

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

**Minutes of Swallow Parish Council Meeting held  
On 14<sup>th</sup> November 2022**

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

**Absent:** Cllr C Turner

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

**The meeting commenced at 730pm**

**51-22 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.**

None

**52-22 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.**

None

**53-22 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.**

None received.

**54-22 To approve as a correct record the notes of the meeting held on 5<sup>th</sup> October and to authorise the Chair to sign the official minutes.**

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

**PROPOSED** Cllr Hunt **SECONDED** Cllr Wilson

**55-22 To receive and consider a report from LCC & WLDC Councillors.**

- Cllr Regis updated the Meeting on help that had been given to Parishes with Community based Projects. He asked if Swallow had any Projects that would benefit from funding. Replacing a window in the Village Hall with Patio Doors was put forward as a possibility.
- An initiative called 'Outreach' was explained. This offers a Leisure facility that would take place in the Village Hall, e.g. Pilates, conducted by a trained person for a nominal fee.
- Cllr Smith explained that a response time of 10 working days was the aim for requests to the County Council.
- Pavements and Hedges are particular issues.

**56-22 To receive and consider a report from the Police.**

Report received and circulated to Councillors.

**57-22 To receive a report from the Chair.**

- The new Clerk/RFO has been recruited and has the relevant experience.

- LCC have finally cleaned the drains out adjacent to 'The Old Forge' and it is hoped that this will reduce flooding. There is an ongoing investigation into the rest of the system and Cllr Smith, County Councillor, will keep a watch on this.
- The Lime Trees in Cuxwold Road have finally been cut. This should help prevent Hay Lorries shedding Hay that is contributing to the flooding issue.
- The Chairman regrets he has to resign for personal reasons. His resignation needs to be formally confirmed.

**58-22 To receive and consider a report from the Clerk/RFO to the Council on any outstanding matters and correspondence received since the last meeting.**

The Clerk informed the Meeting that Banking arrangements have yet to be confirmed, thus he is unable to access the Parish Councils Account. The Spreadsheet produced and circulated is up to date however.

**59-22 To pass a resolution to endorse the spending of £350 to finish cutting the Lime Trees.**

**PROPOSED** Cllr Wilson. **SECONDED** Cllr Mitchell. All agreed

**60-22 To pass a resolution to endorse the renewal of the insurance on the Village Hall for one year.**

**PROPOSED** Cllr Hunt **SECONDED** Cllr Mitchell. All agreed.

**61-22 Financial matters September and October 2022**

- To approve the bank reconciliation statement for September and October 2022. The Clerk advised that he does not have access to the Parish Councils account as yet. The necessary mandate forms have been completed and submitted.
- To approve payment of £135 to J Sparks as back dated pay claim.
- To approve a quotation from Glendale for Grass Cutting in 2023. It was agreed that the number of cuts be reviewed in the Spring to see if all are necessary.
- To ratify payments of accounts, salary and payments already made.

Payment Ratifications September 2022:	
Clerk Wage & Admin Sept	£287.35
Glendale Countryside Grass Cutting	£98.43
Gallagher Annual Insurance	£2117.14
Bank Charges	£18
<b>Total to be ratified:</b>	<b>£2520.92</b>
Payments	
Glendale Countryside Grass Cutting	£196.86
J Sparks back dated pay	£135
C Hollands Wage and Admin to 24 November	£347.65
<b>Total payments</b>	<b>£679.51</b>

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

**62-22 Planning matters. To receive an update on any other planning matters received since the last meeting and agree any comments to be made.**

None

**63-22 To approve a budget for 2023/2024.**

The Chairman outlined the content of a draft budget and the reasoning behind the numbers. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mitchell. All agreed.

**64-22 Village Hall** – To receive an update from the Village Hall Committee.

The possible installation of Patio Doors was discussed and the need to research the necessary permissions from the Estate and Planning Department.

**65-22 Future agenda items.** To consider any further items for inclusion in the agenda for the January meeting.

- The Cuxwold Road bus shelter, Roof and timber repairs needed.

**66-22 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 approve the employment of Chris Hollands as the Parish Clerk/RFO.
- To accept NALC recommendations on pay and increase the Clerks Salary by £1 per hour as per contract.
- **PROPOSED** Cllr Mitchell **SECONDED** Cllr Thompson. All agreed.

**67-22 Confirm date of next parish council meeting as Tuesday 10<sup>th</sup> January 2023.** Date confirmed.

Signed Chairman .....

Date.....

Meeting closed at 9pm

Next Meeting on 10<sup>th</sup> January 2023 at 7.30pm at Swallow Village Hall unless otherwise stated.

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