

**MINUTES OF THE MEETING OF BRINDLEY AND FADDILEY PARISH COUNCIL HELD  
AT THE GOODWILL HALL, FADDILEY ON 2<sup>ND</sup> JANUARY 2024**

<b>PRESENT:</b>	Cllr P Robinson	Chair (in the chair)
	Cllr J Scott	Vice-Chair
	Cllr S Scott	Cllr G Barlow
	Cllr R Johnson	

<b>APOLOGIES:</b>	Cllr T Long	Cllr B Latham
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<b>ALSO PRESENT</b>	Dr. M Bailey Members of the public	(Clerk/RFO)
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**PART A**

**420 APOLOGIES FOR ABSENCE**

Apologies were submitted by Cllrs T Long and B Latham.

**421 DECLARATIONS OF INTEREST**

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item. There were no declarations made by the Members present at the meeting.

**422 MINUTES – 6<sup>TH</sup> NOVEMBER 2023 (PARISH COUNCIL MEETING)**

Members considered the minutes from the previous meeting held on 6<sup>th</sup> November 2023.

**RESOLVED: -**

Members resolved that the minutes of the Parish Council meeting held on 6<sup>th</sup> November 2023 be approved as a correct record and signed by the Chair.

**423 MATTERS ARISING**

The following matters were raised from the above minutes.

- The Baddiley Trust – following visit at the last meeting, it was proposed that Members attend the next meeting. The Trust has proposed that the Chair of the Parish Council becomes a member of the Trust. This was **AGREED** by the Parish Council.
- WhatsApp Group – it was agreed that Cllr Brian Latham will set this up for the parishes – no updates. It was agreed to progress this via word of mouth. It was also agreed to develop Home Watch.
- Speed Chacks – it was reported that the location had been agreed and that training would be re-started.
- A534 – awaiting further information on issues relating to the main road – report expected at the end of January 2024.
- Bank Mandate – is being progressed with the bank.

- Borough Councillor Report – it was agreed to continue to invite Cllr Pearson to future meetings.

#### 424 PUBLIC QUESTION TIME

There were three residents present at the meeting.

- Resident One/Resident Two – raised the issue of grids/drains at Kidderton Lane and the impact on a property in the area. It was reported that water splashes up to the windows. It was further reported that there are seven girds blocked in the area. Parish Councillors recognised the issue and agreed to contact the Borough Councillor to see if he could fund this work from his Member budget. It was also suggested to report the issue to Cheshire East.

#### 425 CASUAL VACANCY

It was reported that there was still one vacancy on the Parish Council.

#### 426 FINANCIAL MATTERS

Members considered the following financial matters relating to the Parish Council.

##### 426.1 Ledger/Bank Reconciliation Statement (1.4.23-30.11.23)

Members noted the ledger/bank reconciliation for period 1.4.23-30.11.23.

##### 426.2 Budget Report 2024-25

The Parish Council considered the budget for 2024-25.

The following changes to the proposed budget were proposed: -

- To change the budget line to 'Newsletter' from 'Parish Magazine Advertising' and to set at £160.00.
- It was requested to ask the Goodwill Hall to review the amount charged for use of the Hall by the Parish Council. It was further agreed that the budget is £180.00.
- It was agreed to update the budget with the changes set out above.

The Parish Council **RESOLVED**: –

- (a) That a revised budget of £4,930.00 be approved for the 2024-25 year; and
- (b) That the Clerk be authorised to request a precept of £3,500.00 from Cheshire East Council

##### 426.3 Authorisation of Payments

Members **RESOLVED** to approve the following payments: -

£288.42	Dr MJ Bailey – salary payment for Clerk (Oct/Nov 2023)
£72.11	HMRC for months 9 and 10 of the tax year (Clerk's salary)
£76.00	Cllr J Scott (Reimbursement – Newsletter)
£180.00	Goodwill Hall (Room Hire 2023)

*Members agreed not to approve the following payment.*

£40.00          Goodwill Hall (Room Hire – January 2024)

#### **426.4 Payments**

Members have requested a review of the way in which payments are made by the Parish Council.

Members **RESOLVED** to adopt the following and include in the Standing Orders: -

- The Parish Council holds a bank account from which cheques can be drawn or electronic payments (bank transfers) can be processed.
- Payments are made on the following terms – the presentation of proper invoices to the Clerk; contractual liabilities detailed in any contracts; expense claims by officers/councillors; grant payments authorised by the Council.
- The Council will usually not make payments for services or items before the item or service has been delivered unless there is no other option. This is to ensure that the retrospective use of funds is better protected and reduces the risk of fraud regarding contractors or suppliers not fulfilling a contractor, delivering a service or item.
- The Council does recognise that there are occasions when a prepayment is required to get a service or goods to be delivered. This includes items purchased online. For any payments that are required before goods and services are delivered, the Council must be confident that it has done its best due diligence to minimise fraud.

To make any such prepayments – the Council should adhere to the following process: -

- The required payment is detailed on the agenda for a full council meeting.
- The Clerk must provide to the Councillors a clear and appropriate 'demand for payment' invoice showing all the pertinent details expected in a proper format iii. The Council must discuss the reason for the expenditure, what controls and due diligence has been done to ensure the goods or service will be delivered.
- The Chair must ask for a motion to be proposed, seconded and then approved (by at least a majority of Councillors present as long as the meeting is quorate).
- The decision to approve the payment must be clearly minuted and show who the payee is, what the service or goods the payment is for and how much the payment is for.

No payment for any prepayment demand can be made unless the following is carried out: -

- The payment has been fully detailed in an agenda (and has been published as required by statute) and then agreed at a meeting of a quorate Council.

- The payment has been agreed by the Clerk through their role as the Responsible Financial Officer (RFO).
- A detailed note should be made of why the payment was required urgently and not delayed to the next meeting of the Council.
- The Clerk designates that there is an emergency payment required and has discussed this with the Chair – this should be used in only the most extreme circumstances and must be clearly noted in the meeting minutes with a full explanation of why the payment was made.

In terms of how any payment is made, the following steps should be followed: -

- The minutes must also show the way the payment will be made – i.e. cheque or bank transfer.
- For cheque payments - the Clerk must ensure the cheque payee matches the invoice demand for payment regarding name and payment amount. The cheque stub must be fully completed. They must then ensure that two Councillors with authority through the bank mandate sign the cheque. The Councillors must check the details are correct before they sign for authorisation for payment.
- For payments through bank transfers - the Clerk must ensure that the bank payee details are clear and that the bank account to where the payment is made is in a United Kingdom bank. They must then input the details on the bank payment processing system and await the two Councillors to whom have delegated authority to agree payments through the online banking system. The Councillors must check the details are correct before they digitally sign for authorisation for payment.

In terms of the process of recording payments, the following processes should be followed: -

- The Clerk must ensure that the payment (through whatever method) is included in the cashbook and is shown in the bank reconciliations.
- The bank reconciliations must show if any cheque payment has been cashed or if it is awaiting payment process.
- The Clerk must ensure that a receipt for payment is received to then marry up to any cheque stubs or bank statements.
- Any VAT paid must be clearly recorded on the financial records so a VAT reclaim can be made from HMRC.

## **427 CHAIRMAN'S REPORT**

The Chairman of the Parish Council reported on the following items: -

- Botterley Hill Lights – issue has been resolved. Members agreed to send a thank you letter.
- Sign – will be actioned.
- Newsletter – thanked Cllr Janet Scott for doing the work and putting the newsletter together – noted that people had shown an interest in newsletter and the parishes.
- Chapel Service – reported that the service went really well. Also reported that

the idea of the Christmas meal was a good one.

- D-Day 80<sup>th</sup> Commemoration – to be considered.

**428 BOROUGH COUNCILLOR'S REPORT**

Cllr James Pearson did not attend the meeting.

**429 HIGHWAY MATTERS**

Members considered highways issues affecting the parish.

It was reported that the state of the A534 around the bends was in a poor condition and that this will be reported.

**430 PLANNING MATTERS**

Members considered planning matters affecting the parish.

**431 COMMUNICATION/SHARED INFORMATION**

The following issues were raised under this agenda item.

- Cllr Johnson – reported the mess on the Common – it was noted that those responsible will rectify the issue.
- Cllr Barlow – reported the issue of a broken grid which has been reported to Cheshire East Council.
- Cllr Barlow – residents raised the issue of Brindley Lea Lane and the state of the road. It was agreed that this needed to be reported to Cheshire East in terms of the potholes and any other highways issues.
- Cllr Barlow – raised the issue of tractor drivers using mobile phones – has been raised with the PCSO. It was suggested to raise the matter with the NFU (Chair to action).
- Cllr Janet Scott – raised the issue of the digital presence of the Parish Council – website is up and running and wondered whether there was anything further that could be done to engage people. Agreed to post a link to the minutes on Facebook soon after the meeting.

**432 DATE OF NEXT MEETING**

Monday 4<sup>th</sup> March 2024 - 7.30pm – Goodwill Hall

.....Chairman

The meeting commenced at 7.30pm and concluded at 8.42pm