

# SWANNINGTON PARISH COUNCIL

Swannington Village Hall, Main Street, Swannington, LE67 8QL

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Clerk: Ms Fiona Palmer

Sir/Madam

1 March 2020

## SUMMONS TO ATTEND THE MEETING OF SWANNINGTON PARISH COUNCIL

Time/Date: **7.00 p.m. on Monday 9 March 2020**

Location: Village Hall, Main Street, Swannington, LE67 8QL



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. Appointment of Chairman
2. To receive the resignations of two councillors
3. Appointment of Vice Chairman
4. Apologies for absence to be received and accepted by the Parish Council
5. 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
6. Mr Colin Draycott to talk to the meeting about proposals for land off Foan Lane
7. Police Report
8. To confirm the minutes of the following meetings of the Parish Council:
  - a) Full Council 10 February 2020
9. Planning Application – Parish Council to confirm its submission against this application **Appx A**

19/01961/FUL M	Land At Spring Lane Swannington Leicestershire	Hybrid planning application for development of the site compromising: full application for the change of use of land for use as a caravan site as defined by S336 of the Town and Country Planning Act, together with the construction of a fishing lake and associated works. Outline application for the rection of associated restaurant/bar/shop and office(access only)
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10. Councillors' Reports, including reports from LCC and NWLDC councillors
  - a) VAS signs monthly report, if available.
  - b) Website usage monthly report (HP)
  - c) Neighbourhood Plan – update from recent meeting. Concern has been raised about the lack of councillor involvement, and at this stage in the process, it is needed. Concern also raised that the funding received for this project was not earmarked for the project at budget time, as the new clerk was not advised that there had been a grant. The invoices for £1,800 and now £4,000 will affect the budget set, as it is not free money in the budget. They need paying as per the original agreement, meaning that something else will need to wait.
  - d) VE Day – Village wanting to do anything? (RH)
  - e) Any others
11. Speeding matters – including nominating of a new person to be responsible for the VAS signs and also to take on the organisation of the annual speed watch campaign
12. To ratify the decision to:
  - a) To undertake minor works to the carpark to ensure the safe use by all users
  - b) To employ a booker keeper on a temporary basis to bring the accounts for this financial year up to date. (As per confidential report at last meeting)
13. To Accounts
  - a) To approve payments scheduled for March 2020 including the payment for wages March
  - b) To review and receive receipts for March 2020
  - c) To review and approve bank statements and bank reconciliation for March 2020
14. To approve the works to the hedge between the allotments on Station Hill and private residence.
15. Parking in the Village Hall car park – Council to confirm that a local resident can continue to park in the car park, following the resignation of one of the previous councillors
16. Audit – Review and adoption of key council policies and procedures **Appx B**
  - a) Code of Conduct
  - b) Standing Orders
  - c) Statement of Internal Control and Review of Effectiveness of Internal Control
  - d) Financial Regulation's
  - e) Risk Assessment and Management
  - f) Freedom of information – Core Classes and Model Publication Scheme
  - g) Complaints Procedures
  - h) Equality Policy
  - i) Dignity at work/bullying and harassment
  - j) Lone and Homeworkers
  - k) Disciplinary and Grievance
  - l) Data Protection
  - m) Asset Register
  - n) Financial Reserves
  - o) Health and Safety
  - p) Councillors to re-confirm acceptance to receive meeting invites by email
17. Minutes and accounts – As reported previously (in confidential), the Parish Council to note that the new Clerk was not been given any minutes or accounts except for the current year, which is contrary to legislation. Some missing soft minutes have been given via one of the councillors, but this does give a full history of the Parish Council and no other accounts have materialised
18. Audit for accounts 2019-20 – There isn't a full set of records for the audit for 2018-19 handed to the new Clerk; this will need to be requested from the external auditors and there is likely to be a charge. The report from the Internal Audit did not highlight a number of the issues that have been raised by the new Clerk ; therefore, it is recommended that another Internal Auditor should be engaged

19. Village Hall and Miners Institute Charity – Clarification is required as to whether the charity should still exist and full confirmation as to the ownership of the Village Hall is required. Legal advice is required to ascertain some of the information and councillors and other members of the Charity need to seek clarity as to their responsibility and liability.
20. Allotments and playing field – The new Clerk has not been given any paperwork regarding any of these areas that the Parish Council has taken responsibility for, but does not appear to own. Details for arrangements and leases have been sought from Wyggeston Charity have been requested, but nothing received to date. No information regarding who the allotment tenants are has been given to the new Clerk.
21. Village Hall
- Leaking room over meeting room. Parish Council to agree necessary work.
  - Premises License is in held for purposes of music (live and recorded), not alcohol, but there is no certificate is displayed. A new one is required to be displayed and there is a cost implication.
  - Gas boiler safety certificate has been undertaken (this is for the purposes of renting out the building), however, this has highlighted an issue with the gas supply pipe that needs rectifying. Parish Council to agree necessary work.
  - Electrics have been causing a concern and tripping out for some time and nothing has been done; this needs rectifying. There are also two electric heaters underneath curtains that need removing as these are a fire risk. The rear car park and side light needs upgrading so that can be switched or come on with sensors. Parish Council to agree necessary work.
  - Legionella risk assessment has been undertaken (report awaited), but this will need reviewing and action taken. Parish Council to review and agree necessary work. **Appx C**
  - Fire Extinguishers need annual service. Parish Council to agree necessary work.
  - Doors – Rear fire door needs replacing. Is this to plastic, metal or wood? Parish Council to agree necessary work.
  - Window blinds – Replacement blinds for the main hall have been requested by users; is a necessary or desirable need. Parish Council to agree necessary work.

## 22. Planning Applications

19/02383/LB C	Heritage House Talbot Lane Whitwick	Demolition of single storey element of building and construction of new single story workshop (LBC)
19/02382/FUL	Heritage House Talbot Lane Whitwick	Demolition of single storey element of building and construction of new single story workshop
20/00263/20	82 Main Street Swannington	Erection of 1 dwelling (outline - all matters reserved)
20/00344/FUL	85 Loughborough Road Coleorton	Alteration to existing outbuilding/gym, erection of detached garage, erection of 2 storey side/rear extension and single storey rear extension with balcony and formation of new access. (Revised scheme to planning permission 19/01530/FUL)

23. Exclusion of the Public  
To exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity in respect of the following item would be prejudicial to public interest by reason of its confidential nature
24. Staff matters

## REMINDERS:

### Diary Notes:

Full Council – 6 April 2020

Annual Parish – 11 May 2020

Annual Statutory meeting of the Parish Council – 11 May 2020

Full Council – 11 May 2020

***Cheque signing rota for February – Cllrs R Harban and R Cairns***