

# BURLAND PARISH COUNCIL

[www.burlandpc.org.uk](http://www.burlandpc.org.uk)

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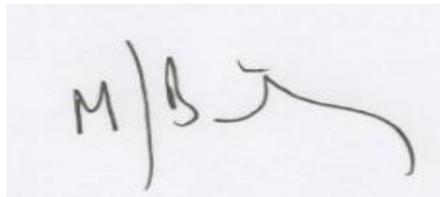
## NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

**DATE:** MONDAY, 11<sup>th</sup> MAY 2020

**TIME:** 7.30 pm

**VENUE:** REMOTELY (LOGIN DETAILS BELOW)



Signed: \_\_\_\_\_

Date of Issue: 5<sup>th</sup> May 2020

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.

Due to the ongoing COVID-19 pandemic, this meeting will be held remotely, follow the link below to join the meeting

Join Zoom Meeting <https://us02web.zoom.us/j/84116137054>

Meeting ID: 841 1613 7054

One tap mobile

+442034815237,,84116137054# United Kingdom

+442034815240,,84116137054# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 841 1613 7054

Find your local number: <https://us02web.zoom.us/u/kdi6X7lmhE>

## AGENDA

### 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 – 13<sup>th</sup> APRIL 2020

To approve, as a correct record, the Minutes of the meeting held on 13<sup>th</sup> April 2020.

<https://burlandpc.org.uk/wp-content/uploads/2020/05/DRAFT-Minutes-13-April-2020.pdf>

### 4 MATTERS ARISING

To raise any matters from the above Minutes.

### 5 PUBLIC QUESTION TIME

Members of the public can ask a question or address Members on any matter of Parish Council business.

### 6 FINANCIAL MATTERS

#### 6.1 End of Year Accounts (1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020)

The following documents comprise the draft accounts for the financial year 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020.

- Budget Monitoring Statement (full year 2019-20)  
<https://burlandpc.org.uk/wp-content/uploads/2020/05/Budget-Mon-Mar-2020-05.05.20-BM.pdf>
- Ledger 2019-20 (1<sup>st</sup> April 2019-31<sup>st</sup> March 2020)  
<https://burlandpc.org.uk/wp-content/uploads/2020/05/Burland-Parish-Council-Ledger-01.04.19-31.03.20-5.5.20.pdf>
- Receipts and Payments 2019-20  
<https://burlandpc.org.uk/wp-content/uploads/2020/05/Budget-Mon-Mar-2020-05.05.20-RP.pdf>

#### RECOMMENDATION

That Members note the financial information presented.

#### 6.2 Asset Register 2019/20

The Asset Register for the Parish Council up to 31<sup>st</sup> March 2020 is attached for note.

<https://burlandpc.org.uk/wp-content/uploads/2020/05/Burland-PC-Assets-2019-20-05.05.20.pdf>

#### 6.3 External Audit 2019/20

The external auditor covering the 2019-20 financial year is PFK Littlejohn.

Due to the ongoing issues caused by the COVID-19 pandemic, the arrangements for the external audit have changed: -

- The requirement for the public inspection period to include the first 10 working days of July has been removed and councils must now commence the public inspection period on or before 1<sup>st</sup> September 2020
- The Annual Governance and Accountability Return (AGAR) must be approved and published by 31<sup>st</sup> August 2020 at the latest or may be approved earlier
- This means that the period for the exercise of public rights can now be held any time after the approval of the accounts and AGAR as long as it is commenced on 1<sup>st</sup> September 2020 at the latest
- The publication date for the final, audited, accounts will move from 30<sup>th</sup> September 2020 to 30<sup>th</sup> November 2020

Given that the next scheduled meeting of the Parish Council is Monday 8<sup>th</sup> June 2020, it is proposed that the AGAR and all supporting documents are presented for agreement at that meeting. It is further proposed that the period for public inspection of the accounts runs from 13<sup>th</sup> July 2020 to 21<sup>st</sup> August 2020.

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 provided that Burland Parish Council can declare itself exempt from an external audit for 2019-20. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2019-20 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.

#### **6.4 Authorisation of Payments**

£227.76	Dr MJ Bailey – salary payment for Clerk (May 2020)
£56.94	HMRC for month 2 of the tax year (Clerk's salary)
£39.97	Mark Bailey (reimbursement for Zoom costs)
£41.40	Shires Pay Services (Payroll costs M1-M3 2020-21)

#### **6.5 Ledger/Bank Reconciliation Statement (1<sup>st</sup> April 2020-30<sup>th</sup> April 2020)**

The ledger/bank reconciliation statement for the period 1<sup>st</sup> April 2020-30<sup>th</sup> April 2020 is presented to Members for note.

<https://burlandpc.org.uk/wp-content/uploads/2020/05/Burland-Parish-Council-Ledger-01.04.20-30.4.20-5.5.20.pdf>

### **7 BOROUGH COUNCILLOR'S REPORT**

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

### **8 COVID-19 UPDATE**

The Parish Council is invited to consider updated information on the local response to the ongoing COVID-19 pandemic.

**9 HIGHWAY MATTERS/SPEED WATCH**

The Parish Council is to receive an update on highway matters in the parish and/or affecting the parish.

**9.1 Speed Gun**

This item is for Members to provide an update on issues relating to use of the speed gun.

**9.2 Location of SID**

The Parish Council is to agree the location of the SID in the period up to and including the next Parish Council meeting.

**10 PLANNING MATTERS**

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

**11 COMMUNICATION/SHARED INFORMATION**

Members may share any information, but formal decisions cannot be taken under this item.

**12 DATE OF NEXT MEETING**

8<sup>th</sup> June 2020 (venue to be confirmed)

## 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.