

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

**Minutes of the Swallow Annual Parish Council Meeting held  
On 14<sup>th</sup> May 2024**

**Present:** Cllr G Thompson, Cllr I Hodson, Cllr A Peart, County/District Councillor T Smith and C Hollands (Clerk)

**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**

**34-24 To elect a Parish Council Chairman and Deputy Chairman**

**Chairman.** Cllr G Thompson proposed by Cllr Hodson and seconded by Cllr Peart. Cllr Thompson was duly elected.

**Deputy Chairman.** Cllr Hodson proposed by Cllr Peart and seconded by Cllr Thompson.

**35-24 Apologies for absence.**

Cllr J Wilson

**36-24 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

**37-24 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.**

None received.

**38-24 To approve as a correct record the notes of the meeting held on 12<sup>th</sup> March 2024 and to authorise the Chair to sign the official minutes.**

Resolved unanimously to accept the notes as a true record.

**39-24 Matters arising from the Minutes**

Marking 'D-day' activity. A figure will be sited on the Village Green that is being paid for by the Village Hall using Lottery scheme funding.

**40-24 To receive and consider a report from LCC & WLDC Councillor.**

Works to alleviate flooding in the Village appear to have been successful. Cllr Smith will pursue the possibility of drain 'gulping' by the County Council twice a year to mitigate the impact of heavy rain on Village drainage systems. Pro active work will mean a financial saving overall.

**41-24 To receive a report from the Chair.**

Cllr Thompson confirmed that recent Work carried out on drainage within the Village seems to have the situation under control.

**42-24 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.

**43-24 Financial matters**

- To approve the bank reconciliation statement. This was agreed.
- To approve a payment of £96.44 to C Hollands for expenses. (Mileage, Ink Cartridge and Laptop Security protection subscription) This was agreed.
- To ratify payments of accounts, salary and payments already made.

Payment Ratifications	
Clerk Wage & Admin March	£274.31
HMRC Paye on Clerks Salary for March	£61.57
Clerk Wage and Admin April	£274.31
HMRC Paye on Clerks Salary for April	£61.57
Sir Richard Sutton – Annual Rent	£1
Total to be ratified:	£672.76

- Resolved unanimously to ratify payments already made.
- Internal Audit Report – The Clerk informed the Meeting that the Annual Audit had been completed by Cassells and was satisfactory. The only point raised was the inclusion of Clerks Expenses in the incorrect box on the AGAR Report.

**44-24 Annual Governance and Accountability Return 2023-2024**

- To approve the Annual Governance Statement.  
The document was considered and agreed.
- To approve the Accounting Statements.  
The document was considered and approved.
- To approve the Certificate of Exemption.  
The document was considered and approved.

**45-24 To discuss and update progress with Flooding issues affecting the Village.**

Rainwater is still collecting at the junction of Grimsby Road with Limber Road. Cllr Smith informed the Meeting that the installation of a drain at this location is in hand.

**46-24 To consider forming a Neighbourhood Plan for the Village.**

The information passed by Nev Brown at the last Parish Council Meeting and the document circulated by email have been considered. There was general discussion as to what might be included in the Plan. It was agreed that the Parish Council will proceed with a Neighbourhood Plan for the Village. The Clerk will submit the necessary application.

**47-24 Village Hall –**

1. To receive an update from the Village Hall Committee.  
Cllr Wilson reported as follows;  
The VH is financially viable and continues to remain available for use by the local residents and private hire.

Maintenance issues continue to be addressed.

The Village Hall currently has an issue with degradation of one stone window lintel. It appears to have been repaired before and water ingress into the repair has loosened some of the facing, exposing rebar reinforcement. Apart from this, the Hall and equipment remain in good order.

Recent Events include:-

Election

The regular Thursday morning get together.

Exercise Classes.

Iza Moon classes.

Bingo

Cycling group support

Future events include:-

D-Day celebration

Quiz Nights (Kindly organised by Andy Peart.).Thursday morning get together.

Bingo

Fitness sessions.

Iza Moon classes.

Summer BBQ

The last Village Hall meeting was held on 6th March, 2024.

The next Village Hall meeting will be the AGM. To be held on 28 th May,2024.

There is a good team organising and ensuring that activities are continued for the good of the community and events are well supported. Good communication continues with the assistance of the "Whatsapp" group- (Swallow & Cuxwold Village Hall Association) and a Facebook page.

Cllr Wilson will be stepping down from the position of Chair and will officially resign from the Village Hall Committee at the forthcoming AGM. Cllr Wilson expressed disappointment at doing so but will continue to support the Community in any way possible.

2. To discuss the Parish Councils' obligations to the Village Hall  
The Clerk updated the Meeting on the Village Hall Constitution document and Financial information that had been circulated. There was general discussion as to representation on the Village Hall Committee and how that might be achieved.

#### **48-24 Any other Business and future Agenda items.**

County Council Voluntary Service nominations were discussed. The date for receipt of nominations precedes the next Parish Council Meeting, hence the matter was raised at this Meeting. It was agreed that clearing and reinstating Footpaths within the Village that have become overgrown with vegetation and soil would be a suitable Project. Cllr Hodson will identify exact locations and Cllr Smith will look to see what can be done. It may be possible to micro surface footpaths when they have been cleared.

#### **49-24 Confirm date of next Parish Council meeting as Tuesday 9<sup>th</sup> July 2024.**

Date confirmed.

#### **50-24 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 amend the Clerks Contract

The Clerk asked that his contract be amended to omit the review in April and confirm that the review will take place annually in October to coincide with length of service. This was agreed,

Meeting closed at 847pm

Signed Chairman .....

Date.....

Next Meeting on 9<sup>th</sup> July 2024 at 7.15pm at Swallow Village Hall unless otherwise stated. These notes are draft until adopted as Minutes at the next meeting.