

BURLAND AND ACTON PARISH COUNCIL

Clerk: Mark Bailey
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To: Members of the Parish Council

Date: 26th Sept 2023

Dear Member

You are summoned to attend the fourth meeting of the Burland and Acton Parish Council.

This meeting will be held on **MONDAY 2ND OCTOBER 2023** at 7.30pm at the Goodwill Hall, Wrexham Road, Faddiley CW5 8HY.

The agenda is appended below.

The full list of those elected to the Parish Council is: -

Acton and Henhull Ward

Nick Jackson (Vice-Chair)
Claire Lewis-Jones
Laura Williams

Burland Ward

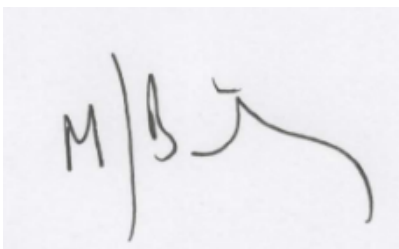
Jo Thomas
Steph Thompson
Mel Wood

Ravensmoor and Edletston Ward

Philip Percival
William Stewart (Chair)
Sue Stott

Invitations have also been sent out to the two Cheshire East Borough Councillors covering the Parish Council – Cllrs James Pearson and Becky Posnett.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M/B' followed by a stylized flourish.

Mark Bailey
Clerk

***MEMBERS OF THE PRESS AND PUBLIC
ARE WELCOME TO ATTEND THIS MEETING***

Notification to members of the public attending the meeting.

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. If you do attend, copies of the agenda and accompanying papers will be provided for you.

AGENDA – PARISH COUNCIL MEETING

1. APOLOGIES

Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

2. DECLARATION OF INTERESTS

Members to declare any personal or prejudicial interest, and the nature of that interest, which they have in any item of business on the agenda and, if necessary, to leave the meeting prior to the discussion of that item.

Declarations are a personal matter for each Member to decide. Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Member, based on the circumstances.

3. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20 JULY 2023

To approve the minutes of the Parish Council meeting held on 20 July 2023 as a correct record and signed by the Chair.

<https://burlandpc.org.uk/wp-content/uploads/2023/07/DRAFT-Minutes-20-July-2023-Parish-Council-Meeting.pdf>

4. REPORT OF THE CLERK/CHAIR AND ACTION LOG

To report on the following matters from the above minutes. Please also see the action log (link below).

<https://burlandpc.org.uk/wp-content/uploads/2023/07/BAPC-Meeting-Action-20230518-2.pdf>

Action Log Items

- Update on purchase of SID from Worleston Parish Council – contact has been made with Worleston PC and awaiting a response.
- Monks Lane trial – to provide any updates on the scheme.
- Car Park Acton – to provide any updates on the matter.
- S106 Monies – Malbank Waters – to provide any updates.
- Calendar of Meetings 2023/24 (Members to **APPROVE**)
 - It is proposed that the following dates are agreed by the Council in terms of meetings of the Parish Council during the 2023/24 year. In

most cases, this is the fourth Monday of each month (except where stated).

August 2023 - no meeting
2nd October
23rd October
29th November
11th December (fourth Monday is 25th December)
18th January 2024 (Thursday - for the precept setting)
26th February
25th March
22nd April
27th May (Annual Meetings)

- Highways Matters/Speed Watch – on the main agenda
- Dorfold Hall Site Development – report on progress
- Planning Enforcement Issues – Ravens Lane
- s106 Monies – Kingsbourne Development – use for traffic calming measures in Acton village – Members asked to consider any proposals.
- Car Park Maintenance – to be considered under Part B of this agenda.

Other Items

- Development of the website – Burland and Acton PC website in place. Members are asked to **APPROVE** the domain name – suggested as www.burlandandactonparishcouncil.gov.uk (cost is around £60 per annum with a set up cost of £50)

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

Members are asked to consider the following financial matters.

6.1 Ledger/Bank Reconciliation Statement (1.4.23-31.8.23)

Members are asked to note the ledger/bank reconciliation report for the period 1st April 2023 – 31st August 2023.

<https://burlandpc.org.uk/wp-content/uploads/2023/09/Burland-and-Acton-Parish-Council-Ledger-01.04.23-31.08.23.pdf>

Members are asked to **APPROVE** the transfer of existing CIL monies into the Business Reserve Account – this represents a total of £43,217.71 (as of 31st March 2023).

6.2 Authorisation of Payments

Members are asked to **APPROVE** the following payments (subject to the opening of the bank account)

- £511.22 – Dr Mark Bailey – Clerk (August/Sept 2023 payments)
- £127.84 – HMRC – Tax on Clerk salary (months 5/6 2023/24)
- £268.40 – Ms. Karen Bedford – Deputy Clerk (various payments)
- £102.49 – Ms. Carol Mace (Reimbursement)
- £0.30 - Acton Parish Hall (remainder of payment for May 2023 hire)
- £15.30 - Acton Parish Hall (room hire payment June 2023)
- £15.30 – Acton Parish Hall (room hire payment July 2023)
- £1,000.00 – Canals and Rivers Trust (bench along canal)

Members are also asked to consider the request from Nantwich Town Council for a donation of £50.00 towards the costs of the Nantwich Food Bank.

6.3 Internal/External Audit 2022/23

Members are asked to note that the internal and external audits for 2022/23 have now been completed.

Burland Parish Council declared and accepted itself as exempt from external audit for 2022/23. Acton, Edleston and Henhull Parish Council had a limited assurance review carried out for 2022/23.

The Burland PC internal audit was completed by JDH Business Services as Internal Auditor for 2022/23. The report can be found at <https://burlandpc.org.uk/wp-content/uploads/2023/07/burland2223IAreport-1.pdf>.

The Acton, Edleston and Henhull PC internal audit was completed by JDH Business Services as Internal Auditor for 2022/23.

The report can be found at <https://burlandpc.org.uk/wp-content/uploads/2023/07/actonedleston2223IAreport.pdf>

Members are asked to **RESOLVE** to accept this information as presented.

7. PUBLIC QUESTION TIME

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

8. BOROUGH COUNCILLORS' REPORT

Borough Councillors James Pearson and Becky Posnett to report on any Cheshire

East Council matters of interest.

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 Road Safety

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

Members are asked to consider the report of the Roads Working Group – see link below.

<https://burlandpc.org.uk/wp-content/uploads/2023/09/Roads-Working-Group-meeting1-pdf-compressed.pdf>

9.2 Speed Gun

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

9.3 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.

10. PLANNING MATTERS

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

13. PARISH COUNCILLORS' REPORTS

Parish Councillors are invited to share information or to request items for inclusion on the agenda for the next meeting.

14. DATE OF NEXT MEETING

Monday 23rd October 2023 at Acton Parish Hall (7.30pm start) – subject to agreement on agenda item 4 (above).

15. EXCLUSION OF PRESS AND PUBLIC

To agree to exclude press and public due to confidential nature of items in accordance with section 1(2) of Public Bodies (Admission to Meetings) Act 1960. This is pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that discussions may involve the likely disclosure of exempt information as defined in the provisions of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

16. STAFFING MATTERS

Members to consider matters relating to staff of the Parish Council.

17. GARDENING SERVICES

Members to consider the provision of gardening services for the Parish Council.