

BARTHOMLEY PARISH COUNCIL

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

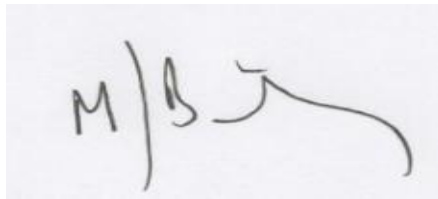
Mark Bailey
Clerk

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NOTICE OF ANNUAL PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Parish Council

DATE: TUESDAY 14th MAY 2024
TIME: 7.30 pm
VENUE: BARTHOMLEY VILLAGE HALL, BARTHOMLEY
CW2 5PL



Signed: _____

Date of Issue: 11th May 2024

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

- **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 CHAIR

The Parish Council is to elect a Chair to serve until the Annual Meeting in 2025. The current Chair (if present) will call for nominations. If the current Chair is not present, the current Vice- Chair will call for nominations.

2 ELECTION OF VICE-CHAIR

The Parish Council is to elect a Vice-Chair to serve until the Annual Meeting in 2025. The Chair will call for nominations.

3 APOLOGIES FOR ABSENCE

Apologies should be made 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 – 7TH MARCH 2024 (PARISH COUNCIL MEETING)

To approve, as a correct record, the minutes of the meeting held on 7TH March 2024.

<https://barthomley-pc-org.uk/wp-content/uploads/2024/04/Minutes-7th-March-2024-Meeting-1.pdf>

6 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 – the Duchy attended to update the Parish Council on the plans for the site. Further work has been done by the Duchy on proposals – now fewer residential units and workshop units have been included in the plans. It was reported that construction costs had risen so that overall costs of the scheme had increased substantially. The Duchy will be meeting to consider the future of the proposal. It was reported that existing buildings do need to be made wind/watertight.
- Defibrillator – no updates – it was confirmed that the request had been made to Tony Peake and that the Clerk would check the defibrillator after every Parish Council meeting.

- Fence at Hungerford Place – Cllr Peacock reported that the stones had been located, although the area needs to be cleaned up.
- Grids – a list of grids had been sent to Cllr Edgar – awaiting a response. It was stated that members of the public need to post issues on social media and tag Cheshire East Council into those posts with photographs. Members noted that a report had come from CEH that the grids were in an acceptable condition and that work had taken place on grids in the parish.
- Litter Pick – it was reported that ANSA had picked the area, and it was agreed that work will continue seeking to tidy up the services area. The Duchy had agreed to contribute to the cost of the litter pick. The Parish Council continues to monitor the situation,
- Road to Bluemire Farm (from White Lion pub) – it was reported that 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. This had been reported to Cllr Edgar, and it was hoped that signage could be acquired for this and a meeting with Cheshire East Highways (via Cllr Edgar) set up. 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. It was suggested that permanent traffic lights at the site might assist with this situation, a position supported by the wider community, although not by neighbouring properties.
- Brookside Cottage – it was reported that the application had gone to Cheshire East Council and comments had been made by the Parish Council. Now awaiting a decision. It was noted that information had been gathered on ownership of the wall, and this had been raised with Cllr Heler.
- White Lion Pub – it was reported that a planning application had been submitted to renovate the pub – Cllr Heler was asked to follow this up. Members expressed concerns about the condition of the furniture in the building. It was reported that there was a considerable amount of mold in the property. Members asked that contact is made with Fisher German regarding this matter – to request access to remove the furniture. It was further reported that contact had been made with Fisher German regarding sewage disposal.
- D-Day 80th Anniversary – Members considered this matter, and it was suggested that it could be a part of the celebrations for the centenary of the Bowling Club. Cllr Peacock also said that she would raise with the Village Hall Committee.
- Smithy Lane Bridge – no updates - reported that the road is falling in - Members expressed their concern about the situation. It was noted that Cllr Edgar was asked whether verge markings could be put in place.
- Fir Tree Cottages – it was confirmed that a letter had been sent about the status of 3 Fir Tree Cottages – it was reported that a response had been received saying that the area was being maintained but Listed Building Consent was being sought. A letter had been received from an ex-parishioner and it was **AGREED** to respond to this letter. It was further **AGREED** to correspond with the owners of 1 and 2 Fir Cottages regarding the concerns raised in correspondence.

- Police – a request has been made for feedback on incidents from the police.
- Village Day – Cllr Horrocks reported that a meeting will take place to sort out the workings of the Village Day Committee. It was reported that there would be a contribution to the bowling club centenary celebrations.
- Parish Council Records – it was **AGREED** that Cllr Horrocks would have a look at the records in the first instance. It was reported that the Village Hall did not want to store the records.
- SID – Members decided not to pursue the matter of purchasing a SID.
- Rectory Drive – it was reported that contact had been made with the Vicar – he has no issues with the Parish Council contacting the Diocese.
- Passing Places – the Chair shared information with Members. It was agreed to share the proposals and to consider them. The Chair reported that some discussions had taken place regarding noise abatement on the widened A500 via tarmac and fencing. It was **AGREED** to contact CEC with these comments.
- Smithy Lane West – the matter of the state of the road was raised with the Duchy who have said that the road is the responsibility of CEH. Members asked if the Duchy would take on the road. It was reported that the Duchy is looking at the issue. Cllr Heler agreed to raise the matter with CEH.
- Precept – it was confirmed that this had been requested from CEC for 2024/25.
- Compact – contact made with CEC – no response received.
- It was reported that – on the bridges – weeds need to be removed, together with the triangle area. It was agreed to hold a community event to do this work.
- It was **AGREED** to include Parish Council priorities on the next agenda – it was further agreed to publicise this in advance via social media and Parish News.
- Traffic – it was reported that a large wagon had gone through the parish and damaged the verges. It was **AGREED** to write to the company concerned.
- Fly-tipping – this had been reported to the Duchy, but the rubbish is still there. It was **AGREED** to report to the police.

7 **PARISH COUNCIL PLAN 2024-25**

Members are asked to consider priorities for the Parish Council for the 2024-25 year and, if necessary, beyond. These priorities can relate to any aspect of life in the parish or can refer to the activities and functions of the Council itself.

8 **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
- 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 2024/25.

<https://barthomley-pc-org.uk/wp-content/uploads/2023/05/BARTH-Standing-Orders-160523.pdf>

10 **FINANCIAL MATTERS**

The following financial matters will be considered at the meeting.

<https://barthomley-pc-org.uk/wp-content/uploads/2024/05/Approved-Budget-2024-2025-11.05.24.pdf> (Budget 2024-25)

10.1 **End of Year Accounts (1st April 2023 – 31st March 2024)**

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 2023-24
https://barthomley-pc-org.uk/wp-content/uploads/2024/05/AnnualReturnForm2PC_2023-24_e-11.5.24.pdf
- Ledger 2023-24 (1st April 2023-31st March 2024)
<https://barthomley-pc-org.uk/wp-content/uploads/2024/05/Barthomley-Parish-Council-Ledger-01.04.23-31.3.24.pdf>
- Budget Monitoring Report (Quarter Four 2023/24)
<https://barthomley-pc-org.uk/wp-content/uploads/2024/05/Budget-Mon-Mar-2024-11.5.24-BM.pdf>
- Receipts and Payments 2022/23
<https://barthomley-pc-org.uk/wp-content/uploads/2024/05/Budget-Mon-Mar-2024-11.5.24-RP.pdf>

RECOMMENDATION That Members note the financial information presented.

10.2 **Asset Register 2023/24**

The Asset Register for the Parish Council up to 31st March 2024 is attached for note.

<https://barthomley-pc-org.uk/wp-content/uploads/2024/05/BARTH-Asset-Register-2024-11.5.24.pdf>

10.3 **Risk Assessment 2024**

To approve the annual risk assessment for the Parish Council for 2024.

<https://barthomley-pc-org.uk/wp-content/uploads/2024/05/Barth-RISK-ASSESSMENT-2024-11.05.24.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 2024/25 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 Mr. Len Griffin for the year 2024-2025. 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 2023/24 internal audit on behalf of the Council.

RECOMMENDATION

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

10.6 External Audit 2023/24

The external auditor covering the 2023-24 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 2023-24. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2023-24 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.

https://barthomley-pc-org.uk/wp-content/uploads/2024/05/AnnualReturnForm2PC_2023-24_e-11.5.24.pdf

RECOMMENDATION:

Members are asked to note the points set out above and approve the Certificate of Exemption as set out above for the 2023-24 financial year.

10.7 Authorisation of Payments

£265.20	Dr MJ Bailey – Clerk salary (April/May 2024)
£66.30	HMRC for months 1 and 2 of the tax year (2024-25)
£310.25	CCS Collect (Back Tax 2023/24)
£229.97	Insurance Payment (2024/25)

£63.46	ChALC (2024/25 Membership)
£90.00	Shires Accountants (Payroll – April-Oct 2024)
£18.00	NetwiseUk (Domain Renewal – Website)

RECOMMENDATION: Members are asked to approve the above payments.

11 CALENDAR OF MEETINGS – 2024-2025

The Parish Council is to **APPROVE** the dates set out below for 2024-2025 (second Tuesday every other month).

9th July 2024
10th September
12th November
14th January 2025
11th March
13th May 2025 (Annual Meeting)

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

12 PUBLIC QUESTION TIME

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

13 BOROUGH COUNCILLOR'S REPORT

Borough Councillors S Edgar and A Heler 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 Cheshire East Local Plan

Cheshire East Council has informed the Parish Council that consultation had begun on the new Local Plan. Information can be found at

https://www.cheshireeast.gov.uk/planning/spatial-planning/cheshire_east_local_plan/new-local-plan.aspx

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.

17 DATE OF NEXT MEETING

Tuesday 9th July 2024 – 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.