

SWETTENHAM PARISH COUNCIL
Minutes of the meeting of the Parish Council held at Swettenham Club on
4th August 2025

Present:	Councillors Andow, French, Kirk, Millward, Shaw and Sturrock; Clerk & RFO, Mrs P Sturrock.															
Item	Detail	Action														
1	Apologies: No apologies were received. Cllr Keen arrived at the meeting at 8.30pm a few minutes before the meeting ended without having advised the Clerk in advance. The Councillors had been reminded in March of the importance of giving apologies prior to a meeting.															
2	Declaration of interest: There were none															
3	Minutes of the Annual Meeting of the Parish and the Annual Meeting of the Council both held on 19 May 2025 The minutes of the annual meeting of the Parish held on 19 May were accepted. Proposed: Cllr Sturrock Seconded: Cllr Millward Carried Unanimously The minutes of the annual meeting of the Parish Council held on 19 May were accepted Proposed: Cllr Sturrock Seconded: Cllr Carried Unanimously Millward															
4	Public Forum: There were no questions from members of the public.															
5	Matters Arising: A new gate has been erected at Cloud Hill Farm adjacent to Beswick’s Rundle. As this is a new opening on to a public road it needs planning permission. Cllr Kirk has spoken to the landowner who has said he will apply for retrospective permission.															
6	Finance: a. Finance Report to August 2025 The RFO had produced a financial report for the period to 4 th August 2025. After taking in to account the payments on the Agenda the Current Account stands at £881.96 and the Reserve Account at £10161.73 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 with a Certificate of Exemption that no review was to be performed. The period of exercise of public rights ran from 3rd June until 14th July. The Clerk advised that to no correspondence had been raised and she had not received any request for information from local electors. c. Financial Regulations and Asset Maintenance The Clerk had circulated the Financial Regulations which had been approved in 2024 It was RESOLVED to approve the Financial Regulations without further amendment Proposed: Cllr French Seconded: Cllr Millward Carried unanimously 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. He will both report back to the Council thereafter. b. Payments <table><tr><td>i. Clerk & RFO - June to July 2025 – salary</td><td>£724.56</td></tr><tr><td>ii HMRC PAYE June/July</td><td>£155.80</td></tr><tr><td>iii. Waterplus DD 02/06/25</td><td>£6.93</td></tr><tr><td>iv. Waterplus DD 01/07/25</td><td>£7.16</td></tr><tr><td>v. ICO registration fee DD</td><td>£47.00</td></tr><tr><td>vi Silktown Group fencing and gates</td><td>£2768.48</td></tr><tr><td>v Harts 3 months payroll</td><td>£48.00</td></tr></table> Payments approved unanimously Proposed: Cllr Kirk Seconded: Cllr French Two authorised signatories initialled and signed a list of the online payments having inspected the bank statements.	i. Clerk & RFO - June to July 2025 – salary	£724.56	ii HMRC PAYE June/July	£155.80	iii. Waterplus DD 02/06/25	£6.93	iv. Waterplus DD 01/07/25	£7.16	v. ICO registration fee DD	£47.00	vi Silktown Group fencing and gates	£2768.48	v Harts 3 months payroll	£48.00	Clerk Cllr Kirk Cllr French
i. Clerk & RFO - June to July 2025 – salary	£724.56															
ii HMRC PAYE June/July	£155.80															
iii. Waterplus DD 02/06/25	£6.93															
iv. Waterplus DD 01/07/25	£7.16															
v. ICO registration fee DD	£47.00															
vi Silktown Group fencing and gates	£2768.48															
v Harts 3 months payroll	£48.00															

Signed..... JA Shaw Chairman

04/08/25

7	<p>Cemetery & War Memorial</p> <p>a. An application for an additional inscription on a headstone in the cemetery had been received in respect of Mrs KJ Neill and had previously been approved by the Parish Council. The fee has now been paid and the headstone re-erected</p> <p>b. The Clerk and Cllr Kirk will visit the cemetery to look at the graves which have sunk. One of these graves has already been dealt with satisfactorily by the family of the deceased. Cllr Shaw asked the Clerk to contact Tom Cundiff to arrange for weedkilling and scarifying of the cemetery at the appropriate time of year and also to deal with the grass and weeds which are growing at the base of the new cemetery hedge fronting Swettenham Lane</p>	<p>Cllr Kirk</p> <p>Clerk</p>
8	<p>Highways Maintenance & Footpaths/Bridlepaths</p> <p>The Clerk reported that the Kermincham sign on Long Lane has been damaged by a vehicle and needs straightening out. There is a very deep pothole outside Home Farm on Swettenham Lane. The springs are still causing considerable erosion to Swettenham Lane opposite Folly Farm. In addition, spring water is pouring down Sandy Lane which will probably cause erosion in due course.</p>	<p>Clerk</p> <p>Cllr Shaw</p>
9	<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 29th September 2025 which will commence at 7:30pm.</p>	

Signed..... JA Shaw Chairman

04/08/25