

SWALLOW PARISH COUNCIL

INCORPORATING THE VILLAGES OF SWALLOW & CUXWOLD

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7th May 2020

Dear Councillor,

You are hereby summoned to attend the next meeting of Swallow Parish Council, which will be held on Tuesday 12th May 2020, at the close of the Annual Parish Meeting online.

The business to be dealt with at the meeting is listed in the enclosed agenda.

Yours faithfully,
Jackie Grainger,
Clerk to the Council

Agenda

1. Election of Chairman.
2. To receive the Declaration of Acceptance of Office of Chairman of Swallow Parish Council 2020/21.
3. To elect a Vice Chairman for the ensuing year and to receive the Declaration of Acceptance of Office of the Vice-Chairman of Swallow Parish Council
4. Apologies for absence and reasons given.
5. To receive Members' Declarations of Interest (which may also be made at any time during the meeting).
6. Notes of meeting held 10th March 2020 for adoption as Minutes.
7. To discuss candidates for co-option.
8. Lincolnshire County and West Lindsey District Council Councillors' reports.
9. Police Matters & Neighbourhood Watch Report.
10. Clerk's Report.
11. Finance: To approve accounts.
 - Annual Return for year ended 31 March 2020.
 - a) Execute Annual Governance Statement
 - b) To approve Statement of Accounts
 - c) Execute Certificate of Exemption
 - d) Execute review of effectiveness of internal audit.
 - Payment of accounts March & April 2020.
12. Report from Swallow and Cuxwold Village Hall.
13. To discuss outstanding maintenance matters – to include tree trimming.
14. To discuss post lockdown VE/VR/Volunteer Celebration Day.
15. Planning matters.
16. Correspondence.

Signed

Clerk to the Council

7th May 2020

- Due to the unusual nature of this meeting, could I please request that all discussions per agenda item are brief.
- If you could please make notes for each item you would like to address – BEFORE – the meeting, preparation is key to making this successful.
- Please could we refrain from long periods of silence when it comes to volunteering for the election of Chair & Vice-Chair, it could take valuable time. All Declaration of Acceptance paperwork will be distributed via email after the meeting, which will need signing and returning to me, in the post.
- If you could all look at the minutes of March – email me any changes or update before the meeting please, to enable swift execution of adoption. A signed copy will need to be returned to me via post please.
- On the issue of co-opting candidates – We have contact from 2/3 prospect candidates, Alex, John and Neil (Neil yet to email me). You could co-opt Alex and John at this meeting, and I would be happy to invite them to this meeting and put them in the waiting room whilst we discuss their appointment and let them back in once we have agreed. Then they can perhaps experience a meeting (without participation, just observation). Please let me know what you think by the end of the day Monday 11/5.
- For those of you who understand the Annual Return – it is a very lengthy document, which requires reading out. If acceptable – I will send you all a copy (which I hope to receive back from the internal auditor tomorrow afternoon (12/5)). We could then agree that it has been read and executed. Please let me know if you are prepared to do this. Additionally – the accounts do tally, but I have asked the auditor to examine why HMRC are requesting tax, as I have been unable to resolve this. He is currently working on it. These documents will be ready to be picked up between 2pm and 4pm tomorrow, so I hope to have them back for processing.
- I will forward to you this afternoon all financials for year ending 19/20.
- I will forward a summary of invoices for payment, along with a copy of the invoices themselves, for you to resolve upon. We have hit a snag with Rogers application for signatory as a part of the form was not submitted, I will update you at the meeting. Perhaps you could give me a ring Roger.
- With regard to maintenance issues around the village, I'm sure you completely understand that it is currently very difficult to get anybody to come out to price up for anything, therefore if there is a cause for concern – with overhanging branches for example, then Lincolnshire county council highways – emergency attendance - should be considered. Apart from that then volunteer work and local good will are the only thing we can currently call upon. This will need to be done locally, so perhaps some contacting people should be done prior to this meeting, as I don't think we can actually resolve anything in the near future. I am afraid I do not have contact currently.
- With regard to organising an event after this torrid time, then perhaps one councillor could take the baton as point of contact, as I in a notice period at the moment, and think it unfair to let any new clerk try to liaise with local groups – just a thought. So, if somebody would like to offer their services at the meeting that would be great.

Jackie Grainger
Clerk to the Council