

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

7th May 2025

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 22nd May 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

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 consider any applications for co-option to the Parish Council as a councillor.
6. To approve as correct records the Minutes of the previous Parish Council meeting held on 20th March 2025 and to authorise the Chair to sign the official minutes.
7. To agree the Ordinary and Annual Meeting dates for 2025-26 (Proposed: 17th Jul, 25th Sep, 20th Nov, 15th Jan, 19th Mar. 21st May).
8. Appointments to committees: Kyme Eau Working Group; Staffing Committee.
9. To receive **brief reports** from Cllrs, the Parish Clerk, representatives of the council and of outside bodies (tabled):

Representative	Body	Description
Cllr D East	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 J Nadin*	SK Community Speed Watch	Community Speed Watch Update
Mr A Chapman*	SKPC IT Manager	Update on IT issues

* Standing agenda reports.

10. To review, update and approve the following Policies:
 - a) Complaints Procedure.
 - b) Financial Regulations Policy.
 - c) Kyme Eau Working Group – Terms of Reference.
 - d) Staffing Committee - Terms of Reference.
 - e) Standing Orders.
11. To review and agree the Asset Register.
12. To review and agree insurance cover for 2025-26 in respect of all insurable risks.
13. Presentation of the year-end accounts 2024-25.
14. Presentation of the bank reconciliation for 2024-25.
15. To review and agree the 2024-25 Certificate of Exemption for the Annual Governance and Accountability Return (AGAR).
16. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.
17. To authorise the signing of Accounts for Payment for the current financial period.
18. To discuss and agree actions relating to the children's play area at SK Golf Club.
19. To receive any further reports from Councillors.
20. To note further agenda items and arrangements for the next meeting (Date Proposed 17th Jul 2025).

Chair to sign

SOUTH KYME PARISH COUNCIL
MINUTES OF A MEETING OF THE PARISH COUNCIL
Held on 22nd May 2025

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

Absent: Cllr C Midgley D Casswell J Nadin (Clerk)

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

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 congratulated Cllr East on his election to the office of Lincolnshire County Councillor for our area. After opening the public session for comment and there being no comments, the Chair went on to open the main 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.**

A requirement of the Annual Parish Council Meeting was to elect a Chair 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 and as there were no other candidates, it was agreed that she should remain the Chair.

It was proposed, seconded and

Resolved: That Cllr C Chapman be recognised as the Chair of the SKPC and sign an Acceptance of Office form.

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. Cllr Kerr advised that he was willing to remain in the role.

It was proposed, seconded and

Resolved: That Cllr T Kerr be recognised as the Vice-Chair of the SKPC and sign an Acceptance of Office form.

3. **Apologies For Absence.**

The meeting was advised that apologies with valid reasons for absence had been received from Cllrs D Casswell, C Midgley and J Nadin.

It was proposed, seconded and

Resolved: That apologies, be noted with valid reasons for absence, be accepted from Cllrs D Casswell, C Midgley and J Nadin.

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

There were no declarations of interest.

5. **To Consider Any Applications For Co-Option To The Parish Council As A Councillor.**

Date 17/5/25

13 – 25

Chair of SKPC

An application for Co-option to the Parish Council had been received from Mrs S Glossop. It was confirmed that the applicant was eligible and was not disqualified from being a councillor. It was agreed that the applicant would make an excellent councillor.

It was proposed, seconded and

Resolved: That Mrs S Glossop be co-opted onto the South Kyme Parish Council and that she sign the Form of Acceptance.

6. **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 20th March 2025 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 16th January 2025.

7. **To Agree The Ordinary And Annual Meeting Dates For 2025-26 (Proposed: 17th Jul, 25th Sep, 20th Nov, 15th Jan, 19th Mar. 21st May).**

Meeting dates for the next year were discussed and agreed.

It was proposed, seconded and

Resolved: That Ordinary meetings be held on 17th Jul, 25th Sep, 20th Nov, 15th Jan and 19th Mar; and the Annual Parish Council Meeting held on 21st May 2025.

8. **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 Chapman, Goode and Midgley represent the council on the Kyme Eau Working Group.

It was proposed, seconded and

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

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

Cllr D East (LCC) introduce himself and stated that he was delighted to be the new LCC cllr and looked forward to working with the Parish Council. He advised that it was still very early days in his tenure and although things were still settling down he re-assured the council that he was willing and able to take issues forward on their behalf. He had sent further information on the Unitary Authority options to the Clerk and stated that it was likely to be up to a further two years before the Authority was finalised.

The Acting Clerk gave an update on correspondence sent and received. Routine correspondence had been sent and received, with only two of note. The planning permission amendment, that the council had supported, for Lawn Hill House had been approved. An email had been received stating that the Beacon Fell Energy Park project was now at the pre-examination stage and asked whether the PC wished to register to become an interested party of this national infrastructure project. The cut-off date for registration was 2nd July 2025. It was agreed that it was in the interest of parishioners for the PC to register their interest and to make comment, and as a decision was required before the next meeting it was agreed that the Clerk should forward the email to all cllrs asking for comment, and then register before the cut-off date.

Date 17/3/25

14 - 25

Chair of SKF

It was proposed, seconded and

Resolved: That the Clerk should forward the email to all cllrs asking for comment, then collate the information before registering before the cut-off date.

The Acting Clerk noted the following outstanding resolutions:

a. The Purchase Of A New Speed Indicator Device (SID)

A new SID had been fitted at North Kyme; it was agreed that the Clerk would contact North Kyme council to ascertain the details and cost of the one that they had fitted and if appropriate pass the details to the RFO for purchase.

b. The purchase of Flymo Skirts

That a sum not to exceed £200 be used to purchase two new Flymo Skirts. This was deferred until Cllr Midgley was in attendance.

c. Application For A Bank Card

The RFO advised that the bank card had now been received.

d. Requesting the sum of £250 from the Church for grass cutting

The RFO confirmed that the £250 had now been received.

The RFO updated the meeting on financial issues. He stated that all reserve funds were now earning interest in the high interest account, however the recent downturn in interest rates was now reducing the amount being made.

The Acting Clerk updated the meeting on CSW issues. He stated that volunteer levels remained low and the team had struggled to put on events due to a shortage in numbers and sickness. With the lack of CSW events speeding seemed to be on the increase and it was hoped that the purchase of the new SID would have a positive effect.

The IT Manager had nothing to report.

10. **To Review, Update And Approve The Following Policies.**

Complaints Procedure.

Financial 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, Financial Regulations Policy, Kyme Eau Working Group – Terms of Reference, Staffing Committee - Terms of Reference and Standing Orders all be adopted as policy.

11. **To Review And Agree The Asset Register:**

Date 17/3/25

15 – 25

Chair of St

There had been issues updating the Asset Register. The IT Manager agreed to find the most recent copy and in consultation with the RFO, would bring it up to date and present at the next meeting.

It was proposed, seconded and

Resolved: That the IT Manager and RFO would update the Asset Register and present at the next meeting.

12. **To Review And Agree Insurance Cover For 2025-26 In Respect Of All Insurable Risks.**

The RFO stated that insurance cover for all risks was in place and that the premium had reduced from last year. There was some debate as to whether the purchases over the last year were covered by the policy, so it was agreed that the RFO would contact Zurich to confirm that this was the case.

It was proposed, seconded and

Resolved: That the RFO would contact Zurich insurers to confirm that recent purchases were covered by the insurance policy.

13. **Presentation Of The Year-End Accounts 2024-25.**

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.

14. **Presentation Of The Bank Reconciliation For 2024-25.**

The RFO presented the annual bank reconciliation for approval.

It was proposed, seconded and

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

15. **To Review And Agree The 2024-25 Certificate Of Exemption For The Annual Governance And Accountability Return (AGAR).**

The RFO presented the AGAR however an audit had yet to be carried out and the Certificate of Exemption issued; until then the AGAR could not be formally signed. He agreed to ensure that the audit was carried out as soon as possible.

It was proposed, seconded and

Resolved: That the RFO would contact LALC to arrange for an audit, the completion of the AGAR and formal issue of the Certificate of Exemption.

16. **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.

17. **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.

Date 17/7/25

16 – 25

Chair of SK

18. **To Discuss And Agree Actions Relating To The Children's Play Area At SK Golf Club..**

The Golf Club had advised the Council that their Executive Committee had temporarily suspended the use of the children's play area whilst they determine whether they should continue to offer its use. An Extraordinary General Meeting was due to be held on 4th Jun and the topic would be discussed at that time.

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

Cllr Goode gave an update on the low river levels and stated that navigation of the river was now difficult due to the amount of weed that had grown. The river was not due for a weed cut until Jun and then again in Sep.

Cllr Kerr stated that HMRC had requested return forms and detail that would be simply available through basic low cost accounting software. He requested that this be discussed at the next meeting.

20. **To Note Further Agenda Items And Arrangements For The Next Meeting (17th July 2025).**

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

The use of the Excess Material from the Canoe Platform.
The Grant Fund and Policy.
The Purchase of Christmas Tree Lights and other Village Christmas Decorations.
The Purchase of Low Cost Accounting Software.
Update on the Purchase of the Mower Skirts.
Presentation of the Updated Asset Register
Resident Parking Around the Slea Monument

The meeting closed at 8.54 pm.

Date 17/7/25

17 – 25

Chair of SKP