

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

**Minutes of the Swallow Annual Parish Council Meeting held  
On 12 November 2024**

**Present:** Cllr G Thompson, Cllr I Hodson, Cllr A Peart 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**

**83-24 Apologies for absence.**

County/District Cllr T Smith

**84-24 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

**85-24 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.**

None received.

**86-24 To approve as a correct record the notes of the meeting held on 17<sup>th</sup> September 2024 and to authorise the Chair to sign the official minutes.**

Resolved unanimously to accept the notes as a true record.

**87-24 Matters arising from the Minutes**

None

**88-24 To consider and progress the Neighbourhood Plan initiative**

The Clerk sought clarification on a number of issues pertaining to the Application process and Expression of interest form:

- Most related to possible sites suitable for development and the number of dwellings that those sites could accommodate. After a lengthy discussion agreement was reached.
- It was agreed that the Parish Council will act as the Steering Group.
- It was agreed that Cllr Thompson will arrange a Questionnaire for Village Residents to complete to gauge the level of interest in having a Neighbourhood Plan and the issues that they see as important.
- Completed forms to be returned to Cllr Hodsons' address.

**89-24 To consider and progress the Application for listing the Swallow Inn as an asset of Community value.**

Efforts to arrange a Meeting with Management of the Sutton Estate have to date been fruitless. Contact with the Communities Manager at West Lindsey District Council will be made to seek advice on the way forward.

**90-24 To receive and consider a report from LCC & WLDC Councillor.**

No report to date.

**91-24 To receive a report from the Chair.**

- Work to improve drainage in the Village is ongoing.
- The Parish Council need to review arrangements to commemorate Remembrance Sunday in future years.

**92-24 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.
- Arrangements for signatories on the Parish Council Bank Account and authorising payments continue to be an issue. Cllr Thompson will look to add himself to the list of available signatories.

**93-24 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 September	£274.31
HMRC Paye on Clerks Salary for September	£61.57
Clerk Wage and Admin October	£274.31
HMRC Paye on Clerks Salary for October	£61.57
Glendale – Grass Cutting	£149.45
Gallagher – PC Insurance Premium	£2495.78
<b>Total to be ratified:</b>	<b>£3316.99</b>

- The following payments were agreed and paid by way of cheque:
  1. C Hollands – Back pay on National Pay award £94.96
  2. HMRC – Paye on Back pay £23.74
- The Clerk referred to a draft Budget and suggested Precept requirement for 2025/6 that had been circulated for consideration. After discussion, it was agreed that the Precept and Budget requirement will be increased by 10% on the current year figure. The Clerk will revise the Budget and Precept figures accordingly.

**94-24 To consider recent Flooding issues affecting the Village and outstanding remedial works.**

A Site Meeting has taken place and work completed to improve drainage within the Village. However, there has been no work to enable water to flow out of the Village. This matter will be taken up with LCC.

**95-24 To consider the recent ROSPA Report and actions arising from it.**

The Report findings will be discussed further at the next Parish Council Meeting. There is nothing critical noted on the Report.

**96-24 To discuss possible Candidates for Parish Council Vacancies**

Andrew Stanfield has expressed an interest in becoming a Parish Councillor.

The relevant forms will be forwarded to him for completion with a view to his Co option being considered at the January Meeting.

**97-24 To consider the lighting arrangements at the Village Hall**

Village Hall Committee has raised the issue of poor lighting when accessing the Village Hall via the stairs opposite. After discussion it was agreed that this is a matter for the Village Hall to progress as necessary, adapting existing lighting may be a possibility, but the Parish Council will look to contribute to any costs involved. The Clerk will inform the Village Hall Committee accordingly.

**98-24 Village Hall – To receive an update from the Village Hall Committee.**

An update has been received and circulated to Councillors. Due to the length of the document, a copy will be attached to the Meeting Minutes. Thanks to Lynn Arthur for her work on recent events. The Parish Council appreciates her efforts.

**99-24 Any other Business and future Agenda items.**

The premises of 3 and 4 Grimsby Road continue to be an issue. Trees and foliage need to be cut back to open up the footpath. WLDC were to follow up on this during the Summer but it appears there has been no progress. The Clerk will write to WLDC to reiterate the Parish Councils' concerns. The state of the property and derelict vehicles are attracting the attention of Miscreants and Vermin.

The Clerk informed the Meeting that there is now a dedicated Police Beat Manager for the area. Details to be circulated to Councillors.

**100-24 Confirm date of next Parish Council meeting as Tuesday 14<sup>th</sup> January 2025.**

Date confirmed.

**101-24 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:**

Clerks Annual Review and National Pay Award.

It was agreed to adjust the Clerks Salary to include the incremental rise to SCP15 from November 2024 and the National Pay Award backdated to April 1<sup>st</sup>.2024

Meeting closed at 840pm

Signed Chairman .....

Date.....

Next Meeting on 14<sup>th</sup> January 2025 at 7.15pm at Swallow Village Hall unless otherwise stated. These notes are draft until adopted as Minutes at the next meeting.

