

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

**Minutes of Swallow Parish Council Meeting held
On 9th November 2021 at Swallow Village Hall**

Present: Cllr W Mitchell, Cllr R Thompson, Cllr C Turner, Cllr G Hunt
Mrs J A Sparks – Clerk/RFO

CCllr T Smith

Absent: Cllr A Mathieson, Cllr T Wallace, Cllr J Wilson, DCllr Regis

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

The Chair welcomed CCllr Smith to the meeting.

The meeting commenced at 7.30pm.

60-21 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

Apologies were accepted from Cllr's Mathieson, Wilson & Wallace. Apologies from DCllr Regis were noted.

61-21 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.

62-21 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received.

63-21 To approve as a correct record the notes of the meeting held on 14th September and to authorise the Chair to sign the official minutes.

RESOLVED by Cllr's Thompson, Turner & Hunt to accept the notes as a true record. Cllr Mitchell abstained as he was not at the September meeting. **PROPOSED** Cllr Turner, **SECONDED** Cllr Hunt.

64-21 To receive and consider a report from LCC & WLDC Councillors.

CCllr Smith advised that he has raised the issues of the Swallow road sign, 'Children Playing' sign at Chapel Lane and the flooding issue within LCC and will continue to press for responses. Once received he will notify the parish council.

65-21 To receive and consider a report from the Police.

Newsletters received and circulated and placed on website.

Cllr Hunt commented that he has seen drivers coming through Swallow using their phones. Clerk to contact the Caistor Neighbourhood Policing Team. (**ACTION** – Clerk)

66-21 To receive a report from the Chair.

- Issue of missing Swallow road sign and 'Slow Children Playing' sign referred to CCllr Smith as despite numerous requests LCC have yet to resolve either. Cllr Mitchell reiterated his frustration at the time it has taken to action these requests. A situation echoed by CCllr Smith who has referred these matters within LCC.
- Issue with flooding has again been referred to LCC with a request that a drainage expert be commissioned to investigate, and for a larger waste pipe to be built from the area to take the excess water away as it's clear previous attempts to remove the debris haven't worked.
- Has concerns over the state of the road to Swallow Vale off Limber Road as it is badly potholed. Cllr Thompson advised that he had reported the road on 'Fix My Street' following a cyclist's accident and the road has now been repaired – albeit possibly not to the right standard.
- A request has been passed to LCC to cut back the vegetation leading from The Rectory to the gate some 200m further on which is part of a public bridleway.

67-21 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 WLDC regarding the bins on the A46.
- Contact made with Sutton Estates regarding the lime trees again. Sutton Estates have confirmed that they are looking into the matter and will advise asap. **See comment below as response now received.**
- Gruesome Twosome Race –Successful event held on 9th October and Tape2 Tape who organised it have kindly made a £100 donation to Swallow Parish Council.

2. Correspondence.

- All correspondence received actioned and circulated to councillors and uploaded to the parish website as appropriate.

3. For Information/Already Actioned:

- Came & Co Local Council Insurers have been rebranded to Gallagher, which is the name of their parent group. Current insurance policy & conditions are unaffected by the rebranding.
- Cllr's Wilson & Hunt booked on a zoom 'New Councillor' course on 19th October.
- Copy of Cllr Hunt's Code of Conduct form and Register of Interests sent to WLDC.
- Copy of Certificate of Employer's Liability posted on noticeboard and a copy, plus the schedule, have been uploaded to the website.
- LCC have offered parish councils the opportunity to obtain a 1 tonne bag of salt for use in the winter period. Clerk has applied for a bag and Cllr Thompson has kindly agreed to store it and issue as required.
- Clerk advised Cllr's about setting up specific email addresses for council work.

In addition, the Clerk advised that a complaint has been received from a resident regarding the parking on the day of the Gruesome Twosome race and the noise. Event to be included on the January agenda for further discussion. (**ACTION-** Clerk)

The Clerk has also heard back from Sutton Estates regarding the lime trees. Their investigations into responsibility for the upkeep of the trees in the play park has found that under the terms of the lease agreement they are the responsibility of the parish council.

However, Sutton Estates are in talks with the tree surgeon they use and once discussions with him are completed, and following a site visit, arrangements will be made to contact WLDC to make a joint application regarding the work needed to be done as some of the trees are covered by a TPO.

68-21 Bins for A46. RESOLVED unanimously to ask WLDC to provide two old wheeled bins which can be provided free of charge. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Thompson. **(ACTION – Clerk)**

69-21 Financial matters.

- To review spending for 2021-2022 and set budget and precept estimate for 2022-2023. **RESOLVED** unanimously to accept budget payments for 2022-2023 of £7130.60 including Clerk's hours paid for 5 per week and request from WLDC a precept increase of 7% to £6966. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Hunt. **(ACTION – RFO)**
- To approve the bank reconciliation statement for September & October 2021

Bank reconciliation for September & October 2021 at October 31st	
Balance at 31/08/21	£8837.50
Income: Tape2Tape donation For Gruesome Twosome race	£100.00
Expenditure:	
Playsafety Ltd ROSPA Safety Inspection	£132.60
Clerk Wages & Admin – July-August	£184.81
Clerk Wages & Admin – August – September	£135.64
Glendale Countryside Grass Cutting - July	£187.49
Glendale Countryside Grass Cutting - August	£93.74
Came Company Insurance	£1721.98
Clerks Wages S/O-September	£99.92
Bank Account Charges	£18.00
Clerks Wages S/O - October	£99.92
Glendale Countryside Grass Cutting – September	£187.49
Total Expenditure	£2861.59
Balance at 31/10/2021	£6075.91

RESOLVED unanimously to approve the bank reconciliation statement for September & October 2021. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Turner. Bank reconciliation signed by Cllr Thompson accordingly.

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

Payment Ratifications September & October 2021:	
Clerks Wages S/O September	£99.92
Bank Account Charges	£18.00
Glendale Countryside Grass Cutting – September	£187.49
Clerks Wages S/O October	£99.92
*Clerk's Wages (September-October)	£204.80
*Clerk's Wages (October-November)	£145.08
Total to be ratified:	£755.21

* To be paid in November after meeting

In addition, the following payment was ratified to be paid post meeting:

Glendale Countryside Grass Cutting - October

£93.74

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

Responsible Financial Officer's Report				09/11/2021	SWALLOW PARISH COUNCIL			
Bank					Financial Transactions since the last Parish Council Meeting on 14th September 2021			
Balance at Last Report			£8,637.50		Note: there are no funds held in a Reserve Account			
Plus Income			£100.00					
Less Expenditure September & October			£2,861.59					
Balances at update			£6,075.91					
Parish Council Balance				£6,075.91				
Income					Expenditure			
Ino Ref Number	Date	Detail	Bank		Approved payments			
Tape2Tape (Gruesome Twosome)	11/10/2021	Donation	£100.00		Exp Ref Number	Date	Detail	Bank
						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
						25/07/2021	Clerk Wages S/O	£99.92
						28/07/2021	GRS Signs	£29.84
						30/07/2021	Mrs J A Sparks -Condolence Book	£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
						15/09/2021	Came & Co Insurance	£1,721.98
						15/09/2021	Glendale Countryside (July)	£187.49
						15/09/2021	Glendale Countryside (August)	£93.74
			Total Income	£100.00			Total expenditure	£3,266.62
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 November 2021							Detail	
					*	27/09/2021	Clerk Wages S/O	£99.92
					*	30/09/2021	Bank Account Charges	£16.00
					*	04/10/2021	Glendale Countryside (Sept)	£187.49
					*	25/10/2021	Clerk Wages S/O	£99.92
					^	10/11/2021	Clerk's Wages (Sept-Oct)	£204.80
					^	10/11/2021	Clerk's Wages (Oct-Nov)	£145.08
Countersigned by Cllr								
							*Total to be ratified & already paid	£405.33
							^ Total to be ratified & to be paid	£304.72
							Expenditure September & October	£2,861.59

- In accordance with Minute 116-20 to consider donation requests in November to resolve whether to make a donation to LIVES. Clerk advised an additional request has also been received from Citizens Advice Bureau. **RESOLVED** unanimously that Swallow Parish Council are unable to provide donations at this time. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Thompson. Cllr Mitchell suggested the Clerk contact both to see whether they can provide flyers to be placed on the noticeboard to aid their donation requests. (**ACTION** – Clerk)

70-21 Remembrance Service. RESOLVED unanimously to approve the wreath layer at the Remembrance Service. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Thompson. Cllr Mitchell advised that he has purchased the wreath on behalf of the parish council.

71-21 The Queen's Platinum Jubilee lighting event 2nd June 2022.

- RESOLVED** unanimously to participate in the event. **PROPOSED** Cllr Turner, **SECONDED** Cllr Thompson. (**ACTION**- Clerk to inform organisers)
- RESOLVED** unanimously to make a beacon rather than purchase a gas one. **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Turner. Council gratefully accepted Cllr Thompson's offer to make one (**ACTION** – Cllr Thompson)

- **RESOLVED** unanimously to site beacon on the village green depending on risk assessment being undertaken and parishioner's comments. **PROPOSED** Cllr Turner, **SECONDED** Cllr Hunt. (**ACTION** – Clerk to place on January agenda for further discussion)

72-21 Planning matters- To receive an update on any other planning matters received since the last meeting.

None received

73-21 Village Hall – To receive an update from the Village Hall Committee.

In the absence of Cllr Wilson Cllr Mitchell provided the following update:

- No meeting was held last week but it is hoped that one can be held soon.
- There is a ukulele event being held on Friday 12th November.

74-21 AOB

- Cllr Thompson asked whether it may be possible for a school council, together with parents/guardians/carers to attend a Parish Council meeting as members of the public. Clerk to seek advice from LALC. (**ACTION**- Clerk)
- Cllr Thompson suggested that a social media presence for Swallow & Cuxwold may be beneficial in order to get greater connectivity with residents and enable information to be passed around quicker, given that a newsletter is no longer printed due to costs and time constraints and an awareness that not many residents choose to look at the parish website. He offered to set up and manage a Facebook site providing general information on events and news for the area but to make it clear it is not a parish council site. Council to consider at January meeting what links would be provided from the parish council to the site. (**ACTION** – Cllr Thompson, Clerk)

75-21 Confirm date of next parish council meeting as Tuesday 11th January 2022.

Date confirmed.

Signed Chairman



Date 11/1/22

Meeting closed 8.55pm

Next Meeting 8th March 2022 7.30pm. Venue to be confirmed at time of advertisement.

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