

**MINUTES OF THE ANNUAL MEETING OF BRINDLEY AND FADDILEY PARISH COUNCIL  
HELD REMOTELY ON 4<sup>TH</sup> MAY 2020**

**PRESENT:** Cllr G Barlow Cllr T Long  
Cllr C Latham Cllr R Ford  
Cllr J Pochin Cllr P Major  
Cllr P Robinson

**APOLOGIES:** Cllr S Davies (Cheshire East Council)

**ALSO PRESENT** Dr. M Bailey (Clerk/RFO)

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**PART ONE – ANNUAL COUNCIL BUSINESS**

**103 ELECTION OF CHAIRMAN**

The existing Chairman, Cllr Graham Barlow, took the Chair to ask for nominations for Chairman up until the 2021 Annual Parish Council Meeting.

Cllr Graham Barlow was nominated and **ELECTED** as Chairman of the Parish Council for the 2020/21 Council Year.

**104 ELECTION OF VICE-CHAIRMAN**

The Chairman asked for nominations for Vice-Chairman up until the 2021 Annual Parish Council meeting.

Cllr Tina Long was nominated and **ELECTED** as Vice-Chairman of the Parish Council for the 2020/21 Council Year.

**105 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cheshire East Cllr Stan Davies.

**106 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 of interest made by Members present.

**107 MINUTES – 2<sup>nd</sup> MARCH 2020**

**RESOLVED:** Members resolved that the minutes of the Parish Council held on 2<sup>nd</sup> March 2020 be approved as a correct record and signed by the Chairman.

**108 MATTERS ARISING**

The following matters were raised from the minutes: -

- Roads – it was reported that the damage to the road surface on Cappers Lane was due to be repaired on the day of the meeting
- Road safety – Cllr Pochin reported on the feedback to his report. JP said he had met with Edward Timpson MP but there had been no action in terms of the issues raised in the report. Enforcement issues will be raised with Cheshire Police and highways issues with Cheshire East Council
- Payphone – no action, but will ask about the electricity connection

## 109 APPOINTMENTS TO PARISH COUNCIL ROLES/OUTSIDE BODIES

The following Members were nominated to Parish Council roles: -

- Planning and Footpaths – Cllrs Ford, Robinson, and Barlow
- Planning – Cllrs Robinson, Barlow, and Ford

The following Members were nominated to Outside Bodies: -

- Goodwill Hall Committee – Cllrs Barlow and Major
- Cheshire Association of Local Councils – will check situation with ChALC
- Police Cluster – Cllr Graham Barlow
- Local Highways Group – Cllrs Barlow and Long

Members **RESOLVED** to approve all these nominations.

## 110 CASUAL VACANCY

The Clerk reported to the Council that a vacancy exists on the Parish Council.

It was **AGREED** to advertise the vacancy and to decide at the next Parish Council meeting to be held on 6<sup>th</sup> July 2020.

Any names received by the Clerk will be presented to the meeting for decision, which will be made on the basis of most votes cast by existing members of the Parish Council.

## 111 STANDING ORDERS/FINANCIAL REGULATIONS

Members **APPROVED** the Standing Orders/Financial Regulations for the 2020-21 council year.

## 112 FINANCIAL MATTERS

### 112.1 End of Year Accounts (1<sup>st</sup> April 2019-31<sup>st</sup> March 2020)

Members **APPROVED** the following draft documents for the financial year 1<sup>st</sup> April 2019-31<sup>st</sup> March 2020

- Budget Monitoring Statement (2019-20)
- Ledger 2019-20 (1<sup>st</sup> April 2019-31<sup>st</sup> March 2020)
- Receipts and Payments 2019-20

### 112.2 Asset Register

Members **APPROVED** the Asset Register for the 2019-20 financial year.

### 112.3 Responsible Financial Officer

The Parish Council **APPROVED** the appointment of the Parish Clerk (Mark Bailey) as the RFO for the 2020-21 council year.

### 112.4 Appointment of Internal Auditor

Members **APPROVED** the appointment of Mr. Peter Kent as the Council's Internal Auditor for the 2020-21 financial year.

### 112.5 External Audit 2018-19

It was reported that arrangements for the external audit for 2019-20 have been changed compared to the previous year. The audit will still be undertaken by PFK Littlejohn and those councils whose gross expenditure/income is less than £25,000 p.a. can still claim for an exemption from the audit process. The dates for submission have been changed, however, due to the ongoing COVID-19 pandemic. As a result, the Parish Council can

consider the accounts for audit at its next meeting on 6<sup>th</sup> July 2020.

#### **112.6 Authorisation of Payments**

£265.96	Dr. M J Bailey – salary payment for Clerk (April/May 2020)
£66.50	HMRC – tax on clerk’s salary (months 1 and 2 – 2020/21)
£333.74	BHIB – Parish Council insurance 2020/21
£10.50	Shires Pay Services (M11-M12 – 2019/20)
£39.97	Dr MJ Bailey – reimbursement for Zoom costs

**RESOLVED:** The above payments were approved by the Council

#### **113 CALENDAR OF MEETINGS 2019-2020**

The Parish Council **APPROVED** the suggested calendar of meetings for the 2020/21 year.

The approved dates were: -

6 <sup>th</sup> July 2020	4 <sup>th</sup> January 2021
7 <sup>th</sup> September 2020	1 <sup>st</sup> March 2021
2 <sup>nd</sup> November 2020	4 <sup>th</sup> May 2021 (annual meetings)

### **PART TWO – ORDINARY PARISH COUNCIL BUSINESS**

#### **114 PUBLIC QUESTION TIME**

There were no issues raised by those members of the public present.

#### **115 CHAIRMANS REPORT**

The Chairman of the Parish Council reported the following item: -

- That he wished to carry on the work of the previous Chairman (Cllr A Williams) in terms of addressing issues to do with the highways

#### **116 BOROUGH COUNCILLOR REPORT**

Cllr Stan Davies (Cheshire East Council) was not at the meeting.

#### **117 HIGHWAYS MATTERS**

The following matters were raised by Members at the meeting: -

- Willbank Lane – repair undertaken at the bottom of the lane may not survive the winter
- Hollywell Farm – anti-skid device installed on the road by the farm
- SID – has been removed due to concerns about speeding and this has been endorsed by the Police. It was suggested that training takes place with the speed gun. Cllr Barlow said that he would pass contact details onto Cllr Long. May need to be delayed whilst the pandemic continues.

#### **118 PLANNING MATTERS**

Several applications have been received and shared with Members – comments have been passed on to Cheshire East Planning.

#### **119 COMMUNICATION/SHARED INFORMATION**

The following matters were raised by Members: -

- Cllr Barlow – arrangements for VE Day were proposed but it was agreed that it was not the time to hold any events of that kind
- COVID-19 update – Cllr Long reported that Cllr Pochin and Jo Thomas from Burland PC had been instrumental in developing approaches to supporting vulnerable people in the parish and getting information leaflets out to residents. Ms. Thomas had been fantastic and had gathered a network of volunteers to deliver food and collect prescriptions.
- Bus stop – it was reported that this matter was in hand

**120 DATE OF NEXT MEETING**

The next regular meeting of the Parish Council will be held on Monday 6<sup>th</sup> July 2020 at 7.30pm – likely to be remote.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.30pm