

# BRINDLEY & FADDILEY PARISH COUNCIL

Mark Bailey  
Clerk

Tel: 07854445636  
e-mail: [mbailey87@hotmail.com](mailto:mbailey87@hotmail.com)

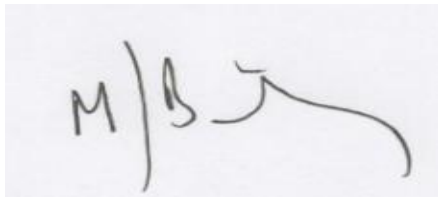
## NOTICE OF ANNUAL PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

**DATE:** MONDAY 4<sup>th</sup> MAY 2020

**TIME:** 7.30 pm

**VENUE:** REMOTELY – DETAILS BELOW



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

Date of Issue: 28<sup>th</sup> April 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/79966057270>

Meeting ID: 799 6605 7270

One tap mobile

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Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 799 6605 7270

Find your local number: <https://us02web.zoom.us/u/kdmJ0nUs6f>

## AGENDA

### Note

- **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 Council Meeting in 2021.

The current Vice-Chairman will call for nominations.

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

The Parish Council is to elect a Vice-Chairman to serve until the Annual Council Meeting in 2021.

The Chairman will call for nominations.

#### **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 – 2<sup>nd</sup> MARCH 2020**

To approve, as a correct record, the minutes of the meeting held on 2<sup>nd</sup> March 2020.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=f6fe5e8d%2D0385%2D44b9%2D8606%2Ddeb406bf34bdf%2DEpdf&o=DRAFT%2DMinutes%2D%2D%2D020320%2DEpdf>

#### **6 MATTERS ARISING**

To raise any matters from the above minutes.

#### **7 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.

## 8 CASUAL VACANCY

A vacancy exists on the Parish Council.

As per the Council's Standing Orders, this vacancy will be advertised from this meeting onwards.

Individuals who express an interest in the vacancy can contact the Clerk and a decision will be taken on this matter at the next Parish Council meeting on 6<sup>th</sup> July 2020.

At that meeting, the Clerk will read out the names of any individuals who have indicated that they wish to be considered for the vacancies. Parish Councillors present at the meeting are then asked to nominate individuals. Any nominations must also be seconded. Councillors may nominate any other individuals known to them in addition to the names read out by the Clerk.

Any candidate does not have to be present for the decision, but candidates may be invited to speak in support of their candidature prior to any nomination.

Where two or more persons have been nominated and seconded and none of these 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 of candidates and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.

It is suggested that candidates present are asked to leave the room when the vote is taken.

A tie may be settled by use of the Chairman's casting vote.

### RECOMMENDATION

Members are asked to note the above.

## 9 STANDING ORDERS/FINANCIAL REGULATIONS

The Parish Council is asked to **APPROVE** the Council's Standing Orders/Financial Regulations for 2020/21 (attached).

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=bbd671e8%2D6eb1%2D4094%2Da51b%2D00fc264b1bb6%2DEpdf&o=Draft%2DStanding%2DOrders%2D04%2DE05%2E20%2Epdf>

## 10 FINANCIAL MATTERS

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

The following documents comprise the draft accounts for the financial year 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020.

- Budget Monitoring Statement (full year 2019-20)  
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=3ac350cb%2DDe9cc%2D4a53%2D8c77%2D6de049d8b4d4%2DEpdf&o=Budget%2DMon%2DBM%2D02%2E05%2E20%2Epdf>
- Ledger 2019-20 (1<sup>st</sup> April 2019-31<sup>st</sup> March 2020)  
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=60332e84%2Dd5cb%2D4dc8%2Db213%2Da2375d628c09%2DEpdf&o=Brindley%2D%26%2DFaddiley%2DParish%2DCouncil%2DLedger%2D01%2E04%2E19%2D%2D%2D31%2E03%2E20%2D020520%2Epdf>
- Receipts and Payments 2019-20  
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=da0c4ff8%2D0866%2D4a92%2D9afd%2D15766f9bbff6%2DEpdf&o=Budget%2DMon%2DRP%2D02%2E05%2E20%2Epdf>

### RECOMMENDATION

That Members note the financial information presented.

**10.2 Asset Register 2019/20**

The Asset Register for the Parish Council up to 31<sup>st</sup> March 2020 is attached for note.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=cb578a39%2D3baa%2D4121%2Db4f9%2D69860336c07b%2Epdf&o=Brindley%2D%26%2DFaddiley%2DPC%2DAssets%2D2019%2D20%2D25%2E04%2E20%2Epdf>

**10.3 Responsible Financial Officer**

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2020/21 financial year.

**10.4 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 2019-2020. It is proposed that, if appointed, an approach to Mr. Kent will be made as soon as possible following this meeting.

**RECOMMENDATION**

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

**10.5 External Audit 2019/20**

The external auditor covering the 2019-20 financial year is PFK Littlejohn.

Due to the ongoing issues caused by the COVID-19 pandemic, the arrangements for the external audit have changed: -

- The requirement for the public inspection period to include the first 10 working days of July has been removed and councils must now commence the public inspection period on or before 1<sup>st</sup> September 2020
- The Annual Governance and Accountability Return (AGAR) must be approved and published by 31<sup>st</sup> August 2020 at the latest or may be approved earlier
- This means that the period for the exercise of public rights can now be held any time after the approval of the accounts and AGAR as long as it is commenced on 1<sup>st</sup> September 2020 at the latest
- The publication date for the final, audited, accounts will move from 30<sup>th</sup> September 2020 to 30<sup>th</sup> November 2020

Given that the next scheduled meeting of the Parish Council is Monday 6<sup>th</sup> July 2020, it is proposed that the AGAR and all supporting documents are presented for agreement at that meeting. It is further proposed that the period for public inspection of the accounts runs from 13<sup>th</sup> July 2020 to 21<sup>st</sup> August 2020.

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 2019-20. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2019-20 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.

**10.6 Authorisation of Payments**

£265.96	Dr MJ Bailey – salary payment for Clerk (April/May 2020)
£66.50	HMRC for months 1 and 2 of the tax year (Clerk's salary)
£333.74	BHIB - Parish Council insurance
£10.50	Shires Pay Services (M11-M12 – 2019/20)
£39.97	Mark Bailey (reimbursement for Zoom costs)

**10 CALENDAR OF MEETINGS – 2020-21**

The Parish Council is to approve the attached calendar of meetings for 2020-2021 (first Monday in every other month).

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=4ddccd0c%2D2066%2D40f8%2D8569%2Dd9e083b94fb1%2Epdf&o=Calendar%2Dof%2Dmeetings%2D2020%2D2021%2D04%2E05%2E20%2Epdf>

6<sup>th</sup> July 2020

7<sup>th</sup> September

2<sup>nd</sup> November

6<sup>th</sup> January 2021

1<sup>st</sup> March

3<sup>rd</sup> May (Annual Meetings)

**PART 2 – ORDINARY PARISH COUNCIL BUSINESS**

**11 PUBLIC QUESTION TIME**

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

**16.1 VE Day**

To consider any events to commemorate the 75<sup>th</sup> anniversary of the VE Day on 8<sup>th</sup> May 2020.

**17 DATE OF NEXT MEETING**

Monday 6<sup>th</sup> July 2020 (subject to approval of item 13 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.