



North Hykeham Town Council

Minutes of the Town Council meeting 10/24
held on Thursday 13th March 2025 at 7pm

Councillors Present Cllrs M Lofts (Vice-Chair), M Bennie, N Blanchard, A Cruickshanks, J Holt, R Johnston, G Killingsworth, FW Lee, C Nnamdi, T Ogden, D Rawson, SP Roe.

In Attendance: Mrs M Parker – Town Clerk
Mrs G Culverwell – Deputy Clerk
Mr J McArthur - Services Team Manager (STM)
Cllr A Briggs (LCC), Cllr T Dyer (LCC).
20 members of the public.

Public Session:

Vice Chair, Cllr Lofts, welcomed members of the public inviting them to speak within the allotted 15 minutes. Members of the public relayed questions they had regarding the Town Council no longer accepting coffin burials in its Cemetery. Questions asked by the public were noted and a Town Council response would be forthcoming in due course, once the questions had been received in writing. Cllr M Lofts thanked the public for attending.

10-24.1 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: Cllrs C Briggs, K Harrison, K Sampson, and S Sampson.

10-24.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011

Cllr Nnamdi advised that, in relation to agenda item 09 at this meeting, whilst her employer is one of the optional institutions approved by CCLA those transactions do not directly relate to her Declared Pecuniary Interests (DPI). No Declarations of Interest were made.

10-24.3 Notes of the Town Council meeting held on 9th January 2025 be approved as a true record of Minutes

Minutes approved at the previous meeting see minute 9-24.3. Minutes for the Town Council Meeting held on 13th February 2025 were unavailable and deferred to the next meeting.

10-24.4 Co-option of a new town councillor to fill the Moor Ward vacancy.

Cllr Lofts (Vice-Chair) advised only one application had been received and he invited the candidate to present a brief biography to the Council.

It was **RESOLVED** to co-opt Mr Andrew Marshall to fill the Moor Ward vacancy.

Cllr Lofts (Vice-Chair) congratulated Mr Marshall on being successfully co-opted and welcomed him to the Council. Cllr Marshall signed his Acceptance of Office and joined the meeting.

10-24.5 Chair's Announcements.

Cllr Lofts announced had attended a 100th year birthday at Becksid Care Home which went very well; photographs were taken, to be passed on.

10-24.6 County and District Councillors' reports.

Cllr A Briggs (LCC) highlighted parking issues outside Ling Moor School which has been escalated to the relevant authorities, with the school headmaster reluctant to close the gates. Cllr M Lofts suggested incentives to encourage less cars.

Cllr Dyer (LCC) reported that the North Hykeham relief road had been promised £110 million from the Government and would update the Town Council as news is fed through. Highways information consisted of resurfacing and white lines being reinstated along Dale View estate. 40 mph restriction is to be enforced on Meadow Lane. LCC had increased their Council Tax by 3%. Cllr Dyer finished off by thanking the staff and Town Council for their support and work with him over last 4 years.

Cllr Roe (LCC) noted that the new combined authority had been formed although little would happen prior to the Mayoral election. 2 proposals exist:- (1) North and Northeast Lincoln join, or (2) North and South divided by district lines. Town Councils and Parish Councils may merge if smaller to form cluster councils whilst retaining their independent town/parish name. Cllr Roe was yet to meet with the Highways officer and asked for the Town Council to inform him of any requirements for double yellow lines, boxes etc.

In his capacity as a NKDC Cllr, Cllr Roe confirmed that: a new Chief Executive had been appointed, the budget had been voted through, and a proposal for a new cinema in Sleaford was to go to Scrutiny.

Cllr Lofts, in his capacity as a NKDC Cllr, reported it was time to sign up for garden waste for 2025/26, confirmed that the Council tax increase at District level was 2.61%, and that NKDC was requesting what events are being arranged locally for VE Day.

10-24.7 Correspondence and Clerk's Items.

The Town Clerk presented the following correspondence and items:

- The Town Council Clerk reported that although NKDC had arranged a parish and Town Council forum to include Sleaford and North Hykeham Town Councils, for 10th April 2024 but the Clerks could not attend due to annual leave and the Annual Town Meeting being held on the same day. Cllr Roe advised he would attend on behalf of NHTC in the capacity of Town Councillor if no other Members could attend.
- National Highways Midlands Regional Sentiment Survey is available if any councillor would like to comment.
- Notification from LCC for the movement of a public footpath (Mendip) will be fully received at the next C&P meeting.
- Cllr K Sampson's request for design technical support from Locality for the Neighbourhood Plan has been declined. Should the HNP group require a consultant, both NHTC and South Hykeham Parish Council would need to be aware that this cost was not allowed for in the setting of their Precepts.
- Finance & Policy committee members were reminded that training with the Internal Auditor will take place Wednesday 19th March at 7pm, all to attend.
- The Annual Town Meeting takes place on 10th April 2025 at the Sir Robert Pattison Academy, to include community group stalls in the foyer and an awards presentation.
- The Clerk apologised for an administration error on the agenda item no.3
- The new website was up and running and had received 2 enquiries on the first day of being launched.

Updates from the last two meetings were presented as:

Item No:	Action	Update
8-24.8	Extraordinary meeting to be called for 13 th February 2025	Meeting held 13 th February 2025
8-24.10	Submit the Precept Demand for 2025/26 to NKDC	Completed 10 th January 2025
9-24.4	Provide materials for the public consultation to the Town Clerk Launch the public consultation with required promotions and dedicated email address	Completed 17 th February 2025
9-24.5	Make arrangements for new website to be launched on 5 th March 2025	New site launched 5 th March 2025

10-24.8 Receive reports and updates from committees and working groups, with consideration to accept resolutions from approved minutes of committee meetings.

Members received reports covering meetings and matters dealt with during December 2024 and January 2025 from representatives of the following committees (Copies of minutes and notes from the statutory committees' meetings were available on the council's website): -

- Community & Planning
- Estates and Operations
- Finance and Policy
- Strategic Planning sub-committee

10-24.9 Schedule of payments and bank reconciliations, for consideration to approve

It was **RESOLVED** to approve the schedule of payments for January and February 2025 and the bank reconciliations to 31st January and 28th February 2025.

10-24.10 Consider transfer of bus shelter assets to Lincolnshire County Council under their Lincolnshire Bus Service Improvement Plan (BSIP)

An update and recommendation for the Town council to transfer the bus stops to Lincolnshire County Council (LCC) was given from the Service Team Manager. LCC would manage and refurbish the shelters, as required, under its Bus Service Improvement Plan (BSIP), which was a countywide scheme backed by Central Government funding.

It was **RESOLVED** to transfer all the bus stops currently owned by the Town Council to Lincolnshire County Council.

10-24.11 Receive the interim Internal Audit Report 2024-25, with recommendations as reviewed by the Finance & Policy Committee

Cllr Blanchard gave an evaluation of the internal audit report to the Town Council that it was extensive, robust with a mix of recommendations/good practices and that the Town Clerk had by creating a colour coded key already improved. Cllr's Cruickshank and Johnston stated it made a good read with a vast scope and a credit to the team.

It was **RESOLVED** to accept the Interim Internal Audit Report 2024-25 and follow the recommendations from the F&P committee to complete any actions required.

10-24.12 Receive the draft Community Emergency Plan, for consideration to adopt and submit to Lincolnshire Resilience Forum.

The Community Emergency Plan had been generated by the Community and Planning (C&P) committee. The Town Clerk stated that an initial framework would need submitting to the Lincolnshire Resilience Forum (LRF) which they could review and any changes/additional information would then be brought back to the C&P committee.

It was **RESOLVED** to adopt the Community Emergency Plan, for submission to the Lincolnshire Resilience Forum.

10-24.13 Consider the recommendation from the Finance & Policy committee to open a Public Sector Deposit Fund (PSDF) with CCLA, as part of the Town Council's Investment Strategy.

The Town Council had been advised by the Internal Auditor to diversify risk by investing into secure accounts. The Finance & Policy committee had investigated the Public Sector Deposit fund (PSDF) operated by CCLA. Cllr Blanchard summarised the committee's findings and recommended that the council moves all its monies into a PSDF, with the exception of retaining £250,000 in the council's current account to cover operational costs.

It was **RESOLVED** to open a CCLA PSDF account and move council's monies into the account, with the recommended operating monies of £250,000 to be left in the standard bank account.

(8.20pm - Cllrs A Briggs and T Dyer(LCC) left the meeting at this time).

10-24.14 Consideration to adopt the amended Community Grants Policy, as recommended by the Finance & Policy (F&P) Committee

It was **RESOLVED** to adopt the revised Community Grants Policy.

10-24.15 Consider the draft GDPR Policy, GDPR Data Protection Impact Assessment, and the GDPR – Remote working Policy as prepared by the F&P committee for adoption

It was **RESOLVED** to adopt GDPR Policy, GDPR Data Protection Impact Assessment, and the GDPR – Remote working Policy as prepared by the F&P committee.

10-24.16 Consideration to adopt the draft Statement of Internal Controls, as prepared by the F&P Committee

It was **RESOLVED** to adopt the Statement of Internal Controls, as prepared by the F&P Committee.

10-24.17 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 item:

It was **RESOLVED** to move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960.

10-24.18 Consideration of fees for entertainers at the 2025 Summer Sunday events

Members were presented with the proposed fees for the bands who would perform at the 2025 Summer Sunday events.

It was **RESOLVED** to accept the fees for the bands for the Summer Sunday events.

The meeting closed at 8.38pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
10-24.10	Transfer all the bus stops currently owned by the Town Council to Lincolnshire County Council.	STM/Town Clerk	As soon as possible
10-24.11	Internal Audit recommendations to be completed	Town Clerk	Ongoing
10-24.12	Community Emergency Plan to be adopted	C&P Cttee	Ongoing
10-24.13	Open a Public Sector Deposit Fund with CCLA	Town Clerk	End of April 2025
10-24.14	Community Grants Policy to be published	Town Clerk	2 nd May 2025
10-24.15	GDPR Data Protection Impact Assessment and the GDPR Remote working Policy to be published	Town Clerk	2 nd May 2025
10-24.16	Statement of Internal Controls to be published	Town Clerk	2 nd May 2025
10-24.18	Confirm bookings of entertainers at the Summer Sunday Events	Assistant Clerk	2 nd May 2025

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

North Hykeham Town Council 2024/2025
Schedule of Payments 01-31 January 2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/01/2025	Anglian Water Business (Nation	£9.00	Water Monthly DD Cemetery
06/01/2025	UK Fuels Limited	£60.76	Fuel - AJ23 ZLN
07/01/2025	Google Commerce Ltd	£20.99	iRisco App ann. Subs Jan-Dec25
08/01/2025	Peninsula	£21.83	EAP services Jan25
08/01/2025	R Bourne	£49.98	Expenses
08/01/2025	Pennells Garden Centre	£210.87	HIB Summer bedding plants
08/01/2025	Pennells Garden Centre	£14.38	Rose feed - cemetery
08/01/2025	Kram Cleaning	£1,155.70	Office cleaning 1-31 Dec24
08/01/2025	GAP GROUP LTD	£376.20	Xmas Fayre event lighting hire
08/01/2025	MEC Recycling Ltd	£50.00	Green Waste disposal x2
08/01/2025	Freedom Fire & Security	£393.77	Alarm ann. Maintenance 1/2/25-31/1/26
08/01/2025	Air IT Limited	£537.84	IT Managed Services Jan25
08/01/2025	Freedom Fire & Security	£90.00	Emergency call out - Hub
08/01/2025	Ripon Farm Services	£112.09	Mower servicing parts
08/01/2025	Dexel Tyre & Auto Centre	£129.00	New Tyre AJ23 ZLN
08/01/2025	Hykeham DIY	£1.20	Fuses
08/01/2025	HMRC	£5,221.10	PAYE/NI Dec24
08/01/2025	Alive Church Hykeham	£100.00	Event 22/12 refundable deposit
09/01/2025	Vodafone Ltd	£251.85	Mobile Phones 12/11-11/12/24
09/01/2025	Peninsula	£478.62	HR Services Jan25
10/01/2025	CANVA UK OPERATIONS LTD	£13.00	Canva Subscription Jan25
10/01/2025	Bentley Hotel Lincoln Ltd	£228.60	Internal Auditor accommodation 18-19Mar25
13/01/2025	SAINSBURYS	£18.49	Office consumables + cleaning
13/01/2025	Argos Ltd	£16.99	Master plug voltage adaptor
13/01/2025	British Telecommunications	£638.84	Phones/Internet 1-31 Dec24
15/01/2025	Hartwell & Co (Timber) Ltd	£1,464.48	10 x tree guards - St Aiden's
16/01/2025	Santander UK PLC	£1.75	Bank Charges 01-31Dec24 CB6
16/01/2025	Santander UK PLC	£43.82	Bank Charges 01-31Dec24 CB1
20/01/2025	Post Office Ltd	£3.95	Tracked postage
20/01/2025	npower Business Solutions	£828.90	UMS 1-31Dec24
20/01/2025	British Gas Lite	£475.52	Gas (Civ. Off) 2/12/24-1/1/25
22/01/2025	TotalEnergies Gas & Power Ltd	£159.56	Electricity VG 1-31Dec24
22/01/2025	TotalEnergies Gas & Power Ltd	£1,415.10	Electricity Civic Offices 1-31 Dec24
22/01/2025	TotalEnergies Gas & Power Ltd	£748.87	Hub Electricity 1-31 Dec24
22/01/2025	TotalEnergies Gas & Power Ltd	£210.23	Hub Gas 03/11-31/12/24
24/01/2025	Nest Pensions	£1,937.00	Nest Pensions Jan25
24/01/2025	Salaries	£15,703.33	Salaries Jan25
24/01/2025	LCC Pension Fund	£682.23	WYPF Jan25
27/01/2025	Lindum Group Ltd	£93.60	Intruder alarm responses Dec24
27/01/2025	Lincolnshire Roller Shutters L	£1,166.40	Roller shutters annual servicing
27/01/2025	Xamax Clothing Company Limited	£105.65	Uniform/workwear
27/01/2025	Viking	£246.66	Office consumables, postage
27/01/2025	Screwfix Direct Ltd (Trade UK)	£27.96	Disposable gloves
27/01/2025	Screwfix Direct Ltd (Trade UK)	£161.74	Uniform/workwear
27/01/2025	Screwfix Direct Ltd (Trade UK)	£53.90	Thermal gloves

27/01/2025	MKM B.S (Lincoln) Ltd	£348.00	Green Chain Link fencing/posts
27/01/2025	Screwfix Direct Ltd (Trade UK)	£262.15	Small tools, 3T jack
27/01/2025	Ripon Farm Services	£1,544.07	Service works JD 1545 mower
27/01/2025	Hykeham DIY	£5.94	Nuts, washers
27/01/2025	Screwfix Direct Ltd (Trade UK)	£290.74	Services Team consumables
27/01/2025	Dack Conversions Ltd	£660.00	Reversing camera + lighting bar AJ23
27/01/2025	RSM Maintenance LTD	£780.00	Hedge cutting
27/01/2025	Go Traffic Management Limited	£838.90	Road closure - Xmas Fayre
27/01/2025	Chandlers (Farm Equipment) Ltd	£2,580.00	Deposit for Progressive mower
28/01/2025	Mobilize Financial Services	£860.80	Kangoo lease fees Oct24-Jan25
29/01/2025	Anglian Water Business (Nation	£106.50	Water Civ.Off. 15/10/24-14/01/25
29/01/2025	Anglian Water Business (Nation	£17.56	Water VG 151024-140125
30/01/2025	Santander Corporate Current AC	£822.10	Debit Card Top-up
30/01/2025	ADOBE SYSTEMS SOFTWARE	£16.64	Adobe subs 28/01-27/02/25
	Total	<u>£44,865.15</u>	

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Appendix 2 – Schedule of Payments to 28th February 2025

North Hykeham Town Council 2024/2025
Schedule of Payments 01-28 February 2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/02/2025	Nightsearcher Ltd	£174.00	3 x 12v 4A floodlight chargers
03/02/2025	Anglian Water Business	£9.00	Water - Feb25
03/02/2025	TV Licence	£169.50	TV Licence - Hub to 31/1/26
03/02/2025	UK Fuels Limited	£172.87	FUEL 20/01, 21/01
07/02/2025	Asda	£41.12	Office consumables
09/02/2025	HMRC	£5,066.75	PAYE & NI Jan25
10/02/2025	Vodafone Ltd	£251.85	Mobile Phones Jan25
10/02/2025	Peninsula	£21.83	EAP monthly subs Feb25
10/02/2025	Peninsula	£478.62	HR monthly subs Feb25
11/02/2025	British Telecommunications	£638.84	Internet/phone 2/10/24-31/1/25
16/02/2025	Santander UK PLC	£35.61	Bank Charges 1-31Jan25 CB1
16/02/2025	Santander UK PLC	£1.75	Bank Charges 1-31Jan25 CB6
16/02/2025	Asda	£2.90	Refreshments
17/02/2025	UK Fuels Limited	£76.30	Fuel AJ24 7/2/24
18/02/2025	CANVA UK OPERATIONS LTD	£13.00	Canva Monthly subs
18/02/2025	Air IT Limited	£60.00	Toshiba 1TB 5400RPM SATA HDD
18/02/2025	Air IT Limited	£322.32	AIR IT monthly subs Feb25
18/02/2025	Ernest Doe & Sons Ltd	£617.98	3 Day hire of Iseki tractor
18/02/2025	Fixfire	£548.61	Fire Extinguishers servicing
18/02/2025	Freedom Fire & Security	£102.00	Emergency alarm call-out 28/01
18/02/2025	Kram Cleaning	£1,155.70	Monthly office cleaning Jan25
18/02/2025	Lindum Group Ltd	£140.40	Call outs Jan 25
18/02/2025	MEC Recycling Ltd	£25.00	Green waste disposal
18/02/2025	MKM B.S (Lincoln) Ltd	£54.35	Fence posts and concrete
18/02/2025	Screwfix Direct Ltd (Trade UK)	£210.07	Serv. Team Consumables
18/02/2025	TFM Countrystore	£27.80	Mole trap tunnels x 4
18/02/2025	Screwfix Direct Ltd (Trade UK)	£219.98	Work boots x 2 DP/GY
18/02/2025	Viking	£242.11	Office consumables
18/02/2025	Greenstripe Innovations Ltd	£142.05	Servicing materials - mowers
18/02/2025	Listers Timber & Builders Merc	£17.40	Knee rail straps and posts
18/02/2025	Amazon	£24.98	Games/group materials
18/02/2025	E.ON Energy Solutions Limited	£930.00	Street light repairs 18w LED
18/02/2025	Screwfix Direct Ltd (Trade UK)	£40.57	Fence paint, hinges, staples
18/02/2025	Pennells Garden Centre	£34.16	HIB bedding plants
18/02/2025	Freedom Fire & Security	£90.00	Emergency call-out alarm fail
18/02/2025	Screwfix Direct Ltd (Trade UK)	£210.07	Invoice entered and paid twice
20/02/2025	British Gas Lite	£565.52	Civic Office Gas 2/1/25-1/2/25
20/02/2025	Nest Pensions	£2,328.11	Pensions Feb25
21/02/2025	TotalEnergies Gas & Power Ltd	£1,456.84	Hub Electricity 1/1/25-31/1/25
21/02/2025	TotalEnergies Gas & Power Ltd	£163.30	VG Electricity 1/1/25-31/1/25
21/02/2025	TotalEnergies Gas & Power Ltd	£1,018.15	Civ. Off Electricity 1-31 Jan25
24/02/2025	UK Fuels Limited	£76.46	Fuel AJ23 13/02/25
24/02/2025	Salaries	£18,096.77	Salaries Feb25
24/02/2025	LCC Pension Fund	£682.23	WYPF Feb25
26/02/2025	TotalEnergies Gas & Power Ltd	£232.70	Hub Gas 31/12/24-31/1/25
27/02/2025	HMRC	£6,472.70	PAYE & NI FEB25

27/02/2025	Joy Foundation	£500.00	Grant to Joy Foundation Feb25
27/02/2025	15th Lincoln(NH) Scout Group	£1,239.00	Grant to NH Scouts Feb25
27/02/2025	Listers Timber & Builders Merc	£29.65	PSE Timber
27/02/2025	Selmec (Lincoln) Ltd	£1,146.00	Pipework changes Civ. Off
27/02/2025	Fresh Opportunities Water Solu	£110.16	Water cooler rent 21/1-20/4/25
27/02/2025	X-Net Services t/a e-Mango	£576.00	website hosting 2/4/23-1/4/24
27/02/2025	X-Net Services t/a e-Mango	£576.00	Website hosting 2/4/24-1/4/25
27/02/2025	Hykeham DIY	£16.99	Cutting disc box
27/02/2025	Lincoln Rural Training	£90.00	Ann. Membership Jan-Dec2025
27/02/2025	Listers Timber & Builders Merc	£900.00	9mm Latvian Birch plywood
27/02/2025	Screwfix Direct Ltd (Trade UK)	£67.86	Screwdriver bits
27/02/2025	Proludic Limited	£144.96	Play net connectors
	Total	<u>£48,858.89</u>	

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