

**MINUTES OF THE MEETING OF BURLAND PARISH COUNCIL  
HELD AT THE BADDILEY & RAVENSMOOR METHODIST CHAPEL, SWANLEY LANE,  
RAVENSMOOR ON 10<sup>TH</sup> JUNE 2019**

**PRESENT:** Cllr G Denny Chairman (in the chair)  
Cllr J Pochin Vice-Chairman  
Cllr J Thomas Cllr G Samways  
Cllr S Thompson

**APOLOGIES:** Cllr R Clough

**ALSO PRESENT** Dr. M Bailey (Clerk/RFO)  
Cllr Stan Davies (Cheshire East Council)

Two members of the public

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**602 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**603 DECLARATIONS OF INTEREST**

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had 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.

There were no declarations of interest made by Members present.

**604 MINUTES – 13<sup>th</sup> MAY 2019**

**RESOLVED:** Members resolved that the minutes of the Parish Council held on 13<sup>th</sup> May 2019 be approved as a correct record and signed by the Chairman.

**605 MATTERS ARISING**

- AED/Telephone box – it was reported that the glass/Perspex will be repaired, so there is no need for a weather-proof AED box

**606 PUBLIC QUESTION TIME**

There were two members of the public in attendance. The following issue was raised: -

- Field behind Brindley Farm – it was reported that material is being tipped there and that the Environment Agency had been contacted about the matter. It was **AGREED** that the Parish Council would write to Cheshire East Council and ask what information they have on the site. It was also **AGREED** that the SID would be used to monitor traffic speed in the area.

**607 CASUAL VACANCIES**

The Parish Council noted that three vacancies existed on the Council and that these vacancies had been advertised via social media and elsewhere.

At the meeting, Janet Scott indicated that she wished to be co-opted onto the Council and it was **RESOLVED** that Janet Scott was co-opted on the Parish Council.

There remained two vacancies on the Parish Council and it was **AGREED** to continue to advertise the vacancies and contact any interested parties.

## 608 FINANCIAL MATTERS

### 608.1 Authorisation of Payments

£227.76	Dr. M J Bailey – salary payment for Clerk (June 2019)
£56.94	HMRC – tax on clerk’s salary (month 3)
£34.50	Shires Pay Services (payroll costs M1-M3)
£35.00	Cheshire Association of Local Councils (training costs)
£294.17	Zurich Municipal (insurance 2019-20)
£110.00	St Mary’s Acton PCC (Insight magazine)
£130.56	JDH Business Services (Internal Audit)

**RESOLVED:** The above payments were approved by the Council

### 608.2 End of Year Accounts (1<sup>st</sup> April 2018-31<sup>st</sup> March 2019)

Members **APPROVED** the following draft documents for the financial year 1<sup>st</sup> April 2018-31<sup>st</sup> March 2019

- Ledger 2018-19 (1<sup>st</sup> April 2018-31<sup>st</sup> March 2019)
- Receipts and Payments 2018-19

### 608.3 Internal Audit Report (2019-20)

The Internal Audit report for the 2018-19 financial year was presented to Members.

Two items were raised by the auditor: -

- That the total figure on the Annual Return should be adjusted from to £4,713
- That the VAT should be reclaimed

These items were noted by Members and it was **RESOLVED** to accept the internal audit report for 2018-19.

### 608.4 External Audit 2018-19

It was reported that arrangements for the external audit for 2018-19 will be the same as the previous year. The following documents were presented to Members as part of the Annual Governance and Accountability Report (AGAR) 2018-19: -

- The completed and signed Internal Audit report 2018-19
- The uncompleted Annual Governance Statement 2018-19
- The completed Accounting Statements 2018-19
- The completed Certificate of Exemption 2018-19

Members were asked to agree to complete the Annual Governance Statement and to approve the Accounting Statement, as well as the Certificate of Exemption.

### 608.5 Annual Governance Statement 2018-19

The Annual Governance Statement 2018-19 was presented to Members for completion and approval.

Members completed the document and **RESOLVED** to agree the Statement for 2018-19.

### 608.6 Accounting Statements 2018-19

The Accounting Statements 2018-19 were presented to Members for approval.

Members **RESOLVED** to agree the Statements for 2018-19.

#### **608.7 Certificate of Exemption 2018-19**

The Certificate of Exemption 2018-19 was presented to Members for approval.

Members **RESOLVED** to agree the Certificate for 2018-19.

#### **608.8 Ledger/Bank Reconciliation Statement (1<sup>st</sup> April 2019-31<sup>st</sup> May 2019)**

The ledger/bank reconciliation statement for the period 1<sup>st</sup> April 2019-31<sup>st</sup> May 2019 was presented to Members, who noted the document.

### **609 RISK ASSESSMENT**

The Council's Risk Assessment for 2019-20 was presented to Members. The following points were made: -

- Notice Boards – that the notice board located outside the former Burland Stores has now been removed. It was **AGREED** to get a quote for a replacement notice board. It was also **AGREED** to move the notice board located on Brook Lane

### **610 BOROUGH COUNCILLOR'S REPORT**

Cllr Stan Davies (Cheshire East Council) attended the meeting and reported the following: -

- Political control of Cheshire East had changed from Conservative to a coalition of Labour/Independents
- It was mentioned that potholes need to be registered and reported via the Cheshire East Council website
- Any highways issues to be reported to Cllr Davies

### **611 HIGHWAY MATTERS/SPEED WATCH**

It was reported that the junction from Long Lane onto the A534 (towards Nantwich) is obscured by a hedge and that this should be cut back. In addition, it was reported that the grass verge needs to be tidied up.

It was also reported that a sign had fallen off its poles at the same junction – signposting Wrexham/Chester.

#### **611.1 Speed Gun**

It was reported that the checks were being done last week and a list of names had been sent round of interested people. The police are looking for more volunteers before arranging a training session. Cllr Thomas is to write a piece on this for the 'Insight' magazine.

#### **611.2 Location of SID**

It was **AGREED** to locate the SIDs on Swanley Lane.

### **612 PLANNING MATTERS**

The Parish Council considered the following matters affecting the parish.

#### **612.1 Planning Applications**

	<u>The Old Windmill, Ravens Lane, Burland CW5 8PG</u>
19/2394N	Proposed extension and alterations
19/2393N	Listed Building Consent for the above

The Council had no objections to the application.

**613 COMMUNICATIONS/SHARED INFORMATION**

- The Chair reported that she had attended training offered by ChALC on chairing meetings
- Burland Hall event – despite poor weather, it was reported that the event had been well-attended and that the ‘Meet the Councillors’ event went very well. It was reported that the Farmers Arms will be holding a Family Fun Day on 10<sup>th</sup> August 2019 and that a Neighbourhood Gardens Day will be held at the Wingate Centre. It was **AGREED** to publicise these events in ‘Insight’ (Cllr Thomas to action)
- Spinners Wood – it was reported that the bench had been damaged and that the police were aware of the culprit. Roy Aspinall will take the hedge down and allow the view to be enhanced
- It was reported that the final stage of the broadband upgrade had been completed
- It was **AGREED** that the following items will be included in ‘Insight’: -
  - Advert for vacancies on the Parish Council
  - Reporting issues with roads to police/Cheshire East Highways
  - Reporting potholes to police/Cheshire East Highways
  - Neighbourhood Gardens event
  - Books in the telephone box at Brook Lane (what needs to be done with them)
  - Keeping hedges cut back
  - Bench at Spinners Wood

**614 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be on Monday 8<sup>th</sup> July 2019 at the Goodwill Hall.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.55pm