SOUTH KYME PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL
Held on 21st May 2026

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

Absent: **None**

In attendance: Mr A Chapman (Clerk/RFO)

Also present: **2** members of the public

The previous years Dep Chair welcomed all present to the meeting. After opening the public session for comment and there being no comments, the Dep Chair went on to open the main meeting.

The meeting commenced at 7.30 p.m.

9. **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 Dep Chair asked if there were any councillors wishing to take on the role or if there were any further proposals. It was proposed that Cllr Midgley become the new Chair and it was unanimously agreed that he should take on the role.

It was proposed, seconded and
Resolved: That Cllr C Midgley be recognised as the Chair of the SKPC and sign an Acceptance of Office form.

Once installed, the new Chair wished to thank publicly Carole Chapman for her services as the previous Chair.

10. **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.

11. **Apologies For Absence.**

There were no apologies.

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

There were no declarations of interest.

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

There were no applications for Co-option.

14. **<u>To Approve As Correct Records The Minutes Of The Previous Parish Council Meeting Held On 19th March 2026 And Of The Extraordinary Meeting Held On 7th May 2026, And To Authorise The Chair To Sign The Official Minutes.</u>**

The minutes from the meetings held on 19th March 2026 and 7th May 2026 were approved as a correct record of the previous meeting.

It was proposed, seconded and
<u>Resolved:</u> That the Chair be authorised to sign the official minutes for the meetings held on 19th March 2026 and 7th May 2026.

15. **<u>To Agree The Ordinary And Annual Meeting Dates For 2026-27 (Proposed: 23rd Jul, 24th Sep, 26th Nov, 21st Jan, 18th Mar. 27th May).</u>**

Meeting dates for the next year were discussed and agreed.

It was proposed, seconded and
<u>Resolved:</u> That Ordinary meetings be held on 16th Jul, 24th Sep, 26th Nov 2026, 21st Jan and 18th Mar 2027; and the Annual Parish Council Meeting held on 27th May 2027.

16. **<u>Appointments To Committees: Kyme Eau Working Group (2 members); Staffing Committee (3 members).</u>**

The members of the Kyme Eau Working Group and the Staffing Committee were discussed.

It was proposed, seconded and
<u>Resolved:</u> That Cllrs Casswell and Goode represent the council on the Kyme Eau Working Group.

It was proposed, seconded and
<u>Resolved:</u> That Cllrs Glossop, Kerr and Goode represent the council on the Staffing Committee.

17. **<u>To Receive Brief Reports As Tabled:</u>**

a. <u>The Clerk gave an update on correspondence sent and received:</u>

i. <u>Move It Or Lose It Fitness Group</u>

The organiser of the Move It or Lose It fitness group had written to advise that due to insufficient numbers supporting the classes, they would end at the end of May 2026.

ii. <u>Environmental Services Response To Low Road Issues</u>

A response had been received from NKDC regarding issues pertaining to people leaving bins out and a resident potentially running a business from one of the Council properties on Low Road. Residents had been spoken to and the situation would continue to be monitored by NKDC Environment and Protection Services and Housing Officers.

iii. <u>North Kesteven Parish And Town Council Forum</u>

The next North Kesteven Parish and Town Council Forum was to be held on Tuesday 30th June 2026. It was agreed that the Clerk and Cllr Glossop would attend.

b. <u>The Clerk noted the following outstanding resolutions:</u>

i. <u>Excess Canoe Platform Materials To Be Sold Through Social Media</u>

No further action had been taken to sell the excess canoe platform materials. The Clerk advised that he would take this forward.

ii. The Purchase Of Land Surrounding The Slea Navigation Monument

A formal response had still not been received from LCC. The Clerk advised that he would follow up with LCC(Highways).

iii. The Transferring Of £15,000 Into The Hinckley And Rugby Building Society.

The Dep Chair advised that the account had not yet been opened as it had been held pending the installation of the new Clerk. The account would be opened as soon as possible.

c. The Clerk updated the meeting on financial issues.

The Clerk stated that corrections had needed to be made to the new spreadsheet and these had all now been made and the updated version forwarded to the Auditor. The process of adding the new Clerk to the signatories list was now also underway.

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

a. Complaints Procedure

b. Data Protection

c. Financial Regulations

d. Freedom of Information

e. Kyme Eau Working Group – Terms of Reference

f. Staffing Committee - Terms of Reference

g. 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, Data Protection, Financial Regulations, Freedom Of Information, Kyme Eau Working Group – Terms of Reference, Staffing Committee - Terms of Reference and Standing Orders all be adopted as policy.

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

The Clerk presented the updated Asset Register that had now been transferred to the Financial Spreadsheet. He highlighted that there were soe issues with the current financial values and the replacement cost for insurance purposes. Ther were also some omissions from the document as some of the new bins had not been added. It was agreed that the Clerk would present the updated Asset Register at the next meeting.

It was proposed, seconded and
Resolved: That the Clerk would update the Asset Register and present at the next meeting.

20. **To Review And Agree Insurance Cover For 2026-27 In Respect Of All Insurable Risks.**

The Clerk stated that insurance cover for all risks was due for renewal and that the premium had increased from last year. It was agreed that the current provider, Zurich Insurance, provided a catered policy for Parish Councils and that the product was worth the increase.

It was proposed, seconded and
Resolved: That the Clerk proceed to renew the insurance policy with Zurich Insurance.

21. **Presentation Of The Year-End Accounts 2025-26.**

The Clerk 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.

22. **Presentation Of The Bank Reconciliation For 2025-26.**

The Clerk 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.

23. **To Review And Agree The 2025-26 Certificate Of Exemption For The Annual Governance And Accountability Return (AGAR).**

The Clerk presented the AGAR and the Certificate of Exemption. An updated, unsigned version of the AGAR on the correct Form2 had now been submitted to the auditor.

It was proposed, seconded and
Resolved: That the Chair and Clerk would sign the completed AGAR and formally issue the Certificate of Exemption.

24. **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.

25. **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.

26. **To Discuss And Agree Actions Relating To The Allocation Of Community Infrastructure Levy (CIL).**

The Clerk advised that the sum of £2,597.85 had been received from NKDC [for the development on Low Road 22/1362/FUL]. He advised that the money would need to be used for infrastructure to support the new development, and highlighted that an annual report on its spending was required and that any unused funds would need to be returned after a 5 year period. It was agreed that the Clerk would forward further details of the scheme and how the funding could be used to all councillors.

27. **<u>To Discuss And Agree Actions Relating To The Variation To Planning Condition 3 Of Application 24/1405/LBC.</u>**

The variation to planning condition 3 of application 24/1405/LBC at Lawn Hill Hall was discussed. It was agreed that the Council had no objections to the variation and that they had no further comments. It was agreed that the Clerk should respond on the NKDC Planning Portal to that effect.

It was proposed, seconded and
<u>Resolved:</u> That the Clerk should respond on the NKDC Planning Portal, that the Council have no objections to the planning variation.

28. **<u>To Discuss And Agree Actions Relating To Improvements To The Tool Storage Container.</u>**

The Coronation Hall Trustees had previously contacted the Council to advise that the storage container at the Hall was in need of a coat of paint. The Council agreed that maintenance of the container was the responsibility of the Council and that a sum not to exceed £100 be allocated to purchase paint. It was also agreed that the VTG be asked to coordinate and carry out the maintenance on behalf of the Council.

It was proposed, seconded and
<u>Resolved:</u> That a sum not to exceed £100 be allocated to purchase paint to maintain the storage container behind the Coronation Hall.

There was a further discussion on the condition of the interior of the container and how valuable machinery was stored in potentially damp conditions. The Chair, in his capacity as VTG Supervisor, agreed to come up with a proposal for potentially cladding the inside of the container to reduce condensation and for hooks and shelving to help with organising the equipment stored there.

29. **<u>To Discuss And Agree Actions Relating To The Prevention Of Damage To The Riverbanks By Fisherman.</u>**

Cllr Goode advised that the Environment Agency (EA) had been contacted to see what could be done to prevent damage to the riverbanks by fishermen. However, unfortunately there was little that could be done by the EA. It was discussed and agreed that the VTG could be asked to fill in the damaged areas and for everyone to discourage fisherman from carrying out the damaging activity of cutting in.

30. **<u>To Discuss And Agree Actions Relating To The Possibility Of Starting Parish Council Meetings Earlier.</u>**

Several councillors had asked whether meeting start times could be brought forward. It was agreed that the meeting start time would be brought forward to 7pm with the 15 min public session starting at 6:45pm. The Clerk was to ensure that this was widely publicised to ensure that the public were aware of the change.

It was proposed, seconded and
<u>Resolved:</u> That future Parish Council meetings would commence at 7pm with the public session commencing at 6:45pm.

31. **<u>To Discuss And Agree Actions Relating To Improvements To Village Road Lighting.</u>**

The Council discussed the issue of poor street lighting within the village. It was noted that newer replacement lights had a much smaller lit area and this was causing dark patches throughout the village. It was agreed that the Clerk should write to LCC(Highways) to ask whether further lighting could be provided or the existing lights changed to provide wider coverage.

32. **<u>To Receive Any Further Reports From Councillors.</u>**

Cllr Goode highlighted the issue of trees needing to be pruned and managed on the Slea Monument area. He stated that the trees were hampering the VTG from being able to keep the area mown easily. It was agreed that the VTG be asked to carry out maintenance on the trees within this area.

33. **To Note Further Agenda Items And Arrangements For The Next Meeting (16th July 2026).**

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

a. Presentation of the updated Asset Register.
b. To discuss the proposed organisational changes to the Councils storage container.
c. To discuss the introduction of an additional speed limit (potentially 40mph) from the northern end of the village to just beyond Woodside Cottage.
d. To discuss the production of a Council Newsletter.
e. To discuss the spending of CIL.
f. To discuss the cost and billing of the South Kyme Church for mowing the churchyard.

The meeting closed at 8.40 pm.