

# South Kyme Parish Council

Minutes for Annual Parish Council Meeting held on 05 May 2021 at 7.30 PM

## MINUTES

Present: Cllrs Alex Alexander, Michelle Clark, Peter Goode, Mervyn Head, Judith Head, Craig Midgley, Susan Shaw; Dermot Daly (Clerk); 16 members of the public

### STATUTORY ITEMS

- 21/22/001** Election of Chairman  
- Cllr Alexander - p. Cllr Head J, s. Cllr Head M  
- Cllr Midgley - p. Cllr Midgley, s. Cllr Clark  
- It was RESOLVED by a majority that Cllr Midgley take the role of Chairman
- 21/22/002** Election of Vice Chairman  
- Cllr Goode - p. Cllr Goode, s. Cllr Clarke, with two abstentions it was RESOLVED by a majority that Cllr Goode take the role of Vice Chairman
- 21/22/003** To receive and agree apologies for absence - None.
- 21/22/004** To receive declarations of interest and applications for dispensation relating to business on the agenda - None.
- 21/22/005** To receive and approve for signature the Minutes of the Parish Council meeting held on 25th March 2021  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to approve.
- 21/22/006** Agree Ordinary meeting dates for 2021-22  
- p. Cllr Midgley, s. Cllr Head M, RESOLVED to agree a meeting on 24th June 2021 at which further meetings for the year will be planned. It was RESOLVED to move to monthly meetings acknowledging more timely response to the public, extra costs involved, and greater visibility of the Council. It was RESOLVED for the Clerk to acquire equipment for future hybrid meetings as the online meetings have attracted more attendees.
- 21/22/007** Review and agree Asset Register  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the Asset Register as circulated.
- 21/22/008** Review and agree Insurance cover  
- p. Cllr Clark, s. Cllr Head M, RESOLVED for RFO to check the insurance cover is for replacement value. It was noted that the 3-year preferred rate will end in 2022.
- Review and re-adopt the Policies and Procedures (see Parish Council website) in respect of:
- 21/22/009** (i) Standing Orders (Review)  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the Standing Orders as circulated with an amendment of a 15-minute public session.
- 21/22/010** (ii) Financial Regulations (Review)  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the Financial Regulations as circulated.
- 21/22/011** (iii) Complaints Procedure (New)  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the Complaints Procedure as circulated.

- 21/22/012** (iv) Risk Management Policy (Review)  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the Risk Management Policy as circulated.
- 21/22/013** (v) Social Media Policy (Review)  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the Social Media Policy as circulated with an amendment to remove person named with a role identification and with the previously named person to be allocated the said role.
- 21/22/014** (vi) Communications Protocol Policy (Review)  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the Communications Protocol Policy as circulated.
- 21/22/015** Review and agree plans for decision making and delegated authority during the remaining pandemic lockdown and outside of government emergency procedures  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to not require any further delegated authority during remaining lockdown for Covid-19.

#### **ANNUAL AND REGULAR FINANCE ITEMS**

- 21/22/016** (i) Presentation of Year-End Accounts  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the Year-End Accounts as circulated.
- 21/22/017** (ii) Review and agree the Certificate of Exemption for the Annual Governance and Accountability Return (AGAR)  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the AGAR Exemption Certificate as circulated.
- 21/22/018** (iii) Review and agree the Annual Governance Statement (AGAR Part 2 Section 1)  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the AGAR Part 2 Section 1 as circulated.
- 21/22/019** (iv) Review and agree the Accounting Statements for 2020/21 (AGAR Part 2 Section 2)  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to accept the AGAR Part 2 Section 2 as circulated.
- 21/22/020** (v) To approve payments for period  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to approve payments for the period as presented.

#### **PLANNING**

- 21/22/021** 21/0532/PNH - Mr Mrs J Clayton Brook House High Street South Kyme - Single storey rear extension 6.075m in length from the original wall, eaves height of 2.4m and maximum height of 3.5m  
- There were no objections raised to this application.

#### **GENERAL**

- 21/22/022** Community Speed Watch report  
- A report was presented by Cllr Clark
- 21/22/023** Environmental Warden report  
- A report was presented by the Environment Warden, identifying hot-spots for dog poo on the tow path, Cow Drove and around the Tower; there was a reminder to the public that dog poo is a health risk and an offence if not picked up and disposed safely - there are many bins - and not having a bag is not an excuse; poo bag dispensers will be put up with biodegradable bags. There are still problems with littering. There are dogs that are not under proper control for the surroundings.
- 21/22/024** To review and agree training requirements for the Council  
- this item to be deferred to the next meeting as the Councillors had not had a chance to review the LALC training list in the LALC e-News circulated. The Clerk will circulate an updated list from LALC.

- 21/22/025** To agree the purchase of a laptop and associated software for use by the Clerk  
- p. Cllr Clark, s. Cllr Head M, RESOLVED to approve purchase of equipment and appropriate software for the Clerk.
- 21/22/026** To note any matters arising from the previous meeting Minutes not included on this agenda and for report only -  
there were no matters arising.
- 21/22/027** To note further agenda items and arrangements for the next meeting  
- Cllrs Midgley and Goode offered to talk to village hall committee regarding the next meeting.

Meeting Close - 21:20