Sir/Madam 5 July 2021

**SUMMONS TO ATTEND THE FULL COUNCIL MEETING OF SWANNINGTON PARISH COUNCIL**

Time/Date:  ***7.00 p.m.*** ***on Monday 12 July 2021***

Location: **Village Hall, Main Street, Swannington**



Clerk to the Council

***Public Participation***

*Members of the public may make representations, give evidence or answer questions in respect of any matters included on the agenda. At the discretion of the Chairman the meeting may be adjourned to give members of the public an opportunity to raise other matters of public interest.*

***AGENDA***

1. Apologies for absence to be received and accepted by the Parish Council.
2. Disclosures of Interest – Under the Code of Conduct members are reminded that in disclosing an interest the nature of the interest should be clear in respect of items on the agenda.
3. Co-option of new councillor
4. To confirm the minutes of the following meetings of the Parish Council:
5. Full Council 14 June 2021 **Appx A**

4. Police report, to be circulated to councillors

5. Chairman’s Report

1. Councillors' Reports, including reports from LCC and NWLDC councillors.
2. Neighbourhood Plan Group.
3. Overgrown footpath to Hough Windmill (AS).
4. Limby Hall Lane – Dumped materials – Update report (CM).
5. Clerk’s report
6. Loughborough Road junction – Response from LCC. **Appx B**
7. Limby Hall Lane – overgrown vegetation. Update report.
8. Overgrown tree at the junction of Station Hill and Spring Lane – Update and agreement of plan of action.
9. Spring Lane planning site – Concern about dumped materials. Update report.
10. Limby Hall Lane – Over flowing bin – Request for additional/replacement. Update report.
11. Litter picking equipment obtained form NWLDC.
12. Accounts
13. To approve payments scheduled for July including the payment for wages for July 2021.
14. To review and receive receipts for July 2021.
15. To review and approve bank statements and bank reconciliation for July 2021.
16. Planning applications for July

|  |  |  |
| --- | --- | --- |
| 21/01129/FUL | 62 Loughborough Road, Coleorton | Two storey rear extension to link with existing outbuilding. Extension and conversion of existing outbuilding to form habitable living accommodation. |
| 21/00859/FUL | Off St Georges Hill, Swannington | Erection of ancillary building for Hough Mill and Swannington Heritage Trust sites to provide storage, workshop, meeting/mess are and visitor toilets including demolition of existing informal structure  |

1. Risk Assessments and documents **Appx C**
2. Asset inspection form
3. Working at Height
4. Manual handling
5. Halls and pavilions
6. Gas Safety
7. Electricity
8. Cleaning
9. Hiring of facilities
10. First Aid
11. Car Parks
12. Fire
13. Audit – Annual review of key council policies and procedures (first set, others to reviewed at later meeting)
14. Code of Conduct **Appx D**
15. Standing Orders
16. Statement of Internal Control and Review of Effectiveness of Internal

Control

1. Financial Regulation’s
2. Risk Assessment and Management
3. Financial Reserves
4. Health and Safety
5. To give delegated powers to the Clerk to make necessary decisions on behalf of the Parish Council, after consultation with the Chairman and Vice-Chairman of the Council, including payment of accounts during August, with all matters being reported to the September meeting.

**REMINDERS:**

**Diary Notes:**

Full Council – 13 September 2021

***Payment checking and signing rota for July – R McDermott and A Stafford***