

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

8th January 2025

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 16th January 2025 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

71. Apologies for Absence.

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

72. 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.
73. To approve as correct records the Minutes of the Previous Parish Council meeting held on 13th November 2024 and to authorise the Chair to sign the official minutes.
74. 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

75. RFO to present the detailed 2025/2026 Budget, Reserves and Precept, for review and approval.
76. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.

* Standing agenda reports.

77. To authorise the signing of Accounts for Payment for the current financial period.
78. To agree the LALC request for internal audit services for 2024/25 and to authorise the Chair to sign the agreement.
79. To advise the meeting of the responses made to planning applications:
 - a) Application 24/1404/HOUS Lawn Hill House Wood Lane South Kyme Lincoln (comments required by 16 Jan 25).
 - b) Application 24/1405/LBC Lawn Hill House Wood Lane South Kyme Lincoln (comments required by 16 Jan 25).
80. To review, update and approve the Social Media Policy.
81. To discuss and agree actions relating to the Draft South Kyme Community Emergency Plan which has been lodged with the Lincolnshire Resilience Forum.
82. To discuss the allocation of funding for:
 - a) The further purchase of a second longer cut Flymo skirt.
 - b) The further purchase of another Speed Indicator Device (SID).
 - c) The purchase of a vehicle safety mirror for installation at School Corner.
 - d) The purchase of a pre-built noticeboard for installation on the existing Village Noticeboard.
83. To discuss and agree funding requested by the South Kyme Women's Institute for the recently held Chine Supper.
84. To discuss and agree actions relating to the recent roadworks carried out by a contractor on behalf of Quickline, the Government granted company currently carrying out the installation of fibre broadband in South Kyme.
85. To discuss and agree actions relating to the Freedom of Information request made by Jayne Bond of Anwick.
86. To discuss and agree actions relating to the repairs required to the wall and pavement adjacent to 1 Clay Bank.
87. To discuss and agree actions relating to the future funding and installation of the village Christmas tree and lights.
88. To receive any further reports from Councillors.
89. To note further agenda items and arrangements for the next meeting (20th Mar 2025).

CHAIR TO SIGN

SOUTH KYME PARISH COUNCIL
MINUTES OF A MEETING OF THE PARISH COUNCIL
Held on 16th January 2025

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

Absent: Cllr J Nadin

In attendance: Cllr A Key (LCC), Mr A Chapman (Acting Clerk)(IT Manager)

Also present: 3 members of the public

The Chair welcomed all present to the meeting and stated that the Clerk had unfortunately had a bereavement in the family and was therefore unable to attend. The Chair also advised that unfortunately due to family commitments, Cllr C Clayton had regrettably submitted her resignation from the Council. The Council wholeheartedly thanked Cllr Clayton for everything she had done for the Council and wished her well for the future.

The Chair stated that the IT Manager was happy to act as Clerk for the evening and opened the public session for comment.

A resident gave some feedback on the newly installed footpath along the riverside between the footbridge and New Bridge. They stated that the standard of the work was not particularly good and that there were specific issues such as: undulating path, slope leaning towards the river, roots growing through the path and a poor transition between the path and the grass to the side. Cllr Key requested that a consolidated response be sent from the PC to highlight these issues. It was agreed that the Clerk would write a response to Cllr Key and include some photographs provided by the residents.

A resident informed the council that they had complained to LCC Highways about the works that Quickline were doing within the village for the installation of fibre broadband. It was understood that a number of residents and cllr's had complained and action had already been taken against the contractor currently carrying out this work for Quickline.

A resident raised, once again, the issue of surface water on the junction of Low Road and South Parade. There had also been flooding of the drains at School Corner on the High Street. Cllr Key asked that a consolidated report of these issues be sent to him so that he could follow up on actions that LCC Highways could or are taking. It was agreed that the Clerk would write a response to Cllr Key.

The meeting commenced at 7.30 p.m.

71. Apologies For Absence.

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

It was proposed, seconded and

Resolved: That apologies, be noted with valid reasons for absence, be accepted from Cllr J Nadin.

72. To Receive Declarations Of Interest Under The Localism Act 2011.

The Chair advised the meeting of an interest in item 83 as a member of the South Kyme WI. It was agreed that the Chair would be taken over by the Dep Chair for item 83.

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Chair of SKPC

73. **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 November 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 21st November 2024.

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

Cllr A Key (LCC) updated the meeting on County Council Issues. He gave an update on potential events that could come about when the new Unitary Authority was formed in Lincolnshire. He also advised that next year's budget was out for consultation on the LCC website and that the public could respond with 3 potential options for increase. It was expected that the increase was likely to be 2.99%. He also advised that a survey on pharmacy provision in the county was also available on the website. Cllr Key stated that he did not intend to stand for election with the new unitary authority, so the Chair thanked him for all that he had done in the past for the parish.

Although not in attendance, Cllr M Head (NKDC) had sent a written report to update the meeting on District Council issues. Although Cllr Head had told the council at the last meeting that he would advise them of a site meeting about the surface water build up on South Parade, he had omitted in his email advice to put the actual date of the meeting and had then been uncontactable until after the event took place. Cllr Head advised that Nick Lamb from the NKDC Property Services Team had since been in contact with Cllr Midgely and as a result of their discussions, Lindum's (the District Council's contractor) were looking again at the scheme to alleviate the surface build-up of water during heavy rainfall periods. He was not aware of when a finalised scheme would be brought forward for approval but advised that he would inform the council if he heard anything further. He also advised that the District Council still had some free fruit trees for community planting projects, and that the PC should Luisa McIntosh if they would like some. It was considered that some trees could be set next to the council bungalows on Low Road near Coy Bridge and it was agreed that the Clerk would write to NKDC for approval to plant in this area.

The Acting Clerk read a written report from the Clerk, giving an update on correspondence sent and received. An email had been received from a resident seeking further information on the LCC Highways 20mph initiative. A new resident had written about the continued flooding around South Parade and asked that the PC assist where it could. The Clerk had assured the resident of the Councils assistance and had received a very nice response offering assistance to the village wherever they could. A Freedom of Information request had been received and responded to reference any contact the council had received from the company proposing a biogas facility at Anwick. Letters had also been sent to: the Coronation Hall reference children's ball games; the South Kyme Golf Club reference the continuation of access for the village children; to LCC Customer Services reference Litter Bins and also the SORN'ed vehicle at New Bridge; a consultee response to the planning applications at Lawn Hill House.

The Acting Clerk noted the following outstanding resolutions:

a. **The Purchase And Installation Of New Litter Bins**

It had previously been highlighted that there was a lack of litter bins along the riverbank. It was agreed that the Clerk would request new bins to be sited near the canoe platform and at the newly installed railing at New Bridge. It was also agreed that it should be requested to move the bin next to the old bus shelter to the riverside next to Coy Bridge.

b. **Spending The Litter Picking Grant**

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Chair of SKPC

Cllr Goode reported had carried out an inventory check of the existing litter picking equipment. It was agreed that the litter picking grant would be used to purchase some work gloves and safety glasses.

c. Children's Playing Areas Clarification

The Clerk had not yet received a response from either the Coronation Hall Trustees or the Golf Club.

d. NatWest Easy Access Account Opening

The RFO had now opened the Easy Access account and deposited the reserve funds into it.

e. The John Casswell Good Citizen Award

The Chair showed the meeting the proposed trophies for the initial presentation of the John Casswell Award. It was also agreed that the Chair would purchase the trophies and advise Cllr Casswell of the costs.

f. DBS checks

The Village Biodiversity Group had still not yet DBS checked the individuals to be funded. It was agreed that the Clerk would contact the Chair of the Biodiversity Group and determine whether the checks were still required.

g. Repairs to the Village Noticeboard

This was on the Agenda to discuss later.

h. The purchase of Flymo Skirts

This was on the Agenda to discuss later.

The RFO updated the meeting on financial issues. It was agreed that a bank card would be useful to make payment for recurring items like laptop software.

It was proposed, seconded and

Resolved: That the RFO apply for a bank card only in his name for council payments.

Cllr Nadin had submitted a written report from the CSW team advising that there had been little activity due to health issues, the Christmas holidays and the extremely cold weather.

There was no update from the Biodiversity Group or the IT Manager.

75. **RFO To Present The Detailed 2025/2026 Budget, Reserves And Precept, For Review And Approval.**

The RFO presented the detailed Budget for FY 2025/26 proposal. After some discussion it was agreed that the Precept for the next year would remain at its current value. Projects for the next FY would include: a new SID; a potential upgrade to the riverside footpath from Coy Bridge to Church Bridge; and work to potentially improve the parking area at New Bridge around the Slea Monument.

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.

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Chair of SKPC

76. **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.

77. **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.

78. **To Agree The LALC Request For Internal Audit Services For 2024/25 And To Authorise The Chair To Sign The Agreement.**

The RFO stated that an agreement had been received from LALC for the provision of audit services for 2024/25. It was agreed that this service had been very good last year and that it should be used again this year.

It was proposed, seconded and

Resolved: That LALC provide Internal Audit Services for 2024/25 and the Chair be authorised to sign the agreement.

79. **To Advise The Meeting Of The Responses Made To Planning Applications:**

a. **Application 24/1404/HOUS Lawn Hill House Wood Lane South Kyme Lincoln (Comments Required By 16 Jan 25).**

As the deadline for responses to this application would not have been met after discussion at this meeting, Cllr's had been given the chance to comment prior to the meeting and a consolidated response sent by the Clerk. The comments returned were read by the Acting Clerk.

b. **Application 24/1405/LBC Lawn Hill House Wood Lane South Kyme Lincoln (Comments Required By 16 Jan 25).**

As the deadline for responses to this application would not been met after discussion at this meeting, Cllr's had been given the chance to comment prior to the meeting and a consolidated response sent by the Clerk. The comments returned were read by the Acting Clerk.

80. **To Review, Update And Approve The Social Media Policy.**

Having reviewed the Social Media Policy it was agreed that the updated policy be adopted with the amendments as tabled.

It was proposed, seconded and

Resolved: That the amended Social Media Policy be adopted as policy.

81. **To Discuss And Agree Actions Relating To The Draft South Kyme Community Emergency Plan Which Has Been Lodged With The Lincolnshire Resilience Forum.**

The Acting Clerk stated that a DRAFT Community Emergency Plan (CEP) had been populated and had been accepted by Lincolnshire Resilience Forum. Potential incidents that would require an

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Chair of SKPC

emergency response were discussed and it was agreed that Aircraft Incidents be added to the CEP. It was also agreed that a copy of the CEP be made available to the public, however the contact details of individuals were to be redacted. It was agreed that the IT Mgr would update the CEP and publish it on the council website.

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

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

Cllr Midgley advised the meeting that to prevent the VTG from scalping the top of the riverbanks with the Flymo's it would be beneficial to fit the skirts to raise the blades; this would also benefit biodiversity as it would leave the grass a few inches longer after each cut. It was agreed that Cllr Midgley would approach Chris Sellers to purchase two new Flymo Skirts.

It was proposed, seconded and

Resolved: That a sum not to exceed £200 be used to purchase two new Flymo Skirts.

b. **The Further Purchase Of Another Speed Indicator Device (SID).**

The meeting discussed the purchase of a further SID for the village to help reduce speeding for vehicles entering the North end of the village. Both solar powered and powered through a lamp post options were discussed and it was agreed that a sum up to £3000 be approved for the purchase. The Clerk was to write to LCC to seek approval to mount the SID and take power from an existing lamppost along the High Street.

It was proposed, seconded and

Resolved: That a sum not to exceed £3000 be used to purchase and fit a new SID at the North end of the Village.

c. **The Purchase Of A Vehicle Safety Mirror For Installation At School Corner.**

The purchase of a safety mirror to be located at School Corner was discussed. It was stated that this had been proposed in the past and that LCC (Highways) had raised a safety issue of reflected light at that location. Although proposed and seconded this item was not passed.

d. **The Purchase Of A Pre-Built Noticeboard For Installation On The Existing Village Noticeboard.**

The meeting discussed the options for repairing the existing noticeboard with a pre-made noticeboard affixed to the existing one. It was agreed the sum of £200 be allocated to the purchase of the noticeboard and a lock box to be fitted on the rear of the woodwork.

It was proposed, seconded and

Resolved: That a sum not to exceed £200 be used to purchase a new noticeboard and lock box.

The Chair handed over the meeting to the Dep Chair for item 83.

83. **To Discuss And Agree Funding Requested By The South Kyme Women's Institute For The Recently Held Chine Supper.**

The South Kyme WI had requested financial support for the Chine Supper function that had taken place in Oct 2024. It was agreed that as the funds were all in support of the WI and not being raised for charity, this would set a bad precedent if approved.

It was proposed, seconded and

Resolved: That funds not be allocated to support the South Kyme WI for the Chine Supper event.

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Chair of SKPO

The Dep Chair handed the meeting back to the Chair.

84. **To Discuss And Agree Actions Relating To The Recent Roadworks Carried Out By A Contractor On Behalf Of Quickline, The Government Granted Company Currently Carrying Out The Installation Of Fibre Broadband In South Kyme.**

This had been discussed in the public forum and as there was nothing further to add at this stage it was agreed that the Clerk would write to Cllr Key at LCC, highlighting villager's concerns.

85. **To Discuss And Agree Actions Relating To The Freedom Of Information (FOI) Request Made By Jayne Bond Of Anwick.**

A negative response had been sent within the required response time for a FOI. It was agreed that no further action was required.

86. **To Discuss And Agree Actions Relating To The Repairs Required To The Wall And Pavement Adjacent To 1 Clay Bank.**

The degrading payment and retaining wall adjacent to number 1 Clay Bank was discussed. Cllr Key advised that a Fix My Street entry would increase the likelihood that this would be resolved. The Chair agreed to complete a Fix My Street application.

It was proposed, seconded and

Resolved: That Chair would complete a Fix My Street application for the repairs to the pavement and retaining wall adjacent to 1 Clay Bank.

87. **To Discuss And Agree Actions Relating To The Future Funding And Installation Of The Village Christmas Tree And Lights.**

There was a discussion on the difficulty of sourcing future Christmas trees for the village and finding sufficient volunteers willing to source, recover and then install the tree within the village. There was also some debate over the best location for the tree as the Coronation Hall location was becoming difficult to access with an adjacent tree also making it less visible. It was agreed that other locations for the tree should be considered and the possibility of using an existing 'live' tree be used as this would be more biodiversity friendly. The possibility of using an existing tree on the village green was discussed and how the lights could be powered. It was agreed that a potential battery source and higher quality lights could be economically more efficient in the long run.

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

The Chair said that a response from the EA over the reed cutting regime had not yet been received.

Cllr Goode stated that he had concerns that the Kyme Eau Working Group (KEWG) was becoming ineffective as key attendees had not been supporting the meetings. It was agreed that the Clerk should write to the Chair of the KEWG to voice the councils concerns and seek a way forward.

Cllr Casswell asked what updates were being proposed for the area next to the Sleas monument. It was agreed that this would be added to the next agenda for further discussion.

89. **To Note Further Agenda Items And Arrangements For The Next Meeting (20th Mar 2025).**

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

Improving the area around the Sleas Monument.

The management of the biodiversity area behind the white fence next to the village green.

The meeting closed at 9.50 p.m.

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Chair of SKPC