

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 20th November 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.

Adrian Chapman

A Chapman
Parish Clerk

A G E N D A

61. Apologies for Absence.

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

62. 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.

63. To approve as correct records the Minutes of the Previous Parish Council meetings held on 25th September 2025, and to authorise the Chair to sign the official minutes.

64. 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
Mr J Nadin*	SK Community Speed Watch	Community Speed Watch (CSW) Update
Mr A Chapman*	SKPC IT Manager	Update on IT issues

65. To review, update and approve the following Policies:

- a) Visitor Mooring Policy (New).
- a) Visitor Mooring Conditions of Use (New).

66. To discuss the allocation of funding for:

* Standing agenda reports.

a) Supporting the village 'Move it or Lose it' fitness group.

67. To appoint a further councillor to the Staffing Committee and to discuss actions necessary for the recruitment of a Clerk.
68. To discuss and agree actions relating to the possibility of introducing speed calming measures in the village.
69. To discuss actions relating to the Road Safety Issue for children crossing busy roads after school bus drop off.
70. To discuss retrospectively, the actions relating to Planning Application 25/1176/HOUS for The Old School, 13 High Street.
71. To discuss and agree actions relating to the Biodiversity Group's plan of action for the upkeep of the biodiversity area.
72. To discuss and agree actions relating to Budget, Reserves and Contingencies for 2026/2027.
73. To discuss and agree actions relating to Investment accounts and financial strategy.
74. To discuss council assets condition and status, and to approve the latest Asset Register.
75. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.
76. To authorise the signing of Accounts for Payment for the current financial period.
77. To receive any further reports from Councillors.
78. To note further agenda items and arrangements for the next meeting (15th January 2026).

Chair to sign

SOUTH KYME PARISH COUNCIL
MINUTES OF A MEETING OF THE PARISH COUNCIL
Held on 20th November 2025

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

Absent: None

In attendance: Mr A Chapman (Acting Clerk/IT Manager)

Also present: 3 members of the public

The Chair welcomed all present to the meeting and proceeded to open the public forum.

A member of the public asked for clarification as to where the meeting Agenda could be found online. The Clerk showed the resident where the Agenda was located on the PC website.

The meeting commenced at 7.30 p.m.

61. **Apologies For Absence.**

There were no apologies

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

The Chair advised the meeting of an interest in item 66(a) as a member of the South Kyme 'Move it or Lose it' fitness group. It was agreed that the Chair would be taken over by the Dep Chair for item 66(a).

63. **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 25th September 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 25th September 2025.

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

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

- i. The NKDC Environment Office had offered an officer to attend a Parish Meeting to explain the new Food Waste Bins that would commence operation in March 2026.
- ii. A resident had written offering suggestions to implement speed reduction measures within the village. This was to be discussed at item 68.
- iii. A response had been received from the Church stating that they were seeking advice and funding to deal with the dead tree in the church yard.
- iv. Two notifications of Bird Flu in, or near to the Parish had been received and had been widely publicised on Facebook and the Council website.
- v. The new auditor Belina Boyer had contacted the Clerk and the annual audit was now in progress.

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- vi. Payment had now been received from North Kyme PC for the Shared SID and their full financial ownership of the SID had now been confirmed.

b. The Clerk noted the following outstanding resolutions:

- i. 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.
- ii. 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 still not yet been received by the RFO; the Clerk was to contact the Coronation Hall to request an invoice.
- iii. 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 been made and passed to Anwick PC.
- iv. That the Clerk should write to LCC requesting the transfer of ownership of the land around the Slea Monument. At item 72 the sum of £800 was agreed to be budgeted for the purchase of the land.
- v. That the Clerk should put in an application to the Councillors Volunteering Scheme for the clearance of brambles and other overgrown trees and bushes along the riverbank. It was agreed that areas to be cleared would be identified at the next VTG.

c. The RFO gave an update on financial issues.

The RFO stated there were currently no outstanding financial issues.

d. The Clerk updated the meeting on CSW issues.

CSW were currently suspended due to the lack of volunteers to run events. It was felt that further, more permanent actions would be required to reduce speeding in the village.

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

The IT Manager advised that Parish Online were still unable to move Outlook email addresses over to the new gov.uk ones and he had therefore not switched to the new email address yet.

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

Visitor Mooring Policy (New).

Visitor Mooring Conditions of Use (New).

Having reviewed the above policies it was agreed that the new policies be adopted with the amendments as tabled.

It was proposed, seconded and

Resolved: That the Visitor Mooring Policy be adopted as policy and the Visitor Mooring Conditions of Use be approved for display at the mooring.

66. To Discuss The Allocation Of Funding For:

The Chair handed over the meeting to the Dep Chair for item 66(a).

a. Supporting The Village 'Move It Or Lose It' Fitness Group.

The meeting discussed ways to support the village 'Move it or Lose it' fitness group which had dwindling support at certain times of the year; this threatened to close the group as the provider needed a minimum of 10 individuals to justify running the events. The Coronation Hall had waived its

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fees to assist the group and the Council felt that they should also try to support them as it provided significant benefit to members of the community. Attendees of the group paid a sum of £6 per session, so it was agreed that should the number of individuals, paying for each event, fall below 10 then the Council would subsidise the group to the sum of £6 per individual under 10. This was caveated with the maximum subsidy to be claimed of a total of £500.

It was proposed, seconded and

Resolved: That should the number of individuals, paying for each 'Move it or Lose it' event, fall below 10 then the council would subsidise the group to the sum of £6 per individual under 10. This was caveated with the maximum subsidy to be claimed of a total of £500.

The Dep Chair handed the meeting back to the Chair.

b. The Purchase Of a Village Christmas Tree.

The meeting discussed the provision of a village Christmas Tree, noting that this was not on the agenda and would therefore potentially need to be endorsed at the next meeting. A member of the public offered to supply a Christmas tree free of charge. The Chair thanked the individual and asked Cllr Midgley to assess the tree for suitability.

67. To Appoint A Further Councillor To The Staffing Committee And To Discuss Actions Necessary For The Recruitment Of A Clerk.

The Clerk advised that with the resignation of Mr Jim Nadin from the council there were now only two councillors on the Staffing Committee. He suggested that a third member be appointed to the committee as their duties were likely to increase with the council seeking a new Clerk. It was agreed that Cllr Midgley be appointed to the Staffing Committee.

The Staffing Committee were asked to consider the details for the advertising and employment of a paid Clerk. It was agreed that this should be actioned as soon as possible and the post advertised with a closing date of the 14th Jan 2026.

It was proposed, seconded and

Resolved: That Cllr Midgley be appointed to the Staffing Committee.

68. To Discuss And Agree Actions Relating To The Possibility Of Introducing Speed Calming Measures In The Village.

Further to the Council's deliberations over the reduction in CSW activities a resident had made suggestions for the introduction of speed calming measures in the village. It was also discussed whether action could be taken to reduce very heavy vehicles using the B1395 as a shortcut between the A roads around the village. It was agreed that most proposals discussed would either be unaffordable or denied by LCC(Highways), however it was felt that road narrowings would be very effective.

It was proposed, seconded and

Resolved: That the Clerk would write to LCC(Highways) requesting the feasibility of introducing road narrowings and the potential for a weight restriction (except for access).

69. To Discuss Actions Relating To The Road Safety Issue For Children Crossing Busy Roads After School Bus Drop Off.

Cllr Glossop advised that there appeared to have been further surveys by School Transport Services at the unsafe bus drop off point next to Woodside Cottage. The Council believed that the bus stop was unsafe, and this had been corroborated by comments from one of the bus drivers stating that they did not feel the drop off site was safe. It was felt that at the very least there should be Bus Stop

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or Children Crossing signage. It was also suggested that a reversal of the evening route of the bus would alleviate the problem with a drop off on the resident's side of the road.

It was proposed, seconded and

Resolved: That the Clerk would write to School Transport Services highlighting the Council's safety concerns at the school drop-off point at Woodside Cottage.

70. **To Discuss Retrospectively, The Actions Relating To Planning Application 25/1176/HOUS For The Old School, 13 High Street.**

The Clerk advised that planning application comments for application 25/1176/HOUS had been required before this meeting. After having consulted all councillors, he stated that they had agreed to not hold a dedicated meeting to discuss the issue as it was not contentious, and all councillors had agreed that no specific comments were required. It was agreed that the proposed move of the vehicle entrance would not pose a greater safety risk.

It was proposed, seconded and

Resolved: That the Clerk's response to the Planning Application had reflected the council's comments.

71. **To Discuss And Agree Actions Relating To The Biodiversity Group's Plan Of Action For The Upkeep Of The Biodiversity Area.**

The meeting discussed the management of the Biodiversity area. The Chair highlighted to all councillors that action should not be taken that was counter to previous council agreement. However, the recent activity in the area did reflect the previously agreed maintenance of the area and accorded with the general public view that the area should not be left for wilding. Cllr Goode had managed to secure sufficient free wildflower seeds from Boston Seeds to sow the area in the Spring and it was agreed that the VTG be asked to assist in preparing the area and to assist in its ongoing maintenance.

It was proposed, seconded and

Resolved: That the biodiversity area be sown with the Boston Seeds wildflowers and the VTG be requested to assist with the management of the area.

72. **To Discuss And Agree Actions Relating To Budget, Reserves And Contingencies For 2026/2027.**

The RFO advised that there was now a reserve of £26,000 which exceeded the recommended requirement. The budget for 2026-27 was discussed and set. As part of the budget, the sum of £800 was agreed to be budgeted for the purchase of the land surrounding the Sleaford Navigation Monument.

It was proposed, seconded and

Resolved: That the budget for 2026-27 be agreed.

It was proposed, seconded and

Resolved: That the Clerk would action the purchase of the land surrounding the Sleaford Navigation Monument.

73. **To Discuss And Agree Actions Relating To Investment Accounts And Financial Strategy.**

The RFO presented the new SKPC Investment Strategy. Although not a requirement for councils with a turnover of less than £100,000 the Council chose to accept the strategy as it was a matter of good practise.

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It was proposed, seconded and
Resolved: That the SKPC Investment Strategy be adopted as policy.

74. **To Discuss Council Assets Condition And Status, And To Approve The Latest Asset Register.**

The latest Asset register was discussed. The condition of items was considered to accurately reflect the assets currently owned by the council.

It was proposed, seconded and
Resolved: That the Asset Register accurately reflected the council's current assets.

75. **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.

76. **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.

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

a. **Cllr Chapman raised the following issues:**

- i. She had attended the Town and Parish Council Forum at NKDC.
- ii. She had represented the Council at the three-day hearing of the Planning Inspectorate, discussing the Beacon Fen Energy Park application and responding to the Draft Statement of Common Ground between the Council and the Applicant.
- iii. The matting currently stored at one of the Casswell farms was discussed. It was agreed that the Clerk would approach Mr S Coy to ascertain who owned the matting before the council could attempt to dispose of it.
- iv. She had met the Golf Club Chair to discuss villagers access to facilities and been advised that Mr D Bustin had become their Community Ambassador. They were hoping to open Club facilities to non-members and this would be advertised shortly.

b. **Cllr Goode raised the following issue:**

Cllr Goode stated that he would write a letter of thanks to Boston Seeds for the donation of the free wildflower seeds, on behalf of the council.

78. **To Note Further Agenda Items And Arrangements For The Next Meeting (15th January 2026).**

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

Parish Meeting Date
John Casswell Award

The meeting closed at 10.06 pm.

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