

BRINDLEY & FADDILEY PARISH COUNCIL

www.brindleyandfaddileypc.org.uk

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Clerk

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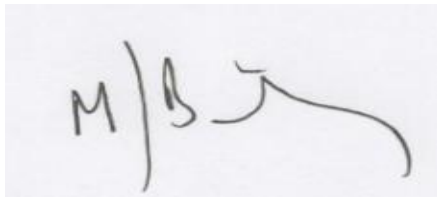
NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

DATE: TUESDAY 2ND JANUARY 2024

TIME: 7.30pm

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



Signed: _____

Date of Issue: 27th December 2023

Enquiries to: Mark Bailey (Clerk)

Tel: 07854445636

To: Members of the Parish Council

Copies: Borough Councillor James Pearson (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

PART A

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 – 6TH NOVEMBER 2023 (PARISH COUNCIL MEETING)

To approve, as a correct record, the minutes of the above meeting held on 6th November 2023.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=3b7a52bb%2D4972%2D49b6%2D9eec%2D89218d8e400d%2Epdf&o=DRAFT%2DMinutes%2D%2D%2D6%2DNov%2D2023%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 elections on 4th May 2023. As per the Parish Council's Standing Orders, the vacancy has been advertised. The Council is now invited to co-opt an individual to fill the vacancy. 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. Candidates do not have to be present for the decision but may be invited to speak in support of their candidature prior to any nomination.

RECOMMENDATION:

Members are asked to nominate an individual to fill the vacancy on the Parish Council and vote on any nomination(s).

7 FINANCIAL MATTERS

The following financial matters are presented to Members.

7.1 Ledger/Bank Reconciliation Statement (1.4.23-30.11.23)

The ledger/bank reconciliation statement for the period 1st April 2023-30th November 2023 is presented to Members for note.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=ce15d24c%2Db619%2D4877%2Dab7f%2Dd8c9d7019829%2Epdf&o=Brindley%2Dand%2DFaddiley%2DParish%2DCouncil%2DLedger%2D01%2E04%2E23%2D%2D%2D30%2E11%2E23%2Epdf>

7.2 Budget Report 2024-25

To consider the attached report on setting a budget for 2024-25 and to consider the resolution set out in the report and reproduced below.

BUDGET REPORT

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=d4066425%2Daacc%2D4fb5%2D9138%2D83339bf4bba3%2Epdf&o=Report%2D%2D%2DBudget%2D2024%2D2025%2D02%2E01%2E24%2Epdf>

DRAFT BUDGET 2023-24

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=da0fa6a6%2D2c93%2D496a%2D8a14%2D8eec80feb8de%2Epdf&o=Draft%2DBudget%2D2024%2D25%2Epdf>

The Parish Council is asked to **RESOLVE**: –

- (a) That a budget of **£4,790.00** be approved for the 2024-25 year; and
- (b) That the Clerk be authorised to request a precept of **£3,500.00** from Cheshire East Council

7.4 Authorisation of payments

£288.42	Dr MJ Bailey – salary payment for Clerk (Oct/Nov 2023)
£72.11	HMRC for months 7 and 8 of the tax year (Clerk's salary)
£76.00	Cllr J Scott (Reimbursement – Newsletter)
£180.00	Goodwill Hall (Room Hire 2023)
£40.00	Goodwill Hall (Room Hire – January 2024)

RECOMMENDATION:

Members are asked to approve the above payments.

7.5 Payments

Members have requested a review of the way in which payments are made by the Parish Council.

It is proposed to adopt the following approach to making payments: -

- The Parish Council holds a bank account from which cheques can be drawn or electronic payments (bank transfers) can be processed.
- Payments are made on the following terms – the presentation of proper invoices to the Clerk; contractual liabilities detailed in any contracts; expense claims by officers/councillors; grant payments authorised by the Council.

- The Council will usually not make payments for services or items before the item or service has been delivered unless there is no other option. This is to ensure that the retrospective use of funds is better protected and reduces the risk of fraud in regard to contractors or suppliers not fulfilling a contractor, delivering a service or item.
- The Council does recognise that there are occasions when a prepayment is required to get a service or goods to be delivered. This includes items purchased online. For any payments that are required before goods and services are delivered, the Council must be confident that it has done its best due diligence to minimise fraud.

To make any such prepayments – the Council should adhere to the following process: -

- The required payment is detailed on the agenda for a full council meeting.
- The Clerk must provide to the Councillors a clear and appropriate 'demand for payment' invoice showing all the pertinent details expected in a proper format iii. The Council must discuss the reason for the expenditure, what controls and due diligence has been done to ensure the goods or service will be delivered.
- The Chair must ask for a motion to be proposed, seconded and then approved (by at least a majority of Councillors present as long as the meeting is quorate).
- The decision to approve the payment must be clearly minuted and show who the payee is, what the service or goods the payment is for and how much the payment is for.
- No payment for any prepayment demand can be made unless the following is carried out: -
 - The payment has been fully detailed in an agenda (and has been published as required by statute) and then agreed at a meeting of a quorate Council.
 - The payment has been agreed by the Clerk through their role as the Responsible Financial Officer (RFO).
 - A detailed note should be made of why the payment was required urgently and not delayed to the next meeting of the Council.
 - The Clerk designates that there is an emergency payment required and has discussed this with the Chair – this should be used in only the most extreme circumstances and must be clearly noted in the meeting minutes with a full explanation of why the payment was made.

In terms of how any payment is made, the following steps should be followed:

- The minutes must also show the way the payment will be made – i.e.

cheque or bank transfer.

- For cheque payments - the Clerk must ensure the cheque payee matches the invoice demand for payment regarding name and payment amount. The cheque stub must be fully completed. They must then ensure that two Councillors with authority through the bank mandate sign the cheque. The Councillors must check the details are correct before they sign for authorisation for payment.
- For payments through bank transfers - the Clerk must ensure that the bank payee details are clear and that the bank account to where the payment is made is in a United Kingdom bank. They must then input the details on the bank payment processing system and await the two Councillors to whom have delegated authority to agree payments through the online banking system. The Councillors must check the details are correct before they digitally sign for authorisation for payment.

In terms of the process of recording payments, the following processes should be followed: -

- The Clerk must ensure that the payment (through whatever method) is included in the cashbook and is shown in the bank reconciliations.
- The bank reconciliations must show if any cheque payment has been cashed or if it is awaiting payment process.
- The Clerk must ensure that a receipt for payment is received to then marry up to any cheque stubs or bank statements.
- Any VAT paid must be clearly recorded on the financial records so a VAT reclaim can be made from HMRC.

Members are asked to note the above processes and are asked to **RESOLVE** to adopt them formally into the Parish Council's Standing Orders.

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 James Pearson 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.

11 PLANNING MATTERS

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

12 COMMUNICATION/SHARED INFORMATION

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

- Members to discuss the digital presence of the Parish Council.

13 DATE OF NEXT MEETING

Monday 4th March 2024 7.30pm – Goodwill Hall

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.