



SWATON PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday, May 16th, 2017 at 8:00pm in the Community Hut, Swaton.

PRESENT: Cllrs A Deptford, (Chairman), A Dunlop, C Richardson, Mrs E Penketh, A Wilson, and the Clerk, Mrs S McIntyre. District Councillor Mrs K Cook.

- ELECTION OF CHAIRMAN.** Cllr Richardson proposed Cllr Deptford, seconded by Cllr Mrs Penketh. He was willing to stand and there were no further nominations, Cllr Deptford was elected Chairman. The Declaration of Acceptance was completed.
- DECLARATIONS OF INTEREST.** There were no individual declarations. The Clerk confirmed that the block dispensation for the play area continues until May 2019. Some amendments had been made to individual Declarations of Interest forms – these to be submitted to NKDC.
- APOLOGIES FOR ABSENCE.** There were none.
- ELECTION OF VICE CHAIRMAN.** Cllr Deptford proposed and Cllr Dunlop seconded that Cllr Richardson be Vice Chairman. He was willing to stand and there were no further nominations. He was elected unopposed.
- SIGNING OF THE MINUTES** - Clerks' Notes from the meeting of March 21st, 2017, – accepting as Minutes. It was proposed by Cllr Richardson and seconded by Cllr Wilson that these be accepted as Minutes. All agreed, the Resolution was passed, the Chairman signed the Minutes.
- TO REVIEW/RE-ADOPT:** The following documents to be accepted and adopted. Standing Orders, Financial Standing Orders, Asset Register, Grievance Procedure, Model Disciplinary Procedure, Complaints Procedure, Risk Assessment procedures. The statement agreeing to the Openness of Local Government, the Code of Conduct, the Health and Safety policy, the Internal Audit Review and the Freedom of Information declaration.
It was proposed by Cllr Wilson and seconded by Cllr Mrs Penketh that all these documents be adopted en bloc. All agreed, the Resolution was passed.
- APPOINT REPRESENTATIVES;**

Responsible Finance Officer Cllr Deptford	Flood Liaison Cllr Richardson
Police/Speeding ASB Liaison/S.I.D.s Cllr Mrs Penketh	Footpaths and bridleways Cllr Richardson
Play area Cllr Wilson and Cllr Mrs Penketh	Fire/Health and Safety Cllr Dunlop
Road and Path Lighting Cllr Wilson	Grants (working with Play area rep.) Cllr Mrs Penketh

It was proposed by the Cllr Dunlop and seconded by Cllr Richardson that the above representatives for Swaton PC be appointed. All agreed, the Resolution was passed.

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8. **COUNTY/DISTRICT/POLICE MATTERS.** No County or Police representative was present. C/Cllr B Young apologised for not being able to attend and asked to be notified of any LCC issues. D/Cllr Mrs Cook said that the Central Lincs Strategic plan had now been approved. For the next Cluster meeting another parish had asked for someone to talk about planning – as it changes so often Swaton councillors supported this.
9. **ANNUAL PARISH MEETING** – any items to be brought to a PC meeting? Some questions had been raised and Councillors present had answered or had agreed to make enquiries. If appropriate, these will come into future meetings.
10. **PLAY AREA UPDATE** – Cllrs Wilson and Mrs Penketh updated the council on progress. Cllr Mrs Penketh described the various grants obtained and those in progress. A Tesco selection is currently in progress and she asked everyone to put the counters in the Sleaford store. Next week a wheelchair friendly roundabout and a team swing will be installed together with a pathway. The Co-op will be sending volunteers to weed and clear the area. Bicker windfarm is supporting the purchase of materials for the shelter. The No Dogs signs have had some effect. Cllr Dunlop thanked Cllrs Wilson and Mrs Penketh for their work.
11. **COUNCIL INSURANCE.** Renewal date June 1st – Approval to pay by BACS. It was proposed by the Cllr Mrs Penketh and seconded by Cllr Richardson that the Insurance be renewed and that it be paid by BACS. All agreed, the Resolution was passed. The provision of insurance for the play equipment has been checked. All future installations should be notified.
12. **GRASS CUTTING.** Letters received from LCC Highways confirming that Swaton was one of the parishes agreeing to maintain their own LCC verges. They will cut recognised ‘risk’ areas on verges and junctions twice a year. NKDC will be looking after their grass areas as previously – in and around any Council properties.
13. **FINANCE** –
 - Monthly report from RFO. It was proposed by the Cllr Dunlop and seconded by Cllr Wilson, that the report be accepted. All agreed, the resolution was passed.
 - Signing of Cheques. It was proposed by Cllr Dunlop and seconded by Cllr Mrs Penketh that the following cheques/BACS payments be agreed/signed, plus the pending payment for AMG All agreed, the Resolution was passed:

BACS payments:

Clerk’s expanses April/May	£23.00
Came and Co PC Insurance (Aviva)	£280.00 (Inc £30 tax)
LALC subs	£62.94 plus VAT

Payments to Playdale for £3262.71, Turnbull for £547.78 and Arraquip steel for £110.47 were agreed last meeting and are now due for payment.

AMG Sport Play for £7040.40 (inc VAT) will need paying when it becomes due.

- **Internal Auditor.** It was proposed by Cllr Richardson and seconded by Cllr Dunlop that Mr Kerby be appointed Internal Auditor for 2017/18. A statement of Assurance had been agreed. All agreed, the Resolution was passed.
- **End of Year/Audit:** Approval of end of year accounts. Audit document - Approve and complete the annual governance statement. Section 1 - the Governance Statement had been

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circulated and was summarised by the Clerk, and completed. It was proposed by Cllr Deptford and seconded by Cllr Richardson that this be signed. All agreed, Section 1 was signed.

The details of Section 2 had been signed and were explained by the Chairman, it was circulated. It was proposed by Cllr Dunlop and seconded by Cllr Mrs Penketh that this be approved. All agreed, the Resolution was passed and Section 2 was signed.

Mr Kerby had completed the Internal Audit section. The Council noted this – there were no points raised for action by the Council

It was proposed by the Chairman and seconded by Cllr Dunlop, that the audit document be accepted, and submitted by the due date together with the accompanying letter and the end of year accounts and reconciliation. All agreed, the resolution was passed.

It was confirmed that the notice of public inspection will be in place. The relevant notice together with the unaudited audit document will be published on the website from May 18th.

14. CLERK'S REPORT AND UPDATES - on separate list if necessary.

- **Nuisance/threatening leaflets in the village.** The police had been informed and are investigating. No feedback from them to date.
- **Minerals and Waste Local Plan** – site locations document circulated.
- **LCC Maintenance Programme for 2017/18.** A52 at Swaton crossroads surfacing date TBC. High Street – patching May 2017. North Drove – retread carriageway Summer 2017.
- **LCC New Highways Service** – Contact details circulated.
- **LCC Transport survey** – Groups supporting people with disabilities – circulated.
- **Resilient Communities Conference** – June 15th in Lincoln - circulated.
- **Central Lincs Joint Strategic Plan** – now formally adopted.
- **Better Broadband** – possible grants available. Circulated.
- **NKDC Discovery Days** – details circulated.

15. **PLANNING:** 17/05444/FUL. Erection of 2 new 2 storey four bed houses with access off Parson's Grove. Church House, High Street. There was discussion about aesthetics, tree loss and tree root protection, access, hedging and increased traffic. These issues, if relevant, would be picked up by NKDC and LCC officers. It was proposed by the Chairman and seconded by Cllr Wilson that Swaton Parish Council supported the application. The Council has been made aware of comments by residents who have submitted these directly to NKDC. All agreed, the Resolution was passed.

16. **LALC.** Nothing to report for this meeting. Quarterly magazine circulated by e mail. Future paper copies not approved. The Clerk will pay for a paper copy for her records.

17. **URGENT MATTERS FOR DISCUSSION.** Any urgent matters which have occurred after the agenda was published – these can be discussed but no resolution can be made. LCC lighting person met the Chairman on site. An additional light near the telephone box was agreed, subject to funding.

AGENDA JULY - (1) Storage of PC documents. (2) Request funding for speed indication sign from Swaton Vintage Day Committee. (3) Trees/Hedges, if informal approaches unsuccessful. Cllr Dunlop apologised in advance for July 18th.

18. **DATE OF NEXT MEETING** – Tuesday July 18th, 2017. There being no further business, the meeting was closed at 9.15pm.