



North Hykeham Town Council

Minutes of the Town Council meeting 04/26 held on
Thursday 10th September 2026 at 7pm



Councillors Present: C Nnamdi (Chair), K Byrne, G Killingsworth, M Lofts, SP Roe, E Smith, H Stewart, R Sylvester, P Wray, A Cruickshanks, D Hinds

In Attendance: Mrs E Whittle – Deputy Clerk
Mrs E Williams – Assistant Clerk
Mrs I Edwards – Admin Assistant
Cllr T Dyer (LCC)
1 member of the public

Public Session:

There were no matters raised during the public participation session.

04-26.1 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 Sampson, Ogden, Holt, Samways and Harrison

It was **RESOLVED** to accept apologies of absence and reasons given from Cllrs Sampson, Ogden, Holt, Samways and Harrison.

04-26.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011

No declarations of interest were made.

04-26.3 Minutes of the Town Council meetings held on 30th July 2026 to be approved

It was **RESOLVED** to accept the draft minutes of the Town Council meeting held on the 30th of July 2026, as a true record of that meeting and were signed as the Minutes of that Meeting accordingly.

04-26.4 Co-option to fill a vacant town councillor seat on Moor Ward

Cllrs considered the application received from Dion Hinds for co-option to the vacant Town Councillor seat for Moor Ward and confirmed that they had reviewed the application and were given the opportunity to ask questions.

Cllr Roe explained that the Town Council operates on a non-political basis, noting that whilst individual councillors may be members of political parties, party politics does not form part of the Town Council's decision-making.

It was **RESOLVED** to co-opt Dion Hinds as Town Councillor for Moor Ward.

Cllr Hinds signed the Declaration of Acceptance of Office and joined the meeting as a Member of the Council.

04-26.5 Chair's Announcements.

The Mayor reflected on her time in office since taking up the position in May 2026, having served as a Town Cllr since 2023. She spoke about the positive impact of her appointment, particularly amongst people of Black heritage within North Hykeham and the wider Lincoln community, and noted the significant interest generated, including contact from the BBC and other organisations.

The Mayor advised that a Civic Dinner is planned for April 2027 to mark her mayoral year. The event will celebrate her Nigerian heritage through colour and cultural elements.

04-26.6 County and District Councillors' reports.

Cllr Dyer welcomed and congratulated Cllr Hinds on his co-option to the Town Council.

An update was provided on the North Hykeham Relief Road, with Cllrs advised that progress had been positive throughout the summer. Some issues had arisen in the Waddington area but have since been resolved. Hall Bridge had reopened during the previous week. Complaints regarding dust had also been received and are being addressed.

An update was provided on the planned highway works, including Lincoln Road, and advised that resurfacing works were expected to take place during the current year, which should help to avoid a recurrence of issues experienced during the previous winter. Cllrs were also advised of forthcoming road closures between 30th September and 2nd October at Elizabeth Avenue.

It was noted that a litter pick had been undertaken on Meadow Lane during its recent closure. Cllrs and residents were encouraged to make use of FixMyStreet to report potholes and other highway defects ahead of the winter months.

In relation to Local Government Reorganisation, Cllr Dyer advised that NKDC elections were currently scheduled to take place in May 2027.

Cllr Lofts provided a District Council update. Cllrs were advised that a member of the local policing team would shortly be leaving and would not be replaced, meaning that North Hykeham would no longer have a dedicated PC. The area would continue to be supported by a PCSO and Sergeant covering a wider area. Concern was expressed regarding the potential impact on local policing resources.

An update was also provided on the introduction of the new food waste caddies, with good initial uptake reported. Cllrs were encouraged to continue promoting their use within the community.

Cllr Roe advised that approximately £3,000 was available to support children experiencing financial hardship within his area. He was exploring a scheme whereby schools could help identify children most in need, with potential support including essential items such as footwear or opportunities such as day trips. Initial discussions with Thorpe on the Hill School had been positive, with further engagement planned in North Hykeham.

Cllrs were advised that an NKDC meeting regarding resources was due to take place the following week.

Cllr Roe also reported on a recent presentation involving the Chief Constable and Police and Crime Commissioner. Although additional funding and staffing were anticipated, there were currently no plans to increase the number of PCSOs.

Cllrs expressed significant concern regarding the reduction in local PCSO provision and the impact this could have on North Hykeham, particularly considering recent anti-social behaviour. It was noted that previous discussions had included an indication that additional PCSO provision would be made available and that this had been recorded in previous meeting minutes.

Cllrs reiterated the importance of residents reporting incidents to the Police to ensure an accurate picture of local demand and support the case for maintaining an appropriate policing presence.

It was agreed that the Town Council should write again to the Police outlining its concerns and requesting that additional PCSO provision for the area be reinstated.

04-26.7 Correspondence and Clerk's items

Cllrs received and noted information regarding the Local Government Reorganisation petition and the review of the Central Lincolnshire Local Plan, including publication of the Housing and Economic Land Availability Assessment (HELAA).

The Deputy Clerk reported that the LALC Annual Conference on 14th July 2026 had been attended by the three Clerks, Cllr Wray and Cllr Killingsworth.

Cllrs were also advised that the NKDC Town and Parish Forum, scheduled for 8th September 2026, had been postponed, with a revised date awaited.

04-26.8 Receive reports and updates from committees and working groups, with consideration to accept resolutions from approved minutes of committee meetings

Community & Planning Committee – Cllr Cruickshanks

Cllr Cruickshanks provided an update on recent Committee business, including the Library Summer Reading Challenge, Hykeham in Bloom, and the ongoing review of planters across the town. A risk assessment regarding the servicing and watering of planters at Station Road/Moor Lane was awaited. Thanks were recorded to the Services Team for maintaining the planting throughout the prolonged hot weather.

The gift for Denzlingen had been arranged and dispatched. Work was also progressing to identify noticeboards requiring repair or replacement, particularly those which could no longer be secured.

Cllrs were advised that options for the future use of monies from the Hykeham Parochial Fund had been considered. Cllr Lovejoy was preparing a draft policy setting out proposed criteria for accessing the funding, which would return to the Committee for consideration.

Planning for a proposed new community event was ongoing, and further details would be reported in due course. Work on the Committee's Five-Year Plan was also progressing.

Estates & Operations Committee – Cllr Wray

Cllr Wray reported on recent Committee business, including ongoing liaison with the Police regarding anti-social behaviour and progress with the skatepark consultation. Further quotations for a replacement skatepark have been obtained and would be considered alongside the consultation data.

Updates were provided on playground inspections and maintenance, tree works, the RoSPA inspection and the forthcoming installation of the Supernova at St Aidan's. Further work was also being undertaken in relation to the cycle track following recommendations from RoSPA.

Discussions were ongoing regarding improvements to the football pitches at Witham Fields and potential funding opportunities through Lincolnshire FA. New solicitors were also to be appointed in relation to the Field 40 lease.

The Committee had approved the introduction of an app to assist with playground inspections, allotments and cemetery management, and had approved a bench application at Witham Fields.

Cllrs were advised that the Cemetery Working Group had undertaken a site visit and recommendations regarding the future operation and use of the cemetery would be presented in due course.

Finance & Policy Committee – Cllr Roe

Cllr Roe reported that the Committee had reviewed earmarked reserves and would consider whether further funds should be allocated for specific future purposes. Funding arising from new development and the restrictions applying to its use had also been discussed.

The Committee had reviewed the Council's fixed assets and several policies, including GDPR and maternity/parental leave provisions. Committee membership arrangements had also been considered with a view to reducing the risk of meetings being inquorate.

Cllrs were advised that Taylor's Fair would return in September and that arrangements had been agreed for a further deposit. Requirements regarding the removal of posters following the event had also been clarified.

Personnel Committee – Cllr Wray

Cllr Wray reported that guidance had been produced to support new Committee Chairs. The Committee had also received confirmation of the successful completion of a member of staff's probationary period and welcomed the appointment of the new Admin Assistant.

Proposed amendments to relevant internal procedures and policies had been considered. A request from the Services Team Manager regarding a staff satisfaction survey had also been discussed, with further information requested before the matter returned to the Committee.

Minor amendments relating to maternity leave had been referred to Finance & Policy, and the Committee had reviewed the flexible working arrangements and agreed that these could continue.

The Committee reports were noted.

4-26.9 Schedule of payments to 31st August 2026 and bank reconciliations for July and August 2026, for approval

Cllrs received the Schedule of Payments for payments made between 1st and 31st August 2026 and the month-end statements of accounts for July and August 2026 were presented for consideration.

It was **RESOLVED** that expenditure of £66,324.02 be approved to meet the demands listed on the Schedule of Payments covering 1-31st September 2026.

It was **RESOLVED** that the July and August 2026 statements of accounts were a true and accurate record, and the statements were signed accordingly.

4-26.10 To receive confirmation of the Council's attainment of Cyber Essentials (Basic) certification:

Cllrs were advised that the Town Council had successfully achieved Cyber Essentials (Basic) certification in August 2026, which is renewable annually.

It was noted that the certification may be displayed on the Council's website and other literature to promote the Council's commitment to cyber security.

04-26.11 To receive the concluded External Audit and AGAR for the financial year 2025-2026

Cllrs received that the concluded 2025/26 Audit, with no further actions required.

04-26.12 Consider adopting the amended Maternity Leave policy, as recommended by the F&P Committee

Cllrs considered the revised Maternity Leave Policy, which contained minor administrative amendments.

Cllr Lofts queried why the policy provided for statutory maternity pay only and did not include enhanced maternity pay. It was noted that this had not formed part of the current review, which had focused on incorporating the relevant statutory provisions.

Cllr Lofts clarified that he was not proposing an amendment to the policy but requested that the rationale for the Council's current maternity pay provision be considered and discussed at the next Finance & Policy Committee meeting, particularly in relation to the Council's ability to attract and retain female employees.

It was **RESOLVED** to adopt the Maternity and Parental Leave Policy as presented.

04-26.13 Receipt of the approved planning application for the development of the Community Hub and consideration of the next steps

The Deputy Clerk advised that full planning permission had been granted for the proposed extension to the Community Hub and the installation of a Multi-Use Games Area (MUGA) at Chapel Fields, with the permission valid for three years.

Cllrs discussed the next steps and expressed concern regarding the previously estimated cost of the extension, which was considered significant. It was suggested that alternative quotations and options should be explored before committing to the current proposal.

Cllrs considered whether the project should form part of a wider strategic review of the Council's future community facilities and services. This could include alternative uses of the existing Community Hub, potential expansion of the Library, acquisition of alternative premises and consideration of the restrictions associated with the existing Section 106 agreement.

It was noted that approximately £500,000 was currently held in an earmarked reserve for the Community Hub extension, but that the Council should consider whether this represented the best use of the available funding.

Cllrs agreed that the existing strategic working group's remit should be expanded to consider the Community Hub, the approved planning application and alternative options for future community provision. Cllrs Byrne, Killingsworth and Sylvester agreed to participate, and Cllrs who were absent from the meeting would also be given the opportunity to express an interest.

It was **RESOLVED** to expand the scope of the existing strategic working group to undertake a wider review of the Community Hub proposals and alternative options for future community provision, and to report its findings and recommendations back to Full Council.

04-26.14 To review the Town Council's engagement with the town of Denzlingen

Cllrs considered the Town Council's future involvement with the North Hykeham Twinning Association and the relationship with Denzlingen.

Cllrs recognised the cultural and social benefits of the twinning relationship and were supportive of the relationship continuing. Discussion focused on the extent of the Town Council's involvement, particularly in relation to communication, attendance at events and the ongoing exchange of gifts.

It was noted that previous correspondence had already established arrangements for communication between the Twinning Association and the Council. Cllrs considered that clearer adherence to these arrangements, including sufficient notice of forthcoming events and requests, would help to avoid recent communication difficulties.

It was agreed that the Twinning Association could continue to approach the Council through the usual channels, including applying for grant funding where appropriate, without requiring the Council to take an active role in the day-to-day operation of the Association.

It was **RESOLVED** to reaffirm the existing communication arrangements with the North Hykeham Twinning Association and to write to the Association confirming the agreed procedure, including the need for appropriate notice of future events, visits and requests.

04-26.15 To appoint Cllr Brian Samways to the Finance and Policy Committee

Members considered a request from Cllr Samways to join the Finance & Policy Committee.

It was **RESOLVED** to appoint Cllr Samways as a member of the Finance & Policy Committee.

04-06.16 To consider whether the Committee 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 exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be considered under the following agenda items.

Cllr Dyer and members of the public left the meeting at 8:29pm.

04-06.17 To approve the amended quotation for a new 36-month contract for the council's utilities

The Deputy Clerk provided an update following the previous consideration of the Council's energy contract by the Finance & Policy Committee.

It was noted that the proposed contract with EDF could not proceed due to the independent gas meter, which was not accepted by all energy suppliers. An alternative quotation from Yü Energy had been considered and discounted, leaving E.ON and Total Energies as the available options.

In accordance with the intention of the original resolution, it was proposed that the Council remain with Total Energies.

It was **RESOLVED** to proceed with Total Energies for the Council's energy supply contract.

04-06.18 To consider quotes for subscription to a digital vehicle inspection App for the council's fleet

Cllrs considered the proposal to digitise the Council's vehicle checks and provide an easily accessible central record of vehicle servicing, MOTs and associated information. The supporting report and quotation details were considered.

It was **RESOLVED** to accept the recommendation as presented and proceed with the proposed digital vehicle management system from Quartix.

04-26.19 To approve a 5-yr servicing agreement for the photovoltaic system at the Civic Offices

Cllrs considered the proposed servicing arrangements for the Council's solar panels. It was clarified that the quoted cost of £420.90 plus VAT was an annual cost, rather than the total cost of the five-year agreement, with an additional cost applicable for bird protection measures.

Cllr Hinds sought clarification regarding the ongoing maintenance of the proposed bird protection. The Deputy Clerk agreed to confirm whether this would be maintained as part of the servicing arrangements.

It was **RESOLVED** to approve the five-year solar panel servicing agreement, subject to confirmation that the quoted servicing cost was payable annually and clarification that the bird protection would be appropriately maintained alongside the solar panels.

04-26.20 Consider a recommendation from F&P committee that all committees (excluding Personnel) be restricted to a membership of 9 councillors

Cllrs considered the recommendation from the Finance & Policy Committee following a review of committee membership and meeting attendance over the previous two years. It was noted that declining membership of some committees increased the risk of meetings becoming inquorate and consequently requiring postponement or rearrangement.

The Finance & Policy Committee had recommended that committee membership be capped at nine Cllrs, with representation from each committee on the Finance & Policy committee.

Cllrs discussed whether the revised arrangements should be introduced immediately or from the beginning of the next Council year. It was noted that implementing a cap immediately could restrict opportunities for newly appointed Cllrs to join committees.

It was **RESOLVED** that Cllrs may continue to join committees under the existing arrangements for the remainder of the 2026/27 Council year, with a maximum membership of nine Cllrs per committee to take effect from May 2027.

The Personnel Committee would remain at five Cllrs and would not be affected by the revised arrangements.

04-26.21 Consider a recommendation from F&P committee to form a new Community Engagement Group to engage with the wider community outside of formal council meeting settings, and that C&P committee membership be returned to councillor-only membership.

Members considered proposals regarding community engagement and the involvement of non-Cllrs within the Community & Planning Committee.

Cllr Cruickshanks expressed concerns regarding the proposed changes, including the restrictions on voting rights for non-Cllrs and the nature of confidential or detailed information considered by the Committee. It was also noted that the Community & Planning Committee had not previously considered the proposal despite being directly affected by it.

Cllrs discussed the value that non-Cllr representatives currently bring to the Committee, particularly through links with local schools, community organisations, Hykeham in Bloom and the Library. It was suggested that the existing arrangements could be strengthened through improved communication and clearer liaison arrangements rather than creating a separate group.

Alternative arrangements were discussed, including the establishment of a separate community engagement group which could provide greater flexibility and potentially enable wider participation from community organisations.

*During consideration of the item, it was **RESOLVED** to extend the meeting until **9.10pm**.*

A proposal was made to establish a new community engagement group and to restrict non-Cllr membership of the Community & Planning Committee from May 2027. Following a vote, the proposal was **NOT CARRIED**.

Cllrs agreed that further consideration should instead be given to improving the Council's existing methods of engaging with community groups.

The meeting closed at 9:07pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
4-26.6	Write to the Police on behalf of the Town Council setting out Cllrs' concerns regarding the reduction in local policing resources and requesting the reinstatement of additional PCSO provision.	Deputy Clerk	ASAP
4-26.12	Investigate the Council's maternity pay provision, including the rationale for not offering enhanced maternity pay, and report to the next Finance & Policy Committee meeting.	Town Clerk	ASAP
4-26.13	Contact Cllrs absent from the meeting to invite expressions of interest in joining the expanded working group and facilitate the group's review	Deputy Clerk	Ongoing
4-26.14	Write to the North Hykeham Twinning Association reaffirming the agreed communication procedures and expectations regarding advance notice of future events, visits and requests. The correspondence should also advise that the Council will no longer make a specific precept allocation for twinning activities and that any future requests for financial support should be submitted through the Council's Community Grant Scheme, subject to the usual application process and eligibility criteria.	Town Clerk	ASAP
04-26.17	Proceed with arrangements to take the energy supply contract with TotalEnergies	Town Clerk	ASAP
04-26.18	Progress implementation of the agreed digital vehicle management system in accordance with the recommendation and quotation presented.	Assistant Clerk	ASAP
04-26.19	Obtain written clarification regarding the annual servicing cost and ongoing maintenance of the bird protection and, subject to satisfactory confirmation, proceed with the five-year servicing agreement and bird protection measures.	Deputy Clerk	ASAP
04-26.20	Incorporate the agreed committee membership arrangements when committee appointments are made for the 2027/28 Council year.	Town Clerk	May 2027

North Hykeham Town Council 2026/2027

Schedule of Payments 01-31 August 2026

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/08/2026	Asda	£ 62.00	Daily consumables
03/08/2026	Quartix Limited	£ 172.58	Rental, 3mths from 020726
03/08/2026	TV Licence	£ 180.00	TV licence
03/08/2026	UK Fuels Limited	£ 183.96	SERVICE AGREEMENT
04/08/2026	Music for Memory	£ 500.00	Grant Aid
04/08/2026	Lincoln Rural Training	£ 1,950.00	Chainsaw Training
04/08/2026	Indeed Ireland Operations Ltd	£ 109.56	Service Agreement
04/08/2026	Max Speilman	£ 0.75	New staff photo
07/08/2026	British Telecommunications	£ 759.94	Telephone, Broadband
07/08/2026	Spaldings	£ 44.40	DAILY CONSUMABLES
07/08/2026	The Motifs Co. Ltd	£ 391.04	UNIFORM
07/08/2026	Guardian Hygiene Services Ltd	£ 1,379.70	WATER MONITORING
07/08/2026	Guardian Hygiene Services Ltd	£ 1,008.00	WATER MONITORING
07/08/2026	Guardian Hygiene Services Ltd	£ 354.00	WATER SAMPLING
07/08/2026	Guardian Hygiene Services Ltd	£ 354.00	WATER SAMPLING
07/08/2026	Lincoln Security Ltd	£ 7,770.00	CCTV
07/08/2026	Amazon	£ 69.95	SITE TRANSFORMER
07/08/2026	Amazon	£ 234.98	MOBILE SCISSOR LIFT
07/08/2026	LIVES.	£ 820.26	TRAINING-FIRST AID
07/08/2026	LIVES.	£ 703.08	Addition of 2p
07/08/2026	Karen Leung facepainting	£ 180.00	FACE PAINTING
07/08/2026	High Voltage Events	£ 240.00	SUMMER SUNDAY
07/08/2026	Loos 4 u	£ 546.00	PORTABLE TOILET
10/08/2026	Vodafone Ltd	£ 490.32	Mobile phones
10/08/2026	Peninsula	£ 500.45	SERVICE AGREEMENT
12/08/2026	Santander Corporate Current AC	£ 650.00	Card to-up
16/08/2026	Santander UK PLC	£ 55.00	Bank charges CB1 01-31Jul26
16/08/2026	Santander UK PLC	£ 30.00	Bank charges CB2 01-31Jul26
16/08/2026	Santander UK PLC	£ 4.80	Bank charges CB6 1-31Jul26
17/08/2026	TotalEnergies Gas & Power Ltd	£ 323.72	SERVICE AGREEMENT
17/08/2026	TotalEnergies Gas & Power Ltd	£ 472.60	SERVICE AGREEMENT
17/08/2026	TotalEnergies Gas & Power Ltd	£ 184.26	SERVICE AGREEMENT
18/08/2026	Selmec (Lincoln) Ltd	£ 384.43	EMERGENCY LIGHTING REPAIR
18/08/2026	Air IT Limited	£ 932.35	SERVICE AGREEMENT
18/08/2026	Hykeham DIY	£ 29.96	GUTTERING
18/08/2026	Turf Tank UK	£ 90.00	TINA-PART
18/08/2026	Lindum Group Ltd	£ 151.20	CALL OUT
18/08/2026	MEC Recycling Ltd	£ 30.00	GREENWASTE
18/08/2026	Viking	£ 141.18	STATIONARY
18/08/2026	Kram Cleaning	£ 1,352.00	CLEANING
18/08/2026	Ripon Farm Services Ltd	£ 33.24	CONSUMABLES
18/08/2026	Lincoln Roofing & Building Ltd	£ 3,503.70	ROOF MAINTENANCE

18/08/2026	Flagpole Express Ltd	£	237.36	FLAG AND POLE
18/08/2026	Vic Group	£	216.96	EQUIPMENT
18/08/2026	Ernest Doe & Sons Ltd	£	93.84	Vehicle Parts
18/08/2026	PlaySafety Limited	£	924.00	ANNUAL INSPECTIONS
18/08/2026	Lindum Group Ltd	£	12.00	SERVICE AGREEMENT
18/08/2026	LIVES.	£	130.20	TRAINING
18/08/2026	LIVES.	£	703.08	TRAINING
18/08/2026	Loos 4 u	£	546.00	PORTABLE TOILET
18/08/2026	Stolen Fridays	£	500.00	BAND HIRE
18/08/2026	Funhouse Bouncy Castles	£	1,200.00	BOUNCY CASTLE HIRE
18/08/2026	Singleton Event Services Ltd	£	388.80	SUMMER SUNDAYS 16/08/2026
18/08/2026	Hey Dude Band	£	300.00	BAND HIRE
18/08/2026	Flutterby Face Painting	£	190.00	face painting
18/08/2026	Mobilize Financial Services	£	215.20	SERVICE AGREEMENT
18/08/2026	Canva UK Operations Ltd	£	13.00	Service Agreement
18/08/2026	Currys	£	10.99	Wireless mouse
19/08/2026	Fresh Opportunities Water Solu	£	110.16	Service Agreement
20/08/2026	TotalEnergies Gas & Power Ltd	£	138.38	SERVICE AGREEMENT
20/08/2026	TotalEnergies Gas & Power Ltd	£	151.16	SERVICE AGREEMENT
21/08/2026	Peninsula	£	99.49	Agreement - 722633
21/08/2026	Asda	£	20.41	Consumables
22/08/2026	We Print Lanyards	£	41.52	Top Up
24/08/2026	UK Fuels Limited	£	87.05	Service Agreement
24/08/2026	npower Business Solutions	£	286.56	SERVICE AGREEMENT
24/08/2026	Salaries	£	20,104.51	Salaries Aug26
24/08/2026	Nest Pensions	£	3,791.82	Pensions Aug26
24/08/2026	HMRC	£	8,115.38	PAYE/NI Aug26
28/08/2026	Post Office	£	101.92	2nd class stamps
28/08/2026	Asda	£	27.78	Daily consumables
29/08/2026	Hoppers Jewellers	£	176.40	Engraving of Civic Chains
30/08/2026	ADOBE Systems Software Ireland	£	16.64	SERVICE AGREEMENT
Total Expenditure:		£	66,324.02	