

SWALLOW PARISH COUNCIL

INCORPORATING THE VILLAGES OF SWALLOW AND CUXWOLD

Minutes of Swallow Parish Council Meeting, Tuesday 10th March 2020, Held at 7.15pm, Swallow Village Hall

Present, Cllr. B. Mitchell. Cllr R. Thompson. Cllr. C. Turner, Cllr. H. Clack, Cllr. T. Regis – WLDC, Clerk to the Council & RFO. The meeting was opened by Cllr.C. Turner (Vice-Chair)

The council welcomed the newest member, Cllr. Heidi Clack to the Parish Council.

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

13.20 TO RECEIVE MEMBERS' DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011: None Received

14.20 TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 14th January 2020.
It was proposed and seconded, and resolved that: the notes of the meetings 14th January 2020 be adopted as minutes. Signed by the Vice-Chairman.

15.20 LINCOLNSHIRE COUNTY AND WEST LINDSEY DISTRICT COUNCILS', COUNCILLORS REPORTS.
Cllr. Turner (LCC) asked for any queries to be forwarded to himself. Cllr. Regis (WLDC) provided direct contact details for fly tipping. Councillor recruitment options were discussed, with offers of WLDC input. Cllr Regis kindly invited applications for the councillor initiative fund. In other news WLDC will be implementing 2 extra collections to the success green waste collection service. The Parish Council welcomed all support offered.

16.20 CHAIRMAN & COUNCILLORS COMMENTS, including update from Clerk
Cllr. Mitchell reported on his latest meeting with the Village Hall Committee. Various emails and questions had been relayed throughout January and February, with issues still outstanding. The clerk reported that she had forwarded details regarding funding applications on behalf of the Village Hall Committee, Utility agreements, VAT reclamation on invoices, information on deeds, and had delivered paperwork, minutes and correspondence, dating back to 1994 to Cllr. Mitchell. Cllr. Mitchell presented the utility bills to the Parish Council, for agreement and payment to the Village Hall Committee in May, with a reduction in part, due to heating left on in the Hall which had resulted in an increase in the overall expenditure. The clerk informed the Parish Council that she had contacted WLDC in relation to 'an agreement, between the Parish Council and the VHC', as requested by the Councillors at the January meeting. The information from WLDC being that these types of agreements are not held on file or enforced by WLDC, but are managed at Parish Level. Furthermore, WLDC Strategic Finance and Business Support reported that the matter was a Parish Council budgetary decision, and would benefit from reasonable due diligence requiring sight of actual costs to enable proper decisions, as Funder and Custodian Trustee, thus being granted appropriate transparency in regard to accounts held by the Village Hall Committee. This was duly relayed to the Parish Councillors in February 2020.
There were no further updates from the Village Hall Committee in relation to events or income and expenditure for the last two months. Cllr. Mitchell would continue to work with the VHC.

Update from the clerk

The clerk tendered her resignation, which was accepted. The clerk was tasked to advertise the vacancy via LALC, and liaise with councillors to arrange interview and applicant reviews. The clerk reported that she would prepare all paperwork for year end and audit purposes for the end of March.

The clerk reported that although she had advertised the recent councillor vacancies that the notices had unexpectedly been removed from the board.

Training dates for 2020/21 are to be circulated to all.

17.20 TO DISCUSS AND AGREE GRANTS AND FUNDING APPLICATIONS.

Cllr. Mitchell proposed that the Parish Council apply for a Councillor Initiative Fund on behalf of the Village Hall Committee, for the purchase of a new table tennis table. The clerk requested further information, including costs and provider, in order to progress this application. It was proposed and seconded to apply for this funding. Cllr. C. Turner (Vice-Chair) expressed interest in apply for the Councillor Initiative fund on behalf of the church for a new notice board. Cllr. Turner would forward details to the clerk.

18.20 TO REVIEW POLICIES FOR ADOPTION & UPDATING.

Lone Worker Policy, Complaints Procedure, Grant Policy & Marking the Death of a Senior National Figure Policy were discussed and adopted. Proposed Cllr. Mitchell, Seconded Cllr. Thompson. Resolved.

19.20 TO DISCUSS & RECEIVE UPDATES REGARDING MAINTENANCE AROUND THE VILLAGE

Discussions were held regarding the recent report from Volunteer Andy Peart, who has been carrying out the play area inspections. Fencing, woodchip and weeding were all reported as requiring attending. Cllr. Thompson reported that he is in discussion with a contractor for hedge laying, for a more permanent solution to the fencing problem. Cllr. Mitchell

reported that he would contact the 49 club to make enquiries about the woodchip and weeding, as the play equipment was due to be cleaned in the spring. Cllr. Mitchell offered to follow up the bus shelter maintenance. Cllr. Regis offered a handyman contact. Cllr. Clack reported that the wooden seat in Cuxwold required removal, as it was beyond repair, and would need to be removed from the asset register. Cllr. Clack and Cllr. Thompson would arrange this. Cllr. Mitchell requested a quote be obtained for path clearing Caistor Road before the next meeting. Clerk tasked to obtain quote and update asset register. Cllr. Thompson and Cllr. Mitchell discussed the overhanging branches Cuxwold Rd, which had been reported as scraping hay bales, causing debris on the road, and blocking drains. The clerk was requested to obtain a quote to carry out this work.

20.20 TO DISCUSS CANDIDATE FOR COUNCILLOR VACANCY.

No further candidate applications received at this time. Cllr. Mitchell & Cllr. Clack proposed to leaflet around Swallow & Cuxwold. Cllr. Regis offered help via WLDC should it be required.

21.20 FINANCE

a) To Approve accounts for payment January and February 2020 –proposed Cllr. C. Turner (Vicechair), seconded Cllr. Thompson - Resolved: that the accounts be paid.

b) Update on cheque signatories - Cllr. Thompson had made significant progress towards increasing cheque signatories. The clerk requested that a form be completed electronically and returned to her, in order to progress this.

22.20 PLANNING APPLICATIONS & DECISIONS

None at this time.

23.20 CORRESPONDENCE.

Most correspondence delivered electronically.

Police report circulated, WLDC information on Tree Planting, circulated. NALC & LALC bulletins and announcements circulated. Coronavirus information circulated as received.

Signed

Chairman

Date

Meeting closed 9.00 pm

AGM & Next Meeting – Tuesday 12th May 2020 7.00 pm Swallow Village Hall

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