

BRINDLEY & FADDILEY PARISH COUNCIL

www.brindleyandfaddileypc.org.uk

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Clerk

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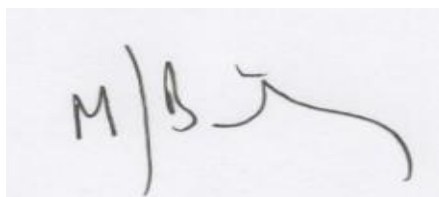
NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

DATE: TUESDAY 4TH MAY 2021

TIME: 7.30 pm

VENUE: REMOTELY – SEE LOGIN DETAILS BELOW



Signed: _____

Date of Issue: 26th April 2021

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. This meeting will be held according to latest government guidelines relating to the ongoing COVID-19 pandemic.

Join Zoom Meeting <https://us02web.zoom.us/j/89513896986>

Meeting ID: 895 1389 6986

One tap mobile

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Meeting ID: 895 1389 6986

Find your local number: <https://us02web.zoom.us/j/89513896986>

AGENDA

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 2022.

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 2022.

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 MINUTES – 1st MARCH 2021 (PARISH COUNCIL MEETING)

To approve, as a correct record, the minutes of the above meeting held on 1st March 2021.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=2dcb7ede%2D263a%2D4efb%2Da7ef%2Dac733e1b946b%2Epdf&o=DRAFT%2DMinutes%2D%2D%2D1%2DMarch%2D2021%2Epdf>

6 MINUTES – 12TH APRIL 2021 (EXTRAORDINARY PARISH COUNCIL MEETING)

To approve, as a correct record, the minutes of the above meeting held on 12th April 2021.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=1f248688%2D91fb%2D4551%2D8a2b%2D2e6ffaa3a66a%2Epdf&o=DRAFT%2DMinutes%2DExtraordinary%2DMeeting%2D%2D%2D12%2DApril%2D2021%2Epdf>

7 MATTERS ARISING

To raise any matters from the above minutes.

1st March 2021

- Common – meeting took place with Jo Fawcett (Horticulturist) on the future of the Common. Several areas were covered, including advice to cease mowing and to test the soil. JF will pay return visit.
- Bench – to decide on location of the bench
- Telephone box – BT to cease power supply
- Sign – to erect sign on Windsor Drive
- Hedge on A534 – update
- Hearn Lane – update on condition
- Flooding – update from Church Minshull meeting (Cllr Long)

- Bus Shelter – update on progress
- Road Safety – update on information from Cheshire East

12th April 2021

- Update on planning issue

8 PUBLIC QUESTION TIME

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

9 CASUAL VACANCIES

Two vacancies exist on the Parish Council following the resignation of Cllrs Pochin and Latham.

As per the Council's Standing Orders, one of the vacancies has now been advertised with a notice sent to Cheshire East Council asking if the electors of the parish wish to hold an election to fill this vacancy. No election was requested, so the Parish Council is invited to co-opt to one of these vacancies.

The remaining vacancy has been advertised with a notice sent to Cheshire East Council asking if any of the electors of the parish wish to hold an election to fill the vacancy. If no election is requested, then the Parish Council may co-opt to fill this vacancy at its next meeting in July 2021.

RECOMMENDATION

The Parish Council is asked to nominate any candidates to fill one of the existing vacancies on the Parish Council.

10 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 appoint 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.

11 STANDING ORDERS/FINANCIAL REGULATIONS

The Parish Council is asked to **APPROVE** the Council's Standing Orders/Financial Regulations for 2021/22 (attached).

12 FINANCIAL MATTERS

The following Financial Matters are presented to Members.

12.1 End of Year Accounts (1st April 2020 – 31st March 2021)

The following documents comprise the draft accounts for the financial year 1st April 2020 – 31st March 2021. 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 2020-21
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=a782cc49%2D0c13%2D4595%2D8501%2D0a69dd25dd09%2DEpdf&o=Annual%2DReturn%2DPart2%2D2020%2D21%2D2%2De%2Denabled%2DEpdf>
- Ledger 2020-21 (1st April 2020-31st March 2021)
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=f7c3318e%2D8334%2D4394%2D8a51%2D1511229c5b31%2DEpdf&o=Brindley%2D%26%2DFaddiley%2DParish%2DCouncil%2DLedger%2D01%2E04%2E20%2D%2D%2D31%2E03%2E21%2D28%2E4%2E21%2DEpdf>
- Receipts and Payments 2020-21
<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=a89cc1>

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 2021-22 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 2021-2022.

RECOMMENDATION

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

12.4 External Audit 2020-21

The external auditor covering the 2020-21 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 2020-21. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2020-21 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 and approve the Certificate of Exemption as set out above for 2020-21

12.5 Asset Register 2020-21

Members are asked to note and approve the attached Assets Register for the 2020-21 financial year.

<http://www.brindleyandfaddileypc.org.uk/shared/attachments.asp?f=bb7c5a06%2Df4ce%2D4c63%2Da24c%2D89a7bd4809eb%2Epdf&o=Brindley%2D%26%2DFaddiley%2DPC%2DAssets%2D2020%2D21%2D28%2E4%2E21%2Epdf>

12.6 Authorisation of payments

£266.42	Dr MJ Bailey – salary payment for Clerk (April/May 2021)
£66.60	HMRC for months 1 and 2 of the tax year (Clerk's salary)
£337.32	BHIB (Parish Council Insurance 2021-22)
£2,520.00	P&R Robinson (Bus Shelter)
£93.96	ChALC (Annual Membership Fee 2021-22)
£12.60	Shires Pay Services (Payroll Costs M11-12 2020-21)

RECOMMENDATION: Members are asked to approve the above payments.

13 CALENDAR OF MEETINGS – 2021-2020

The Parish Council is to approve the attached calendar of meetings for 2021-2022 (first Monday in every other month).

5th July 2021
6th September
1st November
3rd January 2022
7th March
3rd May 2022 (Annual Meeting – Tuesday)

Members are asked to **APPROVE** these dates for the 2021-22 council year.

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

- 14 PUBLIC QUESTION TIME**
Members of the public can ask a question or address Members on any matter of Parish Council business.
- 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 W S Davies 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.
- 19 COMMUNICATION/SHARED INFORMATION**
To discuss any communication issues. Members may share any other information, but formal decisions cannot be taken under this item.
- 20 DATE OF NEXT MEETING**
Monday 5th July 2021 (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.