



## SWATON PARISH COUNCIL

### Minutes of the Parish Council meeting held on Tuesday, May 17<sup>th</sup>, 2016 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.

1. **ELECTION OF CHAIRMAN.** Cllr Dunlop 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.
2. **DECLARATIONS OF INTEREST.** There were no individual declarations. It was proposed by the Chairman and seconded by Cllr Mrs Penketh that the block dispensation for the play area be continued until May 2017. All agreed, the Resolution was passed.
3. **APOLOGIES FOR ABSENCE.** There were none.
4. **ELECTION OF VICE CHAIRMAN.** Cllr Deptford proposed and Cllr Richardson seconded that Cllr Dunlop be Vice Chairman. He was willing to stand and there were no further nominations. He was elected unopposed.
5. **SIGNING OF THE MINUTES** - Clerks' Notes from the meeting of March 15<sup>th</sup>, 2016, – 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.
6. **TO REVIEW/RE-ADOPT:** The following documents to be accepted and adopted. Ones which had been revised/reviewed had been circulated before the meeting. 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 Dunlop and seconded by Cllr Mrs Penketh that all these documents be adopted en bloc. All agreed, the Resolution was passed.
7. **APPOINT REPRESENTATIVES;**
  - **Responsible Financial Officer.** It was proposed by the Chairman and seconded by Cllr Mrs Penketh that Cllr Deptford be appointed the R.F.O. All agreed.

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

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

8. **COUNTY/DISTRICT/POLICE MATTERS.** No County or Police representative was present. PCSO Welby-Everard visits the village and councillors as and when necessary. D/Cllr Mrs Cook had given her full report to the preceding Annual Parish Meeting and this had been noted.
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. Various quotes for the equipment and surfacing are in place and will be brought to a Parish Council meeting. The Tesco grant documentation is being finalised and there was discussion as to the timing of using this. NKDC Planning will be asked about some of the detail. There have been numerous requests to the adjacent landowner about his overhanging trees but he has failed to reply. The Clerk will contact the NKDC tree officer and request their intervention. A request to Carter Jonas regarding possible access out of the rear of the site has been refused. An appropriate warning notice will be placed. The Crown Estates will be approached about a possible grant. Cllr Dunlop thanked Cllrs Wilson and Mrs Penketh for their work.
11. **COUNCIL INSURANCE.** Renewal date June 1<sup>st</sup> – Approval to pay by BACS. It was proposed by the Cllr Dunlop and seconded by Cllr Richardson that the Insurance be renewed and that it be paid by BACS. All agreed, the Resolution was passed.
12. **GRASS CUTTING.** The Chairman had circulated e mails about the LCC withdrawing grass cutting for Highways verges in 2017. He has spoken to the contractor and various options have been suggested. Continued cutting of the verges by a contractor will mean an increase in the parish council tax. The Chairman suggested the matter should be discussed in the July Cluster meeting, as a joint agreement with one contractor may be more favourable than each parish making their own plans. The matter will be discussed over the next few months.
13. **EMERGENCY PLAN.** This is being finalised and ready for final submission.
14. **FINANCE** –
  - Monthly report from RFO. It was proposed by the Chairman 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. All agreed, the Resolution was passed:  
**BACS payments:**

Continental landscapes – grass cutting	£115.20 (Inc VAT)
Clerk’s expanses April/May	£23.00
Came and Co PC Insurance (Aviva)	£265 (Inc tax at 6%)
  - **Trust Fund.** Cllr Richardson explained that the external auditor had commented on how a village Trust Fund had been entered on the Parish Council audit, and had made recommendations. As a result of this, as one of the Trustees, he proposed that the Village Fund be closed and the money transferred to the Parish Council.

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The Parish Council should then clearly mark this sum, which stands at £5172.21p, as "Earmarked reserves to be used for the Play Area".

8.50pm The meeting was closed and the other Trustee said he was in agreement with this.

8.53pm The meeting was re-opened.

It was proposed by Cllr Dunlop and seconded by Cllr Wilson that the above proposal be accepted. All agreed, the Resolution was passed. The Trustees were thanked.

- **End of Year/Audit:** Approval of end of year accounts. Audit document - Approve and complete the annual governance statement. Section 1 - the Governance Statement was read out 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 Cllrs Richardson and the Chairman. 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.

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 end of year Internal audit completed, and the audit document due date with the External Auditor was . The relevant notice will be published on the website from May 18<sup>th</sup>.

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

- **Local Plan consultation** – Clerk attended – report circulated.
- **Osournby Ward Cluster meeting** – The Chairman, Cllr Mrs Penketh and the Clerk attended – report circulated.
- **SLCC Eastern Region conference**, Peterborough – report circulated.
- **NKDC Environment Overview and Scrutiny Panel meeting March 9th** – report from meeting received.
- **Anglian Water's Pollution Prevention Team** – e mail re "Pollution Watch" – circulated.
- **LCC** - Temporary road closures for surface dressing – circulated.
- **NKDC** – Wellbeing poster; plus press releases circulated by D/Cllr Mrs Cook.

16. **PLANNING:** 16/0200/HOUS. Amendment to the Old School – No Objections passed to NKDC. 16/0172/OUT. Erection of Dwelling (outline) land adjacent to the Old Post Office - amended details for information only.

17. **LALC.** Nothing to report for this meeting.

18. **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.

19. **Next Meeting:** DATE OF NEXT MEETING – Tuesday July 19th, 2016.

There being no further business, the meeting was closed at 9.15pm.