



North Hykeham Town Council

Minutes of the Town Council meeting 08/24
held on Thursday 9th January 2025 at 7pm

Councillors Present: M Lofts (Chair), N Blanchard, C Briggs, A Cruickshanks, K Harrison, J Holt, R Johnston, FW Lee, T Ogden, D Rawson, SP Roe, P Wray

In Attendance: Mrs M Parker – Town Clerk
Cllr A Briggs(LCC), Cllr T Dyer (LCC), Cllr J Pessol (NKDC)
Ms G Culverwell

8-24.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.

In the absence of Cllr K Sampson, Cllr Lofts chaired the meeting in his capacity as Vice-Chair of Council.

Apologies for absence and reasons given were presented by the Clerk. Cllr Roe raised concerns about accepting apologies from Cllrs Bennie and Edwards which were not valid reasons for absence and proposed these were not accepted. He reminded Members that they were summonsed to attend meetings and were duty bound to attend except for extenuating circumstances. Whilst there was a seconder for the proposal, the motion failed at the vote.

It was **RESOLVED** to accept apologies for absence and reasons given from Cllrs Bennie, Edward, Killingsworth, Nnamdi, Cllr K Sampson, Cllr S Sampson.

8-24.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011

No Declarations of Interest were made. The Chair reminded Members that they could make any Declarations of Interest which could unexpectedly arise during discussions under individual agenda items.

8-24.3 Notes of the Town Council meeting held on 19th December 2024 be approved as a true record of Minutes

It was **RESOLVED** to accept the notes of the Town Council Meeting held on 19th December 2024 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

8-24.4 Chair's Announcements

Cllr Lofts brought to the attention of the meeting the recent passing of two Councillors who had been current serving Members on councils local to North Hykeham:-

- Councillor Sue Burke, City of Lincoln Council (Park Ward)
- Councillor Peter Burley, NKDC (Bracebridge Heath)

8-24.5 County and District Councillors' reports

Cllr A Briggs (LCC) informed the meeting that investigations were ongoing into recent issues with the installation of double yellow lines on Grace Avenue, including damage to private property by contractors and a query as to whether the lines were placed further than the agreed area.

Cllr Dyer (LCC) gave updates from LCC as follows:

- No further updates on the Hykeham Relief Road
- Recent incidents of severe flooding had been reported across the southern half of the county, some of which would lead to Section 19 investigations. Cllr Dyer reported that the Section 19s carried out after the 2023 storms (Bibet and Hank) had now been concluded

and actions were being or had been undertaken. Cllr Holt questioned why this had taken so long and was advised that due to the sheer volume of investigations an external contractor had been appointed by LCC and that these investigations would normally take up to 6 months to conclude.

- LCC was considering its Precept for the coming financial year and were now consulting on the proposed increase of 2.99%
- A reminder to report potholes and blocked drains and gullies to LCC on fixmystreet.lincolnshire.gov.uk

Cllr Roe, in his capacity as a LCC Cllr, advised that the 1 property in his area that had flooded during storm Bibet had not flooded in this most recent flooding. He went on to advise that investigations into the lifting of the recent resurfacing on Newark Road were still ongoing and that repairs would be at full cost to the contractor. He concluded by referring to the Devolution process being undertaken in the Greater Lincolnshire area and raised his personal concerns that there may be no county or district councils in existence within the next 2.5 – 3 years, adding that as yet there was no reference to the impact that any such a change would have on the role of town and parish councils in the new devolution strategy. In his capacity as a NKDC councillor, Cllr Roe confirmed that the scrutiny of NKDC’s precept proposals

Cllr Pessol (NKDC) asked that if the town council received any information relating to the WASPI campaign that it be reported to him. He went on to note that Lincolnshire Police had been placed into ‘special measures’ by the Inspector of Constabularies in December 2024, and concluded by affirming that NKDC’s precept plans for 2025-26 were under consideration at this time.

8-24.6 Correspondence and Clerk’s Items

The Clerk introduced Ms Gill Culverwell (appointed Deputy Clerk) to Members who welcomed her to the meeting. The Clerk had no items of correspondence to present and raised the Clerk raised the following items:

- Lincolnshire County Council’s (LCC) Executive had invited the town councillors to consider the three options being considered for its 2025_26 budget proposal and to share thoughts before 5pm on 28 January 2025. Members were asked to send their thoughts to the Town Clerk who would then collate a response with the Chair of the Town Council to send to LCC before the deadline.
- Members were reminded of the Climate Change presentation to be hosted by Cllr Mervyn Head (NKDC) via Microsoft Teams on the 14th of January 2025 at 7pm.
- Advised that Lincolnshire Police had been placed on Enhanced Monitoring by His Majesty’s Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) as of 6th December 2024, with a requirement that satisfactory and sustainable improvements be made against the HMICFRS’s causes for concerns within 6 months.

Updates from last TC meeting were noted as:

Item No:	Action	Update
7-24.12	Organise Summer Sunday events for 20th July, 17th August and 21st September 2025	Ongoing, via C&P committee
7-24.12	Organise the 2025 Christmas Fayre for Saturday 29th November 2025	Ongoing, via C&P committee
7-24.13	Write to NKDC regarding the resurfacing of the 3G pitch at OneNK	Completed 23 rd December 2024
7-25.15	Formal offer of employment be sent to Ms Culverwell and Mr Proctor	Completed 20 th December 2024

8-24.7 Receive Committee reports and acceptance of resolutions

As there had been no committee meetings since the last full council meeting, Members received updates on actions ongoing from the following committees (Copies of minutes and notes from the statutory committees' meetings were available on the council's website): -

- Community & Planning – the Events working group had had its first meeting and would be reporting at the next C&P
- Estates and Operations – additional trees for the St Aiden's regeneration project had been secured via an NKDC initiative
- Finance and Policy – no updates
- Personnel – no updates

8-24.8 Receive updates from and consider any requests/recommendations from the Strategic Planning sub-committee

Cllr Cruickshanks, as Chair of the Strategic Planning sub-committee, informed Members that the sub-committee had almost completed the draft consultation document to be used in the public consultation on the development of the Community Hub and Chapel Fields. The sub-committee felt that the 12 week consultation period should start as soon as possible and suggested a start date of the 17th of February, which would then allow the consultation to be well underway and be a part of the topics to be discussed at the Annual Town Meeting. However, to achieve this the completed document and the consultation process would need to be agreed by the full council and with the next meeting not scheduled until 13th March it was necessary to hold an extraordinary meeting of the council in February.

It was **RESOLVED** that an extraordinary meeting of the full council be called for the 13th of February at 6pm.

8-24.9 Schedule of payments and bank reconciliations for approval

Members reviewed the Schedule of Payments to 31st December 2024 and the month end reconciliations to that date.

It was **RESOLVED** that expenditure of £53,535.13 be approved to meet the demands listed on the Schedule of Payments to 31st December 2025, and that the month end reconciliations for December 2024 be signed accordingly.

8-24.10 Finalisation of the Precept demand for the financial year 2025/2026

Cllr Blanchard, as Chair of the Finance and Policy (F&P) committee reminded Members of the discussions had around drafting the precept proposal for 2025/26, and that the council was drawing up a proposal that was purposeful and justifiable, allowing for development of its service provisions. Cllr Roe questioned what the increase of £6k on events was for and he was reminded that this had been reviewed by both the C&P committee and the F&P committee.

Cllr Blanchard detailed that the initial proposed increase was £4k, to make allowance for increases in supplier costs such as entertainers, amenities, security and first aid support. However, during late September/early October 2024 the C&P committee was finalising preparations for the 2024 Christmas event and had to reduce some of the entertainment provision because of rising costs; taking that into consideration, C&P felt that an additional provision of £2k to their first draft proposal would cover the unpredictable increases in supplier costs for the four planned events in 2025.

As the proposal to accept the council's draft precept plan was made, Cllr Roe asked that it be record that he could not support this proposal because he had concerns over the increase of £6k for council-hosted events.

It was **RESOLVED** that the Town Council's overall precept for 2025/2026 would be £856,525 (as follows), and that the Town Clerk was instructed to submit the Precept Demand for 2025/2026 to NKDC:-

	Actual Spend 2023/24	Precept 2024/25	Proposed 2025/26	proposed changes from 2024/25	
	£	£	£	£	%
Town Council	19,741	20,700	21,100	400	1.9
Finance and Policy	450,857	469,932	489,375	19,442	4.1
Estates and Operations	249,535	294,950	309,950	15,000	5.1
Community	18,779	29,000	36,100	7,100	24.5
TOTALS	738,912	814,582	856,525	41,942	5.1

Actual percentage change after inclusion of NKDC tax base contribution adjustment (-0.15%) = 5.0

Budget Breakdowns

<u>Town Council</u>	Actual Spend 2023/24	Precept 2024/25	Proposed 2025/26	change from 2024/25	
				actual	%
Clr Training & Seminars	210	500	500	0	0
Mayor's Allowance	13	500	500	0	0
Mayor's Travel	0	250	250	0	0
Civic Catering	0	2,200	2,500	300	14
Civic Badges	150	250	250	0	0
Councillors' Expenses	0	200	500	0	0
Clr Clinics	800	0			
Strategic planning	17,840	15000	200	0	0
Annual Report	0	1,000	15000	0	0
Licence Fees	728	800	1,000	0	0
Totals	19,741	20,700	21,100	400	1.9

<u>Finance and Policy</u>	Actual Spend 2023/2024	Precept 2024/2025	Proposed 2025/2026	change from 24/25	
				actual	%
Salaries					
Office Salaries	126,210	116,476	151,205	25,594	22.0
Service Staff Salaries	169,222	204,119	165,514	-25,917	-12.7
Office Employers expenses	17,652	20,590	41,890	15,453	75.0
Service Staff Employers expenses	35,014	41,597	36,615	-9,131	-22.0
Payroll contingency	0	11,000	11,000	0	0.0
Misc. Finances					
Staff Training & Seminars	4,878	5,000	5,000	0	0.0
Elections	7,612	6,000	6,000	0	0.0
Insurance	7,556	7,600	7,800	200	2.6
Subscriptions/Fees	7,099	6,600	7,000	400	6.1
Office Administration	7,557	7,000	8,000	1,000	14.3
IT	16,516	11,000	13,000	2,000	18.2
Consultancy Fees	5,630	6,000	7,500	1,500	25.0
Bank Charges	790	850	850	0	0.0
Audit Fees	2,735	2,600	4,500	1,900	73.1
Advertising	814	500	500	0	0.0

Loan Repayments	22,272	23,000	23,000	0	0.0
New Website Development project	19,300	0			
Totals	450,857	469,932	489,375	19,442	4.1

Estates & Operations	Actual Spend 2023/24	Precept 2024/2025	Proposed 2025/26	change from 24/25	
				actual	%
Open Spaces & Equipment Maintenance	24,572	25,000	38,000	13,000	52
Tools	1,826	4,000	7,000	3,000	75
New & replacement Play Equipment	23,653	65,000	56,200	-8,800	-14
Vehicle Costs (inc. lease hire)	15,014	16,000	13,500	-2,500	-16
Safety & Sanitation Equipment	4,310	5,000	6,000	1,000	20
Purchase of new Tipper (in 2024)	0	39,000	0	-39,000	-100
Purchase of new Tractor Unit (in 2025)		0	71,000	71,000	n/a
Fen Lane					
Fen Lane Utilities	20,458	24,000	24,000	0	0
Fen Lane Maintenance & improvement	34,273	18,000	20,000	2,000	11
Skatepark Maintenance	4,199	14,000	12,000	-2,000	-14
Village Green					
Village Green Utilities	1,341	2,300	2,500	200	9
Cemetery					
Cemetery Utilities	1,067	1,150	1,250	100	9
Cemetery Maintenance	0	500	10,000	9,500	1,900
Allotments					
Allotments Maintenance	400	500	4,500	4,000	800
Community Hub					
Hub Utilities	17,677	16,500	16,500	0	0
Hub Maintenance	21,312	6,000	8,000	2,000	33
Streetlights					
Street Light Maintenance	24,351	22,000	5,000	-17,000	-77
Street Light Replacement	12,690	16,000	0	-16,000	-100
Street Light Electricity	8,185	19,000	13,000	-6,000	-32
Street Furniture Maintenance	1,012	1,000	1,500	500	50
Purchase of new Tipper (in 2023)	33195	0			
Totals	249,535	294,950	309,950	15,000	5.1

Community & Planning	Actual Spend 2023/24	Precept 2024/2025	Proposed 2025/2026	change from 24/25	
				actual	%
Grants	775	5,000	5,000	0	0
Community Engagement	45	1,000	2,200	1,200	120
Newsletters	1,800	2,000	2,200	200	10
Christmas Trees & Lights	510	1,200	1,200	0	0
Events	10,862	14,000	20,000	6,000	43
King's Coronation Commemorations (2023)	2,387	0			
Annual Community Awards	886	500	500	0	0
Hykeham in Bloom	1,176	1,000	1,000	0	0

Library	170	500	500	0	0
Twinning Association	168	500	500	0	0
Community Speed Watch	0	300			
Planning	0	3,000	3,000	0	0
Total	18,779	29,000	36,100	7,100	24.5

The meeting closed at 7.45pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
8-24.8	Extraordinary meeting to be called for 13 th February 2025	Chair of Council/Town Clerk	6 th February 2025
8-24.10	Submit the Precept Demand for 2025/26 to NKDC	Town Clerk	Immediately

Appendix 1 – Schedule of Payments 1-31 December 2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/12/2024	Santander Corporate Current AC	£988.80	Card Top up
02/12/2024	R Bourne	£16.53	Office consumables
02/12/2024	Anglian Water Business (Nation	£9.00	WATER DD DEC24
03/12/2024	Lincolnshire Association of Lo	£270.00	LCC ADVERT 3 X VACANCIES
03/12/2024	Fresh Opportunities Water Solu	£110.16	WATER COOLER 21/10/24-20/01/25
03/12/2024	Selmec (Lincoln) Ltd	£110.40	COLD WATER INVESTIGATIONS
03/12/2024	Selmec (Lincoln) Ltd	£209.38	FAULTY DOWNLIGHTER CHAMBERS
03/12/2024	Lincs Bounce	£535.00	XMAS FAYRE GROTTTO & BULL
03/12/2024	SLCC Enterprises Ltd	£420.00	TC ANNUAL MEMBERSHIP
03/12/2024	Crowders nurseries	£469.80	10 X FRUIT TREES ST AIDEN'S
03/12/2024	R W Tree Services	£960.00	TREE SERVICES ST AIDEN'S
03/12/2024	R W Tree Services	£300.00	TREE WORKS POPPYFIELDS
03/12/2024	Venture Signs & Graphics Ltd	£200.40	LIVERY UPDATES TIPPER & KANGOO
03/12/2024	Kram Cleaning	£1,155.70	OFFICE CLEANING 1-30/11/24
03/12/2024	Pacific Computers Limited	£450.00	CHAMBERS IT HEALTH CHECK
03/12/2024	Singleton Event Services Ltd	£403.20	XMAS FAYRE FIRST AID COVER
03/12/2024	GBM Waste Management	£297.07	MIXED WASTE DISPOSAL 1.460T
03/12/2024	GBM Waste Management	£30.00	MIXED WASTE REMOVAL 0.120T
03/12/2024	MKM B.S (Lincoln) Ltd	£79.20	24 x TIMBER POSTS
03/12/2024	Fillingham Christmas Trees	£210.00	400-450 NORWAY SPRUCE - SPAR
03/12/2024	Fillingham Christmas Trees	£198.00	350-400 NORWAY SPRUCE - VGREEN
03/12/2024	Listers Timber & Builders Merc	£2,374.68	PLYWOOD & FEATHER EDGE
03/12/2024	Lincolnshire Association of Lo	£48.00	2 x CLERKS' NETWORKING TRG
03/12/2024	Root Studio	£1,080.00	WEBSITE ANNUAL HOST/SOFTWARE
03/12/2024	Root Studio	£1,239.00	WEBSITE - CONTENT TRANSFER
03/12/2024	GAP GROUP LTD	£146.40	XMAS FAYRE CROWD BARRIERS
03/12/2024	GAP GROUP LTD	£142.06	XMAS FAYRE 1 X LIGHTING RIG
03/12/2024	Listers Timber & Builders Merc	£900.00	10 x 9MM BIRCH PLYWOOD
03/12/2024	Stance Security	£674.42	XMAS FAYRE SECURITY STAFF
03/12/2024	Air IT Limited	£543.12	IT SERVICE AGREEMENT DEC24
03/12/2024	Turf Tank UK	£720.00	TURF TANK INITIAL COSTS
03/12/2024	Amazon	£24.99	BLUE ROLL DISPENSER
03/12/2024	Viking	£180.77	OFFICE SUPPLIES
03/12/2024	Eon Highway Lighting (NOR042)	£711.00	QUARTERLY MAINTENANCE
03/12/2024	Easyspace Ltd	£26.09	DOMAIN ANNUAL FEE -TC.GOV.UK
03/12/2024	Tesco	£17.97	Office Consumables
03/12/2024	Indeed Ireland Operations Ltd	£369.45	Job Adverts x 3
04/12/2024	Sainsburys	£56.00	Meeting Refreshments
06/12/2024	HMRC	£7,627.32	PAYE/NI NOV24
08/12/2024	Sainsburys	£65.50	Meeting Refreshments
09/12/2024	PHS Group	£101.86	SANITARY SERV 12/12/24-11/3/25
09/12/2024	Peninsula	£21.83	EAP DEC24
09/12/2024	Peninsula	£478.62	MONTHLY HR SERVICES DEC24
11/12/2024	Vodafone Ltd	£251.85	MOBILE PHONES TO 10DEC24
12/12/2024	British Telecommunications	£638.83	PHONES.INTERNET 1-30NOV24
12/12/2024	Lincoln Green	£143.60	Christmas Function
13/12/2024	PHS Group	£106.55	SANITARY DISP 181224-170325
16/12/2024	UK Fuels Limited	£75.16	FUEL AJ23 ZLN 051224

16/12/2024	APOGEE CORPORATION LTD	£229.21	PHOTOCOPIER CHARGES
17/12/2024	Santander UK PLC	£26.05	Bank Charges 01-30Nov24
17/12/2024	Santander UK PLC	£1.75	Bank Charges 1-30Nov24
18/12/2024	Asda	£31.20	Office consumables
18/12/2024	npower Business Solutions	£801.05	UMS 1-30 NOV24
18/12/2024	British Gas Lite	£407.04	GAS 02/11/24 - 01/12/24
18/12/2024	CANVA UK OPERATIONS LTD	£13.00	CANVA MONTHLY SUBS
20/12/2024	SALARIES	£14,841.26	SALARIES DEC24
20/12/2024	LCC Pension Fund	£682.23	WYPF DEC24
23/12/2024	Listers Timber & Builders Merc	£113.52	ROCK SALT 20 X 25KG
23/12/2024	Singleton Training Services Lt	£321.60	EVENT FIRST AID 210724
23/12/2024	Singleton Training Services Lt	£321.60	EVENT FIRST AID 150924
23/12/2024	Origin Amenity Solutions	£376.56	WHITE LINE MARKER 10 x 10L
23/12/2024	Flagpole Express Ltd	£57.96	CHRISTMAS FLAG (VG) + DELIVERY
23/12/2024	Screwfix Direct Ltd (Trade UK)	£109.99	DeWALT 165MM 18VV CIRC SAW
23/12/2024	Rhubarb Theatre	£734.40	XMAS FAYRE ENTERTAINERS 161124
23/12/2024	The Ark	£36.00	HALL HIRE CIVIC SERV. 061024
23/12/2024	MKM B.S (Lincoln) Ltd	£30.00	FENCE POST CONCRETE 4 x 20KG
23/12/2024	Lindum Group Ltd	£405.60	KEYHOLDER SERV NOV24 - DEC25
23/12/2024	Amazon	£24.97	50MM SCREWDRIVER BITS
23/12/2024	Lindum Group Ltd	£105.60	ALARM RESPONSES NOV24
23/12/2024	Lindum Group Ltd	£12.00	OOH PHONE CALLS NOV24
23/12/2024	Listers Timber & Builders Merc	£75.38	LINCS FENCING + POSTS
23/12/2024	Pennells Garden Centre	£42.00	MIRACLE-GRO PEAT FREE 3 x 40L
23/12/2024	Huws Gray BuildBase	£9.30	FAST SET POSTFIX
23/12/2024	Hykeham DIY	£16.99	METAL CUTTING DISC
23/12/2024	Screwfix Direct Ltd (Trade UK)	£95.96	BOOTS (RB), VEHICLE CONSUMABLE
23/12/2024	Ernest Doe & Sons Ltd	£630.00	ISEKE TRACTOR 1 WK LEASE HIRE
23/12/2024	Selmec (Lincoln) Ltd	£501.60	COLD WATER RECONFIGURATION
23/12/2024	Root Studio	£1,239.00	WEBSITE CONFIGURATION DEC24
23/12/2024	UK Tools	£27.38	M4.0 x 70 KTK SCREWS
23/12/2024	UK Tools	£109.20	SCREWS (VARIOUS SIZES)
23/12/2024	Working the Greener Way - onli	£900.00	INTERIM INTERNAL AUDIT 24/25
23/12/2024	TotalEnergies Gas & Power Ltd	£155.73	ELECTRICITY 01-30/11/24
23/12/2024	TotalEnergies Gas & Power Ltd	£787.41	ELECTRICITY 01-30/11/24
23/12/2024	TotalEnergies Gas & Power Ltd	£887.86	ELECTRICITY 01-30/11/24
23/12/2024	Information Commissioner's Off	£35.00	ICO Annual renewal to 23/12/25
24/12/2024	Nest Pensions	£1,855.61	NEST PENSIONS DEC24
24/12/2024	TotalEnergies Gas & Power Ltd	£191.01	GAS 31/10/24-30/11/24
30/12/2024	UK Fuels Limited	£88.76	Fuel AJ24 FYA
31/12/2024	ADOBE SYSTEMS SOFTWARE	£16.64	Adobe Monthly Subs 28/12-27/01
	Total	<u>£53,535.13</u>	