

**SWETTENHAM PARISH COUNCIL  
Minutes of a Meeting of the Parish Council held at the Swettenham Club  
on Monday 18<sup>th</sup> November 2019**

<b>Present Item</b>	<b>Detail</b>													
1	<p>Councillors Andow, Shaw, Keen, Kirk &amp; Martin; CEC Cllr Wray Clerk &amp; RFO, Mrs P Sturrock</p> <p><b>Apologies:</b> There were none</p>													
2	<p><b>Declarations of Interest:</b> Cllr Andow declared an Interest in Item 6(a) as a Member of the St Peter’s Parochial Church Council and would abstain from the vote. Cllr Kirk also declared an interest in Item 6 (a) as her husband had been involved in the churchyard maintenance</p>													
3	<p><b>Minutes of the meeting of the Parish Council held on 23 September 2019:</b> The minutes of the meeting of the Parish Council held on 23 September 2019 were accepted.</p> <p align="right">Proposed: Cllr Shaw Seconded: Cllr Andow Carried Unanimously</p>													
4	<p><b>Public Forum:</b> There were no questions from members of the public.</p>													
5	<p><b>Matters Arising:</b> There were none</p>													
6	<p><b>Cemetery &amp; War Memorial:</b></p> <p>a. A request had been received for an increase in the churchyard grant under s214 of the LGA. A report had been received from the Acting Treasurer of St Peter’s Church. In order to consider the request in detail the Council required sight of the last three years accounts for the church and the Clerk was asked to ask the Acting Treasurer for these. There was also reference to a change to the figures in April 2020 and an explanation was needed.</p> <p>b. An application for an additional inscription to the headstone for Mr RD Hankey had been received with the appropriate fee. IT WAS RESOLVED to approved the application</p> <p align="right">Proposed: Cllr Kirk Seconded: Cllr Martin Carried Unanimously</p> <p>c. A request had been received for a green waste bin and a black waste bin for the cemetery. The Clerk was asked to source these from Cheshire East Council</p> <p>d. The problem of the cemetery drainage has still not been resolved. Cllr Keen said he would contact Environmental Health at Cheshire East Council to try to establish exactly what would be acceptable to them to try to progress the matter.</p>	<p align="right"><b>Clerk</b></p> <p align="right"><b>Clerk</b></p> <p align="right"><b>Cllr Keen</b></p>												
7	<p><b>Finance:</b></p> <p>a. <b>Finance Report to November 2019</b> The RFO had produced a financial report for the period to 18 November 2019 showing balances of £3744.26 in the current account, after approval of payments on the agenda, and £2032.37 in the reserve account. The Clerk reported that the acknowledgment of receipt of the AGAR Part 2 form including the Certificate of Exemption by the auditors PKF Littlejohn was all the correspondence small councils would receive. Provided no questions had been raised by members of the public during the 6 week period the Council could proceed to adopt the Accounts. As no such questions had been received and the Clerk had received the acknowledgment of receipt from PKF Littlejohn IT WAS RESOLVED to adopt the Accounts for 2018/2019</p> <p align="right">Proposed: Cllr Shaw Seconded: Cllr Martin Carried unanimously</p> <p>b. <b>Payments</b></p> <table data-bbox="422 1832 1070 1937"> <tr> <td>i.</td> <td>Clerk &amp; RFO October to November 2019 – salary -</td> <td align="right">£366.42</td> </tr> <tr> <td>ii.</td> <td>Website staffing costs October/November 2019 -</td> <td align="right"><u>£63.42</u></td> </tr> <tr> <td></td> <td></td> <td align="right">£429.84</td> </tr> <tr> <td>iii.</td> <td>Mr S Goostrey – Cemetery Maintenance Contract</td> <td align="right">£870.00</td> </tr> </table> <p align="right">All payments</p> <p align="right">Proposed: Cllr Shaw Seconded: Cllr Andow Carried unanimously</p>	i.	Clerk & RFO October to November 2019 – salary -	£366.42	ii.	Website staffing costs October/November 2019 -	<u>£63.42</u>			£429.84	iii.	Mr S Goostrey – Cemetery Maintenance Contract	£870.00	<p align="right"><b>Clerk</b></p>
i.	Clerk & RFO October to November 2019 – salary -	£366.42												
ii.	Website staffing costs October/November 2019 -	<u>£63.42</u>												
		£429.84												
iii.	Mr S Goostrey – Cemetery Maintenance Contract	£870.00												

Signed.....RS Andow Chairman

	<p><b>c. Budget and Precept application 2020/2021</b></p> <p>The RFO had circulated calculations showing the expenditure during year 2019/2020 and a draft budget estimate for 2020/2021. After lengthy discussion, it was agreed to increase the precept request to £4885 in line with the budget for 2020/21 and to reflect the increased costs of clerk’s salary, cemetery maintenance, and hosting and staffing the website. The precept had not been increased for several years despite increasing administration costs.</p> <p>It was RESOLVED to adopt the draft budget for 2020/21 and to request the sum of £4885 from CEC for the precept for 2020/21</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Martin Carried unanimously</p>	<b>Clerk</b>
<b>8</b>	<p><b>Highways Maintenance &amp; Footpaths/Bridleways:</b></p> <p>The road surface on Messuage Lane had been repaired by patching. It was not particularly well carried out but was an improvement on the potholes before the repair.</p> <p>The blocked gullies in Swettenham have still not been cleared and water is still running down the hill on Mill Bank which will be very dangerous in the case of freezing weather. There is also water lying on the road near the cemetery which is either a blocked gully or a water leak. Both CEC and United Utilities have been advised. The Clerk advised that she had received an email from Richard Cooper, the Highways Officer at CEC which had stated that the gullies had been marked as a priority. Cllr Shaw said he would contact Richard Cooper to chase up the work.</p> <p>The Clerk had circulated an email from Scottish Power about the closure of Swettenham Lane from the junction of Parsons Bank to the junction with Church Lane Monday 2<sup>nd</sup> to Friday 9<sup>th</sup> December to carry out piling works and install an underground service. Pedestrian and vehicular access to any premises within the temporary road closure will be maintained at all times.</p>	<b>Cllr Shaw</b>
<b>9</b>	<p><b>Correspondence:</b> 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><b>Date of next meeting. Resolved:</b> to note the date of the next scheduled council meeting as Monday 20 January 2020 which will commence at 7: 45.pm.</p>		

Signed.....RS Andow Chairman