

**SUTTON WEAVER PARISH COUNCIL**  
**Minutes of Sutton Weaver Annual Meeting of the Parish Council meeting held on**  
**Wednesday 6<sup>th</sup> May 2026**  
**at St Peter's Church Hall, Sutton Weaver**

**Start time 7 pm**

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|              | <p><b>Present:</b> Cllr Brian Starkey (BS), Cllr Jacky Hancock (JH), Rob Hancock (RH), Cllr Gerry Jemitus (GJ), Cllr Simon Richards (SR), Cllr Tony Spencer (TS)</p> <p>4 Members of the Public (MOP)</p> <p><b>In attendance:</b><br/>Clerk-T Whitlow (TW)</p>                                                                                                                                                                                                     | <b>By:</b> |
| <b>26/01</b> | <p><b>Welcome:</b><br/>BS welcomed all to the Annual Meeting of the Parish Council</p>                                                                                                                                                                                                                                                                                                                                                                              |            |
| <b>26/02</b> | <p><b>Election of Chair:</b></p> <ol style="list-style-type: none"> <li>1. Cllr Brian Starkey was proposed and seconded as chair for the 2026-27 civic year, voted unanimously.</li> <li>2. BS signed the declaration of office paperwork.</li> </ol>                                                                                                                                                                                                               |            |
| <b>26/03</b> | <p><b>Election of Vice-Chair:</b><br/>Cllr Jacky Hancock was proposed and seconded, voted unanimously.</p>                                                                                                                                                                                                                                                                                                                                                          |            |
| <b>26/04</b> | <p><b>Apologies for Absence were received from:</b><br/>Ward Cllrs Lynn Gibbon and Phil Marshall.</p>                                                                                                                                                                                                                                                                                                                                                               |            |
| <b>26/05</b> | <p><b>Declarations of Members' Interests:</b><br/>Church Hall – JH &amp; RH</p>                                                                                                                                                                                                                                                                                                                                                                                     |            |
| <b>26/06</b> | <p><b>Minutes:</b><br/>Minutes of the Parish Council meeting on 1<sup>st</sup> April 2026 and the AMPC meeting on 14<sup>th</sup> May 2025 were <b>approved</b> as a true and accurate record and signed by the chair.</p>                                                                                                                                                                                                                                          |            |
| <b>26/07</b> | <p><b>Chairs Report:</b><br/>Report received from BS. TW to add to website.</p>                                                                                                                                                                                                                                                                                                                                                                                     | <b>TW</b>  |
| <b>26/08</b> | <p><b>Policy Review:</b><br/>The following policies were reviewed and re-adopted, with a review date of the AMPC 2027 set.</p> <ol style="list-style-type: none"> <li>1. Standing Orders</li> <li>2. Financial Regulation</li> <li>3. Code of Conduct</li> <li>4. Scheme of Delegation</li> <li>5. Internet Banking Policy</li> <li>6. Management Risk Assessment</li> <li>7. Management Strategy</li> </ol> <p>TW to update the policy schedule &amp; website.</p> | <b>TW</b>  |
| <b>26/09</b> | <p><b>Police Update:</b><br/>None present.<br/>A response received from Cheshire Police following the formal complaint submitted regarding lack of attendance to a playground 999 request.</p>                                                                                                                                                                                                                                                                      |            |

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| 26/10 | <b>Ward Councillor Update:</b><br>Monthly update received and circulated TW to add to website.                                                                                                                                                                                                                                                           | TW |
| 26/11 | <b>Matters arising / Actions from Previous Minutes:</b><br>The insurance claim for the damaged equipment has been received £9634<br>Another claim for the damaged fence has been submitted.                                                                                                                                                              |    |
| 26/12 | <b>Public Participation:</b><br>See 26/14                                                                                                                                                                                                                                                                                                                |    |
| 26/13 | <b>Correspondence</b> (of consequence unless an agenda item):<br>None of consequence that has not been circulated or actioned.                                                                                                                                                                                                                           |    |
| 26/14 | <b>Village Groups:</b><br>1. <b>Speed Watch:</b> MOP confirmed the speedwatch group have been active, and reports submitted to the PCSO.<br>2. <b>SW Residents Group:</b> Activities are being supported by the residents, with attendance rising. All inclusive coach being organised for a Blackpool Lights trip later in the year.                    |    |
| 26/15 | <b>Clerks Report:</b><br>Insurance renewal quote has come through today, £507. No change from last year. Clerk recommends acceptance. Due 01/06/26, will be added to the agenda for June to ratify.<br>Clerk has incurred 3 hours overtime for the year end audit. Approved.                                                                             | TW |
| 26/16 | <b>Accounts/Financial:</b><br>1. <b>Receipts &amp; Payments:</b><br>Receipts & payment schedule at 06.05.26 approved and signed. See Appendix 2<br>2. <b>Bank Reconciliation:</b> At 27.04.26 Approved. See appendix 1<br>3. <b>Bank signatories:</b> Confirmed for the civic year as TW, JH & GJ<br>4. <b>Pre-authorised payment schedule</b> approved. |    |
| 26/17 | <b>Meeting Dates:</b><br>Confirmed as the 1 <sup>st</sup> Wednesday in the month, excluding August and January 2027, through to May 2027, at 7pm at St Peters Church Hall. Pending any changes due to circumstances.                                                                                                                                     |    |
| 26/18 | <b>Internal Audit Report:</b><br>AGAR Internal Audit reviewed. Signed by TW and the chair. TW to upload to the website.<br>No recommendations made..                                                                                                                                                                                                     | TW |
| 26/19 | <b>Certificate of Exemption:</b><br>Exemption certificate <b>Resolved</b> to approved and signed by clerk and chair. TW to upload to website and send to the External Auditor.                                                                                                                                                                           | TW |
| 26/20 | <b>Annual Governance Statement:</b><br>Reviewed. <b>Resolved</b> to approve. Signed by the clerk and the chair. TW to upload to website.                                                                                                                                                                                                                 | TW |
| 26/21 | <b>Account Statements:</b><br><b>Resolved</b> to approve. Signed by TW and the chair. TW to upload to the website.                                                                                                                                                                                                                                       | TW |
| 26/22 | <b>Provision of Public Rights:</b><br>Dates set for <b>Wednesday 03.06.26 to Tuesday 14.07.26.</b><br>Notice to be added to the notice board and website before 03.06.26.                                                                                                                                                                                | TW |

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| <b>26/23</b> | <b>Playground Review:</b><br>Whilst the fence is damaged any progress on new equipment has been put on hold.<br><br>No additional issues noted with the playground and ASB                                          |           |
| <b>26/24</b> | <b>Asset Maintenance:</b><br><b>Bus Stop Bench:</b><br>Street Licence: Has been approved. TW to contact ward councillors to ask for a Members Budget contribution towards the cost of the bench and street licence. | <b>TW</b> |
| <b>26/25</b> | <b>Planning:</b><br><b>Applications received since the last meeting.</b><br>None<br><b>Planning decisions notified since the last meeting.</b><br>None.                                                             |           |
| <b>26/26</b> | <b>Items for Next Agenda:</b><br>Playground. Pedestrian crossing.                                                                                                                                                   |           |
| <b>26/27</b> | <b>Date of Next Meeting:</b> Wednesday 3 <sup>rd</sup> June 2026 at St Peters Church Hall at 7pm                                                                                                                    |           |

The meeting closed at 7.50pm

Signed:

Date:

Appendix 1.

Appendix 2.

| SWPC RECEIPTS & PAYMENTS                 |              |                    |               |
|------------------------------------------|--------------|--------------------|---------------|
| Meeting Date                             |              | 06/05/2026         |               |
| <u>Receipts</u>                          |              |                    |               |
|                                          | CWAC         | Precept            | £17,250.00    |
|                                          | Zurich       | Insurance claim    | £9,634.00     |
|                                          |              |                    | £17,250.00    |
| <u>Payments ratified or for approval</u> |              |                    |               |
| <b>Date</b>                              | <b>Payee</b> | <b>Details</b>     | <b>Amount</b> |
| R                                        | S Lily       | Internal Audit     | £50.00        |
| A                                        | Clerk        | Expenses Mar-April | £84.02        |
|                                          |              |                    | £134.02       |

| <b><u>BANK RECONCILIATION 27.04.26</u></b> |                          |
|--------------------------------------------|--------------------------|
| Barclays Community A/C                     | £333.42                  |
| Barclays Premium A/C                       | <u>£49,253.75</u>        |
| <b>TOTAL</b>                               | <b><u>£49,587.17</u></b> |
| <b><u>CASH BOOK RECONCILIATION</u></b>     |                          |
| Barclays Community B/F                     | £1,211.03                |
| Barclays Premium B/F                       | £22,753.75               |
| <b>Total B/f 01.04.26</b>                  | <b><u>£23,964.78</u></b> |
| Receipts to date                           | £26,884.00               |
| Expenditure to date                        | <u>£1,261.61</u>         |
| <b>Cashbook Balance</b>                    | <b><u>£49,587.17</u></b> |