

# SWINESHEAD PARISH COUNCIL



## Parish Council Office

1 & 2 North End | Swineshead | PE20 3LR

Chairman | Councillor Carl Gibbard

Clerk | Victoria Clark

**NOTICE IS HEREBY GIVEN and Members of the Council are summoned** to attend the Annual meeting of Swineshead Parish Council, to be held on Tuesday 20 May 2025, **commencing at 6.45 pm** in the Swineshead Community Hub, 1-2 North End, Swineshead, PE20 3LR

### The meeting will be closed after item 3 for the following:

1. Presentation from the Local Villages Resilience & Emergency Group.
2. Following and prior to the commencement of the meeting there will be a public forum for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council.
3. Also, a maximum further 10 minutes will be set aside for the meeting to receive reports of the Police, elected members of Lincolnshire County Council and Boston Borough Council.

V Clark

Mrs Victoria Clark

Date: 13/5/2025

Clerk/Proper Officer and Responsible Finance Officer to Swineshead Parish Council

## AGENDA

1. **Election of the Chairman and signing of the acceptance of office** witnessed by the Proper Officer
2. **Election of the Vice Chairman and signing of the acceptance of office** witnessed by the Proper Officer
3. **Resolution to close the meeting** for the Presentation, Public forum and outside authorities reports
4. **Resolution to re-open the meeting**
5. **Chairman's remarks:**
6. **Apologies for absence:** To receive and accept apologies where valid reasons for absence have been given to the Clerk or Chairman prior to the meeting
7. **To receive declarations of interest** under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items
8. **To approve as a correct record**, the notes of the meeting of the Council held on 15 April 2025 and to authorise the Chairman to sign the official minutes.
9. **Annual Governance and Accountability Return (AGAR)**
  - a) **To discuss Internal Audit report**
  - c) **To discuss and approve the Annual Governance Statement**
  - d) **To discuss and approve the Annual Accounting Statement**
10. **Financial matters:**
  - i. To approve payroll monthly increase from £15 to £17.00 from June 2025
  - ii. To approve internal Auditor for 2025-26



- iii. Bank Balances as of 30 April 2025  
 £31,440.60 community account this includes half of the £55,000 precept minus £6,811.16 Boston Borough Lighting costs  
 £71,196.74 to include £58.47 interest - Instant online

iv. To approve the following accounts:

| PAYEE                 | SERVICE                                       | INVOICE DETAILS                     | £         | COMMENTS             |
|-----------------------|---|-------------------------------------|-----------|----------------------|
| V Clark               | Hampshire Flag Company                        | Replacement Flags<br>Inv 34145      | £330.30   | Paid 29/4/25         |
| Methodist Church      | Library Rent                                  | 1 May 2025                          | £150.00   | Paid DD<br>1/5/2025  |
| Friends of St. Mary's | Archive & Community Hub                       | 1 May 2025<br>Inv. 0094             | £200.00   | Paid DD<br>1/5/2025  |
| Gillrange Limited     | Community Hub & Council Office Rent           | 1 May 2025<br>Inv. 17260            | £350.00   | Paid DD<br>1/5/2025  |
| C Gibbard             | Replacement Hose Reel                         | Colin Luesby Interiors<br>Inv. 2474 | £53.09    | Paid<br>2 May 2025   |
| John Jackson          | 2 Internal audits                             | Inv 6 May 2025                      | £120.00   | Paid<br>6 May 2025`  |
| BT                    | Broadband                                     | May 2025<br>Inv. M038 1Z            | £54.42    | Paid DD<br>12/5/2025 |
| Lloyds Bank           | May Service Charges                           | Direct Debit                        | £4.25     | Due DD<br>20/5/25    |
| EE                    | Mobile  | May invoice<br>V02328986132         | 10.36     | Due DD<br>26/5/25    |
| N Bush                | Payroll                                       | May<br>Inv. 10720                   | £15.00    | To be approved       |
| Staff                 | Costs   | May Payroll & Expenses              | £1,544.55 | To be approved       |
| S Holland             | April Garden maintenance                      | Invoice 21                          | £507.50   | To be approved       |
| Clear Councils        | Annual Insurance<br>Annual Employee Liability | Inv LC002218<br>Due 1 June 2025     | £1143.20  | To be approved       |

**11. Town and Country Planning Act 1990.** To consider and make observations on all planning applications received and to note planning approvals, refusals, enforcement complaints and appeal decisions advised by the district council.

- i. **B/25/0168:** (31/5) Stage two consultation for the proposed Meridian Solar Farm at Meridian Solar Farm

**12. Clerks outstanding matters and correspondence:**

| SUBJECT   | ACTION                             |
|---|------------------------------------|
| Proposed "No Stopping" restrictions on Abbey Road, in the vicinity of the school. | To receive any updates             |
| High Street, changed parking restrictions   | To receive any updates and actions |
| LCC draft rights of way improvement plan – Closing date 9 June 2025               | To receive any updates             |



**13. Councillor's and village reports, actions & updates:**

| <b>SUBJECT</b>  | <b>ACTION</b>   |
|---|---|
| Armed forces Covenant   | To discuss updates and action                             |
| Swineshead Community Emergency Plan and Local villages Resilience & Emergency Group   | To discuss presentation and any actions                   |
| Play area RoSPA action  | To receive updates & discuss actions                      |
| Swineshead Benevolent Fund:<br>Swineshead Village Hall, Lease renewal, carpark maintenance, recycling, insurance & ground rent<br><br>Play area ground rent | To receive reports and any updates from the Working group |
| Community Hub, Library and Village Archive  | To receive any updates                                    |
| Boston Road Planter   | To receive any updates                                    |
| Armed forces Covenant   | To discuss action   |

**14. Dates for the next meeting/s:**

Annual Parish Meeting (Residents meeting)  
Wednesday 21 May, Church Hall, Market Place

Tuesday 17 June 7pm

Tuesday 15 July 7pm

No meeting in August