

SOUND & DISTRICT PARISH COUNCIL

Minutes of the Meeting of the above Council, held on Tuesday 21st May 2019 at Broomhall Chapel at 7.30 p.m.

Present: D. Tomlinson (Chairman), A.G. Lawrence (Clerk), P. Griffiths, F. Wright, R. Brassington, Mrs E. Hollinshead, A. Brown, L. Wright, M. Wright, and one member of the public.

1. Apologies: Mrs J Park, Councillor R. Bailey

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. Adoption of Cheshire East Council Member Code of Conduct:-

Sound & District Parish Council on the prop., A. Brown, sec., Mrs E. Hollinshead undertake to observe the code as to the conduct based on the Cheshire East Council Model and adopted by Sound & District Parish Council at its meeting on 21st May 2019 which is expected of members of Sound & District Parish Council

It was therefore unanimously agreed that Sound & District Parish Council adopt this as their model code

4. Parish Council:

i. Declaration of new Parish Council: it was reported that the following persons have sought election:-

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

As such there were no elections with vacancies as above

Cheshire East Council – Clr R.A. Bailey was re-elected to serve the Audlem Ward

- a. Declaration of Acceptance of Office: Declaration of Acceptance forms were returned to the Clerk, and he will file these, display on website and send to Cheshire East Council
- b. Code of Conduct for Members: Code of Conduct forms have been distributed to all Parish Councillors, and they were advised that they must follow this Code at all times in relation to Parish Council business. By completing their Declaration of Acceptance form all Parish Councillors state that "I undertake to observe the code as to the conduct based on the Cheshire East Council Model" as per item 3 above.
- c. Register of Members Interest: General Notice of Registrable Interest forms were returned to the Clerk, and he will file these, display on website and send to Cheshire East Council
- d. Co-Option of Vacancies: were advised as above 4/i

5. Election of Officials for 2019/20

- a. Chairman: D. Tomlinson (Sound) was elected on the prop., A. Brown, sec., P. Griffiths, and unanimously agreed. The Chairman completed his Acceptance of Office Form to be given to the Clerk for filing and details to be sent to Cheshire East.
- b. Vice Chairman: this year being the turn of Broomhall – L. Wright, was duly elected on the prop., of Mrs E. Hollinshead, sec., A. Brown, and unanimously agreed. The Vice Chairman completed his Acceptance of Office Form to be given to the Clerk for filing and details to be sent to Cheshire East.
- c. Planning Committee: as previous all members of the Parish Council

- d. Confirmation of representatives of:-
 - i. Members of Wrenbury Consolidated Charities:
Sound: G. Bebbington; Broomhall: P. Griffiths were confirmed as representatives
 - ii. Baddiley Consolidated Charities: P. Winward was confirmed as representative
 - iii. Sound School Governor: F. Wright was confirmed as representative
 - iv. Police Cluster Meeting: Mrs E. Hollinshead, and P. Griffiths were confirmed as representatives

- 6. **Minutes** of last Parish Council Meeting held on 23rd April 2019 were unanimously confirmed as a true and correct record on the prop., of P. Griffiths, sec., R. Brassington.

- 7. **Matters arising** from last minutes:-

- 8. **Highway matters:**
 - a. **Gully/Drainage/Pot Holes – Mickley Hall Lane: Ref 2546444** Clerk reported again by phone 20/5/19
 - b. **Gully/Drainage/Pot Holes – French Lane End Ref2546442** Clerk reported again by phone 20/5/19

- 9. **Correspondence:** Noted to members for their inspection and interest as follows:-
 - a. **Cheshire East Council**
 - b. **Councillors** – None
 - c. **Parishioners** - None
 - d. **Other**
 - 1. Clerks & Councils Direct
 - 2. Glasdon Guide
 - 3. Canal and River Trust and ADAPT bid for Improved Towpath link between Audlem and Nantwich Cheshire East New Homes Bonus Community Fund 18-19

We are pleased to inform you, thanks to your support our bid has been successful to receive over £70,000 from Cheshire East to improve the towpath link between Audlem and Nantwich.

Our bid scored the 2nd highest against the set criteria, from the over-subscribed number of bids from throughout Cheshire East.

Although the money has yet to be received, ADAPT and the Canal and River Trust are having regular project meetings to sort out all the details and timings.

We are hoping to start work in the Autumn of this year. Some volunteering will be necessary, (not too heavy work) as the project unfolds.

We will keep you informed of developments.

We are most grateful of the supporting letter you sent us, in making our bid a successful one.

Chris Knibbs - Secretary ADAPT
 - 4. The Clerk reported that he has received information that Japanese Knotweed may be growing in the layby by Sound School which (if confirmed) if likely to need raising with Local Authority for treatment. P. Griffiths agreed to investigate the matter and will report back.
 - 5. The Clerk reported there has been a complaint about a security light near the new Amberon entrance on the A530 that dazzles traffic entering the 40mph zone from Nantwich – On the prop., Mrs E. Hollinshead, sec., P. Griffiths, the Clerk was asked to report the matter to the Planning Enforcement Officer and also to arise that a new commercial entrance has been created .

8. **Accounts**

I. Income received since last meeting:

II. Accounts paid since last meeting: none

III. Accounts to pay at this meeting

- | | | |
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| a. | Chq No. 500239
Broomhall & Sound Methodist Church
– Parish Meeting & Parish Council Meeting | £30.00 |
| b. | Chq No. 500240
BHIB Ltd
The Meeting on the advise of the RFO and on the prop., of
A. Brown, sec., P. Griffiths, agreed that this offered
the best cover available. | £298.01 |
| c. | Chq No. 500241
Baddiley Chapel – Room Hire | £15.00 |
| d. | Chq No. 500242
JDH Business Servcies Ltd – Internal Audit | £173.88 (VAT £28.98) |
| e. | Chq No. 500243
Cheshire Assoc., of Local Councils | £302.76 |
| f. | Chq No 500244
Rocket Media – Website Admin and Hosting | £300.00 |
| f. | Chq No. 500
St Michaels Church, Baddiley – Churchyard maintenance, the meeting agreed to make no
donation at this time but to await any approach and they would then consider the request. | |

The above accounts were approved for payment on the prop., of R. Brassington, sec., Mrs E. Hollinshead, and unanimously agreed.

IV Internal Audit : the Clerk/RFO reported that the accounts for year ending 31st March 2019 have been submitted to JDH Business Services and this has now been completed, and based on tests as specified in the Annual Return for Local Councils in England. Conclusion:- "on the basis of the internal work carried out, which was limited to the tests indicated, in our view the council's system of internal controls is in place, adequate for purpose intended and effective, subject to the recommendations reported in the action plan"

ACTION PLAN

The Bank Reconciliation used, includes the bank account balances and then unpresented cheques – these are added instead of deducted to give £2109.76, which does not agree to the cash book on the GARA annual return.

Guidance Note:-

Internal Audit Certificate in the AGAR

There is new internal control objective in the 2018/19 internal audit certificate that requires internal audit to conclude on whether the Public Rights Notice during the previous summer was compliant with regulations. This is pre-filled for 2018/19 but in order to test this and conclude YES/NO for the 2019/20 books and records.

- A copy of the completed 2018/19 Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Review
- A dated photograph showing he first day of the Notice of Public Rights on the noticeboard and/or a dated computer screenshot showing the first date of the Notice of Public Rights on the website for 2018/19

Our approach to this new requirement will be to conclude NO if we have not received the above evidence and explain on the AGAR that we received insufficient evidence to be able to conclude YES; we would also conclude NO if the date advertised were not compliant with Regulations. This will be a new ongoing requirement for internal audit, as well as verifying whether certain smaller councils meet the exemption criteria from an external audit. Therefore for the 2019/20 internal audits there will be additional time charged at a fixed fee of £9 + VAT per local council to complete the new requirements.

V Annual Audit: as per last Minutes

- Display Notice from Audit from 1st July – 12th July 2019
- Exercise of Public Rights from 17th June – 26th July 2019
- Exemption Certificate to be returned by 1st July 2019.
- All information to be displayed on the Parish Council Website

VI Transparency Code for Smaller Authorities – Local Audit & Accountability Act 2014:

The majority of changes to external audit arrangements and appointments will change with effect from the Financial Year 2017/18.

Local Councils with Income or Expenditure less than 25k p.a. will be exempt from external auditor but will still have an external auditor appointed for the purpose of the exercise of electors' rights. In the meantime Smaller Authorities (Sound & District Parish Council) are from 1st April 2015 subject to the mandatory publishing requirements of the Transparency Code.

The Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494, which come into force on 1st April 2015, will make compliance with the Transparency Code for Smaller Authorities ("the Code") issued in December 2014 mandatory for parish councils with a turnover not exceeding £25,000 (Sound & District Parish Council).

The detail of the code was set out in NALC Legal Briefing L05-14, which in summary, from 1st July and thereafter not less than annually, and not later than 1st July in the year immediately following the accounting year to which it relates should publish the following information:-

- All items of expenditure above £100 (where possible excluding VAT) which confirm the date the expenditure was occurred, a summary of the purpose of the expenditure, the amount and the VAT that cannot be recovered
- End of Year Accounts
- Annual Governance Statement
- Internal Audit Report
- List of Councillors and member responsibilities
- Details of public land and building assets

Councils subject to the Code should also publish:

- draft minutes of the council no later than one month after the meeting has taken place
- the agenda and associated papers for Council no later than three clear days before the meeting to which they relate is taking place

The information specified in the code must be published on a publicly accessible free of charge website

The Clerk/RFO advised the Meeting that all the legislation above is already included in the current Account Books, and is displayed on the Parish Council website which carries all this information.

9. Planning Applications:

I. Results of previous applications:

a.
19/1156N
1, Heatley Farm Cottages, HEATLEY LANE, BROOMHALL, CW5 8BA
Timber Garage
refused
b.
18/5579N
Seven Oaks Farm, FRENCH LANE, BADDINGTON, NANTWICH
Change of use of agricultural buildings to storage (Use class B8)
approved with conditions
c.
19/1258N
LAND AT, COOLE LANE, AUSTERSON
Installation of a new field gateway into the adjacent field.

The field has been recently formed from the division of a larger field area
and is now without direct access to the highway (Coole Ln). This proposal
will provide vehicular access to agricultural field. The proposal will require
removal of approximately 4m of the existing hedgerow and the installation of
a standard field gate (approx 3.6m). The area from the road edge to the
boundary of the gateway (approx. 70m ²) will also need to be excavated,
edged and surfaced in a suitable load bearing material to allow for
agricultural vehicles to access the gateway
approved with conditions

II. Applications received since last meeting: - as per 9/III below

III. Applications/Matters before this meeting:

a.

Application No: **19/2127N**
 Proposal: **Proposed dwelling.**
 Location: **32, HEATLEY LANE, BROOMHALL, CW5 8BA**
 National Grid Ref: **362722 347755**

The meeting on the prop., P. Griffiths sec., D. Tomlinson agreed to support the application.

IV. Neighbourhood Plan: arrangements ongoing

10. Sound Common report: no report

11. Police Report: Mrs E. Hollinshead reported that the Police were looking for the support of Parish Councils to support Rural Neighbourhood Signs, this would only be a relatively low cost. The Parish Council on the prop., Mrs E. Hollinshead, sec., A. Brown agreed to support the proposal in principal.

12. Next Meeting:— Tuesday 6th August

Meeting closed.