MINUTES OF THE MEETING OF THE FIRST MEETING OF THE BURLAND AND ACTON PARISH COUNCIL HELD AT ACTON PARISH HALL, ACTON ON 18TH MAY 2023

PRESENT:	Cllr J Thomas	Cllr W Stewart
	Cllr N Jackson	Cllr M Wood
	Cllr S Stott	Cllr P Percival
	Cllr S Thompson	Cllr L Williams
	Cllr C Lewis-Jones	
APOLOGIES:	None	
ALSO PRESENT	Cllr J Pearson (CEC)	Cllr B Posnett (CEC)
	Dr. M Bailey (Clerk/RFO)	Ms. K Bedford (Deputy Clerk)
	Members of the public	

PART ONE - ANNUAL PARISH COUNCIL MEETING

PART A

1 ELECTION OF CHAIRMAN

Cllr Thomas took the chair and asked for nominations for Chair of the Parish Council until the Annual Parish Council meeting in May 2024.

Cllr W Stewart was nominated and **ELECTED** as Chair of the Parish Council.

2 ELECTION OF VICE-CHAIR

The Chair called for nominations to be Vice-Chair of the Parish Council until the Annual Parish Council meeting in May 2024.

Cllrs N Jackson and S Stott were nominated.

A vote took place and Cllr N Jackson was **ELECTED** as Vice-Chair of the Parish Council.

3 UNAVOIDABLE APOLOGIES FOR ABSENCE

There were no apologies for absence submitted to the Clerk.

4 DECLARATIONS OF INTEREST

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had 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.

There were no interests declared by Members present.

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. Dispensations were completed by Members at the meeting.

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

Members **APPROVED** the minutes of the Acton, Edleston and Henhull Parish Council meeting held on 23 March 2023 as a correct record and the minutes were signed by the Chair.

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

Members **APPROVED** the minutes of the Burland Parish Council meeting held on 14 March 2023 as a correct record and the minutes were signed by the Chair.

7 REPORT OF THE CLERK/CHAIR

Members considered the following matters from the above minutes.

- Update on the setting up of the new Parish Council – the Clerk reported that various issues were being dealt with and it was confirmed that the existing Burland PC bank account would be used as the new Burland and Acton PC bank account.

- Update on purchase of SID from Worleston Parish Council – this will be actioned with an approach to Worleston PC.

- Monks Lane – Members noted that this will be a trial involving stopping traffic turning left or right into Monks Lane. This will be a 12 month trial but it is not clear when the trial will start. Cllr Posnett said that she will try and get a date for the start of the work.

- Car Park – it was reported that new LED lights are in place. In addition, the rent for the car park is due to Dorfold Estates and payment will have to wait for the new bank account. It was further reported that rent has increased by 25% and Members asked for representations to be made to the owners about this matter. Cllr Jackson reported that he had filled in the potholes.

- CIL Monies – Members reviewed the developments attached to these funds.

8 ELECTIONS – 4th MAY 2023

Members noted the following information.

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 noted 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

Members **APPROVED** the following appointments to outside bodies.

- Cheshire Association of Local Councils – area meeting – Cllr Stott
- Police Cluster meetings – Cllr Thompson
- Nantwich Local Highways Group – Cllr Wood
- Acton Parish Hall Committee – Cllr Williams

10 STANDING ORDERS/FINANCIAL REGULATIONS

The Parish Council **APPROVED** the Council's Standing Orders/Financial Regulations for 2023/24.

11 CODE OF CONDUCT

The Parish Council **APPROVED** the Members' Code of Conduct.

12 FINANCIAL MATTERS

The Parish Council considered the following matters under this agenda item.

12.1 Ledger/Bank Reconciliation Statements (1.4.22-31.03.23)

Members noted the Burland PC ledger/bank reconciliation statement for the period 1st April 2022-31st March 2023.

Members noted the Acton, Edleston and Henhull PC ledger/bank reconciliation statement for the period 1st April 2022-31st March 2023

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

Members noted the Burland PC budget monitoring report/receipts and payment summary to the end of quarter four (2022/23) (Apr 2022-March 2023) and the Acton Edleston and Henhull PC Receipts and Payments summary for the same period.

12.3 Asset Registers 2022/23

Members noted the Asset Registers for Burland PC and Acton, Edleston and Henhull PC up to the 31st March 2023.

12.4 Risk Assessment 2023/24

Members **AGREED** to defer a decision on the Risk Assessment to the next Parish Council meeting in June 2023.

12.5 Responsible Financial Officer

The Parish Council **APPROVED** the Parish Clerk as the Council's Responsible Financial Officer for the 2023/24 financial year.

12.6 Appointment of Internal Auditor

Members noted that it is a requirement that the Internal Auditor be appointed annually. Members were asked to approve the appointment of JDH Business Services for the year 2023-2024.

Members **APPROVED** the appointment of JDH Business Services as the Parish Council's internal auditor for the 2023/24 year.

12.7 External Audit 2022/23

The 2022-23 Annual Governance and Accounting Returns for both Burland PC and Acton, Edleston and Henhull PC were presented to Members.

Members went through the Governance Statement point by point for both councils and answered 'yes' to questions 1-8, with question 9 answered as 'n/a'.

Members noted that the Accounting Returns had been completed by the Parish Clerk/Deputy Parish Clerk. Both Returns were **APPROVED** by the Parish Council.

Finally, due to its gross income/expenditure being £25,000 or less, the Parish Council **APPROVED** Burland PC for the Certificate of Exemption. This does not apply to Acton, Edleston and Henhull PC.

12.8 Authorisation of Payments

Members noted that no payments can be made until the new bank account is set up. Any payments will be brought to the next meeting of the Parish Council.

13 CALENDAR OF MEETINGS 2023-24

Members agreed to defer this item pending further discussion to the next meeting of the Parish Council. It was further agreed to keep the date of the next meeting at Thursday 15th June 2023.

PART TWO - ORDINARY PARISH COUNCIL MEETING

14 PUBLIC QUESTION TIME

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

The issue of Monks Lane was raised and it was stated that cars should come out onto Chester Road.

In addition, the issue of getting the Parish Hall grounds and building was raised.

15 BOROUGH COUNCILLORS' REPORTS

Cllrs James Pearson and Becky Posnett (Cheshire East Council) attended the meeting.

Cllr Posnett said that she was making visits to all parish councils within her ward and asked that the Parish Council get in touch if they have any issues.

Cllr Pearson said that he had a meeting with the Director of Highways at CEC planned and asked that any issues are logged on the CEC website. He also mentioned that he had met the Police and Crime Commissioner and spoken to the Rural Crime Unit.

16 HIGHWAY MATTERS/SPEED WATCH

The Parish Council considered highways issues in the parish and affecting the parish.

16.1 Road Safety

Members raised a number of issues in the parish, including the state of the footpaths in Acton and mentioned that the verges make it problematic for people with pushchairs to pass.

Other issues reported included potholes on Long Lane.

Cllr Stott asked that Members bring along any issues to the next meeting and said that a list could be developed.

The Chair said that people need to be encouraged to report issues more than once on the CEC website.

16.2 Speed Gun

Cllr Thompson reported that there were no updates but that the group will go out in the near future. There is a group in Burland, but not in Acton. It was suggested that a training session is held in Acton. Cllr Lewis-Jones said that she is keen to do weight monitoring on Monks Lane. Cllr Thomas said that she would help in gathering evidence.

Cllr Thompson said that the 30 mph flashing sign in Burland still needs to be fixed.

Cllr Jackson said that he is keen to be trained on the speed gun and Cllr Thompson will ask for volunteers in the area.

It was agreed to ask PCSO Sharon Jones with help in collecting evidence.

16.3 SID Location

Members agreed to keep the SID in Burland in the same place and to do the same in Ravensmoor. It was further confirmed that the SIDs will be purchased from Worleston PC.

17 PLANNING MATTERS

The Parish Council considered the following planning matters affecting the parish.

17.1 Planning Applications

The Parish Council had been notified of the following planning applications from Cheshire East Council.

Cllr Stewart declared a personal interest and took no part in the discussion on this item.

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

Members commented that it was good to see this application amended, but would like to see timescales included as a condition for the restoring of the field and also the track.

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.

Members commented about the state of the road and asked that a condition is applied that construction traffic use the Sound Lane end of the road to access the site.

18 PARISH COUNCILLOR REPORTS

Members raised the following items.

- Cllr Williams – asked that checks are made on the progress of the Dorfold Hall site development.
- Cllr Percival – asked that a letter of thanks be sent to former Cllr Carol Mace for her service.
- Cllr Stott – asked that the issue of planning enforcement on Ravens Lane be brought to the next meeting.
- Cllr Stewart – mentioned that a number of tyres had been fly-tipped on the lay-by next to the Windmill. Will log with the police.

19 DATE OF NEXT MEETING

The next meeting of the Parish Council will take place at 7.30pm on Thursday 15th June 2023 at Acton Parish Hall.

……Chairman

The meeting commenced at 7.30pm and concluded at 9.26pm