SWALLOW PARISH COUNCIL INCORPORATING THE VILLAGES OF SWALLOW AND CUXWOLD

Minutes of Swallow Parish Council Meeting held On 13th September 2022

Present: Cllr Thompson, Cllr Mathieson, Cllr G Hunt, Cllr T Wallace, Cllr J Wilson, Cllr C Turner CCllr Smith, DCllr Regis

Absent: Cllr B Mitchell Mrs J A Sparks Clerk/RFO

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

The meeting commenced at pm

35-22 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

Apologies from CCIIr Smith and DCIIr Regis noted Apologies from CIIr Mitchell accepted

36-22 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.

37-22 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted. None received.

38-22 To approve as a correct record the notes of the meeting held on 12th July and to authorise the Chair to sign the official minutes.

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

39-22 To receive and consider a report from LCC & WLDC Councillors.

No reports received.

40-22 To receive and consider a report from the Police.

Newsletters received and circulated and placed on website.

41-22 To receive a report from the Chair.

Report noted

42-22 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.

1. Update on ongoing matters.

- Letter sent to resident regarding parking.
- Lime trees finally cut on 15th August but not according to consent order.
- Insurers have advised that given the short period of time before the next renewal date there is little value in reducing the current Street Furniture sum insured to reflect the chance on the Asset Register. However, a pre-renewal questionnaire is due to be sent soon on which any changes required for the 2022/23 period of cover can be advised on.

2. Correspondence.

- All correspondence received actioned and circulated to councillors and uploaded to the parish website as appropriate.
- Letter sent to a resident regarding parking on the corner of Beelsby Road.

3. For Information/Already Actioned:

- Notification received that the annual play park inspection will take place in August 2022.
- Cllr Thompson advised on the London-Edinburgh-London bike race passing through the parish. Notice put on website and on the noticeboard to advise residents.

Report noted.

43-22 To pass a resolution to sign up to the civility and respect pledge.

RESOLVED unanimously to sign up to the civility and respect pledge. **PROPOSED** Cllr **SECONDED** Cllr

44-22 Financial matters July & August 2022

• To approve the bank reconciliation statement for July & August 2022

£10016.54		
0.00		
£98.43 £120.00 £287.35 £287.35 £98.43		
£891.56		
£673.13 £891.56		
£9124.98		

RESOLVED unanimously to approve the bank reconciliation statement for July & August 2022. **PROPOSED** Cllr **SECONDED** Cllr

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

Payment Ratifications July & August 2022:	
Clerk Wage & Admin July Clerk Wage & Admin August Glendale Countryside Grass Cutting Rospa Play Park Inspection	£287.35 £287.35 £98.43 £134.30
Total to be ratified:	£807.43

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

Responsible Financial Officer's Report			13/09/2022	13/09/2022 SWALLOW PARISH COUNCIL				
			Bank	Financial Tra	noontion	a since the last l	Parish Council Meeting on 12th J	
				Financiai Tra	insaction	is since the last	Parish Council Meeting on 12th J	
Balance at Last Report			£10,016.54					
Plus Income Less Expenditure July & Augus			£0.00	Note: there are no funds held in a separate Reserve Account				
ess Expenditure July & Augus	st		£891.56					
			00.404.00					
Balance at update			£9,124.98		_			
-	rish Council Balance	_	£9,124.98					
ncome	rish Council Balance		124.98	Expenditure				
ncome				Approved payments				
o Dof Number	Data	Detail	Bank	Approved payments Minute Number		Data	Datail	Bank
nc Ref Number	Date	Detail	Bank	winute wumber	_	Date 14/00/2022	Detail Glendale Countryside- Grass Cutting	Bank £19
							Bank Charges	£19 £1
							Clerk's Wages & Admin (June)	£28
						13/07/2022	Glendale Countryside- Grass Cutting	£20
							Clir Thompson (Mole Traps)	£12
		Total Inc	ome £0.00				Total expenditure	£72
can confirm that the balance above reconciles with the bank account				Invoice	s received(to date) & payments	to be ratified at Meeting	
						-	Detail	
						* 25/07/2022	Clerk's Wages & Admin (July)	£28
J A Sparks - RFO September 2022							Glendale Countryside (July)	98
							Clerk's Wages & Admin (August)	£28
						^ 12/09/2022	ROSPA Inspection report	£134
						^		
Countersigned by Cllr								
							tTatal to be retified 9 already	£67
							*Total to be ratified & already paid ^Total to be ratified & to be paid	£67
							A l otal to be ratified & to be paid Expenditure July & August	£89 [.]

RESOLVED unanimously to ratify payments to:

- Glendale Countryside £98.43
- Clerk's Wage & Admin- July -£287.35
- Clerk's Wage & Admin august -£287.35
- Rospa inspection report £134.40 To be paid after the meeting

PROPOSED Clir SECONDED Clir

• To receive the recommendation with regard to the external auditor for the period 2023-2028.

Resolved unanimously to accept the recommendation. Proposed Cllr Seconded Cllr

• To agree any amendments to the proposed insurance documents. RESOLVED unanimously. PROPOSED Cllr SECONDED Cllr

45-22 Planning matters. To receive an update on any other planning matters received since the last meeting and agree any comments to be made.

46-22 To approve any further action required to be taken with the lime trees.

47-22 Village Hall – To receive an update from the Village Hall Committee.

48-22 Future agenda items. To consider any further items for inclusion in the agenda for the September meeting. No items considered.

49-22 TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTER:

• To receive the resignation of the current Clerk and to discuss and approve the advert for a replacement.

50-22 Confirm date of next parish council meeting as Tuesday 8th November 2022. Date confirmed.

Signed Chairman Date.....

Meeting closed at pm

Next Meeting on 8th November 2022 at 7.30pm at Swallow Village Hall unless otherwise stated.

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