# BURLAND AND ACTON PARISH COUNCIL

Clerk: Mark Bailey
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To: Members of the Parish Council Date: 14th July 2023

Dear Member

You are summoned to attend the third meeting of the Burland and Acton Parish Council.

This meeting will be held on **THURSDAY 20TH JULY 2023** at 7.30pm at Acton Parish Hall.

The agenda is appended below.

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

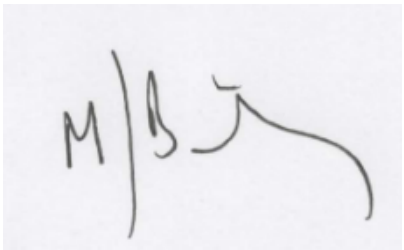
Acton and Henhull Ward
Nick Jackson (Vice-Chair)
Claire Lewis-Jones
Laura Williams

Burland Ward
Jo Thomas
Steph Thompson
Mel Wood

Ravensmoor and Edletston Ward
Philip Perciva
William Stewart (Chair)
Sue Stott

Invitations have also been sent out to the two Cheshire East Borough Councillors covering the 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 – PARISH COUNCIL MEETING

## 1. 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.

## 2. 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.

## 3. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15 JUNE 2023

To approve the minutes of the Parish Council meeting held on 15 June 2023 as a correct record and signed by the Chair.

https://burlandpc.org.uk/wp-content/uploads/2023/06/DRAFT-Minutes-15-June-2023-Parish-Council-Meeting.pdf

## 4. REPORT OF THE CLERK/CHAIR AND ACTION LOG

To report on the following matters from the above minutes. Please also see the action log (link below).

https://burlandpc.org.uk/wp-content/uploads/2023/07/BAPC-Meeting-Action-20230518-2.pdf

Below are some of the issues which Members may wish to re-visit.

- Update on the setting up of the new Parish Council – the following matters are being addressed.
    - Development of the new bank account – now in place
    - Development of the website and social media – agreement from NetwiseUK to establish a 'Burland and Acton PC website from the existing Burland PC website
    - Provision of insurance for the Parish Council – will be paid this year, pending a review for next year
    - Provision of payroll support for the new Council – now in place
    - Inform Cheshire East Council of new banking arrangements - done
- Update on purchase of SID from Worleston Parish Council – contact has been made with Worleston PC and awaiting a response

- Monks Lane – update on developments – update from Cllr Posnett – CEC is looking at the pros and cons of the scheme (emails sent to Members)

- Calendar of Meetings 2023/24 (Members to **APPROVE)**

    - It is proposed that the following dates are agreed by the Council in terms of meetings of the Parish Council during the 2023/24 year. In most cases, this is the fourth Monday of each month (except where stated).

      August 2023 - no meeting
      25th September
      23rd October
      27th November
      11th December (fourth Monday is 25th December)
      18th January 2024 (Thursday - for the precept setting)
      26th February
      25th March
      22nd April
      27th May (Annual Meetings)

- Dorfold Hall Site Development – report on progress

- Planning Enforcement Issues – Ravens Lane

- s106 Monies – Kingsbourne Development – use for traffic calming measures in Acton village – Members asked to consider any proposals.

- S106 Monies – Malbank Waters – completion of the Edleston section of the circular walk (report circulated to Members via email)

- Wrexham Road – proposed road closure 7th-10th August 2023 – proposals for work to be done during closure period.

- Footpath – Members to consider the cutting back of verges on the footpath from the gate at the end of Wilbraham Road to the canal bridge 93 including the area around the Battlefield display board.

- Cycle Track – section on Chester Road passing underneath the aqueduct – vegetation needs to be cleared.

**5. PUBLIC QUESTION TIME**

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

## 6. FINANCIAL MATTERS

Members are asked to consider the following financial matters.

### 6.1 Ledger/Bank Reconciliation Statement

No information can be provided as, although the bank account is now operational, no cheques have been signed nor any direct debits/standing orders set up.

### 6.2 Authorisation of Payments

Members are asked to **APPROVE** the following payments (subject to the opening of the bank account)

- £255.61 – Dr Mark Bailey – Clerk (July 2023 payment)
- £63.92 – HMRC – Tax on Clerk salary (month 3 2023/24)
- £153.33 – Ms Karen Bedford – Deputy Clerk (July 2023 payment)
- £252.00 – JDH Business Services – Internal Audit 2022/23 (Burland)
- £291.00 JDH Business Services – Internal Audit 2022/23 (Acton)
- £20.00 – Cheshire Community Action – Membership 2023/24
- £238.80 – NetwiseUK – upgrade of website for Council

The following items will be set up on direct debit.

- £49.95 – BT Group – Broadband (monthly charge)

Members are asked to note that the following payments were approved at the June 2023 meeting of the Parish Council and cheques will be signed at the July 2023 meeting.

- £511.32 - Dr Mark Bailey – Clerk (May/June 2023 payments)
- £127.84 – HMRC – Tax on Clerk salary (months 2 and 3 2023/24)
- £314.66 – Ms Karen Bedford – Deputy Clerk (May/June 2023)
- £1,726.46 – RC Roundell Farm Partnership – Rent for Cark Park (2023/24)
- £346.00 – ChALC – 2023/24 Membership
- £241.80 – Shires Accountants (M1-M6 payroll)
- £1,865.34 - Arthur J Gallagher Insurance Brokers Ltd (Insurance 2023/24)
- £15.30 – Acton Parish Hall (Room Hire)

### 6.3 Internal/External Audit 2022/23

Members are asked to note that the internal and external audits for 2022/23 have now been completed.

Burland Parish Council declared and accepted itself as exempt from external audit for 2022/23. Acton, Edleston and Henhull Parish Council had a limited assurance review carried out for 2022/23.

The Burland PC internal audit was completed by JDH Business Services as Internal Auditor for 2022/23. The report can be found at https://burlandpc.org.uk/wp-content/uploads/2023/07/burland2223IAreport-1.pdf.

The Acton, Edleston and Henhull PC internal audit was completed by JDH Business Services as Internal Auditor for 2022/23.
The report can be found at https://burlandpc.org.uk/wp-content/uploads/2023/07/actonedleston2223IAreport.pdf

Members are asked to **RESOLVE** to accept this information as presented.

**7. PUBLIC QUESTION TIME**

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

**8. BOROUGH COUNCILLORS' REPORT**

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

**9. HIGHWAY MATTERS/SPEED WATCH**

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

**9.1 Road Safety**

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

**9.2 Speed Gun**

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

**9.3 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.

**10. PLANNING MATTERS**

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

**10.1 Planning Applications**

The Parish Council has been informed of the following planning application by Cheshire East Council.

23/2447N 4 Beambridge Close, Henhull CW5 6XR
A small rear extension in line with the existing single storey rear elevation.

The application can be found at https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=23/2447N

Closing Date for Comments – 1st August 2023

23/2181N Land between Monks Lane and Smithy Bank, Monks Lane, Acton CW5 8LF
Proposed construction of one and a half detached dwelling with associated hard and a soft landscaping.

The application can be found at https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=23/2181N

Closing Date for Comments – 26th July 2023

**13. PARISH COUNCILLORS' REPORTS**

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

**14. DATE OF NEXT MEETING**

Monday 25th September 2023 at Acton Parish Hall (7.30pm start) – subject to agreement on agenda item 4 (above).