

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

**Minutes of the Swallow Annual Parish Council Meeting held
On 23 July 2024**

Present: Cllr G Thompson, Cllr I Hodson, Cllr A Peart, Cllr J Wilson, Cllr C Turner, 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

51-24 Apologies for absence.

None

52-24 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

53-24 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received.

54-24 To approve as a correct record the notes of the meeting held on 14th May 2024 and to authorise the Chair to sign the official minutes.

Resolved unanimously to accept the notes as a true record.

55-24 Matters arising from the Minutes

The July Meeting date rescheduled to 23 July as the original Meeting planned was not quorate.

56-24 To receive and consider a report from LCC & WLDC Councillor.

Recent work on drains was not fully completed as two drains could not be opened. A return visit to complete will be made.

57-24 To receive a report from the Chair.

Possible candidates to fill the vacancies for Councillors were discussed.

58-24 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.
- Recent problems with the quality of Grass Cutting in the Village were discussed. The Clerk had requested a return visit and remedial action has taken place.
- A Planning Application from a dwelling in Chapel Lane had been circulated and it was reported to have been refused.

- A Inspection of the Playground in Cuxwold Road for August has been notified. The Councillors queried why this could not be carried out at the same time as the Playground in Swallow. The Clerk will progress.

59-24 Financial matters

- To approve the bank reconciliation statement. This was agreed.
- To approve a payment of £38.63 to C Hollands for expenses. (Mileage) This was agreed.
- To ratify payments of accounts, salary and payments already made.

| Payment Ratifications | |
|-------------------------------------|----------|
| Clerk Wage & Admin May | £274.31 |
| HMRC Paye on Clerks Salary for May | £61.57 |
| Clerk Wage and Admin June | £274.31 |
| HMRC Paye on Clerks Salary for June | £61.57 |
| Cassells Limited – Audit Fee | £84 |
| Glendale – Grass Cutting | £298.90 |
| LALC – Annual Fee | £84.30 |
| Total to be ratified: | £1138.96 |
| | |
| | |

- Resolved unanimously to ratify payments already made.
- Bank Signatories – The Clerk informed the Meeting of difficulties with authorising payments. After discussion it was agreed that Cllr Turner will be added to the list of signatories. The Clerk will progress.

60-24 To discuss and update progress with Flooding issues affecting the Village.

The next stage of remedial work is planned to start 29 July through to 9 August to clear remaining blockages.

61-24 To discuss progress with the status of the Swallow Inn

The Clerk informed the Meeting that the application to have The Swallow Inn listed as an asset of Community Value has been submitted. A Panel Meeting at WLDC will be held on 29 July to consider the application and a decision will be made and communicated thereafter.

62-24 To consider the merits of a 'Gov.uk' domain.

The Clerk informed the Meeting of the instruction from the external Auditors, PKF Littlejohn, following the Annual Audit as follows:

Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states 'Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a Gov.uk or org.uk address or could be an address linked to the council website.'

- *In order to answer 'Yes' to Assertion 3 in the 2023/24 Annual Governance Statement, the smaller authority must have an email address that complies*

with this requirement. If it does not already, please do so ASAP.

The Clerk has attended an online session held by the Governments' Cabinet Office on the benefits of moving to a Gov.uk domain. Such a move is considered Best Practice but is not compulsory as it is understood that the expense may be prohibitive for small Parish Councils. (LALC had also confirmed this to be the case) After discussion it was agreed that the Parish Councils' current practice of Councillors having a separate email address for Council business is satisfactory. The Meeting saw no other benefit from having a Gov.uk domain.

63-24 To discuss progress with the Neighbourhood Plan Application.

The Clerk informed the Meeting that the Neighbourhood Plan Application has been submitted. The Consultation period on that Application closes on 16 August and the WLDC decision will be notified thereafter. It was agreed that the Neighbourhood Planning Policy Officer be invited to the September Meeting.

64-24 Village Hall – To receive an update from the Village Hall Committee.

No update has been received. The Parish Councils' representation on the Village Hall Committee was discussed and it was agreed that Cllr Thompson will attend future Village Hall Committee Meetings.

65-24 Any other Business and future Agenda items.

Vegetation obscuring the Bus Shelter in the Lincoln direction on the A46 was raised as an issue. County Cllr Smith will progress this.

66-24 Confirm date of next Parish Council meeting as Tuesday 17th September 2024.

Date confirmed.

Meeting closed at 815pm

Signed Chairman

Date.....

Next Meeting on 17th September 2024 at 7.15pm at Swallow Village Hall unless otherwise stated. These notes are draft until adopted as Minutes at the next meeting.