SWETTENHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Swettenham Club on 19 May 2025 immediately following the Annual Parish Meeting

Present:	Councillors Shaw, Andow, Keen, Kirk, Sturrock, French and Millward Clerk & RFO, Mrs P Sturrock; Members of the public: 0	
Item	**Detail**	**ACTION**
1	**Apologies:** There were none	
2	**Declaration of interest:** There were none	
3	**Minutes of the ordinary meeting held on 17 March 2025** The minutes of the ordinary meeting held on 17 March were accepted. Proposed: Cllr Andow Seconded: Cllr Kirk Carried Unanimously	
4 & 5	**Election of Chairman & Vice Chairman** **Election of Chairman:** Resolved to elect Councillor Shaw as Chair for the year 2025/26. Cllr Shaw signed the Declaration of Acceptance of Office Proposed: Cllr Sturrock Seconded: Cllr Andow Carried unanimously **Election of Vice Chairman:** Resolved to elect Councillor Sturrock as Vice-Chair for the year 2025/26 Cllr Sturrock signed the Declaration of Acceptance of Office Proposed: Cllr Shaw Seconded: Cllr Andow Carried unanimously	
6	**Public Forum:** There were no questions from members of the public.	
7	**Matters Arising**: The classic car meets continue at the Swettenham Arms on Tuesday evenings although the car park is being marshalled. Although Robinsons had said that the motorcycle meets on Thursday evenings would relocate to the Waggon & Horses in Eaton, this does not appear to be happening. The situation needs to be monitored.	

Signed…….....

John Shaw, Chairman

8	**Finance:**	
	a. Finance Report to May 2025 The RFO had produced a financial report for the period to 19 May 2025 showing balances of £3281.82 in the current account, after approval of payments on the agenda, and £11,131.07 in the reserve account. The first payment of the annual precept has been received as has the VAT reclaim.	**Clerk**
	b. Internal Audit of 2024-2025 Year end Accounts The RFO reported that the accounting records for year ended 31 March 2025 had been audited by the Internal Auditor and the RFO had received the Audit Report. No matters have arisen, the accounts have been satisfactorily balanced and bank accounts have been reconciled. He had extended his thanks to the Clerk and Responsible Finance Officer, for her co-operation and assistance in completing the audit. The Internal Auditor had signed the Annual Internal Audit Report 2024/25 in the AGAR Form Part 2 and a copy of the form had been circulated to the Council. A review of internal control arrangements took place and it was RESOLVED to complete and sign the Certificate of Exemption and accept the completed AGAR Form Part 2 and Accounting Statements 2024/2025 prior to submission. It was also confirmed that the Annual Governance Statement could be signed. Proposed: Cllr Andow Seconded: Cllr Sturrock Carried unanimously	**Clerk** **Clerk**
	c. Review of insurance arrangements. The Insurance policy for 2024/25 was held with Clear Councils Ltd. The RFO reported that she had received a quote for the annual insurance policy for the Parish Council. Clear Councils had quoted £541.02 for the annual renewal. It was RESOLVED to accept the quotation from Clear Councils for 2025/26 Proposed: Cllr Shaw Seconded: Cllr French Carried unanimously	**Clerk**
	d. Payroll Services The Clerk's payroll has been dealt with by Harts Accountants in Macclesfield. Their annual charges will be £160 + VAT. Following a discussion, it was resolved to use Harts as the payroll bureau. Proposed: Cllr Kirk Seconded: Cllr Millward Carried unanimously	
	e. Bank Mandate The bank mandate with NatWest currently has Councillors Andow, Shaw and Kirk as signatories with the Clerk on the mandate so she could operate online banking. It was Resolved to approve the Mandate Proposed: Cllr Millward Seconded: Cllr Kirk Carried unanimously	

Signed…….....
John Shaw, Chairman

	f. Payments i. Clerk & RFO April to May – salary - £724.76 ii HMRC PAYE £155.60 iii. Cheshire Association of Local Councils - Annual Subscription - £98.28 iv. Insurance Premium 2025-2026 – Clear Councils Ltd £541.02 v. Mr Phil Sanders - Internal Audit - £66.50 vi. Harts – Payroll instalment BACS £48.00 vii. Illingworth Ingham – new cemetery gates BACS £955.20 viii. Derek Kirk cemetery hedge mulching BACS £50.04 ix. Waterplus cemetery water charges 01/04/2025 DD £6.13 01/05/2025 DD £6.96 All payments approved Proposed: Cllr Shaw Seconded: Cllr Millward Carried unanimously	
9	**Cemetery & War Memorial** a. The Clerk had received a lovely email from Mr Michael Burling which had been circulated to the Council. The email complimented the Parish Council on the state of the Cemetery. The new hedge is growing well but there is grass underneath it and Stuart Goostrey needs to be asked to dig it out. The new screen has been installed around the soil pile but someone has already put dead flowers on the pile so a gate needs to be added to screen the pile. Cllr Shaw has requested a quote for this. A number of graves are sinking. The Clerk and Cllr Kirk will arrange to visit the cemetery and list which ones are affected so that relatives can be contacted with a view to levelling off the surface of the graves in the autumn. The cemetery will need scarifying again at the appropriate time of year. The new gates have been installed. Discussion followed as to the need for preservative and it was agreed to review the state of the gates periodically. A new sign is needed for the gates b. No applications for memorials had been received.	**Clerk** **Cllr Shaw** **Clerk** **Cllr Kirk**
10	**Highways Maintenance and Footpaths/Bridleways** United Utilities are apparently meeting tomorrow regarding the drainage issues at the waste water treatment plant in the village. Cllr French has had a phone call to tell him he will be served with a notice to dig up his land to instal a new pipe. It is also understood that the new pipe needs to run across part of the Swettenham Arms car park.	

Signed…….....

John Shaw, Chairman

11	**Village Social** The Clerk circulated the new draft flyer with some amendments. It was agreed to alter reference to a buffet to a hot supper. Priority is to be given to residents of Swettenham and Kermincham.	**Cllr Shaw**
12	Following a discussion, it was Resolved to approve the following calendar of meetings: Monday 4th August 2025 Monday 29th September 2025 Monday 17th November 2025 Monday 19th January 2026 Monday 16th March 2026 Monday 18th May 2026 (Annual Parish Meeting & Annual Meeting) Proposed: Cllr Shaw Seconded: Cllr French Carried unanimously The Clerk had submitted the booking form for the meeting dates to the Swettenham Club Steward	**Clerk** **Clerk**
13	**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 4th August 2025 which will commence at 7:30 pm.	

Signed…….....

John Shaw, Chairman