

BURLAND PARISH COUNCIL

www.burlandpc.org.uk

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Clerk

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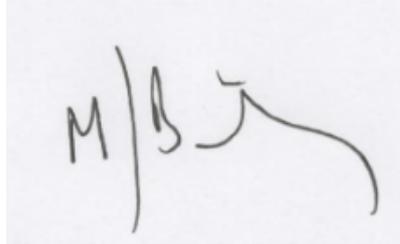
NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

DATE: MONDAY, 10TH JUNE 2019
TIME: 7.30 PM
VENUE: BADDILEY & RAVENSMOOR METHODIST CHAPEL,
SWANLEY LANE, RAVENSMOOR CW5 8PX

Enquiries to: Clerk: Mark Bailey

Tel: 07854445636



Signed

Issue date: 2nd April 2019

To: Members of the Parish Council
(J Thomas, R I Clough, G Denny (Chairman), J Pochin (Vice-Chairman), S
Thompson, G Samways)

cc: Cheshire East Borough Councillor Stan Davies

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING

Members of the public are encouraged to print off their own copies of the agenda from the website (www.burlandpc.org.uk). If paper copies of the agenda and/or any associated reports are required, please contact the Clerk who will arrange for copies to be made available at the meeting.

Quorum: 3

A G E N D 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 INTERESTS

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

To approve, as a correct record, the minutes of the annual meeting of the Parish Council held 13th May 2019.

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 VACANCIES

Three vacancies exist on the Parish Council following the elections on 2nd May 2019 and the co-option of two additional Members at the Annual Parish Council Meeting held on 13th May 2019.

As per the Parish Council's Standing Orders, the vacancies have been advertised since the Annual Meeting on 13th May 2019.

The Council is now invited to co-opt three individuals to fill the vacancies.

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 nominate individuals to fill the vacancies on the Parish Council and vote on any nomination(s).

7 FINANCIAL MATTERS

7.1 Authorisation of payments

£227.76	Dr MJ Bailey – salary payment for Clerk (June 2019)
£56.94	HMRC for month 3 of the tax year (Clerk's salary)
£34.50	Shires Pay Services (Payroll Costs M1-M3 2019-20)
£35.00	Cheshire Association of Local Councils (Training)
£294.17	Zurich Municipal (Insurance 2019-20)
£110.00	St Mary's Acton (Insight Magazine)
£130.56	JDH Business Services (Internal Audit)

RECOMMENDATION: Members are asked to approve the above payments.

7.2 End of Year Accounts (1st April 2018 – 31st March 2019)

The following documents comprise the accounts for the financial year 1st April 2018 – 31st March 2019, which have now been audited by the Internal Auditor.

These documents are presented for formal approval of the 2017-18 accounts.

- (a) Ledger 2018-19
- (b) Receipts and Payments 2018-19

RECOMMENDATION: Members are asked to formally approve the accounts for 2018/19.

7.3 Internal Audit Report 2018/19

The 2018/19 Internal Audit Report is presented for note and approval by the Council.

RECOMMENDATION: Members are asked to approve the 2018/19 report from the Council's Internal Auditor

7.4 External Audit 2018/19

The various documents relating to the external audit of the Council for 2018/19 are presented to Members.

These documents include: -

- The completed and signed Annual Internal Audit Report 2018/19
- The uncompleted Annual Governance Statement 2018/19
- The completed Accounting Statements 2018/19

Members are asked to collectively complete the Annual Governance Statement as a Council during the meeting, as per audit recommendations. Members are also asked to note the other documents listed above.

As reported at the Annual Meeting of the Parish Council in May 2018, the external auditor is now PFK Littlejohn and, in addition, the process of external audit has also changed so that councils whose gross income/expenditure is below £25,000 may certify themselves as exempt from an external 'limited assurance' review/audit. This means that the forms described above do not need to be submitted in the usual fashion. See item below.

It is confirmed that the period for the exercise of public rights is between 17th June 2019 and 26th July 2019.

7.5 Annual Governance Statement 2018/19

The Annual Governance Statement 2018/19 is presented for completion and approval by the Council. Following approval, the Statement must be signed by the Chairman (or, in her absence, by the Vice-Chairman) and the Clerk prior to submission to PFK Littlejohn (on or before 1st July 2019).

RECOMMENDATION: Members are asked to agree that the Chairman and Clerk sign the Statement for 2018/19

7.6 Accounting Statements 2018/19

The Accounting Statements 2018/19 are presented for note and approval by the Council. Following approval, they must be signed by the Chairman (or, in her absence, by the Vice-Chairman) and the Clerk prior to submission to PFK Littlejohn (by 1st July 2019).

RECOMMENDATION: Members are asked to agree that the Chairman and Clerk sign the Statement for 2018/19

7.7 Certificate of Exemption 2018/19

As outlined above and at previous meetings, local councils with income/expenditure at or below £25,000 in the relevant year are permitted to apply for exemption from external audit review. To do this, the Council must formally approve the attached Certification of Exemption stating the annual gross income/expenditure for the financial year 2018/19. The Council can decide to have a 'voluntary' review, but such a review would cost £200.00 plus VAT. It should be noted that the external auditors will carry out assurance reviews on a random sample of 5% of parish councils – whether they have declared themselves exempt or not.

RECOMMENDATION: Members are asked to consider and approve (or otherwise) the attached Certificate of Exemption for 2018/19. If approved, the Certificate must be signed by the Chairman and Clerk.

7.8 Ledger/Bank Reconciliation Statement (1st April 2019-31st May 2019)

The ledger/bank reconciliation statement for the period 1st April 2019-31st May 2019 is presented to Members for note.

8 RISK ASSESSMENT

The Parish Council's existing risk assessment is presented to Members for review and, if necessary, amendment.

RECOMMENDATION: Members are recommended to review the risk assessment and suggest amendments prior to approval.

9 BOROUGH COUNCILLOR'S REPORT

Borough Councillor W S Davies to report on any Cheshire East Council matters of interest.

10 HIGHWAY MATTERS/SPEED WATCH

To receive an update on any issues relating to highways in the parish and affecting the parish.

10.1 Speed Gun

To provide an update on issues relating to use of the speed gun.

10.2 Speed Indication Device (SID)

To update on the use of the SID in the parish.

11 PLANNING MATTERS

11.1 Planning Applications

The Parish Council is invited to comment on the following planning applications, which can be viewed on the Cheshire East Council website at https://www.cheshireeast.gov.uk/planning/view_a_planning_application/view_a_planning_application.aspx

19/2394N The Old Windmill, Ravens Lane, Burland CW5 8PG
Proposed extension and alterations

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=19/2394N> (planning application)

Deadline date for comments: 19th June 2019

19/2393N The Old Windmill, Ravens Lane, Burland CW5 8PG
Listed Building Consent for proposed extension and alterations.

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=19/2393N> (Listed Building Consent)

Deadline date for comments: 19th June 2019

12 COMMUNICATIONS/SHARED INFORMATION

This item has been included on the agenda for Members to discuss any communication issues and for Members to share information.

13 DATE OF NEXT MEETING

Monday 8th July 2019 (Annual Meeting) – 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 can 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.