

## SOUTH KYME PARISH COUNCIL

Coronation Hall, High Street, South Kyme

11<sup>th</sup> January 2024

**NOTICE IS HEREBY GIVEN, and Members are summoned to attend** the meeting of South Kyme Parish Council to be held at the Coronation Hall, High Street, South Kyme on **Thursday 18<sup>th</sup> January 2024 at 7.30 p.m.**

**Prior to the commencement of the meeting there will be a public forum for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council.**

*James Nadin*

J Nadin  
Acting Clerk

### **AGENDA**

163. Apologies for Absence

To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.

164. To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members' Register of Interests

165. To approve as correct records the Minutes of the Previous Parish Council meeting held on 4<sup>th</sup> December 2023 and to authorise the Chair to sign the official minutes.

166. To receive **brief reports** from Cllrs, the Parish Clerk, and representatives on outside bodies (tabled)

<b>Representative</b>	<b>Body</b>	<b>Description</b>
Parish Clerk	SKPC	Update on correspondence sent and received
Cllr C Clayton	SK Village Biodiversity Group	Village Biodiversity Group Update
Cllr J Nadin	SK Community Speed Watch	Community Speed Watch Update
Mr A Chapman	SKPC IT Manager	Update on IT issues
Cllr T Kerr	SKPC RFO	Update on RFO issues

167. RFO to present the detailed 2024/2025 Budget for review and approval.

168. To review, update and approve the following Policies:

- a) The Grass Cutting Safety and Risk Assessment Policy
- b) The Information Technology Policy
- c) Publication Scheme Policy

d) Records Retention Policy

169. To discuss the allocation of funding for:
  - a) A further village Speed Indicator Device (SID).
  - b) A village fitness class.
170. To discuss and agree actions relating to the canoe platform installation.
171. To discuss and agree actions relating to the proposed footpath maintenance initiative.
172. To discuss and agree actions relating to the provision of a children's play area.
173. To discuss and agree actions relating to a village Armistice Day wreath laying event.
174. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.
175. To authorise the signing of Accounts for Payment for the current financial period.
176. To receive any further reports from Councillors.
177. To note further agenda items and arrangements for the next meeting.

SOUTH KYME PARISH COUNCIL

**MINUTES OF A MEETING OF THE PARISH COUNCIL**  
**Held on 18<sup>th</sup> January 2024**

**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 opened the public session.

A resident asked whether the council was aware of a potential road closure that would affect the village. The Parish Clerk agreed to contact LCC Highways for confirmation and any details. The resident also stated that they felt that white lines should be marked along the roadside near Woodside Cottage to make the road margins clearer.

A resident questioned whether the grit/salt bins around the village would be replenished and if so by whom. It was discussed that the bin next to Coys bridge had been replaced by LCC Highways and had been replenished. It was agreed that parishioners should be encouraged to make use of the contents of the bins to make paths and roads safer.

A resident raised the issue of parking on the pavements in the village. They were advised that Lincolnshire had not adopted a no parking policy on pavements. They were also concerned about the leaving of waste bins blocking pedestrian access to pavements. It was agreed that the issue should be monitored and if necessary, raised with LCC Highways for resolution.

A member of the Festival Committee advised that the grant given for the footpath initiative was to be returned to its source as it was no longer required.

The meeting commenced at 7.32 p.m.

163. **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 be accepted from Cllr C Clayton.

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

There were no declarations of interest.

165. **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 4<sup>th</sup> December 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 4<sup>th</sup> December 2023.

Date ...14.1.24

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Chair of SKPC

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

The Clerk gave an update on correspondence sent and received.

An email had been received from the Beacon Fen developers outlining their planning application.

A number of emails had been received from a resident. They had highlighted some administrative errors which had now been corrected and raised the legality of the councils adopted volunteer roles of IT Mgr and Finance Clerk. It was discussed and agreed that the roles were perfectly legitimate and had been supported by the recent audit. They also raised the issue of the organisation of the wreath laying ceremony which would be discussed later on the agenda. They also questioned the agenda item of purchasing a second Speed Indicator Device (SID) which was again to be discussed later on the agenda.

A number of responses had been received to the request for a round table meeting to discuss the flooding in South Parade and it was mentioned that the talks should also include the proposal of potential compensation for those that had suffered losses.

Cllr C Chapman gave an update on the South Kyme Village Biodiversity Group in the absence of Cllr C Clayton. She advised that the group intended to commence planting of wildflowers and shrubs/hedging plants within the white fenced area allocated to the group by the council. Councillors voiced their concerns regarding the planting and stated that anything planted in this area should not change the aesthetics of this site or damage the riverbank. There was some discussion over what could or should be planted but it was agreed that the EA should be consulted on these legalities.

Cllr J Nadin gave an update on South Kyme Community Speed Watch. He advised that the group was at a critical point with the lack of volunteers available and could only support one weekday team and one weekend team per week. The number of events were therefore being severely reduced unless further volunteers were forthcoming. Lincolnshire Road Safety Partnership had been advised accordingly.

The IT Manager gave an update on IT issues. He stated that he had set up an email address for the role and that councillors had been advised of it and encouraged to request assistance with IT issues when needed. He also advised that he had signed the GDPR Security Compliance Checklist and a copy was held by the Clerk.

Cllr T Kerr gave an update as the council RFO. He advised that a reserve fund should be set aside for future VTG equipment repairs/replacement. He also advised that the previous budget would have been exceeded by the sum of over £2000 had it not been for the Clerk carrying out the role at no cost to the council. He further went on to add that by keeping the precept at its current level, reserves would continue to build and reach recommended levels.

The RFO advised that bank access had been finally achieved and the account now had the correct names and addresses of the approved individuals. He also stated that the next year's budget would contain funds to cover the cost of a Clerk/RFO should a paid one be required in the future.

167. **RFO To Present The Detailed 2024/2025 Budget For Review And Approval.**

The RFO detailed the 2024/2025 budget proposal.

It was proposed, seconded and

**Resolved:** To agree the budget as circulated with no increase (0%) from the previous budget.

It was proposed, seconded and

**Resolved:** To set the precept for 2024/2025 at £11,960.

Date 1.4.24

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Chair of SKPC

168. **To Review, Update And Approve the Following Policies:**

The Grass Cutting Safety and Risk Assessment Policy

The Information Technology Policy

The Publication Scheme Policy

The Records Retention Policy

Having reviewed the above policies it was agreed that the updated policies be adopted with the amendments as tabled.

It was proposed, seconded and

**Resolved:** That the amended: Grass Cutting Safety and Risk Assessment Policy; the Information Technology Policy; the Publication Scheme Policy; and the Records Retention Policy, all be adopted as policy.

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

A Further Village Speed Indicator Device (SID)

There was a discussion on whether a further SID should be purchased however, it was agreed that the sum of £2,700 was excessive. Cllr J Nadin advised that the current shared SID was not functional and repairs were being sought by North Kyme. It was agreed that further cheaper options, such as flashing speed indicators with flashing lights or notifications may be better options to replace the broken and shared SID. The CSW coordinator was asked to obtain further option details.

A Village Fitness Class

Cllr C Chapman advised that the fitness class was now up and running and being well supported. No further funding was required for this venture however, she recommended that the remaining lifestyle money be retained for further projects such as the children's play area.

170. **To Discuss And Agree Actions Relating To The Canoe Platform Installation.**

There was a lengthy discussion on how to proceed with the canoe platform project. It was agreed that volunteers would be requested to assist Cllr C Midgley on the 2<sup>nd</sup> and 3<sup>rd</sup> weekends in Apr 2024 and the IT Mgr was requested to publicise this on the official media. It was also noted that the Clerk would need to request the EA to drop the water level if possible prior to works commencing on 12<sup>th</sup> April.

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

The Chair advised that LCC Highways were to commence works within the financial year to replenish and upgrade the footpath between New Bridge and the footbridge. They would also cut back the overgrown hedges along this area and the landowners had been advised of this.

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

An area of land down Skinners Lane was potentially being offered as a children's play area, by its owner, Mr Pochin. It was agreed that the solicitors representing Mr Pochin would be contacted by the Chair to discuss how the site could be managed, any costs to the council and the duration of the provision of the proposed children's play area.

Date ..14.1.24

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Chair of SKPC .

It was also agreed that the Chair would discuss this proposal with the Casswell family to see whether they would be willing to offer an alternative area.

173. **To Discuss And Agree Actions Relating To A Village Armistice Day Wreath Laying Event.**

There was a discussion about the public event of the laying of wreaths on Armistice Day. The council was unanimous that Mr R Howes continue to organise the event should he choose to, however they agreed that a format should be agreed prior to the event and that the tradition of the council presenting one of the wreaths (usually the Chair) should remain. The council agreed that they should continue to financially support the funding of the wreaths and asked that the Clerk write to Mr Howes to advise him of the council's decision.

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

The bank reconciliation for the financial period to date was presented by the RFO.

It was proposed, seconded and

**Resolved:** That reconciliation for the financial period to date be approved and accepted.

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

Access to the council bank system had finally been resolved and the accounts were presented to be authorised for payment.

It was proposed, seconded and

**Resolved:** That the accounts for the current financial period be authorised for signature by the Chair.

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

Cllr P Goode proposed that the white fence and posts that were awaiting installation be fitted on the 3<sup>rd</sup> February 2024 weather permitting. He asked for volunteers to assist with the venture.

The installation of the commemorative tree in the church yard was discussed and Cllr T Kerr agreed to complete the installation now that approval had been gained from the church.

Cllr C Midgley raised the issue of costs to use the Coronation Hall. He commented that the heating was currently inadequate and felt that broadband costs were excessive. The Clerk agreed to write to the Hall Trustees to discuss and resolve the issues.

Cllr C Chapman stated that the recent council audit had gone very well and thanked everyone for their efforts.

177. **To Note Further Agenda Items And Arrangements For The Next Ordinary Meeting (21<sup>st</sup> March 2024).**

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

The adoption of the Biodiversity Action Plan as council policy.

The provision of a children's play area.

The D-Day 80<sup>th</sup> Anniversary commemorations.

The meeting closed at 9.03 p.m.

Date 14/3/24

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Chair of SKP