

**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 25<sup>th</sup> September 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**

42. Apologies for Absence.

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

43. 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.
44. To approve as correct records the Minutes of the Previous Parish Council meetings held on 17<sup>th</sup> July 2025, and to authorise the Chair to sign the official minutes.
45. 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 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 (CSW) Update
Mr A Chapman*	SKPC IT Manager	Update on IT issues
Mrs C Clayton	SK Biodiversity Group	Update on Biodiversity Area Usage

46. To discuss and agree actions relating to the upkeep of the biodiversity area.
47. To review, update and approve the following Policies:
- a) Risk Management Policy.
  - b) Volunteer Policy.

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\* Standing agenda reports.

48. To discuss the allocation of funding for:
  - a) Christmas tree lights and decorations for the village.
49. To discuss and agree actions relating to the requirements of the AGAR Assertion 10 that will be introduced in March 2026, with respect to council email addresses.
50. To discuss and agree actions relating to the annual audit and the offered two-year payment.
51. To discuss and agree actions relating to the village mooring.
52. To discuss and agree actions relating to the potentially dangerous dead tree in the church yard.
53. To discuss and agree the disposal of the jointly owned Speed Indicator Device (SID).
54. To receive an update on the purchase of the mower skirts.
55. To discuss and agree actions relating to the updated Litter Picking Grant from NKDC.
56. To discuss and agree actions relating to the Councillors' Volunteering Scheme.
57. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.
58. To authorise the signing of Accounts for Payment for the current financial period.
59. To receive any further reports from Councillors.
60. To note further agenda items and arrangements for the next meeting (20<sup>th</sup> November 2025).

CHAIR TO SIGN

**SOUTH KYME PARISH COUNCIL**

**MINUTES OF A MEETING OF THE PARISH COUNCIL**

**Held on 25<sup>th</sup> September 2025**

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

**Absent:** Cllr J Nadin

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

**Also present:** 4 members of the public

The Chair welcomed all present to the meeting, particularly welcoming Cllr East. She advised the meeting that Cllr Nadin remained unwell and had advised that he unfortunately needed to tender his resignation as both a councillor and the Clerk due to his ongoing illness. Mr A Chapman had continued to offer his services as the Acting Clerk and it was unanimously agreed by Cllr's to accept his kind offer. The public session was opened for comment.

A member of the public asked whether any action was being taken to resolve the issue of the potentially dangerous dying tree in the churchyard. The Chair stated that the council did have concerns and that this would therefore be discussed further at item 52.

Cllr Glossop highlighted the issue of her children having to catch a school bus that required them to cross the B1395 on a blind bend placing her children in a very perilous position, particularly as dark mornings and evenings approached with the onset of winter. It was agreed to discuss this time sensitive and potentially dangerous situation within the meeting.

The meeting commenced at 7.30 p.m.

**42. Apologies For Absence.**

The meeting was advised that apologies with valid reasons for absence had been received from Cllr J Nadin and that he had formally submitted his resignation to the Chair. Mr A Chapman had offered to act as the Clerk for the foreseeable future and until a long-term Clerk could be employed.

It was proposed, seconded and

**Resolved:** That Cllr J Nadin's resignation be accepted.

It was proposed, seconded and

**Resolved:** That Mr Adrian Chapman assume the role of Clerk until a long-term Clerk could be employed.

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

There were no declarations of interest.

**44. 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 17<sup>th</sup> July 2025 were approved as a correct record of the previous meeting.

Date 20.11.25

20 – 25

Chair of SKPC



It was proposed, seconded and

**Resolved:** That the Chair be authorised to sign the official minutes for the 17<sup>th</sup> July 2025.

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

a. **Cllr D East (LCC) updated the meeting on County Council issues.**

- i. He stated that he was disappointed with the road closure signage currently in place both sides of the village. He stated he would contact LCC Highways for them to clarify where closures were and ask why no advance warning had been given about them.
- ii. He gave a further update on progress with work towards the Lincolnshire Greater Authority.
- iii. He stated that salt was currently available from LCC to top up any hoppers in the village before winter. It was discussed that there was salt currently in the bins, but levels would continue to be monitored.
- iv. He stated that the Resilience Forum had now been formed and that he was very happy to assist the PC with any Emergency Planning.
- v. He asked whether any other residents had raised concerns about the fast-fibre broadband roll-out in the village. There had only been one resident at this stage who had voiced concerns, but Cllr East agreed to continue to pursue action to ensure that all residents had the opportunity to access high speed internet.
- vi. He stated that he was pleased that the abandoned vehicle near the Slea Monument had now been removed.
- vii. There was some discussion on the Councillor Volunteering Scheme. He was asked whether the painting of the white fence along the High Street fell into LCC Highways maintenance or could it be carried out by the scheme; he stated he would check with Highways to see if it was scheduled for maintenance.
- viii. There was discussion on the state of the path from Low Road to the wooden footbridge and on the failing wall outside number 3 Clay Bank. He advised all such works should be put on FixMyStreet and stated he would have a further discussion with LCC Highways over the Clay Bank issue as this had been ongoing for many years.

b. **The Clerk gave an update on correspondence sent and received.**

The Clerk advised that all correspondence issues would be discussed at various Agenda items.

c. **The Clerk noted the following outstanding resolutions:**

- i. The purchase of Flymo Skirts. To be discussed at item 54.
- ii. That the RFO Source an 8ft Oak Tree Up To A Value Of £300. This was ongoing and would be purchased in the next couple of months.
- iii. That a sum of up to £110 be used to contribute towards the repair of the Christmas tree cable at the Coronation Hall. An invoice had not yet been received by the RFO.
- iv. That if no good cause organisation could be found that the excess canoe platform materials would be sold through social media. An inventory of materials had not yet been made.
- v. That the Clerk write to North Kyme PC requesting a contribution towards the transfer of ownership, of the shared SID, to North Kyme. This was ongoing and was to be carried out by the new Clerk.
- vi. That the Clerk should write to LCC requesting the transfer of ownership of the land around the Slea Monument. This was ongoing and was to be carried out by the new Clerk.

d. **The RFO gave an update on financial issues.**

Date 20/11/25

21 – 25

Chair of SKPC



The RFO stated that once again interest rates were falling on the Savings Account where reserves were currently being held. It was agreed to discuss investment accounts and strategy at the next meeting.

e. The Clerk updated the meeting on CSW issues.

There had only been one CSW event since the last meeting as volunteer numbers had continued to fall. The Clerk advised that further, more permanent actions would be required to reduce speeding in the village.

f. The IT Manager updated the meeting on IT issues.

Cllr Glossop had not yet successfully submitted all relevant paperwork for her Register of Interests. The IT Mgr offered to assist with the submission as it was imperative that this was completed as soon as possible.

g. Mrs Clayton updated the meeting on the Biodiversity Groups use of the Wildlife area.

Mrs Clayton gave an update on the activities of the Biodiversity Group on the wildlife area. She stated that the group were pleased with the perceived increase in wildlife species and floral diversity. She advised that the group wished the area to be more natural and outlined their proposed actions for the future.

46. To Discuss And Agree Actions Relating To The Upkeep Of The Biodiversity Area.

There was some discussion over the visual impact of the Biodiversity Area and the current inability of the public to be able to see any of the wildflowers that are growing within the area due to other overgrowth. It was also agreed that the council did not want the area to be left in a natural state. It was highlighted that if the area was flailed it would allow many more flower species to flourish and be seen. The PC offered to assist with the management of the area and asked if the Biodiversity Group could make a plan of action to cut down long growth and then how to manage the area in the longer term and the PC would help to carry out this work alongside the Group. Mrs Clayton agreed to go back to the Biodiversity Group and formulate a plan of action for presentation to the council.

47. To Review, Update And Approve The Following Policies.

Risk Management Policy.

Volunteer 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 Risk Management Policy and the Volunteer Policy be adopted as policy.

48. To Discuss The Allocation Of Funding For:

a. The Purchase Of Christmas Tree Lights And Other Village Christmas Decorations.

The meeting discussed the cost of Christmas lights and decorations. It was agreed that the sum of £400 would be sufficient to purchase new, heavy duty, commercial Christmas lights.

It was proposed, seconded and

**Resolved:** That a sum of up to £400 be budgeted for the purchase of Christmas Lights.

Date 22/11/25

22 – 25

Chair of SKPC



49. **To Discuss And Agree Actions Relating To The Requirements Of The AGAR Assertion 10 That Will Be Introduced In March 2026, With Respect To Council Email Addresses.**

The IT Manager explained to the meeting the principles of the AGAR new Assertion 10. He advised the meeting that, for LALC best practise, the Clerk and Cllr email addresses should be from a gov.uk domain. However, at this stage the PCs were compliant if the Clerks email was changed to the gov.uk address at no further cost. It was agreed that if no extra funding was required at this stage to ensure compliance, that the Cllr Outlook email addresses continue to be used and that the situation continue to be monitored closely by the Clerk/IT Mgr.

It was proposed, seconded and

**Resolved:** That the Clerk adopt the new free gov.uk email address and that Cllr's currently remain on free Outlook.com addresses.

50. **To Discuss And Agree Actions Relating To The Annual Audit And The Offered Two-Year Payment.**

The meeting discussed LALC's Internal Audit Service and the financially beneficial offer of paying for two years upfront. It was agreed that by paying up front it would also avoid any delays to having audits carried out.

It was proposed, seconded and

**Resolved:** That the council accept the LALC offer to sign up to internal audits for two years.

51. **To Discuss And Agree Actions Relating To The Village Mooring.**

The issue of boats overstaying the 72 hour limit on the village public mooring was discussed. There followed a discussion on the village visitor mooring and the rules that apply to visiting boats. This subject had been discussed at length at the Kyme Eau Working Group that took place on 23<sup>rd</sup> September 2025. It was agreed that the 72hr limit for boat stays remains extant, however where boat owners had extenuating circumstances for a longer stay they should seek approval from the Parish Council. It was agreed that a policy be produced to clarify the situation.

It was proposed, seconded and

**Resolved:** That the Clerk draft a policy for boats using the village visitor mooring.

52. **To Discuss And Agree Actions Relating To The Potentially Dangerous Dead Tree In The Church Yard.**

The meeting discussed the potentially dangerous dying tree on the North side of the churchyard. A number of large branches had already fallen into the churchyard and subsequently been removed by the Church Warden. It was felt that there may remain some risk to both users of the church yard and those who maintain it. It was therefore agreed that the Clerk should write to the Church Warden asking whether any further action was required to make the tree safe.

It was proposed, seconded and

**Resolved:** That the Clerk write to the Church Warden asking whether any further action was required to make the potentially dangerous tree safe.

53. **To Discuss And Agree The Disposal Of The Jointly Owned Speed Indicator Device (SID).**

The meeting discussed the disposal of the shared SID. It was agreed that the SID retained little residual value considering the repair costs over the last few years. North Kyme Parish Council had offered to pay £100 to take full ownership of the item and this was agreed by the Council.

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23 - 25

Chair of SKPC



It was proposed, seconded and

**Resolved:** That the Clerk write to North Kyme Parish Council accepting the offer of £100 in exchange for the full ownership of the shared SID.

54. **To Receive An Update On The Purchase Of The Mower Skirts.**

After trying a number of overseas sources including the makers of the hover mowers that the council own, it was apparent that the proposed mower skirts are not available for purchase. It was therefore agreed that the funding allocated to the purchase be placed back into the general fund.

It was proposed, seconded and

**Resolved:** That resolution to purchase the mower skirts be overturned and the allocated funding returned to the general fund.

55. **To Discuss And Agree Actions Relating To The Updated Litter Picking Grant From NKDC.**

The meeting discussed the updated Litter Picking Funding from NKDC. It was agreed that the council currently held sufficient equipment to carry out litter picking and that it was not therefore necessary to apply for the funding this year.

It was proposed, seconded and

**Resolved:** That the 2025/26 NKDC Litter Picking Funding is not applied for.

56. **To Discuss And Agree Actions Relating To The Councillors' Volunteering Scheme.**

The meeting discussed the Councillors Volunteering Scheme where teams of volunteers could be applied for to carry out works around the parish. Possible projects were considered including the fitting of coir rolls, the clearance of overgrown vegetation along the riverbanks and painting the white fences along the High Street. Cllr East agreed to check with LCC Highways to determine whether the white fence was already listed as a maintenance task for LCC Highways and if so would not qualify for the voluntary scheme. It was therefore agreed that the Clerk should draft an application for the clearance of brambles and other overgrown trees and bushes along the riverbank.

It was proposed, seconded and

**Resolved:** That the Clerk should draft an application to the Councillors Volunteering Scheme for the clearance of brambles and other overgrown trees and bushes along the riverbank.

57. **To Present The Budget Monitoring Report And Approve The Bank Reconciliation For The Current Financial Period.**

The budget monitoring report and bank reconciliation for the financial period to date was presented by the RFO.

It was proposed, seconded and

**Resolved:** That the Budget Monitoring Report and Bank Reconciliation for the financial period to date be approved and authorised for signature by the Chair.

58. **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.

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

Date 20/11/25

24 - 25

Chair of SKPC

a. Cllr P Goode raised the following issues:

- i. He gave an update on the Kyme Eau Working Group meeting that took place on 23<sup>rd</sup> September 2025.
- ii. He had also made repairs to two of the councils' mowers.

b. Cllr S Glossop raised the following issues:

Cllr Glossop highlighted her serious safety concerns about the new school bus route that would drop her children off on the B1395 and result in them crossing this busy, fast road, often in the dark throughout the winter. A Pick Up and Drop Off Point Assessment had been carried out by LCC and it had determined that the risk was Medium (scored 61pts [56-64pts Medium, 65-100pts High]). That location could not be used if the risk level was determined to be High. However, the survey had been carried out at 11:21 when the road is less busy than children pick up times and when significantly more HGV's use the route. It was agreed that the Clerk and Cllr Glossop would draft a response to LCC Highways requesting a further survey at a more appropriate time of day.

c. Cllr C Chapman raised the following issues:

Cllr Chapman stated that she had attended the Beacon Fen online consultation event and that the council had been requested to make further comments about the application. It was agreed that Cllr Chapman should draft a response and circulate it to all councillors.

60. To Note Further Agenda Items And Arrangements For The Next Meeting (20<sup>th</sup> November 2025).

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

Investment accounts and financial strategy.

The possibility of introducing speed calming measures.

Retrospective: Road Safety Issue for children crossing roads after school bus drop off.

Retrospective: Planning Application 25/1176/HOUS for The Old School, 13 High Street.

The subsidising of the Move It Or Lose It fitness group.

The meeting closed at 9.30 pm.

Date 20/11/25

25 – 25

Chair of SKPC