

SWALLOW PARISH COUNCIL

INCORPORATING THE VILLAGES OF SWALLOW AND CUXWOLD



Agenda for the Annual Meeting of Swallow Parish Council meeting to be held in Swallow Village Hall on Tuesday 12th May 2009 at 7.45pm.

Please note format: -

Items in BOLD are financial matters.

Items in ITALICS are for information purposes only. The texts are available from the Clerk if you wish to know more about these issues and can be discussed if required.

Present:

1. **Election of Chairman – Declaration of acceptance to be signed.**
2. **Election of Vice Chairman – Declaration of acceptance to be signed.**
3. **2009 Election of Officers.**
 - Responsible Financial Officer (RFO).**
 - To appoint Planning Committee.**
 - To receive Declarations of Office from Chairman and Members.**
 - To appoint Internal Auditor 2009/2010.**
 - To appoint Representative to Swallow and Cuxwold Village Hall and Playing Fields Association.**
4. **Apologies.**
5. **Members' Declarations of Interests.**

Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with the 2000 Local Government Act.
6. **Notes of meeting held on 10th March 2009 for adoption as Minutes.**
7. **West Lindsey District and Lincolnshire County Councillors' reports.**
8. **Police Matters & Neighbourhood Watch.**
 - a) Police report – Caistor Police.
 - b) Letters to Police re PCSO D Asher and replies.
 - c) Neighbourhood Watch – Peter Day's Report.
9. **Clerk's Report.**
 - a) Roads in Cuxwold & Swallow.
 - i)
 - a) Fly tipping continues to affect layby on Limber Road.
 - b) Litter Pick – 4/4/2009 – Clerk to report.
 - ii) Cuxwold.
 - a) *Kerbing. Pete Keal to contact Cllr. J Walgate.*
 - iii) *Drainage issues throughout Swallow. In Lincolnshire County Council's hands.*
 - iv) Damaged verges and pot holes Chapel Lane. Block paving and road repairs done 9 – 14 March 2009.

- v) Verges Caistor Road being cleared and pulled back to kerbing.
- vi) *Grimsby & Caistor Roads. White lines to be removed and roads top dressed after April 2009.*
- vii) *Beelsby Road. Drainage channels to be dug in the dip and a passing area created on the south side after April 2009.*
- viii) West Lindsey District Council Parish Champions Newsletter.
- ix) **Swallow Bus Shelter window repaired by Heritage Windows and paid for 13/3/2009. £55.35 + VAT £8.30 = £63.65. Agreed Parish Council 10/3/2009. Cheque lost in post and stopped. Reissued 9/4/2009.**

10. Responsible Financial Officer's Report.

- a) **Balances and update on income and expenditure.**
- b) **Approval for accounts to be paid: i)**
- c) **Accounts paid: i) LALC Subscription 2009/2010 £75.90**
 - ii) LALC Training 2009/2010 £35.00.
 - iii) Sir Richard Sutton's Settled Estates – Playing Field rent £1.00.**All paid. Per precept and approval needed.**
- d) **Councillors' expenses.**
- e) **Annual Return for the year ended 31 March 2009. VAT claim for £301.23 received.**
- f) **Parish Council and Village Hall insurance cover 2009/2010.**
- g) **Annual inspection of fire appliances in Village Hall.**
- h) **Annual Return for the year ended 31 March 2009.**
 - i) **Approve Statement of Accounts.**
 - ii) **Receive Internal Auditor's Report.**
 - iii) **External Audit called for 7/8/2009. Inspection period announcements begin 9/7/2009. Complete External Auditor's Annual return for accounts to 31/3/2009.**

11. West Lindsey District Council.

- a) West Lindsey District Council Parish, Town and District Council Assembly 30.4.2009 Guildhall, Gainsborough. Cllr. Stoneman & Clerk attended – Report.
- b) West Lindsey District Council Governance arrangements - Update.
- c) West Lindsey District Council – Letter 10/3/2009 outlining new street naming and numbering functions.
- d) West Lindsey District Council – Street cleansing letter.
- e) West Lindsey District Council – Flooding problems dykes/ditches/watercourses. Letter 29/4/2009.
- f) *West Lindsey District Council – Standards Committee Annual Report to March 2009.*
- g) *West Lindsey District Council – Draft Corporate Plan. For a copy contact Helen-Reek@west-lindsey.gov.uk*
- h) *European Parliamentary and Lincolnshire County Council elections 4/6/2009. Notices displayed 24/4/2009.*
- i) West Lindsey District Council – Chris Wiles visit 27/4/2009 re activities for over 40's Keep Fit Class.

12. Lincolnshire County Council.

- a) *Lincolnshire County Council – Wildlife and Countryside Act 1981. S. 53 Rothwell to Cuxwold. Upgrading of Public Footpath No. 23. Upgrade, addition and realignment of Public Footpath No 23. Ongoing.*
- b) Lincolnshire County Council – Mobile Library & Caistor Library new provisions and opening times. Expected June 2009. Update Lincolnshire County Council. Report Cllr C M Turner.
- c) *Lincolnshire County Council – Temporary road closure Croxby Pond Road 18/5/2009 – 25/5/2009.*

13. Swallow and Cuxwold Village Hall & Playing Fields Association.

- a) The Playing Fields
 - i) Cuxwold & Swallow Play Equipment Checks. Reports Swallow and Cuxwold.
 - ii) Annual safety inspection Wicksteed. Report Cllr. G Metcalf.
 - iii) *Children's Playing Signs Swallow. Lincolnshire County Council Highways agreed to place signs on Cuxwold Road. Awaited.*
 - iv) *Children's Playing Signs Cuxwold. Lincolnshire County Council Highways have been asked to put Children Playing Signs on approach to the Play Area. Awaited.*
 - v) Moles in Playing Field need attention.
- b) Village Hall.
 - i) **Village Hall Treasurer's Report including expenses since 10.3.2009.**
 - ii) Opening of Village Hall Playground by Lincolnshire County Councillor Tony Turner. Saturday 16 May 2009 at 2.00pm.

14. Planning Matters & Housing.

- a) *West Lindsey District Council Local Development Framework Consultation Period. Await first responses.*
- b) *East Midlands Draft Regional Plan – Public Examination now closed. Await report.*
- c) *West Lindsey District Council Planning Department to investigate the landscaping of gardens beyond dike to the boundaries with Chapel Lane properties, contrary to Planning Consents. Clerk to report.*
- d) *West Lindsey District Council – West Lindsey Strategic Housing Land Availability Assessment (SHLAA) 2008 LDF Evidence Base.*
 - i) *Development Officer Richard Green to attend Parish Council meeting 8/9/2009.*
 - ii) *Email to John Ware West Lindsey District Council 4/5/2009.*
 - iii) *Parish Plan to publicise and ask for comments at Village Hall Playground Opening 16/5/2009.*

15. Cuxwold Telephone Box.

Application to Adopt a Kiosk Scheme. Report by the Clerk.

16. Freedom of Information Act – Circular letter and DVD “Tick Tock”.

17. Quality Councils - Town and Parish Council Initiative.

- a) *Website. www.swallowpc.co.uk Newspaper and Diary - Contributions to the Clerk to the Council. Please visit the Website regularly.*
- b) *Return of the Parish Council’s original Quality Council portfolio requested 24/3/2009. Awaited & invoice for postage & packing.*

18. NALC & LALC.

- a) *NALC.*
- b) *LALC.*
 - i) *LALC Circular.*
 - ii) *LALC News.*
 - iii) ***LALC Annual Training Scheme April 2009 – March 2010. £35.00 agreed to be paid 1.4.2009. Paid.***

19. Code of Conduct – Local Government Act 2000.

- a) *Members’ Interests. Reminder to update the Register.*
- b) *Standards Board – Complaints procedures. Await new guidance from West Lindsey District Council & NALC.*

20. Village Interpretation Sign – Walks in Swallow & Cuxwold.

Chairman to report. Walks to be risk assessed by AONB Officers.

21. Community Lines.

- i) *Parish Plans for Swallow & Cuxwold. Report by Cllr. Gould.*
- ii) *Inspire Briefing Papers.*
- iii) *Questionnaire completed by Clerk and returned 18/3/2009.*

22. Wolds Area Forum – Local Strategic Partnership.

Meeting 30.3.2009 at Festival Hall, Market Rasen. Cllr Stoneman to report.

23. Lincolnshire Wolds Countryside Services.

- i) *Lighting – YE poles to be painted. To be considered in this financial year.*

24. Proposed closure of Lincoln County Hospital Pathology Lab and implications on the local community.

Report.

25. Equality and Human Rights Commission – Public Sector Duties.

Forthcoming Equality Bill harmonising race, disability & gender equality into one equality duty. Await details.

26. Best Kept Village/Calor Gas Competitions.

Cllr. Wallace to report.

27. Correspondence.

- a) Letter 19/3/2009 re accident at old A46 crossroads in the 1970's.

The following publications are available to view: -

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| a) West Lindsey District Council | Agendas, Minutes, Information Booklets & News. |
| b) West Lindsey District Council | Streetscape Design Manual. |
| c) EMDA News | Winter edition 2009. |
| d) Clerks and Councils Direct | |
| e) Lincolnshire LINK | Newsletter. |
| f) Lindsey Action Zone | Rural Development Programme. |
| g) Sir Richard Sutton's Settled Estates | Open Farm Sunday – 7/6/2009. |
| h) Rural Links | Spring/Summer 2009 |
| i) Learning Shop, Lincoln | PCDL Courses for beginners. Poster displayed. |

A copy of the Minutes of the meeting held on 10th March 2009 will be displayed on the Notice Boards and www.swallowpc.co.uk after the meeting. They may also be seen by arrangement with the Clerk to the Council. Telephone 01472 371056.

28. Date, time & place of next meeting: -

Tuesday, 14th July 2009 in Swallow Village Hall

Open Surgery 7.10pm

Parish Council Meeting 7.15pm

Signed Veronica M Hewins

Mrs V M Hewins

Clerk to the Council

Date 5th May 2009.