

# SWETTENHAM PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held at Swettenham Club on 15 May 2017 immediately following the Annual Parish Meeting

<b>Present:</b> Councillors Andow, Platts, Shaw & Mrs Thorpe Clerk & RFO, Mrs P Sturrock; Members of the public: 0		
Item	Detail	ACTION
1	<b>Apologies:</b> Cllr Baker.	
2	<b>Declaration of interest.</b> There were none	
3	<b>Minutes of the ordinary meeting held on 20 March 2017.</b> The minutes of the ordinary meeting held on 20 March were accepted.	Proposed: Cllr Shaw Seconded: Cllr Platts Carried Unanimously
4 & 5	<b>Election of Chairman &amp; Vice Chairman</b> <b>Election of Chairman:</b> <b>Resolved</b> to elect Councillor Andow as Chair for the year 2017/18. Cllr Andow signed the Declaration of Acceptance of Office  <b>Election of Vice Chairman:</b> <b>Resolved</b> to elect Councillor Platts as Vice-Chair for the year 2017/18. Cllr Platts signed the Declaration of Acceptance of Office	Proposed: Cllr Platts Seconded: Cllr Mrs Thorpe Carried unanimously  Proposed: Cllr Shaw Seconded: Cllr Andow Carried unanimously
6	<b>Public Forum:</b> There were no questions from members of the public.	
7	<b>Matters Arising:</b> The Chairman had been handed a letter from Cllr Baker tendering his resignation as a Parish Councillor on the grounds of his ill-health which the Chairman read out to the Council. Consequently a casual vacancy has now arisen on the Council and the Clerk was asked to advertise this and notify the Electoral Services office. The Chairman recorded his thanks to Mr Baker for all his hard work over the last few years as a Parish Councillor and the Council wished him well for the future.	
8	<b>Finance:</b> a. <b>Finance Report to May 2017</b> The RFO had produced a financial report for the period to 15 May 2017 showing balances of £4353.92 in the current account, after approval of payments on the agenda, and £2,026.96 in the reserve account. b. <b>Internal Audit of 2016-17 Year end Accounts</b> The RFO reported that the accounting records for year ended 31 March 2017 had been audited by the Internal Auditor and had received the Audit Report which stated that she had found the records to be very well kept and in order. No significant problems have been encountered, the accounts have been satisfactorily balanced and bank accounts have been reconciled. She had extended her thanks to the Clerk and Responsible Finance Officer, for her co-operation and assistance in completing the audit.	Clerk

Signed.....  
Roy Andow, Chairperson

15/05/2017

	<p><b>c. Annual Return.</b> A review of internal control arrangements took place and it was RESOLVED to accept the completed Annual Return form prior to submission and confirmed that the Annual Governance Statement could be signed.</p> <p style="text-align: right;">Proposed: Cllr Mrs Thorpe Seconded: Cllr Platts Carried unanimously</p> <p><b>d. Review of insurance arrangements.</b> At the Annual Meeting in May 2016 it had been resolved to enter into a three year agreement with AON UK Ltd. The RFO reported that she had received a quote for the annual insurance policy for the Parish Council. AON had quoted £312.89 for the annual renewal. It was RESOLVED to accept the quotation from AON UK Ltd.</p> <p style="text-align: right;">Proposed: Cllr Platts Seconded: Cllr Mrs Thorpe Carried unanimously</p> <p><b>e. Payroll Services</b> The Clerk reported that the previous Payroll providers, Nolan James, had wanted to increase their annual charges, first to £270 p.a. and then on being queried, to £180 p.a. (both plus VAT). Despite the Clerk making the point that they had agreed to honour the fees agreed with Accuracy Payroll they would not agree to keep the charge at £90 p.a.(+VAT). Accordingly the Clerk had found another provider, Cabsys Ltd, in Macclesfield who will charge £100 p.a. +VAT. Following a discussion it was resolved to use Cabsys Ltd as the payroll bureau.</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Andow Carried unanimously</p> <p><b>f. Transparency Code Funding</b> The Clerk reported that she had been advised by ChAIC that applications for Transparency Code funding had reopened for 2017/2018. It was resolved to apply for funding for the payment of website hosting costs and website staffing costs</p> <p style="text-align: right;">Proposed: Cllr Platts Seconded: Cllr Shaw Carried unanimously</p> <p><b>g. Payments</b></p> <ul style="list-style-type: none"> <li>i. Payment of Clerk’s salary – April &amp; May 2017, £350.10</li> <li>ii. Cheshire Association of Local Councils, Annual Subscription - £ 84.70</li> <li>iii. AON Insurance - Premium 2016-17 - £312.89</li> <li>iv. Mrs Jackie Crookes - Internal auditor - £55.00</li> <li>v. Cabsys Ltd – Annual Payroll Services (incl VAT) - £120.00</li> </ul> <p style="text-align: right;">All payments approved Proposed: Cllr Mrs Thorpe Seconded: Cllr Platts Carried unanimously</p>	
<p><b>9</b></p>	<p><b>Cemetery &amp; War Memorial</b></p> <p>a. A quotation has been received from Stephen Robertson for the excavation, laying and supply of drains in the unconsecrated area of the cemetery at a cost of £950 + VAT. As the quote is below £1000 no other tender is required and it was resolved to accept the quote and authorise the work to commence as soon as reasonably practicable</p> <p style="text-align: right;">Proposed: Cllr Platts Seconded: Cllr Mrs Thorpe Carried unanimously</p> <p>b. A quotation has been received from Country Rustics for the provision of two new hardwood gates at the entrance to the cemetery at a cost of £999 + VAT. As the quote is</p>	<p><b>Cllr Shaw</b></p> <p><b>Clerk</b></p>

	<p>below £1000 no other tender is required and it was resolved to accept the quote. The work is to commence only when the drainage work has finished.</p> <p style="text-align: right;">Proposed: Cllr Platts Seconded: Cllr Mrs Thorpe Carried unanimously</p> <p>c. It was resolved to ratify the application for a memorial for Rev Ian Godfrey on Grave No. 29. A cheque from Rogers Masonry for £89 had been received by the Clerk.</p> <p style="text-align: right;">Proposed: Cllr Platts Seconded: Cllr Andow Carried unanimously</p> <p>d. The Clerk was asked to contact AON UK Ltd to check whether the insurance valuation for the War Memorial was adequate.</p>	
<b>10</b>	<p><b>Highways, Footpaths and Byways.</b></p> <p>a. The state of the road surface on Swettenham Lane continues to be a major source of concern. There have been numerous phone calls, emails and site meetings. The road has been temporarily patched pending the Cheshire East Flood Management Team dealing with the collapsed drain and the road will not be properly resurfaced until the drain has been replaced. The Clerk was asked to contact the Flood Management team at managerial level to try to escalate the matter and also to contact CEC Cllr Wray to see if he can bring some influence on speeding the matter up.</p> <p>b. The Council has been notified of a scheme for the provision of chevrons on the bends on Forty Acre Lane Kermincham and is scheduled to be carried out this month. Cllr Mrs Thorpe has spoken to some of the residents in the area who would like to see the introduction of a 30mph speed restriction in conjunction with the road signs. She will contact CEC Cllr Wray about the scheme.</p> <p>c. Cllr Mrs Thorpe reported that she had attended the Annual Meeting of Lower Withington Parish Council when a presentation was made by the organisers of the Bluedot Festival to be held at Jodrell Bank on the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> July. The A535 road from Chelford to Holmes Chapel will be closed to through traffic for the duration of the festival.</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Platts Carried unanimously</p>	<b>Clerk Cllr Mrs Thorpe</b>
<b>11</b>	<p><b>Planning</b></p> <p>a. Planning Application 17/1748C: Single storey rear extension at Beechwood Farm Kermincham. The application was discussed and there were no comments or objections</p>	<b>Clerk</b>
<b>12</b>	<p>Following a discussion, it was <b>Resolved</b> to approve the following calendar of meetings:</p> <p>Monday 24 July 2017 Monday 18 September 2017 Monday 20 November 2017 Monday 22 January 2018 Monday 19 March 2018 Monday 21 May 2018 (Annual Parish Meeting &amp; Annual Meeting)</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Shaw Carried unanimously</p>	
<b>13</b>	<p><b>Correspondence.</b></p> <p>Correspondence, received since the date of the last meeting, appended to these minutes (but not displayed on notice board), was noted by the Council. A letter had been received from Sandbach Town Council about the proposed closure of the Arclid HWRC.</p>	<b>Clerk</b>
	<p><b>Date of next meeting. Resolved:</b> to note the date of the next scheduled council meeting as Monday 24 July 2017 which will commence at 7:45 pm.</p>	