South Kilworth
Parish Council

MINUTES OF AN ANNUAL PARISH COUNCIL MEETING FOR SOUTH KILWORTH

Held on Tuesday, 12h May 2026, 7.15p.m.   **Minutes Ref: 863/0526**

Members Present
Cllr P Alcock (PA) – Chair
Cllr K Coyne – Vice Chair
Cllr T Wood (TW)
Cllr T J Wood (TJW)

Parish Clerk – Mrs K Brown (KB)

1.0 Election of Chair and Vice Chair

1.1 PA received two nominations and seconds to be elected as Chair for the forthcoming year.

1.2 PA accepted and signed a Declaration of Acceptance of Office form.

1.3 KC received two nominations and seconds to be elected as Vice Chair for the forthcoming year.

1.4 KC accepted and signed a Declaration of Acceptance of Office form.

2.0 To Receive Any Apologies

Cllr Gerry Byrne -Received and Accepted.

3.0 Disclosure of any Members' Interests

None

4.0 To Confirm Number of Other Attendees

None

5.0 To Confirm Minutes of Previous Meeting of Council, held on 14th April '26

These minutes were confirmed to be a true record of matters discussed, and decisions reached by the Parish Council, and duly signed.

6.0 Public Participation

None

7.0 Planning Matters

7.1 **New Application/s:** None

7.2 **Planning Decisions / Updates Reported:** None

7.3 **Enforcement Cases Raised:** None

8.0 Village Hall Agreement

8.1 **VH Proposed agreement covering ownership and maintenance of the MUGA, solar panels, storage battery and associated equipment:** The PC agreed to wait until the imminent installation of cctv was complete, before the agreement is finalised. Action: PA to liaise with VH.

9.0 LRALC Correspondence / Updates received, of particular note.

9.1 Done

10.0 Accounts / Finance Matters

10.1 The PC approved the following payment/s:

Nett	Vat	Total	Details / Comments
1,837.00	0.00	1,837.00	Youth Club Spring'26
858.47	0.00	858.47	Annual Insurance Renewal
311.20	0.00	311.20	SKN Printing - May'26 edition
105.00	0.00	105.00	Inernal Auditor 2025/2026 AGAR
47.00	0.00	47.00	ICO Annual renewal (DD)
3,158.67	**0.00**	**3,158.67**	**Total**

10.2 PC approved the cash balances held by the Parish Council at 30th Apr '26 along with corresponding bank reconciliation and bank statements. Documents duly signed.

10.3 PC approved the AGAR 2025-26 Governance and Accounting Statements, as presented by KB.

10.4 PA and KB signed the Annual Governance Statement.

10.5 PA signed the Annual Accounting Statement, pre-signed by KB.

10.6 The Asset Register report dated 31ST Mar'26, as presented by KB, was approved by PC and duly signed by PA.

10.7 PC agreed for TJW to be added to the bank signature mandate. Action: KB to arrange.

11.0 War Memorial Clock

11.1 **Repairs and Maintenance:** PC confirmed that Upper Avon Valley Bell Maintenance Team had now carried out the necessary repairs to enable the clock to resume operation. PA reminded Council that Upper Avon Valley have clearly stated their wish and intention for this work to be accepted on a voluntary basis and did not require any payment. The PC reiterated their immense gratitude. Action: PA to arrange for bird mess to be cleared from around the clock mechanical area, to enable further maintenance to be carried out.

11.2 **Donations Appeal for Future War Memorial Maintenance Costs:** No new donations received to date.

12.0 Highways and Footpaths

12.1 **LCC village lamppost numbering record**: PA reported that he had contacted LCC to clarify the number of lampposts being maintained. Action – PA to liaise with LCC to reconcile differences.

12.2 **North Road Bus Stop, Hard Standing Request:** PA reported that he had still not received any feedback following his onsite meeting with Harrison Fowler, HDC County Councillor. Action - PA to contact for a response.

12.3 **Request received for Brown Tourist signs re MUGA and Bowls Club directions, to be erected on entry to the village:** PA reported that he had still not received any feedback following his onsite meeting with Harrison Fowler, HDC County Councillor. Action - PA to contact for a response.

12.4 **Missing Reflector Posts on Walcote Road:** KB reported that she had not received any direct response from LCC regarding her email sent on 27th April, requesting further consideration of this issue. Action: KB to continue to monitor.

12.5 **Accident Debris on Walcote Road:** PC confirmed that the debris had not yet been removed. KB reported that LCC had not been able to locate the debris. Action: TJW to send location photos to KB for passing on to LCC.

12.6 **Blocked gully on Walcote Road:** KB reported that LCC 's records showed 'No Action Required'. TJW confirmed that the flooding was due to a broken pipe. Action – TJW to send a photo to KB, the next time flooding occurs in this location. Resolved.

12.7 **Petition Appeal to LCC re traffic calming measures to be reintroduced on Rugby Road:** PA reported that he had had no further contact from the County Councillor regarding the petition. Action - PA to contact for an update.

13.0 Grass Cutting and General Outdoor Matters and Maintenance

13.1 **Request for a refuse bin to be placed in the area of the Playing Field, along with slabbing to be laid in front of MUGA shed**: Action - KC liaising with contractor.

14.0 Children's Play Area

14.1 **Regular Play Area Safety Inspections**: On inspection TW had no new issues to report.

14.2 **Fence sections needing tightening, paintwork requiring attention**: PC agreed to obtain a quote for this work to be carried out. Action: TW to arrange.

14.3 **Risk Assessment for the play area**: No update.

15.0 Playing Field

15.1 **Playing Field Risk Assessment:** No update.

15.2 **Village BBQ, proposed date, 29th Aug'26:** KC reported that he had confirmed with the VH that the playing field would be available on that date. It was also reported that the VH committee intended to arrange an informal meeting with the PC members to discuss the event. Pending.

15.3 **AFC North Kilworth Football Club enquiry re hiring the playing field for training purposes:** KC and PA reported that they were in discussion with both AFC and NKFC regarding ongoing availability of the playing field. Action: KC to talk to both parties regarding future arrangements.

16.0 Proposed MUGA (Multi Use Games Area)

16.1 **CCTV erection:** KB confirmed that the OPCC funding of £2498.61 had now been received. KC reported that the contractor hoped to commence work on 1st June'26. Pending.

16.2 **Tree Planting, Scheduled for early Spring:** No update.

17.0 S106 and CIC Funding

17.1 PC approved for an application to be submitted to the CIC fund for reimbursement of £2317 to cover the costs of the HCYC Youth Club, Spring Term '26. Pending.

18.0 Village Communication

18.1 No update.

19.0 Neighbourhood Plan, Monitoring and Review

19.1 **No update.** Action: PA to contact the editor.

20.0 Community Emergency / Resilience Plan

20.1 The review of SK's Community Emergency Plan dated June'14**:** No update.

21.0 Village Youth Club (HCYC)

21.1 The PC discussed the email received from HCYC dated 6th May (and fwd. to Cllrs.), following the withdrawal of HCYC's National Lottery funding. The PC agreed to explore any available funding opportunities / measures that will allow the club to continue. Action: PA to liaise with the Projects Coordinator.

22.0 Summer Sports Club 2026

22.1 The PC approved the arrangements put in place by TJW, regarding provision of a 2week Holiday Club for Summer 2026, at a cost of £1100 per week. It was agreed that, as previous years, an application would be submitted to the CIC for a grant to cover the costs. Action: TJW to arrange for the advertising flier to show mention of Vattenfall, being the CIC fund provider. Pending.

23.0 SKPC Policy Review / Update

23.1 **CCTV and Surveillance (draft only):** Review process continuing.

23.2 **I.T. Policy:** PA considering.

23.3 **Publication Scheme:** TJW considering. Action: KB to forward NALC's model template for reference.

24.0 Community Safety Vehicle Visit

24.1 KB confirmed that HDC had registered SKPC's request for a visit however had not yet issued any available dates. Pending.

25.0 Annual Insurance Renewal, due 1st June'26

25.1 The PC confirmed this year's renewal figure of £858.47 (see payments authorised above) as the second of the three-year fixed rate policy, agreed last year. Action:

TJW to review the annual policy documents, including the 'Statement of Fact' report, and advise the PC of any required amendments. Resolved.

26.0 Items to be Considered for the next Agenda. None

27.0 To Confirm Date of Next Meeting: 9th June'26

Meeting ended at 8.45 pm

A copy of these minutes will be published on the South Kilworth Website, no later than thirty days from the date of the meeting.

Signed: **Date:**