

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

4<sup>th</sup> February 2026

**NOTICE IS HEREBY GIVEN, and Members are summoned to attend** an extraordinary meeting of South Kyme Parish Council to be held at the Coronation Hall, High Street, South Kyme on **Tuesday 10<sup>th</sup> February 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**

93. Apologies for Absence.

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

94. 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.

95. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the contractual arrangements and pay of the new Clerk.

96. To discuss and agree the contractual arrangements and pay scale for the new Clerk.

97. To receive any further reports from Councillors.

98. To note further agenda items and arrangements for the next meeting (19<sup>th</sup> March 2026).

**SOUTH KYME PARISH COUNCIL**  
**MINUTES OF AN EXTRAORDINARY MEETING OF THE**  
**PARISH COUNCIL**  
**Held on 10<sup>th</sup> February 2026**

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

**Absent:** Cllr S Glossop

**In attendance:** Mr A Chapman (Acting Clerk)

**Also present:** 0 members of the public

The Chair welcomed all present to the meeting and explained that the purpose of the meeting was to discuss the outcome of the Staffing Committee interviews, carried out to identify a new Clerk/RFO and to formally endorse their decision.

The meeting commenced at 7.30 p.m.

93. **Apologies For Absence.**

The meeting was advised that apologies with valid reasons for absence had been received from Cllr S Glossop.

It was proposed, seconded and

**Resolved:** That apologies, be noted with valid reasons for absence, be accepted from Cllr S Glossop.

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

There were no declarations of interest.

95. **To Resolve To Move Into Closed Session In Accordance With The Public Bodies (Admission To Meetings) Act 1960 Due To The Confidential Nature Of The Business To Be Discussed In Relation To The Contractual Arrangements And Pay Of The New Clerk.**

The meeting was required to discuss the pay and conditions relating to the appointed new Clerk/RFO and it was therefore necessary for the meeting to move into a closed session.

It was proposed, seconded and


**Resolved:** That the meeting move into closed session for the remainder of the meeting.

96. **To Discuss And Agree The Contractual Arrangements And Pay Scale For The New Clerk.**

The Chair of the Staffing Committee described the selection process that had been carried out to select the new Clerk/RFO. It was explained that there had been four applicants, three of whom had been selected for interview. One of those applicants had withdrawn before the interview had taken place as they had received an offer of a position at another council.

Date 19/3/26

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Chair of SKPC 

Of the two remaining applicants, both had been suitable for the post, however the committee believed that Carolyn Barber would be the most suitable candidate and after highlighting their reasons for selection, proposed that the council make an offer of employment.

It was proposed, seconded and

**Resolved:** That an offer of employment be made to Mrs Carolyn Barber.

The meeting discussed the appropriate pay scale to offer the new Clerk/RFO based on her experience and current level of pay at North Kyme Parish Council. It was agreed to pay the new Clerk at the LC1 pay scale, SCP14.

It was proposed, seconded and

**Resolved:** That the new Clerk commence employment at the LC1 pay scale, SCP14.

The remainder of the formal contract of employment was discussed and it was agreed that the new Clerk would be paid for 6hrs work per week.

It was proposed, seconded and

**Resolved:** That the formal Employment Contract for Carolyn Barber be approved.

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

There were no further reports from councillors.

98. **To Note Further Agenda Items And Arrangements For The Next Meeting (19<sup>th</sup> March 2026).**

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

The parking of vehicles on the grassed area next to the Slea Monument.

The issue of fishermen cutting into and damaging the riverbanks.

The meeting closed at 8.15 pm.

Date 19/3/24.

19 - 25

Chair of SKPC