

South Kyme Parish Council

Minutes for Annual Parish Council Meeting held on 19 May 2022 at 7.30 PM

Location: Coronation Hall, High Street, South Kyme

MINUTES

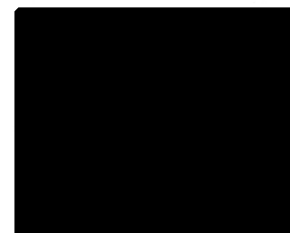
- (i) Public Comment.
- An observation was made that it appeared that communication within the public sessions created the basis for repeated conflict – the Chairman responded explaining that although public comment is not part of the minutes the Council has started to place Q&As in the minutes to further improve communications over and above the website, facebook and newsletters.
 - There was a request from a member of the public for visibility of the cash book transactions relevant to the Morris Memorial.
- (ii) To provide responses to items raised in public session from the last meeting.
- There were no unanswered questions from the last meeting.
- (iii) Report from District Councillor Mervyn Head.
- Planning meetings have changed format – there is now a single committee with the members being trained formally.
 - the Central Lincs Local Plan is coming out for final consultation.
 - The Environment Act will continue to make an impact on delivered services.
 - The County Council get the benefit of selling recycle. Types of recycled material differs by Authority.
- (iv) Report from County Councillor Andrew Key. - Apologies were received from County Cllr Andrew Key
- Present: Cllrs Mervyn Head (Chair), Alex Alexander, Ashley Johnson, Lesley Moore, Judy Head, Dr Hannah Worden, Carly Clayton; Dermot Daly (Clerk); 13 members of the public.
- Welcome. - The meeting was opened at 19:47.

STATUTORY ITEMS

- 22/23/001** Election of Chairman.
- It was RESOLVED that Cllr Mervyn Head will take the position of Chairman and the appropriate form was signed.
- 22/23/002** Election of Vice Chairman.
- It was RESOLVED that Cllr Alex Alexander will take the position of Vice Chairman.
- 22/23/003** To receive and agree apologies for absence.
- It was RESOLVED to accept the apologies for Cllr Ashley Johnson.
- 22/23/004** To receive disclosures of pecuniary and non-pecuniary interests, pursuant to section 31 of the Localism Act 2011, and applications for dispensation from Councillors on matters considered at this meeting. - None.
- 22/23/005** To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.
- It was RESOLVED to move item 22/23/026 to the end of the agenda and exclude press and public at that point.

POLICY & PROCESS

- 22/23/006** To review and approve the Code of Conduct.
- It was RESOLVED to adopt the document as circulated.



28/07/2022

- 22/23/007** To review and approve the Complaints Procedure.
- It was RESOLVED to adopt the document as circulated.
- 22/23/008** To review and approve the Equality and Diversity Policy.
- It was RESOLVED to adopt the document as circulated.
- 22/23/009** To review and approve the Financial Regulations.
- It was RESOLVED to adopt the document as circulated.
- 22/23/010** To review and approve the Standing Orders.
- It was RESOLVED to adopt the document as circulated.
- 22/23/011** To agree the Ordinary meeting dates for 2022-23.
- It was RESOLVED to adopt the dates as circulated and to defer the Annual Parish Meeting date decision until closer to the time.
- 22/23/012** To review the terms of reference and members for the Staffing Committee.
- There being no substantive changes, it was RESOLVED to adopt the document as circulated. It was further RESOLVED that the members would be Cllrs Alex Alexander, Judy Head, Lesley Moore, and Carly Clayton.
- 22/23/013** To review the terms of reference and members for the Kyme Eau Working Group.
- There being no substantive changes, it was RESOLVED to adopt the document as circulated. It was further RESOLVED that the members would be Cllrs Mervyn Head, and Lesley Moore.
- 22/23/014** To review and agree the Asset Register.
- It was RESOLVED to adopt the document as circulated. It was further RESOLVED to investigate smarter ways of using the Council assets – to be analysed and placed on the agenda for next meeting.
- 22/23/015** To review and agree the Insurance cover.
- It was RESOLVED to select Zurich as the Council’s Insurer for the coming year commencing 1st June 2022.

MEETINGS

- 22/23/016** To receive the Minutes of the Ordinary Meeting of the Parish Council on 17th March 2022 for approval.
- It was RESOLVED to adopt the Minutes as circulated. It was further RESOLVED to place the topic of output from the Vision Day on the next meeting agenda.

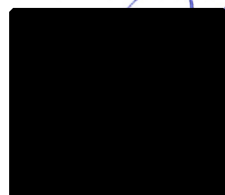
FINANCE

- 22/23/017** Presentation of the Year-End Accounts for 2021-22.
- The document was presented as circulated. It was RESOLVED to agree the content.
- 22/23/018** Presentation of the Bank Reconciliation for 2021-22.
- The document was presented as circulated. It was RESOLVED to agree the content.
- 22/23/019** Presentation of internal audit report for 2021-22.
- The document was presented as circulated. It was RESOLVED to agree the content.
- 22/23/020** To review and agree the 2021-22 Certificate of Exemption for the Annual Governance and Accountability Return (AGAR).
- The document was presented as circulated. It was RESOLVED to agree the content and signed accordingly.
- 22/23/021** To review and agree the 2021-22 Annual Governance Statement (AGAR Part 2 Section 1).
- The document was presented as circulated. It was RESOLVED to agree the content and signed accordingly.
- 22/23/022** To review and agree the 2021-22 Accounting Statements for 2020/21 (AGAR Part 2 Section 2).
- The document was presented as circulated. It was RESOLVED to agree the content and signed accordingly.

- 22/23/023** Presentation of the 2021-22 accounting variances.
- The document was presented as circulated. It was RESOLVED to agree the content.
- 22/23/024** To present the Financial Accounts and approve the Bank Reconciliation and Accounts for Payment for the current financial period.
- The financial documents were presented as circulated. The Bank Reconciliation was signed as being a true reflection. It was RESOLVED to agree the Accounts for Payment. The Village Hall Hire and Broadband items were added to the Regular Payments report and duly RESOLVED to be accepted.
- 22/23/025** To discuss and agree actions regarding the Church payment for grass cutting.
- It was RESOLVED to reduce the charge for grass cutting to £250 for this year.
Clerk to confirm to the church.
- 22/23/026** To approve annual contract for Environment Warden services.
- As RESOLVED earlier in the meeting this item was moved to the end of the meeting and the press and public were excluded for confidential discussion to take place.
- It was RESOLVED to review the method of managing this contract but to accept the new contract for the forthcoming year on the understanding that the 30-day cancellation clause applies to both parties.
- It was further RESOLVED that there should be a monthly meeting with a Councillor representative to gain updates and provide suggestions - however, substantive changes should be put before the full Council or Staffing Committee for ratification.

GENERAL

- 22/23/027** To review and agree actions regarding the continued support of the Community Speedwatch Group.
- It was RESOLVED to continue to support CSW both financially and as a substantive volunteer group associated with the Parish Council.
- 22/23/028** To receive update, discuss and agree any further actions for the Queens Platinum Jubilee celebrations.
- It was reported that the working group have been meeting regularly. Progress is good. Delegations have been happening to other part of the community. The events will be all over the village covering several days. Costs are expected to be within budget. There is something for everyone and it will do the Jubilee justice. It is community focussed.
- There was a question about tickets/costs, specifically for the large event on the Sunday? A: there have been several requests to publish itinerary in a wider public domain – chosen not to do so as it is a focus on villagers; there is acceptance that family visitors will be able to attend; the tickets are designed to control any extreme numbers from a single residence; this is just for the Big Lunch; any large numbers attending as a single group may attract a further donation.
- It was RESOLVED to officially thank Cllr Alex Alexander and all those involved in planning and organising the event and those that have volunteered to provide toward the events.
- 22/23/029** To discuss and approve Councillor and Staff training.
- It was RESOLVED to agree the new councillor training booking and payment for Cllr Carly Clayton.
- 22/23/030** To review and agree actions regarding Ferry Farm footpath.
- It was RESOLVED to create a Working Group to address this project – members will be Cllr Hannah Worden, Ashley Johnson, and Mervyn Head.
- Sleaford to the Railway has been identified by Authorities as a strategic footpath. The Lock at Haverholme is to be refurbished. The blocked footpath at Ferry Farm is being investigated through historical evidence to reinstate it officially on the definitive map and re-open it for public use.
- The Footpath along the riverbank has completed initial research on costs and options. Informal stakeholder discussion is required and it was RESOLVED to agree the scope at the next PC meeting.
- The Community Power Fund details to be provided to Cllr Hannah Worden - but it was noted that potential precepted projects are not covered by the scheme.



8/07/2022

- 22/23/031** To discuss and agree further actions required for the proposed Canoe Platform.
- A grant has been provided by the Canoe Foundation, who found the project "very much in line with their objectives". It was RESOLVED to claim the grant prior to the three month deadline (7th August 2022).
 - A flood permit is not required from EA.
 - Planning permission is required through District Council and it was RESOLVED to apply accordingly.

CLOSE

- 22/23/032** To note further agenda items and arrangements for the next meeting (28th July 2022).
- It was RESOLVED to include the following items on the next full council agenda: Output from Vision Planning;
 - Footpath plans and grant application;
 - Smarter way of using assets; Playing field;
 - Canoe platform.
- Meeting Close - 21:22