



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

8 July 2026

Karen Bradford, Chief Executive

Temporary Appointment of members to Kirkby Underwood Parish Council

This report proposes to make two temporary appointments to Kirkby Underwood Parish Council due to becoming inquorate following the resignation of four members of the Parish Council. For the Parish Council to be able to act, it is required to have a quorum of members, which in this case is three members.

Contact

Julie Edwards, Electoral Services Manager

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Decision made by:	Karen Bradford
Decision:	To appoint District Councillor Nick Robins and County Councillor Martin Hill to the temporary positions of parish councillors for Kirkby Underwood Parish Council
Key or Non-Key? (A Key Decision has a value of 200k or over, or is a significant impact on two or more wards)	Non-Key
For call-in (only applies to Key Decisions)	Not applicable
Public or Exempt:	Public
Reasons for exemption:	N/A
Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	The Chief Executive may make temporary appointments to Town and Parish Councils in accordance with Section 91 of the Local Government Act 1972 in the event that a parish or town council is inquorate. Constitution, Part 3 Responsibility for Functions, 3(c) Delegated Powers to Officers, Head of Paid Service 1 (y) Part 3 - Responsibility for Functions.pdf

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 There are no financial implications arising from this report.

Completed by: David Scott – Assistant Director of Finance and Deputy S151 Officer.

Legal and Governance

- 1.2 The proposed temporary appointments of District Councillor Nick Robins and County Councillor Martin Hill to Kirkby Underwood Parish Council conforms to the procedure agreed by Council in July 2018. Council delegated authority to make temporary appointments to Town and Parish Councils to the Chief Executive and requested that any such appointments be reported to the next available meeting of Full Council, to ensure Members were made aware when the power had been used.
- 1.3 All appointments must be made by Order under Section 91(1) of the Local Government Act 1972. The Order must state the name(s) of the appointed person(s) and the latest date their appointment will expire. In accordance with Section 91(3) of the Local Government Act 1972, the Monitoring Officer will forward two copies of the Order to the Secretary of State. A further copy will be supplied to Kirkby Underwood Parish Council for its information.

Completed by: James Welbourn, Democratic Services Manager

2. The Purpose of the Report

- 2.1 This report relates to the making of two temporary appointments to Kirkby Underwood Parish Council to make it quorate and allow the Parish Council to progress urgent business, until the minimum of two new Parish Councillors can be co-opted.

3. Background

- 3.1 Parish and Town Councils need to be quorate to operate and conduct business. Kirkby Underwood Parish Council has five seats however four members have

recently resigned leaving one remaining councillor. For Kirkby Underwood Parish Council to be able to act, it is required to have a quorum of three members. Being inquorate means that the Parish Council is unable to conduct business or co-opt new members.

- 3.2 The Local Government Act 1972 allows the District Council to make such number of temporary appointments to Parish and Town Councils as is necessary in order to make it quorate, until such time as the vacancies can be filled, either by election or co-option.
- 3.3 The process for making these appointments was agreed by Council on 26 July 2018 with authority delegated to the Chief Executive to make temporary appointments where necessary.
- 3.4 The process involves members of the District or County Council being offered the temporary position of Parish or Town Councillor until sufficient members have been appointed to achieve a quorum. The appointment of two temporary members is required for Kirkby Underwood Parish Council to achieve a quorum.
- 3.5 Members are offered the temporary position of Parish Councillor in the following order:
 - a) District Councillor(s) for the Ward in which the Parish/Town is located;
 - b) County Councillor for the Division in which the Parish/Town is located;
 - c) District Councillor(s) for the adjacent Wards to which the Parish/Town is located;
 - d) In consultation with Group Leaders, other Councillors will be considered and may include Town/Parish Councillors from adjacent Parishes.
- 3.6 The Ward councillor for the Castle Ward in which the Kirkby Underwood Parish is situated is Councillor Nick Robins. Councillor Robins has been contacted and has agreed to be appointed to the Parish Council for a temporary period.
- 3.7 Kirkby Underwood Parish is situated within the Folkingham Rural County Council electoral division which is represented by Councillor Martin Hill. Councillor Hill has also agreed to be temporarily appointed to the Parish Council.
- 3.8 Notices of Vacancy have been published for the vacancies. If an election is not called for any of the vacancies within the prescribed 14 working day period, the vacancies will be able to be filled by co-option.
- 3.9 The temporary appointments will be until a minimum of two new members have been co-opted to provide the necessary quorum.
- 3.10 The temporary appointments will be made by Order and will provide for the appointments to cease when a quorum has been re-established on the Parish Council.

4. Available Options Considered

- 4.1 No other options have been considered. Council agreed a process to make temporary appointments to avoid Parish Councils being inquorate for long periods.

5. Preferred Option

- 5.1 To make the appointment of District Councillor Nick Robins and County Councillor Martin Hill as temporary members of Kirkby Underwood Parish Council.

6. Reasons for the Decision(s)

- 6.1 Kirkby Underwood Parish Council will be unable to function or hold meetings without the temporary appointments being made. Making the temporary appointments will enable the Parish Council to hold a meeting and carry out the co-option process to fill the vacancies.

7. Consultation

- 7.1 The District and County Councillors for the area have been consulted. The proposed appointees, Councillor Nick Robins and County Councillor Martin Hill, have indicated that they are prepared to accept the temporary appointments.

8. Appendices

- 8.1 South Kesteven District Council (Temporary Appointment of Members to Kirkby Underwood Parish Council) Order 2026.

Signed by: Karen Bradford
