

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

**Minutes of Swallow Parish Council Meeting held
On 14th September 2021 at Swallow Village Hall**

Present: Cllr R Thompson, Cllr J Wilson, Cllr C Turner, Cllr T Wallace
DCllr T Regis, Mrs J A Sparks – Clerk/RFO

Mr G Hunt to be co-opted

Absent: Cllr W Mitchell, Cllr A Mathieson

No questions had been passed to the Clerk for inclusion at the meeting and no additional members of the public attended.

DCllr report

- DCllr Regis advised that funds are to be made available next year to support councils who wish to hold an event to commemorate/celebrate HM The Queen's Platinum Jubilee in 2022. Further details are awaited.
- A request was made by SWPC to see if it is possible for bigger bins to be installed by WLDC on the 2 laybys on the A46.
- With regard to the ongoing issue of fly-tipping in the area DCllr Regis offered SWPC the WLDC contact details to ensure rubbish can be swiftly removed. Going forward the Clerk will be notified of any dumped rubbish and will arrange for its collection.

The meeting commenced at 7.30pm and DCllr Regis left to attend another meeting.

44-21 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

Cllr Mitchell and Cllr Mathieson had advised they would not be able to attend.

45-21 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

46-21 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received.

47-21 To consider and approve application from new councillor to be co-opted.

Resolved unanimously for Mr Graham Hunt to be co-opted onto Swallow Parish Council.

PROPOSED Cllr Wilson, **SECONDED** Cllr Turner.

Meeting closed at 7.34pm to allow Cllr Hunt to complete the necessary paperwork.

Meeting re-opened at 7.37pm

48-21 To approve as a correct record the notes of the meeting held on 13th July and to authorise the Vice-Chair to sign the official minutes.

RESOLVED by Cllr's Thompson, Turner & Wallace to accept the notes as a true record. **PROPOSED** Cllr Turner, **SECONDED** Cllr Thompson. Cllr Wilson abstained as he had not attended July meeting.

49-21 To receive and consider a report from LCC & WLDC Councillors.

Covered by DC Regis prior to start of the meeting.

50-21 To receive and consider a report from the Police.

Newsletters received and circulated and placed on website.

51-21 To receive a report from the Chair. Read by Clerk in Chair's absence.

- A 'No Dogs' sign has been bought and installed at the exit gate to the play park. A dog owner who had her dog on the path was asked to take her dog out and did so.
- Thanks, expressed to Cllr Thompson for cutting the grass verges within the village and around the crossroads on the A46. This has removed overgrown weeds and nettles that have grown outwards on to the roads and paths.
- Thanks also to Cllr Wilson for looking into the Rospa Safety Report and for providing support and advice on the rectification of the unsafe items.
- Dumping of a mattress at Moggs Hollow has been reported to WLDC.
- LCC have been informed of the footpath being overgrown from the Rectory on Caistor Road to the gate opposite the late James Kendall's farm and have been asked to cut it back.

52-21 Approve training course through LALC for new councillor – RESOLVED

unanimously for Cllr Hunt & Cllr Wallace to attend suitable training course. **PROPOSED** Cllr Turner, **SECONDED** Cllr Wallace. (**ACTION** -Clerk to arrange)

53-21 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:

- Contact made with Sutton Estates regarding the lime trees by the playpark to determine who is responsible for them. A plan has been received from them and subsequently returned marking out which trees require cutting back. In addition, a TPO has been located within SWPC paperwork dating from 2004 Feb, which was updated in 2005 when some Ash trees were deleted from it. Together with a map of the trees the TPO includes a statement indicating the land mentioned is in the ownership of Sir Richard Suttons Settled Estates. This has also been passed to Sutton Estates and SWPC are awaiting further information.
- Contact made with Caistor Town Clerk regarding the SID. SWPC have been informed that the machine isn't presently working.
- Condolence books purchased.
- Gruesome Twosome Race – Organiser agreed to correct any damage caused. Event will now take place on 9th October.
- Contact made with Canon Ian Robinson Rector of St Nicholas in Cuxwold and All Saints in Swallow regarding condolence books. He has agreed that in the event of the death of a senior figure, condolence books may be placed in the churches and the churches be open in daylight hours for the period that the condolence books are required. We discussed the fact that the churches would be unmanned but I passed on that councillor's would be happy to provide cover as needed. It is doubtful there would be a need to have the books available to be signed all through the day and would suggest that maybe 2 hours per morning and maybe the same in the afternoon

would be sufficient. If Council is in agreement at that time a notice to that effect could be displayed. As Canon Robinson pointed out, following the death of HRH The Prince Philip there was the option to use an online condolence book and that option will be there in the event of the monarch or another senior figure passing away.

2. Correspondence.

- All correspondence received actioned and circulated to councillors as appropriate.
- A new opportunity for councils to participate in a questionnaire to help identify where and how riparian watercourses can be managed ended on 22nd August.
- Questionnaire for Lincolnshire Riparian Project cascaded. Completion date COP 12th September. Decision made not to complete.

3. For Information/Already Actioned:

- VH were offered the opportunity to have the cancellation of the BBQ advertised on the website but decided not to.
- July payment invoice from Glendale Countryside checked as invoice included June cut which was paid on 15th July.
- New flyer for noticeboard to push website created and advertised.

Cllr Hunt offered to circulate details of the website within Swallow & Cuxwold.

54-21 ROSPA Safety Report – To receive and consider report and resolve what remedial action to be taken. Cllr Wilson reported that repairs are in hand and he has already commenced repairs that are deemed necessary. **RESOLVED** unanimously to continue to undertake appropriate repairs. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Hunt (**ACTION** – Cllrs Wilson & Thompson)

- Approve reimbursement for sums not exceeding a total of £50 to Cllr Wilson for purchases made to undertake remedial work. Not taken further as Cllr Wilson advised that he did not wish SWPC to repay him for any purchases made.

55-21 Financial matters.

- To approve the bank reconciliation statement for July & August 2021

Bank reconciliation for July & August 2021 at August 31st	
Balance at 30/06/21	£9647.86
Income:	£0.00
Expenditure:	
Sir Richard Sutton Peppercorn rent	£4.00
Clerk Wages & Admin – May-June	£289.94
Clerk Wages & Admin – June-July	£81.02
Glendale Countryside Grass Cutting - June	£93.74
Cassels Internal Audit	£72.00
Clerks Wages S/O	£99.92
GRS Signs	£29.84
Mrs J A Sparks – Condolence books	£39.98
Clerks Wages S/O	£99.92
Total Expenditure	£810.36
Balance at 31/08/2021	£8837.50

RESOLVED unanimously to approve the bank reconciliation statement for July & August 2021. **PROPOSED** Cllr Hunt, **SECONDED** Cllr Wilson.

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

Payment Ratifications July & August 2021:	
Clerks Wages S/O July	£99.92
GRS Signs	£29.84
Mrs J A Sparks – Condolence Books	£39.98
Clerks Wages S/O August	£99.92
*ROSPA Safety Inspection Report	£132.60
*Clerk's Wages (July & August)	£184.81
*Clerk's Wages (August-September)	£135.64
Total to be ratified:	£722.71
* To be paid in September after meeting	
In addition, the following payments were ratified to be paid post meeting:	
Came & Company annual insurance renewal	£1721.98
Glendale Countryside Grass Cutting - July	£187.49
Glendale Countryside Grass Cutting - August	£93.74

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

- Council **RESOLVED** unanimously to continue to use the current Internal Auditor rather than change to that offered by LALC. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Wilson.
- The Clerk confirmed she has clarified with Glendale Countryside the area around the church that they are contracted to cut and it does not include the graves.

Responsible Financial Officer's Report				SWALLOW PARISH COUNCIL			
				Financial Transactions since the last Parish Council Meeting on 13th July 2021			
Balance at Last Report			£9,647.86	Note: there are no funds held in a Reserve Account			
Plus Income							
Less Expenditure July & August			£810.36				
Balances at update			£8,837.50				
Parish Council Balance				£8,837.50			
Income				Expenditure			
Inc Ref Number	Date	Detail	Bank	Exp Ref Number	Date	Detail	Bank
					08/05/2021	Glendale Countryside (April)	£93.74
					25/05/2021	Clerk Wages S/O	£99.92
					09/06/2021	Glendale Countryside (May)	£93.74
					25/06/2021	Clerks Wages S/O	£99.92
					30/06/2021	Bank Charges	£18.00
					13/07/2021	Sr 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
		Total Income	£0.00			Total expenditure	£946.02
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 14 September 2021				Detail			
				*	25/07/2021	Clerk Wages S/O	£99.92
				*	26/07/2021	GRS Signs	£29.84
				*	30/07/2021	Mrs J A Sparks -Condolence Books	£39.98
				*	25/08/2021	Clerk Wages S/O	£99.92
				^	15/09/2021	ROSPA Safety Inspection Report	£132.60
				^	15/09/2021	Clerk's Wages (July-Aug)	£184.81
				^	15/09/2021	Clerk's Wages (Aug-Sept)	£135.64
Countersigned by Cllr							
				*Total to be ratified & already paid			
				^Total to be ratified & to be paid			
				Expenditure July & August			
				£810.36			

With regard to the annual insurance payment the RFO suggested that the renewal payment for 2021-2022 be made and the policy be revisited in March 2022 for Council to decide whether the policy continues to provide the cover required.

56-21 Planning matters- To receive an update on any other planning matters received since the last meeting.

- **1435580** – Ground floor extension and first floor extension to rear of Ingham House, Chapel Lane, Swallow. Council confirmed that they had no objection to and no comment to make on this application. Clerk to notify WLDC (**ACTION** – Clerk)

RESOLVED unanimously. **PROPOSED** Cllr Wallace, **SECONDED** Cllr Hunt.

57-21 Village Hall – To receive an update from the Village Hall Committee.

Cllr Wilson provided the following update:

- No meeting was held last week but it is hoped that one can be held soon.
- Bookings for the hall are low.
- Maintenance has been done but there has been reluctance due to Covid to fully open the hall up.

Clerk offered to put contact details and how to book the hall on the parish website. Cllr Wilson to set up a new Village Hall email and pass that with the booking details to the Clerk. (**ACTION**- Cllr Wilson & Clerk)

58-21 AOB

- Cllr Wilson advised there is still a speeding issue on Beelsby Road. Cllr Thompson commented that he has spoken to the local PCSO and as soon as the Community Speed Training recommences, she will notify SWPC.
- Cllr Wallace enquired whether there had been any further movement on obtaining a 'Slow-Child Playing' sign for Chapel Lane and asked whether another email should be sent. The Clerk advised that this matter was in the hands of Cllr Mitchell who would be speaking to LCC again.

59-21 Confirm date of next parish council meeting as Tuesday 9th November 2021.

Date confirmed.

Signed Chairman Date.....

Meeting closed 8.45pm

Next Meeting 9th November 2021 7.30pm Venue to be confirmed at time of advertisement.

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