

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

**Minutes of the Swallow Annual Parish Council Meeting held
On 17 September 2024**

Present: Cllr G Thompson, Cllr I Hodson, Cllr J Wilson, 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

67-24 Apologies for absence.

Cllr A Peart

68-24 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

69-24 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received.

70-24 To approve as a correct record the notes of the meeting held on 23th July 2024 and to authorise the Chair to sign the official minutes.

Resolved unanimously to accept the notes as a true record.

71-24 Matters arising from the Minutes

None

72-24 To consider and progress the Neighbourhood Plan initiative

Nev Brown from West Lindsey District Council addressed the Meeting and summarised the next steps that need to be taken in order to progress the Parish Councils' application.

- The Parish Councils' initial Application has been approved.
- A Planning Consultant needs to be employed. An Agency entitled 'Locality' can help with the process. The Planning Consultant will help to pull the initiative together.
- The Parish Council may wish to obtain quotes from a list of Planning Consultants engaged in this type of work.
- The Parish Council will need to apply for a Grant to fund this work.
- Consideration may be given to forming a 'Steering Group' to manage the Project consisting of Councillors or Councillors/Residents.
- Terms of reference for the Steering Group will need to be drawn up if the Parish Council takes that route.
- Consider holding a Public Meeting to discuss the Project.
- Consider a Questionnaire for Residents to elicit their views on what might be included in the Neighbourhood Plan and summarise their responses.

73-24 To consider and progress the Application for listing the Swallow Inn as an asset of Community value.

The Swallow Inn has now been advertised for sale as a business. This Agenda item will be further discussed at the next Parish Councils Meeting and how the Application might be pursued.

74-24 To receive and consider a report from LCC & WLDC Councillor.

Flooding within the Village is still an issue. A site Meeting with County Council officials is planned to look at the various drainage links within the Village. In the meantime, Residents may request Sandbags if necessary.

75-24 To receive a report from the Chair.

Nothing to report that is not on the Meeting Agenda.

76-24 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.
- The County Council offer of a large bag of Salt for use during the Winter is outstanding. It was agreed that the Parish Council will take up the offer and the Clerk will liaise with Village Hall representatives re the siting of the bag at the Village Hall.
- Condition of the Grit bins. It was agreed that the present stocks are sufficient.

77-24 Financial matters

- To approve the bank reconciliation statement. This was agreed.
- To ratify payments of accounts, salary and payments already made.

Payment Ratifications

Clerk Wage & Admin July	£274.31
HMRC Paye on Clerks Salary for July	£61.57
Clerk Wage and Admin August	£274.31
HMRC Paye on Clerks Salary for August	£61.57
Glendale – Grass Cutting	£84
Glendale – Grass Cutting	£298.83
Glendale - Grass Cutting	£298.90
Play Safety - Annual Inspection Fee	£151.20
Total to be ratified:	£1504.69

- Resolved unanimously to ratify payments already made.
- Bank Signatories – The documents for authorising additional signatories on the Account are still outstanding. It was agreed that the Clerk will reissue them.
- To approve a payment of £48.10 to C Hollands for expenses. (Mileage) This was agreed.
- To approve the Councils' Insurance Renewal. The Clerk informed the Meeting that the amount quoted for the coming year is £2495. Current year is £2363,

so this represents an increase of some 7%. It was agreed that the Insurance be renewed on this basis.

- To review the Councils' Asset Register. It was agreed that the Register be amended to include one Bus Shelter not two as one is now the responsibility of the County Council.

78-24 To consider recent Flooding issues affecting the Village and outstanding remedial works.

This item had been covered in the County Councillors report.

79-24 To consider the recent ROSPA Report and actions arising from it.

The Clerk has circulated the Report. It was agreed that there are no critical issues that need to be addressed. Some fencing is in need of repair. The Report findings will be discussed further at the next Parish Council Meeting.

80-24 Village Hall – To receive an update from the Village Hall Committee.

No update has been received. Date and time of the Village Hall Committee Meetings are to be changed to evenings to enable Parish Council attendance.

81-24 Any other Business and future Agenda items.

The need to find new Councillors to be discussed.

82-24 Confirm date of next Parish Council meeting as Tuesday 12th November 2024.

Date confirmed.

Meeting closed at 820pm

Signed Chairman

Date.....

Next Meeting on 12th November 2024 at 7.15pm at Swallow Village Hall unless otherwise stated. These notes are draft until adopted as Minutes at the next meeting.