tree Services	£ 360.00	Tree Service
14/10/2025	R W Tree Services	£ 540.00	Tree Services
14/10/2025	Xamax Clothing Company Limited	£ 18.13	Workwear
14/10/2025	Royal British Legion Trading L	£ 60.00	Poppy Appeal
14/10/2025	Screwfix Direct Ltd (Trade UK)	£ 40.79	Equipment
14/10/2025	Screwfix Direct Ltd (Trade UK)	£ 13.75	Consumables
14/10/2025	Stance Security	£ 221.18	Security Summer Sundays
14/10/2025	Eco Skate LTD	£ 2,481.50	Ice rink
14/10/2025	Vic Group	£ 987.60	Training
14/10/2025	Screwfix Direct Ltd (Trade UK)	£ 49.99	Equipment
14/10/2025	PPL PRS Ltd	£ 519.84	Music Licence
14/10/2025	MKM B.S (Lincoln) Ltd	£ 109.44	Paving Slabs
14/10/2025	SLC Trading ta Bouncy Castle S	£ 800.40	Santa's Grotto
14/10/2025	Screwfix Direct Ltd (Trade UK)	£ 3.49	Vehicle bulbs
14/10/2025	The CDS Group	£ 4,254.00	Cemetery Groundworks
14/10/2025	Xamax Clothing Company Limited	£ 156.28	Workwear
14/10/2025	Andersons Wholesale	£ 328.74	Christmas Fayre gifts
15/10/2025	Canva UK Operations Ltd	£ 13.00	SA
15/10/2025	Amazon	£ 44.89	Christmas costume

16/10/2025	Belton Woods Hotel	£	231.20	Auditor Accommodation
16/10/2025	Santander UK PLC	£	2.40	Bank charges CB6 1-30Sept25
16/10/2025	Fire Seal Direct	£	51.86	QF2 Fire stop compound
16/10/2025	Santander UK PLC	£	46.80	Bank Charges CB1 1-30/9/25
16/10/2025	Santander UK PLC	£	30.00	Bank charges CB2 31/08-30/09/25
17/10/2025	Amazon	£	31.96	Black Bin bags
17/10/2025	Amazon	£	16.03	Dustpan and brush set
19/10/2025	Amazon	£	40.36	iPad cases x2
20/10/2025	Mobilize Financial Services	£	215.20	Kangoo lease 1/10-17/11/25
20/10/2025	UK Fuels Limited	£	87.47	Fuel AJ24 FYA
21/10/2025	TotalEnergies Gas & Power Ltd	£	396.58	Hub Electricity 01-26/09/25
21/10/2025	TotalEnergies Gas & Power Ltd	£	302.51	Civ. Off. Elec. 1-30/9/25
21/10/2025	TotalEnergies Gas & Power Ltd	£	143.75	VG Elec 1-30/9/25
23/10/2025	Flowers By Suzanne	£	55.00	Memorial Flowers J Roe
23/10/2025	Screwfix Direct Ltd (Trade UK)	£	60.94	Consumables
23/10/2025	Lindum Group Ltd	£	100.80	August callouts
23/10/2025	Screwfix Direct Ltd (Trade UK)	£	167.20	Consumables
23/10/2025	Freedom Fire & Security Maint.	£	720.00	Fire Alarm Install
23/10/2025	Pennells Garden Centre	£	95.53	Plants/Compost
23/10/2025	Pennells Garden Centre	£	75.64	Plants/compost
23/10/2025	Flagpole Express Ltd	£	57.96	Flag- Christmas
23/10/2025	Origin Amenity Solutions	£	325.92	Duraline Paint
23/10/2025	MKM B.S (Lincoln) Ltd	£	26.74	Paving Stones
23/10/2025	Glasdon UK Limited	£	498.20	Park Bench
23/10/2025	Glasdon UK Limited	£	1,544.91	Memorial Bench
23/10/2025	Viking	£	192.35	Stationery
23/10/2025	Mr Steven Proctor	£	10.80	Travel expenses (trg 1.10.25)
23/10/2025	Screwfix Direct Ltd (Trade UK)	£	19.76	Washer set
24/10/2025	Salaries	£	20,007.43	Salaries Oct25
24/10/2025	HMRC	£	7,725.41	PAYE/NI Oct25
24/10/2025	LCC Pension Fund	£	814.79	WYPF Oct25
24/10/2025	Nest Pensions	£	3,471.40	Nest Pensions Oct25
27/10/2025	TotalEnergies Gas & Power Ltd	£	219.16	Hub Gas 31/8-26/9/25
27/10/2025	UK Fuels Limited	£	78.94	Fuel AJ23ZLN
29/10/2025	Anglian Water Business (Nation	£	162.28	Water Civ. Off 15/7-14/10/25
29/10/2025	Anglian Water Business (Nation	£	18.49	Water VG 15/7-14/10/25
29/10/2025	Amazon	£	73.27	Charger plugs, iPad cases
30/10/2025	ADOBE Systems Software Ireland	£	16.64	Monthly Subs 28/10-27/11/25
30/10/2025	Santander Corporate Current AC	£	700.29	Debit card top-up
30/10/2025	Anglian Water Business (Nation	£	276.86	Water -Hub 16/4-15/10/25
30/10/2025	Peninsula	£	99.59	Noise Monitoring monthly sub
31/10/2025	PPL PRS Ltd	£	234.20	PRS/PPL LICENCES Civ.Off
31/10/2025	Sign Centre (Lincs) Limited	£	72.00	Christmas Banners alterations
31/10/2025	Fytche-Taylor Planning Ltd	£	828.84	Hub planning app final payment
31/10/2025	Kram Cleaning	£	1,274.00	Office Cleaning
TOTAL:		£	64,886.97	