

**SWANWICK PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
THURSDAY 18<sup>TH</sup> APRIL 2024 at 7.00PM**

**PRESENT:** Cllrs Bates, Grant, Powis, Tremain, Trewick and Clerk C Miles.

**MEMBERS OF THE PUBLIC:**

**Members of the public listed waived their right to anonymity under the Data Protection Act:**

D Barker, K Barker, J Briggs, E Martin, D McKenna, T McKenna, D Smith and L Smith

**1370 APOLOGIES**

Cllrs Beavan, Goodier

**1371 VARIATION OF ORDER OF BUSINESS**

None

**1372 DECLARATION OF INTEREST**

Members were requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

None

**1373 PUBLIC PARTICIPATION**

**1373.1 PUBLIC SPEAKING**

**EM** bought up the subject of pot holes in the village and the Chair asked that any pot holes be reported to DCC either online or by phone.

**1373.2 MEMBERS' OBSERVATIONS**

**Cllr Tremain** reported that the Swanwick sign on Sleetmoor Lane had slipped down, the Clerk will get this dealt with.

**1373.3 POLICE MATTERS**

The Delivery of Police and Crime plan has been issued to all Cllrs.

**1373.4 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST**

None

**1374 MINUTES OF FULL COUNCIL**

**RESOLVED:**

Confidential Minutes of the Full Council Minutes of meeting held 15<sup>th</sup> February 2024 and Minutes of the Full Council Minutes of meeting held 21<sup>st</sup> March 2024 were received as correct account of the meeting. The minutes were approved by all Councillors and signed by the Chair.

**1375 PLANNING MATTERS**

**1375.1 Planning Applications**

TRE/2024/0459 Tree crown reduction

**1376 CLERK'S REPORT**

The Clerk's report was presented by the Clerk.

**1376.1 SAFEGUARDING POLICY**

**PROPOSED:** To accept this policy and authorise the Clerk to add this policy to the Council's website.

**RESOLVED:** To accept this policy and authorise the Clerk to add this policy to the Council's website.

**1376.2 ENVIRONMENTAL ACT 2021 – SWANWICK PARISH COUNCIL BIODIVERSITY POLICY**

The Chair's strategy will be considered at the next meeting.

**1376.3 SHIRLEY ROAD ALLOTMENTS UPDATE**

The Clerk reported the fencing company have been out to inspect the fencing run and have now quoted £3199.72 plus VAT to fence along a 4 properties and trim back greenery, clear any rubbish and stones to enable the fencing works to be done, leaving all rubbish stacked onsite.

**PROPOSED:** To Authorise the Clerk to place order for £3199.72 plus VAT.

**RESOLVED:** To Authorise the Clerk to place order for £3199.72 plus VAT.

SAA also asked that the Council look at marking out unclear boundaries to alleviate any further problems and also look at the water flooding issues. The Chair is going to look into this.

#### **1376.4 NETHER CLOSE ALLOTMENTS UPDATE**

The Clerk reported that all tenants had now signed their leases, some with comments of their objections to the increase. All monies have been paid.

#### **1376.5 NEWSLETTER UPDATE**

The Caretaker is currently delivering the newsletters.

#### **1376.6 CHRISTMAS TREE**

The Clerk is waiting for the species of the Christmas tree and price confirmation from the Nursery.

#### **1376.7 HANGING BASKETS AND VILLAGE PLANTING**

The Clerk has now received the Attachment License from DCC.

#### **1376.8 SWANWICK SIGNAGE/BENCH**

The Clerk will speak to DCC re positioning of the sign. The Clerk also reported that a request for a bench on Cray's Hill. This was discussed and agreed by the Council.

**PROPOSED:** To Authorise the Clerk to arrange a bench on Cray's Hill.

**RESOLVED:** To Authorise the Clerk to arrange a bench on Cray's Hill.

#### **1376.9 LAMP POST POPPIES**

The Clerk reported that 60 new poppies would cost £300.00 and the Council decided to pay £150.00 donation for the reuse of previous poppies.

**PROPOSED:** To Authorise the Clerk to order 60 poppies at £300.00 and pay donation of £150.00 for reusing last year's poppies.

**RESOLVED:** To Authorise the Clerk to order 60 poppies at £300.00 and pay donation of £150.00 for reusing last year's poppies.

#### **1376.10 LIMITED ASSURANCE REVIEW OF ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

The Clerk informed the Council that the fee payable is determined by level of income and expenditure for the year ending 31st March 2024. Swanwick Parish Council falls into the band £100,001 to 200,000. The fees payable excluding VAT will be £420.00 plus VAT.

**PROPOSED:** To authorise the Clerk to pay the fees of £420-00 (plus VAT) and if required additional audit fees.

**RESOLVED:** To authorise the Clerk to pay the fees of £420-00 (plus VAT) and if required additional audit fees.

#### **1376.11 ANNUAL GOVERNANCE STATEMENT 2023-24**

The Council is required to consider the internal audit work during the year and approve the Annual Governance Statement 2023 to 2024 in advance of approving the Accounting Statement. The Annual Governance Statement is to be minuted, signed and dated by the presiding Chair and Clerk on the day of approval.

**PROPOSED:** To approve the Annual Governance Statement for year ended 31st March 2024.

**RESOLVED:** To approve the Annual Governance Statement for year ended 31st March 2024.

The Chair Cllr Trewick signed the Annual Governance Statement 2023 to 2024. The Clerk signed the Annual Governance Statement.

#### **1376.12 ACCOUNTING STATEMENT 2023-24**

The Accounting Statement 2023 to 2024 was certified on 10.04.2024 by the RFO-Clerk and was presented to Members for approval and was signed by the Chair.

**PROPOSED:** To approve the Accounting Statement for year ended 31st March 2024.

**RESOLVED:** To approve the Accounting Statement for year ended 31st March 2024.

The Chair Cllr Trewick signed the Accounting Statement for 2023 to 2024.

#### **1376.13 EXERCISE OF PUBLIC RIGHTS 2023-24**

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (SI 2015 No.234) set out the rights of the public to inspect the accounts. The Parish Council is required to publish the statements as approved by Members together with a declaration of the status of the accounts. The Parish Council must set the dates for the 30 working day period for the exercise of public rights to include the first 10 working days in July 2024.

**PROPOSED:** To approve the 30 day period commencing Monday 3rd June – Friday 12th July 2024 for the exercise of public rights. **Notice to be posted on Friday 31st May 2024.**

**RESOLVED:** To approve the 30 day period commencing Monday 3rd June – Friday 12th July 2024 for the exercise of public rights. **Notice to be posted on Friday 31st May 2024.**

#### **1377 CHAIR'S REPORT**

The Chairs items were discussed in other sections of the meeting.

### 1378 JUBILEE COMMUNITY HALL

No meeting of the Working Group, 3 residents have shown interest in being on the working group. The Clerk will organise a first meeting along with Cllrs Goodier and Trenear.

#### 1378.1 JUBILEE HALL SITE

The Clerk reported that the fencing contractors had difficulty in laying the fence due to hedging roots and brick rubble. They have quoted £2528.50 plus VAT to remove and take away all debris.

**1378.1.1 PROPOSED:** To Authorise the Clerk to place order for £2528.50 plus VAT.

**1378.1.1 RESOLVED:** To Authorise the Clerk to place order for £2528.50 plus VAT.

The Clerk informed the Council that to prepare and apply for planning to extend the temporary parking the Architect has quoted £765.00 plus AVBC fees

**1378.1.2 PROPOSED:** To Authorise the Clerk to instruct Mr Morris to apply for planning for £765.00 plus AVBC Fees.

**1378.1.2 RESOLVED:** To Authorise the Clerk to instruct Mr Morris to apply for planning for £765.00 plus AVBC Fees.

### 1379 SWANWICK RECREATION GROUNDS (CHARITY NO. 520525)

#### 1379.1 DEEDS UPDATE

On 28<sup>th</sup> March the Clerk provided our solicitors with a letter addressed to the Land Registry stating the reason we wished the matter to be expedited as the Land Registry will only agree to expedite registrations with evidence in support and is now waiting to hear from the solicitors.

#### 1379.2 RECREATION GROUNDS UPDATE

**1379.2.1** The Clerk informed the Council that the asbestos survey has been done, still waiting for the water meter to be removed by STW. The Clerk has contacted National Grid asking if the electricity station needs removing and is waiting for a reply.

**1379.2.2** The Clerk received a call regarding the height of the shrubbery on the edges of the grounds backing onto Arlington Drive; the Chair will inspect and report back.

#### 1379.3 COMMUNITY GARDEN

The Chair will be inspecting the area and reporting back.

### 1380 CORRESPONDENCE AND CIRCULARS

**1380.1** Noted

**1380.2** The Clerk will send out to all Cllrs the slides received from the course Cllr Trenear attended.

### 1381 ACCOUNTS

#### 1381.1 RESOLVED: TO APPROVE URGENT PAYMENTS

Date	Payable To	Reason	Amount
27.03.24	Virgin Money	Bank charges February 2024	£11.00
28.03.24	Grasstrack	Inv 1013 Pitch Maintenance March 2024	108.00
28.03.24	Grasstrack	Inv 1012 Ground Maintenance March 2024	£900.00
28.03.24	Grasstrack	Inv 1002 Extra pitch work	£96.00
28.03.24	Grasstrack	Inv 1003 Supply/plant Memorial tree	£180.00
28.03.24	Waterplus	Changing Rms SRG 14.02.24 to 22.04.24	£4.35
28.03.24	B & Q	Padlocks	<u>£38.00</u>
<b>Total</b>			<b>£1337.35</b>

#### 1381.2 RESOLVED: TO APPROVE THE FOLLOWING PAYMENTS

To Whom Payable	Reason	Amount
Staff Salaries	Mth 1 Salaries	£2641.58
HMRC	Mth 1 Employee-er Tax & NI	£762.77
Nest	Mth 1 Pension Contribution	£230.37
Iansprint	March 2024 Newsletters 2700	<u>£363.00</u>
<b>Total</b>		<b>£3997.72</b>

#### 1381.3 INCOME RECEIVED

Noted

Date	Remittance	Source	Amount
04.03.24	BACS	Virgin Money Cashback	£0.28
04.03.24	BACS	Memorial tree & plaque	£180.00
21.03.24	BACS	North 3 Year Allotment rental	£120.00
25.03.24	BACS	Litchfield 3 Year Allotment rental	£60.00
27.03.24	BACS	Gillott 3 Year Allotment rental	<u>£60.00</u>
<b>Total</b>			<b>£420.28</b>

**1382 BANK RECONCILIATION****Noted:**

Opening Balance 01.04.2023	£656,537.26		
Receipts to 31.03.2024	£210,154.43		
Sub Total			£866,691.69
Payments to 31.03.2024		£143,434.54	
Unpresented cheques	£0.00		
Sub Total			£143,434.54
Closing Balance 31.03.2024			<b>£723,257.15</b>
Bank Balance 31.03.2024			<b>£723,257.15</b>

**1383 EXCLUSION OF PRESS AND PUBLIC**

None.

**1384 ITEMS FOR THE NEXT AGENDA****1384.1 Scouts 75<sup>th</sup> Anniversary****1384.2 Memorial Gardens refurbishment****1385 NEXT MEETING**

The date for the **Annual Parish Council Meeting** is the 16th May 2024 at which the Council will conduct the annual statutory meeting.

**Meeting closed at 8.30pm**

Signed: *A Trewick*

**Date: 16<sup>th</sup> May 2024**