

## SOUTH KYME PARISH COUNCIL

### Minutes of the Meeting of 22 March 2018 held at Coronation Hall

Present: Cllr Eric Langley (Chairman) Cllr Alex Alexander  
Cllr Peter Goode  
Cllr Mervyn Head (Finance Officer) Cllr Craig Midgley  
In attendance: Peter Ayre (Clerk) – 6 members of the public

---

**17/18-80 Apologies** – Cllr Coy and District Cllr Harrison had tendered apologies for absence.

**17/18-81 Approval of Minutes** - Minutes of the last meeting on 25 January 2018 were approved as a true and accurate record and duly signed by the Chairman and Clerk.

**17/18-82 Declarations of Interest** - Cllr Head declared his interest as a member of the Action Group Heckoff in agenda item 12 (Heckington Fen Wind Farm).

#### **17/18-83 Financial Report**

<u>Expenditure approved</u>	<u>Income Received</u>	<u>Bank Balance</u>
<b>174.17 LALC subscription</b>	Nil	4109.52
<b>171.96 C Sellars mower spares</b>		
23.22 VTG fuel		

#### **17/18-84 Matters arising from the public forum –**

- a) A member of the public had expressed his personal dissatisfaction about the relationship between the village tidy group and the Council further to his comments aired at the last meeting. The complaints had subsequently been considered by Members and Cllr Head presented a proposal for a Volunteer Policy (appended). The proposal was discussed but no decision as to its adoption by the Council was taken. It was agreed that the Clerk would further research the implications and report to the next meeting. **Action Clerk**  
It was further agreed that it would be prudent for volunteers to be provided with personal protection equipment and it was resolved that the Council would purchase suitable equipment sufficient for 15 people at an estimated cost of c£125 and gift it to the volunteers. **Action Cllr Head**
- b) The Chairman and President of the Golf Club had outlined the Club's intention to develop land on the course by construction of 4 executive houses along Skinners Lane. An open evening would be held on 06 April to present plans to the public prior to submission of a Planning Application. It was agreed that Council would make an official response at the appropriate time.

#### **17/18-85 Action Items from previous meetings**

- a) **Facebook** – Cllr Alexander reported on some set up difficulties and the intention to differentiate from the existing village page. Chairman advised that the NKDC page be consulted.
- b) **Dog Fouling** – Concern was expressed about dog fouling particularly on the riverbank footpath and it was agreed that proposals for a PSPO be raised with NKDC **Action Clerk**

Signed.....Chairman

- c) **Village Street Furniture** - A plan of work would be drawn up to deal with previously identified items, including installation of a chestnut bench at Low Road/Clay Bank together with an estimate for refurbishment of the village noticeboard. **Action Cllr Midgley**
- d) **Councillor Vacancy** – No interest had been shown following the notice of vacancy.
- e) **Village Flagstaff** – This had now been installed and discussion centred around suggestions for flags to be flown. It was agreed that 7 flags (Lincolnshire standard for permanent display – Union Flag – St George’s Cross – White Ensign – Red Ensign – RAF Ensign -Armed Forces flag) be purchased at an estimated total cost of c£60.
- f) **Defibrillator** – It was decided not to provide another machine but that access instructions for the existing 2 machines be clarified. It was suggested that arrangements could be improved were villagers be willing to volunteer to act as a first contact point for access.

**17/18-86 Annual Parish Meeting** – It was agreed that the meeting would be held to coincide with the Family Fete on 27 May starting at 1600. Financial support from the Council for the Family Day was discussed but no definitive amount was decided upon.

**17/18 -87 Car Parking on Council owned land** – Concern was expressed that car parking was causing damage to verges and it was resolved that notices deterring parking be installed.

**17/18-88 Highways Walkabout** – The invitation to meet County Cllrs Richard Davies (Executive Councillor responsible for Highways) and Barry Young on 01 May to discuss issues in the village was accepted. Cllrs Langley and Goode would represent the Parish Council. Time to be confirmed.

**Action Clerk**

**17/18-89 Welcome Letter** – It was suggested that new residents be sent a welcome letter and that the Clerk liaise with the Village Hall Committee to agree content.

**Action Clerk**

**17/18-90 Heckington Fen Wind Farm** – It was noted that Planning had now lapsed but that no announcement had been made by DBEIS to the effect. There was concern that the Government may be persuaded to grant an extension and it was agreed that representations be made to the Secretary of State that any further action must require a new application.

**Action Clerk**

**17/18-91 Planning Applications** – No new applications had been received.

**17/18-92 Group Forum not for resolution** – Council noted that the Local Government General Data Protection Regulations requiring appointment of an independent Data Protection Officer will come into force on 25 May 2018. It was noted that NALC is proposing a group appointment for smaller authorities but no decision has yet been made.

**Action Clerk**

**17/18-93 Date of next Meeting** - Thursday 24 May 2018 at Coronation Hall:-  
1915 Annual Meeting  
1930 Standard Meeting.

Meeting Closed 2130

Signed.....Chairman

## **SOUTH KYME PARISH COUNCIL DRAFT VOLUNTEER POLICY**

South Kyme Parish Council acknowledges and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by South Kyme Parish Council. It will be reviewed annually to ensure that it is relevant to the needs of South Kyme Parish Council and its volunteers.

- This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.
- Volunteers will be treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation. Volunteers must be accommodated from all walks of life.
- Parish Council volunteer opportunities are advertised through Parish media, including The Tower (South Kyme community magazine) and the Parish Council website.
- Volunteers are requested to respect neighbours and residents when carrying out voluntary work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out during sociable daylight hours, unless agreed with the council.
- Volunteers must be adequately trained to be able to carry out the role, what to do if there is a problem and an introduction to other relevant individuals. It must be sufficient to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the work. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:
  - a. The job or activity.
  - b. The existing competency of volunteers.
  - c. The circumstances of the work (eg: the degree of supervision)
  - d. The tools and/or equipment being used. The training standard, however, must be sufficient to ensure the health and safety of volunteers and any people who might be affected by the work, as far as reasonable practicable. The Parish Council will work with the volunteer group authorised to undertake the work to assess training needs and provide appropriate training as required. Responsibility for providing training rests with the individual to whom authority has been provided by the Parish Council to undertake the work.
- All work undertaken by volunteers shall have regard to the Health & Safety at Work etc. Act 1974 and all other Health & Safety legislation.
- A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. The Clerk must receive a copy of such risk assessment records. The Parish Council will work with the individual volunteer group authorised to undertake the work to ensure appropriate risk assessments are undertaken.
- On condition that volunteers are working on behalf of the Parish Council and at their direct request, then they will be insured under the Parish Council's Public Liability and Employer's Liability cover. However, the Council does not insure the volunteer's personal possessions against loss or damage and if volunteers use their own tools or equipment, the Parish Council cannot be held liable for any injury, loss or damage arising from a fault or defect with such tools or equipment.
- Volunteers, if using powered lawn mowers or other grass cutting equipment, must wear stout Footwear. Sensible and appropriate protective equipment should be worn including stout footwear, safety goggles and ear protection (strimmers) and high visibility vests where appropriate.
- Expenses incurred with respect to volunteer activities will be paid only with the prior approval of the Parish Council and after receipt by the Parish Council of paper receipts in respect of same.
- The provision of any safety equipment or clothing needs (safety glasses, ear plugs and High Viz vests) that are identified during the risk assessment process must be authorised in advance by the Parish Council.
- Volunteers may themselves have a complaint, for example about other volunteers, or general complaints about the task they are carrying out. Volunteers should feel able to make a complaint, and should be assured that everything they say will be treated in confidence, and will have no impact on the continuation of their activity. If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with The Parish Council's nominated supervisor for the activity, the Clerk or Chairman of The Parish Council.
- This policy will be reviewed every two years. Next review date April 2020