

SWINDERBY PARISH COUNCIL

**Minutes of the Swinderby Parish Council**

**Annual Parish Council Meeting**

**held at 7.30pm on 11 May 2020**

**Held remotely online**

**Present:** Cllrs G Lloyd (Chair), J Gagg, L Carter, R Hodgson, N Marris and S Longson

Clerk: S Aikman

**1. Public Forum**

No public

**2.Election of Chair**

Following a vote it was unanimously resolved that Cllr G Lloyd be elected Chair of the Council. Cllr Lloyd would send the signed the Declaration of Acceptance of Office to the Clerk.

**3.To receive any apologies for absence**

None.

**4.To receive any declarations of interest**

None.

**5.Election of Vice-Chair**

Following a vote it was unanimously resolved that Cllr L Carter be elected Vice-Chair of the Council. Cllr Carter would send the signed the Declaration of Acceptance of Office to the Clerk.

**6.To receive the Annual Report of the Village Hall Committee**

Received.

**7. To receive the minutes of the Parish Council Meeting 9th March 2020 and the notes of decisions taken during lockdown and prior to Government approval of online meetings, all previously circulated to members**

Following a vote it was resolved unanimously that the minutes from 9 March 2020 were an accurate record of the meeting.

Following a vote it was resolved unanimously that the notes of decisions made and recorded below were an accurate record of decisions made:

Item	Decision
<p><b>1 To consider devising and implementing an action plan to operate for a period of 3 months starting the 1st April subject to guidelines provided by Public Health England, the Chief Medical Officer and the Chief Scientific Advisor. The plan will consider the personal and public safety of councillors, the clerk and all parishioners and allow Swinderby Parish Council to operate efficiently and fulfil its obligations.</b></p>	
<p>a Postponing the annual parish meeting and the annual parish council meeting until we receive advise as to when and how these may be held</p>	Resolved
<p>b Cancelling the full council meetings in April, May and June</p>	Resolved
<p>c To continue business using telephone calls and emails as far as possible. This matter to be reviewed following Government guidance</p>	Resolved
<p>d To appoint Lynne Carter as Vice Chair</p>	Resolved
<p>e To suspend the standing orders (our rules and regulations) should the need arise after giving councillors 24hrs notice to raise objections</p>	Resolved
<p><b>2 To consider providing the following support for a period of 3 months starting 1st April subject to guidelines provided by Public Health England, the Chief Medical officer and the Chief Scientific Advisor for Swinderby Co-ordinated Support Network to support the safety and wellbeing of all parishioners</b></p>	
<p>a Allocating £150 to Swinderby Village Community Support Network . This being the estimated cost of operating the phone line for 3 months. Any surplus from this fund to be transferred to the Link Up</p>	Resolved
<p>b Paying for one full print of the Link Up and the information cards being circulated to all parishioners up to a maximum of £250</p>	Resolved
<p>c To seek additional resources if available from other organisations</p>	Resolved
<p><b>3 To consider any additional advice received from the Government since the publication of the agenda.</b></p>	
<p><b>4 To consider actions to carefully monitor the Play Area, to ascertain if the equipment is being used and according to the extent of the usage to post warning notices discouraging the use of the Play Area and if unsuccessful locking the gates.</b></p>	Resolved
<p><b>5 Finance</b></p>	
<p>a Clerk’s salary including PAYE and pension , Unity bank charge £18, payment ref 19/103 approved unanimously</p>	Resolved

**8.Finance**

- a. To formally note Items of Income

<b>Income</b>		<b>Total</b>
North Kesteven District Council	Precept	£19,632.00
North Kesteven District Council	Community Infrastructure Levy	£ 828.75

b. To formally approve Expenditure since last meeting:

<b>Payee</b>		<b>Net</b>	<b>VAT</b>	<b>Total</b>
LinkUp	Community support	£ 400.00	nil	£ 400.00
Came & Co	Mower Insurance	£ 158.76		£ 158.76

Clerk's salary including PAYE, pension and expenditure approved unanimously

c. To approve Items of Expenditure

<b>Payee</b>		<b>Net</b>	<b>VAT</b>	<b>Total</b>
None				

d. Bank reconciliation for the year to date was approved unanimously.

e. To review spend against budget

Spend to date along with planned expenditure for the year was reviewed.

The Council commented on the ease of use and understanding of the new format for accounts that had been developed last year.

## 9. Planning

a. Applications Received

20/0510	Proposed replacement garage	Long Cottage, 51 High Street	No comments
20/0517/FUL	Internal alterations to create ensuite bathrooms and additional bedroom, installation of sprinkler system	The Old Vicarage 61 High Street	The application had been received after the agenda had been published so no comments made by the PC. However, it was felt that these are substantial changes to this Grade 11 listed building and therefore request that the District Council evaluates the full impact of these changes to this building and the curtilage with Historic

			England. A brief report of the findings being available online. We request an extension to the planning process
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b. Applications Decided

None			
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**10.To note that the Annual Parish meeting cannot take place until restrictions on social gatherings have been lifted**

Noted.

**11.To receive the decision of the Council for the Reg Ketteringham Community Award 2020**

Following a vote a unanimous decision was made and an announcement would be made to the public in June.

**12.To receive updates on the village grass cutting.**

Additional areas required cutting and a quote would be obtained from the contractor.

ACTION: Clerk

**13.To receive updates on the community support during the lockdown.**

From the Link Up Editor

Link Up Magazine:

- Printed and delivered in April 2020 – slightly different format of information.
- Currently able to print for May however that may change depending on govt. guidelines.
- If May mag unable to be printed a double-sided A4 will be printed instead. A few people in the village could help to print. I have the capabilities of doing this at home.

Volunteers:

- Currently have 45 volunteers signed up to help, but there are more.
- We are registered with the CVC:CEC as a volunteer organisation and I have signed the LCC indemnity insurance which covers us for anything the LCC task us with doing.  
Otherwise the Sarah Act covers us – i.e. using common sense to support those in need in the community.
- I've tried to ensure that everyone who has put their name down to volunteer has had an opportunity to volunteer. And also ensured the same people don't do everything so more people are comfortable with being active should the need arise.

Phone Line:

- Up and running 17th March.
- Open 8am-8pm, 7 days a week (calls after this are diverted to me anyway).
- Staffed by volunteers, calls are automatically diverted to their chosen phone, (Graham wrote a little programme to automate this.) 3 hour shifts.
- Calls are fed back to me to keep a log of contacts for continuity and to spot if anyone needs extra support.
- Not very busy right now. Majority of calls are asking about prescriptions.
- We've supported a few people with shopping. This has evolved into the volunteers who initially helped taking those residents under their wings and doing weekly shops for them directly.
- Will push this in the next linkup – as in making sure people are reaching out if they need help and not struggling at home.
- Hope to set up a call tree – to phone those who may be struggling just for a chat.

#### Pharmacy Run:

- I noticed that the pharmacy had started delivering to 70+ and vulnerable and thought they might need some assistance. We took over the pharmacy run on 26th March. Each weekday at 3pm, a volunteer from the village collects the Swinderby box, delivers to the residents and then returns the box.
- We had approx. 7 volunteers run this over the first few weeks, now for the next 2 weeks we have 10 volunteers – so 14 people in total will have done this so there is plenty of people in the pool if needs be to cover etc.
- Other villages have now started to do the same.
- A volunteer undertakes a once weekly run if needed from Basingham doctors on a Wed/Thurs.
- The pharmacy have said there is a way to claim back mileage – I'm not sure how right now and they are really busy. I will figure this out and keep track of the miles from volunteers – although no one has asked for it yet.  
The Parish Council sincerely thanked all of the volunteers for all their hard work and for ensuring that residents felt so well supported.

#### **14. To receive information on the community defibrillator**

Cllr Hodgson reported that the annual check had been completed. A new battery may be needed in about 6 months. The cost of replacing/upgrading the defibrillator would be considered at the next meeting and could possibly include replacement of the cabinet for one with a handle that was easier to use.

ACTION: Cllr Hodgson

#### **15. To consider a review of the legal documents for the Village Hall at a future meeting**

Agreed. Cllrs Lloyd and Carter would review the paperwork held and summarise the Parish Council's obligations as trustees.

#### **16. Clerk and Councillors Reports (for information only)**

Cllr Longson reported that the new flower boxes needed lifting slightly and that blocks supplied free of charge by R Mason Construction Ltd would be used. Cllr Longson would undertake a risk assessment.

ACTION: Cllr Longson

Cllr Carter reported that the school was awaiting Government guidance to assist planning. Cllr Gagg suggested adding the brownfield site development to the next agenda. Cllr Marris asked about plans for repainting the play equipment. Cllr Longson would send details of the paint etc to the Clerk for Council approval. ACTION: Cllr Longson  
 A discussion was held about the need for 2 Speed Indicator devices. One of which had been delayed for purchase from last year's budget during the lockdown.

### 17. Correspondence

Date	Received From	Description
09.04.2020	NKDC	CiL allocation and reporting procedures
15.04.2020	Pensions Regulator	Re-enrolment duties
16.04.2020	LCC	Parish Agreement Scheme - LCC Coronavirus Update NORTH/NMAR/JP/MMT
23.04.2020	PKF Littlejohn	LI0364 Swinderby Parish Council – 2019/20 AGAR instructions re external audit
24.04.2020	PKF Littlejohn	019/20 Limited assurance reporting season
28.04.2020	Citizens Advice Mid Lincolnshire	Request for funding

### 18. Date of next meeting and future agenda items

Parish Council meeting 7.30pm Monday 8th June 2020. This meeting to be held online.

Meeting closed 8.40 pm