

SWETTENHAM PARISH COUNCIL
Minutes of the meeting of the Parish Council held at Swettenham Club on
15th July 2019

Present:	Councillors Andow, Platts, Shaw and Mrs Martin; CEC Cllr Wray; Clerk & RFO, Mrs P Sturrock											
Item	Detail	Action										
1	Apologies: Cllr Kirk											
2	Declaration of interest: None											
3	<p>Minutes of the Annual Meeting of the Parish and the Annual Meeting of the Council both held on 20 May 2019 The minutes of the annual meeting of the Parish held on 20 May were accepted.</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Andow Carried Unanimously</p> <p>The minutes of the annual meeting of the Parish Council held on 20 May were accepted subject to an amendment to the penultimate line whereby the typographical error stating the date of the next meeting would be altered from 23 July 2018 to 15 July 2019</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Shaw Carried Unanimously</p>											
4	Public Forum: There were no questions from members of the public.											
5	Matters Arising: None											
6	<p>Finance:</p> <p>a. Finance Report to July 2019 The RFO had produced a financial report for the period to 15 July 2019 After taking in to account the payments on the Agenda the Current Account stands at £3668.26 and the Reserve Account at £2030.99. As work has been partially carried out on the external cemetery gates an invoice is expected from the joiner. The Clerk had also received confirmation from NatWest that the bank mandate has been updated to add Cllr Martin as a signatory to the account.</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 26th May with a Certificate of Exemption that no review was to be performed. On the 11th June 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 17th June until 26th July. To date the Clerk has not been advised that any correspondence has been raised and has not received any request for information from local electors.</p> <p>c. Financial Regulations and Asset Maintenance A discussion took place which came to the conclusion that amendments to the Financial Regulations were not required. It was resolved to approve the Financial Regulations</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Martin Carried unanimously</p> <p>The inspection of the assets of the Parish Council was reviewed. A joiner has carried out repairs to the external gates where the hinges had dropped. The Clerk reported that the laptop, printer and laminator were all still in good working order.</p> <p>d. Payments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">a. Clerk & RFO June July – salary -</td> <td style="text-align: right;">£366.42</td> </tr> <tr> <td>b. Clerk – website staffing costs June July</td> <td style="text-align: right;"><u>£63.42</u></td> </tr> <tr> <td></td> <td style="text-align: right;">£429.84</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>c. United Utilities - Cemetery Water Charges - All payments approved</td> <td style="text-align: right;">£13.67</td> </tr> </table> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Martin Carried unanimously</p>	a. Clerk & RFO June July – salary -	£366.42	b. Clerk – website staffing costs June July	<u>£63.42</u>		£429.84			c. United Utilities - Cemetery Water Charges - All payments approved	£13.67	Clerk
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7	<p>Cemetery & War Memorial</p> <p>a) No discussion was currently required as regards the drainage in the cemetery. Heed must be paid over the remaining area of consecrated ground. At present there is sufficient area for graves in the near future. Cllr Martin agreed to speak to Steve Robertson about removal of the spoil heap</p> <p>b) No applications for memorials have been received</p> <p>c) A joiner, Mr Dale, from Congleton had carried out necessary work on the external gates which were proving difficult to open due to the hinges having dropped. His invoice amounted to £120 which Cllr Andow had paid and it was resolved to reimburse Cllr Andow for this sum Payment approved</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Martin Carried unanimously</p>	Cllr Martin Cllr Andow										

Signed..... Roy Andow Chairman

15/07/19

8	<p>Highways Maintenance & Footpaths/Bridlepaths</p> <p>Cllr Kirk had drawn attention to the condition of Messuage Lane, Swettenham Road and Congleton Road. The potholes and eroded road margins are a considerable hazard particularly for cyclists and motorcyclists. These need to be reported to CEC Highways. The Clerk was asked to contact Gillian Kidd from CEC Highways to arrange a site meeting with regard to these issues and additionally Sandy Lane where work has not commenced despite the original 18 month closure order stating that it was anticipated that work would be completed by 7th June 2019.</p>	Clerk
9	<p>Planning</p> <p>a. Planning Application No 19/2933C in respect of a single storey side and rear extension at 6, Holly Cottages, Somerford Booths</p> <p>Following a discussion, it was resolved that the Parish Council had no comments to make on this application.</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Martin Carried unanimously</p>	Clerk
10	<p>Council Policies and Procedures</p> <p>Discussion followed regarding Council policies and procedures in the event of the death of National figures or other national events. Cllr Wray indicated that many smaller parish councils have no formal policy as they may for example not have a parish hall or flag pole. It may be that local residents would relay their condolences via larger councils such as Cheshire East. The Clerk was asked to add this as an Agenda item for the January meeting</p>	Clerk
11	<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 23 September 2019 which will commence at 7:45pm.</p>	

Signed..... Roy Andow Chairman

15/07/19