

SWINDERBY PARISH COUNCIL

MINUTES OF THE SWINDERBY ANNUAL PARISH COUNCIL MEETING held at 7pm on 20 MAY 2019 at the SWINDERBY VILLAGE HALL, Bulpit Lane, Swinderby

Present: Councillors: R Ketteringham (Chair), G Lloyd (Vice-Chair), J Gagg, G Shelbourn and N Marris.

Clerk: S Aikman

In Attendance: Cllr P Overton (NKDC) and 2 members of the public

1. **Public Forum**

3 members of public in attendance.

Cllr Peter Overton introduced himself as a newly elected District Councillor

2. **Election of Chair**

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

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

Cllrs R Hodgson and L Carter had sent their apologies, reasons accepted. Apologies from District Councillor S Appleby noted.

4. **To receive declarations of acceptance of office from elected members**

Declarations of acceptance of office were received from elected members.

5. **To consider a revised Code of Conduct**

Following a vote it was unanimously **resolved** to adopt the new Code of Conduct from NKDC.

6. **To receive confirmations of receipt of the revised Code of Conduct and register of interests from elected members**

Councillors confirmed receipt of the Code of Conduct and completed the register of interests forms.

7. **Election of Vice-Chair**

Following a vote it was unanimously **resolved** that Cllr G Lloyd be elected Vice-Chair of the Council.

8. **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

9. **To appoint representatives to the Village Hall Committee (2)**
Following a vote it was unanimously **resolved** that Cllrs Hodgson and Shelbourn would be the Council representatives on the Village Hall committee.
10. **To appoint representatives to the Poor Trust (2)**
Following a vote it was unanimously **resolved** that Cllr Hodgson and Lloyd would be the Council representatives to The Poor Trust.
11. **To appoint a representative to the School Community Governors**
Following a vote it was unanimously **resolved** that Cllr Carter would be the Council representative to the School Community Governors.
12. **To appoint a representative to the Police Forum**
Following a vote it was unanimously **resolved** that Cllr Ketteringham would be the Council representative to the Police Forum.
13. **To agree councillor responsibility for environmental matters**
Following a vote it was unanimously **resolved** that all Councillors were responsible for environmental matters and that the public should also be encouraged to use available reporting procedures.
14. **To receive the minutes of the Parish Council Meeting 8 April 2019, previously circulated to members**
Following a vote it was **resolved** unanimously that they were an accurate record of the meeting and were signed by the Chair.
15. **Review and adopt the Standing Orders of Swinderby Parish Council**
Following a vote it was **resolved** unanimously that the existing Standing Orders met the requirements of the Parish Council.
16. **Review and adopt the Financial Regulations of Swinderby Parish Council**
Following a vote it was **resolved** unanimously that the existing Financial Regulations met the requirements of the Parish Council.
17. **Review existing Bank Signatories and recommend changes as required**
Following a vote it was **resolved** unanimously that Cllr Shelbourn should be added to the list of signatories to the bank and that Cllr Ketteringham would be authorised for inputting payment requests in the event of the Clerk's absence but would be removed as a signatory and approver of payments.

18. **Finance**

a. **To formally note Items of Income**

Income		Total
NKDC	Community Infrastructure Levy	£618.75

b. **To formally approve Expenditure since last meeting:**

Payee		Net	VAT	Total
Swinderby Village Hall	Meeting Room expenses - March	£28.00	Nil	£28.00

All expenditure approved, unanimously

Clerk's salary including PAYE and pension expenditure approved unanimously

c. To renew the Parish Council insurance due on 1 June 2019

Following a vote it was **resolved** to accept a quote for a 3-year agreement for insurance with Inspire at a cost of £330 for 2019/20.

d. To approve Items of Expenditure

Payee		Net	VAT	Total
AEB Landscapes	Play inspections	£ 64.00	Nil	£ 64.00
AEB Landscapes	Grass cutting	£ 364.00	Nil	£ 364.00
SCIS UK Ltd	Printer ink	£65.72	£13.14	£ 78.86
Trent Valley Internal Drainage Board	Drainage Rates	£ 18.58	Nil	£ 18.58
ICO	Data Protection fee	£ 35.00	Nil	£ 35.00
Came & Company	Insurance	£ 330.00	Nil	£ 330.00
B Solly	Internal Audit	£ 40.00	Nil	£ 40.00
S Aikman	Expenses	£ 61.35	Nil	£ 61.35

All expenditure approved, unanimously

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

f. To review the spend against budget, noted.

g. To receive the Internal Auditor's report

All items on the annual return had been approved by the internal auditor

h. 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 2018/19.

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

i. To approve the Annual governance statement on the Annual Return for 2018/19.

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

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

The Accounting statements were considered.

k. To approve the Accounting Statements for 2018/19 on the Annual Return.

Following a vote it was unanimously **resolved** to approve the end of year bank reconciliation for 2018/19.

Following a vote it was unanimously **resolved** to approve the Accounting Statement in the Annual Return.

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

The Accounting Statements were signed and dated by the Chair.

m. To confirm that the Parish Council meets the exemption criteria for external audit and to complete the exemption certificate

Following a vote it was unanimously **resolved** that the Parish Council meet the exemption criteria for external audit and the exemption certificate was completed.

19. Planning

An agenda item was proposed for a future meeting – to ask NKDC to evaluate planning applications that had been approved for consistency in responses.

Applications Received

19/0457/LBC	New access to bedroom with provision of en-suite facilities and conversion of adjacent dressing room to re-locate bathroom and retain existing original staircase. Revision to roof layout of approved application- 18/0677/HOUS	Morton Manor, Morton Lane, Swinderby	No objections
19/0240/FUL	Change of use from B1 (office) to D1 (non-residential institutions) and erection of single storey flat roof extension to form new kitchen, 3no dining rooms and associated ancillary accommodation	Units 1-2 82A High Street Swinderby	No objections
19/0511/FUL	Erection of 1no. dwelling with associated 3 bay, two storey garage and workshop	Land Between 2 And 8 High Street Swinderby	No objections

a) Applications Decided

None			
------	--	--	--

20. To consider arranging a detailed annual inspection of the play area

Following a vote it was unanimously **resolved** that an annual inspection of the play area and a risk assessment should be booked by the Clerk.

21. To consider purchasing storage for archive materials

Further quotes would be obtained and taken to the next meeting for a decision.

22. To consider a request for a donation to SWINFEST 2019

Following a vote it was unanimously **resolved** that a £100 donation would be made direct to the Air Ambulance to add to that collected by Swinfest 2019.

23. Clerk and Councillors Reports (for information only)

The Clerk reported that reviewing the Council risk assessment should be on the agenda for the next meeting.

Cllr Carter had sent in the following report:

The Clerk had completed her probationary period and a contract was issued.

Contract details had been agreed and a signed copy given to the Clerk. The Council agreed that Cllrs Carter and Hodgson would deal with staffing and report to the Council.

The Clerk would be working with Cllr Carter on updating the Asset register, including identifying land owned by the PC that was known and that which is unknown or disputed, the PC involvement with the village hall and the Poor Trust.

The issue of damaged trees on the playing field was discussed at the last Governors meeting. The school and PC are satisfied that there will be no criminal proceedings taken by the Police and that the school and parents will deal with the issue appropriately. The School, like were sure that if the PC finds out how much the replacement trees will cost that the parents and children involved will fund their replacements. They should be given this option and any shortfall could then be picked up by the PC. The PC should contact the Woodlands Trust to find out the type of trees on offer as replacements.

The school had been in discussions with the Parish Council about a new sign. The school had been informed that the land belonged to LCC. Discussion on who owns the above piece of land continued as two Governors were of the opinion that the Church gifted some land to the School and pre-school playgroup. LCC has informed the school that the lease on the Preschool Playgroup land had expired long ago and that as LCC owned the land any rent would be payable to LCC in future. The school believe they own the land and have been receiving rent from the build of the playgroup until now. Copies of the original lease agreement are being sought and Cllr Carter would be grateful to know of anyone who was involved with the setting up of the original playgroup buildings so that their memories can be tested. Cllr Carter was deemed the person to explore ownership of this land from a Governor's perspective and as part of her continued work with the asset register on the PC.

Cllr Ketteringham reported that there was no further news regarding the Thomas White proposals in the village.

Cllr Lloyd reported that:

- He was continuing to monitor the grass cutting in the village.
- The Clerk was asked to send an acknowledgement of receipt for the letters relating to the damaged trees.
- A quote was needed for repairing a post on the climbing frame and fence repairs on the Station Road side.

Cllr Marris reported that work on the hedge on the corner of Bulpit Lane should be an agenda item for September.

Cllr Shelbourn reported that the bench on Bulpit Lane was in need of repair.

Cllr Gagg suggested that the Council started looking at brochures from play equipment manufacturers for the planning funding bid to improve the play area.

Cllr Gagg reported that the Norton Disney rendering plant plan is likely to resume in November.

A member of the public reported that the dog bin at the top of the high street was damaged and that the stile on Cow Lane was in need of repair.

24. Correspondence

Date	Received From	Description
09.04.2019	LALC	SERVICE LEVEL AGREEMENT 2019
17.04.2019	DVLA	Confirmation of Mower vehicle tax
24.04.2019	NKDC	Briefing Note- Dog Fouling (from The Environmental Protection Team).
24.04.2019	NKDC	Application 19/0457/LBC Morton Manor Morton Lane Swinderby Lincoln
25.04.2019	NKDC	Community Infrastructure Levy: Information for Town and Parish Councils
05.04.2019	Caroline Johnson MP	Village Hall Improvement Grant Fund
08.05.2019	LCC	Public Rights of Way Grass Cutting
10.05.2019	Resident	Swinfest 2019 donation request
13.05.2019	NKDC	Application 19/0511/FUL Land Between 2 And 8 High Street Swinderby LN6 9LW
13.05.2019	LALC	Lalcs networking Day 4 july
14.05.2019	NKDC	Application 19/0240/FUL Units 1-2 82A High Street Swinderb
15.05.2019	NKDC	Application 19/0615/HOUS 10 Station Road Swinderb
16.05.2019	NKDC	North Kesteven Heritage Grant Scheme
16.05.2019	Resident	Mobile food vendor
17.05.2019	LALC	Conference and AGM

25. Date of next meeting

Parish Council meeting 10 June 2019

Meeting closed 9.15pm

Signed.....

Date.....