

BRINDLEY & FADDILEY PARISH COUNCIL

www.brindleyandfaddileypc.org.uk

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Clerk

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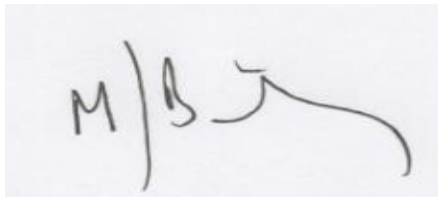
NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

DATE: MONDAY 6th JULY 2020

TIME: 7.30 pm

VENUE: REMOTELY (SEE DETAILS BELOW)



Signed: _____

Date of Issue: 30th June 2020

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.

Due to the ongoing COVID-19 pandemic, this meeting will be held remotely, follow the link below to join the meeting

Join Zoom Meeting <https://us02web.zoom.us/j/88146224402>

Meeting ID: 881 4622 4402

One tap mobile

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Dial by your location

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+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 881 4622 4402

Find your local number: <https://us02web.zoom.us/j/88146224402>

AGENDA

1 APOLOGIES FOR ABSENCE

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

2 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.

3 MINUTES – 4th MAY 2020 (ANNUAL PARISH COUNCIL MEETING)

To approve, as a correct record, the minutes of the annual meeting held on 4th May 2020.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=841d64ee%2D782d%2D48fd%2D8374%2Dd5f85fc746bb%2Epdf&o=DRAFT%2DMinutes%2D%2D%2D4%2DMay%2D2020%2Epdf>

4 MATTERS ARISING

To raise any matters from the above minutes.

5 PUBLIC QUESTION TIME

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

6 CASUAL VACANCY

One vacancy exists on the Parish Council following the passing of Cllr Williams.

As per the Council's Standing Orders, the vacancies have now been advertised since the Annual Meeting in May 2020. A notice has also been posted to ask if the electors of the parish wish to hold an election to fill this vacancy.

Following the conclusion of the above processes, the Council is now invited to co-opt an individual to fill the vacancy.

At the meeting, the Clerk will read out the names of any individuals who have indicated that they wish to be considered for the vacancy. Parish Councillors present at the meeting will then have the opportunity to nominate anyone else who might fill the vacancy.

Any nominations must also be seconded.

Candidates for the vacancy do not have to be present for the decision, but – if they are present – they may speak in support of their candidacy.

Candidates will be asked to leave the room and Parish Councillors will vote on which candidate they support for the vacancy. Where two or more persons have been nominated and none of those persons has received an absolute majority of votes in their favour, the name of the person receiving the least number of votes shall be struck off the list and a new vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie may be settled by use of the Chairman's casting vote.

RECOMMENDATION: Members are asked to make a decision on filling the existing vacancy on the Parish Council.

7 FINANCIAL MATTERS

7.1 Authorisation of payments

£265.96	Dr MJ Bailey – salary payment for Clerk (June/July 2020)
£66.50	HMRC for months 3 and 4 of the tax year (Clerk's salary)
£40.00	Mr Peter Kent (Internal Audit 2019/20)
£12.60	Shires Pay Services (M1-M2 Payroll Costs)
£12.60	Shires Pay Services (M3-M4 Payroll Costs)

RECOMMENDATION: Members are asked to approve the above payments.

7.2 End of Year Accounts (1st April 2019-31st March 2020)

The following documents comprise the accounts for the financial year 1st April 2019-31st March 2020, which have been sent to the Internal Auditor. These documents are presented for formal approval of the 2019-20 accounts.

(a) Ledger 2019-20

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=60332e84%2Dd5cb%2D4dc8%2Db213%2Da2375d628c09%2Epdf&o=Brindley%2D%26%2DFaddiley%2DParish%2DCouncil%2DLedger%2D01%2E04%2E19%2D%2D%2D31%2E03%2E20%2D020520%2Epdf>

(b) Receipts and Payments 2019-20

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=da0c4ff8%2D0866%2D4a92%2D9afd%2D15766f9bbff6%2Epdf&o=Budget%2DMon%2DRP%2D02%2E05%2E20%2Epdf>

7.3 Internal Audit 2019-20

The Parish Council's Internal Auditor (Mr Peter Kent) has now completed his audit and has set out the following findings for the Parish Council to consider: -

- To review the Parish Council's insurance with a view to securing a more efficient outcome; and
- To review the bank accounts held by the Parish Council to move towards only having one bank account rather than the current current/reserve accounts in place

RECOMMENDATION: Members are asked to note and approve the internal audit report

7.4 External Audit 2019-20

The various documents relating to the external audit of the Council for 2019/20 are presented to Members.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=f483233e%2Dc6a5%2D4bfa%2Da239%2D1c8180d37375%2Epdf&o=11%5Fagar%5Fpart2%5Fe%5F2019%2D20%2D18%2E6%2E20%2Epdf>

These documents include: -

- The uncompleted Annual Governance Statement 2019/20 (**attached**)
- The completed Accounting Statements 2019/20 (**attached**)

Members are asked to collectively complete the Annual Governance Statement as a Council during the meeting, as per audit recommendations.

As reported at the last meeting of the Parish Council in May 2020, the external auditor is PFK Littlejohn and the process of external audit allows parish councils whose gross income/expenditure is below £25,000 to certify themselves as exempt from an external 'limited assurance' review/audit. This means that the above forms do not need to be submitted to the external auditor.

It is proposed that the period for the exercise of public rights will be between 13th July and 21st August 2020.

7.5 Annual Governance Statement 2019/20

The Annual Governance Statement 2019/20 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.

RECOMMENDATION

Members are asked to agree the completion of the Annual Governance Statement and ask that the Chairman and Clerk sign the Statement for 2019/20

7.6 Accounting Statements 2019/20

The Accounting Statements 2019/20 are presented for note and approval by the Council. Following approval, the Statements must be signed by the Chairman (or, in her absence, by the Vice-Chairman) and the Clerk.

RECOMMENDATION

Members are asked to agree that the Chairman and Clerk sign the Statement for 2019/20.

7.7 Certificate of Exemption 2019/20

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 2019/20. 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 2019/20. If approved, the Certificate must be signed by the Chairman and Clerk.

7.8 Ledger/Bank Reconciliation Statement (1st April 2020-31st May 2020)

The ledger/bank reconciliation statement for the period 1st April 2020-31st May 2020 is presented to Members for note.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=4dde728d%2De42e%2D45a2%2Dbc3c%2D331067733c34%2Epdf&o=Brindley%2D%26%2DFaddiley%2DParish%2DCouncil%2DLedger%2D01%2E04%2E20%2D%2D%2D31%2E05%2E20%2D060720%2Epdf>

8 CHAIRMAN'S REPORT

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

9 BOROUGH COUNCILLOR'S REPORT

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

10 HIGHWAY MATTERS

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

10.1 Road Safety and Speed Limits

To further consider road safety issues in the parish and speed limits on A534 road

11 PLANNING MATTERS

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

11.1 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.

20/2746N Sevenoaks, Hearn's Lane, Faddiley CW5 8JL
Single-storey side extension.
<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=20/2746N>

Deadline date for comments: 29th July 2020

12 COMMUNICATION/SHARED INFORMATION

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

13 DATE OF NEXT MEETING

Monday 7th September 2020 – TBC

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.