

**SWALLOW PARISH COUNCIL INCORPORATING THE VILLAGES OF SWALLOW
AND CUXWOLD**

**Minutes of Swallow Parish Council Meeting held
On 4th May 2021**

Due to the COVID-19 pandemic, Government restrictions on travel, public meetings & social distancing placed on all residents of the UK, the January 2021 meeting of the Parish Council has been held online, as granted in legislation, which is valid until May 2021.

Present: Cllr B Mitchell, Cllr R Thompson, Cllr J Wilson, Cllr A Mathieson.
Mrs J A Sparks – Clerk/RFO.

Absent: None

Cllr Wallace arrived at 7.47pm and Cllr Turner at 7.50pm. Council had decided to follow meeting on from Annual Parish Meeting. Council offered to restart the meeting on the arrival of Cllr Wallace but he was content for the meeting to continue.

One member of the public in attendance and no questions were passed to the Clerk for inclusion at the meeting.

The meeting commenced at 7.25pm

01-21 Election of Chair. To elect the Chairman of the Council for the forthcoming year 2021-2022.

- **RESOLVED** by unanimous vote to choose Cllr Mitchell to be Chairman. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson

Due to the current situation Cllr Mitchell's Declaration of Acceptance of Office will be provided to the Clerk as soon as possible.

02-21 Election of Vice-Chair. To elect the Vice-Chairman of the Council for the forthcoming year 2021-2022.

- **RESOLVED** by unanimous vote to choose Cllr Thompson to be Vice-Chairman. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Wilson

Due to the current situation Cllr Thompson's Declaration of Acceptance of Office will be provided to the Clerk as soon as possible.

03-21 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

DCllr Regis – advised he would not be in attendance.

04-21 To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Member's Register of Interests.

Cllr Wilson - Village Hall Committee.

05-21 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received.

06-21 To approve as a correct record the notes of the meeting held on 9th March and to authorise the Chair to sign the official minutes.

RESOLVED unanimously to accept the notes as a true record. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

07-21 To consider & approve application for new councillor to be co-opted.

Resolve to consider application for co-optation from Danielle Atkinson – **RESOLVED** unanimously to co-opt Danielle Atkinson as a new councillor for Swallow Parish Council. **Proposed** Cllr Mitchell, **SECONDED** Cllr Thompson.

08-21 To agree the dates of Parish Council meetings for 2021-2022. Dates proposed are the second Tuesday bi-monthly: 13th July 2021; 14th September 2021; 9th November 2021; 11th January 2022; 8th March 2022; 10th May 2022.

RESOLVED unanimously to accept the proposed dates. **PROPOSED** Cllr Wilson **SECONDED** Cllr Mathieson.

09-21 To receive and consider a report from LCC & WLDC Councillors.

None received.

10-21 To receive and consider a report from the Police.

Newsletter received and circulated. Clerk contacted local PCSO who advised as all information is now available on www.police-uk their current guidance is to produce a newsletter rather than send a report to an individual area. However, if anything arises that they feel is beneficial to the residents or parish council to know they will be in touch. Clerk to put web address on parish website. (**ACTION** – Clerk)

The Chair advised there had apparently been issues with poaching in the area.

11-21 To receive a report from the Chair.

- The flooding issue in Swallow has been raised again with Richard Fenwick who has said that he will find out what is being done.
- LCC don't seem to have actually started any work on the bus stops on the A46, Chair to follow-up (**ACTION:** Chair).
- Notices have been placed inside both bus stops warning people not to use them as a toilet and a taxi driver has been reported to the police for using it as such. Urinating in public isn't an offence but exposing yourself is.
- Getting quotes to refurbish the bus stops in Swallow and Cuxwold villages hasn't so far been successful. Cllr Atkinson advised she has a contact who might be prepared to help. (**ACTION** – Cllr Atkinson) Cllr Wilson commented that he and Cllr Thompson had completed the temporary fix for Cuxwold bus shelter but the permanent fix still needed doing. The Chair suggested that Cllr Wilson & Cllr Thompson should look at undertaking a permanent fix when they are available. (**ACTION** – Cllr's Wilson & Thompson)
- Lincolnshire Highways have been approached about the missing sign to Swallow numerous times now and also about adding a 'Children Playing' sign to Chapel Lane. Nothing seems to have happened. Once a new councillor is installed on LCC for this area, the Chair will send a letter asking them to look into these matters. (**ACTION:** Chair)
- Litter dumping is a serious issue in the Swallow/Cuxwold area. The local rubbish collector from LCC is very good at getting rid of it, but it shouldn't be necessary. The

Chair and his wife do a litter pick on Wednesdays to help and encourage anyone seeing litter dumped to report it.

- Following the announcement of the death of HRH The Prince Philip and the subsequent notice that was posted on the noticeboard no condolences were received either to the Chair or the Parish Clerk.

Report approved **UNANIMOUSLY**.

12-21 Unity Trust banking – to retrospectively resolve that the RFO be given temporary delegated powers until 31st July to act as bank signatory, able to act only in the event that a second signatory from those currently listed for Swallow Parish Council are unable to authorize a payment, within 48 hours of receiving a request from the RFO to do so.

RESOLVED unanimously **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Mathieson.

13-21 Replacement for Cllr Walgate. To resolve to select a replacement councillor as signatory to confirm balance on bank account reconciles with RFO account.

RESOLVED unanimously to replace Cllr Walgate with Cllr Atkinson. **PROPOSED** Cllr Mitchell **SECONDED** Cllr Turner.

14-21 To receive and consider a report from the Clerk/RFO to the Council on any outstanding matters and correspondence received since the last meeting.

Report previously circulated.

Update on ongoing matters:

- Request to Highways regarding siting a 'Slow-Children Playing' sign at the entrance to Chapel Lane made. Reference 4159299.
- Request made to Fix My Street again regarding the missing village sign.
- 'Belinda Bollard' has now been sited. Thanks to Cllr Mathieson who took over responsibility for ensuring this was actioned.
- Following Cllr Walgate's resignation a Notice of Vacancy has been issued by WLDC. As 10 electors of the parish have not requested an election the vacancy can now be filled by co-option.
- Application made to Unity Trust Ltd to make Cllr Mathieson & RFO signatories.
- Cllr Wilson approved as signatory on bank account.

Correspondence:

- All correspondence received actioned and circulated to councillors as appropriate.
- Email received from a resident asking whether they are able to enter the playpark with their dog on a lead to eat & drink following a walk.

For Information/Already Actioned:

- Following the death of HRH The Prince Philip Duke of Edinburgh a notice was placed both on the website and the noticeboard.
- Clerk has completed and passed two online courses with NALC – Introduction for Local Councils and Introduction to Planning for Parish Council and completed the Introduction to VAT course through LALC.
- McAfee software has now been bought and uploaded to the parish laptop. It should be noted that the laptop is extremely slow and thought should be given that a replacement may be required within the next 12-18 months.
- Internal Audit for 2020-2021 completed

Report approved **UNANIMOUSLY**.

15-21 Financial matters.

- To approve the bank reconciliation statement for March & April 2021

Bank reconciliation for March & April 2021 at April 30 th	
Balance at 01/03/21	£5680.22
Income:	
Precept	£6510.00
Expenditure:	
LALC – Annual Fee	£74.95
Clerk Wages & Admin	£401.41
Clerk Wages & Admin	£304.72
McAfee Software	£25.99
LALC Training fee	£90.00
Total Expenditure previously approved:	£897.07
Total to be ratified:	£1616.92
Total expenditure	£1779.63
Balance at 30/04/2021	£10,410.59

RESOLVED unanimously to approve the bank reconciliation statement for March & April 2021.
PROPOSED Cllr Mitchell, **SECONDED** Cllr Mathieson.

To ratify payments of accounts, salary & payments already made.

Payment Ratifications March & April 2021:	
Unity Trust Bank Charges	£18.00
Glendale Countryside Grass Cutting	£93.74
Village Hall Donation (S19)	£500.00
GR Signs (Bus Shelters)	£44.90
Freedom, Fire & Security – VH Alarm Maintenance	£126.00
Clerk – Salary Standing Order (April)	£99.92
Clerk Wage & Admin Mar-Apr	£486.32
Clerk Wage & Admin Apr-May	£248.04
Total to be ratified:	£1616.92

RESOLVED unanimously to ratify payments of accounts, salary & payments already made.
PROPOSED Cllr Mitchell, **SECONDED** Cllr Wilson

On behalf of Cllr Wallace, who had left the meeting due to technical issues. Cllr Turner asked if the Clerk/RFO could specify exactly what work she is undertaking as he has concerns over the rising costs. The Clerk confirmed that this information was provided to the Chair already but agreed to provide all councillors with copies of the document as well as the invoices.

Responsible Financial Officer's Report				SWALLOW PARISH COUNCIL			
				Financial Transactions since the last Parish Council Meeting on 9th March 2021			
Balance at Last Report				Bank	Note: there are no funds held in a Reserve Account		
				£5,697.22			
Plus Income				£6,510.00			
Less Total Expenditure				£1,779.93			
Balances at update				£10,410.99			
Parish Council Balance				£10,410.99			
Income				Expenditure			
Incl Ref Number	Date	Detail	Bank	Exp Ref Number	Date	Detail	Bank
	01/04/2021	WLDC Precept 2021-22	£6,510.00	10943	19/03/2021	LALC - Annual Fee	£74.95
					19/03/2021	Clerk wages	£401.41
					19/03/2021	Clerk wages	£324.72
				20228156	19/03/2021	AlcaAlos - Software	£25.99
				11420	19/03/2021	Training fee	£90.93
		Total Income	£6,510.00			Total expenditure	£897.07
I can confirm that the balance above reconciles with the bank account				Invoices received (to date) payments to be ratified at Meeting			
J A Sparks - RFD 4 May 2021				Detail			
				31/03/2021 Unity Trust Bank Charges			
				£18.50			
				02/04/2021 Glendale Countryside			
				£65.74			
				05/04/2021 Village hall			
				£560.00			
Countersigned by Cllr				05/04/2021 GR Signs			
				£44.50			
				17/04/2021 Freedom Fire & Security			
				£126.00			
				25/04/2021 Mrs J A Sparks (SAC)			
				£99.92			
				04/05/2021 Mrs J A Sparks - Wage Mar-Apr			
				£486.32			
				04/05/2021 Mrs J A Sparks - Wage Apr-May			
				£246.04			
				Total to be ratified			
				£1,516.02			
				Total Expenditure			
				£1,779.93			

Clerk advised that a request has been made to HMRC for a VAT refund of £376.95.

- To approve Asset Register as of 31st March 2021. **RESOLVED** by all, bar Cllr Atkinson who was unable to vote due to technical issues, to approve Asset Register as of 31st March 2021. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Mathieson.

To ensure compliance with external audit requirements:

- To consider the Accounting Statements by the members meeting as a whole including the Certificate of Exemption:

RESOLVED unanimously to accept the Accounting Statement for 2020-2021 including the Certificate of Exemption. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Mathieson.

- To approve the Accounting Statements by resolution.

RESOLVED unanimously to approve the Accounting Statement. **PROPOSED** Cllr Turner, **SECONDED** Cllr Mitchell.

- To ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which approval is given.

Due to the current Covid situation it was agreed that the Clerk/RFO would ensure the paperwork is delivered to the Chair for signature.

16-21 Co-option policy – RESOLVED unanimously to accept new Co-option policy. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Turner.

17-21 Confirm Clerk/RFO in post – RESOLVED unanimously to confirm Clerk/RFO in post. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Turner.

18-21 Planning matters- To receive an update on any other planning matters received since the last meeting.

None received.

19-21 Village Hall – To receive an update from the Village Hall Committee.

Cllr Wilson provided the following update:

- The VH has received the donation of £500 from Swallow Parish Council.
- The VH AGM was held on Tuesday 4th May 2021.
- The VH has asked whether the parish council will be producing a newsletter. The Clerk advised that the parish now has a website. Cllr Wilson will advise the VH committee that the website is available for all to view and will serve as an alternative to a newsletter.
- The Parish Council filing cabinet is currently stored in the bar area of the VH and is in the way. It was agreed that it could be moved to the loft.
- To 'compensate' for the traditional Xmas party that had to be cancelled due to Covid the VH is considering an alternative event for Swallow & Cuxwold residents on 21st August. Cllr Atkinson asked how it might be possible to prevent residents from other areas taking advantage. Cllr Wilson commented that there is a thought to make entrance to the event ticket only, on a first come first served basis, but discussions were still ongoing and further information will be provided when available. The Clerk offered to publish the event on the parish website if the VH send through a flyer.
- The VH has a proposal to plant some trees in the locality and perhaps provide planters within the village and wonders whether the parish council would be prepared to share the cost. The Chair agreed that it would be placed on July agenda for Council to consider.

20-21 Resume face-to-face meetings. RESOLVED unanimously to resume face-to-face meetings at the Village Hall starting at the meeting to be held on 13th July 2021. Clerk to send the relevant paperwork. (**ACTION** Clerk) **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Turner.

21-21 Speeding on Beelsby Road. RESOLVED unanimously to contact Highways regarding this issue. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Wilson, (**ACTION** Clerk).

22-21 AOB

- Cllr Turner asked whether the Parish Council would be prepared to write a letter to Cllr Tony Turner on his retirement as a County Councillor to thank him for his long service representing the area on LCC. **RESOLVED** unanimously **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Thompson. (**ACTION** Clerk).
- Application for retrospective planning permission for a mountain biking facility in Ravendale Valley. As the application is outside of the jurisdiction of Swallow Parish Council the Council agreed that it was down to individuals to respond if they wished to.

23-21 Confirm date of next parish council meeting as Tuesday 13th July 2021. Date confirmed.

Signed Chairman Date.....

Meeting closed 9.05pm

Next Meeting 13th July 2021 7.25pm Venue to be confirmed at time of advertisement.

These notes are draft until adopted as Minutes at the next meeting.