

# SWINESHEAD PARISH COUNCIL

## PARISH OFFICE

Swineshead Pre-School Centre  
North End  
Swineshead  
PE20 3LZ  
www.swineshead.parish.lincolnshire.gov.uk  
**CHAIRMAN:** Councillor Carl Gibbard  
**TEMPORARY CLERK:** Natalie Grant

**EMAIL:** swinesheadpc@gmail.com

**WEBSITE:**

**PHONE:** 07899 740375

## FULL COUNCIL MEETING Tuesday 26<sup>th</sup> April 2022

### MINUTES

**Present:** Cllr Mike Brookes, Cllr Roger Welberry, Cllr Philippa Parnell, Cllr Sean Trafford, Cllr Jean Powell

**Also Present:** Clerk, Natalie Grant

#### Public Forum, followed by response from Chairman

No members of public were present

In the absence of the Chairman or Vice Chair, Cllr ST proposed that the meeting should be chaired by Cllr MB. This was seconded by Cllr RW and resolved. Cllr MB proceeded as Chair for the meeting.

#### 21/216 To receive apologies for absence and reasons given

Apologies were received from Cllrs Carl Gibbard, Chelcei Trafford, Roy Hilton, Keith Osbourn and Ian Maclean.

#### 21/217 To receive any declarations of interest in accordance with the Localism Act 2011

Cllr JP declared a personal interest in item 11 on the agenda: requesting a donation towards a celebration for the volunteers in the village.

#### 21/218 To agree whether the minutes of the meeting held on 29/03/22 are to be confirmed and signed an accurate record of the meeting

Cllr MB checked with the Councillors present if they felt that the notes were an accurate record of the meeting held on 29/03/2022. Cllr PP proposed that the notes should be accepted as minutes, this was seconded by Cllr RW and resolved.

**ACTION: CLERK TO DISTRIBUTE MINUTES VIA THE WEBSITE, FACEBOOK AND NOTICEBOARDS**

#### 21/219 Financial matters:

##### **To receive and agree the 2021/22 Final Account Summary**

Cllr MB checked with those present that the Final Account Summary had been read and checked by those present. Cllr JP queried an error on the bank reconciliation. The Clerk realised that the incorrect copy had been circulated and replaced it with the correct copy. On receipt of the corrected final bank reconciliation, Cllr PP proposed that 2021/22 closing account summary should be passed by the council. This was seconded by Cllr RW and resolved.

##### **Update on financial matters**

The Clerk commented on how easy it was to complete the year end accounts compared to previous years using the Scribe accounting software. The Clerk also confirmed that an updated Asset Register had now been uploaded to Scribe and would be much easier to maintain in future.

##### **Accounts for Payment (see attached)**

Cllrs ST and JP checked the Accounts for Payment that were presented by the Clerk. Cllr ST proposed that the itemised payments should be made, this was seconded by Cllr JP and resolved.

**ACTION: CLERK TO MAKE PAYMENTS AS PER THE SCHEDULE**

#### 21/220 To receive the Internal Auditor's Report for Year End 2021/22

The Clerk presented the Internal Auditor's Report for Year End 2021/22. There were three points to raise from the thorough internal audit:

1. The interests for Cllr CT were not up-to-date on the Boston Borough Council website. On investigation, this was due to a historical name change. The Clerk suggested that Cllr CT needed to update this as soon as possible.
2. The agendas for future meetings should include an itemised list of accounts for payment to be approved at the meeting (this can be an attachment). The Clerk reported that this had already been addressed for future meetings and would be circulated with the agenda going forward.
3. S137 payments were not being recorded correctly in the accounts. The Clerk had queried this with the auditor and we were awaiting an outcome before a decision could be made going forward.

Cllr MB asked the Councillors if anyone had any further queries or comments on the Internal Auditor's report and proposed that this should be accepted. This was seconded by Cllr JP and resolved.

**ACTION: CLERK TO ARRANGE FOR CLLR CT'S INTERESTS TO BE UPDATED ASAP. CLERK TO INCLUDE ITEMISED ACCOUNTS FOR PAYMENT ON FUTURE AGENDAS.**

**21/221 To agree the Annual Governance Statements 2021/22**

The Clerk read the statements aloud to the Council. Cllr JP proposed that the Governance Statements should be agreed. This was seconded by Cllr ST and resolved. Cllr MB signed the statements for submission.

**21/222 To agree the Annual Accounting Statements for 2021/22**

The Clerk read the statements aloud to the Council. Cllr JP proposed that the Governance Statements should be agreed. This was seconded by Cllr ST and resolved. Cllr MB signed the statements for submission.

**21/223 To agree to submit the relevant paperwork for the 2021/22 Annual Governance and Accountability Return**

Cllr MB checked with the Councillors that everyone was happy for the external audit paperwork (AGAR) presented to the Council to be submitted to the auditors. Cllr PP proposed that the paperwork submitted at tonight's meeting should be forwarded to PK Littlejohn to be audited as seen. This was seconded by Cllr RW and resolved.

**ACTION: CLERK TO SUBMIT AGAR PAPERWORK TO EXTERNAL AUDITOR ASAP**

**21/224 Planning:**

***B/22/0098; 3 Gunfleet Close, Swineshead, Boston PE20 3NF***

Erection of a single storey side extension, two storey rear extension and alterations  
NO COMMENTS

***B/22/0149; The Chestnuts, High Street, Swineshead, Boston PE20 3LH***

Single storey rear extension  
NO COMMENTS

***B/22/0143; Reflex Labels, North End Business Park, Station Road, Swineshead, Boston PE20 3PW***

Demolition of existing industrial unit and construction of new industrial unit  
NO COMMENTS

***B/22/0137; Two Ways Bungalow, Railway Line Road, Swineshead Bridge, Boston PE20 3PU***

Application for a change of use from residential to a mixed use of residential and motor cycle engine assembly and parts despatch servicing and sales of motorcycles.

NO COMMENTS

Cllr MB proposed that Boston Borough Council Planning should be informed that the Parish Council had no comments to pass on any of the above four planning applications. This was seconded by Cllr RW and resolved.

**ACTION: CLERK TO FORWARD COMMENTS TO BBC PLANNING**

**21/225 To receive the list of correspondence received since the last meeting**

Various BBC Communications – forwarded as appropriate

Various LALC News – forwarded as appropriate

1.	16/03/2022	NK Planning	Central Lincolnshire Proposed Submission Local Plan consultation	Fwd Cllrs
2.	17/03/2022	LALC	Shining Stars Awards	Fwd Cllrs
3.	18/03/2022	R W Police	Newsletter	Fwd Cllrs
4.	21/03/2022	KBT	Keep Britain Tidy – Great Spring Clean	Fwd Cllr ST
5.	22/03/2022	British Legion	Tree Planting for Queen's Jubilee	Fwd Cllrs
6.	27/03/2022	MOP	Letter of appreciation RE Mackay's Pit Work	Fwd Cllrs
7.	28/03/2022	WPD	Request to access substation at play area	Dealt with
8.	28/03/2022	MOP	Enquiry RE planning permissions at Station Road	Dealt with
9.	28/03/2022	LCC	Consultation on proposed waiting restrictions at school	Fwd Cllrs
10.	30/03/2022	MOP	Request for Skate Park in village for teenagers	Fwd Cllrs
11.	01/04/2022	LCC	Further tree planting opportunity	Fwd Cllrs
12.	12/04/2022	MOP	Request for a new bin at Lockton Close "green"	Presented
13.	22/04/2022	MOP	Query regarding the Grass Cutting at Swineshead Bridge	Fwd Cllrs
14.	22/04/2022	RMTG	Asking us to reconsider our membership with them	Fwd Cllrs
15.	24/02/2022	The Circuit	Informing us that the defib unit at Northend has been used	Fwd Cllrs

**ACTIONS:**

7. Western Power Distribution accessed the park area to carry out some essential work at the substation during the Easter holidays. Clerk passed the combination code for the gate lock so that they could gain access.
8. Member of Parliament was forwarded to Boston Borough Council to make further enquiries.
9. Cllr MB asked for the Council to forward their approval of this proposal as per the minutes of the last meeting.
10. Cllr MB suggested that the member of public should write a proposal regarding proposed usage and projected costs, etc and make a presentation to the Council.
11. Cllr RW said that he would very much like to be involved in further tree planting schemes for the village and asked the Clerk to make Lincolnshire County Council aware.
12. Cllr MB suggested that this should be an agenda item for the next meeting.
13. Cllr RW offered to go and chase this up with the member of public in person and liaise with the grass cutters to ensure that the correct area was being cut in future.
14. Cllrs agreed that this membership is not required.
15. The Clerk reported that the device has been returned fully intact and unused therefore was back in service without any necessary maintenance.

Cllr PP asked if she could present some further correspondence from a former Councillor who had asked her to raise a matter with the Council. Cllr MB agreed that this could be heard.

Cllr PP went on to read a message from the Member of Public who was upset by some wording in the resolved minutes from the Finance Committee Meeting in December 2020 that stated that some remedial work was being carried out with the polices, tenders and accounts. The Member of Public felt this was a slight on the reputation of the Councillors and previous Clerk and asked the Council to consider rewording the minutes.

Cllr ST asked the Clerk if this was possible as the minutes had been resolved. The Clerk confirmed that this was not possible and suggested that if this needed to be discussed further then it would need to be an agenda item at a future meeting. After some discussion, Councillors recommended that they did not feel that this complaint could be taken any further.

**ACTIONS: AS ABOVE****21/226 To consider a donation request of £50 towards a "Volunteers Week" event being held in the village**

Cllr JP declared an interest in this item and did not take part in the discussion.

Cllr PP explained that Cllr JP was running a small event the various groups of volunteers in the village who donate their time and efforts to all sorts of different causes. It was to be a small event during National Volunteers Week to celebrate the good work that so many people in the village carry out without payment. She would like to attract a small donation to buy biscuits and cakes for the volunteers. Cllr MB proposed that the Parish Council could donate the cakes and biscuits up to a maximum value of £100. This was seconded by Cllr RW and resolved.

**ACTION: CLERK TO ASSIST CLLR JP IN SELECTING AND PURCHASING ITEMS FOR THE EVENT.**

**21/227 To consider a donation request of up to £4800 towards repair at the Methodist Chapel (incorporating the Community Library) on High Street**

Cllr PP asked the Clerk whether the council were permitted to make any donation to the church. The Clerk confirmed that the Council had no power to make any donations to a church or religious setting. Cllr ST also asked for it to be noted that in the Methodist Chapel's licence agreement, it clearly states that they are responsible for the upkeep and maintenance of the building. Cllr ST proposed that no donation should be made, this was seconded by Cllr PP and resolved.

**ACTION: CLERK TO INFORM THE CHAPEL THAT NO DONATION COULD BE MADE**

**21/228 To agree to sign the Library and Community Hub Grant Variation Form 2022/23 and submit**

Cllr RW proposed that the agreement should be signed and returned to Lincolnshire County Council, this was seconded by Cllr ST and resolved.

**ACTION: CLERK TO SIGN AND RETURN THE GRANT VARIATION FORM**

**21/229 To agree to accept the two grants, totalling £3000, from Boston Borough Council's "Empowering Healthy Communities Councillor's Community Grant Scheme" and Earmark this money for the refurbishment of Coney Hill into a "Covid Reflection Area"**

Cllr MB proposed that the funds should be received and placed in a new earmarked account for the Coney Hill Refurbishment. This was seconded by Cllr ST and resolved.

**ACTION: CLERK TO SET UP NEW EARMARKED FUND AND ADD £3000 AS A STARTING BALANCE**

**21/230 To agree to the annual subscription of the Lincolnshire Association of Local Councils at a cost of £623.44**

Cllr PP proposed that the Council should continue with the Annual Subscription to LALC at a cost of £623.44 for the year. This was seconded by Cllr RW and resolved.

**ACTION: CLERK TO MAKE PAYMENT AND INFORM LALC**

**21/231 To agree to the LALC Annual Training Scheme at a cost of £135 + VAT**

Cllr PP proposed that the Council should continue with the Annual Training Scheme at a cost of £135 for the year. This was seconded by Cllr RW and resolved.

**ACTION: CLERK TO MAKE PAYMENT AND INFORM LALC**

**21/232 To agree to the LALC Annual Website Maintenance Scheme at a cost of £150**

Cllr MB proposed that the Council should continue with the Annual Website Maintenance Scheme at a cost of £150 for the year. This was seconded by Cllr RW and resolved.

**ACTION: CLERK TO MAKE PAYMENT AND INFORM LALC**

**21/233 Clerk's report**

The Clerk had nothing to report.

**21/224 Update on Clerk recruitment**

The Clerk reported that a number of good quality applications had been received as a result of a new advertising campaign and that Cllrs CG and IM were moving forward with shortlisting and interviewing the prospective Clerks as a matter of urgency.

**The Chairman closed the meeting at 21:05**