

SWETTENHAM PARISH COUNCIL
Minutes of the meeting of the Parish Council held at Swettenham Club on
8th July 2024

Present:	Councillors Andow, French, Kirk, Millward, Shaw and Sturrock; Clerk & RFO, Mrs P Sturrock; CEC Cllr Wray													
Item	Detail	Action												
1	Apologies: Cllr Keen had given his apologies													
2	Declaration of interest: There were none													
3	<p>Minutes of the Annual Meeting of the Parish and the Annual Meeting of the Council both held on 20 May 2024 The minutes of the annual meeting of the Parish held on 20 May were accepted.</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Kirk Carried Unanimously</p> <p>The minutes of the annual meeting of the Parish Council held on 20 May were accepted</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Kirk Carried Unanimously</p>													
4	Public Forum: There were no questions from members of the public.													
5	Matters Arising: Cllr Shaw has not yet prepared the note regarding the outstanding matters with the issues at the Swettenham Arms but he agreed to do so and circulate it. The Tuesday evening meets are no longer being marshalled and a contact email address/telephone number has still not been provided	Cllr Shaw												
6	<p>Finance:</p> <p>a. Finance Report to July 2024 The RFO had produced a financial report for the period to 08 July 2024. After taking in to account the payments on the Agenda the Current Account stands at £10678.05 and the Reserve Account at £2079.16</p> <p>b. Annual Return. The clerk reported that the AGAR Part 2 incorporating the Internal Audit Report, the Annual Governance Statement and Annual Accounting Statements had been submitted to the external auditors on the 29th May with a Certificate of Exemption that no review was to be performed. On the 29th May the Clerk & RFO had received an email confirming that the Form had been received and logged. The email also stated that, unless the auditors receive any correspondence from local electors during the period of exercise of public rights, there will be no further communication from them. The period of exercise of public rights runs from 3rd June until 12th July. The Clerk advised that to date no correspondence has been raised and she has not received any request for information from local electors.</p> <p>c. Financial Regulations and Asset Maintenance The Clerk had prepared a revised set Of Financial Regulations based on the NALC Model Form of Financial Regulations for Parish Councils. These now enable the Clerk to deal with payments by Direct Debit, Standing Order or Bank Transfers. A discussion took place. It was RESOLVED to approve the new form of Financial Regulations</p> <p style="text-align: right;">Proposed: Cllr French Seconded: Cllr Millward Carried unanimously</p> <p>The inspection of the assets of the Parish Council was reviewed. Cllr French agreed to inspect the Noticeboard and arrange for it to be revarnished if required. Cllr Shaw agreed to inspect the War Memorial and bench in the village. They will both report back to the Council thereafter. The Councillors had already met at the cemetery to assess works that needed carrying out</p> <p>b. Payments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">i. Clerk & RFO - June to July 2024 – salary</td> <td style="text-align: right;">£744.40</td> </tr> <tr> <td>ii. HMRC PAYE June</td> <td style="text-align: right;">£51.60</td> </tr> <tr> <td>iii. HMRC PAYE July</td> <td style="text-align: right;">£51.60</td> </tr> <tr> <td>iv. Waterplus DD 31/05/24</td> <td style="text-align: right;">£6.57</td> </tr> <tr> <td>v. Waterplus DD 30/06/24</td> <td style="text-align: right;">£6.79</td> </tr> <tr> <td>vi. ICO registration fee DD</td> <td style="text-align: right;">£35.00</td> </tr> </table> <p style="text-align: right;">Payments approved unanimously Proposed: Cllr Shaw Seconded: Cllr Kirk</p> <p>Two authorised signatories initialled and signed a list of the online payments having inspected the bank statements.</p>	i. Clerk & RFO - June to July 2024 – salary	£744.40	ii. HMRC PAYE June	£51.60	iii. HMRC PAYE July	£51.60	iv. Waterplus DD 31/05/24	£6.57	v. Waterplus DD 30/06/24	£6.79	vi. ICO registration fee DD	£35.00	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr French Cllr Shaw</p>
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Signed..... JA Shaw Chairman

08/07/24

7	<p>Cemetery & War Memorial</p> <p>a. Cllr Sturrock had agreed at the last meeting to review the Cemetery rules but had not yet completed this. The Clerk was asked to reattach the Abridged Rules to the Cemetery gate and to obtain a metal sign with the abridged rules on as a more permanent fixture. The Councillors had met at the cemetery earlier in the evening to assess issues and the condition of assets. It had been agreed that the two front gates and the gate posts needed replacing as does the water tap housing. In addition, the soil pile needs removing and the Clerk was asked to contact Steve Robertson to deal with this. The area for the soil pile then needs to be screened and Cllr Shaw agreed to obtain a quote for a fence and gate. In addition, the bracken and elder in the hedge at the front of the cemetery needs to be removed and the Clerk would contact Stuart Goostrey to deal with this</p> <p>b. An application for a headstone in the Garden of Remembrance had been received in respect of Mr P Edwards It was RESOLVED to approve the application</p> <p style="text-align: right;">Proposed: Cllr Kirk Seconded: Cllr Andow Carried unanimously</p>	<p>Cllr Sturrock Clerk</p> <p>Clerk Cllr Shaw</p>
8	<p>Highways Maintenance & Footpaths/Bridlepaths</p> <p>The Clerk reported that the signpost on the corner of Congleton Road opposite the layby has been repaired. Cheshire East were repairing some potholes last week on Swettenham Road. Cllr Shaw had sent an email to Cheshire East Highways some time ago about the road conditions in the Parish and to arrange a site meeting but has heard nothing. He will follow this up.</p>	<p>Clerk</p> <p>Cllr Shaw</p>
9	<p>Neighbourhood Planning</p> <p>Cllr Millward advised the Council about another application for a Certificate of Lawful Development (24/2215C) in respect of further extensions at the White House Kermincham. This is in addition to the application 24/1909C. Councillors were asked to make any comments to Cllr Shaw by 10th July.</p>	<p>Cllr Shaw</p>
10	<p>Correspondence.</p> <p>Correspondence, received since the date of the last meeting, appended to these minutes (but not displayed on the notice board), was noted by the Council.</p>	
	<p>Date of next meeting. Resolved: to note the date of the next scheduled council meeting as Monday 30th September 2024 which will commence at 7:30pm.</p>	

Signed..... JA Shaw Chairman

08/07/24