

## Swine Parish Council

Hill Farm House, Swine  
East Riding of Yorkshire  
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Minutes of the of Swine Parish Annual Meeting held on 9<sup>th</sup> May 2019 in St. Mary's Church  
Vestry

1. Six members of the public were in attendance
2. Chairman gave a review of the Parish Council's activities over the year, in particular that there has been a noted increase in fly-tipping over the year. It was raised again that the yellow local Council administration book (Arnold Baker) needed to be purchased by the Clerk who should then be reimbursed, as mentioned in the last minutes. The Clerk is also to make enquiries regarding membership of the Society of Local Council Clerks.
3. Public participation: The Council has been approached by a resident who wished to remain anonymous about regular burning of what seems to be commercial rubbish at the Goodares' cottage. The Clerk is to write a letter/email to East Riding Council Environmental Services or Public Protection to bring it to their attention.

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Church Vestry

1. **Election of Chairman:**
  - a. Cllr Mrs E McMullen proposed Cllr Mrs Y Wilkinson
  - b. Seconded by Cllr Mrs D Oliver
2. **Election of Vice Chairman:**
  - a. Cllr Mrs Y Wilkinson proposed Cllr Mrs G Bloom
  - b. Seconded by Cllr Mrs E McMullen
3. **Apologies:** Cllrs Mrs J Mackereth and Cllr A Hunter
4. **Approval of minutes:** Minutes of the meeting held on 14<sup>th</sup> February 2019 were approved
5. **Chairman's Report:** The Chairman welcomed new Cllr Alan Thompson and the new Clerk, and thanked retiring Cllr Mr Peter Thompson for his time served as Chairman.

6. **Clerk's Report:** The outgoing Clerk reported that the £500 precept has been paid into the bank account by East Riding of Yorkshire Council. He passed over the laptop and Minute Book to the new Clerk and confirmed that an official handover of the remaining paperwork, etc, would take place shortly.
7. **Police Crime Report:** This was circulated and noted.
8. **Correspondence:** The Clerk has received the 6 monthly Anti-Social Behaviour report, which contained nothing relating to Swine.
9. **Finance:**
  - a. Clerk to contact the Society of Local Clerks regarding membership fees and obtain approval for joining at the next meeting
  - b. It was agreed that the Clerk should purchase the Arnold Baker book and submit the invoice/receipt to the next meeting for reimbursement.
  - c. A new mandate is needed for the bank for cheque signatories. The Clerk will obtain the necessary form and bring to the next meeting, with a view to all Councillors being signatories.
  - d. 2018/19: There have been payments made totalling £1,235.50. The cheque to the PCC for £60 (dated 17<sup>th</sup> May 2018) has yet to be presented for payment. Main payments were £299 for the laptop, £224 to Zurich Insurance and £240 for maintenance and restocking of the salt bins. Opening balance was £1,969.09, and the £450 precept has been received from East Riding of Yorkshire Council, making a total of £2,419.09. Balance after receipts is £1,183.59 after expenditure (plus the £60 unpresented cheque). Payments: ERYC – salt bin maintenance £295.20 (147), C Cromack – expenses £20 (148)

#### **10. 2018/19 Audit:**

- (A) The certificate of exemption from a detailed/national audit was needed as income/expenditure does not exceed £25,000. Signed by the Clerk and Chairman.
- (B) The annual governance statement was approved and signed by the Clerk and Chairman.
- (C) The accounting statement was approved and signed by the Clerk and Chairman.

**Date of next meeting: 8<sup>th</sup> August 2019**

Signed:

Date: