# SWANNINGTON parish council

## Minutes of the Full Council Meeting held on Monday 13 May 2024at

## 7.30 pm at the Village Hall, Main Street, Swannington.

### present: Cllrs A. Hill, R McDermott, C Mursell, A Stafford (in the chair) and L Wilson. Two members of the Public.

**725/2024. To elect a Chairman for the year and to sign the declaration of office**

#### RESOLVED: To appoint Cllr A Stafford as chairman who duly sign the declaration of acceptance of office.

#### 726/2024. APOLOGIES: None.

#### 727/2024. DECLARATIONS OF INTEREST: None.

**728/2024. absent:** Cllr R Cairns.

**729/2024. To elect a Vice-Chairman for the year and to sign the declaration of office**

**RESOLVED:** Not to appoint a vice-chairman.

* 1. **Appointment of councillors, or council representatives with special responsibilities.**

#### Footpath warden. RESOLVED: To appoint Cllrs A Stafford, C Mursell and L. Wilson.

#### Tree warden. RESOLVED: To appoint Cllr C Mursell.

1. School liaison. **RESOLVED:** To appoint Cllr A Hill.
2. Allotments. **RESOLVED:** To appoint Cllrs A Stafford and C Mursell.
3. Village Hall. **RESOLVED:** To appoint Cllrs C Mursell and R McDermott.
	1. **Review of representation on or work with external bodies and arrangements for reporting back to council (councillors and council representatives)**
4. Leicestershire and Rutland Association of local Councils (LRALC). **RESOLVED:** To appoint Cllrs A Stafford and C Mursell.
5. Swannington Heritage Group. **RESOLVED:** To appoint Cllrs A Stafford and C Mursell.
6. Swannington Open Gardens. **RESOLVED:** To appoint Cllrs A Stafford, C Mursell and L Wilson.
7. LCC Flood Warden. **RESOLVED:** To remove Cllr McDermott.

**732/2024. Audit – Annual review of key council policies and procedures (to be reviewed at later meetings).**

**RESOLVED:** To defer the annual review of key council policies and procedures to a later date.

**733/2024. To determine the time and place of ordinary meetings of the Parish Council up to and including the next annual meeting.**

**RESOLVED:** Meetings are agreed as set in the council calendar and will be held at the Village Hall.

**734/2024. CONFIRMATION OF MINUTES**

To confirm the minute of the following meeting of the Parish Council:

1. Full Council – 22 April 2024. **RESOLVED:** Toapprove minutes of the meeting.

**735/2024. CHAIRMAN’S REPORT**

1. An email had been received from the Heritage Group in relation to a current project for which it was asking for a letter of support from the Parish Council to send off with grant applications. **RESOLVED:** To offer a letter of support in relation to the current projects of the Heritage Group to allow them to apply for grant funding.
2. Councillors were reminded to sign up to use their new .Gov email address. **RESOLVED:** To receive the information.

**736/2024. COUNCILLORS’ REPORTS, INCLUDING nwldc AND lcc**

No reports this month.

**737/2024. clerk’s report**

1. Reminded councillors to send their own comments in relation to the NWLDC car park review. **RESOLVED:** To receive the information.
2. Tree work is to be carried out at the junction of Spring Lane. **RESOLVED:** Cllr Mursell to liaise with the tree surgeon and resident as necessary.

**738/2024. Accounts**

1. **RESOLVED:** To review and approve payments scheduled for May 2024.

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Amount**  |
| Beta | Electrical work | 788.05 |
| Staff | Wages | 911.55 |
| NEST | Pension | 14.18 |
| Jane Hancox EY Book-keeping | Book keeping | 99.10 |
| ID Mobile | Mobile Phone | 14.49 |
| Virgin Media | Broadband | 56.40 |
| Waterplus | Water rates | 113.47 |
| Waterplus | Insurance | 1,917.29 |
| Gleamteam Services Ltd | Window cleaning | 25.00 |
| Coalville Cleaning Services Ltd | Cleaning supplies | 149.83 |
| SC IT Solutions Ltd | Computer | 53.76 |
| Burnt Oak Developments | Grounds work | 756.00 |
|   |   | **4,899.12** |

1. **RESOLVED:** To receive the receipts May 2024.

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Amount** |
| HMRC | VAT refund | 2,520.26 |
| W I | Hall hire | 36.00 |
| HSBC | Interest | 66.62 |
| Hall hirer | Hall hire | 17.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 45.00 |
| Allotment holder | Allotment rent | 30.00 |
| NWLDC | Precept | 19,423.50 |
| Allotment holder | Allotment rent | 45.00 |
| The Woofer Walker and Canine Coach | Hall hire | 153.00 |
| Hall hirer | Hall hire | 68.00 |
| Hall hirer | Hall hire | 63.00 |
| Hall hirer | Hall hire | 51.00 |
| Hall hirer | Hall hire | 85.00 |
| Hall hirer | Hall hire | 68.00 |
| Hall hirer | Hall hire | 92.50 |
| Hall hirer | Hall hire | 16.50 |
| The Woofer Walker and Canine Coach | Hall hire | 74.26 |
| Hall hirer | Hall hire | 92.00 |
| Hall hirer | Hall hire | 16.50 |
| The Woofer Walker and Canine Coach | Hall hire | 148.52 |
| Hall hirer | Hall hire | 49.50 |
| Allotment holder | Allotment rent | 30.00 |
| The Samoyed Breed Council | Hall hire | -20.00 |
|   |   | **23,231.16** |

1. To review and approve bank statements and bank reconciliation for May 2024.

Current account as at May 2024: £25,538.97.

Savings account as at May 2024: £40,891.96.

**RESOLVED:** To approve bank statements and bank reconciliation May 2024.

**739/2024. Audit – To consider and approve documents relating to the 2023-2024 AGAR**

1. To receive the Annual Internal Auditor’s Report 2023/2024. **RESOLVED:** To receive the Annual Internal Auditor’s Report 2023/2024.
2. To consider recommendations or matters arising from the internal auditor’s narrative report. **RESOLVED:** To consider and note the suggestions recommended by the Internal Auditor.
3. To complete and sign the Annual Governance Statement 2023-2024. **RESOLVED:** At previous meeting.
4. To receive and sign the Accounting Statements 2023-2024. **RESOLVED:** At previous meeting.
5. To receive and consider the bank reconciliation 2023-2024. **RESOLVED:** At previous meeting.
6. To receive and consider the explanation of variances. **RESOLVED:** To receive and consider the explanation of variances as per the report.
7. To receive and consider the breakdown of reserves held. **RESOLVED:** To receive and consider the breakdown of reserves held.
8. To agree the dates for the period of public rights. **RESOLVED:** To agree the dates for the period of public rights being from 3 June to 12 July 2024.

**740/2024. Village Hall**

To consider and approve various quotes for works to and in the Village Hall (room & hall painting, boiler replacement and tables and chairs). In the with the financial regulations the Parish Council strived to obtain a number of quotes before approving the matters below.

1. Boiler replacement. **RESOLVED:** To defer as quotes not received.
2. Internal painting: **RESOLVED:** To approve to be undertaken in the main hall, and two side rooms at a cost of £4670.00.
3. Tables and chairs: **RESOLVED:** To approve the replacement of 14 tables at a cost of £110.00 each and 100 chairs at a cost of £34.95 each.

**741/2024. Planning matters**

1. To consider the following planning application.

|  |  |  |  |
| --- | --- | --- | --- |
| 24/00454/FUL | 57 Station Hill | Erection of single and two storey rear extension  | No comments  |

**RESOLVED:** To make the above comments.

Meeting closed 19.55pm.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_