

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 November 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

54. Apologies for Absence.

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

55. 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.
56. To approve as correct records the Minutes of the Previous Parish Council meeting held on 19th September 2024 and to authorise the Chair to sign the official minutes.
57. 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
Parish Clerk*	SKPC	Outstanding Resolutions
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

58. To review and approve the proposed new Body Worn Video Camera Policy.
59. To review, update and approve the following Policies:
- a) Annual Parish Meeting Guidance
 - b) Code of Conduct Policy.

* Standing agenda reports.

c) Subject Access Request Policy.

60. To discuss the allocation of funding for:
 - a) The further purchase of a second longer cut Flymo skirt.
 - b) The purchase of litter picking equipment.
61. To discuss and agree potential expenditure for the 2025-26 Annual Budget.
62. To discuss and agree the use of a savings account for Parish Council reserves.
63. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.
64. To authorise the signing of Accounts for Payment for the current financial period.
65. To discuss and agree actions relating to the newly upgraded riverside path.
66. To discuss and agree actions relating to children playing on the golf course and on the Coronation Hall car park.
67. To discuss and agree actions relating to an application for a new litter bin to be sited on the south side of the riverbank.
68. To discuss and agree actions relating to the repairs of the village noticeboard.
69. To receive any further reports from Councillors.
70. To note further agenda items and arrangements for the next meeting (16th Jan 2025).

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

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

Absent: Cllrs C Clayton C Midgley

In attendance: Cllr M Head (NKDC), Mr A Chapman (IT Manager)

Also present: 1 members of the public

The Chair welcomed all present to the meeting and opened the public session for comment. There were no public comments.

The meeting commenced at 7.30 p.m.

54. **Apologies For Absence.**

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

It was proposed, seconded and

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

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

There were no declarations of interest.

56. **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 19th September 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 19th September 2024.

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

Cllr M Head (NKDC) updated the meeting on District Council issues. He stated that 'Air and Services' was the point of contact for heating issues involving the new ASHP, however should residents need further assistance they should contact the Housing Officer or their District Councillor. He went on to say that there was to be a local meeting with the bodies involved in the village flooding issues in the near future; the Chair asked for a representative from the PC to attend the meeting. Cllr Head stated that he would notify the Clerk once he had been advised of the date. He also advised that LCC had launched an online tool to assist communities with creating an emergency plan and gave details of how this could be accessed. There was to be a food waste collection trial that would take place next year.

The Clerk gave an update on correspondence sent and received. A letter had been sent to Mrs C Betts asking what was being done about the vehicle that has been abandoned on the area next to the Slea monument. He had written to the SK WI regarding their request for funding support for the recently held Chine Supper and had asked for a formal application; he had now received a formal request for the funding, and this would be added to the next Agenda. He had also received a communication from a resident stating that young people in the village had been inappropriately approaching residents for money to support a variety of fictitious issues. The PC discussed the issue and agreed to post some information on social media to warn residents of potential scams. An email had been received from Cllr A Key asking for feedback from residents on the newly upgraded riverside footpath. It was agreed that cllrs would seek the views of local residents. A letter had also been received from a Mr Miles congratulating the village on the successful installation of the canoe platform and thanked those involved in its production.

The Clerk noted the following outstanding resolutions: The John Casswell Good Citizen Award, DBS checks, Repairs to the Village Noticeboard and the purchase of Flymo Skirts.

It was agreed that the Chair would purchase two trophies (one for the recipient to keep) for the initial presentation of the John Casswell Award. Cllr D Casswell stated that his family were happy to purchase these initial trophies for the council; the Chair thanked Cllr Casswell for his generous offer. It was also agreed that the Chair and the Clerk would draft some principles for the awards criteria and circulate to cllrs for approval.

The Village Biodiversity Group had not yet DBS checked the individuals to be funded.

There was some discussion on the necessity for the Flymo skirts and this was agreed to be discussed at the next mtg.

The RFO updated the meeting on financial issues. He stated that he had finally made progress with access to HMRC; he could now access the website, there were no fines or payments to be made, and VAT returns could now be processed.

Cllr J Nadin gave an update on South Kyme Community Speed Watch (CSW). There were now sufficient volunteers for two speed watch teams, which equated to two sessions per week. It had been noted by the teams that speeding had significantly increased.

The IT Manager gave an update on IT issues. He stated that although it was not a requirement to have a Body Worn Video Camera Policy in place, it was best practise to do so. He therefore had written an appropriate policy for the council's consideration. Further to a Teams meeting that he and the Chair had attended, he also updated the meeting on the proposals and upcoming works by Quickline, a fibre broadband provider who had received government funding to provide super-fast broadband to the village in 2025. He also reminded all cllrs that they needed to keep their personal affairs separate to the councils and to this end it was important that they had a dedicated email for council business.

58. **To Review And Approve The Proposed New Body Worn Video Camera Policy:**

The Proposed Body Worn Video Camera Policy was discussed.

It was proposed, seconded and

Resolved: That the proposed new Body Worn Video Camera Policy be adopted as policy.

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

Annual Parish Meeting Guidance.

Code of Conduct Policy.

Date

19 – 24

Chair of SKPC

Subject Access Request 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: Annual Parish Meeting Guidance, Code of Conduct Policy and the Subject Access Request Policy, all be adopted as policy.

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

a. The Further Purchase Of A Second Longer Cut Flymo Skirt

The council agreed to defer this item to the next mtg.

b. The Purchase Of Litter Picking Equipment

The RFO advised he has submitted to NKDC a report on the benefit that the Litter Picking Grant had achieved. He stated that to maintain the Litter Picking Grant the funding would need to be spent on equipment for this purpose. It was agreed that Cllr Goode would check the levels of current equipment and advise whether there was a requirement for: gloves, hoops and long-reach pickers for the riverbank. These items would then be purchased up to the value of the grant.

It was proposed, seconded and

Resolved: Litter picking equipment be purchased to a sum not exceeding £90 to cover the Litter Picking Grant.

61. **To Discuss And Agree Potential Expenditure For The 2025-26 Annual Budget.**

The Council discussed the Annual Budget for the FY 2025-2026. The RFO stated that this FY there had been a forecast expenditure of circa £5700 and that this figure was likely to be reduced this coming FY. To that end there was now a good Reserve in the PC's bank and it was unlikely that the Precept would need to be increased. There having been no requests from residents at the previous Parish Meeting for specific initiatives, ideas were proffered for the next budget period. These included: Upgrading the parking area next to the Sleat Monument; the installation of litter bins along the riverside and platforms; the improvement of the riverside footpath from Coy Bridge to Church Bridge (subject to agreement and approval from landowners), the purchase of sports equipment for children's play areas; the provision of outreach sessions for the village children. It was agreed that the Clerk would approach Cllr Key to discuss potential opportunities to upgrade the parking area.

62. **To Discuss And Agree The Use Of A Savings Account For Parish Council Reserves.**

The Council discussed the use of a Savings Account for Parish Council Reserve monies. The RFO stated that he had sought information on an easy access account that would pay in excess of 1.5% interest and still provide immediate access to funds. It was agreed that the RFO would seek to open a NatWest Easy Access bank account for PC Reserves.

It was proposed, seconded and

Resolved: That the RFO would open a NatWest Easy Access bank account for PC reserve funds.

63. **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.

Date

20 – 24

Chair of SK

It was proposed, seconded and

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

64. **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.

65. **To discuss and agree actions relating to the newly upgraded riverside path.**

After some discussion about the newly upgraded riverside footpath, it was agreed that public opinion be sought as to its success and viability, and that problems with the surface be raised with LCC should they arise in the future.

66. **To discuss and agree actions relating to children playing on the golf course and on the Coronation Hall car park.**

There had been further complaints by residents that children had been playing football in the Coronation Hall car park and upsetting the neighbours. There was some discussion as to complaints that had been made to the Golf Club about the children playing on their premises and some confusion had arisen with the children as to whether they could or could not continue to use the Golf Club grounds. It was agreed that the Clerk would write to the Golf Club to clarify the situation and to potentially formalise the agreement that children from the village be allowed to utilise their grounds in the future. He would also write to the Coronation Hall Trustees to reinforce that they should be accepting responsibility for the prevention of children playing in their inappropriate and unsafe car park area.

It was proposed, seconded and

Resolved: That the Clerk write to both the Golf Club and the Coronation Hall to clarify the current situation with the children's playing areas.

67. **To discuss and agree actions relating to an application for a new litter bin to be sited on the south side of the riverbank.**

It was agreed that the Clerk would write to NKDC to request information on the process for the purchase and installation of new litter bins.

It was proposed, seconded and

Resolved: That the Clerk would write to NKDC to request information on the process for the purchase and installation of new litter bins.

68. **To discuss and agree actions relating to the repairs of the village noticeboard.**

Repairs had begun, on a voluntary basis by an incredibly helpful and civic minded resident, on the village noticeboard. They had proposed that an enclosed pre-made glass case be fitted to the existing one to fully weatherproof and protect notices. It was agreed that the Chair would cost the new proposal.

It was proposed, seconded and

Resolved: It was agreed that the Chair would cost the purchase of a pre-made noticeboard to be fitted to the existing village noticeboard.

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

Cllr Goode stated that the EA representative had not attended the recently held Kyme Eau Working Group. The minutes from the group had been circulated by Cllr C Clayton, however Cllr P Goode sought further clarification on the weed cutting regime now adopted by the EA. He also asked for clarification on responsibilities for the overgrowth of trees and vegetation, particularly where this had led to bank erosion, with who was potentially responsible both legally and financially.

Cllr J Nadin stated that the wreath laying event held on 11th November had been very successful and wished to pass on his thanks to Mr R Howes for his excellent organising of the event.

70. **To Note Further Agenda Items And Arrangements For The Next Meeting (16th Jan 2025).**

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

The funding requested by the WI for the recently held Chine Supper.

The purchase of:

- Flymo skirts
- A further Speed Indicator Device
- A vehicle safety mirror for installation at School Corner
- A pre-built noticeboard for installation on the existing Village Noticeboard

The meeting closed at 9.22 p.m.