

WETTENHALL & CHOLMONDESTON PARISH COUNCIL

Clerk to the Parish Council: Mark Bailey

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Dear Councillors

You are hereby summoned to attend a Meeting of the Parish Council, to be held **REMOTELY** on **WEDNESDAY 5TH MAY 2021** at 7:30pm.

All Members of the public and press are welcome to attend.

Please note that this meeting will take place according to guidelines provided by government in relation to the ongoing COVID-19 pandemic.

Join Zoom Meeting <https://us02web.zoom.us/j/81299731988>

Meeting ID: 812 9973 1988

One tap mobile

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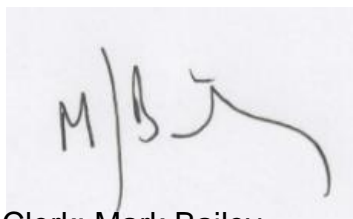
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Find your local number: <https://us02web.zoom.us/u/kSbkFXqze>

A handwritten signature in black ink, appearing to be 'M/B' followed by a stylized flourish.

Clerk: Mark Bailey

Date: 29th April 2021

AGENDA

PART A

1 APOLOGIES FOR ABSENCE

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

2 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.

3 MINUTES – 23rd FEBRUARY 2021

To approve, as a correct record, the minutes of the meeting held on 23rd February 2021.

<http://www.cholmondestonandwettenhall-pc.gov.uk/Minutes-and-Agendas.aspx>

RECOMMENDATION

Members are asked to approve the minutes.

4 MATTERS ARISING

To raise any matters from the above minutes.

- Delphic Transport - update
- Boot and Slipper site update
- Litter – update
- Village green plans - update
- Boundary Signs – update
- Flooding - update

5 PUBLIC FORUM

Members of the public are invited to ask questions or address Members on any matter of Parish Council business

6 BOROUGH COUNCILLORS REPORT

Cheshire East Councillor Sarah Pochin to update the meeting on issues affecting Cheshire East Council.

7 FINANCIAL MATTERS

Members are asked to consider the following matters. All documents can be found at <http://cholmondestonandwettenhall-pc.gov.uk/Council-Finances.aspx>

7.1 Payments for Authorisation

Members are asked to authorise the following items for payment

Mark Bailey

£399.63 (Clerk Salary – March-May 2021)

HMRC	£99.91 (Tax on Salary – month 12 (2020-21) and months 1 and 2 (2021-22))
ChALC	£121.68 (2021-22 Membership)
ChALC	£25.00 (Training)
Nuneaton Signs	£71.66 (duck warning signs)
Cllr Keith Gilby	£50.00 (reimbursement – litter picking equipment/key safe for church)
Zurich Municipal	£168.79 (Insurance 2021-22)

RECOMMENDATION

Members are asked to approve the above payments

7.2 Ledger (1.4.20-31.03.21)

Members are asked to note the ledger for the period 1.4.20-31.03.21

7.3 Budget Monitoring Report (Quarter 4 – April 2020-Mar 2021)

Members are asked to note the budget monitoring report for the fourth quarter of the 2020/21 financial year. Also attached is a summary of receipts and payments for the same period.

7.4 Assets Register 2020-21

Members are asked to note the Assets Register for 200/21.

7.5 Internal Audit 2020-21

This is to report that the Parish Clerk will submit the Parish Council accounts to the Internal Auditor (John Edwards t/a Experior Systems) in May 2021.

7.6 Risk Assessment 2020-21

Members to note the risk assessment for 2020-21.

7.7 External Audit 2020-21 (AGAR)

The 2020-21 Annual Governance and Accounting Return (AGAR) is attached.

Members are asked to go through the Governance Statement point by point. 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 2020-21 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 Cholmondeston and Wettenhall Parish Council can declare itself exempt from an external audit for 2020-21. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2020-21 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.

RECOMMENDATION: Members are asked to note the points set out above and approve the AGAR as set out above for 2020-21

8 CHESHIRE EAST GOVERNANCE REVIEW

Cheshire East Council is currently conducting a review of governance in the area. This includes proposals for parish councils.

In terms of Cholmondeston and Wettenhall Parish Council, the proposal is to merge the two existing parishes and increase the number of councillors from 6 to 7.

At present, these are proposals only and a 12-week consultation period is ongoing.

Members are asked to put any views forward for discussion.

8 HIGHWAY MATTERS

Members to consider any matters relating to highways and road safety.

9 PLANNING MATTERS

Members to consider the following matters relating to planning in the parish.

9.1 Planning Applications

The following planning application has been received by Cheshire East Council and has been sent on to the Parish Council for comment.

21/1497N Village Farm, Winsford Road, Wettenhall CW7 4DL

Steel portal frame livestock building.

The application can be found at

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/1497N>

Closing date for comments: 5th May 2021

21/2400N Rose Cottage, South View Lane, Cholmondeston CW7 4DS

Rear single storey extension and double garage.

The application can be found at

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/2400N&query=88ba41a9-f0c7-4fac-9780-14a85f84e593>

Closing date for comments: 2nd June 2021

10 COMMUNICATION/SHARED INFORMATION

Members to raise any remaining issues under this agenda item. These matters include the following: -

- Community Emergency Plan Development – Members are asked to note the attached documents on the development of an Emergency Plan. Members are also asked whether they think such a Plan should be developed for the parishes. This has come to the fore following recent flooding events. Assistance is offered by Cheshire East/West in developing these approaches. Further details can be found at <https://cheshireresilience.org.uk/>.
- Street Lighting – to consider the issue of the broken streetlight on Long Lane.
- Boundary Mapping – Members are asked to consider whether to undertake a mapping exercise of the parishes. One possible option to do this could be to subscribe to <https://www.parish-online.co.uk/> (annual fee is £36.00 for each parish).
- Footpaths and Rights of Way – to consider the footpaths/PROW in the parishes (see https://www.cheshireeast.gov.uk/leisure_culture_and_tourism/public_rights_of_way/public_rights_of_way.aspx) and whether the Parish Council can assist Cheshire East Council with this area of work, in terms of encouraging walking and other uses.
- Facebook – to discuss the administration of the Parish Council Facebook page, particularly in relation to business advertising.
- Dog Waste Bin – an approach has been made for the Parish Council to purchase a dog waste bin – Members are asked to consider this proposal. Examples of bins and possible costs can be found at <https://www.roadware.co.uk/dog-waste-disposal-bins/?keyword=dog%20waste%20bins&medium=ppc&network=g&gclid=Cj>

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- Resident – it is reported that a resident assisted with the erection of the boundary sign – Members are asked to consider payment/gift to the resident (cost around £20.00).
- Chapel Close – Members to consider the park area and any future options for the site.

11 DATE OF NEXT MEETING

Date/time/venue to be determined.

12 EXCLUSION OF PRESS AND PUBLIC

Due to their confidential nature, Members may decide to exclude the press and public from the meeting during consideration of the following matters in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960. Reports relating to these items have been withheld from public circulation and deposit.

13 COUNCILLOR CODE OF CONDUCT ISSUES

Members to consider any issues under the Councillor Code of Conduct.