

SWATON PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday, May 19th, 2015 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.

1. **ELECTION OF CHAIRMAN.** Cllr Deptford proposed Cllr Dunlop as Chairman – but he was not willing to stand. Cllr Dunlop proposed Cllr Deptford, seconded by Cllr Richardson. There were no further nominations, Cllr Deptford was elected Chairman. The Declaration of Acceptance was completed.
 - Cllr Deptford proposed that a Chairman should not serve more than 4 consecutive years in any term of office. There was no seconder, the proposal failed.
 - The Chairman thanked former Councillors Mrs L Harborow and Mrs J Wilkinson for their sterling word for the parish over the years.
2. **DECLARATIONS OF INTEREST.** There were none.
3. **APOLOGIES FOR ABSENCE.** There were none.
4. **ELECTION OF VICE CHAIRMAN.** Cllr Richardson proposed Cllr Dunlop. He was willing to stand. Seconded by Cllr Mrs Penketh. There being no further nominations, Cllr Dunlop was elected unanimously.
5. **SIGNING OF THE MINUTES** - Clerks' Notes from the meeting of March 17th, 2015, – 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:** Standing Orders, Financial Standing Orders, Asset Register, Grievance Procedure, Model Disciplinary Procedure, Complaints Procedure, Risk Assessment procedures. It was proposed by Cllr Dunlop and seconded by Cllr Mrs Wilkinson that all these documents be re-adopted en bloc, with some 'personalisation' to the generic Grievance and Disciplinary procedures.
All agreed, the Resolution was passed.
The Clerk said that some updates had been received from national organisations and that these will be looked at over the summer with any recommendations to a suitable meeting.
7. **APPOINT REPRESENTATIVES;**
 - **Responsible Financial Officer.** It was proposed by the Chairman and seconded by Cllr Mrs Penketh that Cllr Richardson be appointed the R.F.O. All agreed.

Responsible Finance Officer Cllr Richardson	Flood Liaison Cllr Richardson
Police/Speeding ASB Liaison/S.I.D.s Cllr Mrs Penketh	Footpaths and bridleways Cllr Dunlop
Play area Cllr Wilson	Fire/Health and Safety Cllr Dunlop

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Road and Path Lighting Cllr Wilson	Grants (working with Play area rep.) Cllr Mrs Penketh
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It was proposed by the Chairman and seconded by Cllr Dunlop that the above representatives for Swaton PC be appointed. All agreed, the Resolution was passed.

The Clerk confirmed that Mrs L Harborow was willing to remain on a working group to progress the play area grant.

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 sent a report to the meeting which said that she was delighted to be re-elected as D/Cllr for the Osbournby ward with 68% of the vote. She welcomed returning councillors and the new councillors. She explained the various training she has undertaken and will be undertaking within NKDC. Her D/Cllr e mail address of: cllr_kate_cook@n-kesteven.gov.uk is now once again activated. She is working on a solution for keeping artifacts from the Osbournby Heritage centre in the village as this will be closing this year. She also hopes to set up cluster meetings within the Ward. She ended by saying she was looking forward to working closely with Swaton Parish Council in the future.
9. **ANNUAL PARISH MEETING** – any items to be brought to a PC meeting? If requiring a resolution – to go on the July agenda. Issues were mostly answered and/or are part of on-going issues, which will be reported into a PC meeting when appropriate.
10. **PLAY AREA UPDATE** – Stage 1 pre-application still not completed. The Clerk will send Cllrs Wilson and Mrs Penketh the relevant documents. They will arrange a meeting with Mrs Harborow and Cllr Dunlop to progress this.
11. **COUNCIL INSURANCE.** Renewal date June 1st – 2015/16 will be the 3rd year of a 3 year agreement. Approval to pay by BACS. It was proposed by the Chairman 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.** Play area – Resolve to accept Continental Landscapes quotation to cut play area grass at same time and frequency as the LCC verges. This was proposed by the Chairman and seconded by Cllr Richardson. All agreed, the resolution was passed.
13. **LCC works in the village** – Update. West End – the Chairman has met various people on site. The work will be completed in ‘bits and pieces’ during the year. North end – completed, but not yet any potential flooding conditions.
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.
 - Signatories – The RFO to obtain forms for signatories for approval July meeting.
 - 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:

Cheque no: 174 LALC – training scheme April 2015- March 31st 2016 £45.00

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BACS payment:

Continental landscapes – grass cutting	£79.20 (Inc VAT)
Clerk's expanses March/April	£23.00
Came and Co PC Insurance (Aviva)	£265 (Inc tax at 6%)

- **End of Year/Audit:** Approval of end of year accounts. Audit document - Approve and complete the annual governance statement, Section 2 and agree and sign Section 1. The audit document was explained by the Clerk. The Council agreed and completed Section 2.

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 was in place, the end of year Internal audit completed, and the audit document due date with the External Auditor was June 16th.

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

- **Street Numbering** – Map of the village has been produced.
- **NKDC Code of Conduct Training** – At NKDC offices 6pm Tuesday June 9th. EP and AW plus the Clerk – once availability checked.
- **Spires and Steeples Challenge 2015** – Details plus poster received.
- **Local Government Boundary Commission** – Electoral Review of Lincolnshire – consultation details and poster received.
- **Flooding Risk** – Update received today and circulated.
- **Big Lincoln Extra** – details from LALC received today and circulated.
- **Circulate agendas by e mail.** All Councillors agreed to receive agendas etc by e mail.

16. **PLANNING:** 15/0574/FUL – Replace existing monopole at Cardyke Farm, Parson's Drove. Details had been circulated. It was agreed that there were no objections to this – the Clerk has informed NKDC planning.

17. **LALC.** County Circular 154 received – circulated to all. Training list – 2 places booked for New Councillor Training June 24th, 7-9pm at Kirton. Other training looked at, including one in connection with play areas.

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.

Next Meeting: Newsletter – costs. Flooding update. Updates from Parish Meeting – Ploughed footpath: hole in road opposite sewerage works: Grit bin nuisance incidents; parking outside the Hut.

19. **DATE OF NEXT MEETING – Tuesday July 21st, 2015.**

There being no further business, the meeting was closed at 8.50pm.