

SWETTENHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Swettenham Club on 18 May 2026 immediately following the Annual Parish Meeting

Present: Councillors Shaw, Andow, Keen, 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 16 March 2026 The minutes of the ordinary meeting held on 16 March were accepted. Proposed: Cllr Shaw Seconded: Cllr French Carried Unanimously	
4 & 5	Election of Chairman & Vice Chairman Election of Chairman: Resolved to elect Councillor Shaw as Chair for the year 2026/27. 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 2026/27 Cllr Sturrock signed the Declaration of Acceptance of Office Proposed: Cllr Shaw Seconded: Cllr Keen Carried unanimously	
6	Public Forum: There were no questions from members of the public.	
7	Matters Arising: There were none	
8	Finance: a. Finance Report to May 2026 The RFO had produced a financial report for the period to 18 May 2026 showing balances of £809.82 in the current account, after approval of payments on the agenda, and £12513.80 in the reserve account. The first payment of the annual precept has been received as has the VAT reclaim.	Clerk

Signed.....

John Shaw, Chairman

b. Internal Audit of 2025-2026 Year end Accounts The RFO reported that the accounting records for year ended 31 March 2026 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. She 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 2025/26 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 2025/2026 prior to submission. It was also confirmed that the Annual Governance Statement could be signed. Proposed: Cllr French Seconded: Cllr Millward Carried unanimously	Clerk Clerk																																								
c. Review of insurance arrangements. The Insurance policy for 2025/26 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 £560.11 for the annual renewal. It was RESOLVED to accept the quotation from Clear Councils for 2026/2027 Proposed: Cllr Sturrock Seconded: Cllr Shaw 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 Andow Seconded: Cllr Millward Carried unanimously	Clerk																																								
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 French Carried unanimously	Clerk																																								
f. Payments <table><tr><td>i.</td><td>Clerk & RFO April to May – salary -</td><td></td><td></td><td>£728.24</td></tr><tr><td>ii</td><td>HMRC PAYE</td><td></td><td></td><td>£180.20</td></tr><tr><td>iii.</td><td>ChALC - Annual Subscription -</td><td></td><td></td><td>£100.80</td></tr><tr><td>iv.</td><td>Clear Councils Ltd Insurance Premium 2026-2027 –</td><td></td><td></td><td>£560.11</td></tr><tr><td>v.</td><td>Mrs D Pimlott - Internal Audit -</td><td></td><td></td><td>£65.00</td></tr><tr><td>vi.</td><td>Harts – Payroll instalment</td><td>BACS</td><td></td><td>£48.00</td></tr><tr><td>vii.</td><td>Waterplus cemetery water charges</td><td>09/04/2026</td><td>DD</td><td>£8.97</td></tr><tr><td></td><td></td><td>08/05/2026</td><td>DD</td><td>£7.38</td></tr></table> All payments approved Proposed: Cllr Shaw Seconded: Cllr Millward Carried unanimously	i.	Clerk & RFO April to May – salary -			£728.24	ii	HMRC PAYE			£180.20	iii.	ChALC - Annual Subscription -			£100.80	iv.	Clear Councils Ltd Insurance Premium 2026-2027 –			£560.11	v.	Mrs D Pimlott - Internal Audit -			£65.00	vi.	Harts – Payroll instalment	BACS		£48.00	vii.	Waterplus cemetery water charges	09/04/2026	DD	£8.97			08/05/2026	DD	£7.38	Clerk
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John Shaw, Chairman

9	Cemetery & War Memorial a. An application for a memorial for the Garden of Remembrance had been received for Mr GM Piggott. This had been circulated to the Council and it was RESOLVED to approve the application Proposed: Cllr Shaw Seconded: Cllr Keen Carried Unanimously b. The hedge on the roadside is beginning to green up but needs monitoring. There are a lot of weeds at the base. Cllr Millward reported that there were Christmas wreaths still on a grave which had completely deteriorated. She will remove them as they have obviously been there for nearly 6 months	Clerk
10	Highways Maintenance and Footpaths/Bridleways United Utilities have finished the work on the new water treatment plant and the tractor and tanker are no longer visiting the village on a daily basis. The roads in the parish are in a very poor state. The Clerk was asked to create a list of all the roads in the parish and circulate this to the Council. Councillors should then pick a road or roads to survey, take photographs and relate any pothole/road surface issue to a What3Words reference. This information will then be compiled and submitted to Cheshire East Highways with a request for a meeting.	
11	Peak Cluster The Clerk had attended a Zoom meeting convened by ChALC for Town & Parish Councils affected by the proposed Peak Cluster pipeline. Representatives of 26 councils gathered to express concerns about the project which included environmental impact on habitats and farmland, safety risks including potential leaks, disruption to local roads and infrastructure, and lack of information from Peak Cluster about construction details and timeline. Chris Taylor from Peak Cluster addressed these concerns by explaining the project's need for carbon capture from UK industries, safety measures including HSE regulation and monitoring systems, construction methods to minimise environmental impact and the project's funding structure. The meeting also included updates from CEC's Peter Hooley about their decision to authorise further assessment work and from Rose McArthur from Cheshire West and Chester Council about their opposition to the project and plans to engage in the DCO Process.	Clerk

Signed.....

John Shaw, Chairman

12	Calendar of Meetings Following a discussion, it was Resolved to approve the following calendar of meetings: Monday 18th May 2026 Monday 13th July 2026 Monday 28th September 2026 Monday 23rd November 2026 Monday 18th January 2027 Monday 15th March 2027 Monday 17th May 2027 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
14	Date of next meeting. Resolved: to note the date of the next scheduled council meeting as Monday 13th July 2026 which will commence at 7:30 pm.	

Signed.....

John Shaw, Chairman