

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

**Minutes of Swallow Parish Council Meeting held
On 12th January 2021**

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

Present: Cllr B Mitchell, Cllr R Thompson, Cllr J Wilson, Cllr H Walgate, Cllr A Mathieson, Cllr R Wallace.

Cllr C Turner joined the meeting at 8pm.

Mrs J A Sparks – Clerk/RFO.

No members of the public in attendance and no questions were passed to the Clerk for inclusion at the meeting.

The meeting commenced at 7.39pm

83-20 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

None received.

84-20 Member's disclosure of pecuniary interests under the Localism Act 2011.

Cllr Wilson - Village Hall Committee.

85-20 To receive and consider any dispensation requests.

None received.

86-20 To approve as a correct record the notes of the meetings held on 10th November 2020 and the Extra Ordinary meeting held on 14th December and to authorise the Chair to sign the official minutes.

Cllr Wallace abstained due to not being in attendance at either meeting.

Remainder of Council **RESOLVED** to accept the notes as a true record. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson.

87-20 To receive and consider a report from LCC & WLDC Councillors.

Cllr T Regis WLDC:

- Application form for Community Initiative Fund has been received and approval has been given. Funds should be with Swallow Parish Council within 28 days.

Cllr Regis queried whether the siting of the figures will require some form of insurance. Cllr Walgate to check if needed. (**ACTION** – Cllr Walgate).

- The issue regarding flooding that has previously been raised has now been passed to a Highways Officer to action.

The Chair thanked Cllr Regis for his quick response in dealing with this issue.

Cllr Walgate queried whether it would be possible to obtain a grant through WLDC to repair the smashed windows at St Nicholas Parish Church, Cuxwold. Cllr Regis to enquire.

88-20 To receive and consider a report from the Police.

None received.

89-20 To receive a report from the Chair.

The Chair commented that most items that were to be covered are dealt with individually on the agenda.

- To **RESOLVE** to agree and accept the budget for FY 2021-2022 in order for the Precept to be sent to WLDC. **RESOLVED** unanimously, **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson.
- Going forward, in order to adhere to current financial regulations, the Village Hall will receive a donation annually rather than the Parish Council being responsible for the utility bills. The Village Hall will not be required to complete paperwork in order for the donation to be made. The amount payable will be decided by Council annually. For 2021-22 this sum will be £600. The alarm inspection cost will continue to be paid annually by the Parish Council.

Report approved **UNANIMOUSLY**.

90-20 To receive and consider a report from the Clerk/RFO to the Council on any outstanding matters and correspondence received since the last meeting.

Report previously circulated.

- Outstanding HMRC payment paid by previous Clerk.
- Although new bank account opened there is still the bank switch to be completed to allow funds from Nat West to be transferred to Unity Trust. May need to action visa cheque.

Report approved **UNANIMOUSLY**.

91-20 Financial matters.

- To approve the bank reconciliation statement for November & December 2020.

Bank reconciliation for November & December 2020 as at 31 st December 2020	
Balance as at 01/11/2020	£7136.28
Income:	£0.00
Total Income	£0.00
Expenditure:	
Chq 616 -Mrs J Grainger - Wages & Admin	£308.25
Chq 617 Glendale Countryside -Grass Cutting	£273.09
Total Expenditure	£581.34
Balance as 31/12/2020	£6554.94

RESOLVED unanimously to approve the bank reconciliation statement for November & December 2020. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson.

- To ratify payments of accounts, salary & payments already made.

Payment Ratifications November & December 2020		
Clerk/RFO Wages:	Total	Cheque Number
November 2020	£266.21	620
December 2020	£308.76	621
Total Wages:	£574.97	
Admin:	Total	Cheque Number
Website Building – Intellitech Services Ltd	£250	622
Total Admin:	£250	

RESOLVED unanimously to ratify payments of accounts, salary & payments already made. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson.

92-20 Donation & Grant policy – RESOLVED unanimously to accept new Donation & Grant policy. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson.

93-20 Contract for Clerk/RFO – to approve new contract for Clerk/RFO. Council agreed to defer this to the March Full Council meeting.

94-20 Clerk/RFO courses – RESOLVED unanimously to approve the attendance of the Clerk/RFO on courses relevant to the role providing they have been sanctioned by the Chair of the Council (or Vice-Chair in the absence of the Chair) before they are arranged. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson.

The Chair commented that as training has been agreed in the 2020-21 budget it is hoped that, depending on availability, courses can be arranged before the end of March.

95-20 Bus stop refurbishments – to consider how best to manage the refurbishments going forward.

- Given the quotes received the Chair is to verify the exact work required and pass to councillors for approval. (**ACTION** Cllr Mitchell).
- Cllr Walgate advised that the bus shelters are regularly being used as urinals and individuals have been seen. It was agreed that notices should be erected in all bus shelters to try and dissuade individuals from using them as such. The Chair suggested that anyone seen, especially if a vehicle registration number is taken, should be reported to the local PCSO.
- The original damage to Cuxwold bus shelter was temporarily repaired in December to prevent deterioration and will suffice until permanent repairs can be done. Cllr Thompson and Cllr Wilson agree to complete the permanent repair when conditions allow. This will include purchase and installation of 'Stokbord' and a section of timber framing. (**ACTION** Cllr Thompson & Cllr Wilson).

96-20 Community Initiative Fund – to receive an update from Cllr Walgate regarding application for Community Initiative Fund.
Covered by Cllr Regis in Item 87-20.

97-20 Request for grant for Citizen’s Advice Bureau Gainsborough – to consider request from Citizen’s Advice Bureau Gainsborough for a grant.
RESOLVED unanimously to **not** give a grant based on the parish council’s finances.
PROPOSED Cllr Thompson, **SECONDED** Cllr Mathieson.

98-20 Planning matters- To receive an update on any other planning matters received since the last meeting.
None received.

99-20 Village Hall – To receive an update from the Village Hall Committee.
Cllr Wilson advised:

- The solar panels are in and working to provide power to the hall.
- The annual security camera inspection is due.
- The next Village Hall meeting is arranged for 9th February 2021.
- The Covid restrictions are still preventing the hall from opening.

Update approved **UNANIMOUSLY**

100-20 Business Plan – **RESOLVED** unanimously to accept the new Business Plan.
PROPOSED Cllr Thompson, **SECONDED** Cllr Mathieson.

101-20 Standing Orders - RESOLVED unanimously to accept the new Standing Orders.
PROPOSED Cllr Thompson, **SECONDED** Cllr Mathieson.

102-20 Financial Regulations - RESOLVED unanimously to accept the new Financial Regulations Thompson, **SECONDED** Cllr Mathieson on the proviso that 2.2 is amended to state that ‘On a regular basis at each meeting (or as soon as practicable) and at the financial year end a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verifications. The activity shall on conclusion be reported, including any exceptions, to and noted by the Council’.

Cllr Walgate offered to undertake this responsibility. **RESOLVED** unanimously for Cllr Walgate to be appointed to verify bank reconciliations. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson (**ACTION** – Cllr Walgate & Clerk/RFO).

103-20 Zoom meetings – **RESOLVED** unanimously to continue Council meetings until May 2021 using the Zoom platform in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Council and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. **PROPOSED** Cllr Thompson, **SECONDED** Cllr Mathieson.

Clerk advised that currently the regulations are due to expire on 7th May 2021 which may mean that the Annual Parish Meeting will need to be held. Further information should be available by the March 2021 meeting. As soon as possible Council will revert back to face-to-face meetings.

104-20 AOB

- Cllr Wilson discussed drainage in Swallow. A survey of the area has been requested to fully evaluate the problem. As stated in his report Cllr Regis has passed this to Highways to deal with and is awaiting a response.

- Some of the trees opposite the playpark need pruning. Cllr Thompson, as he has the necessary qualifications to undertake the task, will, as soon as working parties can be raised, arrange for the work to be done. (**ACTION** Cllr Thompson, Cllr Wilson)
- Trees planted by the parish council are now causing an obstruction along the public pathway from the Church crossroad up to the main road. It was agreed that Cllr Thompson with the assistance of Cllr Wilson will undertake to prune these trees too. (**ACTION** Cllr Thompson & Cllr Wilson)
- Issue with chafer grubs in a garden that is close to one of the fields. Cllr Wilson asked whether the Parish Council could speak to the farmer regarding the problem. Council considered that it can advise but is not able to intervene directly. Cllr Thompson agreed to speak to a contact on a personal basis to see what, if anything, can be done.

105-20 Confirm date of next parish council meeting as Tuesday 9th March 2021. Date confirmed.

Signed Chairman Date.....

Meeting closed 8.51 pm

Next Meeting 9th March 2021 7.25pm Venue to be confirmed at time of advertisement.

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