BURLAND AND ACTON PARISH COUNCIL

Clerk: Mark Bailey
4 Post Office Square, Madeley, Staffordshire, CW3 9PG
Tel: 07854 445636 e-mail: burlandandactonpc@gmail.com

To: Members of the Parish Council Date: 12th May 2023

Dear Member

You are summoned to attend the first meetings of the Burland and Acton Parish Council.

The first of these meetings will be the Annual Parish Meeting to be held on **THURSDAY 18TH MAY 2023** at 7.30pm at Acton Parish Hall, followed by the Annual Parish Council Meeting.

The agendas are appended below.

The full list of those elected to the Parish Council is: -

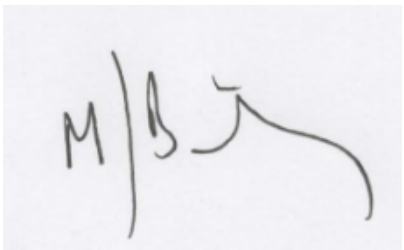
Acton and Henhull Ward
Nick Jackson
Claire Lewis-Jones
Laura Williams

Burland Ward
Jo Thomas
Steph Thompson
Mel Wood

Ravensmoor and Edletston Ward
Philip Perciva
William Stewart
Sue Stott

Invitations have also been sent out to the two Cheshire East Borough Councillors covering the new Parish Council – Cllrs James Pearson and Becky Posnett.

Yours sincerely



Mark Bailey
Clerk

MEMBERS OF THE PRESS AND PUBLIC
ARE WELCOME TO ATTEND THIS MEETING

Notification to members of the public attending the meeting.

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. If you do attend, copies of the agenda and accompanying papers will be provided for you.

AGENDA – ANNUAL PARISH MEETING

The Parish Meeting can discuss all parish affairs and pass resolutions as appropriate.

Residents will have the opportunity to raise specific matters of concern under agenda item 5 but are invited to participate fully in the meeting.

1 DECLARATIONS OF INTEREST

Members of the Parish Council to declare any personal or prejudicial interest they may have in any item of business on the agenda.

2. **DISPENSATIONS**

This item is a standing agenda item to enable dispensations to be granted as and when appropriate following receipt of an agenda. If a Member is unaware that he/she has a DPI in an item of business until the agenda is received, there is an opportunity for a written request (e-mail acceptable) to be submitted to the Clerk at least two clear days before the meeting (or whatever period the Parish Council considers appropriate). The matter of dispensation can then be considered by the Parish Council (or the Clerk if this is delegated) at the same meeting.

3. ACTON EDLESTON & HENHULL PARISH COUNCIL MINUTES OF THE ANNUAL PARISH MEETING HELD ON 19 MAY 2022.

The minutes of the Annual Parish Meeting were agreed at the Parish Council meeting held on Thursday 21st July 2022.

BURLAND PARISH COUNCIL MINUTES OF THE ANNUAL PARISH MEETING HELD ON 12TH MAY 2022.

The Minutes of the Annual Parish Meeting were agreed at the Parish Council meeting held on Monday 13th June 2022.

4. ACCOUNTS

Statement of Accounts for 2022/2023 for Acton Edleston & Henhull Parish Council – copy attached.

https://burlandpc.org.uk/wp-content/uploads/2023/05/Accounts-as-at-01.04.22-AEH-16.5.23.pdf

Statement of Accounts for 2022/2023 for Burland Parish Council – copy attached.

https://burlandpc.org.uk/wp-content/uploads/2023/05/Burland-Parish-Council-Ledger-01.04.22-31.03.23.pdf

5. MATTERS TO BE RAISED BY LOCAL RESIDENTS

Signed .....

AGENDA – ANNUAL PARISH COUNCIL MEETING

Note

- At the elections for the new Burland and Acton Parish Council which took place on 4th May 2023, a total of ten candidates were nominated for the three wards which make up the Parish Council.

- In the wards of Burland, and Edelston and Ravensmoor, three candidates were nominated and returned unopposed for the six parish council seats.

- In the ward of Acton and Henhull, four candidates were nominated and three were elected for the three 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 ONE - ANNUAL PARISH COUNCIL BUSINESS

1. ELECTION OF CHAIR

1.1 To elect a Chair to serve until the Annual Meeting in 2024. The Clerk will call for nominations. In the event of more than one nomination, Members will be invited to vote, either by a show of hands, or, if requested by at least two Members, a secret ballot.

1.2 The Chair to sign a Declaration of Acceptance of Office, following which the newly elected Chair will chair the meeting.

2. ELECTION OF VICE-CHAIR

2.1 To elect a Vice-Chair to serve until the Annual Meeting in 2024.

2.2 The Vice-Chair will sign a Declaration of Acceptance of Office

3. APOLOGIES FOR UNAVOIDABLE ABSENCE

Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

4. DECLARATION OF INTERESTS

Members to declare any personal or prejudicial interest, and the nature of that interest, which they have in any item of business on the agenda and, if necessary, to leave the meeting prior to the discussion of that item.

Declarations are a personal matter for each Member to decide. Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Member, based on the particular circumstances.

5. DISPENSATIONS

This item is a standing agenda item to enable dispensations to be granted as and when appropriate following receipt of an agenda. If a Member is unaware that he/she has a DPI in an item of business until the agenda is received, there is an opportunity for a written request (e-mail acceptable) to be submitted to the Clerk at least two clear days before the meeting (or whatever period the Parish Council considers appropriate). The matter of dispensation can then be considered by the Parish Council (or the Clerk if this is delegated) at the same meeting.

6. MINUTES OF THE ACTON EDLESTON & HENHULL PARISH COUNCIL MEETING HELD ON 23 MARCH 2023

To approve the minutes of the Parish Council meeting held on 23 March 2023 as a correct record and signed by the Chair.

https://burlandpc.org.uk/wp-content/uploads/2023/05/Draft-Minutes-23.03.23-AEH-PC-16.5.23.pdf

MINUTES OF THE BURLAND PARISH COUNCIL MEETING HELD ON 14 MARCH 2023

To approve the minutes of the Parish Council meeting held on 14 March 2023 as a correct record and signed by the Chair.

https://burlandpc.org.uk/wp-content/uploads/2023/05/DRAFT-Minutes-13-March-2023.pdf

7. REPORT OF THE CLERK/CHAIR

To report on the following matters from the above minutes. Below are some of the issues which Members may wish to re-visit.

- Update on the setting up of the new Parish Council
- Update on purchase of SID from Worleston Parish Council
- Monks Lane
- Car Park
- CIL Monies

8. ELECTIONS – 4th MAY 2023

Members are asked to note the following.

8.1 Local Election Results and Vacancies

Following the elections on 4th May 2023, a total of ten candidates were nominated and nine were returned to the three wards which make up the

Burland and Acton Parish Council. There are no vacancies on the Parish Council.

8.2 Borough Council Elections

The Parish Council is asked to note that James Pearson was elected as the Borough Councillor for the ward of Wrenbury and that Becky Posnett was elected as the Borough Councllor for Bunbury.

9. APPOINTMENTS TO OUTSIDE BODIES

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

- 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/FINANCIAL REGULATIONS

The Parish Council is asked to approve the Council's Standing Orders/Financial Regulations for 2023/24.

https://burlandpc.org.uk/wp-content/uploads/2023/05/Burland-and-Acton-PC-Standing-Orders-16.05.23.pdf

11. CODE OF CONDUCT

The Parish Council is asked to approve the attached Code of Conduct.

https://burlandpc.org.uk/wp-content/uploads/2023/05/councillor-code-of-conduct-final-v4-16.5.23.pdf

12. FINANCIAL MATTERS

Members are asked to consider the following financial matters.

12.1 Ledger/Bank Reconciliation Statement (1.4.22-31.03.23)

The Burland PC ledger/bank reconciliation statement for the period 1st April 2022-31st March 2023 is presented to Members for note.

https://burlandpc.org.uk/wp-content/uploads/2023/05/Burland-Parish-Council-Ledger-01.04.22-31.03.23.pdf

The Acton, Edleston and Henhull PC ledger/bank reconciliation statement for the period 1st April 2022-31st March 2023 is presented to Members for note.

https://burlandpc.org.uk/wp-content/uploads/2023/05/Accounts-as-at-01.04.22-AEH-16.5.23.pdf

12.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 4 – 2022/23) (Apr 2022-March 2023)

The Burland PC budget monitoring report/receipts and payment summary to the end of quarter four (2022/23) (Apr 2022-March 2023) is presented to Members for note.

https://burlandpc.org.uk/wp-content/uploads/2023/05/Budget-Mon-March-2023-14.0523-BM.pdf (Budget Monitoring Report - Burland PC)

https://burlandpc.org.uk/wp-content/uploads/2023/05/Budget-Mon-March-2023-14.0523-RP.pdf (Receipts and Payments Summary – Burland PC)

https://burlandpc.org.uk/wp-content/uploads/2023/05/Receipts-Payments-2021-22-2022-23-AEH-PC-17.5.23.pdf (Receipts and Payments Summary – Acton, Edleston and Henhull PC)

12.3 Asset Registers 2022/23

The Asset Registers for the following are attached: -

- Burland Parish Council up to 31st March 2023

  https://burlandpc.org.uk/wp-content/uploads/2023/05/Burland-PC-Assets-2022-23-16.05.23.pdf

- Acton, Edleston and Henhull Parish Council up to 31st March 2023

  To follow

These items are attached for note.

12.4 Risk Assessment 2023/24

To **APPROVE** the annual risk assessment for the Parish Council.

https://burlandpc.org.uk/wp-content/uploads/2023/05/Draft-Risk-Assessment-2023-24-16.05.23a.pdf

12.5 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.

12.6 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 2023-2024.

It is proposed that, if appointed, an approach to JDH Business Services 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.

12.7 External Audit 2022/23
The 2022-23 Annual Governance and Accounting Returns for the following (AGAR) are attached.

- Burland Parish Council up to 31st March 2023

  https://burlandpc.org.uk/wp-content/uploads/2023/05/AnnualReturnForm2_2022-23_e-16.5.23.pdf

- Acton, Edleston and Henhull Parish Council up to 31st March 2023

  https://burlandpc.org.uk/wp-content/uploads/2023/05/AGAR-2022-23-Form-3-APC-AEH-PC-17.5.23.pdf

Members are asked to go through the Governance Statement point by point for both councils. 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 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 that the following councils can declare themselves 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. 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://burlandpc.org.uk/wp-content/uploads/2023/05/Certificate-of-Exemption-16.5.23-Burland-PC.pdf Certificate of Exemption 2022/23 (Burland PC)

Certificate of Exemption 2022/23 (Acton, Edleston and Henhull PC)

To follow

RECOMMENDATION
Members are asked to note the points set out above and approve the AGARs as set out above for 2022-23

12.8 Authorisation of Payments
No payments can be made until the new bank account is set up. Any payments will be brought to the next meeting.

13. CALENDAR OF MEETINGS – 2023-2024
The Parish Council is to approve the list of meeting dates below for the 2023-2024 year (third Thursday in each month). An August recess has been included, but Members may wish to include a meeting during August.

18th May 2023 (Annual Meeting)
15th June
20th July
August – no meeting
21st September
19th October
16th November
21st December
18th January 2024

15th February
21st March
18th April
16th May (Annual Meeting)

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

14. PUBLIC QUESTION TIME

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

15. BOROUGH COUNCILLORS' REPORT

Borough Councillors James Pearson and Becky Posnett to report on any Cheshire East Council matters of interest.

16. HIGHWAY MATTERS/SPEED WATCH

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

16.1 Road Safety

To consider any issues relating to road safety, including the conditions of the roads.

16.2 Speed Gun

This item is for Members to provide an update on issues relating to use of the speed gun.

16.3 Location of SID

The Parish Council is to agree the location of the SID in the period up to and including the next Parish Council meeting.

17. PLANNING MATTERS

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

17.1 Planning Applications

The Parish Council has received the following planning applications for comment.

23/1676N Sunnyside, Swanley Lane, Ravensmoor CW5 8BZ
Part-retrospective application for field shelter and track.

This application can be viewed at https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=23/1676N

Closing date for comments – 7th June 2023

23/0635N Fir Tree Farm, 35 Barracks Lane, Ravensmoor CW5 8PR
Demolition and replacement dwellinghouse, erection of a barn/garage and stable block together with landscaping and associated works

This application can be viewed at https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=23/0635N

Closing date for comments – 25th May 2023

18. PARISH COUNCILLORS' REPORTS

Parish Councillors are invited to share information or to request items for inclusion on the agenda for the next meeting.

19. DATE OF NEXT MEETING

Thursday 15th June 2023 at Acton Parish Hall (7.30pm start)