

SWETTENHAM PARISH COUNCIL
Minutes of the meeting of the Parish Council held remotely using zoom.us on
27th April 2020

Present:	Councillors Andow, Shaw, Martin, Kirk & Keen; Clerk & RFO, Mrs P Sturrock;																			
Item	Detail	Action																		
1	Apologies: None																			
2	Declaration of interest: There were none																			
3	<p>Minutes of the meeting of the Parish Council held on 20 January 2020 The minutes of the meeting of the Parish Council held on 20 January 2020 were accepted.</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Kirk Carried Unanimously</p>																			
4	Public Forum There were no questions from members of the public																			
5	<p>Matters Arising: Cllr Andow thanked the Councillors for attending the meeting remotely due to the Covid-19 social distancing measures and lockdown which had prevented a face to face meeting on the scheduled date of March 16th. It had been several weeks before the Parish Council received authorisation to hold parish council meetings online. The online meeting had been advertised on the website. Cllr Andow also reported that a local resident had very kindly provided 11 generous food hampers for residents in the parish who were in the vulnerable category during the Covid-19 lockdown. These have been distributed</p>																			
6	<p>Finance:</p> <p>a. Finance Report to March 2020 The RFO had produced a financial report for the period to 27th April 2020 showing balances of £5820.79 in the current account, after approval of payments on the agenda, and £2034.07 in the reserve account. The figure in the current account includes the first payment of the precept received from Cheshire East. The Clerk reported that the internal auditor was prepared to carry out the internal audit and the file has been delivered to the auditor's doorstep</p> <p>b. Payments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">i.</td> <td style="width: 75%;">Payment of Clerk's salary – February, March 2020 -</td> <td style="width: 20%; text-align: right;">£366.42</td> </tr> <tr> <td>ii.</td> <td>Website staffing costs -</td> <td style="text-align: right;"><u>£63.42</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">£429.84</td> </tr> <tr> <td>iii.</td> <td>Payment of Clerk's expenses to 31st March 2020 -</td> <td style="text-align: right;">£64.30</td> </tr> <tr> <td>iv.</td> <td>Swettenham Club – Room hire for meetings November 2019 to March 2020 - £105</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">All payments</td> <td style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Martin Carried unanimously</td> </tr> </table> <p>c. Website Content & Accessibility Guidelines and ICO fee The Clerk had circulated the guidelines provided by our website host Vision ICT. The Parish Council is required to add a statement to the website to comply with the legislation and the Clerk was authorised to instruct Vision ICT to proceed to prepare and add such a statement at a cost of £45 + VAT. In addition the Parish Council is required to pay the Information Commissioner's annual fee of £40 and it was agreed that the Clerk should pay the fee</p> <p style="text-align: right;">Proposed: Cllr Kirk Seconded: Cllr Martin Carried unanimously</p>	i.	Payment of Clerk's salary – February, March 2020 -	£366.42	ii.	Website staffing costs -	<u>£63.42</u>			£429.84	iii.	Payment of Clerk's expenses to 31 st March 2020 -	£64.30	iv.	Swettenham Club – Room hire for meetings November 2019 to March 2020 - £105			All payments	Proposed: Cllr Shaw Seconded: Cllr Martin Carried unanimously	Clerk
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7	<p>Cemetery & War Memorial</p> <p>a. The cemetery remains open in accordance with Cheshire East guidelines. However, the work required on the diseased hedge has been postponed until October due to the Covid-19 lockdown. The Clerk reported that a sign for the cemetery regarding disposal of floral wreaths had been sourced. It was RESOLVED to approve the purchase of the sign at the cost of £42.99 including VAT</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Kirk Carried Unanimously</p>	Clerk																		

Signed..... RS Andow Chairman

	<p>b. Applications had been received for an additional Inscription on the Memorial for Mrs G Done and for Memorials for Mr BS Eyres and Mr JBW Cunningham. It was RESOLVED to approve the applications</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Martin Carried Unanimously</p> <p>c. The Clerk was asked to chase up the drainage consultant about a site visit so that a date could be in place once the lockdown is lifted and such visits are permitted</p>	
8	<p>Highways Maintenance & Footpaths/Bridlepaths</p> <p>a. The Clerk reported that no work has been carried out on Sandy Lane and the subsidence appears to be worsening.</p> <p>b. Cllr Shaw reported that the road surface at one area on Swettenham Lane appears to be falling away and the Clerk was asked to report this to Cheshire East.</p> <p>c. Cllr Kirk reported that she had read a report in the Congleton Chronicle stating that Congleton Road from the Swettenham Club to Forty Acre Lane and then Forty Acre Lane to Twemlow will not be part of the winter gritting programme. Cllr Kirk will raise this with Cheshire East. Mill Bank would be particularly treacherous if it was not gritted.</p>	<p>Clerk</p> <p>Cllr Kirk</p>
9	<p>Review of dates for meetings 2020/21</p> <p>The clerk had, pre-meeting, submitted suggested dates for meetings in 2020/21. Following a discussion, the following dates were agreed as most suitable: Monday 20th July 2020 Monday 14th September 2020 Monday 16th November 2020 Monday 18th January 2021 Monday 15th March 2021 Monday 17th May 2021</p>	
10	<p>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.</p>	
<p>Date of next meeting. Resolved: to note the date of the next scheduled Council meeting (Annual Meeting) as Monday 18th May 2020 following the Annual Parish Meeting which will commence at 7:30pm. It is likely that this meeting will be held remotely and the Meeting ID will be advertised on the website.</p>		