SWETTENHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Swettenham Club

on

17 May 2021 immediately following the Annual Parish Meeting

14	Clerk & RFO, Mrs P Sturrock; Members of the public: 0	
Item	Detail	ACTION
1	Apologies: Cllr Martin: CEC Wray	
2	Declaration of interest. There were none	
3	Minutes of the ordinary meeting held on 15 March 2021	
	The minutes of the ordinary meeting held on 15 March were accepted.	
	Proposed: Clir Shaw	
	Seconded: Cllr Andow Carried Unanimously	
	Carried Orianimously	
4 & 5	Election of Chairman & Vice Chairman	
	Election of Chairman:	
	Resolved to elect Councillor Andow as Chair for the year 2021/22.	
	Cllr Andow signed the Declaration of Acceptance of Office Proposed: Cllr Shaw	
	Seconded: Clir Kirk	
	Carried unanimously	
	Election of Vice Chairman:	
	Resolved to elect Councillor Shaw as Vice-Chair for the year 2021/22.	
	Cllr Shaw signed the Declaration of Acceptance of Office	
	Proposed: Cllr Andow	
	Seconded: Cllr Keen	
	Carried unanimously	
6	Public Forum: There were no questions from members of the public.	
7	Matters Arising:	
	A suggestion was made that the parish might have a welcome letter for new residents giving them details of local organisations. The Clerk was asked to draft a document for circulation.	Clerk
8	Finance:	Clark
	a. Finance Report to May 2021	Clerk
	The RFO had produced a financial report for the period to 17 May 2021 showing balances	
	of £5924.24 in the current account, after approval of payments on the agenda, and	
	£2,030.94 in the reserve account. A VAT claim had been made for VAT paid up to 31 st	
	March 2021 and £192.48 has been received. The first payment of the annual precept has	
	also been received.	
	b. Internal Audit of 2020-2021 Year end Accounts	
	The RFO reported that the accounting records for year ended 31 March 2021 had been	
	audited by the Internal Auditor and the RFO 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 balance		
	have been reconciled. She had extended her thanks to the Clerk and R	•	
	Officer, for her co-operation and assistance in completing the audit. The		
	had signed the Annual Internal Audit Report 2020/21 in the AGAR Forr	m Part 2 and a copy	
	of the form had been circulated to the Council.		
с.	Annual Return.		
ι.	A review of internal control arrangements took place and it was RESOL	VFD to complete	
	and sign the Certificate of Exemption and accept the completed AGAR		
	Accounting Statements 2020/2021 prior to submission. It was also con		
	Annual Governance Statement could be signed.		
		Proposed: Cllr Shaw	
		Seconded: Cllr Kirk	
		Carried unanimously	
d.	Review of insurance arrangements.		
	The Insurance policy for 2020/21 was held with BHIB Ltd. The RFO rep		
	received a quote for the annual insurance policy for the Parish Council	-	
	£293.29 for the annual renewal which was just over £3 more than in 2 RESOLVED to accept the quotation from BHIB Ltd for 2021/22	UZU/ZI. IT Was	Clerk
		Proposed: Cllr Shaw	CIEIN
		Seconded: Cllr Kirk	
		Carried unanimously	
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e.	Payroll Services		
	The payroll provider, Cabsys Ltd, in Macclesfield are happy to continue	e to act, with their	
	charges remaining the same as last year i.e. £100 p.a. +VAT. Following	a discussion, it was	
	resolved to use Cabsys Ltd as the payroll bureau.		
		Proposed: Cllr Andow	
		Seconded: Cllr Shaw Carried unanimously	
		Carried unanimously	
f.	Bank Mandate		
	The bank mandate with NatWest currently has Councillors Andow, Sha	aw and Martin as	
	signatories. It was Resolved to approve the Mandate as it stands		
		Proposed: Cllr Keen	
		Seconded: Cllr Kirk	
		Carried unanimously	
σ	Payments		
g.	i. Clerk & RFO April to May – salary –	£384.11	
	ii. Clerk & RFO April to May – website staffing costs	<u>£66.47</u>	
		£450.58	
	iii. Cheshire Association of Local Councils - Annual Subscription -		
	iv. Insurance Premium 2020/21 - BHIB Ltd	£293.29	
	v. Mrs Jackie Crookes - Internal Audit -	£55.00	
	vi. Cabsys Ltd – Annual Payroll charges incl VAT -	£120.00	
	vii. Clerk – reimbursement for ICO registration fee (VAT nil) -	£40.00	
	All normante assessed	Dranasadı Cilis Shaw	
	All payments approved	Proposed: Cllr Shaw Seconded: Cllr Kirk	
		Carried unanimously	

9	Cemetery & War Memorial	
	 a. The Clerk was asked to contact Peak Associates to ascertain exactly what they have ascertained from Cheshire East and the Environment Agency regarding the proposed drainage in the cemetery and how many times they have made contact. The Clerk reported that a water sample had been taken from taken from about 6 feet down in the cemetery and analysed. It had been found to be uncontaminated. The Clerk was also asked to recirculate the responses of CEC and the Environment Agency to the planning application b. An application had been received for a headstone for Mr & Mrs Leyden. The application was discussed and it was RESOLVED to approve the application. 	Clerk
	Proposed: Cllr Andow Seconded: Cllr Kirk Carried unanimously	
10	Highways, Footpaths and Byways.Cllr Shaw reported that he had spoken to Richard Cooper who is the area engineer for Swettenham and Kermincham. He is actually employed by Ringway Jacobs who have the highways contract for Cheshire East. Apparently, Cheshire East had requested roughly £27 million for highways maintenance but had only received £13 million. Consequently, they are concentrating on highways issues on major roads rather than rural roads. He has a provisional meeting with Richard Cooper on 4 th June to discuss the issues in the parish. There is a further issue affecting Swettenham Lane. A contractor employed by United Utilities is 	Cllr Shaw
	contact the contractor. The Clerk reported that she had twice emailed CEC Crane who held the highways portfolio for CEC. She had had no reply. Apparently, CEC Crane now no longer holds the portfolio since the May elections.	Clerk
11	Following a discussion, it was Resolved to approve the following calendar of meetings: Monday 19th July 2021 Monday 20th September 2021 Monday 15th November 2021 Monday 17th January 2022 Monday 21st March 2022 Monday 16th May 2022 (Annual Parish Meeting & Annual Meeting) Proposed: Cllr Andow Seconded: Cllr Shaw Carried unanimously	Clerk
	The Clerk was asked to submit the booking form for the meeting dates to the Swettenham Club Committee	
12	Correspondence. Correspondence, received since the date of the last meeting, appended to these minutes (but not displayed on notice board), was noted by the Council.	Clerk
	Date of next meeting. Resolved: to note the date of the next scheduled council meeting as Monday 19 July 2021 which will commence at 7:45 pm.	