

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

9<sup>th</sup> January 2026

**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 15<sup>th</sup> January 2026 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  
Acting Parish Clerk

**AGENDA**

79. Apologies for Absence.

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

80. 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.

81. To approve as correct records the Minutes of the Previous Parish Council meetings held on 20<sup>th</sup> November 2025, and to authorise the Chair to sign the official minutes.

82. 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
Parish Clerk*	SKPC	Update on IT issues

83. RFO to present the 2026/2027 Precept, for review and approval.

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

- a) Community Emergency Plan.
- a) Grass Cutting Safety And Risk Assessment.

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\* Standing agenda reports.

- b) Information Technology.
  - c) Publication Scheme.
  - d) Records Retention.
85. To discuss and agree actions relating to any applications received for the Clerk/RFO role.
  86. To discuss and agree actions relating to the presentation of the John Casswell Award for 2026.
  87. To discuss and agree a date for the Annual Parish Meeting.
  88. To advise the meeting of the response made to Planning Application 25/1489/VARCON for Lawn Hill House, Wood Lane.
  89. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.
  90. To authorise the signing of Accounts for Payment for the current financial period.
  91. To receive any further reports from Councillors.
  92. To note further agenda items and arrangements for the next meeting (19<sup>th</sup> March 2026).

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**MINUTES OF A MEETING OF THE PARISH COUNCIL**  
**Held on 15<sup>th</sup> January 2026**

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

**Absent:** None

**In attendance:** Cllr D east (LCC) M Head (NKDC)  
Mr A Chapman (Acting Clerk & IT Manager).

**Also present:** 1 member of the public

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

Residents states that there had been a further short notice road closure within the village. The closure had not been advertised and residents had been confused and badly informed by the signage used. There was also a concern that the road team were allowing some vehicles access and not others, without justification and this had caused significant bad feeling. The chair asked the Clerk to voice the publics concern by writing to the LCC (highways) about the issue.

A resident stated that they were having issues with school bus drivers not complying with directives from the LCC Transport Services Group (TSG) and that their children were still not being dropped off in a satisfactory way. The Chair agreed that the Clerk should write to the TSG and advise them that their directive to Sleafordian was not being followed.

A resident had questioned whether the ongoing building works at Woodside Cottage were in accordance with building regulations as no planning applications had been seen. Cllr Head agreed to approach NKDC Planning to request a site survey and check that any works were within Permitted Development.

The meeting commenced at 7.30 p.m.

79. **Apologies For Absence.**

There were no apologies

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

There were no declarations of interest.

81. **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 20<sup>th</sup> November 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 20<sup>th</sup> November 2025.

Date 19/1/26

1 - 26

Chair of SKPC

- a. Cllr East gave an update on LCC issues.
- i. Cllr East briefly outlined the County Councils budget proposals for 2026/27 and asked the PC to comment on those proposals through an online survey that had been forwarded to the Council by LALC.
  - ii. There was further discussion on the broken wall at number 1 Clay Bank. Cllr East stated that Highways had an issue with the ownership of the wall, however the PC were clear in that they believed that the wall was supporting the pavement and that it should be the Highways responsibility to maintain it. Cllr East agreed to speak further with Highways on the issue.
- b. Cllr Head gave an update on NKDC issues.
- i. Cllr Head also outlined the NKDC budget proposal in that it was also proposing a maximum increase allowable of 2.99% for FY 2026/27.
  - ii. He also reminded the Council that the food caddies were to be issued to residents soon. The Clerk advised that the latest advertising leaflet from NKDC had already been published on the Council webpages and on Facebook.
  - iii. Cllr Head also discussed some of the issues with current budgeting and how these may be affected by the transition to the new unitary authorities.
- c. The Clerk gave an update on correspondence sent and received.
- i. The LCC TSG had written confirming that the bus route for dropping children off at Woodside Cottage had now been amended. However, the Clerk was to write and ask why the new route was not being followed. Cllr East was thanked for his support in this matter.
  - ii. The organiser of Move it or Lose it fitness group had written to thank the Council for its support. The Clerk stated that he had asked for the first month's submission for funding support to be followed by quarterly submissions.
  - iii. A change to Planning Application 25/1176/HOUS, The Old School, 13 High Street, had been received. The council did not believe that the removal of the change of access from the application changed its original view on the application and therefore, no further comment was required.
  - iv. There had been a change of the Parish Grass Cutting Agreement received from LCC. Future grass cutting would need to be carried out at the same time as LCC carried out its cutting; as the village cutting was carried out throughout the year and not just on the three occasions that LCC carried out its cutting, the Clerk had resubmitted the Agreement on the Councils behalf.
  - v. The Councillor Volunteering Scheme application had been approved, and a team of 6 volunteers would be available on Wed 25<sup>th</sup> Feb 2026 to assist with the clearance of vegetation on the riverbank. The VTG were asked to provide as many volunteers to join the activity.
- d. 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 before the next meeting.
  - ii. 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. Cllr Head stated that he would hope to have a response by the end of the month.
  - iii. That the Clerk should write to LCC requesting the transfer of ownership of the land around the Slea Monument. A formal response was still awaited, however, Highways

Date 19/3/26

2 - 26

Chair of SKPC

had indicated that it was unlikely that the area could be transferred to the PC for legal reasons.

- iv. That the Clerk would write to LCC (Highways) requesting the feasibility of introducing road narrowing's and the potential for a weight restriction (except for access). A response was still awaited.

- e. The RFO gave an update on financial issues.

The RFO stated that he intended to commence using the new financial spreadsheets at the start of this FY.

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

The IT Manager stated there were currently no outstanding IT issues.

83. **RFO To Present The 2026/2027 Precept, For Review And Approval.**

The RFO presented the budget and Precept proposal for the next FY. It was agreed that the budget remained at £11,960 which was no change from last year (0% change). Using the Parish Grant Modelling – Actual CTS position from NKDC allowed the Council to see that this would translate to a decrease for residents of (-)5.12% at the Band D equivalent rate.

It was proposed, seconded and

**Resolved:** That the Precept for 2026/2027 would be set at £11,960 (0% change) which equates to a 5.12% decrease for residents.

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

Community Emergency Plan.

Grass Cutting Safety And Risk Assessment

Information Technology.

Publication Scheme.

Records Retention.

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 amended: Community Emergency Plan, Grass Cutting Safety And Risk Assessment Policy, Information Technology Policy, Publication Scheme Policy, and the Records Retention Policy all be adopted as policy.

85. **To Discuss And Agree Actions Relating To Any Applications Received For The Clerk/RFO Role.**

The Staffing Committee Chair briefed the meeting on the proposals for interviewing and engaging a new Clerk/RFO. A Staffing Committee meeting was to be held at 1930 on Tue 20<sup>th</sup> January 2026 to discuss the applicants and select those suitable for interview.

86. **To Discuss And Agree Actions Relating To The Presentation Of The John Casswell Award For 2026.**

Date 17/3/26.

The Council discussed the presentation of the John Casswell Good Citizen Award for 2026. The Chair thanked Cllr Casswell who stated that he was happy to cover the cost of engraving of the main trophy which remained in the Coronation Hall. It was agreed that presentations would be made similar to last year's award: A personal voucher valued at £50; and a personal, engraved trophy to be retained by the winner of the award, that was not to exceed the value of £60.

It was proposed, seconded and

**Resolved:** That a personal voucher for the sum of £50 and a personal, engraved trophy, value not to exceed £60, be purchased for presentation to the winner of the 2026 John Casswell Good Citizen Award.

87. **To Discuss And Agree A Date For The Annual Parish Meeting.**

The date of the Annual Parish Meeting was discussed and agreed to be held on Saturday 25<sup>th</sup> April at 6pm. It was agreed that refreshments would be provided along the same lines as last year and should not exceed £50. The Clerk was to book the Coronation Hall for the meeting.

It was proposed, seconded and

**Resolved:** That the Annual Parish Meeting be held on Saturday 25<sup>th</sup> April at 6pm and that refreshments not exceeding the value of £50 be provided for attendees..

88. **To Advise The Meeting Of The Response Made To Planning Application 25/1489/VARCON For Lawn Hill House, Wood Lane.**

Minor changes had been made to the Planning Application for Lawn Hill House. The Clerk confirmed that a response to the Planning Authority had been made in line with the Councils wishes, with no further comment and that it still supported the application.

89. **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.

90. **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.

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

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

The temporary 30mph signs through the village were looking dirty and damaged. Cllr Goode asked whether new permanent 30mph lamp-post furniture signs could be requested from LCC Highways. It was agreed that the Clerk would write to LCC Highways requesting whether they could supply the items free of charge.

Date 19/3/24

4 - 26

Chair of SKPC

It was proposed, seconded and  
**Resolved:** That the Clerk write to LCC Highways requesting 30mph street furniture for use throughout the village.

b. Cllr Chapman raised the following issue:

Cllr Chapman advised that the South Kyme WI planned to organise the village fayre which would be held on Saturday 2<sup>nd</sup> May 2026. She asked if everyone would provide as much support to this event as possible as volunteers were needed to both organise and run the event. Cllr Midgley stated that he was aware that the WI intended to purchase a new PA system, however he stated that there were a number of systems already available at the hall and offered his assistance in setting this up for the occasion.

92. To Note Further Agenda Items And Arrangements For The Next Meeting (19<sup>th</sup> Mar 2026):

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

- a. LALC Annual Subscription and LALC Annual Training Scheme
- b. Moving Council Reserves to a High Interest Account.

The meeting closed at 9.07 pm.

Date 19/3/26

5 - 26

Chair of SKPG