

BURLAND PARISH COUNCIL

www.burlandpc.org.uk

Mark Bailey
Clerk

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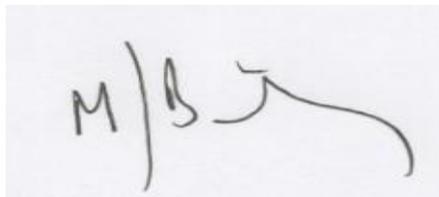
NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to the annual meeting of the Parish Council

DATE: THURSDAY 12TH MAY 2022

TIME: 8.00 pm

VENUE: GOODWILL HALL, WREXHAM ROAD, FADDILEY
CW5 8JF



Signed: _____

Date of Issue: 5th May 2022

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.

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 – 11th APRIL 2022

To approve, as a correct record, the minutes of the meeting held on 11th April 2022.

<https://burlandpc.org.uk/wp-content/uploads/2022/05/DRAFT-Minutes-11-April-2022.pdf>

6 REPORT OF THE CLERK/CHAIR

To report on the following matters from the above minutes.

- Burland Action Group – updates
- Top-Up Members Funding – update
- Speed Group – update
- Cheshire East Community Governance Review - update

7 PUBLIC QUESTION TIME

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

8 APPOINTMENTS TO OUTSIDE BODIES

The Parish Council is invited to appoint a representative(s) to the following:

- 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.

9 STANDING ORDERS/FINANCIAL REGULATIONS

The Parish Council is asked to approve the Council's Standing Orders/Financial Regulations for 2022/23 (attached).

<https://burlandpc.org.uk/wp-content/uploads/2022/05/Burland-PC-Standing-Orders-12.05.22.pdf>

(Standing Orders)

<https://burlandpc.org.uk/wp-content/uploads/2022/05/Burland-PC-Financial-Regulations-12.05.22.pdf>

(Financial Regulations)

10 FINANCIAL MATTERS

The following financial matters will be considered at the meeting.

10.1 Ledger/Bank Reconciliation Statement (1.4.21-31.03.22)

The ledger/bank reconciliation statement for the period 1st April 2021-31st March 2022 is presented to Members for note.

<https://burlandpc.org.uk/wp-content/uploads/2022/04/Burland-Parish-Council-Ledger-01.04.21-31.03.22.pdf>

10.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 4 – 2021/22) (Apr 2021-March 2022)

The budget monitoring report/receipts and payment summary to the end of quarter four (2021/22) (Apr 2021-March 2022) is presented to Members for note.

<https://burlandpc.org.uk/wp-content/uploads/2022/04/Budget-Mon-Mar-2022-05.04.22-RP.pdf>
(Budget Monitoring Report)

<https://burlandpc.org.uk/wp-content/uploads/2022/04/Budget-Mon-Mar-2022-05.04.22-RP2.pdf> (Receipts and Payments Summary)

10.3 Asset Register 2021/22

The Asset Register for the Parish Council up to 31st March 2022 is attached for note.

<https://burlandpc.org.uk/wp-content/uploads/2022/05/Burland-PC-Assets-2021-22-12.05.22.pdf>

10.4 Risk Assessment 2021/22

To approve the annual risk assessment for the Parish Council for 2021-22 (attached).

<https://burlandpc.org.uk/wp-content/uploads/2022/05/Draft-Risk-Assessment-2021-22-12.05.22.pdf>

10.5 Responsible Financial Officer

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2022/23 financial year.

10.6 Appointment of Internal Auditor

It is a requirement that the Internal Auditor be appointed annually. Members are asked to approve the appointment of JDH Business Services for the year 2022-2023. It is proposed that, if appointed, an approach to JDH Business Services will be made as soon as possible following this meeting.

RECOMMENDATION

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

10.7 External Audit 2021/22

The 2021-22 Annual Governance and Accounting Return (AGAR) is attached.

https://burlandpc.org.uk/wp-content/uploads/2022/05/Annual-Return-Form2-2021-22_e-1.pdf

Members are asked to go through the Governance Statement point by point. The Clerk recommends that questions 1-8 are answered 'yes' and that question 9 is answered 'n/a'.

Members will note that the Accounting Return has been completed by the Parish Clerk. The Clerk recommends that the Accounting Statement is approved by the Council.

The external auditor covering the 2021-22 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 that Burland Parish Council can declare itself exempt from an external audit for 2021-22. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2021-22 financial year. This is presented to the Council for agreement/otherwise. The Clerk recommends that the Certificate is approved.

https://burlandpc.org.uk/wp-content/uploads/2022/05/Annual-Return-Form2-2021-22_e-1-CoE.pdf

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 AGAR as set out above for 2021-22

10.8 Authorisation of Payments

£238.34	Dr MJ Bailey – salary payment for Clerk (May 2021)
£59.58	HMRC for month 2 the tax year (2021-22) (Clerk's salary)
£71.40	Shires Accountants (Payroll – M10-M12 2021/22)
£173.88	ChALC (Membership 2022/23)

RECOMMENDATION: Members are asked to approve the above payments.

11 CALENDAR OF MEETINGS 2022-23

It is proposed that the meeting dates for the 2022-23 year are as follows: -

- 13th June 2022
- 11th July
- August Recess
- 12th September
- 10th October
- 14th November
- 12th December
- 9th January 2023
- 13th February
- 13th March
- 10th April
- 8th May (Annual Meeting) (New Council)

RECOMMENDATION

Members are asked to approve these dates for Parish Council meetings in 2022-23.

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

12 BOROUGH COUNCILLOR'S REPORT

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

13 HIGHWAY MATTERS

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

13.1 Road Safety

To consider any issues relating to road safety, including the conditions of the roads.

13.2 Speed Gun

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

13.3 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.

14 PLANNING MATTERS

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

14.1 Planning Applications – Muir Group

To discuss proposals for affordable housing in the parish from the Muir Group.

15 COMMUNICATION/SHARED INFORMATION

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

16 DATE OF NEXT MEETING

Monday 13th June 2022 – 7.30pm – 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 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.