

# BARTHOMLEY PARISH COUNCIL

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

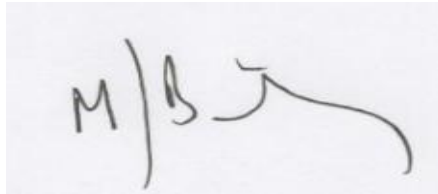
Mark Bailey  
Clerk

Tel: 07854445636  
e-mail: [mbailey87@hotmail.com](mailto:mbailey87@hotmail.com)

## NOTICE OF ANNUAL PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

**DATE:** TUESDAY 10<sup>th</sup> MAY 2022  
**TIME:** 7.30 pm  
**VENUE:** BARTHOMLEY VILLAGE HALL, BARTHOMLEY  
CW2 5PL



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

Date of Issue: 4<sup>th</sup> May 2022

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 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 2023. 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 2023. 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 – 8<sup>TH</sup> MARCH 2022 (PARISH COUNCIL MEETING)**

To approve, as a correct record, the minutes of the annual meeting held on 8<sup>th</sup> March 2022.

<https://barthomley-pc-org.uk/wp-content/uploads/2022/05/DRAFT-Minutes-8th-March-2022-Meeting.pdf>

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

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

- Defibrillator – Members supported positioning the defibrillator opposite the Parish Noticeboard and asked that a contractor be appointed to do this work.
- 30 mph sign – no updates – reported again to Cheshire East Council – Cllr Edgar to update
- Weed killer – no updates – reported to Ansa and reported to CEC – Cllr Edgar to update
- Police – Members agreed to the new noticeboard and Cllr Edgar to install – no updates
- Fence at Hungerford Place – reported to Cheshire East Council – no updates
- SID – no updates (next to Hungerford Place) – Cllr Edgar to update
- Grids – majority blocked from the Village Hall to the 30-mph sign – application made to the CEC Member Top-Up Funds.
- Weight Limits – this matter has been raised with the Police – no updates.
- Old Hall Farm – it was agreed to keep a watching brief on this matter – tenant has now left the property and Duchy said that they would tidy up the area.
- Swallows Croft – this has been reported to Cheshire East Council – no updates
- Projects – Clerk will send list of projects to Cllr Edgar following collection of information from Parish Council Members
- Valley Farm – it was reported that no potholes had been repaired recently
- Smithy Lane West Bridge – repairs had been carried out, but Members requested that Cheshire East Highways are contacted to ask where the coping stones have been stored

and also contacted to report an uncollected sign in the area.

- Smithy Lane West – water still running down – no updates
- Gritting – it was reported that there was still some grit in the grit box
- Litter Pick – litter pick carried out in March 2022 – request to ask businesses to contribute financially
- Jubilee – it was noted that the Parish Council had been contacted by the Parochial Church Council (PCC), but no progress had been reported. Cllr Peacock said that the Village Hall would ask the Parish Council to fund mugs for under 16s in the parish (around 30 people in total). There was also a desire to hold a Fun Day again in the parish and an organising committee needs to be reconvened. There will also be a special church service on the weekend of the Jubilee. Cllr Horrocks said that there needs to be some co-ordination possibly via the PCC in the first instance and the Clerk would approach the PCC. Tree planting has taken place by the Duchy and the Duchy was asked if it would contribute to these events. Cllr Horrocks to liaise with others on the Jubilee for the Parish Council.
- Drains at the end of Love Lane/Green Lane – need to look at emptying grids in the area
- Land at the back of the pub on the road from the pub towards Bluemire Farm is being trashed with damage to the banks on either side.
- Members raised the issue of a mirror at the end of Church Drive and whether it could be reinstated.

## 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:

- Planning Working Group
- Cheshire Association of Local Councils – area meeting
- Police Cluster meetings
- Crewe Local Highways Group

Invitations to attend other outside bodies can be dealt with as and when they arise.

## 9 STANDING ORDERS

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

## 10 FINANCIAL MATTERS

The following financial matters will be considered at the meeting.

<https://barthomley-pc-org.uk/wp-content/uploads/2022/05/Approved-Budget-2022-2023-04.05.22.pdf>  
(Budget 2022-23)

### 10.1 Ledger/Bank Reconciliation Statement (1.4.21-31.03.22)

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

<https://barthomley-pc-org.uk/wp-content/uploads/2022/05/Barthomley-Parish-Council-Ledger-01.04.20-31.03.22.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://barthomley-pc-org.uk/wp-content/uploads/2022/05/Budget-Mon-Mar-2022-04.05.22-BM.pdf> (Budget Monitoring)

<https://barthomley-pc-org.uk/wp-content/uploads/2022/05/Budget-Mon-Mar-2022-04.05.22-RP.pdf> (Receipts and Payments Summary)

**10.3 Asset Register 2020/21**

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

<https://barthomley-pc-org.uk/wp-content/uploads/2022/05/BARTH-Asset-Register-2021-29.04.21.pdf>

**10.4 Risk Assessment 2021-22**

To approve the annual risk assessment for the Parish Council for 2022-23 (attached).

<https://barthomley-pc-org.uk/wp-content/uploads/2022/05/Barth-RISK-ASSESSMENT-2022-04.05.22.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 Mr Len Griffin for the year 2022-2023. It is proposed that, if appointed, an approach to Mr Griffin will be made as soon as possible following this meeting for him to undertake the 2021/22 internal audit on behalf of the Council.

**RECOMMENDATION**

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

**10.7 External Audit 2020/21**

The 2021-22 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 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 Barthomley 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://barthomley-pc-org.uk/wp-content/uploads/2022/05/Annual-Return-Form2-2021-22\\_e-1-CoE.pdf](https://barthomley-pc-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.

[https://barthomley-pc-org.uk/wp-content/uploads/2022/05/Annual-Return-Form2-2021-22\\_e-1.pdf](https://barthomley-pc-org.uk/wp-content/uploads/2022/05/Annual-Return-Form2-2021-22_e-1.pdf)

**RECOMMENDATION:** Members are asked to note the points set out above and approve the AGAR as set out above for 2021-22, together with approving the Certificate of Exemption.

**10.8 National Salary Award 2021/22**

To **APPROVE** the changes to employees' pay following the National Salary Award 2021/22 (see attached document). The increase in pay has been calculated as 1.75%, backdated to April 2021.

**RECOMMENDATION:** To approve the National Salary Award 2021/22 as applied to the Parish Council.

**10.9 Authorisation of Payments**

£298.92	Dr MJ Bailey – Clerk salary (May/June 2022, backdated to April 2021)
£74.79	HMRC for months 2 and 3 of the tax year (2022-23) (Clerk's salary, backdated to April 2021)
£61.56	ChALC (Membership Fee 2022-23)
£1,080.00	Roy Aspinall (litter pick)
£48.60	Shires Accountants (Payroll M10-M12 2021/22)
£186.73	Zurich Municipal (Insurance 2022/23)

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

**11 CALENDAR OF MEETINGS – 2022-2023**

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

12<sup>th</sup> July 2022  
13<sup>th</sup> September  
9<sup>th</sup> November  
10<sup>th</sup> January 2023  
14<sup>th</sup> March  
9<sup>th</sup> May (Annual Meeting)

**PART 2 – ORDINARY PARISH COUNCIL BUSINESS**

**12 BOROUGH COUNCILLOR’S REPORT**

Borough Councillors S Edgar and M Addison 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 A500 Widening Update**

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

**14 PLANNING MATTERS**

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

**15 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.

- Parish News  
*To decide whether to contribute any information.*
- Police Report  
*To provide any updates.*

**16 DATE OF NEXT MEETING**

Tuesday 12<sup>th</sup> July 2022 – 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.