

SWINESHEAD PARISH COUNCIL



Parish Council Office

1 & 2 North End | Swineshead | PE20 3LR

Chairman | Councillor Carl Gibbard

Clerk | Victoria Clark

Minutes taken by the Clerk, Mrs Victoria Clark, at the meeting of Swineshead Parish Council held on Tuesday, 15 April 2025 in the Swineshead Community Hub, 1-2 North End, Swineshead, PE20 3LR

Present: Councillors Carl Gibbard (Chairman), Sean Trafford (Vice Chairman), Roger Welberry, Mike Brookes, Chelcie Trafford, Roy Hilton, David Lemon, Philippa Parnel, Lisa Baldwin, Andy Lawrence, and the Clerk

Also Present: Boston Borough Councillors Suzanne Welberry, Stuart Evans and 5 members of the public

6.45pm Presentation from the Lincolnshire Armed Forces Community Covenant Officer. The presentation explained how local authorities can support the Armed Forces community. Lincolnshire has the highest number of veterans in the country, highlighting the importance of local engagement.

The Armed Forces Covenant is a national promise that those who serve or have served in the Armed Forces, along with their families, including the bereaved, are treated with fairness and respect within society.

It is founded on two key principles:

1. No member of the Armed Forces community should face disadvantage compared to other citizens in accessing public or commercial services.
2. Special consideration is appropriate in some circumstances, particularly for those who have been injured or bereaved through service.

Local councils can play a vital role in upholding these principles by ensuring fair access to services and recognising the unique contributions and needs of veterans and their families.

Public Forum:

No members of the public wished to speak.

Lincolnshire County Councillor – Mike Brookes

Councillor Mike Brookes has stepped down from his position as County Councillor.

Due to the current purdah period, there are restrictions on what can be communicated publicly.

Regarding High Street, Lincolnshire County Council has been asked to review the newly changed parking restrictions. This matter will be raised with the newly appointed County Councillor once in post and the Parish Council.

Boston Borough Councillors – Suzanne Welberry and Stuart Evans

Councillor Suzanne Welberry did not provide a report due to purdah restrictions.

Councillor Stuart Evans has been actively engaging with residents and will continue to do so in the coming weeks.

The meeting was opened at 19:16.

1. Chairman's remarks:

Councillor Gibbard warmly thanked Councillor Brookes for the time, support, and commitment he has given to the local community, acknowledging the positive difference he has made over the years.



2. 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
All members of the council were present.

3. To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items
Councillor Gibbard declared an interest in Gillrange Limited.

4. To approve as a correct record, the notes of the meeting of the Council held on 18 February 2025 and to authorise the Chairman to sign the official minutes
On proposal from Councillor S Trafford, seconded by Councillor R. Welberry and with no objections, all resolved to accept the minutes and gave permission for the Chairman to sign them.

5. Financial matters:

- i. Bank Balances as of 31 March 2025
£16,056.11 community account
£71,138.27 to include £54.53 interest - Instant online
Total end of year balance: £87,194.38

ii. Elan City renewal of warranty for 2 units £199 + VAT each. To discuss & resolve
The Clerk to check that an extra 3-year warranty was taken out.

iii. To approve the following accounts:

PAYEE	SERVICE	INVOICE DETAILS	£	COMMENTS
Lloyds Bank	Service Charges	Direct Debit	£4.25	Paid DD 18/3/25
EE	Mobile	April invoice V02328986132	10.36	Paid DD 26/3/25
Methodist Church	Library Rent	1 April 2025	£150.00	Paid DD 1/4/2025
Friends of St. Mary's	Archive & Community Hub	1 April 2025 Inv. 0094	£200.00	Paid DD 1/4/2025
Gillrange Limited	Community Hub & Council Office Rent	1 April 2025 Inv. 17260	£350.00	Paid DD 1/4/2025
LALC	Annual Training	Invoice 15678	210.00	Approved Paid
LALC/NALC	Subscription	Invoice 15582	697.68	Approved Paid
LALC	Webmaster	5 Hours Invoice 15893	£108.00	To be Approved
R Page Consultancy	Aquatic Dye treatment Mackie's Pit	Inv.0262	£875.00	To be approved
BT	Broadband	April 2025 Inv. M038 1Z	£50.28	Paid DD 15/4/2025
N Bush	Payroll	April Inv. 10720	£15.00	To be approved
Staff	Costs	April Payroll & Expenses	£1,544.55	To be approved
S Holland	March Garden maintenance	Invoice 21	£507.50	To be approved
Black Sluice	Drainage Rates	Invoice	£311.29	To be approved



Corrected BT amount from £50.28 to £54.42

On proposal from Councillor C. Trafford seconded by Councillor R. Welberry and with no objections, all resolved to approve all payments.

6. 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/25/0146:** (1/5) Removal of existing single storey rear extension & garage & erection of new 2 storey rear extension & attached garage Roseleigh, 45, Abbey Rd, PE20 3EN
The Council had no comments or objections to this application.

7. Clerks outstanding matters and correspondence:

SUBJECT	ACTION
Proposed "No Stopping" restrictions on Abbey Road, in the vicinity of the school.	To receive any updates The new county councillor would be made aware of the situation. As there had been two objections, Councillor Brookes offered to attend the planning and regulation meeting and all were in favour
LCC draft rights of way improvement plan – Closing date 9 June 2025	To discuss and appoint a member to conduct the survey for Swineshead Councillors R Welberry and Lawrence will conduct the survey

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

SUBJECT	ACTION
Swineshead Community Emergency Plan and Local villages Resilience & Emergency Group	Date of presentation will be Tuesday, 20 May 6.45 pm
Play area RoSPA action	To receive updates & discuss actions To decide when to invite RoSPA to inspect the play area All agreed that the stones should be removed Quotes would be gained and discussed the May meeting The Clerk will be informed which company to book for the annual inspection
Swineshead Benevolent Fund: Swineshead Village Hall, Lease renewal, carpark maintenance, recycling, insurance & ground rent Play area ground rent	To receive reports and any updates from the Working group SBF to renew the lease
Community Hub, Library and Village Archive	To receive any updates Library: The accounts for the library along with £64.00 had been received. It was noted that none approved purchases had been made from the cash transactions. The Clerk was instructed to inform the person that this was bad practice and that all council purchases must be agreed at



	full council. Copier paper for the library copier is an exception as it is a necessity. Archive: The next open day would be in the church with talks and information on the Roman Settlement in Swineshead.
Boston Road Planter	To discuss ideas of repositing It was agreed that the top of Abbey Road would be the ideal location. A photo of the location would be sent to the Clerk who will seek permission for Highways.

9. Dates for the next meeting/s:

20 May Annual meeting of the Parish Council

Annual Parish Meeting (Residents meeting)

Wednesday 21 May, Church Hall, Market Place

The Clerk to send details of what is needed in the hall to Suzanne Welberry

10. To resolve to go into closed session

On proposal from Councillor Lemon seconded by Councillor Brookes and with no objections, all resolved to go into closed session.

11. To discuss applications for the vacancy of Proper Officer, Clerk & Responsible Financial Officer

Following full discussion and with the agreement of all members present with no objections, it was resolved to offer the position to the selected candidate.

The Clerk was granted delegated authority to finalise the terms of employment, including working hours and rate of pay, and to prepare the contract of employment accordingly.

The completed contract will be circulated to all councillors for formal approval at a future council meeting.

In addition, the Clerk will write to all applicants to thank them for their interest in the position and for taking the time to apply.

The Meeting was closed at 20:10

CHAIRMAN: **DATE:** Tuesday, 20 May 2025