

BRINDLEY & FADDILEY PARISH COUNCIL

www.brindleyandfaddileypc.org.uk

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Clerk

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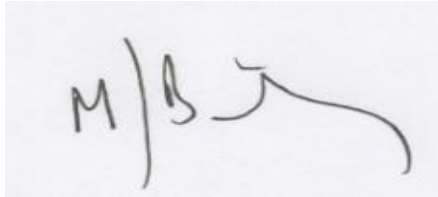
NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

DATE: MONDAY 15TH MAY 2023

TIME: 7.30 pm

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



Signed: _____

Date of Issue: 9th May 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

Note

- At the parish council elections which took place on 4th May 2023, a total of one candidate was nominated and returned unopposed for the four Brindley Parish Council seats.
- In the case of Faddiley Parish Council, a total of four 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 1 – ANNUAL PARISH COUNCIL BUSINESS

1 ELECTION OF CHAIRMAN

The Parish Council is to elect a Chairman to serve until the Annual Meeting in 2024.

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 2024.

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 complete their Registration of Members Interest forms These should be completed as soon as possible and sent to the Clerk via email.

6 MINUTES – 6TH MARCH 2023 (PARISH COUNCIL MEETING)

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

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=87e49b44%2D7834%2D4c3c%2Dbebf%2Db44e25ea0137%2Epdf&o=DRAFT%2DMinutes%2D%2D%2D6%2DMarch%2D2023%2Epdf>

7 MATTERS ARISING

To raise any matters from the above minutes.

8 ELECTIONS – 4TH MAY 2023

The following items relate to the outcome of the 2023 Parish Council elections.

8.1 Local Election Results and Vacancies

Following the elections on 4th May 2023, one candidate was returned unopposed for Brindley Parish Council. There are currently three vacancies 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 James Pearson was elected as the Borough Councillor for the ward of Wrenbury.

9 APPOINTMENTS TO PARISH COUNCIL ROLES/OUTSIDE BODIES

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

- Planning and Footpaths
- Planning

The Parish Council is invited to appointment a representative 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 2022/23 (attached).

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=bbd671e8%2D6eb1%2D4094%2Da51b%2D00fc264b1bb6%2Epdf&o=Draft%2DStanding%2DOrders%2D04%2E05%2E20%2Epdf>

11 CODE OF CONDUCT

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

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=0e6d4bd4%2D82f2%2D44fb%2Dac8d%2Dd3d3c349546d%2Epdf&o=councillor%2Dcode%2Dof%2Dconduct%2Dfinal%2Dv4%2Epdf>

12 FINANCIAL MATTERS

The following Financial Matters are presented to Members.

12.1 End of Year Accounts (1st April 2022 – 31st March 2023)

The following documents comprise the draft accounts for the financial year 1st April 2022–31st March 2023. Any report from the internal auditor will be formally presented at the next parish council meeting. The documents have been presented for approval.

- Annual Governance and Accountability Return 2022-23
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=1d23ceb%2Dd4be%2D4e84%2D9f49%2Da165486de7c4%2Epdf&o=AnnualReturnForm%2F2022%2D23%5Fe%2D9%2E5%2E23%2Epdf>
- Ledger 2022-23 (1st April 2022-31st March 2023)
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=45141ea4%2Df953%2D45d4%2Db011%2D647d1f9d10dc%2Epdf&o=Brindley%2Dand%2DFaddiley%2DParish%2DCouncil%2DLedger%2D01%2E04%2E22%2D%2D%2D31%2E03%2E23%2Epdf>

- Budget Monitoring Report (Quarter Four 2022/23)
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=7f53497f%2Ddbe3%2D4e52%2D9f2b%2D9c6049f98a11%2Epdf&o=Budget%2DMon%2DMarch%2D23%2D09%2E05%2E23%2DRP%2Epdf>
- Receipts and Payments 2022/23
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=f13ce928%2Db9fb%2D47ce%2Db9c4%2D35a402d5387c%2Epdf&o=Budget%2DMon%2DMarch%2D23%2D09%2E05%2E23%2DBM%2Epdf>

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 2023-24 financial year.

12.3 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 2023-2024.

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

12.4 External Audit 2021-22

The external auditor covering the 2022-23 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 if Brindley and Faddiley Parish Council can declare itself exempt from an external audit for 2022-23. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2022-23 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.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=46f1a89b%2D0ca6%2D4da9%2D80b7%2D12d895c0b421%2Epdf&o=Certificate%2Dof%2DExemption%2D2022%2D23%2D9%2E5%2E23%2Epdf>

RECOMMENDATION: Members are asked to note the points set out above and approve the Certificate of Exemption as set out above for 2022-23

12.5 Asset Register 2022-23

Members are asked to note and approve the attached Assets Register for the 2022-23 financial year.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=d070dc8d%2Da155%2D41e8%2D87da%2Dbc92d5eddb4b%2Epdf&o=Brindley%2Dand%2DFaddiley%2DPC%2DAssets%2D2022%2D23%2D9%2E5%2E23%2Epdf>

12.6 Authorisation of payments

£288.42	Dr MJ Bailey – salary payment for Clerk (April/May 2023)
£72.11	HMRC for months 1 and 2 of the 2023-24 tax year (Clerk's salary)

£23.98	Dr MJ Bailey - Reimbursement (Domain Payment Website)
£354.30	BHIB (Insurance Policy 2023/24)
£98.79	ChALC (Membership 2023/24)
£17.98	Dr MJ Bailey - Reimbursement (Litter Picking Equipment)
£14.90	Dr MJ Bailey – Reimbursement (Hi-Vis Jackets)
£63.90	Dr MJ Bailey – Reimbursement (Litter Picking Equipment)

RECOMMENDATION: Members are asked to approve the above payments.

13 CALENDAR OF MEETINGS – 2023-2024

The Parish Council is to approve the attached calendar of meetings for 2023-2024 (first Monday in every other month, unless otherwise stated).

3rd July 2023

4th September

6th November

2nd January 2024 (Tuesday)

4th March

7th May 2024 (Annual Meeting – Tuesday)

Members are asked to **APPROVE** these dates for the 2023-24 council year.

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

14 PUBLIC QUESTION TIME

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

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 J Pearson 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.

18.1 Planning Applications

The following planning applications have been received from Cheshire East Council.

23/1565N

Bank House Farm, Wrexham Road, Faddiley CW5 8JE

Single storey rear extension, pitched roof dormer to rear, internal alterations, change of glazing to front elevation and new window to the first floor west elevation.

Planning application can be found at

<https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=23/1565N>

Closing date for comments – 24th May 2023

23/1466N

Botterley Hill Farm, Springe Lane, Faddiley CW5 8JW

New detached single storey garage building

Planning application can be found at

<https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=23/1466N>

Closing date for comments – 17th May 2023

19 COMMUNICATION/SHARED INFORMATION

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

- Request for a bench on land behind Goodwill Hall
- A534 – update on speed limit survey

20 DATE OF NEXT MEETING

Monday 3rd July 2023 – 7.30pm – Goodwill Hall (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.