

BARTHOMLEY PARISH COUNCIL

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

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Clerk

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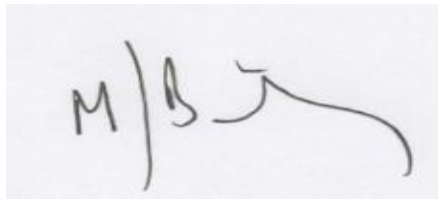
NOTICE OF ANNUAL PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

DATE: TUESDAY 16th MAY 2023

TIME: 7.30 pm

VENUE: BARTHOMLEY VILLAGE HALL, BARTHOMLEY
CW2 5PL



Signed: _____

Date of Issue: 10th May 2023

Enquiries to: Mark Bailey (Clerk)

Tel: 07854445636

To: Members of the Parish Council

Copies: Borough Councillors Steve Edgar/Alison Heler (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.

AGENDA

- At the parish council elections which took place on 4th May 2023, a total of eight candidates were nominated and seven were returned the seven Barthomley Parish Council seats.
- Each parish councillor is required to sign a Declaration of Acceptance of Office either before the meeting or at the meeting.
- **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

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 2024. 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 2024. 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 REGISTRATION OF INTERESTS

Parish Councillors are invited to complete their Registration of Members Interest forms These should be completed as soon as possible and sent to the Clerk via email.

6 MINUTES – 14TH MARCH 2023 (PARISH COUNCIL MEETING)

To approve, as a correct record, the minutes of the meeting held on 14th March 2023.

<https://barthomley-pc-org.uk/documents/minutes-14th-march-2023/>

7 UPDATE ON MINUTES – REPORT OF THE CLERK

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

- Old Hall Farm – Laura Thompson attended from the Duchy of Lancaster and raised the issue of Old Hall Farm and future plans. The Duchy is keen to talk to the Parish Council and local people about this matter. It was reported that the Duchy was looking at residential use with the exception of the horse barn which will be moved away from the other buildings for continued agricultural use. It was reported that work is in progress and a microsite will be set up. Barthomley PC agreed to share links on its website and via social media.
- Defibrillator – information about training to be included in Parish News.
- Fence at Hungerford Place –Cllr Edgar said that he would look at this with a view to using his Member funds. It was reported that Guinness had reported the issue to Cheshire East Council but no response had been received. Cllr Peacock to get a quote for repairing the fence. It was agreed that Cllr Nield would look at the fence to see what timber is needed

and then will approach a potential supplier about getting someone to do the labour. Cllr Horrocks agreed to draft a letter to residents of Hungerford Place.

- Grids – it was reported that the road had been closed prior to jetting – from Brookside Cottage to Fire Tree Cottages.
- Smithy Lane West – water still running down – no updates – Duchy looking at the situation and will follow up.
- Litter Pick – it was reported that the Duchy had agreed to contribute to the cost of the litter pick. Cllr Edgar also said that Ansa would litter pick. Cllr Edgar said that he would be prepared to use his budget for this. It was reported that the Shell had organised a deep clean of the services area and will increase tidying up to once every two weeks. Ansa has been asked to litter pick part of the area up to the roundabout. Cllr Edgar to continue to chase this up and ask that the B road is also done. A proposal was put forward that residents could pick litter on the B road. It was agreed to ask Roy Aspinall to quote for the work, and then inform Cllr Edgar and the Duchy of the potential costs.
- Green Lane/Love Lane – this has been repaired, but signs are still in place. The Duchy said that they would look into the causes of leaks in the area.
- Bluemire Farm – it was reported that the banks were getting eroded up from the back of the pub to Bluemire Farm. This is a particular issue when there are issues on the A500. Cllr Horrocks asked if this could be added to the highways list to Cllr Edgar in order to seek further advice. It was hoped that signage could be acquired for this and will ask for another meeting with Cheshire East Highways (via Cllr Edgar). It was reported that there had been no progress in this area, and it was requested that a site meeting be held with CE Highways to respond to the issues in the area.
- Brookside Cottage – it was reported that the Chair had been in touch with Planning Enforcement at Cheshire East Council. The matter is in progress.
- White Lion Pub – it was agreed to go forward with the Asset of Community Value application. The Chair reported that he had drafted a letter to Lord O'Neill to ask for information about the future of the pub. Members agreed that a letter should be sent and should include references to its listing, its community impact and its focus for village events.
- Land – Cllr Horrocks reported that the land between the pub and The Brambles bungalow is common land. Fly tipping in the area has been reported to Cheshire East Council, who has said that it is on private land.
- Village Day 2023 – will now not take place.

8 ELECTIONS – 4TH MAY 2023

The following items relate to the outcome of the 2023 Parish Council elections.

8.1 Local Election Results and Vacancies

Following the elections on 4th May 2023, eight candidates were nominated for the Parish Council and seven were returned. There are currently no vacancies.

8.2 Borough Council Elections

The Parish Council is asked to note that Steve Edgar and Alison Heler were elected as the Borough Councillors for the ward of Haslington.

9 APPOINTMENTS TO OUTSIDE BODIES

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

- Planning Sub-Committee
- 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.

10 STANDING ORDERS

The Parish Council is asked to **APPROVE** the Council's Standing Orders for 2023/24.

<https://barthomley-pc-org.uk/documents/standing-orders-2023-24/>

11 CODE OF CONDUCT

The Parish Council is asked to **APPROVE** the Councillor Code of Conduct.

<https://barthomley-pc-org.uk/documents/councillor-code-of-conduct-2023-24/>

12 FINANCIAL MATTERS

The following financial matters will be considered at the meeting.

<https://barthomley-pc-org.uk/documents/budget-2023-24/> (Budget 2023-24)

12.1 End of Year Accounts (1st April 2022 – 31st March 2023)

The following documents comprise the draft accounts for the financial year 1st April 2022–31st March 2023. Any report from the internal auditor will be formally presented at the next parish council meeting. The documents have been presented for approval.

- Annual Governance and Accountability Return 2022-23
<https://barthomley-pc-org.uk/documents/annual-accountability-and-governance-return-2023-24/>
- Ledger 2022-23 (1st April 2022-31st March 2023)
<https://barthomley-pc-org.uk/documents/ledger-1-4-22-31-3-23/>
- Budget Monitoring Report (Quarter Four 2022/23)
<https://barthomley-pc-org.uk/documents/budget-monitoring-report-april-2022-march-2023/>
- Receipts and Payments 2022/23
<https://barthomley-pc-org.uk/documents/receipts-and-payments-summary-april-2022-march-2023/>

RECOMMENDATION That Members note the financial information presented.

12.2 Asset Register 2022/23

The Asset Register for the Parish Council up to 31st March 2023 is attached for note.

<https://barthomley-pc-org.uk/documents/asset-register-2022-23/>

12.3 Risk Assessment 2021-22

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

<https://barthomley-pc-org.uk/documents/risk-assessment-2023-24/>

12.4 Responsible Financial Officer

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2023/24 financial year.

12.5 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 2023-2024. It is proposed that, if appointed, an approach to Mr. Griffin would be made as soon as possible following this meeting for him to undertake the 2022/23 internal audit on behalf of the Council.

RECOMMENDATION

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

12.6 External Audit 2022/23

The external auditor covering the 2022-23 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 from the information if Barthomley Parish Council can declare itself exempt from an external audit for 2022-23. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2022-23 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. On this occasion, Barthomley Parish Council has been selected as one of the 5%, but there is no charge for this work.

<https://barthomley-pc-org.uk/documents/certificate-of-exemption-external-audit-2022-23/>

RECOMMENDATION:

Members are asked to note the points set out above and approve the Certificate of Exemption as set out above for 2022-23

12.7 Authorisation of Payments

£265.20 Dr MJ Bailey – Clerk salary (April/May 2023)
£66.30 HMRC for months 1 and 2 of the tax year (2023-24)
£194.14 Insurance Payment (2023/24)
£63.27 ChALC (2023/24 Membership)

RECOMMENDATION: Members are asked to approve the above payments.

13 CALENDAR OF MEETINGS – 2023-2024

The Parish Council is to **APPROVE** the attached calendar of meetings for 2023-2024 (second Tuesday every other month).

11th July 2023
12th September
14th November
9th January 2024
12th March
14th May 2024 (Annual Meeting)

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

14 PUBLIC QUESTION TIME

Members of the public can ask questions or address the Parish Council.

15 BOROUGH COUNCILLOR'S REPORT

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

16 HIGHWAY MATTERS

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

16.1 A500 Widening Update

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

17 PLANNING MATTERS

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

18 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.

19 DATE OF NEXT MEETING

Tuesday 11th July 2023 – 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.