

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

**Minutes of the Annual Swallow Parish Council Meeting held
On 9th May 2023**

Present: Cllr G Thompson, Cllr G Hunt, Cllr I Hodson, Cllr A Peart, Cllr A Mathieson and C Hollands (Clerk)

Absent: Cllr J Wilson, 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 715pm

20-23 Councillors Acceptance of Office

Councillors present completed their Acceptance of Office Forms. Cllrs Wilson and Turner due to personal circumstances were not in attendance and it was agreed that they will complete their forms at a later date.

21-23 To elect a Chairman and Vice Chairman

Cllr G Thompson unanimously proposed as Chairman. Cllr Thompson duly elected.

Cllr Hunt proposed as Vice Chairman by Cllr Thompson and seconded by Cllr I Hodson. All agreed. Cllr Hunt duly elected.

22-23 A break was taken for the Annual Parish Meeting.

23-23 Post Election matters.

Cllrs Code of Conduct and Register of Interests Forms were completed.

24-23 Apologies for absence.

Cllrs Wilson and Turner.

25-23 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

26-23 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received.

27-23 To approve as a correct record the notes of the meeting held on 14th March and to authorise the Chair to sign the official minutes.

Resolved unanimously to accept the notes as a true record.

28-23 To receive and consider a report from LCC & WLDC Councillors.

No Reports received.

29-23 To receive and consider a report from the Police.

The current Policing arrangements were discussed. Caistor Police Station is now closed and the PCSO previously covering the Village has now been moved. Future reports will come from the Chief Constable on a quarterly or six monthly basis. A recent incident where a vehicle was set alight in the Village was discussed.

30-23 To receive a report from the Chair.

- Welcome to the new and old Cllrs and thanks for standing for election. A few incidents have occurred in the Village that have been dealt with. A main cause for concern is Flooding and further action is needed. It was agreed that the District/County Cllr be contacted and asked to progress outstanding issues.

31-23 To receive and consider a report from the Clerk/RFO to the Council on any outstanding matters and correspondence received since the last meeting.

- All relevant Correspondence has been circulated to Cllrs by e mail.
- Detail of areas within the Village where grass is cut by various parties has been sent to the County Council. The Parish Council is now part of the Parish Agreement scheme.

32-23 Financial matters

- To approve the bank reconciliation statement. There was a general discussion as to the way that the Accounts are presented. The Clerk explained the current style and a view that this style is unnecessarily complicated given the limited number of transactions that the Parish Council has. It was agreed that Cllr Mathieson and the Clerk will look to produce an alternative for the July Meeting.
- To ratify payments of accounts, salary and payments already made.

Payment Ratifications	
Clerk Wage & Admin March	£309.02
Clerk Wage and Admin April	£309.02
Bank Charges	£18
LALC Subscription	£74.35
Glendale Countryside - Grass Cutting March	£136.18
Sir Richard Sutton – Annual Lease	£1
Total to be ratified:	£847.57

- Resolved unanimously to ratify payments of accounts, salary & payments already made.
- The following payments were agreed:
 £75.17 to the Clerk by way of Mileage Expenses.
 £78 to Cassells Limited as Audit Fee
 £212.82 to Glendale Countryside for Grass Cutting.
 £390 to Alexander Hubbard for Tree Work.

- To agree Banking arrangements and new signatories. It was agreed that Cllrs Hodson and Peart be added to the list of authorised signatories.
- Audit Report. The Clerk informed the Meeting that the Audit had been carried out satisfactorily, the only comment made was that PAYE on the Clerks Salary should be the responsibility of the Parish Council not the Clerk. A letter to Unity Bank to amend the Standing Order and set up a new one to HMRC was agreed and signed.

33-23 Annual Governance and Accountability Return 2022/2023.

- The Annual Governance Statement was presented and approved.
- The Accounting Statements were presented and approved.
- The Certificate of Exemption was presented and approved.
- The nature of the Parish Councils Asset Register and how assets are recorded was discussed. It was agreed that this be reviewed at the next Parish Council Meeting.

34-23 Village Hall – to receive an update from the Village Hall Committee.

A report from Cllr Wilson was circulated to the Cllrs and follows:

Patio door project.

Doors now installed. Fitted so that no external handles or external lock access. Now awaiting modification of security system to include cover of the new doors. In the meantime the handles are chained and pad locked and the door position is covered by existing alarm proximity sensors.

The project included installation of an external rated electrical outlet with isolation switch located inside the hall.

We have had several comments from people using the Hall since installation complementing us on the idea, the appearance and good workmanship. Good to know that we managed to keep the project work within the village. (Thanks to Cllr Peart)

The marquee was erected last week to finalise anchor point positions on the tarmac surface plus 2 securing positions on the VH wall. It was then left up to be available at the request of a private booking and remained for the Coronation.

The VH has been opened for regular day time social events designed to provide meeting facilities and entertainment for the local residents. Other ticketed activities have also been arranged which have raised funds. We continue to have problems to encourage local residents to get involved and to attend any events. Maybe we are becoming a dormitory village where people just come to sleep, be in the catchment of the Grammar school and go to work from. .

On the bright side, we do have one couple who recently moved into the Village that have already become "local heroes", going above and beyond by clearing the leaves and debris from outside the VH, cleaning all the road signs in the village and clearing away the remains of a recent car fire on the verge of the approach road into the Village.

The Village Hall was used for Election Polling and organisers gave thanks for the preparation and the facilities provided. Congratulations to Cllr Tom Smith for his success.

Next event is the Sea Shanty evening on 20th May. Publicised locally and on web site. Starts at 7pm and will be finished in time to attend the Swallow pub band.

Thanks to all on the PC for their contribution to the well-being of the area.

35-23 Any other Business and future Agenda items.

- Flooding outside The Forge at the Caister Road/Cuxwold Road junction was discussed. The issue is due further investigation. To be an item on the next Meeting Agenda and contact made with Cllr T Smith re progress.
- The possibility of a Neighbourhood Watch Scheme in the Village to be discussed at the next Parish Council Meeting.

36-23 Confirm date of next Parish Council meeting as Tuesday 11th July 2023. Date confirmed.

37-23 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 review Clerks Probation.

- The Clerks position was confirmed.

Signed Chairman

Date.....

Meeting closed at 841pm

Next Meeting on 11th July 2023 at 7.30pm at Swallow Village Hall unless otherwise stated.

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