



North Hykeham Town Council

Minutes of the Town Council meeting 06/25
held on Thursday 12th March 2026 at 7pm

Councillors Present: M Lofts (Chair), C Nnamdi (Vice-Chair), A Cruickshanks, K Harrison, A Marshall, T Ogden, D Rawson, SP Roe, K Sampson, S Sampson, H Stewart, R Sylvester, P Wray

In Attendance: Mrs M Parker – Town Clerk
Mrs G Culverwell – Deputy Clerk
Mrs E Whittle – Assistant Clerk
Mr P Drury, Lincolnshire Armed Forces Community Covenant Officer
Cllr T Dyer, Lincolnshire County Council
1 Member of the public

Public Session

Cllr Lofts opened the floor for the member of the public to ask any questions they would like. The member of the public enquired if the Cemetery report has arrived and would it be discussed by the Council at the Estates and Operations Committee meeting or in the Town Council meeting in May. Cllr Lofts responded that once the report arrives it would most likely be discussed at the Estates and Operations Committee meeting and any decisions would then be referred to the Town Council for discussion. The member of the public enquired when the public meeting would be held. Cllr Lofts stated that the date for the public meeting would be discussed and agreed at a Town Council meeting.

(The member of the public left the meeting at 7.05pm)

Cllr Lofts, as Chair of the Town Council, opened the full meeting at 7.06pm

- 06-25.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.**
Apologies for absence and reasons given from Cllrs Briggs and Lovejoy were presented.

It was **RESOLVED** to accept Apologies for absence and reasons given from Cllrs Briggs and Lovejoy

- 06-25.2 Presentation on the Armed Forces Covenant and the Armed Forces Friendly Town and Parish Councils programme - Paul Drury, Armed Forces Covenant Officer (NKDC)**

Cllr Lofts welcomed Mr Paul Drury from Lincolnshire Armed Forces Covenant to make his presentation to the Council.

Mr Drury gave a brief biography regarding his forces career and detailed his role with the Armed Forces Covenant which is to ensure that veterans, serving personnel and their families are not disadvantaged in any way. The covenant has legal obligations surrounding healthcare, housing and education. Paul informed Members that there are over 10,000 veterans, serving personnel and their families within North Kesteven District and that the covenant has an extensive list of charities. The objective of the covenant is to assist veterans, serving personnel and their families where it can and explained how North Hykeham Town Council would become recognised as an Armed Forces Friendly council and direct veterans, serving personnel and their families to the correct support. The Town Council could also act as a Hub to support 7 local parish councils in their pursuance of supporting the covenant. Gaining recognition within the community is important, as is communicating the existence of the Armed Forces Covenant to the veterans, serving personnel and their families. There followed a video presentation on the Armed Forces Covenant.

06-25.3 To consider the Town Council's commitment to Armed Forces Friendly Town and Parish Council's programme and signing up to the covenant

Cllr Lofts (Chair) thanked Mr Drury for the presentation and his time.

The Town Council were asked to agree to sign the covenant, understand the terms and conditions and agree to be a support for the hub and support model.

The Town Clerk explained that NHTC would operate as a Hub with 7 parish Councils participating as Spokes. Cllrs would be expected to attend the Parish Council's meetings to promote the covenant and to signpost enquires to the Town Clerk or Assistant Clerk. NHTC would act as the data collection point to then send to Mr Drury. The hope is that whatever happens at North Hykeham Town Council will be rolled out nationally and will shape the national policy.

It was **RESOLVED** to that the Town Council signs up to the Armed Forces Covenant and that it would also take on the role as the Hub in within the Town and Parishes Hub and Spoke model to support nearby parish councils and the covenant.

(Mr Paul Drory left the meeting at this time -7.25pm)

06-25.4 Receipt of any Declarations of Members Interest under the Localism Act 2011.

There were no other Declarations of Members' Interest were made.

06-25.5 Minutes of the Town Council meeting held on 8th January 2026 to be approved.

It was **RESOLVED** to accept the draft minutes of the Town Council Meeting held on 8th January 2026 as a true record of the meeting and were signed as the Minutes of that Meeting accordingly.

06-25.6 Chair's Announcements.

Cllr Lofts advised that in his capacity as Mayor he had attended 2 events:

- A seed swap event taking place at the Community Hub.
- A snowdrop event at Whisby raising funds for families with bereaved children.

06-25.7 County and District Councillors' reports.

Cllr Dyer (LCC) gave an update regarding the latest budget meeting where a 2.9% increase was approved. Work on the North Hykeham Relief Road has started and due to finish in May 2029. The North Hykeham relief road has an element of a community scheme run by Balfour Beatty supporting schools and providing construction work experience. Employees are also required to spend 2 days a year helping in the community, Balfour Beatty run community projects ie painting to improve the local community.

Lincoln road potholes- the road structure has failed and have not been repaired properly.

The bridge at the bottom of Fen Lane public right of way is falling into the dyke and needs urgent repair. The liability for repair stays with the owner which is waiting to be established. LCC will continue to top up with soil however, it will just get washed away. LCC may have to install a footbridge next to the bridge as a worst-case scenario.

The potholes caused by the wet weather and poor repair work have resulted in some work gangs being removed from repair work. LCC continue to repair potholes however priority is given to main roads.

Cllr Roe reported that the ownership of the bridge was something he was investigating. Parking bay white lines that had been installed through Manor Farm estate and were working well, Cllr Roe was trying to get a 20-mph speed restriction agreed.

Cllr Lofts reported that he had met with Hiedi Ryder from NKDC for Community safety. New trees had been planted at Belton Park Road by volunteers and school Children. All food caddies had been delivered ready for use at the end of March.

06-25.8 Correspondence and Clerk's Items.

The Clerk presented the following item of correspondence:

- Letter from NKDC advising on the seven-week public consultation on Local Government Reorganisation (LGR) for Greater Lincolnshire which ends 26th March. Councillors were advised to go online and comment on the survey.

The Clerk gave updates on the following:

- Copies of minutes from the North Hykeham Town Twinning Association's (NHTTA) Minutes (as requested by the town council at the last meeting) have been received shared with Councillors, who will discuss the town councillor vacancies on External Bodies at the council's AGM in May
- Next NKDC Town and Parish Council Forum is 17th March, 10am – 12pm; Deputy Clerk and Cllr Wray are attending, with one space still available for a second councillor to attend.
- LALC Annual Conference is to be held on 14th July at the Lincolnshire showground 9.30am – 4pm.

Updates from the last meeting were noted by Members as:

Item No:	Action	Update
05-25.13	Response to questions arising from the submission of the planning application for the Community Hub to be sent to the planning consultant for submission.	This is an agenda item at this meeting.
05-25.14	For C&P to liaise with Heidi Rider at NKDC to create a formal response in relation to local policing.	Letter sent to the Police and Crime Commissioner
05-25.15	Proposal for a new event for 2027 to be prepared and returned to TC in due course.	C&P will continue to progress this
05-25.16	The 2026-27 Precept demand of £910,863 to be submitted to NKDC	Submitted 09.01.26

06-25.9 Receive reports and updates from committees and working groups and consider accepting resolutions from approved minutes of committee meetings

Members received reports covering meetings and matters dealt with during February 2026 from representatives of the following committees: -

- Community & Planning
- Estates and Operations
- Finance and Policy

Copies of minutes and notes from the statutory committees' meetings are available on the council's website.

06-25.10 Schedule of payments and bank reconciliations, for consideration to approve

Members reviewed the Schedule of payments for 1-28th February 2026 (Appendix 1 to these Minutes) and the month end reconciliations to for January and February 2026.

It was **RESOLVED** that expenditure of £62,709.40 be approved to meet the demands listed on the Schedule of Payments covering 1-28th February 2026.

It was **RESOLVED** that the month end reconciliations for January and February 2026 be signed as accurate records accordingly.

06-25.11 To ratify the appointment of Mrs Sophie Reid as a non-councillor Member of the Community and Planning Committee, represent Sir Robert Pattison Academy

It was **Resolved** to ratify the appointment of Mrs Sophie Reid as a non-councillor Member of the Community and Planning Committee, represent Sir Robert Pattison Academy.

06-25.12 Annual Town Meeting – 9th April 2026

The proposed agenda and running order had been prepared by the Events Working Group and presented to the Town Council for consideration. Cllr Roe requested whether the MP for North Hykeham had been invited but was informed that this had not been recommended by the working group. The Council will have an information table at the Annual Town Meeting and Members were asked to support/attend the event, if possible, to be held at the Sir Robert Pattinson Academy on Thursday 9th April 2026 which would be starting with the Community Fair event at 6pm, followed by the meeting and Awards ceremony starting at 7pm.

It was **RESOLVED** to approve the proposed agenda and running order for the Annual Town Meeting.

06-25.13 To consider the review of the Hykeham Neighbourhood Plan

Following the meeting of South Hykeham Parish Council (SHPC), attended by Cllr Roe, the Parish Council had resolved that it would like to await the outcome of the changes to the National Planning framework and the Central Lincolnshire Local Plan (CLLP) before reviewing the Neighbourhood Plan. Members of the Town Council agreed with this approach. It was noted that without a Neighbourhood Plan in place there could be no influence exerted by the Town Council and SHPC regarding building/houses etc. Funds would be needed to support a review of the Neighbourhood Plan, and for which there was no longer funding available from Central Government.

It was **RESOLVED** to wait to until the CLLP was reviewed before a review of the Hykeham Neighbourhood Plan was undertaken.

06-25.14 Request from Estates & Operations Committee to consider the leasing of Field 40 to the North Hykeham War Memorial and Playing Fields Trust

The Chair gave a brief synopsis in that a signed lease agreement could not be located digitally or as a hard copy. Unfortunately, it was still unclear if a lease existed for the use of the field through to 2031 although no evidence exists of a lease expiring 2041. NHTC took the view that the lease most likely existed running until 2031 and would consider the War Memorial Trusts request to take over the land from then, WMT would then manage the land without the need for a lease. It was noted that the land was owned by NHTC however the land cannot be sold due to being under the authority of The Charities Commission.

It was **RESOLVED** to not transfer the land over to the War Memorial Trust, a lease would need to be revisited and decided upon as the current one expires in 2031, NHTC as the landowner would not give the land over and would continue to lease to WMT.

Cllr T Dyer left at 20.52pm

06-25.15 Receive an update from the council’s Planning consultant in relation to the planning application to develop the Community Hub/Chapel Fields and consider additional BNG works and associated costs.

A new BNG report would be required. The planning proposal would not succeed as it is. The cost of the BNG assessment would be £1453.00.

It was **RESOLVED** to continue with the new BNG report.

06-25.16 Consideration to adopt the following polices and documentation, as reviewed by the Finance and Policy committee: Remote Working Policy, Publication Scheme, Statement of Internal Controls, and GDPR – Data Protection Impact Assessment

It was **RESOLVED** to adopt the Remote Working Policy, Publication Scheme, Statement of Internal Controls, and GDPR – Data Protection Impact Assessment.

Cllr Lofts requested that the meeting be extended by 15 minutes.

Members voted in favour to extend the meeting to 9.15pm

06-25.17 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** that the Council moved into Closed Session to allow for the following confidential agenda items.

06-25.18 Consider the quotations/costs for the refurbishment and re-instatement of the Welcome to North Hykeham Town signs

The Welcome to North Hykeham Town posts and signs on Meadow Lane, Lincoln Road, Mill Lane and Newark Road need refurbishing and re-instated. This involves using a contractor to carry out the install along with Traffic Management systems necessary for health and safety while the re-installation take place. Monies for the replacement and works would be allocated from General Reserves.

It was **RESOLVED** to accept the quote of £4893.00 for the repair, re-instatement and any traffic management requirements and for the funds to be allocated from the General Reserves.

06-25.19 Consider to approve the proposed entertainment and associated costs for the council’s 2026 Summer Sunday events

Cllr Lofts requested that the meeting be extended by 15 minutes.

Members voted in favour to extend the meeting to 9.30pm

It was **RESOLVED** to accept the proposed entertainment for 2026 with the band selection going to the full committee for future Summer Sundays.

The meeting closed at 9.23pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
06-25.3	Send the signed Armed Forces Covenant to the relevant body	Town Clerk	Immediately
06-25.16	To Adopt the following Policies: Remote Working Policy, Publication Scheme, Statement of Internal	Town Clerk	Immediately

	Controls, and GDPR – Data Protection Impact Assessment		
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Draft

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

Date Paid	Payee Name	Amount Paid	Transaction Detail
04/01/2026	British Telecommunications	£ 655.45	Telephone/Broadband
06/01/2026	Google Commerce Ltd	£ 20.99	Annual subs renewal iRISCO
08/01/2026	Vodafone Ltd	£ 277.35	Mobiles
08/01/2026	Peninsula	£ 21.83	EAP Monthly subs Jan26
09/01/2026	Peninsula	£ 478.62	Employment services
12/01/2026	UK Fuels Limited	£ 67.89	Fuel - AJ23ZLN 30/12/2026
15/01/2026	Buxtons Limited	£ 52.97	Tree Tags
16/01/2026	Kram Cleaning	£ 1,274.00	Office Cleaning Dec25
16/01/2026	Freedom Fire & Security Mainte	£ 393.77	Annual Main. Alarms Civ.Off
16/01/2026	Ripon Farm Services Ltd	£ 908.58	Service JD1545 mower
16/01/2026	Screwfix Direct Ltd (Trade UK)	£ 293.04	Store consumables
16/01/2026	Turf Tank UK	£ 44.88	Chamber reducers
16/01/2026	Lincolnshire Roller Shutters L	£ 1,166.40	Servicing roller shutters
16/01/2026	Air IT Limited	£ 580.86	MSA Jan 26
16/01/2026	SLCC Enterprises Ltd	£ 442.00	Membership Fee: MP (1005069)
16/01/2026	Go Traffic Management Limited	£ 711.94	Sign & Traffic Mgmt 29/11/25
16/01/2026	Screwfix Direct Ltd (Trade UK)	£ 62.47	Gloves - PPE
16/01/2026	Turf Tank UK	£ 6,384.00	Turf Tank yearly lease
16/01/2026	Selmec (Lincoln) Ltd	£ 413.30	Investigate and mend valve
16/01/2026	Selmec (Lincoln) Ltd	£ 185.24	Check fault code & gas safety
16/01/2026	GLL	£ 59.27	Summer Reading Resources
16/01/2026	Viking	£ 147.84	Daily consumables
16/01/2026	Amazon	£ 34.98	Echo Dot
16/01/2026	Viking	£ 153.50	Bin bags
16/01/2026	Amazon	£ 6.72	Room comfort monitor
16/01/2026	Lindum Group Ltd	£ 50.40	Security and call out Dec25
16/01/2026	Dexel Tyre & Auto Centre	£ 130.00	New tyre AJ23 ZLN
16/01/2026	Santander UK PLC	£ 51.62	Bank Charges CB1 01/-31/12/25
16/01/2026	Santander UK PLC	£ 30.00	Bank Charges CB2 30/11-31/12/25
16/01/2026	Santander UK PLC	£ 5.20	Bank Charges CB6 1-31Dec25
17/01/2026	Canva UK Operations Ltd	£ 13.00	Monthly subs Jan26
19/01/2026	UK Fuels Limited	£ 74.91	Fuel - AJ24FYA 06/01/2026
20/01/2026	TotalEnergies Gas & Power Ltd	£ 120.42	Gas Hub 30/11-24/12/25
20/01/2026	Mrs G Parkinson	£ 450.00	EROB refund A293
20/01/2026	Max Speilman	£ 0.75	Photo printing
21/01/2026	Marks and Spencer Ltd	£ 68.00	Training course catering 29Jan
21/01/2026	Peninsula	£ 99.49	Noise Monitoring Annual Assess
22/01/2026	Asda	£ 40.30	Daily Consumables
22/01/2026	Air IT Limited	£ 528.00	Hardware (monthly MMSP)
22/01/2026	Air IT Limited	£ 570.00	Professional IT Services
22/01/2026	GBM Waste Management	£ 155.50	Soil waste, cemetery -AJ23 ZLN
22/01/2026	MEC Recycling Ltd	£ 30.00	Christmas Tree Disposal 5.1.26
22/01/2026	Screwfix Direct Ltd (Trade UK)	£ 110.26	Tools & maintenance
23/01/2026	TotalEnergies Gas & Power Ltd	£ 707.23	Elec Hub 01/12-24/12/25

23/01/2026	TotalEnergies Gas & Power Ltd	£ 161.41	Village Grn elec 01/12-31/12/2
23/01/2026	TotalEnergies Gas & Power Ltd	£ 1,154.22	Fen Lane Elec 1/12-31/12/25
23/01/2026	Salaries	£ 18,020.75	Salaries Jan26
23/01/2026	HMRC	£ 6,732.73	PAYE/NI Jan26
25/01/2026	Trade Gear Ltd	£ 156.00	White line marker 10l x 5
26/01/2026	UK Fuels Limited	£ 73.21	Fuel - AJ23ZLN 16/01/2026
26/01/2026	Anglian Water Business	£ 26.05	Water - Cem 12/10/25-11/01/26
26/01/2026	Nest Pensions	£ 3,442.11	Pensions Jan26
28/01/2026	Santander Corporate Current AC	£ 660.00	Card Top Up
29/01/2026	Marks and Spencer Ltd	£ 88.80	Training catering 29Jan
29/01/2026	Anglian Water Business	£ 162.28	Water CivOff 15/10/25-14/01/26
29/01/2026	Anglian Water Business	£ 18.49	Water-Vill Grn 15/10-14/1/26
30/01/2026	ADOBE Systems Software Ireland	£ 16.64	Monthly Subs 28/1-27/2/26
30/01/2026	Amazon	£ 183.44	Office & Outdoor equipment
30/01/2026	Screwfix Direct Ltd (Trade UK)	£ 55.26	Consumables, outdoor equipment
30/01/2026	Amazon	£ 76.54	Torque Wrench
30/01/2026	Health Assured Ltd	£ 570.00	Health Assured case: 02804031
30/01/2026	Lincoln Rural Training	£ 270.00	Training cancellation fee
30/01/2026	Selmec (Lincoln) Ltd	£ 336.00	Garage/workshop maintenance
	Total Payments due	£ 50,276.90	

North Hykeham Town Council 2025/2026
Schedule of Payments 01-28 February 2026

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/02/2026	Quartix Limited	£ 162.00	Vehicle tracking 2/1 - 1/4/26
02/02/2026	TV Licence	£ 174.50	TC Licence Feb26-Jan27
03/02/2026	Indeed Ireland Operations Ltd	£ 195.36	Job advert Jan26
09/02/2026	Vodafone Ltd	£ 280.70	Mobiles Jan26
09/02/2026	British Telecommunications	£ 655.56	Telephone, Broadband
09/02/2026	UK Fuels Limited	£ 73.38	Fuel AJ23 ZLN
09/02/2026	Peninsula	£ 21.83	EAP
09/02/2026	Peninsula	£ 478.62	Employment services
12/02/2026	Air IT Limited	£ 587.82	Monitoring, Anti-virus
12/02/2026	Viking	£ 109.13	Office consumables
12/02/2026	V-Tuf - Fenco Group	£ 1,857.60	Cold Pressure Washer
12/02/2026	Kram Cleaning	£ 1,274.00	Cleaning Jan26
12/02/2026	MEC Recycling Ltd	£ 60.00	Green Waste AJ24 FYA
12/02/2026	Go Traffic Management Limited	£ 532.54	1 shift, 1 vehc, 10 signs
12/02/2026	Root Studio	£ 156.00	CMS training
12/02/2026	Ripon Farm Services Ltd	£ 147.89	TS400 Saw maintenance
12/02/2026	Ripon Farm Services Ltd	£ 135.97	MS181C Saw maintenance
16/02/2026	Sage (UK) Limited	£ 2,001.60	Subscription
17/02/2026	Santander UK PLC	£ 41.36	CB1 Bank charges 01-31 Jan26
17/02/2026	Santander UK PLC	£ 30.00	CB2 Bank charges 01-31 Jan26
17/02/2026	Santander UK PLC	£ 3.20	CB6 Bank charges 01-31 Jan26
17/02/2026	Canva UK Operations Ltd	£ 13.00	Canva Subscription
18/02/2026	Asda	£ 4.85	Dishwasher tabs
18/02/2026	Mobilize Financial Services	£ 215.20	Renault Finance
18/02/2026	TotalEnergies Gas & Power Ltd	£ 3,129.81	Gas 31/10/25-31/01/26
19/02/2026	Hykeham Turf and Topsoil	£ 21.00	Turf
19/02/2026	Viking	£ 123.78	Office consumables
19/02/2026	Selmec (Lincoln) Ltd	£ 1,806.00	Replace external lights
19/02/2026	Amazon	£ 75.92	Extension leads
19/02/2026	Lincolnshire Radiators	£ 444.00	Mower Radiator Recore
23/02/2026	Peninsula	£ 99.49	Employment services 722633
23/02/2026	TotalEnergies Gas & Power Ltd	£ 164.84	Electricity Jan26
24/02/2026	Salaries	£ 18,740.86	Salaries Feb26
24/02/2026	HMRC	£ 7,492.13	PAYE/NI Feb26
24/02/2026	Nest Pensions	£ 3,849.99	Pensions Feb26
24/02/2026	TotalEnergies Gas & Power Ltd	£ 225.87	Gas 24/12/25-09/02/26
24/02/2026	TotalEnergies Gas & Power Ltd	£ 1,398.38	Elec 25/12/25-31/01/26
24/02/2026	TotalEnergies Gas & Power Ltd	£ 933.19	Elec 01/01/26-31/01/26
25/02/2026	Asda	£ 29.55	Daily consumables
25/02/2026	Mrs R Dawson	£ 350.00	ERoB refund A233
25/02/2026	Amazon	£ 7.99	Unisex Toilet Corridor Sign
25/02/2026	Asda	£ 29.55	Daily consumables
25/02/2026	Asda	-£ 29.55	entered on incorrect CB
26/02/2026	Andrew Deptford	£ 25.14	Defib sensor light

26/02/2026	The CDS Group	£ 7,146.00	Water testing
26/02/2026	Fresh Opportunities Water Solu	£ 110.16	Water cooler rental Jan-Apr26
26/02/2026	Fir Tree Timber	£ 71.82	Posts
26/02/2026	Solmek	£ 1,036.80	Water monitoring
26/02/2026	Pennells Garden Centre	£ 10.00	Pack Bedding
26/02/2026	Fixfire	£ 399.79	Fire fighting appliances maint
26/02/2026	Hykeham Turf and Topsoil	£ 21.00	Turf
26/02/2026	The Motifs Co. Ltd	£ 298.64	Workwear
26/02/2026	The Motifs Co. Ltd	£ 232.50	Waterproofs
26/02/2026	R W Tree Services	£ 120.00	Remove sign - Lincoln Rd
26/02/2026	R W Tree Services	£ 120.00	Remove sign - Meadow Ln
26/02/2026	R W Tree Services	£ 120.00	Remove sign - Mill Ln
26/02/2026	Lincoln Rural Training	£ 540.00	First Aid @ work Initial 3 day
26/02/2026	Mark Harrod Ltd	£ 222.14	Goal Post sockets
26/02/2026	Air IT Limited	£ 2,868.36	3 X Replacement desktop
26/02/2026	Spaldings	£ 31.10	Ear Plugs (200 PRS)
26/02/2026	Selmec (Lincoln) Ltd	£ 451.04	Investigate issues wth heating
26/02/2026	Fir Tree Timber	£ 120.00	Phenolic board
26/02/2026	Ripon Farm Services Ltd	£ 360.00	Re-fit radiator on site
26/02/2026	Lincs Coop funerals	£ 300.00	Refund of overpayment
	Total Payments due	£ 62,709.40	