



NOTICE OF MEETING OF SWATON PARISH COUNCIL

**Clerk: Mrs Shelagh McIntyre, F.I.L.C.M.
91, College Road,
Cranwell, Sleaford, NG34 8DN
01400 262090
shmcintyre@tesco.net**

NOTICE OF ANNUAL MEETING OF THE PARISH COUNCIL

Dear Councillor

I hereby give you notice that the **Annual Meeting** of the Parish Council of the above named parish will be held in the Conference room of the Community Hut **on Tuesday May 15th, 2018 commencing at 8.00pm or earlier if the Annual Parish Meeting concludes sooner.**

All members of the parish council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Clerk to the Parish Council May 10th, 2018

1. Election of Chairman. Sign the Declaration of Acceptance.
2. Declarations of Interest – to receive any amendments to existing Declarations of Interest.
3. Apologies for absence.
4. Election of Vice Chairman.
5. **SIGNING OF THE MINUTES** - Clerks' Notes from the meeting of March 20th, 2018, – accepting as Minutes.
6. To review/re-adopt: Standing Orders, Financial Standing Orders, Asset Register, Grievance Procedure, Model Disciplinary Procedure, Complaints Procedure, Risk Assessment procedures. **Documents are published on the web site. If any councillor requires a copy of any of these, please let me know.**

7. APPOINT COUNCILLOR REPRESENTATIVES;

• Police/Speeding ASB Liaison	• Responsible Financial Officer
• Play area	• Fire/Health and Safety
• Road and Path Lighting	• Footpaths and bridleways
• Grants etc	• Flood Liaison

8. **APPOINT VILLAGE RESPONSIBILITIES.** Confirm Mr J Lukjaniec as Litter Picking/Mobile Speed Signs liaison. Mrs J Patrick for Footpaths/Tidy Village/Speeding and Mr C Champion as Planning/Open Spaces/Play area co-ordinators.
9. **COUNTY/DISTRICT/POLICE MATTERS** – Report from visiting representatives, if any.
10. **CHAIRMAN’S REPORTS:**
 - **Highways Walkabout, May 1st.**
 - **Joint letter from 6 parishes to LCC about the state of the village roads.**
 - **Lighting.** Chairman liaising with NKDC.
11. **ANNUAL PARISH MEETING** – any items for a future PC meeting?
12. **PLAY AREA UPDATE** – progress report. The Parish Council to be responsible for an event to officially open the area for insurance purposes.
13. **COUNCIL INSURANCE** – Renewal due June 1st – documents submitted by Came and Company for approval and noting. Approval to pay by BACS.
14. **GRASS CUTTING** – Update on LCC grass cutting in the future. Grant to be paid to PC for being responsible for cutting the LCC verges.
15. **FLOODING** – Cllr Richardson to report on any updates/activity.
16. **DATA PROTECTION REGS.** To note advice received to date about working towards compliance. Adopt policies/documents as recommended.
17. **FINANCE** –
 - Monthly report from RFO.
 - Signing of Cheques and any BACS approvals. LALC annual subscription to be approved.
 - **Internal auditor.** Approve appointment of Internal Auditor.
 - **End of Year/Audit:** Approval of end of year accounts.
 - Audit document - Approve and complete as required. Accept and note any comments from the Internal Auditor.
Required documents and public inspection period will be displayed on the website.
Audit forms and supporting documents to be submitted by specified date.
18. **CLERK’S REPORT AND UPDATES**
 - **Resilient Communities Conference, July 12th.** E mail circulated.
 - **Temporary Road Closure.** 7pm-6am June 10th – 17th, sections of A52 and B 1394.
19. **PLANNING:** 18/0132/HOUS. Permission granted for erection of two storey side extension and rear single storey orangery plus retention of existing side boundary fence, Goosegate House, High Street.

20. **LALC.** County circular no. 164, April, circulated – training dates included in this.

21. **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.

22. **DATE OF NEXT MEETING – Tuesday July 17th, 2018.**