



SWATON PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday, May 15th, 2018 at 8:00pm in the Community Hut, Swaton.

PRESENT: Cllrs A Deptford, (Chairman), Mrs E Penketh, A Wilson, Mrs S Murphy-Mann, and the Clerk, Mrs S McIntyre. Village Representatives, Mrs J Patrick and Mr C Campion.

- ELECTION OF CHAIRMAN.** Cllr Deptford nominated Cllr Wilson – who was not willing to stand. He proposed Cllr Deptford seconded by Cllr Mrs Penketh. He was willing to stand, but only for one more year, 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 that the block dispensation for the play area continues until May 2019.
- APOLOGIES FOR ABSENCE.** Cllr Richardson.
- ELECTION OF VICE CHAIRMAN.** Cllr Deptford proposed Cllr Wilson 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 20th, 2018, – accepting as Minutes. It was proposed by Cllr Mrs Penketh 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 Deptford and seconded by Cllr Mrs Murphy-Mann that all these documents be adopted en bloc. All agreed, the Resolution was passed. All these documents will be reviewed during the next few months. Mrs J Patrick agreed to look at producing a Litter Picking risk assessment to bring to a future meeting.
- APPOINT REPRESENTATIVES;**
The following were nominated:

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

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

8. **APPOINT VILLAGE REPRESENTATIVES.** Mr J Lukjaniec – Litter picking/Mobile Speed Signs liaison. Co-ordinators Mrs J Patrick – Footpaths/Tidy Village/Speeding, Data Protection advisor, and Mr C Campion – Planning/Open Spaces/Play area.
It was proposed by Cllr Deptford and seconded by Cllr Wilson that the above be confirmed. All agreed, the Resolution was passed.
9. **COUNTY/DISTRICT/POLICE MATTERS.** No County or Police representative was present. PCSO Welby-Everard had reported to the Annual Parish Meeting prior to this meeting and had discussed some issues with parishioners.
10. **CHAIRMAN'S REPORTS:**
 - **Highways Walkabout, May 1st.** His report had been circulated. He said it had been interesting and some bad potholes had been put on the "priority" list (7 days) – he will send a reminder tomorrow..
 - **Joint Letter from 6 Parishes to LCC about village roads.** This had been circulated – no reaction to date.
 - **Lighting.** Some issues had been reported and reminders sent as appropriate.
11. **ANNUAL PARISH MEETING** – any items to be brought to a PC meeting? Cllr Deptford will liaise with NKDC about the idea of temporary signs on the road warning of Litter Picking. Cllr Wilson will meet with Mr Lukjaniec about the lockable litter bin in the play park. If appropriate, these will come into future meetings.
12. **PLAY AREA UPDATE** – Cllrs Wilson and Mrs Penketh updated the council on progress. Cllr Mrs Penketh said the Co-op is organising a litter pick for 4 hours on June 8th, in advance of the Fete on the 10th. There is a Park Committee meeting on May 16th to progress arrangements. Cllr Wilson confirmed Planning Permission will be needed for the proposed ball fencing. He and Mr Campion will liaise about the application. He proposed that the Parish Council submits and pays for the application. Seconded by Cllr Mrs Murphy-Mann, all agreed, Resolution passed.
It was proposed by Cllr Mrs Murphy-Mann and seconded by Cllr Wilson that the Parish Council is overall responsible for the Fete for insurance purposes. All agreed, Resolution passed.
13. **COUNCIL INSURANCE.** Renewal date June 1st – Approval to pay by BACS. It was proposed by the Cllr Mrs Penketh and seconded by Cllr Deptford that the Insurance be renewed and that it be paid by BACS. All agreed, the Resolution was passed.
14. **GRASS CUTTING.** Letters received from LCC Highways confirming that Swaton was one of the parishes agreeing to maintain their own LCC verges. NKDC will be looking after their grass areas as previously – in and around any Council properties. Agreement with LCC signed.
15. **FLOODING.** Cllr Mrs Murphy-Mann said there had been two recent minor floods, the EA had attended on one occasion.
16. **DATA PROTECTION REGULATIONS.** The Clerk confirmed that, after pressure from NALC and SLCC, a DPO was not a legal requirement for Parish Councils. LALC had submitted various generic documents.
It was agreed to start working towards compliance as appropriate for a small Parish Council.
It was agreed to adopt the Data Protection Policy, the Records Retention Policy, the Data Breach Policy and the Subject Access Request Procedure. Councillors and Representatives to agree and

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sign up to the Compliance check list. The Clerk will go through the Swaton Files to check against the Retention advice.

17. FINANCE –

- a) Monthly report from RFO. It was proposed by Cllr Mrs Penketh and seconded by Cllr Wilson, that the report be accepted. All agreed, the resolution was passed.
- b) Signing of Cheques. It was proposed by Cllr Mrs Murphy-Mann and seconded by Cllr Mrs Penketh that the following cheques/BACS payments be agreed/signed, plus the pending payment for LALC. All agreed, the Resolution was passed:

BACS payments:

Clerk's expanses April/May	£23.00
Came and Co PC Insurance (Aviva)	£291.20

- c) **Internal Auditor.** It was proposed by Cllr Wilson and seconded by Cllr Mrs Murphy-Mann that Mr Kerby be appointed Internal Auditor for 2018/19. A statement of Assurance had been agreed. All agreed, the Resolution was passed.
- d) **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 circulated and was summarised by the Clerk, and completed. It was proposed by Cllr Deptford and seconded by Cllr Mrs Murphy-Mann that this be agreed and signed. All agreed, **Section 1** was signed.
Section 2 – the Accounting Statements 2017/18. These were explained and noted. It was proposed by Cllr Mrs Penketh and seconded by Cllr Wilson that this be agreed and signed. All agreed, this was signed.
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 as appropriate.

18. CLERK'S REPORT AND UPDATES

- **Resilient Communities' Conference July 12th.**
- **Temporary Road Closure.** 7pm-6am June 10th-17th, sections of A52 and B1394.
- **Rural Crime Survey** – details circulated.
- **New Empty Homes Officer at NKDC** – details circulated..

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.** Quarterly magazine no 164, April, circulated. Note the Training dates. Some dates chosen for booking.
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. "Speeding Issues" to be on the next agenda.
22. **DATE OF NEXT MEETING** – Tuesday July 17th, 2018. There being no further business, the meeting was closed at 9.15pm.