

**SWANWICK PARISH COUNCIL**  
**Clerk to the Council**  
**265 Sleetmoor Lane**  
**Swanwick**  
**Derbyshire**  
**DE55 1RH**  
**Email: [parish.clerk@swanwick-pc.gov.uk](mailto:parish.clerk@swanwick-pc.gov.uk)**  
**[www.swanwick-pc.gov.uk](http://www.swanwick-pc.gov.uk)**  
**Mob: 07510170571**



---

9<sup>th</sup> May 2025

Dear Councillor

You are summoned to attend the **STATUTORY ANNUAL PARISH COUNCIL MEETING** to be held on Thursday 15<sup>th</sup> May 2025 at 7.00pm at the Meeting Rooms at the rear of the Baptist Church, Swanwick, DE55 1BG.

**Arrangements for members of the public: if you are a resident of Swanwick** and would like to attend this meeting then please email [parish.clerk@swanwick-pc.gov.uk](mailto:parish.clerk@swanwick-pc.gov.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 14<sup>th</sup> May 2025. 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; these must be made well in advance (barring last minute emergencies) of the meeting giving the Clerk enough time to cancel if there is a prospect of the meeting not being quorate.

**2. Election of Chair**

**3. Election of Vice Chair**

**4. The Chair and Vice Chair to sign the Declaration of Acceptance of Office**

**5. Register of Members' Interests**

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

**7. Dates of future meetings**

**8. Variation of Order of Business**

## **9. 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 4 (4.4) of Public Participation.

## **10. Public Participation**

### **10.1 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.

### **10.2 Parish Council Members' observations**

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

### **10.3 Police Matters**

Information is on the following web pages <https://www.derbyshire.police.uk/>

### **10.4 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.

## **11. Minutes of Full Council**

**11.1** To receive the Minutes of the Meeting held on 17<sup>th</sup> April 2025.

## **12. Chair's Report**

## **13. Clerk's Report**

**13.1 Review of Policies and Procedures**

**13.2 Insurance Renewal**

**13.3 Civic Service 2025**

## **14. Jubilee Community Hall**

No meetings of VHWG held since last meeting.

**14.1 Jubilee Hall Site update**

## **15. 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.

**15.1 Recreation Grounds update**

**15.2 Community Gardens update**

## **16. Memorial Garden**

**16.1 Update**

## 17. Planning Matters

**17.1** 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.

## 18. Correspondence & Circulars

### 18.1 DALC June 2025

## 19. Accounts

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

Date	Payable To	Reason	Amount
07.04.25	O'Heap	For the disposal of 2 fire extinguishers	£91.80
08.04.25	C Miles	Repayment for purchase of 2 get well plants	£24.98
16.04.25	PC Website	Website updates	£30.00
09.04.25	Virgin Money	Bank charges March 2025	£10.40
01.05.25	O2	Clerks phone 27.03 to 26.04.25	£16.84
01.05.25	Card Factory	2 x get well cards	£1.98
01.05.25	Tesco	Caretakers 02.04 to 01.05.25	£8.51
01.05.25	O2	Clerks phone 27.04 to 26.05.25	£16.84
01.05.25	Potclays	Clay for 2025 well dressing	£104.70
01.05.25	Derby Garden Ctr	Caretakers garden tools	<u>£46.97</u>
<b>Total</b>			<b>£353.02</b>

### 19.2 To approve payments to the following:

To Whom Payable	Reason	Amount
Staff Salaries	Mth 2 Salaries	£2736.05
HMRC	Mth 2 Employee-er Tax & NI	£944.60
Nest	Mth 2 Pension Contribution	<u>£240.00</u>
<b>Total</b>		<b>£3,920.65</b>

### 19.3 Income Received:

Date	Remittance	Source	Amount
03.04.25	BACS	Virgin Money Cashback	£3.50
11.04.25	BACS	HMRC VAT Reclaim to 31.03.25	£7654.04
16.04.25	BACS	Clerk expenses refund	£26.96
22.04.25	BACS	Memorial tree & plaque (CJ)	£190.00
22.04.25	BACS	Swanwick Allotment Association 2024-25 2 <sup>nd</sup> payment	£250.00
28.04.25	BACS	AVBC Precept 2025-26 1 <sup>st</sup> payment	<u>£94,223.00</u>
<b>Total</b>			<b>£102,347.50</b>

## 20. Bank Reconciliation

Opening Balance 01.04.2025	£745,169.66	
Receipts to 02.05.25	£102,347.50	
Sub Total		£847,517.16
Payments to 02.05.2025	£5,397.04	
Unpresented cheques	£0.00	
Sub Total		£5,397.04
Closing Balance 02.05.2025		<b>£842,120.12</b>
Bank Balance 02.05.2025		<b>£842,120.12</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'.

## 22. Items for the next Agenda.

Items are invited for inclusion in next agenda.

**23. Date of Next Meeting: 7.00pm, 19th June 2025 at the Meeting Room at the rear of the Baptist Church, Derby Road, Swanwick, DE55 1BG.**