

SOUTH KYME PARISH COUNCIL
MINUTES OF A MEETING OF THE PARISH COUNCIL
Held on 30th October 2023

Present: Cllr C Chapman (Chair)
Cllrs P Goode T Kerr D Langley
C Midgley J Nadin

Absent: Cllr C Clayton

In attendance: Nil

Also present: 6 members of the public

The Chair welcomed all present to the meeting and before opening the public forum asked that discussion on flooding within the village be reserved until that item in the Agenda when the Chair would close the formal meeting for comments.

A resident raised the issue of payment for the Christmas tree and lights for the village. They asked if the Coronation Hall committee made any contribution towards these costs. They also asked who paid for the flags that are flown outside the Coronation Hall. The Chair stated that the flags belonged to the village and that the location of the pole was not relevant and therefore was a PC responsibility. The resident also asked about the Canoe Platform and was advised that this would be discussed in detail within the meeting.

A resident asked whether the County and District Councillors were still invited to PC meetings. The Chair advised that these councillors were advised of the meeting dates and had informed the PC that they would attend when they had reports to give.

The meeting commenced at 7.32 p.m.

134. **Apologies For Absence.**

The meeting was advised that apologies with valid reasons for absence had been received from Cllr C Clayton.

It was proposed, seconded and

Resolved: That apologies be noted with valid reasons for absence accepted from Cllr C Clayton.

135. **To Receive Declarations Of Interest Under The Localism Act 2011.**

There were no declarations of interest.

136. **To Approve As Correct Records The Minutes Of The Previous Council Meetings And To Authorise The Chair To Sign The Official Minutes.**

The minutes from the meetings held on 21st September 2023 were approved as a correct record of the previous meeting.

It was proposed, seconded and

Resolved: That the Chair be authorised to sign the official minutes for the 21st September 2023.

137. **To Receive Brief Reports As Tabled:**

Cllr D Langley gave a Beacon Fen Action Group update. The action group is in its embryonic stages and at this point there was little organisation or enthusiasm for being involved. However, they were

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keen to rally support from neighbouring councils, organisations and residents and they hoped to involve the local MP.

At this stage the proposed development is in the pre-planning stage and it was therefore agreed that the PC would await a formal Planning Application before determining whether to support or otherwise the development.

Cllr J Nadin gave a Community Speed Watch (CSW) and Lincolnshire Highways Meeting update. He commented on the fact that fewer events had taken place due to the weather and lack of volunteers who had been impacted by health issues and holidays. He also stated that there had been little or no support from LRSP and poor responses to his having written to the Asst Chief Constable.

The meeting was closed to enable the public to comment at 1948.

There was a brief discussion on the involvement of a TV station who had recently broadcast items on CSW in other areas.

The meeting was re-opened at 1950.

Some progress had been made with Highways and signage and road marking had now been updated and approval gained for the re-siting of the SID to the end of Low Road.

Cllr T Kerr gave an update from the Staffing Committee. He advised that there had been no formal meeting however, the previous Clerk had now received his P45. He also reiterated that the recruitment of a new Clerk should remain deferred until the council fully understood the nature of and the number of working hours required for the role.

Cllr J Nadin (Acting Clerk) gave an update on correspondence sent and received. He had received a phishing email that had been received by all Clerks within Lincolnshire and he cautioned Cllrs to be aware of this type of correspondence.

Two unpaid invoice reminders had been received and were currently still unpayable due to lack of access to the PC bank account.

Correspondence had been received from HMRC with a P45 for the previous Clerk which was no longer required.

An email had been received from bOnline advising that the telephone management fees were increasing from December.

Correspondence had been received from NKDC asking for an inventory of PC owned street lights. The Clerk would send a nil return response to this request.

Cllr C Chapman gave a Biodiversity Committee and Village Group update. She reported that she was resigning from the PC Biodiversity Working Group. She also advised that a Feed the Birds event had been held in October and this was well attended and enjoyed. She raised the issue of unsupervised children at these events.

The meeting was closed to enable the public to comment at 1957.

There was a brief discussion on the supervision of children and the requirement for supervisors to have DBS checks. It was stated that an umbrella organisation needed to oversee the DBS process.

The meeting was re-opened at 2002.

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It was agreed that the Community Biodiversity Group would need to seek guidance on the DBS process.

138. **To Discuss And Agree Actions Relating To The Biodiversity Committee.**

The Council discussed the further need of the Biodiversity Working Group and as the Community Biodiversity Group was now well established and a Biodiversity Action Plan (BAP) had now been produced, felt it was unnecessary for it to continue. It was agreed that the BAP be considered by the PC and if agreed would be used as the Biodiversity Policy for future decision making.

It was proposed, seconded and

Resolved: That the PC Biodiversity Working Group be dissolved and the appropriate policy withdrawn from use.

139. **To Discuss And Agree Actions Relating To Flooding Issues In South Parade And Other Parts Of The Village.**

There was a detailed discussion on recent flooding issues within the village.

The meeting was closed to enable the public to comment at 2012.

Local residents gave detailed accounts of the impact of the flood events.

The meeting was re-opened at 2034.

It was agreed that it was necessary to hold a meeting with NKDC, Anglian Water, the EA and Black Sluice Internal Drainage Board to resolve the numerous issues that were compounding to impact local residents. It was agreed that the District Councillor should be involved in the resolution of this issue and that some sort of rent rebate be requested for the households most affected.

NKDC had offered local residents' easier access to sandbags and had offered for these to be held locally for future use. A local resident stated that they were happy to have these placed on their property as this was easily accessible and very close to the issue when it occurs.

It was proposed, seconded and

Resolved: That the Chair and the Clerk would produce a letter outlining the issues and approach the vested organisations and a public representative, to arrange a formal meeting.

140. **To Discuss And Agree Actions Relating To The Engagement Of Volunteers For The Following Posts:**

Book Keeper/Finance Clerk

It was discussed that there was a requirement to assist the RFO with financial and budgeting issues. A local resident, Mrs M Clark had offered her services to the PC.

It was proposed, seconded and

Resolved: That Mrs M Clark become the Voluntary (unpaid) Finance Clerk

IT Manager

It was discussed that the Clerk would benefit from technical assistance with IT and the PC website. A local resident Mr A Chapman had offered his services for this role.

It was proposed, seconded and

Resolved: That Mr A Chapman become the Voluntary (unpaid) IT Manager.

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141. **To Discuss And Agree Actions Relating To The Ownership Of The Riverbank Currently Being Pursued Through Legal Proceedings And The Production Of A Riverside Ownership Map For Future Reference.**

There was a discussion on the legal costs accruing over the ownership issue on the riverbank. There appeared to be little understanding of what the previous council's direction to the solicitors was and what the ultimate aim of the engagement was to produce. It was agreed that further understanding of the remit and direction be determined.

It was proposed, seconded and

Resolved: That the Clerk would contact the solicitors asking for confirmation of the original remit, timescales and a breakdown of costs to date.

142. **To Discuss The Allocation Of Funding For:**

Portable Light-Weight Grass Cutting Signage

There was a requirement for Volunteers of the VTG to place safety signage on the local roads when carrying out their tasks. It was agreed that new portable light-weight signage should be purchased.

It was proposed, seconded and

Resolved: That a sum not to exceed £100 be allocated to the purchase of light-weight grass cutting signage.

Fencing Materials for the Village Green

The continuation of the white fencing at the village green was discussed. Cllr P Goode had negotiated an excellent deal for the materials. It was discussed that the new fence would need to be added to the asset list and ensure that it was covered by the liability insurance. The Clerk was to check the insurance policy and update the asset register once installed.

It was proposed, seconded and

Resolved: That the sum of £230 be allocated to the purchase of materials to complete the village green fencing.

The Telephone Management System bOnline

It was discussed that the previous Clerk had been utilising a telephone management system bOnline and that he had expensed this monthly. It was agreed that this service was unnecessary and that it should be cancelled immediately.

It was proposed, seconded and

Resolved: That the Clerk cancel the bOnline contract with immediate effect.

The Village Christmas Tree and Lights

It was discussed that the village Christmas tree be obtained from the usual Billingham source. Cllr C Midgley stated that he would approach the contact to source this year's tree. It was also agreed that the Coronation Hall Trustees would be approached to ask for them to provide new lighting for the tree.

It was proposed, seconded and

Resolved: That Cllr C Midgley would source the Christmas tree and that the sum of £100 be allocated for its purchase.

Replacement Battery And Consumables For The Village Defibrillator

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It was discussed that the village defibrillator required replacement batteries and pads. This funding had previously been agreed in the annual budget.

The meeting was closed to enable the public to comment at 2108.

There was a brief discussion on the maintenance costs of the defibrillator vice replacement and the opportunity for a maintenance contract. Mrs M Clark volunteered to do some further research on behalf of the council.

The meeting was re-opened at 2111.

It was agreed that the existing defibrillator needed immediate maintenance and that the new pads and batteries should be purchased.

It was proposed, seconded and

Resolved: That the sum of £603 be allocated to the replacement of the batteries and pads for the defibrillator.

A 'Lest We Forget' Flag

It was discussed that a 'Lest We Forget' flag flown from the village flagpole would be very appropriate during the Armistice Remembrance period.

It was proposed, seconded and

Resolved: That the sum of £18 be allocated to the purchase of a 'Lest We Forget' flag.

143. **To Discuss And Agree Actions Relating To The Canoe Portage Initiative Installation And The Funding Of A Flood Permit And Further Water Vole Survey.**

It was discussed that there were still a number of outstanding issues preventing the installation of the canoe platform. The previous council had failed to address all of the issues of the platforms installation. At this time a response had not been received from the Canoe Foundation reference a 6-month grant extension. The EA had also not yet responded on whether a further vole survey was required, and to the Flood Permit application whose costs were yet to be determined. Until these were resolved the platform could not proceed.

The meeting was closed to enable the public to comment at 2119.

There was a brief discussion on the complexities of fitting the platform and who would carry out this work.

The meeting was re-opened at 2120.

It was agreed that further progress would be deferred until the next meeting.

It was proposed, seconded and

Resolved: That the canoe platform installation discussion be deferred until the next meeting.

144. **To Discuss And Agree Actions Relating To The Proposed Footpath Maintenance Initiative.**

It was discussed whether the previous grant application for the footpath initiative could be moved to a different section of the footpath. It was felt that the safety issues of the footpath through the village and specifically the exit of the path onto Clay Bank were a higher priority. It was agreed that Cllr C Chapman would approach Cllr A Key to seek an update on the grant application already submitted for the safety barrier improvements at Clay Bank. It was also agreed that Cllr C Midgley would approach Mr S Coy to determine whether the footpath initiative grant could be transferred to a

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different project and he also agreed to approach Mr D Casswell to ensure that works on or near the private land were acceptable to him.

145. **To Discuss And Agree Actions Relating To The Provision Of A Children's Play Area Within The Village.**

It was discussed that there still remained a need for a children's play area within or near the village. It was agreed that a generic request to all relevant land owners should be sent requesting the provision of land that could be either gifted or leased to the PC for this purpose.

It was proposed, seconded and

Resolved: That Cllr C Chapman would draft a letter of request for local land owners to provide for a children's play area.

146. **To Discuss The Sending Of A Formal Thank You Letter To The Local Providers Of Fuel For The SKPC Maintenance Machinery.**

It was discussed that a letter of thanks would be appropriate and well appreciated by the local providers of fuel for the SKPC maintenance machinery.

It was proposed, seconded and

Resolved: That the Clerk would write a letter of thanks to the local providers of fuel for the SKPC maintenance machinery.

147. **To Discuss And Agree Actions Relating To The Provision Of A Fitness Class In The Village Hall.**

It was discussed that the provision of fitness classes within the village, that formed part of a NKDC initiative, had been investigated. Cllr C Chapman had spoken with a provider who would be visiting the hall to determine the services that could be provided. Cllr C Chapman agreed to ascertain further details of costs and would report at the next meeting.

148. **To Discuss The 2024/2025 Annual Budget, Reserves and Precept.**

The Annual Budget was discussed. It was agreed that costs had significantly reduced due to the departure of the previous Clerk and therefore the precept would not need to be increased this year. It was agreed that a further specific Financial Meeting be held in December to determine more detailed Budget figures and the RFO and Financial Clerk were to prepare detailed accounts in preparation for this meeting.

It was proposed, seconded and

Resolved: That the RFO and Financial Clerk were to prepare detailed accounts in preparation for the December financial meeting.

149. **To Present The Budget Monitoring Report And Approve The Bank Reconciliation For The Current Financial Period.**

Further progress had been made towards accessing the PC bank accounts, however access to the council bank system was still yet to be resolved. The RFO was therefore unable to consider the Budget Monitoring report and Bank Reconciliations and it was therefore proposed that this should be postponed.

It was proposed, seconded and

Resolved: That this will be discussed at the next meeting.

150. **To Authorise The Signing Of Accounts For Payment For The Current Financial Period.**

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As access to the council bank system was yet to be resolved it was proposed that this should be postponed.

It was proposed, seconded and

Resolved: That this will be discussed at the next meeting.

151. **To Receive Any Further Reports From Councillors.**

It was discussed that there had been a significant number of anti-social behaviour incidents within the village. Although the Community Police Liaison Officer (CPLO) Chris Green (07788843511) had been made aware of an initial issue, more events were being reported to councillors. It was discussed that these incidents were not the remit of the PC and residents should report them to the CPLO.

The criminal damage to the village bus shelter was discussed and Cllr T Kerr agreed to speak with a local contractor reference its repair.

There were continued issues with bins remaining open on Low Road and the fact this was causing significant littering in the area. It was agreed that the Clerk should write to the NKDC Housing Officer to highlight the issue.

It was discussed that the cost of the shared broadband in the Coronation Hall was very high and that there was little need for it now that COVID restrictions were no longer in force. It was agreed that the Clerk would ascertain whether there was a cheaper option and for how long the contract remained.

152. **To Note Further Agenda Items And Arrangements For The Next Ordinary Meeting (18 January 2024).**

The following items were requested to be added to the agenda for the next meeting, to discuss:

The Biodiversity Action Plan
The Canoe Platform update
The production of a riverside ownership map for future reference.
The proposed footpath maintenance initiative.
The provision of a children's play area.

The meeting closed at 10.08 p.m.

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