

SWINEFLEET PARISH COUNCIL

Email swinefleetparishcouncil@gmail.com

Dear Councillor

8th May 2024

You are summoned to attend the next meeting of Swinefleet Parish Council to be held on **Tuesday 21st May 2024 at 7.00pm** at Swinefleet village hall.

The official parish council meeting will commence at 7.10pm. Prior to this at 7.00pm any members of the public attending the meeting may be given (at the chairman's discretion) a combined ten-minute time slot to address the councillors on any items of concern or interest. After this period the public are welcome to stay for the full parish council meeting but CANNOT speak nor offer advice/opinion on any matter. This public participation item is NOT part of the formal parish council meeting and as such there are no rights to record this part of the meeting in any way.

Representatives from the Gala committee attended the meeting to discuss the upcoming Gala event, members of the Gala committee wanted to discuss the recent communication with the previous clerk. the Gala committee seemed open to a pre inspection and post inspection of the playing field before and after the event. The PC have agreed that they will close the small play area on the day of the event and will publicise this closure 7 days before the event. Gala committee will send a copy of their public liability insurance for the PC records.

WHERE PRIVATE & CONFIDENTIAL MATTERS ARE ON THE AGENDA. PUBLIC TO LEAVE THE MEETING.

AGENDA

To receive completed register of interest forms.

- 1. Declarations of interest on agenda items.** None declared
- 2. Apologies for absence** None
- 3. To approve the minutes of the parish council meeting 16/04/24 Approved**
- 4. Ongoing issues.**
 - A. Play area inspection report** –Cllr Hart provided update, grass has been cut, no issues with the play equipment. Positive reviews from for the recent grass cutting service that has been carried out this week.
 - B. Audit- recruitment of an internal auditor**-DH has a contact at Siemans who he will communicate with to hopefully provide an internal audit. **Action** DH to start email communication with colleague and BT
 - C. Play area annual inspection**-MA contact has provided a cost of £150-£200 for the works to be completed. MA and DH will support the completion of the works.
 - D. Cemetery path**-Clerk to provide grant application update. - No update received re the grant works, discussion around accessibility of the cemetery. Suggestion of widening some gaps in the hedge to allow access. **Action** for BT to contact East Riding Council for permission to widen a gap and install a dropped kerb on their verge. DH recommendation that we approach Sam Gighall when a place has been identified.
 - E. Village tidy project**- DH provided updates on the new SPC community page, DH has asked that all Parish Councillors have a look and give any suggestions. **Action** DH to add all councillors and feedback provided to DH by Monday 3rd June so that the page can go live.
 - F. Swinefleet Gala- Cllrs to receive information request update**- Representatives from the Gala committee attended the meeting to discuss the upcoming Gala event, members of the Gala committee wanted to discuss the recent communication with the previous clerk. the Gala

committee seemed open to a pre inspection and post inspection of the playing field before and after the event. The PC have agreed that they will close the small play area on the day of the event and will publicise this closure 7 days before the event. Gala committee will send a copy of their public liability insurance for the PC records.

- G. Overgrown vegetation – clough-** Late communication from GFPC asking whether SPC would be happy to provide some support with communicating with the Environment Agency to ask that this area was cut back- Councillors in agreement to support with this request. CS queried why no white lines on the bridge – historically removed to make the bridge safer. **Action BT** to email ER Council re white lines on the bridge.

5. Planning applications and decisions.

Planning application for Change of use of agricultural land and buildings for storage and parking of HGVs in connection with haulage business and reinstatement of a domestic vehicular access (retrospective) REF: 24/00700/PLF N Lowe Nova Scotia Farm Quay Lane Swinefleet East Riding Of Yorkshire DN14 8DP- SPC to make a decision

SPC agreed to reject the application on the grounds that the road is not suitable for HGV's

6. Correspondence received, and issues raised by councillors.

Swinefleet Town land Charity- PHirst

Three members of the charity should be either nominated by the PC or be members of the PC, all councillors in agreement that SPC would nominate 3 existing members of the Swinefleet Town Land Charity- PH nominated Paul Hirst, Pauline Cowling and Helen Partington, this was approved by MA.

7. Ward Councillors report.

Cllrs Fox/Sargeantson to speak (if in attendance) Neither in attendance and no updates received.

8. Financial Matters.

- A. Recruitment/appointment of the clerk-**most recent advert ended in April and there were no applicants although 2 requests for information were received. Discussions were held around the next steps in recruitment it was agreed by the PC that the most recent advert would be reworded by BT and shared with all councillors for feedback before being advertised after the upcoming half term holiday – Action BT to update advert and share to include September start date, advertise salary based on hours at lowest salary point with salary from £XX and confirm that the salary is linked to NJC paycales.

- B. Bank signatory updates – payments –** Robust discussion and challenges raised over current system and how to improve going forward. Previously agreed that BT, CW and DH would all sign the new bank mandate. This has been sent to HSBC but has not yet been actioned BT plans to attend HSBC next week to speak to branch staff in person to resolve this issue and amend the banking mandate.

Banking mandate changes have been approved as follows:

BT, CW, DH to have online access to the bank – proposed BT Approved DH

Bacs payments to require dual approval –proposed BT Approved DH

Clerk purchasing card limit to be set at £250 - proposed CW Approved DH

9. Cheques/BACS/DD to approve for payment.

Burial Clerk monthly salary

BACS payment Zurich Ins £833.82

Payments approved but will be unable to be actioned until the bank details have been updated **Action BT** to make contact with SB and Zurich to ensure systems are in place to cover this.

10. Date of next meeting

Tuesday 18th June 2024

Future agenda planning discussions:

- 1. White lines – HB**
- 2. Riverdale Road, damage to carriageway – GB**
- 3. Roundabout outside village hall- GB**
- 4. Chapel of rest update – for July meeting DH**
- 5. Finance and asset register – for July meeting DH**
- 6. Fireproof document box update – CS Action DH to share dimensions**
- 7. Potential electronic storage of documents – CS**
- 8. Children bollards- HB**
- 9. Inappropriate parking Low Street- MA**

Meeting closed 8.32pm

Beccy Thompson

08/05/2024