

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

**Minutes of Swallow Parish Council Meeting held
On 9th March 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 A Mathieson, Cllr R Wallace.
Mrs J A Sparks – Clerk/RFO.

Absent: Cllr Turner.

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

The meeting commenced at 7.30pm

106-20 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

Cllr Walgate, DCllr Regis

107-20 Member's disclosure of pecuniary interests under the Localism Act 2011.

Cllr Wilson - Village Hall Committee.

108-20 To receive and consider any dispensation requests.

None received.

109-20 To approve as a correct record the notes of the meeting held on 12th January and to authorise the Chair to sign the official minutes.

RESOLVED unanimously to accept the notes as a true record. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

110-20 To receive and consider a report from LCC & WLDC Councillors.

None received.

112-20 To receive and consider a report from the Police.

None received. Cllr Mitchell tasked the Clerk to contact the local PCSO if no report received from the police before the next meeting. (**ACTION** – Clerk)

113-20 To receive a report from the Chair.

- LCC to undertake refurbishment of bus shelter on A46 as it is their responsibility. They are currently obtaining quotes for the work and the Chair will be in contact with them to find out when the work is to be done.
- LCC have confirmed that the bus shelter in Swallow can be refurbished using a grant in 2021/22. Chair confirmed that he will follow that up and see whether a grant can also be obtained to refurbish the bus shelter in Cuxwold. Cllr Thompson advised that over the next 2½ years more children will be using the shelter. (**ACTION** – Cllr Mitchell)
- Through the Rural Funding initiative there is a possibility of grants being available to repair the damaged windows at Cuxwold church and also to assist with repairs at

Swallow church. The information has been passed to the relevant people for them to consider and make applications as they feel appropriate.

- The Village Hall has advised that for 2021/22 they will only require a donation payment of £500 as their utilities bill is less than expected. The Clerk confirmed payment will be made in April once the precept has been received.
- The 49 Club has kindly paid £400 for 4cubic metres of new bark for the playpark. Council wished to express their wholehearted thanks to the 49 Club for their generous donation and for the manpower provided to replace all the old bark.

Report approved **UNANIMOUSLY**.

114-20 Unity Trust banking – to resolve that all authorisations must be completed by signatories within 48 hours of request being received from Clerk/RFO.

Cllr Wilson advised that he has made numerous attempts to get his authorisation set up but has so far not been able to. Chair also commented that he is aware that Cllr Turner may be having similar issues. Clerk to contact Unity Trust. (**ACTION** – Clerk)

RESOLVED unanimously to complete authorisations by signatories with 48 hours of a request being received from Clerk/RFO. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

115-20 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.

Update on ongoing matters.

- Report sent to Fix My Street for replacement Swallow sign coming into the village from Cuxwold again. Have finally received notification that they are looking into it.
- Previous Clerk has paid the outstanding amount shown as owed by Swallow Parish Council to HMRC as relates to her tax code. RFO has contacted HMRC and they have confirmed that there are no outstanding payments. Going forward a copy of the HMRC record will be passed to the Chair by RFO for signature along with a confirmation of Clerk/RFO's due salary notification.
- New bank account with Unity Trust now open and old ones with NatWest have been closed. NatWest have also confirmed that Unity Trust are not part of their switching incentive scheme so Swallow PC would not have been able to take advantage of that.
- Belinda, the new safety figure at Cuxwold, has been ordered and the company is in contact with Cllr Walgate to arrange siting.
- All correspondence received actioned and circulated to councillors as appropriate.
- All councillor documentation has been received and forwarded to WLDC and uploaded onto website.
- The Clerk has undertaken and passed an online Health & Safety course and 3 finance courses have been arranged between March and June with the approval of the Chair

Report approved **UNANIMOUSLY**.

116-20 Financial matters.

- To approve the bank reconciliation statement for January & February 2021

Bank reconciliation for January & February 2021 as at 28 th February 2021	
Balance as at 01/01/2021	£6422.34

Income: CIF Grant	£882.56
Closure of Reserve Account	0.32
Total Income	£882.88
Expenditure:	
Chq 620 -Mrs J Sparks - Wages & Admin	£266.21
Chq 621 – Mrs J Sparks – Wages & Admin	£308.76
Chq 622 – Intellitech Services Ltd	£250.00
Barriers Direct – Belinda Bollard Ref: 649843106	£773.03
LALC Course	£27.00
Total Expenditure	£1625.00
Balance as 31/12/2020	£5680.22

RESOLVED unanimously to approve the bank reconciliation statement for January & February 2021. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

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

Payment Ratifications January & February 2021	
Clerk/RFO Wages:	Total
6 January – 5 February 2021	£353.54
Sundries	£37.10
Mileage	£10.80
Total:	£401.41
6 February – 5 March	£276.72
Sundries	£28.00
Total:	£304.72
Admin:	Total
LALC – Course booking	£27.00
Total Admin:	£27.00
Village Maintenance:	Total
Barriers Direct- Belinda Safety Figure	£773.03
Total Village Maintenance	£773.03

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

- To approve payments for LALC for 2021 membership & training. **RESOLVED** unanimously to approve payments for LALC for 2021/22 membership & training. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.
- To consider donation to LIVES. **RESOLVED** unanimously not to provide a donation at this time but to consider all donation requests annually in November. (**ACTION – CLERK**) **PROPOSED** Cllr Mitchell, **SECONDED** Cllr Mathieson.
- To approve grass cutting quotation for 2021/22. **RESOLVED** unanimously to accept grass cutting quotation. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

117-20 Asset policy – RESOLVED unanimously to accept new Asset policy. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

118-20 Discipline & Grievance policy – RESOLVED unanimously to accept new Discipline & Grievance policy. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

119-20 Retention & Disposal – RESOLVED unanimously to accept new Retention & Disposal policy and for parish council documents to be retained on the parish website for a period of 3 years. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

120-20 Emergency Plan – Chair advised the Village Hall in Swallow is already designated an emergency centre for residents of Swallow and St Nicholas Church in Cuxwold is regarded as the same for Cuxwold residents. **RESOLVED** unanimously that a full emergency plan is not required and in the event of an emergency the emergency services would be taking the lead role however, it was **RESOLVED** for posters to be placed on the noticeboard in Swallow, at the Village Hall and at Cuxwold advising residents to go to the Village Hall in Swallow and St Nicholas Church in Cuxwold in the event of an emergency. (**ACTION-Clerk**). **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

121-20 Antivirus package for parish computer – RESOLVED unanimously to purchase McAfee Total Protection for 1 year. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

122-20 Planning matters- To receive an update on any other planning matters received since the last meeting.

None received.

123-20 Village Hall – To receive an update from the Village Hall Committee.

- To approve payment of £105 +VAT to the Village Hall to cover the cost of the alarm inspection. **RESOLVED** unanimously to approve payment. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

124-20 AOB

- Cllr Mitchell raised the possibility of obtaining 3 signs for the bus shelters in Swallow and Cuxwold to deter them from being used as a public lavatory. **RESOLVED** unanimously for Cllr Mitchell to obtain quotes for the signs. Council agreed for quotes to be sent electronically to all councillors for a decision to be made rather than waiting until the next meeting in May. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

- Due to the amount of children playing in Chapel Lane it was felt that there is now a need for a 'Slow, children playing' sign to be erected at the entrance to Chapel Lane. Clerk to contact Highways to see if this can be arranged. (**ACTION** – Clerk) **RESOLVED** unanimously. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.
- Adding solar panels on Village Hall to parish insurance specifically for damage or loss. **RESOLVED** unanimously to reconsider later in the year when the insurance is due for renewal on the basis that the parish council is covered under Public Liability Insurance in the event that someone is injured due to a defect with the solar panels that the parish council is found to be legally liable for. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.
- Annual Parish Meeting – As a result of the current legislation ending for online meetings on 6th May 2021 it was **RESOLVED** unanimously to hold the Annual Parish meeting together with the Full Council meeting on Tuesday 4th May 2021. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson.

125-20 TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTER:

Clerk was content not to move into closed session.

- Clerk's contract – **RESOLVED** unanimously to approve new contract for Clerk/RFO to take effect from the end of her probation period on 16th May. **PROPOSED** Cllr Wilson, **SECONDED** Cllr Mathieson

105-20 Confirm date of next parish council meeting as Tuesday 4th May 2021. Date confirmed.

Signed Chairman Date.....

Meeting closed 8.32 pm

Next Meeting 4th May 2021 7.25pm Venue to be confirmed at time of advertisement.

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