

**SWALLOW PARISH COUNCIL**  
**INCORPORATING THE VILLAGES OF SWALLOW & CUXWOLD**  
**Tel: 01777 704186**  
**Email: swallowparishcouncil@gmail.com**

Dear Member

You are hereby summoned to the Annual Parish Council Meeting of Swallow Parish Council which will take place at Swallow Village Hall on **Tuesday 13 May 2025 at 715pm** at which the under mentioned business will be transacted. **This Meeting will follow the Annual Parish Meeting that will commence at 7pm** and your attendance is also required during this period.

Date: 5 May 2025

Signed: Chris Hollands - Clerk/RFO

**AGENDA**

1. To elect a Chairman and Deputy Chairman.
2. Apologies for Absence. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
3. 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.
4. To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.
5. To approve as an accurate record the notes of the Meeting held on 14 March and to authorize the Chair to sign the official Minutes.
6. Matters arising from the Minutes
7. To receive and consider a report from the LCC & WLDC Councilor.
8. To receive a report from the Chair.
9. To receive and consider a report from the Clerk to the Council on any outstanding matters and correspondence received since the meeting of 14 March 2025.
10. Financial matters:
  - To approve the bank reconciliation statement
  - Payment of £105.19 to C Hollands for mileage to and from Auditors x 2 and Laptop anti virus protection subscription
11. Annual Governance and Accountability Return 2024-2025
  - To approve the Annual Governance Statement
  - To approve the Accounting Statements
  - To approve the Certificate of Exemption
12. Neighborhood Plan update and agree next steps.
13. To receive an update on Playground repairs and improvements.
14. To consider recent Flooding issues affecting the Village and outstanding remedial works
15. Village Hall – To receive an update from the Village Hall Committee.
16. To consider an issue with speeding vehicles through Cuxwold
17. Any other business- to discuss any further business and agree any further items for inclusion in the agenda for the July 2025 meeting.
18. To confirm the date of the next Parish Council Meeting as 8th July 2025.

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