Sir/Madam 4 March 2023

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

Time/Date:  ***7.00 p.m.*** ***on Monday 20 March 2023***

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. To confirm the minutes of the following meetings of the Parish Council:
4. Full Council 13 February 2023 **Appx A**

1. Police report

1. Chairman’s report.
2. LCC footpath wardens training – update report.
3. Coronation event – To consider postponing the event, partly due to the lack of available help on the chosen date and what seems a perceived apathy of such an event.
4. Councillors' reports, including reports from LCC and NWLDC councillors.
5. Swannington Neighbourhood Plan – Update report. (CM/RMcD).
6. Clerk’s report.
7. Freedom of Information request regarding grants the Parish Council has applied and utilised. Information sent to requester.
8. Payroll services 2023-24 EY bookkeeping confirms that here will be no increased in the costs for time, only increase will be in lieu of the Brightpay software systems that is used by the bookkeeper.
9. Accounts
10. To approve payments scheduled for March.
11. To review and receive receipts for March.
12. To review and approve bank statements and bank reconciliation for March.
13. Grounds maintenance contract

Three quotes were received for the annual works. These were reviewed by email due to time restraints.

1. To ratify the decision to go with the lowest quote at a cost of £6,720.00

1. Village Hall carpark issues

At the last meeting it was unsure who the parked cars belonged to. Notices were placed on the cars, some of which moved and email then received in connection with others.

1. To consider a request to continue to be allowed to park an agreed number of cars in lieu of an agreed donation per car.
2. To consider an alternative solution other than the above request.

1. Annual review of policies (deferred form May last year)
2. Standing Orders
3. Financial Regulations
4. Financial Reserves policy
5. Risk assessment and management procedures
6. Statement of internal control
7. Priorities
8. Mission statement
9. Health and safety policy
10. Planning applications
11. To ratify the following decision taken during the month:

|  |  |  |  |
| --- | --- | --- | --- |
| 23/00120/FUL | Spring Cottage, Spring Lane | Demolition of existing outbuilding and erection of replacement outbuilding | No objections |

1. Planning permission
2. To receive the following permission notice:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 22/01935/VCU | Proposed site of Swan Lake Lodges, Spring Lane, Swannington | Variation of condition 33 attached to planning permission ref: 19/01961/FULM to amend the wording of the condition to remove the stay limitations | Object as previous comments and also raise comment that Swannington NHP does not include and provision or reference to traveller sites. | Refused |

**REMINDERS:**

Full Council – 17 April 2023

Annual Parish meeting – 17 May 2023

***Payment checking and signing rota for*** ***March – Cllrs C Mursell and L Wilson.***