

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

**Minutes of Swallow Parish Council Meeting held
On 13th July 2021 at Swallow Village Hall**

Present: Cllr B Mitchell, Cllr R Thompson, Cllr A Mathieson, Cllr C Turner, Cllr T Wallace
Mrs J A Sparks – Clerk/RFO.

Mr S Bedford representing Brocklesby Estate - for the duration of the public forum.

Absent: Cllr J Wilson, Cllr D Atkinson, DCllr T Regis

No questions had been passed to the Clerk for inclusion at the meeting.

Mr Bedford explained the background to the application for planning permission to install two green slurry tanks at The Grange, Caistor Road and answered questions on the siting and possible odour from the tanks.

Mr Bedford confirmed that Brocklesby Estates were very clear that, although the need to prevent smells isn't a requirement under the planning application, there should be minimal odours released as there are houses on site that are close to the tanks and they do not want the residents to suffer bad smells every day.

The meeting commenced at 7.30pm

24-21 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

DCllr Regis – advised he would not be in attendance.

25-21 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.

None received.

26-21 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received.

27-21 To approve as a correct record the notes of the meeting held on 4th May and to authorise the Chair to sign the official minutes.

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

28-21 To receive and consider a report from LCC & WLDC Councillors.

None received.

29-21 To receive and consider a report from the Police.

Newsletter received and circulated. Chair requested that the Clerk put the newsletters on the parish website. (**ACTION** – Clerk)

30-21 To receive a report from the Chair.

- Apologised for the confusion over a recent email regarding the goalposts – for some reason, his computer had brought up an old email that he had mistakenly believed to

be current. However, as a result the Chair has inspected the park's goal posts to ensure that all pegs holding them in place are secure. Two were found to be loose, so were knocked back in place with a mallet, as a result of which, it can now be confirmed that each goal has four pegs holding it firmly in place. Cllr Wilson to be asked to check the bolts and the Chair has new netting for the goals which will be installed. (**ACTION** – Cllr Mitchell & Cllr Wilson)

- There have been two reports of individuals taking their dogs into the playpark despite there being notices saying dogs are not allowed. As not all signs are easily visible due to the Covid signs being in place the Chair proposed that another sign be placed on the exit stating that dogs are not permitted in the park. Council agreed for the Chair to obtain a quote for a sign and email all councillors for their approval to purchase rather than wait until the next meeting. (**ACTION** – Cllr Mitchell)
- Getting quotes to refurbish the bus stops in Swallow and Cuxwold villages hasn't so far been successful. The Chair suggested that Council consider undertaking the necessary work.
- 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. The Chair to follow up with the new County Cllr. (**ACTION:** Cllr Mitchell).

Report approved **UNANIMOUSLY**.

31-21 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.

32-21 Approve training course through LALC for Cllr Atkinson – due to notification at the meeting that Cllr Atkinson had decided to step down as Cllr this item was not discussed.

33-21 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.
- VAT refund received.
- Application made to Unity Trust Ltd to make Cllr Mathieson & RFO signatories.
- Cllr Wilson and Cllr Mathieson approved as signatory on bank account.

Correspondence:

- All correspondence received actioned and circulated to councillors as appropriate.

For Information/Already Actioned:

- Following the WLDC elections a copy of the results was placed on the noticeboard at the request of WLDC.
- 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.

- End of Year finance for 2020-2021 completed and notification received from PKF Littlejohn (External Auditors) that they are in receipt of SWPC notification of Exemption for year ending 31st March 2021.
- Contact made with Sutton Estates to pay outstanding peppercorn rent for the Playing Field. Following the payment in July payments will be up to date.
- RoSPA advised the playpark inspection will take place in August.
- New training courses are available for councillors and clerk through LALC as detailed in latest newsletter.
- No response from Highways regarding the speeding issue within Swallow. Clerk to contact Caistor Town Council to see if they would be prepared to loan their SID and at what cost. (**ACTION** – CLERK)

Report approved **UNANIMOUSLY**.

34-21 Financial matters.

- To approve the bank reconciliation statement for May & June 2021

Bank reconciliation for May & June 2021 at June 30 th		
Balance at 30/04/21	£10410.59	
Income:		
VAT Refund	£376.95	
Expenditure:		
Clerk Wages & Admin - March	£486.32	
Clerk Wages & Admin - April	£248.04	
Glendale Countryside Grass Cutting - April		£93.74
Clerk Wages S/O - May	£99.92	
Glendale Countryside Grass Cutting -May		£93.74
Clerk Wages S/O – June	£99.92	
Bank Charges	£18.00	
Total Expenditure	£1139.68	
Balance at 30/06/2021	£9647.86	

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

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

Payment Ratifications May & June 2021:	
Unity Trust Bank Charges	£18.00
Glendale Countryside Grass Cutting - April	£93.74
Clerk – Salary S/O May	£99.92
Clerk – Salary S/O June	£99.92
Glendale Countryside Grass Cutting – May	£93.74

*Sutton Estates – Peppercorn Rent (2018-2022)	£4.00
*Clerk’s Wages May-June	£289.94
*Clerk’s Wages June-July	£81.02
*Cassells IA	£72.00
*Glendale Countryside Grass Cutting – June	£93.74

Total to be ratified: £946.02

* To be paid in July after meeting

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

The RFO expressed concern that currently the figures provided are nor verified by a councillor. Subsequent to the meeting Cllr Thompson offered to assume this role on the proviso that going forward, although a signatory on the bank account and able to authorise online payments, he be used as an online authorizer only in the event that a second authorizer cannot be found out of the four that currently have the power to authorize online. This has since been agreed with the Chair and RFO.

Responsible Financial Officer's Report				13/07/2021	SWALLOW PARISH COUNCIL			
				Bank	Financial Transactions since the last Parish Council Meeting on 4th May 2021			
Balance at Last Report				£10,410.59	Note: there are no funds held in a Reserve Account			
Plus Income				£376.95				
Less Expenditure May & June				£1,139.68				
Balances at update				£9,647.86				
Parish Council Balance				£9,647.86				
Income					Expenditure			
Inc Ref Number	Date	Detail	Bank	Exp Ref Number	Date	Detail	Bank	
	06/05/2021	VAT Refund	£376.95		31/03/2021	Unity Trust Charges		£18.00
					02/04/2021	Glendale Countryside		£93.74
					05/04/2021	Village Hall		£500.00
					06/04/2021	GR Signs		£44.90
					17/04/2021	Freedom, Fire & Security		£126.00
					25/04/2021	Clerks Wages S/O		£99.92
					04/05/2021	Clerk's Wages		£486.32
					04/05/2021	Clerk's Wages		£248.04
		Total Income	£376.95			Total expenditure		£1,616.92
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 - RFO 13 July 2021					Detail			
					* 25/05/2021	Clerk Wages S/O		£99.92
					* 08/05/2021	Glendale Countryside (April)		£93.74
					* 09/06/2021	Glendale Countryside (May)		£93.74
					* 25/06/2021	Clerk Wages S/O		£99.92
					* 30/06/2021	Bank Charges for account		£18.00
					^ 13/07/2021	Sir Richard Sutton		£4.00
					^ 13/07/2021	Clerk's Wages (May-June)		£289.94
					^ 13/07/2021	Clerk's Wages (June-July)		£81.02
					^ 13/07/2021	Cassells IA		£72.00
					^ 13/07/2021	Glendale Countryside (June)		£93.74
Countersigned by Cllr						*Total to be ratified & already paid		£193.66
						^ Total to be ratified & to be paid		£658.62
						Expenditure May & June		£1,139.68

35-21 Death of a Senior Figure Policy – RESOLVED unanimously to accept new Death of a Senior Figure Policy. **PROPOSED** Cllr Mitchell, **SECONDED** Mathieson.

- Following discussion around the siting of the condolence books and the possible timings of their availability Clerk to consult the Vicar at Swallow & Cuxwold to discuss further. (**ACTION** – Clerk)

36-21 Condolence Books – RESOLVED unanimously to purchase two condolence books up to the value of £20 each. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson.

37-21 Gruesome Twosome Rice 9th October 2021. RESOLVED unanimously to allow the race to use the Playpark on 9th October 2021 on the proviso that they undertake to put right any damage caused. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Mathieson.

38-21 Planning matters- To receive an update on any other planning matters received since the last meeting.

- **142942** – Single storey extension to the rear of Wold View, Caistor Road, Swallow. Council had already confirmed that they had objection to and no comment to make on this application.
- **LCC Ref: PL/0081/21** -Installation of two green slurry tanks with membrane tension covers, including concrete bases and demolition of existing silage clamp at The Grange, Caistor Road, Swallow. Council confirmed they had no objection to and no comment to make on this application.

RESOLVED unanimously. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Turner.

39-21 Hedging surrounding the Playpark. RESOLVED unanimously to consider moving the cutting of the hedge until February 2022. To review exact timing at meeting in September 2021. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Turner.

It was discussed that the lime trees by the Playpark should be cut back. Clerk to contact Sutton Estates to confirm where responsibility for cutting the trees lies. (**Action** – Clerk)

40-21 Planters/trees in Swallow Village. Council agreed that as this was originally a Village Hall proposal the Village Hall should provide the parish council with a plan and costings for Council to consider. **RESOLVED** unanimously. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mitchell.

41-21 Village Hall – To receive an update from the Village Hall Committee.

Cllr Mitchell provided the following update:

- Notes from the last Village Hall meeting have been sent out.
- The Village Hall has requested that the grass by the Hall be cut before the BBQ that is due to take place on 7th August 2021, preferable the day before. As there is no guarantee that the grass contractor will undertake their regular cut before the BBQ Council **RESOLVED** unanimously that the Village Hall be granted permission to cut the grass themselves if it isn't done. **PROPOSED** Cllr Mathieson, **SECONDED** Cllr Turner. (**ACTION** – Cllr Mitchell)

42-21 AOB

- A mattress has been seen dumped on Limber Road. Has been reported and will hopefully be removed soon.
- As Mrs Atkinson was not present at this meeting and has decided not to continue with the process of becoming a councillor and also has not completed all the relevant forms, Swallow Parish Council may look to co-opt the vacancy again. The Chair is aware of possible interested parties and will contact them to see if they wish to consider the role. (**Action** – Cllr Mitchell)

43-21 Confirm date of next parish council meeting as Tuesday 14th September 2021.
Date confirmed.

Signed Chairman Date.....

Meeting closed 8.45pm

Next Meeting 14th September 2021 7.30pm Venue to be confirmed at time of advertisement.

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