

## SOUND & DISTRICT PARISH COUNCIL

Minutes of the Meeting of the above Council, held on Tuesday 23<sup>rd</sup> April 2019  
at Broomhall Chapel at 7.00 p.m.

**Present:** F. Wright (Chairman), A.G. Lawrence (Clerk), R. Brassington, P. Griffiths, Mrs E. Hollinshead, Mrs R. Ruscoe, Mrs JR Park, L. Wright, Clr. RA Bailey and no members of the public.

F. wright was unanimously elected to chair the meeting on the prop., P. Griffiths, sec., L. Wright

1. **Apologies:** G. Bebbington, A. Baldwin, D. Tomlinson, A. Brown
2. **Declaration of Interest** – if a member is present at a meeting of the authority, and they have a disclosable pecuniary in any matter to be considered or being considered at the meeting, they cannot take part in any discussion of the matter at the meeting or vote on it. They should disclose the interest to the meeting and follow the Council's Code of Conduct.
3. **Minutes** of last Parish Council Meeting held on 19<sup>th</sup> March 2019 were unanimously confirmed as a true and correct record on the prop., of P. Griffiths, sec., Mrs E. Hollinshead.
4. **Matters arising** from last minutes:-
  - a. **Cheshire East Elections:** it was reported that the forthcoming Parish Council Elections will see the following Candidates:  
**for Sound & District Parish Council:-**  
Austerson: one vacancy  
Baddiley: R. Blackburn; M. Wright and one vacancy  
Baddington: A. Brown; and one vacancy  
Broomhall: Mrs JR Park; Mrs E Hollinshead; L Wright  
Coole Pilate: R Brassington and one vacancy  
Sound: P Griffiths; WF Wright; D Tomlinson and one vacancy  
  
The following resignations were recorded :- G Bebbington, A Baldwin Mrs R Ruscoe and P Hitchen – the thanks of the meeting were recorded to them for all their support during their time of office.  
  
for Cheshire East Council :-  
  
Rachel Bailey (Conservative), RJ Derricutt (Liberal Democrats)
  - b. Footpath by Hazel Cottage : Mrs E. Hollinshead, reported that all documentation has now been completed in respect of getting this path formally adopted. As such on the prop., Mrs E. Hollinshead, sec., P. Griffiths, it was unanimously agreed that the Chairman sign the forms so that this can be submitted.
5. **Highways** : no matters reported
6. **Correspondence:** Noted to members for their inspection and interest as follows:-
  - a. **Cheshire East** –
    - i. Clr. RA Bailey reported that Cheshire East have received funding from the Govt for 'Clean High Street' as such the Audlem ward has £809 available, with the suggestion that litter picking equipment be purchased for use by any Parish in the area who wishes to use it.
  - b. **Councillors** - none
  - c. **Parishioners** - none
  - d. **Other**
    - i. CHALC Enewsletters

## 7. Accounts

### **I. Income since last meeting:-**

- |    |   |          |
|----|---|----------|
| 1. | Cheshire East Precept – 1 <sup>st</sup> Instalment              | £1850.00 |
| 2. | VAT – Clerk reported that the claim for 2018 has been submitted |          |

### **II. Accounts paid since last meeting – none**

### **III. Accounts to pay at this meeting**

- |    |  |        |
|----|--|--------|
| 1. | Chq. No. 500237<br>Broomhall Chapel – Room Hire        | £15.00 |
| 3. | Chq. No 500238<br>Cheshire Community Action Membership | £20.00 |

The above accounts were unanimously approved for payment on the prop., of Mrs JR Park, sec., Mrs E. Hollinshead.

### **IV. Annual Audit :-**

- Display Notice from Audit from 1<sup>st</sup> July – 12<sup>th</sup> July 2019
- Exercise of Public Rights from 17<sup>th</sup> June – 26<sup>th</sup> July 2019
- Exemption Certificate to be returned by 1<sup>st</sup> July 2019. On the prop., P. Griffiths, sec., Mrs E. Hollinshead.  
it was unanimously agreed that Sound & District Parish Council would submit, as a smaller authority, an Exemption Certificate

**a. Annual Governance Statement** was given to the Council by the RFO and unanimously approved by the Parish Council on the prop., Mrs E. Hollinshead, sec., R. Brassington.

**b. Statement of A/C's** year ending 31<sup>st</sup> March 2019 was issued by the R.F.O. as follows:-

Income for year	3734.87
Along with balance brought forward	<u>798.80</u>
Gave a total available of	4533.67
Total expenses have been	3637.89
Leaving a balance to carry forward of	895.78

The C/F figure compared to the previous year is slightly more on the previous year due to setting Precept for slightly more than the actual expenditure

With all details of income and expenditure as listed in the Account Book

The Accounts were formally adopted on the prop., of P. Griffiths, sec., Mrs E. Hollinshead.

On the prop., L. Wright, sec., R. Brassington, and unanimously agreed, the Clerk/RFO and the Chairman signed, as follows:-

The Annual Return:-

- The Annual Governance Statement
- The Accounting Statements 2017/18
- The completed Annual Account Book

**V. Internal Audit** this will be undertaken by JDH immediately after this Meeting when Accounts are completed.

**VI. Appoint Regulatory Financial Officer** – the Clerk was unanimously re-elected on the prop., of F. Wright, sec., P. Griffiths.

**VII. Confirmation of:-**

- i. Financial Regulations – NALC – Model 2 (England) was unanimously reconfirmed on the prop., of Mrs JR Park, sec., P. Griffiths.
- ii. Risk Assessment was unanimously reconfirmed on the prop., of P. Griffiths, sec., Mrs E. Hollinshead.
- iii. Parish Council Internal Financial Audit  
The Meeting on the prop., of P. Griffiths, sec., L. Wright.  
unanimously confirmed their Internal Audit requirements were adequately covered within their Financial Regulations and their Risk Assessment which are currently in place, and as approved in item 7/VIII/i/ii as above
- iv. Clerks Contract of Employment was unanimously reconfirmed on the prop., of F. Wright, sec., P. Griffiths.
- v. Standing Orders was unanimously reconfirmed on the prop., of Mrs JR Park, sec., L. Wright.
- vi. Transparency Code was unanimously reconfirmed on the prop., of P. Griffiths, sec., R. Brassington.
- vii. GDPR Policy/Privacy Policy was unanimously reconfirmed on the prop., of P. Griffiths, sec., Mrs E. Hollinshead.

**8. Planning Applications:**

**I. Applications received since last meeting:-** as 8/III below

**II. Results of previous applications:-**

<b>a.</b>
19/0142N
Damson Cottage, SOUND LANE, SOUND, CW5 8BX
One and two storey extension to rear and change from flat roof to pitched
approved with conditions
<b>b.</b>
18/4737N
Sound And District Primary School, Whitchurch Road, Sound, CW5 8AE
Construction of a new classroom (Phase 1) and glazed entrance lobby
(Phase 2), with associated external works.
approved with conditions
<b>c.</b>
18/4738N
Sound And District Primary School, Whitchurch Road, Sound, CW5 8AE
Listed Building Consent for construction of a new classroom (Phase 1)
and glazed entrance lobby (Phase 2), with associated external works.
approved with conditions

<b>d.</b>
18/5095N
Hill Farm, WHITCHURCH ROAD, BROOMHALL, CW5 8BZ
Change of use of part of site to industrial use (Class B2 ) and part of yard
to storage and distribution (Class B8) in retrospect,
and alterations to vehicular access
approved with conditions

**III. Applications/Matters before this meeting:-**

**a.**  
Application No: **19/1843N**  
Proposal: **Extension**  
Location: **Holly Bank, HEATLEY LANE, BROOMHALL, CW5 8BA**  
National Grid Ref: **362723 347191**

P. Griffiths declared an interest and took no part in this item of the meeting.

On the prop., Mrs E. Hollinshead, sec., Mrs JR Park, it was unanimously agreed to offer no representation

**b.**  
Application No: **19/1922N**  
Proposal: **Single storey rear extension**  
Location: **1, Chapel Cottages, SOUND HEATH, SOUND, CW5 8BU**  
National Grid Ref: **361834 347981**

On the prop., Mrs JR Park, P. Griffiths, sec., it was unanimously agreed to offer no representation

**IV. Neighbourhood Plan:** it was reported that regular meetings are taking place, tasks are being allocated, and funding is being looked into.

**8. Sound Common report:** recent litter pick has taken place with help of approx. 12 local residents.

**9. Police Report:** meeting tonight.

**10. Next Meetings:**

- Parish Meeting – Baddiley Tuesday 21<sup>st</sup> May 2019 @ 6.30 p.m.
- other Parish Meeting Tuesday 21<sup>st</sup> May 2019 @ 7.15 p.m.
- Parish Council Annual Meeting – Tuesday 21<sup>st</sup> May 2019 @ 7.30 p.m.

**Meeting closed.**