

**Minutes of Eagle & Swinethorpe Annual Parish Council meeting held on Thursday 22<sup>nd</sup>  
May 2025 at 7.30pm at The Estate Office, Eagle Hall.**

Present Cllr David Parkes, Cllr Michael Chennells, Cllr Jane Fulton-Sutton, Cllr Warren Knight, Cllr Neil Faulkner & Cllr Pat Parkes.

Rachel Popplewell - Parish Clerk

District Councillors Chris Goldson & Richard Johnson.

Agenda Items.

1. To Elect a Chairman for Eagle and Swinethorpe Parish Council for the ensuing year 2025/2026.  
Cllr Parkes called for nominations for Chairman for the year 2025/2026. Cllr Pat Parkes proposed Cllr David Parkes be elected as Chairman, seconded by Cllr Fulton- Sutton – All agreed, show of hands.  
Cllr Parkes accept the Chairmanship.
2. To receive the Declaration of Acceptance of Office form for the Chairman for 2025/2026.  
Cllr Parkes signed the Declaration of Office form, received by the Clerk.
3. To Elect a Vice-Chairman of Eagle and Swinethorpe Parish Council and to receive the Declaration of Acceptance of office form for the ensuing year 2025/2026.  
Councillor Bernadette Grayston was proposed by Councillor Fulton-Sutton, seconded by Councillor Parkes - All Agreed, show of hands.  
Declaration of Acceptance of Office form to be signed before the next meeting.
4. Public Forum – To Resolve to suspend standing orders for a maximum of 15 minutes to allow members of the public, District and County Councillors to make comment or ask questions.  
It was **Resolved** to suspend standing orders to allow members of the public and the County & District Councillors to make comment or ask questions. All agreed – show of hands.  
  
The Chair passed his thanks onto the District Councillors and County Councillor for their support over the previous 12 months and for regular attendance at the parish council meetings.  
Congratulations were passed onto Cllr Goldson for his appointment as Chair of the Council at North Kesteven District Council.  
*Standing orders were re-instated.*
5. To receive Apologies for Absence.  
Apologies were received from Cllr Jane Wallis & Cllr Bernadette Grayston. It was **Resolved** to accept the reasons for absence and their apologies – all agreed, show of hands.
6. To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interest and requests for dispensations.  
None received.
7. Notes of the Parish Council Meeting held on Wednesday 30<sup>th</sup> April 2025 to be approved as minutes.  
It was **Resolved** to approve the notes as minutes and a true record – All Agreed.

Signed by the Chair.

8. To review and adopt Standing Orders for Eagle & Swinethorpe Parish Council (revised version April 2025).  
It was **Resolved** to adopt the Standing Orders for the Council - All agreed show of hands.
9. To review and adopt the Financial Regulations for the Council, and to Resolve to accept variable Direct Debits & Online Banking (Revised version Feb 2025).  
It was **Resolved** to accept the new Financial Regulations, variable Direct Debits & online banking for the Council. All agreed – show of hands.
10. To review the bank signing mandate.  
The Clerk made comment that there are 4 signatories on the bank mandate. After discussions it was **Resolved** that no amendments were required. All agreed – show of hands.
11. To review and adopt the Complaints Procedure and Handling method.  
It was **Resolved** to adopt the Complaints Procedure and Handling method for the council – no amendments were required. All Agreed, show of hands.
12. To appoint members to the Personnel Committee and thereafter appoint a Chair of the Committee. (SO 4.d.vi).  
After discussions it was **Resolved** to appoint Cllr Wallis, Cllr P Parkes & Cllr Fulton-Sutton to the Personnel Committee, and to appoint Cllr Fulton-Sutton as Chair of the Committee. All Agreed - show of hands.
13. To review the Terms of Reference for the Personnel Committee.  
It was **Resolved** to review the Terms of Reference for the Personnel Committee, no amendments were made – All agreed, show of hands
14. To resolve to agree Parish Council meeting dates for the year 2025/2026.  
The meeting dates for the year were considered – it was **Resolved** to accept the dates for 2025/2026. All Agreed, show of hands.
15. To receive the Internal Audit report.  
The Chair read out the internal audit report, no issues were highlighted regarding the finances for the Council.  
The Chair passed his thanks onto the Clerk for providing excellent administration & support to the Council & to Steve Fletcher for conducting the Internal Audit.
16. To Consider, Approve and Sign the Annual Governance Statements 2024/2025.  
After discussions it was **Resolved** to answer all the Annual Governance Statements with a positive outcome, All Agreed – Signed by the Chairman & Clerk.
17. To Approve & Sign the Accounting Statements 2024/2025.  
It was **Resolved** to approve the Accounting Statements, All Agreed – Signed by the Chairman & Clerk.
18. To note the dates of the Period for the Exercise of Public Rights.  
The Clerk made comment that the dates suggested by PKF Littlejohn would be used for the Period for the Exercise of Public Rights. 3<sup>rd</sup> June – 14<sup>th</sup> July 2025.

19. Clerks Update & Correspondence.

The Clerk asked if Council would like to re-appoint the Play Inspection Company to carry out the annual inspection.

After discussions it was **Resolved** to approve the Play Inspection Company. All agreed – show of hands.

The Clerk made comment that the cost of a plaque for the Community Recognition Award would be approx. £60, this would include a header plate and room for numerous name plates.

It was **Resolved** to approve the plaque subject to approval of the design. **Action Clerk.**

To note planning ref 24/1248/PIP appeal notice – no further comments would be submitted.

20. Finance

- a. To authorise the signing of orders for payment, note bank balances & any monies received (list previously circulated).

The councillors considered the list previously circulated. It was **Resolved** to approve the following orders for payment – All Agreed. Proposed by Cllr Parkes seconded by Cllr Fulton-Sutton.

Cllr Parkes offered to approve the online payments.

**Action DP.**

Date	Name	Net	VAT	Total
22.05.2025	YU energy (direct debit)	£31.04	£1.55	£32.59
22.05.2025	YU energy (direct debit)	£135.59	£6.78	£142.37
22.05.2025	Salaries & Expenses	£452.60		£452.60
22.05.2025	EDF Energy (direct debit)	£41.22	£2.06	£43.28
22.05.2025	Lock & key safe	28.80	£5.76	£34.56
22.05.2025	D Lyne	581.66	116.34	£698.00
22.05.2025	TVIDB	£5.96		£5.96
	<b>Total</b>	<b>£1250.87</b>	<b>£132.49</b>	<b>£1383.36</b>

Bank Accounts at 30.04.2024	Bank Accounts at 30.04.2025
Current account - £9,321.17	Current account - £6,785.28
Playing field account - £303.38	Playing field account - £128.17
Savings account - £34,042.87	Savings account - £43,449.26

- b. To approve the list of regular payments.

It was **Resolved** to approve the list of regular payments – all agreed, show of hands.

- c. To approve the purchase of additional website maintenance minutes.

it was **Resolved** to approve the purchase of 5 hours, at a cost of £90 + VAT. All agreed show of hands.

21. Kitchen Block Update

The Clerk made comment that the planning application for the kitchen block refurbishment had been approved.

22. To consider the following planning application –

- a. Installation of 2no Velux Cabrio balcony windows to replace existing Velux windows in roof. 6 Harrier Hill, Eagle, Lincoln. Ref – 25/0469/HOUS.

After discussions it was **Resolved** to submit 'no comment' for the application. All agreed – show of hands.

23. Items for the next Agenda.

Tarmac tour update.

24. Date & time of next meeting

**Wednesday 25<sup>th</sup> June 2025 at 7.00pm.**

Meeting closed 8.15pm

Signed .....

Date .....

Print .....