

BARTHOMLEY PARISH COUNCIL

<https://barthomley-pc-org.uk/>

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Clerk

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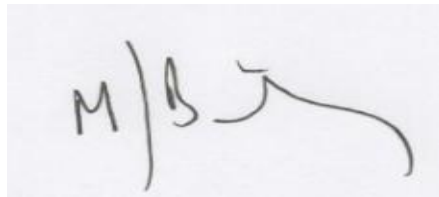
NOTICE OF ANNUAL PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

DATE: TUESDAY, 12th MAY 2020

TIME: 7.30 pm

VENUE: REMOTELY (LOGIN DETAILS BELOW)



Signed: _____

Date of Issue: 5th May 2020

Enquiries to: Mark Bailey (Clerk)

Tel: 07854445636

To: Members of the Parish Council

Copies: Borough Councillors Steve Edgar/Mary Addison (Haslington)

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

Topic: Barthomley Parish Council/Time: May 12, 2020 07:30 PM London

Join Zoom Meeting <https://us02web.zoom.us/j/84822257624>

Meeting ID: 848 2225 7624

One tap mobile

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Dial by your location

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Meeting ID: 848 2225 7624

Find your local number: <https://us02web.zoom.us/u/kbcd0G2mi9>

AGENDA

- **Part 1** of the agenda represents the business of the annual meeting of the Parish Council
- **Part 2** represents ordinary business of the Parish Council

1 ELECTION OF CHAIRMAN

The Parish Council is to elect a Chairman to serve until the Annual Meeting in 2021.

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 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 2021.

The Chairman will call for nominations.

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 – 16th JANUARY 2020

To approve, as a correct record, the Minutes of the meeting held on 16th January 2020 (the last meeting of the Parish Council, due to be held on 24th March 2020 was postponed). Approved budget for 2020-21 also attached.

<http://barthomley-pc-org.uk/wp-content/uploads/2020/03/DRAFT-Minutes-16-Jan-2020.pdf>

<http://barthomley-pc-org.uk/wp-content/uploads/2020/05/Approved-Budget-2020-2021-050520.pdf>

6 UPDATE ON MINUTES – REPORT OF THE CLERK

The Clerk will update the Council on matters from the above minutes and since the last meeting of the Parish Council.

7 APPOINTMENTS TO OUTSIDE BODIES

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

- Planning Working Group
- 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.

8 STANDING ORDERS

The Parish Council is asked to approve the Council's Standing Orders for 2020/21 (attached).

<http://barthomley-pc-org.uk/wp-content/uploads/2020/05/BARTH-Standing-Orders-050520.pdf>

9 FINANCIAL MATTERS

10.1 End of Year Accounts (1st April 2019 – 31st March 2020)

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

- Budget Monitoring Statement (full year 2019-20)

<http://barthomley-pc-org.uk/wp-content/uploads/2020/05/Budget-Mon-Mar-2020-05.05.20-BM.pdf>

- Ledger 2019-20 (1st April 2019-31st March 2020)

<http://barthomley-pc-org.uk/wp-content/uploads/2020/05/Barthomley-Parish-Council-Ledger-01.04.18-3103.20-050520.pdf>

- Receipts and Payments 2019-20

<http://barthomley-pc-org.uk/wp-content/uploads/2020/05/Budget-Mon-Mar-2020-05.05.20-RP.pdf>

RECOMMENDATION

That Members note the financial information presented.

10.2 Asset Register 2019/20

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

<http://barthomley-pc-org.uk/wp-content/uploads/2020/05/BARTH-Asset-Register-2020-050520.pdf>

10.3 Risk Assessment 2020

To approve the annual risk assessment for the Parish Council for 2020-21 (attached).

<http://barthomley-pc-org.uk/wp-content/uploads/2020/05/Barth-RISK-ASSESSMENT-2020-050520.pdf>

10.4 Responsible Financial Officer

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2020/21 financial year.

10.5 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 2019-2020. It is proposed that, if appointed, an approach to the company 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

10.6 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 1st September 2020

- The Annual Governance and Accountability Return (AGAR) must be approved and published by 31st 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 1st September 2020 at the latest
- The publication date for the final, audited, accounts will move from 30th September 2020 to 30th November 2020

Given that the next scheduled meeting of the Parish Council is Tuesday 14th July 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 20th July 2020 to 28th 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 Barthomley 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.

10.7 Authorisation of Payments

Due to the cancellation of the Parish Council meeting due to be held on 24th March 2020, the following payments were agreed by the Chairman and the Clerk.

£237.12	Dr MJ Bailey – salary payment for Clerk (March/April 2020)
£59.28	HMRC for months 12 (2019-20) and 1 of the tax year (2020-21) (Clerk's salary)
£250.00	Netwise (Website costs)

The following payments are presented for approval by Members at this meeting.

£237.12	Dr MJ Bailey – salary payment for Clerk (May/June 2020)
£59.28	HMRC for months 2 and 3 of the tax year (2020-21) (Clerk's salary)
£990.00	Roy Aspinall (Litter pick)
£39.97	Dr MJ Bailey (reimbursement of costs for Zoom subscription)
£184.61	Zurich Municipal Insurance (insurance 2020-21)
£41.40	Shires Pay Services (Payroll Services M1-M3)

11 CALENDAR OF MEETINGS – 2020-2021

The Parish Council is to approve the attached calendar of meetings for 2020-2021 (second Tuesday every other month).

14th July 2020
15th September
10th November
12th January 2021
9th March
11th May (Annual Meeting)

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

12 PUBLIC QUESTION TIME

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

13 BOROUGH COUNCILLOR'S REPORT

Borough Councillors S Edgar and M Addison to report on any Cheshire East Council matters of interest.

14 HIGHWAY MATTERS

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

15 PLANNING MATTERS

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

15.1 Planning Applications

20/1689N

Town House Farm, Rushy Lane, Barthomley CW2 5PB

Conversion of the existing barns into 7 dwellings, retention and improvement of existing access, removal of the large farm buildings and erection and a block of 8 garages and a single garage.

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=20/1689N>

Closing date for comments: 3rd June 2020

20/1709N

A500 Newcastle Road, Barthomley

Dualling of the existing 3.3km stretch of the A500 between junction 16 and Meremoor Moss roundabout (resubmission of planning permission ref. 18/3766N including proposed amendments to the approved design)

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=20/1709N>

Closing date for comments: 3rd June 2020

20/1809N

Whitelands, Audley Road, Barthomley CW2 5PL

Remodel and extension of existing dwelling together with construction of garage building.

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=20/1809N>

Closing date for comments: 10th June 2020

16 COMMUNICATION/SHARED INFORMATION

To discuss any communication issue including the following issues: -

16.1 Installation of a defibrillator in the parish

Members to consider the installation of a new defibrillator in the parish (report to follow)

<http://barthomley-pc-org.uk/wp-content/uploads/2020/05/AED-Report-12.05.20.pdf>

16.2 COVID-19

Members to consider the implications of the COVID-19 virus on the parish

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

17 DATE OF NEXT MEETING

14th July 2020 (subject to approval of item 11 above)

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.