

SWAYFIELD PARISH COUNCIL

Cllrs: Mrs W Peat (Chair) Mr K Holden (Vice Chairman)
Mrs J Geeson, Mr D Metcalfe, Mr A Cusdin, Mr T Small, Administrator: Mrs A Reichelt.
Email: swayfieldparish@gmail.com

Draft Minutes of Swayfield PC Meeting 21st May 2025, 7.00pm

- 1.0 Appointment of Chairman and Vice Chairman.** Cllr Metcalfe announced that he would, with immediate effect resign as Chairman of Swayfield Parish Council. He informed the Cllrs that he would continue as a Cllr and the Financial Officer, this would prevent any conflict of interest where a signature is required by the F.O and the Chair. Cllr Metcalfe proposed Cllr Peat as the new Chair, this was seconded by Cllr Geeson. There were no other nominees so Cllr Metcalfe proposed a vote. This was unanimously agreed by all Cllrs that Cllr Wendy Peat be the new Chair of Swayfield. Cllr Holden was asked to remain as Vice Chair, he accepted and this was approved unanimously without contest.
- 2.0 Apologies for Absence-Cllr Vernon**
- 3.0 To receive declarations of interest** in accordance with the 2011 Local Government Act. – *personal or prejudicial interest in any items for discussion.* None
- 4.0 Draft Notes** of the Parish Council meeting held on Tuesday 25th March 2025 to be approved as the Minutes. Proposed by Councillor Geeson seconded by Councillor Metcalfe.
- 5.0 Councillors' reports:**
- 5.1 Recreation ground: Previously Cllr Holden agreed to look in to the costings of replacing the timber poles on the swings with steel ones. The cost to replace all the legs would be in excess of £1000 uncoated and £1500 for coated and to replace the poles with like for like timber be in the low hundreds. It was proposed that we continue to replace them timber. The Parish Council would like to ask for volunteers within the village when they need replacing. Cllr Holden will research the costing of additional poles with delivery. The grass will continue to be maintained by Giles Percival. The annual maintenance of Pingle Lane will also continue. The monies required for the maintenance of Pingle Lane is Repayment Money received by Highways because of the generosity of the village parishioners who maintain most of the grass verges within the village.
- 5.2 Phone Kiosk. Cllr Geeson has successfully stopped the leaflets from being left in the kiosk. It was agreed that only the exterior of the kiosk needed to be repainted and this was successfully carried out by John Whitelam and Keith Tomlinson. The decision was made to keep the kiosk red as a nod to its history.
- 5.3 Highways. Cllr Cusdin received a response from the County Council with regard to the speed restriction signs within the village. It was agreed that Rowan Smith will do a 'walk about' of the village. Cllr Cusdin is positive that a lot of the issues raised in the letter will be addressed. No date has been confirmed yet. Cllr Cusdin, Cllr Small and Cllr Peat will attend the walk about with Rowan Smith.
- 5.4 Defibrillator. Working and all in order. The defibrillator will require a new battery and pads in 2026. This will be in excess of £500 and will be budgeted for in the Spring.
- 5.5 Lighting the beacon. Cllr Geeson thanked the team of volunteers who oversaw the loading and lighting of the Beacon. John Stanley is to repaint the beacon and the plaques have been stored by Cllr Holden, They will be reinstated post refurbishment.. Cllr Geeson stepped down from the responsibility of the Beacon and proposed Cllr Small take on the responsibility. Cllr Peat thanked Cllr Geeson for all her hard work for the maintenance and planning of the beacon fires over the years. Cllr Small accepted the new role.

6.0 Annual Governance Statement and Financial matters:

- 6.1 To declare Swayfield PC exempt from a Limited Assurance Review. It was unanimously agreed that Cllr Metcalfe (financial officer) and Cllr Peat sign the documentation.
- 6.2 Annual Governance Statement:
 - 6.21 To Resolve the Approval of the Annual Governance Statement, for publication
This document has been seconded by the external auditor, Fiona Hatchmen.
 - 6.21 To Resolve the Approval of the Accounting Statements 2023/24, for publication
This was approved by Cllr Holden and seconded by Cllr Cusdin
- 6.3 To resolve payment for the Internal Auditor - It was proposed by Cllr Geeson and seconded by Cllr Holden to pay the auditor £60
- 6.4 To resolve payment to BHIB for Annual Insurance – It was proposed by Cllr Peat that the invoice be paid immediately upon receipt. This was seconded by Cllr Holden
- 6.5 Cheques for signing: Cllr Metcalfe has successfully applied for a debit card for Swayfield Parish Council, this will save the Parish postage and cheque charges on the account. All purchases will need to be agreed by additional Cllrs.
 - Clerk wages £221.62
 - Village Hall: £90
 - Grass Maintenance: £195.00
 - Paint for the phone kiosk: £76.90
 - VE Day teas and coffees: total £81.85

7.0 Dates of future meetings

- 7.1 Wednesday 17th September, Wednesday 19th November. 7pm

8.0 Planning applications and approvals

- 8.1 S25/6049 No objections
- 8.2 S24/0625 Appeal dismissed

9.0 Correspondence- Mr T Bradley letter to be added to the September agenda.

9.0 Items of urgency for discussion