

**SWANWICK PARISH COUNCIL**  
**Clerk to the Council**  
**265 Sleetmoor Lane**  
**Swanwick**  
**Derbyshire**  
**DE55 1RH**  
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**Mob: 07510170571**



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10<sup>th</sup> May 2023

Dear Councillor

You are summoned to attend the **STATUTORY ANNUAL PARISH COUNCIL MEETING** to be held on Thursday 18<sup>th</sup> May 2023 at 7.00 pm at the Meeting Rooms at the rear of the Baptist Church, Swanwick, DE55 1BG.

**All Parish Council Meetings are open to the Public.** If you would like to attend this meeting whether to make representations about an item on the Agenda or just to observe the Parish Council in action, then please do so. To ensure there is enough seating at the venue, please contact the Clerk or email [clerk@swanwickparishcouncil.org.uk](mailto:clerk@swanwickparishcouncil.org.uk) to register your intention to attend.

If you are a resident who cannot attend, any questions or comments on any agenda item can be made in writing by either email or posting to the address above and submitted by 12.00pm on Wednesday 17<sup>th</sup> May 2023. These will be responded to in Public Speaking as usual.

#### **Clerk to the Council**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate), both available at the meeting.

C Miles  
Clerk to the Council

## **AGENDA**

### **1. Apologies**

Members are reminded to give their apologies direct to the Clerk.

### **2. Election of Chair**

### **3. Election of Vice Chair**

### **4. Co-Option of Councillors**

### **5. All Councillors, Chairman & Vice Chairman to sign the Declaration of Acceptance of Office**

### **6. Register of Members' Interests**

**7. To determine whether to re-instate Parish Council Committees or continue with Lead Councillors.**

**8. Dates of future meetings**

**9. Variation of Order of Business**

**10. Declarations of Interest**

Members must fill out the Declaration of Interests Forms for submission. Members are requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 11.4 of Public Participation.

**11. Public Participation**

**11.1 Public Attendance & Speaking:**

Residents wishing to speak will need to book in with the Clerk, preferably prior to the meeting by email or phone or immediately prior to the start of the meeting.

**Whether wishing to speak or not, each member of the public is required to indicate whether or not they consent to have their name and or organisation recorded and published in the minutes of the meeting. Minutes are published on the Parish Council website and are available to the public under the Freedom of Information Act 2000.**

At this part of the meeting a period is available for members of the public to ask questions, make representations or submit comments. This is **LIMITED TO THREE MINUTES PER PERSON** at the sole discretion of the Chair.

**11.2 Parish Council Members' observations**

Member's observations will be taken alongside Reports from any Borough and County Councillors attending.

**11.3 Police Matters**

Information is on the following web pages [www.police.uk/derbyshire/NR06/](http://www.police.uk/derbyshire/NR06/)

**11.4 Representations or Evidence from Members Declaring a Prejudicial Interest**

Members indicating that they have a prejudicial interest in an agenda item and who wish to make a representation before leaving the meeting shall do so at this stage.

**12. Minutes of Full Council**

**12.1** To receive the Minutes of the Meeting held 20<sup>th</sup> April 2023.

**12.2** To receive the Confidential Minutes of the Meeting held 16<sup>th</sup> March 2023.

### **13. Planning Matters**

**13.1** Planning Applications for comment: All applications can be viewed at [www.ambervalley.gov.uk](http://www.ambervalley.gov.uk) click on Planning and then click on Planning Applications and use the AVA reference number to search.

### **14. Clerk's Report**

Copy attached

**14.1 Review of Policies and Procedures**

**14.2 Annual Internal Audit 2022-23**

**14.3 Insurance Renewal**

**14.4 Swanwick Well Repair**

### **15. Chair's Report**

(Verbal Report)

### **16. Jubilee Community Hall**

No meetings of VHWG held since last meeting.

### **17. Swanwick Recreation Ground (Charity No. 520525)**

As Swanwick Parish Council is the sole Trustee for the Charity, Swanwick Recreation Ground, all matters relating to the management of the charity and the Swanwick Recreation Ground will be a separate agenda item at all future meetings of the Parish Council.

**17.1 Deeds update**

**17.2 Recreation Grounds update**

**17.3 Community Gardens update**

### **18. Correspondence & Circulars**

**18.1 DALC May 2023**

**18.2 DALC May.2 2023**

### **19. Accounts**

**19.1 To approve urgent payments made to the following:**

<b>Date</b>	<b>Payable To</b>	<b>Reason</b>	<b>Amount</b>
06.04.23	Grasstrack	Inv 0793 Ground Maintenance Feb 23	£900.00
06.04.23	Grasstrack	Inv 0792 Football Pitch Maintenance Feb 2023	£108.00
06.04.23	Grasstrack	Inv 0794 Garden on the Green general works	£96.00
06.04.23	Grasstrack	Inv 0797 Repair goal mouth Rec Gnd	£102.00
20.04.23	British Gas	Changing Rms SRG Inv 832000747 01.03.23 to 31.03.23	£141.16
21.04.23	AB Builders	Replace/repaint fencing on Jubilee Hall Site	£255.00
28.04.23	CCTV & Security Ltd	CCTV Sim card monthly charge	£20.00
28.04.23	Swanwick Allotment Association	Refund of overpayment on invoices	£50.00
28.04.23	Baptist Church	3 months Room Rent	£90.00
28.04.23	Virgin Money	Bank charges March 2023	£11.00
30.04.23	Defib Store	Replacement pads	£144.00
30.04.23	Chatsworth GC	Long service rose gift for Cllrs Payne	£39.98

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		& Soudah	
30.04.23	Zoom	Subscription 21.04.23 to 20.05.23	£15.59
30.04.23	Lidl	Flowers Clr Chidlow	£3.99
30.04.23	Post Office	Special Delivery of TRI form for Chapel Street	£6.85
30.04.23	O2	Clerks phone 27.03 to 26.04.23	£13.20
30.04.23	Amazon	2 flash drives	£15.98
30.04.23	Amazon	Envelopes	£3.50
30.04.23	Amazon	Black pens	£7.75
30.04.23	Amazon	Printer cartridges	£26.47
30.04.23	Waterplus	Changing Rooms 01.03 to 01.04.23	<u>£13.40</u>
<b>Total</b>			<b>£2063.87</b>

### 19.2 To approve payments to the following:

To Whom Payable	Reason	Amount
Staff Salaries	Mth 2 Salaries	£1823.72
HMRC	Mth 2 Employee-er Tax & NI	£417.54
Nest	Mth 2 Pension Contribution	£118.00
LITE	Replace xmas tree feeder pillar	<u>£2370.00</u>
<b>Total</b>		<b>£4729.26</b>

### 19.3 Income Received:

Date	Remittance Source	Amount
03.04.23	Virgin cash back	£5.61
20.04.23	VAT Reclaim 2022 to 2023	£9575.24
24.04.23	AVBC Precept 1 <sup>st</sup> payment 2023 to 2024	£88813.00
25.04.23	SAA rent 2nd half 2023 and 1 <sup>st</sup> half 2024	£550.00
02.05.23	Virgin cash back	<u>£1.01</u>
<b>Total</b>		<b>£98944.86</b>

### 20. Bank Reconciliation

Opening Balance 01.04.2023	£656,537.26	
Receipts to 02.05.2023	£98,944.86	
Sub Total		£755,482.12
Payments to 02.05.2023	£37,556.13	
Unpresented cheques	£0.00	
Sub Total		£37,556.13
Closing Balance 02.05.2023		<b>£717,925.99</b>
Bank Balance 02.05.2023		<b>£717,925.99</b>

### 21. Exclusion of Press & Public

'That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) below by reason of the confidential nature of the business to be transacted'.

#### 21.1 Staff salaries/replacement

#### 21.2 Banking

### 22. Items for the next Agenda.

Items are invited for inclusion in next agenda.

**23. Date of Next Meeting: 15<sup>th</sup> June 2023 at the Meeting Room at the rear of the Baptist Church, Derby Road, Swanwick, DE55 1BG.**