

SWETTENHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held online using zoom.us on 18 May 2020 immediately following the Annual Parish Meeting

Present: Councillors Andow, Shaw, Keen, Kirk and Martin 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 27th April 2020. The minutes of the ordinary meeting held on 27 th April were accepted.	Proposed: Cllr Shaw Seconded: Cllr Martin Carried Unanimously
4 & 5	Election of Chairman & Vice Chairman Election of Chairman: Resolved to elect Councillor Andow as Chair for the year 2020/21. The Declaration of Acceptance of Office will be sent to Cllr Andow for signature. Election of Vice Chairman: Resolved to elect Councillor Shaw as Vice-Chair for the year 2020/21. The Declaration of Acceptance of Office will be sent to Cllr Shaw for signature.	Proposed: Cllr Shaw Seconded: Cllr Kirk Carried unanimously Proposed: Cllr Andow Seconded: Cllr Kirk Carried unanimously
6	Public Forum: There were no questions from members of the public.	
7	Matters Arising: Cllr Shaw raised the possibility of hosting a village event in the future once it is possible to socialise once again following the current pandemic in order to bring the community together. It was agreed to consider this and put forward some ideas at the July meeting	
8	Finance a. Finance Report to May 2020 The RFO had produced a financial report for the period to 18 May 2020 showing balances of £4746.49 in the current account, after approval of payments on the Agenda, and £2034.40 in the reserve account. She also reported that she was holding 3 cheques totalling £275 received for memorials which had been previously approved until it was appropriate to visit a bank during lockdown. She also reported that she would be making a VAT reclaim up to 31 st May 2020 after the month end.	Clerk

Signed..... Roy Andow, Chairman

18/05/2020

b. Internal Audit of 2019-20 Year end Accounts

The RFO reported that the accounting records for year ended 31 March 2020 had been audited by the Internal Auditor and the RFO had received the Audit Report which stated that she had found the records to be very well kept and in order. No significant problems have been encountered, the accounts have been satisfactorily balanced and bank accounts have been reconciled. She had extended her 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 2019/20 in the AGAR Form Part 2 and a copy of the form had been circulated to the Council.

c. Annual Return.

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 2019/2020 prior to submission. It was also confirmed that the Annual Governance Statement could be signed.

Proposed: Cllr Andow
Seconded: Cllr Kirk
Carried unanimously

d. Review of insurance arrangements.

The Insurance policy for 2019/20 was held with BHIB Ltd. The RFO reported that she had received a quote for the annual insurance policy for the Parish Council. BHIB had quoted £290.14 for the annual renewal which was just over £2 more than in 2019/20. It was RESOLVED to accept the quotation from BHIB Ltd.

Proposed: Cllr Shaw
Seconded: Cllr Keen
Carried unanimously

e. Payroll Services

The payroll provider, Cabsys Ltd, in Macclesfield are happy to continue to act, with their charges remaining the same as last year i.e. £100 p.a. +VAT. Following a discussion, it was resolved to use Cabsys Ltd as the payroll bureau.

Proposed: Cllr Shaw
Seconded: Cllr Kirk
Carried unanimously

f. Bank Mandate

The bank mandate with NatWest currently has Councillors Andow, Shaw and Martin as signatories. It was Resolved to approve the Mandate as it stands

Proposed: Cllr Andow
Seconded: Cllr Martin
Carried unanimously

g. Payments

a. Clerk & RFO April to May – salary -	£366.42
b. Clerk – website staffing costs April May	<u>£63.42</u>
	£429.84
c. Cheshire Association of Local Councils - Annual Subscription -	£85.32
d. Insurance Premium 2018/19 - BHIB Ltd	£290.14
e. Mrs Jackie Crookes - Internal Audit -	£55.00
f. Cabsys Ltd – Annual Payroll charges incl VAT -	£120.00
g. Clerk – reimbursement for ICO registration fee	£40.00
h. Vision ICT – invoice for adding Accessibility Statement incl VAT -	£54.00

All payments approved Proposed: Cllr Andow
Seconded: Cllr Kirk
Carried unanimously

9	<p>Cemetery & War Memorial</p> <p>It was reported that flowers and flower pots are being left on the spoil heap. The Clerk had not yet put up the sign requesting visitors to take flowers, wreaths etc which had deteriorated home with them due to the lockdown measures. However now that the measures had been eased slightly, she would visit the cemetery to put the sign in place.</p> <p>The Clerk was also asked to email the specialist drainage consultant to see if she was now able to make an appointment for a site visit.</p>	Clerk
10	<p>Highways, Footpaths and Byways</p> <ul style="list-style-type: none"> f. The Clerk reported that the carriageway issues at Beswick's Rundle and Swettenham Lane have been reported to Cheshire East Highways and Enquiry reference numbers have been received. g. The carriageway on Sandy Lane is deteriorating even further and as yet Cheshire East have taken no action apart from closing the road h. The road surface is breaking up near the bridge at the bottom of Mill Bank and Cllr Shaw would contact Cheshire East Highways about all the outstanding highways issues i. Cllr Kirk had circulated a report about the proposal by Cheshire East to change the winter gritting routes which would involve no gritting from the Swettenham Club along Congleton Road and the Forty Acre Lane to Twemlow Green. This is now going to a further consultation. The new routes would take effect in the winter of 2021/2022. 	Clerk Cllr Shaw Cllr Kirk
11	<p>Following a discussion, it was Resolved to approve the following calendar of meetings:</p> <p style="padding-left: 40px;">Monday 20th July 2020 Monday 14th September 2020 Monday 16th November 2020 Monday 18th January 2021 Monday 15th March 2021 Monday 17th May 2021 (Annual Parish Meeting & Annual Meeting)</p> <p style="text-align: right;">Proposed: Cllr Andow Seconded: Cllr Shaw Carried unanimously</p> <p>The Clerk was asked to submit the booking form for the meeting dates to the Swettenham Club Committee once the Swettenham Club has reopened. It was agreed to assess the situation nearer the time for the next meeting as to whether that meeting is held online or face to face.</p>	Clerk
12	<p>Correspondence.</p> <p>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>	Clerk
<p>Date of next meeting. Resolved: to note the date of the next scheduled council meeting as Monday 20 July 2020 which will commence at 7:45 pm.</p>		

Signed..... Roy Andow, Chairman

18/05/2020