

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

7<sup>th</sup> May 2024

**NOTICE IS HEREBY GIVEN, and Members are summoned to attend the annual meeting of South Kyme Parish Council to be held at the Coronation Hall, High Street, South Kyme on Thursday 16<sup>th</sup> May 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**

1. To elect a Chair of the South Kyme Parish Council and receive Acceptance of Office forms where necessary.
2. To elect a Vice-Chair of the South Kyme Parish Council.
3. Apologies for Absence: To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
4. 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.
5. To approve as correct records the Minutes of the previous Parish Council meeting held on 21<sup>st</sup> March 2024 and to authorise the Chair to sign the official minutes.
6. To agree the Ordinary and Annual Meeting dates for 2024-25 (Proposed: 18<sup>th</sup> Jul, 19<sup>th</sup> Sep, 21<sup>st</sup> Nov, 16<sup>th</sup> Jan, 20<sup>th</sup> Mar. 15<sup>th</sup> May).
7. Appointments to committees: Kyme Eau Working Group; Staffing Committee.
8. To receive **brief reports** from Cllrs, the Parish Clerk, representatives of the council and of outside bodies (tabled):

<b>Representative</b>	<b>Body</b>	<b>Description</b>
Cllr M Head	NKDC	NKDC update
Parish Clerk <sup>1</sup>	SKPC	Update on correspondence sent and received
Parish Clerk*	SKPC	Outstanding Resolutions
Cllr T Kerr <sup>1</sup>	SKPC RFO	Update on RFO issues
Cllr C Clayton <sup>1</sup>	SK Village Biodiversity Group	Village Biodiversity Group Update
Cllr J Nadin <sup>1</sup>	SK Community Speed Watch	Community Speed Watch Update
Mr A Chapman <sup>1</sup>	SKPC IT Manager	Update on IT issues

9. To review, update and approve the following Policies:
  - a) Complaints Procedure.

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<sup>1</sup> Standing agenda reports.

- b) Equality and Diversity Policy.
  - c) Finance Regulations Policy.
  - d) Kyme Eau Working Group Terms of Reference.
  - e) Staffing Committee Terms of Reference.
  - f) Standing Orders.
10. Presentation of the year-end accounts 2023-24.
  11. Presentation of the bank reconciliation for 2023-24.
  12. To review and agree the 2023-24 Certificate of Exemption for the Annual Governance and Accountability Return (AGAR).
  13. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.
  14. To authorise the signing of Accounts for Payment for the current financial period.
  15. Presentation of the Internal Audit report from LALC.
  16. To discuss the completion of the Canoe platform and submission of final documentation to the Canoe Foundation.
  17. To discuss and agree amendments to the Biodiversity Action Plan.
  18. To discuss the allocation of funding for:
    - a) A new village noticeboard.
    - b) The D-Day 80th Anniversary commemoration events (6<sup>th</sup> June 2024).
    - c) The purchase of flags for the Coronation Hall.
    - d) The village planters.
  19. To discuss and agree actions relating to the provision of a children's play area.
  20. To discuss and agree actions relating to dog fouling on and around village footpaths.
  21. To discuss and agree actions relating to the proposed Biogas facility at Anwick.
  22. To receive any further reports from Councillors.
  23. To note further agenda items and arrangements for the next meeting (Date TBC).

CHAIR TO SIGN

**SOUTH KYME PARISH COUNCIL**  
**MINUTES OF A MEETING OF THE PARISH COUNCIL**  
**Held on 16<sup>th</sup> May 2024**

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

**Absent:** None

**In attendance:** Cllr M Head (NKDC)

**Also present:** 2 members of the public

The Chair welcomed all present to the meeting, noting that this was the Annual Parish Council Meeting, and particularly welcomed the attendance of Cllr Head from NKDC. The public session was opened.

A resident asked whether the council could consider a sponsorship scheme, whereby the membership fees for the golf club of young people in the village, could be paid. The Clerk was asked to add this to the next meeting agenda.

A resident asked whether there were going to be any activities supported by the council for the D-Day 80<sup>th</sup> Anniversary Commemorations. The Chair advised that there were currently no plans but that this would be discussed during the meeting.

The meeting commenced at 7.30 p.m.

1. **To Elect A Chair Of The South Kyme Parish Council And Receive Acceptance Of Office Forms Where Necessary.**

As the Annual Parish Council Meeting it was required that a Chair be elected for the next year. The previous Chair asked if there were any cllrs wishing to take on the role or if there were any further proposals. Cllr Chapman advised that she was willing to remain in the role.

It was proposed, seconded and

**Resolved:** That Cllr C Chapman be recognised as the Chair of the SKPC.

2. **To Elect A Vice-Chair Of The South Kyme Parish Council.**

It was also required that a Vice-Chair be elected for the next year. The newly elected Chair asked if there were any cllrs wishing to take on the role or if there were any proposals.

It was proposed, seconded and

**Resolved:** That Cllr T Kerr be recognised as the Vice-Chair of the SKPC.

3. **Apologies For Absence.**

There were no apologies.

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

There were no declarations of interest.

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5. **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 21<sup>st</sup> March 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 21<sup>st</sup> March 2024.

6. **To Agree The Ordinary And Annual Meeting Dates For 2024-25 (Proposed: 18<sup>th</sup> Jul, 19<sup>th</sup> Sep, 21<sup>st</sup> Nov, 16<sup>th</sup> Jan, 20<sup>th</sup> Mar. 15<sup>th</sup> May).**

Meeting dates for the next year were discussed.

It was proposed, seconded and

**Resolved:** That Ordinary meetings be held on 18<sup>th</sup> Jul, 19<sup>th</sup> Sep, 21<sup>st</sup> Nov, 16<sup>th</sup> Jan and 20<sup>th</sup> Mar; and the Annual Parish Council Meeting held on 15<sup>th</sup> May 2025.

7. **Appointments To Committees: Kyme Eau Working Group; Staffing Committee.**

The members of the Kyme Eau Working Group and the Staffing Committee were discussed.

It was proposed, seconded and

**Resolved:** That Cllrs Clayton and Goode represent the council on the Kyme Eau Working Group.

It was proposed, seconded and

**Resolved:** That Cllrs Kerr, Nadin and Midgley represent the council on the Staffing Committee.

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

Cllr M Head gave an update on NKDC issues. He advised that he now held the title of Climate Change Member Champion within NKDC and that his first task had been to ask parish councils to complete a survey on what they are doing towards climate change resilience. Cllr Clayton offered to review the survey and draft responses for the council.

He reported on the drainage issues in South Parade stating that works were being taken forward to find a solution. There was some debate about whether residents were being consulted and he was asked to report this back to NKDC.

Cllr Head outlined the potential Biogas plant being considered at Anwick and stated that the public consultation time had been extended until the 31<sup>st</sup> May. This would be considered later in the agenda.

Cllr Midgley asked about the rationale for NKDC Housing fitting Air Source Heat Pumps to council properties in the village. After some debate about how appropriate this was, Cllr Head agreed to take the issue back to NKDC and provide feedback to the PC at a later date.

The Clerk gave an update on correspondence sent and received. Rohan Smith at LCC Highways had reported that the repair of the collapsed wall at Clay Bank had been scheduled for this financial year. The Woodside Cottage planning application that had gone to appeal had now been dismissed. A letter had been received from the Secretary of the Parish Parochial Committee to thank volunteers and the council for the very high standard of maintenance in the churchyard.

The Clerk advised that the following Resolutions were still outstanding:

- 185 2023-24 The council funding of DBS checks.
- 185 2023-24 The sum of £60 for the WI Spring Fayre event.

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- 98 2023-24 The purchase of a flymo skirt for £106.

The RFO gave an update on financial issues. He advised that he was still attempting to resolve the HMRC VAT issue. He also highlighted that the recent withdrawal from council funds that had not been authorised, had now been fully resolved. He stated that there had been a number of failings:

- The previous Clerk was significantly at fault for failing to take the appropriate action when the council changed members; he was no longer employed by the council and therefore further action was unnecessary.
- The bank had admitted that they had not been particularly helpful and that their customer service had been lacking; the bank had compensated the council £150.
- The unauthorised individual should have removed any details of the council accounts when they departed the council and had failed to do so.

Cllr C Clayton gave an update on the South Kyme Village Biodiversity Group. She advised that there had been a very successful and well attended nature walk at the golf club. She also stated that the area behind the white fence had now been seeded. She advised that she had also been negotiating with the Kyme Eau Working Group to ascertain whether any excess Coir Rolls from projects could be made available to the village.

The Chair raised the issue of the planting of buddleias around the Slea Monument. She advised that this inappropriate planting had now removed and placed in the location agreed with the Biodiversity Group, closer to the riverbank.

Cllr J Nadin gave an update on South Kyme Community Speed Watch (CSW). There had once again been no significant reduction in speeding and vehicles were still being recorded at speed of up to 64 mph within the village. The CSW team now consisted of only 6 people and volunteers were desperately needed.

The IT Manager gave an update on IT issues. He advised that there had been some issues with councillors accessing the Onedrive and offered to assist anyone with the technical aspects of its use. He also stated that he had updated the news article on the canoe platform to include the report from the Canoe Foundation. It was further discussed that the report had also been published by the Clerk on Facebook.

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

Complaints Procedure.

Equality and Diversity Policy.

Finance Regulations Policy.

Kyme Eau Working Group Terms of Reference.

Staffing Committee Terms of Reference.

Standing Orders.

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: Complaints Procedure, Equality and Diversity Policy, Finance Regulations Policy, Kyme Eau Working Group Terms of Reference, Staffing Committee Terms of Reference and the Standing Orders, all be adopted as policy.

10. **Presentation Of The Year-End Accounts 2023-24.**

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The RFO presented the year-end account for approval.

It was proposed, seconded and

**Resolved:** That the year-end accounts be approved for signature by the Chair.

11. **Presentation Of The Bank Reconciliation For 2023-24.**

The RFO presented the annual bank conciliation for approval.

It was proposed, seconded and

**Resolved:** That the annual bank reconciliation be approved for signature by the Chair.

12. **To Review And Agree The 2023-24 Certificate Of Exemption For The Annual Governance And Accountability Return (AGAR).**

The RFO presented the Certificate of Exemption and stated that the AGAR had been signed by the Auditor.

It was proposed, seconded and

**Resolved:** That the AGAR be signed as appropriate by the Clerk, RFO and Chair.

13. **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.

14. **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

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

15. **Presentation Of The Internal Audit Report From LALC.**

The Clerk presented the comments made on the Internal Audit. Generally, the feedback had been very positive and only minor issues had been highlighted.

It was proposed, seconded and

**Resolved:** That the council accept the internal audit report from LALC.

16. **To Discuss The Completion Of The Canoe Platform And Submission Of Final Documentation To The Canoe Foundation.**

The Chair advised that all documentation and a report had been sent back to the Canoe Foundation now that the canoe platform had been completed. She stated that the Foundation were happy with the resulting platform and would respond soon with details of the outstanding grant and the disposal of the excess materials.

17. **To Discuss And Agree Amendments To The Biodiversity Action Plan.**

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As the current amendments to the Biodiversity Action Plan (BAP) had not yet been published in the public domain, the amendments were postponed until the next meeting.

It was proposed, seconded and

**Resolved:** That the Biodiversity Action Plan amendments be deferred until the next meeting.

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

A new village noticeboard.

The council discussed the repair or replacement of the village noticeboard. It was agreed that a repair would be more cost effective as the existing noticeboard had been constructed with very good materials. It was therefore also agreed that quotes would be sought for the repairs; the Clerk was asked to liaise with Cllr C Midgley to ascertain the works required and then quotes requested.

It was proposed, seconded and

**Resolved:** That works to repair the village noticeboard would be identified and put out to tender.

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

The council discussed that there had been little appetite within the village to organise an event for the D-Day commemoration. It was discussed and agreed that the beacon should still be lit if possible and a small, low key, function could be organised. As the Clerk had not yet received a response, the Chair was asked to confirm with Mrs Lamyman whether access could be gained to the Tower for the beacon and whether a small function could be carried out alongside the churchyard.

It was proposed, seconded and

**Resolved:** That the Chair would approach Mrs Lamyman to gain approval for the siting of the beacon on South Kyme Tower for the D-Day commemoration event.

The purchase of flags for the Coronation Hall.

The Coronation Hall had requested the purchase of two flags for use at the hall. It was agreed that the flags should be purchased however, decent quality flags should be purchased and all actions taken to prevent damage to the flags by the adjacent tree.

It was proposed, seconded and

**Resolved:** That the council would purchase a St George's flag and a Union Jack for a sum not to exceed £50 and that the Coronation Hall should be advised that this was on the proviso that the adjacent tree be pollarded to prevent damage in the future.

The village planters.

The council discussed the provision of plants for the village planters. It was agreed that the sum of £50 annually be provided to support the purchase of flowers and that residents be asked on social media to support the planting and to donate flowers if they had excess.

It was proposed, seconded and


**Resolved:** That the sum of £50 annually be allocated to the funding of flowers for the village planters.

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

The council discussed the offer of a portion of a resident's garden to be used as a play area within the village. The 20m by 25m area was deemed to be inappropriate for the children's needs and there were a substantial number of issues, such as health and safety, and start-up costs, that made

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the area difficult to utilise. It was agreed that the offer had been exceptionally kind and the council wished to thank the residents for the offer, however with the positive response to facilities being offered at the gold club, it was felt that the area was no longer essential.

It was proposed, seconded and

**Resolved:** That the Clerk would write a letter of thanks and advise that the area was not required by the council.

20. **To Discuss And Agree Actions Relating To Dog Fouling On And Around Village Footpaths.**

The council discussed the issue of dog fouling. It was agreed that the NKDC leaflets that had been received would be printed and delivered with the Parish Newsletter.

It was proposed, seconded and

**Resolved:** That Cllr C Clayton would print double sided leaflets that would be delivered with the Parish Newsletter.

21. **To Discuss And Agree Actions Relating To The Proposed Biogas Facility At Anwick.**

The council discussed the fact that the public consultation for this project had been extended. The council were grateful that Cllr M Head (NKDC) had provided further detail on the project however, the council did not feel the need to respond at this time as the project was likely to have little impact on this parish.

It was proposed, seconded and

**Resolved:** That no response to the public consultation for the Anwick Biogas Facility be provided.

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

The Chair discussed how the council could support the golf club in its venture to provide facilities for the young people of the village. It was agreed that the sponsorship of individual children may be divisive, but that a general funding for all children could be considered at the next meeting. It was agreed to add this to the next agenda and invite the Club Captain to discuss possible initiatives.

Cllr D Langley stated that she would be leaving the village in the near future and wished to give her thanks to the council for her time with them. She had thoroughly enjoyed her time and was very proud that the council had achieved so much in the last year.

Cllr T Kerr stated that he would like the council to consider an annual volunteer/good citizen award for the parish, whereby the council could acknowledge the efforts of individuals publicly. He stated that the award could be titled as The John Casswell award in recognition of the years of dedicated service that he had given the village in the role of Chair of the PC. It was agreed to add this to the next agenda.

23. **To Note Further Agenda Items And Arrangements For The Next Meeting (Date TBC).**

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

- To discuss and agree actions relating to the provision of an annual volunteer/good citizen award.
- To discuss and agree amendments to the Biodiversity Action Plan.
- To discuss and agree the funding and support of children's activities at the South Kyme Golf Club.

The meeting closed at 9.33 p.m.

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