

# BRINDLEY & FADDILEY PARISH COUNCIL

[www.brindleyandfaddileypc.org.uk](http://www.brindleyandfaddileypc.org.uk)

Mark Bailey  
Clerk

Tel: 07854445636  
e-mail: [m Bailey87@hotmail.com](mailto:m Bailey87@hotmail.com)

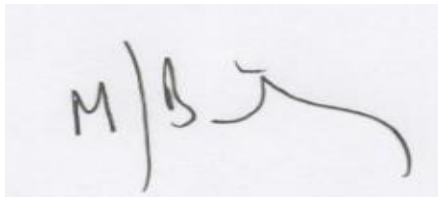
## NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

**DATE:** TUESDAY 3<sup>rd</sup> MAY 2022

**TIME:** 7.30 pm

**VENUE:** GOODWILL HALL, WREXHAM ROAD, FADDILEY  
CW5 8JF



Signed: \_\_\_\_\_

Date of Issue: 27<sup>th</sup> April 2022

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. This meeting will be held according to latest government guidelines relating to the ongoing COVID-19 pandemic.

## AGENDA

### **PART 1 – ANNUAL PARISH COUNCIL BUSINESS**

#### **1 ELECTION OF CHAIRMAN**

The Parish Council is to elect a Chairman to serve until the Annual Meeting in 2023.

The current Chairman (if present) will call for nominations. If the current Chairman is not present, the current Vice-Chairman will call for nominations.

The new Chairman will sign a Declaration of Acceptance of Office, following which the newly elected Chairman will chair the meeting.

#### **2 ELECTION OF VICE-CHAIRMAN**

The Parish Council is to elect a Vice-Chairman to serve until the Annual Meeting in 2023.

The Chairman will call for nominations.

The new Vice-Chairman will sign a Declaration of Acceptance of Office.

#### **3 APOLOGIES FOR ABSENCE**

Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

#### **4 DECLARATIONS OF INTEREST**

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have 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.

If declarations are not made at this point in the proceedings, they should be made as soon as the Member becomes aware of an interest.

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare (or not) is the responsibility of the Parish Councillor, based on the circumstances of the matter in hand.

#### **5 MINUTES – 7<sup>TH</sup> MARCH 2022 (PARISH COUNCIL MEETING)**

To approve, as a correct record, the minutes of the above meeting held on 7<sup>th</sup> March 2022.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=137142d3%2D8040%2D4bda%2Dac20%2D6bef9c8cef5%2Epdf&o=DRAFT%2DMinutes%2D%2D%2D7%2DMarch%2D2022%2Epdf>

#### **6 MATTERS ARISING**

To raise any matters from the above minutes.

- Common – it was requested that Mr. John Malam quote for the creation of panels for the bus shelter. Members also agreed to contact residents and get hold of photographs and other information about the history of the area. It was also agreed to provide a reference to former Councillor David Latham. Finally, it was agreed to contact Jo Fawcett to ask her to identify the location of the orchids. It was also agreed to put a sign up by the orchids and include them on information for the bus shelter.
- Phone Box – it was agreed that Cllr Major was to organise removal of the box – no updates, waiting for the electricity to be cut off.
- Road Safety – it was suggested that slow signs are installed on the bends and that the double white lines over Burland bridge are enforced properly.
- Broadband – update on Airband meeting (held on 15<sup>th</sup> December 2021)
- Planning Matters – to share any updates on planning applications discussed by the Council.

**7 PUBLIC QUESTION TIME**

Members of the public can ask questions or address the Parish Council.

**8 APPOINTMENTS TO PARISH COUNCIL ROLES/OUTSIDE BODIES**

The Parish Council is invited to appoint to the following roles: -

- Planning and Footpaths
- Planning

The Parish Council is invited to appointment a representative to the following outside bodies:

- Goodwill Hall Committee
- Cheshire Association of Local Councils – area meeting
- Police Cluster meetings
- Nantwich Local Highways Group

Invitations to attend other outside bodies can be dealt with as and when they arise.

**9 STANDING ORDERS/FINANCIAL REGULATIONS**

The Parish Council is asked to **APPROVE** the Council's Standing Orders/Financial Regulations for 2021/22 (attached).

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=b6d671e8%2D6eb1%2D4094%2D51b%2D00fc264b1bb6%2Epdf&o=Draft%2DStanding%2DOrders%2D04%2E05%2E20%2Epdf>

**10 FINANCIAL MATTERS**

The following Financial Matters are presented to Members.

**10.1 End of Year Accounts (1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022)**

The following documents comprise the draft accounts for the financial year 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022. Any report from the internal auditor will be formally presented at the next parish council meeting. The documents have been presented for approval.

- Annual Governance and Accountability Return 2021-22  
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=b430e222%2D3f46%2D40d9%2D9859%2D0b49ef50afa4%2Epdf&o=Annual%2DReturn%2DForm%2D2021%2D22%5Fe%2D1%2Epdf>
- Ledger 2020-21 (1<sup>st</sup> April 2021-31<sup>st</sup> March 2022)  
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=a6cacb59%2D3a06%2D485f%2Db592%2D660631a6a57d%2Epdf&o=Brindley%2D%5ELLLL0%2DFaddiley%2DParish%2DCouncil%2DLedger%2D01%2E04%2E20%2D%2D%2D31%2E03%2E22%2Epdf>
- Budget Monitoring Report (Quarter Four 2021/22)  
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=0dabf3a1%2D06b2%2D4a2b%2D98ad%2Dd1c3e3beb357%2Epdf&o=Budget%2DMon%2DMarch%2D2022%2D27%2E04%2E22%2DBM%2Epdf>
- Receipts and Payments 2021-22  
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=6e0cae3%2D98f4%2D4c4b%2D824b%2De916895a12b9%2Epdf&o=Budget%2DMon%2DMarch%2D2022%2D27%2E04%2E22%2DRP%2Epdf>

**RECOMMENDATION**

That Members note the financial information presented.

**10.2 Responsible Financial Officer**

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2021-22 financial year.

**10.3 Appointment of Internal Auditor**

It is a requirement that the Internal Auditor be appointed annually. Members are asked to approve the appointment of Mr Peter Kent for the year 2022-2023.

**RECOMMENDATION**

Members are asked to approve the appointment of an internal auditor as set out above

**10.4 External Audit 2021-22**

The external auditor covering the 2021-22 financial year is PFK Littlejohn. Parish councils whose gross income/expenditure was £25,000 or less in the financial year in question (and who meet the qualifying criteria) may certify themselves as exempt from a 'limited assurance' review. In other words, a parish council who is exempt does not need to submit the usual forms to the external auditor. Despite this exemption, the council must still complete and agree the annual return form in common with previous years as well as providing narrative support for the figures and information provided. An exempt parish council must also, as per previous years, set dates for the exercise of public rights, where members of the public can examine the accounts.

It would appear from the information if Brindley and Faddiley Parish Council can declare itself exempt from an external audit for 2021-22. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2021-22 financial year. This is presented to the Council for agreement/otherwise. It should be noted that a so-called 'voluntary' assurance review by the external auditors would cost the Council £200.00 plus VAT. It should also be noted that the external auditors will carry out assurance reviews on a sample of 5% of parish councils whether they have declared themselves exempt or not. If the parish council is selected as part of this process, there is no charge.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=b757d02f%2D8f15%2D4cc7%2D9023%2D6e5f3ea5c0aa%2DEpdf&o=Annual%2DReturn%2DForm%2DPage%2D3%2DCoE%2DEpdf>

**RECOMMENDATION:** Members are asked to note the points set out above and approve the Certificate of Exemption as set out above for 2021-22

**10.5 Asset Register 2021-22**

Members are asked to note and approve the attached Assets Register for the 2021-22 financial year.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=3b26b979%2De372%2D4caa%2Da7be%2Dfdd57507c764%2DEpdf&o=Brindley%2DFaddiley%2DPCC%2DAssets%2D2021%2D22%2D27%2E4%2E22%2Epdf>

**10.6 National Salary Award 2021/22**

To approve the changes to employees' pay following the National Salary Award 2021/22 (see attached document). The increase in pay has been calculated as 1.75%, backdated to April 2021.

**RECOMMENDATION:** To approve the National Salary Award 2021/22 as applied to the Parish Council.

**10.7 Authorisation of payments**

£304.64	Dr MJ Bailey – Clerk Salary (April/May 2022, backdated to April 2021)
£76.22	HMRC for months 1 and 2 of the tax year (Clerk's salary)
£304.99	BHIB (Parish Council Insurance 2022-23)
£96.12	ChALC (Annual Membership Fee 2021-22)
£64.20	Shires Pay Services (Payroll Costs M7-12 2021-22)

**RECOMMENDATION:** Members are asked to approve the above payments.

**11 CALENDAR OF MEETINGS – 2022-2023**

The Parish Council is to approve the attached calendar of meetings for 2022-2023 (first

Monday in every other month, unless otherwise stated).

**4<sup>th</sup> July 2022**

**5<sup>th</sup> September**

**7<sup>th</sup> November**

**3<sup>rd</sup> January 2023 (Tuesday)**

**6<sup>th</sup> March**

**2<sup>nd</sup> May 2022 (Annual Meeting – Tuesday)**

Members are asked to **APPROVE** these dates for the 2022-23 council year.

**PART 2 – ORDINARY PARISH COUNCIL BUSINESS**

- 12 CHAIRMAN'S REPORT**  
The Chairman of the Parish Council can provide a report to the Council under this item.
- 13 BOROUGH COUNCILLOR'S REPORT**  
Borough Councillor W S Davies to report on any Cheshire East Council matters of interest.
- 14 HIGHWAY MATTERS**  
The Parish Council is to receive an update on highway matters in the parish and/or affecting the parish.
- 15 PLANNING MATTERS**  
This is for the Parish Council to discuss any planning issues affecting the area.
- 16 COMMUNICATION/SHARED INFORMATION**  
To discuss any communication issues. Members may share any other information, but formal decisions cannot be taken under this item.
- 17 DATE OF NEXT MEETING**  
Monday 4<sup>th</sup> July 2021 – 7.30pm – Goodwill Hall (subject to approval of item 11 above)

## 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.