

# BRINDLEY & FADDILEY PARISH COUNCIL

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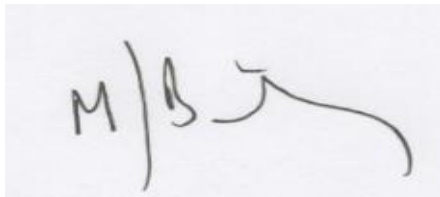
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Clerk

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## NOTICE OF ANNUAL PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

**DATE:** WEDNESDAY 15<sup>th</sup> MAY 2019  
**TIME:** 7.30 pm (or on the later rising of the Parish Meeting  
to be held earlier in the evening)  
**VENUE:** GOODWILL HALL, FADDILEY, NANTWICH CW5 8JE



Signed: \_\_\_\_\_ Date of Issue: 9<sup>th</sup> 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

### Note

- At the parish council elections which took place on 2<sup>nd</sup> May 2019, a total of three candidates were nominated and returned unopposed for the four Brindley Parish Council seats.
- In the case of Faddiley Parish Council, a total of five candidates were nominated and four were returned for the four Parish Council seats.
- Each parish councillor is required to sign a Declaration of Acceptance of Office either before the meeting or at the meeting.
- **Part 1** of the agenda represents the business of the annual meeting of the Parish Council
- **Part 2** represents ordinary business of the Parish Council
- **Part 3** is recommended for consideration in the absence of the press and public for the reasons given

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

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

The Parish Council is to elect a Chairman to serve until the Annual Meeting in 2020.

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 2020.

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 REGISTRATION OF INTERESTS**

Parish Councillors are invited to refresh their Registration of Members Interests forms. These should be completed and returned to the Clerk, either electronically or by hand at the next meeting (copy enclosed)

#### **6 MINUTES – 4<sup>th</sup> MARCH 2019**

To approve, as a correct record, the Minutes of the meeting held on 4<sup>th</sup> March 2019.

**7 MATTERS ARISING**

To raise any matters from the above Minutes.

**8 ELECTIONS – 2<sup>nd</sup> MAY 2019**

**8.1 Local Election Results and Vacancies**

Following the elections on 2<sup>nd</sup> May 2019, three candidates were returned unopposed for Brindley Parish Council. There is currently one vacancy and the Parish Council is invited to consider co-opting.

The procedure requires a nomination and seconding of the proposal to co-opt, following which a vote will be taken. The successful candidates will then each be asked to sign a Declaration of Acceptance of Office.

Four candidates were elected for Faddiley Parish Council to fill four seats.

**8.2 Borough Council Elections**

The Parish Council is asked to note that Cllr Stan Davies was re-elected as the Borough Councillor for the ward of Wrenbury.

**9 APPOINTMENTS TO PARISH COUNCILS ROLES/OUTSIDE BODIES**

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

- Planning and Footpaths
- Planning

The Parish Council is invited to appoint a representatives 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.

**10 STANDING ORDERS/FINANCIAL REGULATIONS**

The Parish Council is asked to **APPROVE** the Council's Standing Orders/Financial Regulations for 2019/20 (attached).

**11 CODE OF CONDUCT**

The Parish Council is asked to **APPROVE** the attached Code of Conduct.

**12 FINANCIAL MATTERS**

**12.1 End of Year Accounts (1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019)**

The following documents comprise the draft accounts for the financial year 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019. Any report from the internal auditor will be formally presented at the next parish council meeting in June 2019. The documents have been presented for approval.

- Annual Governance and Accountability Return (to follow)
- Ledger 2018-19 (1<sup>st</sup> April 2018-31<sup>st</sup> March 2019) (to follow)
- Receipts and Payments 2018-19 (to follow)

**RECOMMENDATION**

That Members note the financial information presented.

**12.2 Responsible Financial Officer**

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2019-20 financial year.

**12.3 Bank Mandate**

The Parish Council is requested to make the following changes to the authorised signatories in the current bank mandate.

To remove 'Mr Tom Dunlop' from the list of authorised signatories and replace with 'Mr M Bailey' and to note any other changes to the banking arrangements.

**RECOMMENDATION:** Members are asked to note and approve the changes set out above.

**12.4 Appointment of Internal Auditor**

It is a requirement that the Internal Auditor is appointed annually. Members are asked to approve the appointment of Mr Peter Kent for the year 2019-2020.

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

**12.5 External Audit 2018-19**

The external auditor covering the 2018-19 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 provided that Brindley and Faddiley Parish Council can declare itself exempt from an external audit for 2018-19. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2018-19 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.

**RECOMMENDATION:** Members are asked to note the points set out above and approve the Certificate of Exemption as set out above for 2018-19 (to follow)

**12.6 Authorisation of Payments**

£265.96	Dr MJ Bailey – salary payment for Clerk (April/May 2019)
£66.50	HMRC for months 1 and 2 of the tax year (Clerk's salary)
TBC	Parish Council insurance
£93.96	Cheshire Association of Local Councils
£98.40	Dr MJ Bailey (reimbursement) - replacement pads for defibrillator

**13 CALENDAR OF MEETINGS – 2019-2020**

The Parish Council is to approve the attached calendar of meetings for 2019-2020 (first Monday in every other month).

1<sup>st</sup> July 2019  
2<sup>nd</sup> September  
4<sup>th</sup> November  
6<sup>th</sup> January 2020  
2<sup>nd</sup> March  
4<sup>th</sup> May (Annual Meetings)

**PART 2 – ORDINARY PARISH COUNCIL BUSINESS**

**14 PUBLIC QUESTION TIME**

Members of the public can ask a question or address Members on any matter of Parish Council business.

**15 CHAIRMAN'S REPORT**

The Chairman of the Parish Council can provide a report to the Council under this item.

**16 BOROUGH COUNCILLOR'S REPORT**

Borough Councillor W S Davies to report on any Cheshire East Council matters of interest.

**17 HIGHWAY MATTERS**

The Parish Council is to receive an update on highway matters in the parish and/or affecting the parish.

**18 PLANNING MATTERS**

This is for the Parish Council to discuss any planning issues affecting the area.

**19 COMMUNICATION/SHARED INFORMATION**

To discuss any communication issues. Members may share any other information, but formal decisions cannot be taken under this item.

**20 DATE OF NEXT MEETING**

Monday 1<sup>st</sup> July 2019 (subject to approval of item 13 above)

**PART 3 – EXCLUSION OF PRESS AND PUBLIC**

**21 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.

**22 PARISH CLERK CONTRACT**

The Parish Council is requested to consider the (attached) contract for the Parish Clerk and **APPROVE** other otherwise.

## 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.