

# BARTHOMLEY PARISH COUNCIL

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

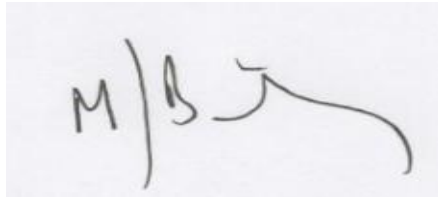
Mark Bailey  
Clerk

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## NOTICE OF ANNUAL PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

**DATE:** THURSDAY 6<sup>TH</sup> MAY 2021  
**TIME:** 7.30 pm  
**VENUE:** REMOTELY (SEE DETAILS BELOW)



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

Date of Issue: 30<sup>th</sup> April 2021

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. This meeting will be held remotely according to latest government guidelines relating to the ongoing COVID-19 pandemic.

Join Zoom Meeting <https://us02web.zoom.us/j/83537887167>

Meeting ID: 835 3788 7167

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Meeting ID: 835 3788 7167

Find your local number: <https://us02web.zoom.us/j/83537887167>

## **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 meeting day.

#### **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 – 12<sup>TH</sup> JANUARY 2021 (PARISH COUNCIL MEETING)**

To approve, as a correct record, the minutes of the annual meeting held on 12<sup>th</sup> January 2021.

<https://barthomley-pc-org.uk/wp-content/uploads/2021/04/DRAFT-Minutes-9-March-2021-Meeting.pdf>

#### **6 MINUTES – 12<sup>TH</sup> APRIL 2021 (EXTRAORDINARY PARISH COUNCIL MEETING)**

To approve, as a correct record, the minutes of the above meeting held on 12<sup>th</sup> April 2021.

<https://barthomley-pc-org.uk/wp-content/uploads/2021/04/DRAFT-Minutes-14-April-2021-Extraordinary-Meeting.pdf>

#### **7 UPDATE ON MINUTES – REPORT OF THE CLERK**

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

- 30 mph sign – no updates – reported again to Cheshire East Council
- Weed killer – no updates – reported to Ansa and reported to CEC
- Police – Beat Report has been received and sent around to Members
- Litter – proposal for litter bin in the parish
- Fence at Hungerford Place – reported to Cheshire East Council
- Hungerford Place – wet area reported to Cheshire East Council
- Planning enforcement – Cllr Edgar to escalate to high priority
- Old Hall Farm – lights put up outside and will be addressed by the Duchy
- Smithy Lane – water leak on Smithy Lane – reported to Cheshire East
- Service Station – litter is a problem – Duchy to do litter picks
- Defibrillator – update
- SID next to Hungerford Place data - Cllr Edgar to chase this up.
- Grid by the post box being full of weeds and mud – reported to CEC
- Grid at the bottom of the drive to Valley Farm – reported to CEC.
- Mill Farm - to request contractors clean the road

#### **8 PUBLIC QUESTION TIME**

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

#### **9 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.

**10 STANDING ORDERS**

The Parish Council is asked to approve the Council's Standing Orders for 2021/22 (attached).

**11 FINANCIAL MATTERS**

The following financial matters will be considered at the meeting.

<https://barthomley-pc-org.uk/wp-content/uploads/2021/04/Approved-Budget-2021-2022-30.04.21.pdf>  
(Budget 2021-22)

**11.1 Ledger/Bank Reconciliation Statement (1.4.20-31.03.21)**

The ledger/bank reconciliation statement for the period 1<sup>st</sup> April 2020-31<sup>st</sup> March 2021 is presented to Members for note.

<https://barthomley-pc-org.uk/wp-content/uploads/2021/04/Barthomley-Parish-Council-Ledger-01.04.20-31.03.21-29.04.21.pdf>

**11.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 3 – 2020/21) (Apr 2020-March 2021)**

The budget monitoring report/receipts and payment summary to the end of quarter four (2020/21) (Apr 2020-March 2021) is presented to Members for note.

<https://barthomley-pc-org.uk/wp-content/uploads/2021/04/Budget-Mon-Mar-2021-29.04.21-BM.pdf> (Budget Monitoring)

<https://barthomley-pc-org.uk/wp-content/uploads/2021/04/Budget-Mon-Mar-2021-29.04.21-RP.pdf> (Receipts and Payments Summary)

**11.3 Asset Register 2020/21**

The Asset Register for the Parish Council up to 31<sup>st</sup> March 2021 is attached for note.

<https://barthomley-pc-org.uk/wp-content/uploads/2021/04/BARTH-Asset-Register-2021-29.04.21.pdf>

**11.4 Risk Assessment 2021-22**

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

<https://barthomley-pc-org.uk/wp-content/uploads/2021/04/Barth-RISK-ASSESSMENT-2021-30.04.21.pdf>

**11.5 Responsible Financial Officer**

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2021/22 financial year.

**11.6 Appointment of Internal Auditor**

It is a requirement that the Internal Auditor be appointed annually. Members are asked to approve the appointment of Mr Len Griffin for the year 2020-2021. It is proposed that, if appointed, an approach to Mr Griffin 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

**11.7 External Audit 2020/21**

The 2020-21 Annual Governance and Accounting Return (AGAR) is attached.

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 2020-21 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 Barthomley Parish Council can declare itself exempt from an external audit for 2020-21. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2020-21 financial year. This is presented to the Council for agreement/otherwise. The Clerk recommends that the Certificate is approved.

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.

<https://barthomley-pc-org.uk/wp-content/uploads/2021/04/Annual-Return-Part2-2020-21-2-e-enabled-30.04.21.pdf>

**RECOMMENDATION:** Members are asked to note the points set out above and approve the AGAR as set out above for 2020-21

#### 11.8

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

£243.54	Dr MJ Bailey – salary payment for Clerk (May/June 2021)
£60.88	HMRC for months 2 and 3 of the tax year (2021-22) (Clerk's salary)
£63.36	ChALC (Membership Fee 2021-22)
£100.00	Parish News (Contribution for 2021-22)
£809.40	Cheshire East Council (CIL Refund)
£40.00	Barthomley Village Hall (Room Hire)
£990.00	Roy Aspinall (litter pick)
£1,325.00	Defib Central (AED plus Cabinet)

**RECOMMENDATION:** Members are asked to approve the above payments.

#### 12 CALENDAR OF MEETINGS – 2021-2022

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

13<sup>th</sup> July 2021  
14<sup>th</sup> September  
9<sup>th</sup> November  
11<sup>th</sup> January 2022  
8<sup>th</sup> March  
10<sup>th</sup> May (Annual Meeting)

**PART 2 – ORDINARY 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.

**14.1 A500 Widening Update**

To discuss latest updates on the proposed widening of the A500.

**15 PLANNING MATTERS**

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

**15.1 Planning Applications**

The Parish Council has received notice of the following planning application.

21/1992N

**BAE Systems, Radway Green Road, Radway Green CW2 5PJ**

Construction of steel portal frame facility approximately 36.120m(W) x 40.836m(L) with 12.53m(H) ridge; on vacant land previously an effluent treatment plant.

The planning application can be found at

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/1992N>

Closing date for comments: 26<sup>th</sup> May 2021

**16 COMMUNICATION/SHARED INFORMATION**

Members may share any other information, but formal decisions usually cannot be taken under this item. Several items are included for discussion as listed below. Members may raise additional items.

- Update on COVID-19 pandemic in the parish  
*For Members to update the Council on any developments in relation to the ongoing pandemic.*
- Planning enforcement issues  
*To provide updates on any planning enforcement issues affecting the parish.*
- Parish News  
*To decide whether to contribute any information.*
- Police Report  
*To provide any updates.*

**17 DATE OF NEXT MEETING**

Tuesday 13<sup>th</sup> July 2021 – 7.30pm

## 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.