

BRINDLEY & FADDILEY PARISH COUNCIL

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Mark Bailey
Clerk

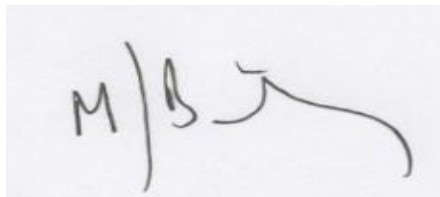
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NOTICE OF EXTRAORDINARY PARISH COUNCIL MEETING

DATE: MONDAY 3RD JUNE 2019

TIME: 7.30 pm

VENUE: GOODWILL HALL, FADDILEY, NANTWICH CW5 8JE



Signed: _____

Date of Issue: 24th May 2019

Enquiries to: Mark Bailey (Clerk)

Tel: 07854445636

To: Members of the Parish Council

Copies: Borough Councillor Stan Davies (Wrenbury)

Note:

Members of the public are asked to print their own copy of the agenda from the website.

Members of the public without access to the Internet are asked to contact the Clerk by no later than noon on the day of the meeting to ensure that sufficient spare copies of the agenda are available.

AGENDA

PART 1

1 FINANCIAL MATTERS

1.1 Authorisation of payments

£330.77 BHIB Insurance Brokers (2019/20 Insurance Premium)
£15.98 Mark Bailey (reimbursement – domain name for website)

RECOMMENDATION: Members are asked to approve the above payment.

1.2 End of Year Accounts (1st April 2018 – 31st March 2019)

The following documents comprise the accounts for the financial year 1st April 2018 – 31st March 2019, which have now been audited by the Internal Auditor.

These documents are presented as part of the formal approval process of the 2018-19 accounts.

- (a) Ledger 2018-19
- (b) Receipts and Payments 2018-19

RECOMMENDATION: Members are asked to formally approve the accounts for 2018/19

1.3 Internal Audit Report 2018/19

The 2018/19 Internal Audit Report is presented for note and approval by the Council **(to follow)**

RECOMMENDATION: Members are asked to approve the 2018/19 report from the Council's Internal Auditor

1.4 External Audit 2018/19

The various documents relating to the external audit of the Council for 2017/18 are presented to Members.

These documents include: -

- The completed and signed Annual Internal Audit Report 2018/19 **(to follow)**
- The uncompleted Annual Governance Statement 2018/19
- The completed Accounting Statements 2018/19

Members are asked to collectively complete the Annual Governance Statement as a Council during the meeting, as per audit recommendations. Members are also asked to note the other documents listed above.

As reported at the Annual Meeting of the Parish Council in May 2019, the external auditor is PFK Littlejohn and, in addition, the process of external audit has also changed so that councils whose gross income/expenditure is below £25,000 may certify themselves as exempt from an external 'limited assurance' review/audit. This means that the forms described above do not need to be submitted in the usual fashion. See item below.

It is confirmed that the period for the exercise of public rights is between 17th June 2019 and 26th July 2019.

1.5 Annual Governance Statement 2018/19

The Annual Governance Statement 2018/19 is presented for completion and approval by the Council. Following approval, the Statement must be signed by the Chairman (or, in his absence, by the Vice-Chairman) and the Clerk prior to submission to PFK Littlejohn (on or before 1st July 2019).

RECOMMENDATION: Members are asked to agree that the Chairman and Clerk sign the Statement for 2018/19

1.6 **Accounting Statements 2018/19**

The Accounting Statements 2018/19 are presented for note and approval by the Council. Following approval, they must be signed by the Chairman (or, in his absence, by the Vice-Chairman) and the Clerk prior to submission to PFK Littlejohn (on or before 1st July 2019).

RECOMMENDATION: Members are asked to agree that the Chairman and Clerk sign the Statement for 2018/19

1.7 **Certificate of Exemption 2018/19**

As outlined above and at previous meetings, local councils with income/expenditure at or below £25,000 in the relevant year are permitted to apply for exemption from external audit review. To do this, the Council must formally approve the attached Certification of Exemption stating the annual gross income/expenditure for the financial year 2018/19. The Council can decide to have a 'voluntary' review, but such a review would cost £200.00 plus VAT. It should be noted that the external auditors will carry out assurance reviews on a random sample of 5% of parish councils – whether they have declared themselves exempt or not.

RECOMMENDATION: Members are asked to consider and approve (or otherwise) the attached Certificate of Exemption for 2018/19. If approved, the Certificate must be signed by the Chairman and Clerk.

2 PLANNING MATTERS

2.1 **Planning Applications**

The Parish Council is invited to comment on the following planning applications which can be viewed on the Cheshire East Council website at: -

https://www.cheshireeast.gov.uk/planning/view_a_planning_application/view_a_planning_application.aspx

19/2252N Brindley Lea Hall, Brindley Lea Lane, Brindley, Cheshire CW5 8HX
Variation on condition 2 on approved application 18/1224N – silage pit

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=19/2252N>

Deadline date for comments: 3rd June 2019

3 PARISH COUNCIL WEBSITE

This item has been included on the agenda to inform Members and the community that the Parish Council website address is now www.brindleyandfaddileypc.org.uk.

4 BANK ACCOUNTS

This item has been included on the agenda to inform Members that an application has been made to change one of the names on the bank mandate (to reflect the change of Clerk) as agreed at the last meeting of the Parish Council.

In order to allow easier and more up to date bank reconciliations, it is requested that Members agree to the provisions set out in the attached application for digital access to the bank account.

As per the attached form, Members are asked to agree the statements set out on page 6 of 10 of the attached form and the authorised signatories are asked to sign the document as set out on the form (pages 6 and 7 of 10).

RECOMMENDATION: Members are asked to approve the provisions of the attached document relating to digital and direct banking and authorised signatories are asked to sign as set out in the attached document.

PART 2 – EXCLUSION OF PRESS AND PUBLIC

5 EXCLUSION OF PRESS AND PUBLIC

That in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted.

6 PAYROLL PROVISION

This item has been placed on the agenda for Members to receive a report from the Clerk on the provision of payroll services for the Parish Council.

Notes

1) Members of the Public

The Parish Council welcomes and encourages members of the public to attend its meetings. You are requested to enter and leave quietly and to remain quiet during the meeting. Mobile phones and pagers should be switched off, and no food or drink should be brought into the meeting.

Members of the public are not able to participate in meetings but are able to ask questions or make a statement, prior to the start of the meeting. In addition, if you feel there is a matter which should be brought to the attention of the Parish Council you may contact the Clerk, the Chairman, or any member of the Parish Council, and arrangements can be made to place the item on the agenda for the next meeting, if appropriate.

On occasions, members of the press and public will be excluded from the meetings when the business to be transacted is of a confidential nature; for example, dealing with individual people, staffing matters, contracts and financial affairs of other parties.

2) Parish Councillors

A) Notice of items

The Parish Council cannot lawfully decide any matter which has not been specifically included on the agenda, and there is case law to this effect (*Longfield Parish Council v Wright (1918) 88 LJ Ch 119*).

B) Planning Grounds The grounds on which observations can be made on planning applications are as follows –

- | | |
|---|---|
| 1 Development Plan in all its aspects | 8 Appropriateness of use taking account of local area |
| 2 Government legislation and guidance | 9 Effect on highway safety |
| 3 Siting | 10 Landscape |
| 4 Design | 11 Listed buildings |
| 5 External appearance | 12 Conservation areas |
| 6 Compatibility with street scene | 13 Land |
| 7 Development effect on neighbouring properties, contamination, amenities and privacy | 14 Flooding |

Non-Relevant Matters

- | | |
|---|--|
| 1 Matters controlled by other legislation | 6 Business competition |
| 2 Effects on private rights | 7 Personal circumstances – health/finance |
| 3 Provisions in covenants/deeds | 8 Ownership |
| 4 Effect on property values | 9 Moral issues |
| 5 Private opinions | 10 Matters which might breach legislative requirements |

Note: If the Parish Council agrees, in principle, with an application, but not in all aspects, suggestions for “development conditions” can be made, in line with relevant factors.