

SWINDERBY PARISH COUNCIL

DRAFT MINUTES OF SWINDERBY PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING held on 15th May 2023 Held at Swinderby Village Hall

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

Clerk: S Aikman

Also in attendance: Cllr M Elliot (NKDC), Cllr P Overton (NKDC). 1 member of the public

The Clerk opened the meeting and confirmed that the following Councillors had been re-elected: Cllr G Lloyd, Cllr. L Carter, Cllrs. R Hodgson, S Longson, G Beales N Marris and J Gagg. Councillors completed the Acceptance of Office forms, the Register of Interest forms and the Election expenses forms. No Councillors claimed expenses for the elections and forms were completed with a nil expenses claim.

1. Election of Chair and to receive Declaration of Acceptance of Office

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

2. Election of Vice-Chair and to receive Declaration of Acceptance of Office

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

3. To receive any apologies for absence.

None received.

4. To resolve to suspend the meeting and hold a public forum.

Following a vote it was unanimously resolved to suspend the meeting and hold a public forum. Cllr Overton reported that NKDC's first full Council meeting would be on Tuesday 23rd May. The new Local Plan had been adopted and was much tighter on insulation of properties.

The Council meeting continued following the end of the Public Forum.

5. To receive any declarations of interest

In accordance with the Localism Act 2011 and consider any requests for dispensation in relation to Disclosable Pecuniary Interests or any other interests as outlined in the Council's Code of Conduct.

None

6. To receive the Annual Report of the Village Hall committee.

SWINDERBY VILLAGE HALL – REPORT ON ACTIVITIES FOR 2022

	2022	2021	2020	2019	2018
Income	£ 18,363	£ 16,178**	£ 15,054**	£ 12,296	£ 14,431
Expenditure	£ 7,048	£ 18,109	£ 8,040	£ 15,187	£ 18,245
Profit / (loss)	£ 11,314	(£ 1,931)	£ 7,014	(£ 2,891)	(£3,814)
Reserves	£ 44,392	£ 33,045	£ 34,808	£ 27,554	£ 30,152
Main items of expenditure		Decorating & new carpets	Electrical survey	New chairs & tables	Bar refurbishment Repair major water leak

** denote inclusion of Covid Hospitality grants.

2022 has been a healthier year than previous with continuing year on year growth in income.

PLANNED FOR 2023

No major works are planned at this time. Peter Sowerby Homes have indicated that they will tarmac the car park and replace fascias and guttering as part of the planned Produce World development.

7. To confirm that the Parish Council continues to meet the requirements of the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012 (SI21012/965).

Confirmed.

8. To receive and approve the minutes of the Parish Council meeting 17th April 2023, previously circulated to members and published in draft to the website as required under the Transparency Code for Smaller Authorities.

Following a vote it was resolved unanimously that the minutes from 17th April 2023 were an accurate record of the meeting.

Progress reported on matters discussed:

- Old batteries can be disposed of at the Co-op in Collingham.
- NKDC is following up concerns raised with an unoccupied house.
- Discussions were held about having a wood carving cut into the tree that needed removing on the triangle.

ACTION: Cllr Lloyd and Clerk

9. Finance

a. To formally note Items of Income

Income		Total
None		

b. To formally approve items of expenditure since last meeting and

c. To formally approve items of expenditure

Payee	Details	Net	VAT	Total
Swinderby V Hall	room hire	£ 42.00	nil	£ 300.00

Payee	Details	Net	VAT	Total
AJGIBL Gallagher	Mower Insurance	£ 136.11	nil	£ 18.00
Glendale	Grass cutting	£ 375.92		
Trent Valley IDB	Drainage rates	£ 30.87		
AJGIBL Gallagher	Insurance	£ 984.38		
ICO	Data protection fee	£ 35.00		

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

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

e. **To review spend against budget.**

Reviewed.

f. **To receive the Internal Auditor's report**

The Internal Auditor had sent the following report:

To the Chairman of Swinderby Parish Council.

I have examined council business including policies, agendas & minutes, accounting and financial statements and other documents relevant to this audit.

Council management and activity.

- Standing Orders & Financial Regulations are in place, ensure correct versions are being adopted.
- Terms of Reference must be in place for council's committees, advised that HR Committee be appointed.
- Ensure all policies relevant & statutory to the council are available & on the website, as a minimum GDPR & complaints policy to be adopted.
- Ensure council website is UpToDate.

Summary

Advise Councillors attend training after the recent elections.

The AGAR has been signed for the year 2022/2023.

Thanks to be passed onto the Clerk, for maintaining good council records.

The Council discussed the report and agreed that committees were not necessary at present and would be formed if required. The Clerk was happy that any staffing matters could be discussed by the whole Council or by individual Councillors reporting back to the Council.

The website was currently under review by the Clerk. Policies and working documents would be reviewed by the Council and the Clerk.

g. **To review the effectiveness of the system of internal control and consider the findings prior to completing the Annual Governance Statement on the Annual Return for 2022/23.**

All items were reviewed, and the Annual Governance Statement was completed.

h. To approve the Annual Governance Statement on the Annual Return for 2022/23.

Following a vote it was unanimously resolved to approve the Annual Governance Statement.

i. To consider the Accounting Statements by the members meeting as a whole.

The Accounting statements were considered.

j. To approve the Accounting Statements for 2022/23 on the Annual Return.

Following a vote it was unanimously resolved to approve the accounting statements and end of year bank reconciliation for 2022/23.

k. Accounting Statements to be signed and dated by the Chair.

The Accounting Statements were signed and dated by the Chair.

l. The Period for exercise of Public Rights

The period was set for Monday 5th June – Friday 14th July 2023.

ACTION: Clerk

10. Planning

a) Applications Received

23/0363/FUL	Erection of a 60m x 30m sand menage, extension of existing Barn by 3.6m to accommodate 2 additional stables and erection of a storage barn and the construction of a circular automated horse walker. widen the current access way to the yard, with the creation of new 1.8m high timber fence or brick wall with new timber gates-electronically operated., move existing fence line to create larger yard area.	Scoles House, 48 Station Road Swinderby	No comment
23/0372/HOUS	Single storey front extension & alterations to existing window and door openings. Including amended details	47 Manor Road Swinderby	No comment
23/0357/VARCON	Application to vary conditions 4 (materials) and 10 (approved plans) attached to planning permission 22/1080/FUL - Proposed three new dwellings consisting of conversion of existing garage into a house and the change of design from previously approved single house into two houses.	Green Heart 4 High Street Swinderby	No comment

b) Applications Decided

23/0235/ADV	Proposed V-board advert sign to be sited for a temporary period of up to 3 years	Land North Of A46 And East Of Cow Lane Witham St. Hughs, Lincoln	Approved
-------------	--	--	----------

11. To report on any updates to the development of the Neighbourhood Plan including feedback from May 12th.

A productive meeting had been held with a focus on involving the community. The housing needs assessment had been received and a character assessment would be completed later in the process. A stall would be held at the village gala.

12. To consider purchasing solar panels for the speed indicator devices

Following a vote it was unanimously resolved to purchase solar panels for the speed indicator devices at a cost of £1,202.72.

13. To discuss plans for the Summer Fete.

Plans were well underway following several meetings and a running order had been produced.

14. To receive any updates from the Swinderby Trust.

This item was deferred until the June meeting.

15. To receive updates on the Jubilee Play Area sign and the orchard signs.

Measurements for available space for the sign will be sent to the Clerk.

ACTION: Cllr Carter and Clerk

16. Review of Actions from 2022/2023. Where are we at and what needs doing next. They are ranked in terms of easiest to achieve (quick win) to the more challenging.

a) Compositing toilet Play Area and move the bench.

This will be reconsidered later in the year. The bench will be moved by Cllrs Lloyd and Longson.

ACTION: Cllrs Lloyd and Longson

b) Seat outside the village hall, remove trees and replant.

It was noted that the land belongs to the Parish Council and needs registering. Cllr Longson will crown lift the trees in the autumn. Cllr Hodgson will look at putting a sign together showing the history of the village hall.

ACTION: Cllrs Hodgson and Longson

c) Container Storage for the carpark.

Cllr Marris is sourcing a suitable container.

ACTION: Cllr Marris

d) Wall mounted flag pole for the village hall

Cllr Longson would order the flag pole.

ACTION: Cllr Longson

e) Bowls Club

The Parish Council needs to become trustees. A separate water meter needs to be installed.

ACTION: Cllrs Lloyd and Hodgson

f) Land registry

Cllr Lloyd will follow up existing matters.

ACTION: Cllr Lloyd

g) Village sign on the triangle.

A discussion was held about different options. Cllr Beales would look at examples.

ACTION: Cllr Beales

h) Nature reserve on new land or the Playing Field.

Costings were needed, including accessibility.

i) School flag

Cllr Carter would follow this idea up with the school children.

ACTION: Cllr Carter

j) Equipment for Play Area (Games wall and roundabout).

Discussions were held about wheelchair accessible equipment, a climbing wall and the monkey puzzle equipment. Cllrs Lloyd and Carter would look for funding opportunities.

ACTION: Cllrs Lloyd and Carter

k) Lives course in village hall

Cllr Lloyd would talk to the organiser.

ACTION: Cllr Lloyd

l) Plans for landscaping the community areas on the Moor Lane site and additional area.

Discussions would be needed with the developer.

m) Cycle Track/ Footpath to the station

This was a potential idea for the future.

17. To consider insurance requirements and renewal for 2023/24.

This matter had been agreed under finance and the payment approved.

ACTION: Clerk

18. Clerk and Councillors Reports (for information only), including a review of actions from minutes and matters that Councillors wish to be brought to the next or subsequent meetings.

No decisions may be made under this section, but councillors may wish to use this to flag up issues.

Cllr Carter would send out the Community Award application information. ACTION: Cllr Carter
Cllr Lloyd would circulate correspondence regarding the loss of PCSOs.

19. Correspondence

To note correspondence received.

Date	Received From	Description
30.04.2023	Resident	Concern about anti-social behaviour. Information had been shared regarding ongoing discussions. Advice had been given regarding reporting of incidents

Date of next meeting

Swinderby Parish Council meeting 7.30pm Monday 12th June 2023.

Meeting closed at 9.25pm

Signed.....

Date.....