

SWALLOW PARISH COUNCIL
INCORPORATING THE VILLAGES OF SWALLOW AND CUXWOLD
Minutes of Swallow Parish Council Meeting, Tuesday 14th July 2020

Due to the COVID-19 pandemic, Government restrictions on travel, public meetings & social distancing placed on all residents of the UK, the May 2020 meeting of the Parish Council have been held online, as granted in new legislation, which is valid until May 2021.

Present, Cllr. B. Mitchell. Cllr R. Thompson., Cllr. H. Clack, Cllr. A. Mathieson, Cllr. J. Wilson, Cllr. C. Turner. Clerk to the Council & RFO.

38.20 APOLOGIES FOR ABSENCE. The meeting was advised that apologies with valid reasons for absence had been received from, Cllr. T. Turner - LCC, Cllr R.A. Wallace.

39.20 ELECTION OF CHAIRMAN.
Cllr. Mitchell was nominated for the position of Chairman, proposed Cllr. Turner, seconded Cllr. Wilson. The declaration of office to be signed remotely and emailed to the clerk.

40.20 ELECTION OF VICE-CHAIRMAN.
Cllr. Turner expressed an interest, Cllr. Thomson was also nominated. After discussions it was proposed that Cllr. Thompson be nominated for the position. Proposed Cllr. Clack, seconded Cllr. Mitchell. The declaration of office to be signed remotely and emailed to the clerk.

41.20 TO RECEIVE MEMBERS' DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011: Cllr. Wilson – Village Hall Committee.

42.20 TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD 12th MAY 2020.
It was proposed and seconded, and resolved that: the notes of the meetings 12th May 2020 be adopted as minutes. Proposed Cllr. Thompson, Seconded Cllr. Mitchell. Cllr. Mitchell to sign and send to clerk.

43.20 LINCOLNSHIRE COUNTY AND WEST LINDSEY DISTRICT COUNCILS', COUNCILLORS REPORTS.
Nothing to report at present from LCC. Cllr. Regis distributed information regarding COVID funding for PC's via the clerk in June.

44.20 CLERKS REPORT.
The clerk reported that the accounts had received the accounts back from the auditor, with information regarding HMRC. The clerk reported that online banking was required as soon it was possible to organise, once services are back to normal. The clerk reported that cheque signatories still remained unchanged. The clerk reported that the camera on the pc required attending, and a replacement mouse is also required for the PC. She reminded the PC that they currently had use of a printer which did not belong to them, and would be required to purchase one for the new clerk, should it be needed. The clerk reported that the Swallow Parish Council paperwork needed a new home. After discussions it was proposed that the paperwork be retained in the Village Hall, with its own cabinet, with a key already held by the Chairman for access.
The clerk reported that 2 grant opportunities were currently available, COVID 19 funding from WLDC and the Lincolnshire Wolds Grant Scheme. Applications would need to be considered by all, with and applied for via the clerk.

45.20 FINANCE – ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2020

- Execute Annual Governance Statement - Was duly Executed
- To approve the statement of accounts – Was duly Executed
- Execute Certificate of Exemption -Was duly Executed
- Execute review of effectiveness of internal audit – Was duly Executed

TO AUTHORISE THE SIGNING OF ORDERS FOR PAYMENT AND TO NOTE INCOME FOR MAY & JUNE 2020 . It was proposed seconded and Resolved: That orders for payment made to the sum of £ 598.00, with income of £648.27.

46.20 REPORT FROM SWALLOW VILLAGE HALL

Nothing to report at this time, most committee members are currently shielding due to the COVID-19 outbreak. There are no events planned, and no meetings scheduled. The clerk reported that she was aware that funding was being applied for, for the purpose of solar panels.

47.20 TO DISCUSS THE REOPENING OF THE PLAY AREA

The clerk reported that correspondence had been received from a resident, expressing frustration at the play area still currently closed, despite government restrictions being lifted.

Following receipt of several HSE and Government guidelines the Parish Council discussed at length all aspects of the reopening of the area. Although the parish council have the power to provide equipment, they do not have a duty, as a parish council to provide equipment. Discussions considered social distancing rules, sanitation of equipment, staff to carry out sanitation, and frequencies. Risk assessments, insurance enquiries regarding liability of COVID claims, signage, maximum number of users, play equipment inspection, sanitation stations and litter management.

All councillors were asked to consider all of these points and feed back constructive and practical comments, in order for the Parish Council to consider if it would be possible to reopen the area. Proposed Cllr. Mitchell (Chair), seconded Cllr. Thompson (Vice-Chair). The clerk also reported that an online meeting was scheduled for 16/7/20 to offer guidance for opening a play area.

48.20 TO DISCUSS SPEEDING IN CUXWOLD

Cllr Clack reported the issue of several vehicles speeding, in an area where there are a number of residents, with children, without the use of a footpath. The clerk offered to contact the LRSP and the local PSCO to discuss and assess options.

49.20 PLANNING APPLICATIONS & DECISIONS

Non at this time

50.20 CORRESPONDENCE.

Most correspondence delivered electronically, including letter of complaint regarding play area. Coronavirus information circulated as received.

51.20 STAFFING MATTERS.

The position of clerk & rfo still remains vacant. It was proposed to re-advertise the vacancy. Proposed Cllr. Clack, seconded Cllr. Turner. Resolved.

Signed

Chairman

Date

Meeting closed 8.10 pm

Next Meeting 8th September 2020 7.15 pm

Venue to be confirmed at time of advertisement

These notes are draft until adopted as Minutes at the next meeting.