

BURLAND PARISH COUNCIL

www.burlandpc.org.uk

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Clerk

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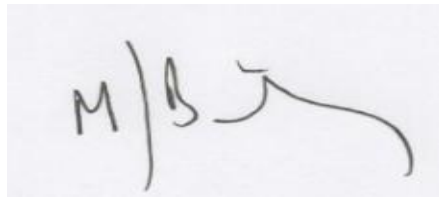
NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

DATE: MONDAY, 8th JUNE 2020

TIME: 7.30 pm

VENUE: REMOTELY (LOGIN DETAILS BELOW)



Signed: _____

Date of Issue: 2nd June 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/89861149026>

Meeting ID: 898 6114 9026

One tap mobile

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+442034815240,,89861149026# United Kingdom

Dial by your location

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+44 203 481 5240 United Kingdom

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Meeting ID: 898 6114 9026

Find your local number: <https://us02web.zoom.us/j/ku7pnrY8s>

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 – 11th MAY 2020

To approve, as a correct record, the minutes of the meeting held on 11th May 2020.

<https://burlandpc.org.uk/wp-content/uploads/2020/06/DRAFT-Minutes-11-May-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 Authorisation of Payments

| | |
|---------|--|
| £227.76 | Dr MJ Bailey – salary payment for Clerk (June 2020) |
| £56.94 | HMRC for month 3 of the tax year (Clerk's salary) |
| £99.00 | Netwise Training Ltd (costs for website development) |
| £365.17 | Came and Company (Insurance Policy – 2020/21) |
| £175.32 | ChALC (Membership Fee – 2020/21) |

6.2 End of Year Accounts (1st April 2019-31st March 2020)

The following documents comprise the accounts for the financial year 1st April 2019-31st March 2020, which have been sent to the Internal Auditor. These documents are presented for formal approval of the 2019-20 accounts.

(a) Ledger 2019-20

<https://burlandpc.org.uk/wp-content/uploads/2020/05/Burland-Parish-Council-Ledger-01.04.19-31.03.20-5.5.20.pdf>

(b) Receipts and Payments 2019-20

<https://burlandpc.org.uk/wp-content/uploads/2020/05/Budget-Mon-Mar-2020-05.05.20-RP.pdf>

6.3 Internal Audit Report 2019/20

The 2019/20 Internal Audit Report is presented for note and approval by the Parish Council (**to follow**).

RECOMMENDATION

Members are asked to approve the 2019/20 report from the Council's Internal Auditor.

6.4 External Audit 2019-20

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 2019/20 (**to follow – see previous agenda item**)
- The uncompleted Annual Governance Statement 2019/20 (**attached**)
- The completed Accounting Statements 2019/20 (**attached**)

Members are asked to collectively complete the Annual Governance Statement as a Council during the meeting, as per audit recommendations.

As reported at the last meeting of the Parish Council in May 2020, the external auditor is PFK Littlejohn and the process of external audit allows parish councils whose gross income/expenditure is below £25,000 to certify themselves as exempt from an external 'limited assurance' review/audit. This means that the above forms do not need to be submitted to the external auditor.

It is proposed that the period for the exercise of public rights will be between 15th June and 24th July 2020.

https://burlandpc.org.uk/wp-content/uploads/2020/06/11_agar_part2_e_2019-20-26.5.20.pdf

6.5 Annual Governance Statement 2019/20

The Annual Governance Statement 2019/20 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.

RECOMMENDATION Members are asked to agree the completion of the Annual Governance Statement and ask that the Chairman and Clerk sign the Statement for 2019/20

6.6 Accounting Statements 2019/20

The Accounting Statements 2019/20 are presented for note and approval by the Council. Following approval, the Statements must be signed by the Chairman (or, in her absence, by the Vice-Chairman) and the Clerk.

RECOMMENDATION Members are asked to agree that the Chairman and Clerk sign the Statement for 2019/20.

6.7 Certificate of Exemption 2019/20

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 2019/20. If approved, the Certificate must be signed by the Chairman and Clerk.

6.8 Ledger/Bank Reconciliation Statement (1st April 2020-31st May 2020)

The ledger/bank reconciliation statement for the period 1st April 2020-31st May 2020 is presented to Members for note.

<https://burlandpc.org.uk/wp-content/uploads/2020/06/Burland-Parish-Council-Ledger-01.04.20-31.05.20-02.06.20.pdf>

7

RISK ASSESSMENT

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

RECOMMENDATION Members are recommended to review the risk assessment and suggest

amendments prior to approval.

<https://burlandpc.org.uk/wp-content/uploads/2020/06/Draft-Risk-Assessment-2020-21-02.06.20.pdf>

8 BOROUGH COUNCILLOR'S REPORT

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

9 COVID-19 UPDATE

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

10 HIGHWAY MATTERS/SPEED WATCH

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

10.1 Flooding in the Parish

To follow up discussions regarding the issue of flooding in the parish.

10.2 Road Safety

To consider any issues relating to road safety.

10.3 Speed Gun

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

10.4 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.

11 PLANNING MATTERS

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

11.1 Planning Enforcement

To consider the following item: -

20/0336M

20/00374E

Stables and Premises, Ravens Lane, Burland

To consider the matter of enforcement issues relating to the above planning matter.

12 COMMUNICATION/SHARED INFORMATION

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

13 DATE OF NEXT MEETING

13th July 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.