

SOUTH KYME PARISH COUNCIL
Coronation Hall, High Street, South Kyme

14th March 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 21st March 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
Parish Clerk

A G E N D A

178. Apologies for Absence.

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

179. 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.

180. To approve as correct records the Minutes of the Previous Parish Council meeting held on 18th January 2024 and to authorise the Chair to sign the official minutes.

181. To receive **brief reports** from Cllrs, the Parish Clerk, representatives of the council and of outside bodies (tabled):

Representative	Body	Description
Cllr A Key	LCC	LCC update
Cllr M Head	NKDC	NKDC update
Parish Clerk*	SKPC	Update on correspondence sent and received
Cllr T Kerr*	SKPC RFO	Update on RFO issues
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

182. Planning Application - To discuss the appeal to application 23/0050/FUL - Woodside Cottage, Wood Lane, South Kyme (response by 3rd April 2024, if required).

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

a) Data Protection Policy.

* Standing agenda reports.

- b) Freedom Of Information Policy.
 - c) Training And Development Policy.
184. To discuss and agree the adoption of the Biodiversity Action Plan as council policy.
185. To discuss the allocation of funding for:
- a) The annual subscription for LALC Training Courses.
 - b) Supporting the WI South Kyme Spring Fayre (4th May 2024).
 - c) The D-Day 80th Anniversary commemoration events (6th June 2024).
 - d) DBS checks for two volunteers in the South Kyme Biodiversity Group.
186. To discuss and agree actions relating to the riverside area behind the white fence on the High Street, that has been allocated for management by the village Biodiversity Group.
187. To discuss and agree actions relating to the maintenance of the grass cutting machinery.
188. To discuss and agree actions relating to the provision of a children's play area.
189. To discuss and agree actions relating to fishing along sections of the Kyme Eau.
190. To discuss and agree actions relating to the use of or removal of the old SID post.
191. To discuss and agree a date and format for the 2024 Parish Meeting (proposed 20th April 2024).
192. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.
193. To authorise the signing of Accounts for Payment for the current financial period.
194. To receive any further reports from Councillors.
195. To note further agenda items and arrangements for the next meeting (Annual Meeting 16th May 2024).

SOUTH KYME PARISH COUNCIL
MINUTES OF A MEETING OF THE PARISH COUNCIL
Held on 21st March 2024

Present: Cllr C Chapman (Chair)
Cllrs C Clayton P Goode D Langley
J Nadin

Absent: Cllrs T Kerr C Midgley

In attendance: Cllr A Key (LCC) Cllr M Head (NKDC)

Also present: 6 members of the public

The Chair welcomed all present to the meeting, particularly welcoming the attendance of councillors from LCC and NKDC and opened the public session.

A resident stated that they had been told that seven individuals had now sighted water voles within the village along the riverside. He reminded the council that there was a legal responsibility to protect, where possible, this species. There followed a short discussion on water levels and the potential impacts on water voles. The Chair stated that it should be tasked to the Village Biodiversity Group to draft some guidelines that could be considered for amendment into the Biodiversity Action Plan.

The meeting commenced at 7.30 p.m.

178. **Apologies For Absence.**

The meeting was advised that apologies with valid reasons for absence had been received from Cllrs T Kerr and C Midgley.

It was proposed, seconded and

Resolved: That apologies be noted with valid reasons for absence be accepted from Cllrs T Kerr and C Midgley.

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

Cllr C Clayton declared that she had an interest in Item 185 as she was to be one of the recipients of the DBS check required for the Village Biodiversity Group.

180. **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 18th January 2024 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 18th January 2024.

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

Cllr A Key gave an update on LCC issues. He detailed the potential impacts of the decision that had been made reference Lincolnshire devolution. He stated that there would be little impact on parish councils, but that it could have positive long term impacts on funding for Lincolnshire, therefore he had fully supported the move to devolution. He stated that there would be a mayoral election some time next year.

Date 15/3/24

5 - 24

Chair of SKPC

He advised that there had been a meeting of the Public Protection Panel. He stated that a copy of the Lincolnshire Road Safety Partnership Road Safety Annual Report could be found within the minutes on the LCC website.

He updated the council on the planned footpath upgrade stating that hedge cutting had already taken place and work would hopefully start in the near future.

He also congratulated the CSW team for relocating the Speed Indicator Device to a more suitable and effective location.

The Chair asked about the issue of parking on pavements within the village. Cllr Key commented that there was a broader issue within Lincolnshire and that the PC should email him the details to add to the case.

Cllr M Head gave an update on NKDC issues. He also commented on the mayoral issue, future structures and potential future impacts, stating that he had fully supported the move to devolution.

He gave an update on a footpath issue at Ferry Farm stating that its priority had now been successfully increased and that it was now in the top 20 for consideration.

He also stated that he was now the Climate Action Member Champion for NKDC and would be looking to engage with parish councils on the future Climate Action Plan.

He updated the council on the ground water and surface water issues being seen at South Parade and Low Road. Drainage scheme works were now being considered to alleviate the problems. Should direct contact be needed at NKDC he advised that direct contact be made with Scott Masterson the Housing Officer and that he should also be copied in as he could assist where possible.

The Clerk gave an update on correspondence sent and received.

A letter had been received from the Village Hall Trustees stating that they had no suitable land for use as a play area.

A letter had been received from the Administrator of Build a Future School, requesting a venue that could be utilised as a safe haven. The Clerk had advised that the PC do not have any facilities within the parish, however, he directed them to the Hall Trustees who could potentially assist.

A letter had been received from the EA establishing the conditions to the permit for installing the canoe platform.

In the absence of Cllr T Kerr, Cllr C Chapman gave a brief update on RFO issues.

The precept request for financial year 2024/2025 had been acknowledged by NKDC and would remain as in the previous financial year (£11,960)

He advised that there would be a General Election at some point in 2024 and that this would incur unavoidable PC costs. He advised that a reserve was held for this purpose of £3,000. This reserve would need to be re-established after the event, but that this will be possible at current precept funding levels. The Auditors guideline that the reserve allows for 12 months of PC expenditure would also be possible if we continued to benefit from volunteers in the roles of clerk and RFO.

He advised that the budget for VTG equipment maintenance may need to be reviewed subject to a review of necessary repairs and maintenance, however we currently benefit from fuel donated to the VTG and this figure in the budget could conceivably be diverted to extra maintenance costs, if so required.

Date ...16/5/24

6 - 24

Chair of SKF



Training fees would need to be agreed and he stated that membership to the LALC training scheme provided free courses which were invaluable for new councillors as well as improving councillor's skills.

Cllr C Clayton gave an update on the South Kyme Village Biodiversity Group.

She advised that the wildflower area offered by the council for their management was now being prepared. The group had also purchased bird boxes and bird nests that would need to be sited. The groups next planned event was to be a nature walk and would take place in mid-April. She also stated that they planned to request a further grant in the next financial year.

Cllr J Nadin gave an update on South Kyme Community Speed Watch.

He advised that the shortage of volunteers meant that fewer sessions could be planned; currently only one during the week and one at the weekend. The SID repositioning has had a potentially positive effect on vehicles entering the village, however the negative effect of the move meant that speeding had appeared to have increased through the village where no SID now exists. Therefore a less expensive solar powered SID/system that could be sited in the village centre would be considered and options for this would be discussed amongst residents at the Parish Meeting.

The IT Manager gave an update on IT issues.

He stated that further to LCC website management advice, legacy admin access to the JADU portal had now been removed. He also advised that there had been correspondence from the LALC Webmaster that gave recommendations on the use of personal emails for council business; the use of .gov.uk emails was recommended however, a cost was attached to this. He explained that the current use of dedicated outlook email addresses did meet the current recommended requirements at no cost to the council and he therefore stated that no further action was required at this stage.

It was explained that it was possible to search the council documents archives for historical data and this had been successfully done a number of times since the last meeting; should councillors need to research data, the IT Mgr was happy to carry out this research for them if and when required.

It was also suggested that a list of Resolutions be created to monitor when agenda items are approved and whether or when they have been completed. This would be useful to see any outstanding actions as well as what exactly has been approved without having to look back through previous minutes. The council supported this suggestion and asked the IT Mgr to create the document.

182. **Planning Application - To Discuss The Appeal To Application 23/0050/FUL - Woodside Cottage, Wood Lane, South Kyme**

The Appeal to the Planning Application was discussed. Councillors did not perceive that any tangible changes had been made to the original application and therefore their original objections remained extant. Additionally, further statistical data had now shown that 600,000 vehicles had passed the location in the preceding year and it was felt that even though the public footpath had been acknowledged as being accessible, users were still likely to use the road particularly during the hours of darkness, and therefore safety issues were still paramount.

The PC fully supported the Planning Authorities reasons for refusal and voted unanimously against the Appeal.

It was proposed, seconded and

Resolved: For the Clerk to respond to the Planning Authority with the following statement: The Parish Council believe that the comments and decision made by the Planning Authority, in their consideration, were true and correct and have not changed as a consequence of the appeal. Concerns over the layout of the site remained and the impact on views of the church, tower and village approach had also not changed. The Parish Council have also received statistical data that

Date ..16/5/24

7 - 24

Chair of SKPC

showed that in excess of 600,000 vehicles had passed the site within the last year and it was felt that even though the public footpath had been acknowledged as being potentially accessible, users were still likely to use the road particularly during the hours of darkness, and therefore safety issues were still paramount.

183. **To Review, Update And Approve The Following Policies:**

The Data Protection Policy

Freedom of Information Policy

Training and Development 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: Data Protection Policy; Freedom of Information Policy; and the Training and Development Policy, all be adopted as policy.

184. **To Discuss And Agree The Adoption Of The Biodiversity Action Plan As Council Policy.**

The Biodiversity Action Plan was discussed, and it was agreed that it should be adopted as council policy. However, it was discussed that the BAP covered a broad array of material, and the subject matter was very likely to change regularly, due to changes in law, procedural updates, or just different ways of thinking. The policy therefore potentially needed to be reviewed more regularly and it was suggested that a system of amendment be introduced to allow regular changes to content which could be agreed by the council and then incorporated into the policy, if resolved to do so.

Annex D to the document was a record of the Village Biodiversity Group events and therefore could be regularly updated without council approval.

It was proposed, seconded and

Resolved: That the Biodiversity Action Plan be adopted as Council Policy, reviewed every 12 months and a system of amendments, where content change could be proposed at council meetings, whereby changes could be made as and when required.

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

The annual subscription for LALC Training Courses.

The council discussed the benefits of the LALC Training Courses and its subscription.

It was proposed, seconded and

Resolved: That the Council renew its subscription for the LALC Training Courses.

Supporting the WI South Kyme Spring Fayre.

The South Kyme Womens Institute planned to run a Spring Fayre on 4th May 2024 and had requested that the Council financially support the event by paying the £60 to cover the cost of hiring the village hall.

It was proposed, seconded and

Resolved: That the sum of £60 be given to the WI to pay for the hire of the village hall for the Spring Fayre event.

The D-Day 80th Anniversary commemoration events (6th June 2024).

Date 16/5/24

8 - 24

Chair of SKPC

There were to be nationwide activities in commemoration of the 80th Anniversary of the D-Day landings. The council discussed their involvement and agreed that the beacon purchased for the Jubilee events could be utilised again. The Clerk was requested to write to Mr and Mrs Lamyman requesting the possibility of siting the beacon on the Tower and he was also asked to ascertain whether the church planned any activity for the event. Any associated funding, if needed was to be discussed at the next meeting.

DBS checks for two volunteers in the South Kyme Biodiversity Group.

Cllr C Clayton raised the issue of the supervision of unaccompanied minors at Village Biodiversity Group events. She asked whether the Council would be willing to fund the DBS checks required for two individuals (one male, one female) to ensure that suitable individuals carried out this supervisory role. She stated that the checks would be carried out by an umbrella organisation, the Lincolnshire Community and Volunteer Service and would cost £13.50 for each individual.

It was proposed, seconded and

Resolved: That the Council would fund the DBS checks for two individuals of the Village Biodiversity Group for the sum of £27.00.

186. To Discuss And Agree Actions Relating To The Riverside Area Behind The White Fence On The High Street, That Has Been Allocated For Management By The Village Biodiversity Group.

There had been some debate over areas of responsibility and exactly what could be planted within the wildflower area given to the Village Biodiversity Group to manage.

The meeting closed at 2058 for public comment.

The meeting re-opened at 2100.

It was agreed that there would only be the planting of wildflowers and that no trees, bushes or shrubs would be allowed. It was stated that a response from Lincolnshire Highways had made clear that there was no requirement to mow 1.1 meters from the highway as the land behind the white fence did not belong to them. However, it was agreed that the area in front of the fence and around the fence posts must remain clear of vegetation to ensure that the fence remained visible and tidy. The VTG were therefore to maintain the fence in this way and the area behind the fence would be the responsibility of the Biodiversity Group.

It was also agreed that the topic would be raised at the Parish Meeting and the residents thoughts and comments should be allowed to influence how these areas should continue to be managed.

It was proposed, seconded and

Resolved: That the Riverside area behind the white fence on the High Street, be managed by the Village Biodiversity Group; caveated by the fact that they could only plant wildflowers and that the fence and area in front of it would be maintained by the VTG.

187. To Discuss And Agree Actions Relating To The Maintenance Of The Grass Cutting Machinery.

A report from Mr A Chapman detailing recent works to the VTG equipment was presented; he had been previously tasked by the council to this effect. He advised that the VTG had made some repairs to individual items, and now had a small number of fully serviceable strimmer's and flymo's, currently sufficient for the needs of the dwindling number of VTG volunteers. There were still several either broken or poorly operating machines, that did not require full repair or service, and the VTG members could make small repairs and maintain, to an extent, the machinery where these tasks remained straightforward. There were however, some faults that remained beyond the capability of the volunteers.

Date 16/5/24

It was agreed that there were sufficient serviceable machines to commence VTG activities, however it was also agreed that two items be identified for immediate professional repair as an account was already held with Burdens. The future maintenance should be the responsibility of the VTG Supervisor who could then delegate future maintenance tasks as required.

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

It was discussed that no response had been forthcoming from the promising initial offer of land on Skinners Lane and therefore it was to be assumed that this was no longer available. It was agreed that as no other offers had been received, that the resident would be advised at the Parish Meeting that an area of land to be utilised as a play area had been unachievable.

189. **To Discuss And Agree Actions Relating To Fishing Along Sections Of The Kyme Eau.**

There had been reports from residents that fisherman had been damaging the riverbanks. There followed an in-depth discussion over what responsibility the PC had over these areas of private land and what could be done to help prevent it continuing.

The meeting closed at 2118 for public comment.

The meeting re-opened at 2125.

It was agreed that the issue would be raised at the Parish Meeting and highlighted in the Parish Newsletter. There was a need to remind private riverbank owners of their responsibilities to maintain these areas, which were subject to scrutiny by the rivers authority.

190. **To Discuss And Agree Actions Relating To The Use Of Or Removal Of The Old SID Post.**

It was discussed that a trial could take place to determine whether the placement of another SID/speed device would be cost effective, by utilising the shared SID and placing it at the location of the old, owned SID. This would determine whether a new device be purchased and placed on the old SID post or whether it could or should be moved to another location.

191. **To Discuss And Agree A Date And Format For The 2024 Parish Meeting (Proposed 20th April 2024).**

It was discussed and agreed to hold the next Parish Meeting on 20th April 2024 at 1800 in the village hall. It would be followed by a free BBQ and a bar in the same format as last year. Money had already been offered to the council for the purchase of food for the event. It was agreed that the previous poster be updated and published to advertise the event.

It was proposed, seconded and

Resolved: That the Parish Meeting be held on Saturday 20th April at 1800 in the SK Coronation Hall.

192. **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 Chair on behalf of the RFO.

It was proposed, seconded and

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

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

The accounts for the current financial period were presented to be authorised for payment.

It was proposed, seconded and

Date 16/5/24

10 - 24

Chair of SKP

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

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

Cllr J Nadin raised the increasing issue of dog fouling in the village and requested it be added to the next agenda. He also raised the issue of the replacement of flags for the village hall and commented that the current ones were being damaged by the trees alongside the flagpole. This would also be added to the next agenda.

Cllr P Goode raised the issue of the collapsing wall at Clay Bank and footpath. He requested that a reminder letter of the works to be done, be sent to Rowan Smith, the Engineering Manager at Lincolnshire Highways. The Clerk agreed to send a letter.

195. **To Note Further Agenda Items And Arrangements For The Next Meeting (Annual Meeting 16th May 2024).**

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

D-Day 80th Anniversary funding.
Dog fouling on and around village footpaths.
The purchase of flags for the village hall.

The meeting closed at 9.45 p.m.

Date 16/5/24

11 - 24

Chair of SKPC