

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 Annual Meeting of Swineshead Parish Council, held on Tuesday, 20 May 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, Roy Hilton, David Lemon, Philippa Parnell, Lisa Baldwin, and the Clerk. Councillors Chelcie Trafford and Andy Lawrence arrived during the presentation.

Also Present: Lincolnshire County Councillor Paul Lock, Boston Borough Councillor, Stuart Evans, Councillor James Cantwell and two members of the public (One arriving during the meeting).

The Meeting was opened at 18:45

1. Election of the Chairman and signing of the acceptance of office witnessed by the Proper Officer On proposal from Councillor S. Trafford, seconded by Councillor Hilton and with no objections, all resolved for Councillor Gibbard to continue as Chairman for the forthcoming year 2025-2026. Councillor Gibbard accepted the Chairmanship and signed the declaration of acceptance of office and the Clerk as Proper Officer signed as the witness.

2. Election of the Vice Chairman and signing of the acceptance of office witnessed by the Proper Officer On proposal from Councillor Gibbard, seconded by Councillor Welberry and with no objections, all resolved for Councillor S. Trafford to continue as Vice Chairman for the forthcoming year 2025-2026. Councillor S. Trafford accepted the Vice Chairmanship and signed the declaration of acceptance of office and the Clerk as Proper Officer signed as the witness.

3. Resolution to close the meeting for the Presentation, Public forum and outside authorities reports All agreed with no objections to close the meeting.

The meeting was closed at 18:48pm

Presentation from the Local Villages Resilience & Emergency Group.

Boston Borough and Parish Councillor James Cantwell explained that the government, in collaboration with the Lincolnshire Resilience Group, is encouraging villages to have an emergency plan in place. He outlined how he is working with local parish councils to formulate a joint emergency plan for the area.

Councillor Cantwell further explained that, once completed, the plan would be submitted for review and approval by the Lincolnshire Resilience Group, and provided an overview of how the plan would operate in practice.

Council members were invited to attend the next meeting, scheduled to take place at Algarkirk Village Hall on 28 May 2025.

Questions and Answers:

- Each village will have its own emergency contact details included within the broader plan.
- Initial discussions on the first stages of the plan will take place between Councillor Cantwell with council members in January/February 2026.

Councillor Cantwell was thanked for his time and he left the room.



Public forum

No members of the public wished to speak

Lincolnshire County Councillor – Paul Lock

The newly elected County Councillor, Paul Lock, introduced himself and explained he looked forward to working alongside the Council.

The Chairman thanked him for attending.

Boston Borough Councillor - Stuart Evans

Councillor Evans thanked everyone for their support.

On 19 May 2025, Councillor Barrie Pierpoint was elected as Mayor of Boston Borough Council for the 2025–2026 term. Councillor Patricia Marson was appointed Deputy Mayor.

4. Resolution to re-open the meeting

All agreed with no objections to re-open the meeting.

The meeting was opened at 19:11

5. Chairman's remarks:

Councillor Gibbard gave a warm and friendly speech - attached

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

All members of the council were present.

7. 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

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.

On proposal from Councillor Lemon, seconded by Councillor Parnell and with no objections, all resolved to accept the minutes and gave permission for the Chairman to sign them

9. Annual Governance and Accountability Return (AGAR)

a) To discuss Internal Audit report

b) To discuss and approve the Annual Governance Statement

c) To discuss and approve the Annual Accounting Statement

All members had received copies of the above documents, along with the relevant supporting paperwork, for consideration prior to the meeting.

Each item was addressed individually. On a proposal from Councillor S. Trafford, seconded by Councillor Parnell, and with no objections, it was unanimously resolved that the Council is maintaining a sound system of internal control and agrees with all applicable statements. It was also resolved to approve the Accounting Statement.

10. Financial matters:

i. To approve payroll monthly increase from £15 to £17.00 from June 2025

On proposal from Councillor Hilton, seconded by Councillor Lemon and with no objections, all resolved to accept the monthly payroll processing cost by NB Accounting from June 2025

ii. To approve internal Auditor for 2025-26

The members of the council had received details of three Internal Audit services

On proposal from Councillor Welberry, seconded by Councillor Lemon and with no objections, all resolved to hire the services of Mrs A. Fletcher



- 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 Inv 34145	£330.30	Paid 29/4/25
Methodist Church	Library Rent	1 May 2025	£150.00	Paid DD 1/5/2025
Friends of St. Mary's	Archive & Community Hub	1 May 2025 Inv. 0094	£200.00	Paid DD 1/5/2025
Gillrange Limited	Community Hub & Council Office Rent	1 May 2025 Inv. 17260	£350.00	Paid DD 1/5/2025
C Gibbard	Replacement Hose Reel	Colin Luesby Interiors Inv. 2474	£53.09	Paid 2/5/2025
John Jackson	2 Internal audits	Inv 6 May 2025	£120.00	Paid 6/5/2025`
BT	Broadband	May 2025 Inv. M038 1Z	£54.42	Paid DD 12/5/2025
Lloyds Bank	May Service Charges	Direct Debit	£4.25	Due DD 20/5/25
EE	Mobile	May invoice V02328986132	40.36 £11.02	Due DD 26/5/25
N Bush	Payroll	May 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 Annual Employee Liability	Inv LC002218 Due 1 June 2025	£1143.20 £962.44	To be approved

The Clerk reported on the following amendments:

EE - The cost has risen from £10.36 to £11.02

Clear Councils – After negotiations with the company, the Clerk received a revised price of £962.44

To be added – Friends of St. Mary's Church £30.00 for the hire of the hall for the Annual Parish Meeting
On proposal from Councillor S. Trafford, seconded by Councillor Lemon and with no objections, all resolved to accept the above payments.

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

No objections or comments were raised

Late in: B/25/0184: (8/6) Application under s73 to vary Condition 2 (Approved Plans) following grant of permission B/24/0208 (Proposed single storey rear extension and alterations following demolition of existing conservatory) at Crossgate Farm, Crossgates, PE20 3JS

No objections or comments were raised



12. Clerks outstanding matters and correspondence:

SUBJECT	ACTION	Action Assigned
Proposed "No Stopping" restrictions on Abbey Road, in the vicinity of the school.	To receive any updates Councillor Brookes explained to County Councillor Lock of the situation: Due to the safety issues, the Parish council had approved at the April meeting that Councillor Brookes would attend the planning and regulation meeting.	The Clerk to forward any correspondence to all members when received
High Street, changed parking restrictions	To receive any updates and actions Lincolnshire County Council has been asked to review the newly changed parking restrictions. They will contact both County Councillor Lock and the Parish Council.	The Clerk to forward any correspondence to all members when received
LCC draft rights of way improvement plan – Closing date 9 June 2025	To receive any updates Councillors Welberry and Lawrence were thanked for completing the survey. Councillor Lawrence explained briefly the information given	The Clerk to take this item off the agenda

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

SUBJECT	ACTION	Action Assigned
Armed forces Covenant	To discuss updates and action Swineshead has a high proportion of Veterans and the Parish Council is eager to escalate signing the Covenant.	Councill Welberry is in talks with the Members of the local Royal British Legion
Swineshead Community Emergency Plan and Local villages Resilience & Emergency Group	To discuss presentation and any actions All members would like to see a plan put in place.	The Clerk to contact Councillor Cantwell in January 2026 to set a plan going forward
Play area RoSPA action	To receive updates & discuss actions The Contractor, TA Blackamore had brought to the attention of the Council a hazard near fencing in the play area and offered to remove it. Following discussion, the Council agreed to retain the boulders in the play area.. Wickstead had been contacted by Councillor S. Trafford asking for details on a maintenance plan and annual check but no correspondence has been received back.	The Clerk to ask the contractor to remove the hazard. No Action Councillor S. Trafford to forward details to the Clerk



		The Clerk to follow up on the communication
<p>Swineshead Benevolent Fund: Swineshead Village Hall, Lease renewal, carpark maintenance, recycling, insurance and ground rent</p> <p>Play area ground rent</p>	<p>To receive reports and any updates from the Working group</p> <p>Correction in name: Swineshead Benevolent Foundation (SBF).</p> <p>The new lease and constitution for the Village Hall Management Committee have been submitted to the Swineshead Benevolent Foundation (SBF) by Councillors Gibbard and S. Trafford.</p> <p>SBF plans to have the documents reviewed by a legal professional to ensure they are fit for purpose.</p> <p>The cost is expected to be approximately £500, with the Parish Council agreeing to contribute toward this expense. This cost will be offset to the Village Hall at a later date.</p> <p>Once the documents are approved, Councillor Gibbard will meet again with SBF to finalise details such as the rent and other relevant terms.</p>	<p>Councillors Gibbard and S. Trafford will report back to the Parish Council once SBF has confirmed its agreement.</p>
Community Hub, Library and Village Archive	<p>To receive any updates</p> <p>The Library Volunteers are having a meeting on the 27 May preceding the Council, Community Hub and Library Meeting on Wednesday 4 June.</p>	<p>If not already sent, the Clerk to send a letter regarding the use of money received at the Library which is public money and expenditure needs to be pre-approved and accounted for.</p>
Boston Road Planter	<p>To receive any updates</p> <p>Preferred re-location site has been chosen</p>	<p>Councillor S. Trafford to send the Clerk details of the location</p> <p>The Clerk to apply to highways for permission</p>
Armed forces Covenant	<p>To discuss action</p> <p>Duplicated</p>	No 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

Meeting was closed at: 19:37

Chairman:

Date: Tuesday, 17 June 2025