

SOUTH KYME PARISH COUNCIL
MINUTES OF AN EXTRAORDINARY MEETING OF THE
PARISH COUNCIL
Held on 7th May 2026

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

Absent: Cllr C Midgley

In attendance: None

The Dep Chair welcomed all present to the meeting and explained that he would Chair the meeting as the previous Chair had unfortunately resigned from her Cllr role. The purpose of the meeting was to discuss the outcome of the Staffing Committee proposal to employ a new Clerk/RFO.

The meeting commenced at 6.00 p.m.

1. **To Elect An Acting Clerk For The Purposes Of This Extraordinary Meeting.**

Cllr Glossop agreed to take notes for the meeting.

2. **Apologies For Absence.**

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

It was proposed, seconded and

Resolved: That apologies, be noted with valid reasons for absence, be accepted from Cllr C Midgley.

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

There were no declarations of interest.

4. **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 proposed 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.

5. **To Receive The Recommendations Of The Staffing Committee And To Discuss And Agree Any Contractual Arrangements And Pay Scale For The New Clerk.**

The Chair of the Staffing Committee advised the Council that the Committee had felt that Carolyn Barber was unfortunately, unsuitable for the role of Clerk. This decision had been made after discussion with all Cllrs. Still being in her probationary period, the Committee had given her notice to leave and then considered alternatives for her replacement.

Having considered the original candidates for the role, the Staffing Committee had determined that they were either unavailable now or had not been suitable. They had also approached Mr Adrian Chapman and asked him to once again fill the role on a temporary basis whilst a new Clerk could be found, and further to discussions with him had been advised that he would personally consider the permanent role. The Staffing Committee had then sought advice from LALC and been advised by them that it would not be inappropriate to offer Mr Chapman the role.

The Council agreed that having seen the standard of Mr Chapmans work in the past, they would like to make an offer of employment on the same basis as that offered to the previous Clerk.

It was proposed, seconded and

Resolved: That an offer of employment be made to Mr Adrian Chapman.

The meeting discussed the appropriate pay scale to offer the new Clerk/RFO based on his experience and previous standards. It was agreed to pay the new Clerk at the same rate as the previous Clerk and to replicate the formal Employment Contract.

It was proposed, seconded and

Resolved: That the new Clerk commence employment at the LC1 pay scale, SCP14, for 6hrs work per week, commencing on 7th May 2026 and that the formal Employment Contract for Adrian Chapman be approved.

6. **To Discuss And Agree The Date Of The Annual Parish Council Meeting – 21st May 2026 Or 28th May 2026.**

The date of the Annual Parish Council Meeting had been changed previously to accommodate the Clerk; however, this had meant that a number of Cllrs would be unable to attend as a consequence. It was agreed that the meeting should be moved back to its original date.

It was proposed, seconded and

Resolved: That the Annual Parish Council Meeting be held on 21st May 2026.

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

There were no further reports from councillors.

8. **To Note Further Agenda Items And Arrangements For The Next Meeting (21st May 2026).**

There were no items requested to be added to the agenda for the next meeting, to discuss.

The meeting closed at 6.14 pm.