

BURLAND AND ACTON PARISH COUNCIL

Clerk: Mark Bailey
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To: Members of the Parish Council

Date: 9th June 2023

Dear Member

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

This meeting will be held on **THURSDAY 15TH JUNE 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

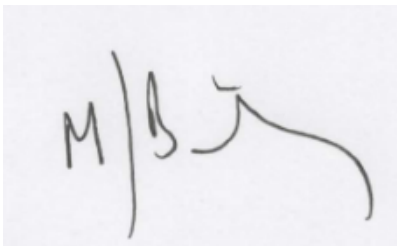
Jo Thomas
Steph Thompson
Mel Wood

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

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

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. 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.

4. MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 18 MAY 2023

To approve the minutes of the annual Parish Council meeting held on 18 May 2023 as a correct record and signed by the Chair.

<https://burlandpc.org.uk/wp-content/uploads/2023/06/DRAFT-Minutes-18-May-2023-Annual-Meeting-25.5.23.pdf>

5. MINUTES OF THE ANNUAL PARISH MEETING HELD ON 18TH MAY 2023

To approve the minutes of the Annual Parish Meeting held on 18 May 2023 as a correct record and signed by the Chair.

<https://burlandpc.org.uk/wp-content/uploads/2023/06/DRAFT-Minutes-18-May-2023-Annual-Parish-Meeting.pdf>

6. 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/2023/06/BAPC-Meeting-Action-20230518-1.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 (see Financial Matters)
 - Development of the website and social media
 - Provision of insurance for the Parish Council
 - Provision of payroll support for the new Council
 - Inform Cheshire East Council of new banking arrangements
- 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
- 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 the majority of cases, this is the fourth Monday of each month (except where stated).

24th July 2023
August - 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
- Letter – letter of thanks to be sent to former Cllr Carol Mace
- Planning Enforcement Issues – Ravens Lane
- Car Park/Other Work – to agree the arrangements for work undertaken by Cllr Jackson
- Creation of committees – for Members to consider this matter.

7. PUBLIC QUESTION TIME

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

8. FINANCIAL MATTERS

Members are asked to consider the following financial matters.

8.1 Update on Banking Arrangements

Work is ongoing to undertake the following changes to the banking arrangements for the Parish Council.

- To change the name of the bank account to 'PC OF BURLAND AND ACTON' (the Council will use the former Burland PC bank account).
- To close the existing Acton, Edleston and Henhull PC bank account and transfer funds to the new account.
- To change the bank mandate to reflect the following: -
 - o To include a total of six signatories on the bank account (five elected members and the Clerk)
 - o Members are asked to nominate the five elected member signatories for the bank account.
 - o It is recommended that the existing signatories remain on the account (Cllrs Thomas and Thompson)
 - o It is further recommended that the Chair (Cllr Stewart) is added to the bank account as a signatory.
 - o It is also recommended that two further elected Members are added to the mandate and that this could be Cllrs Percival (who is a signatory to the AEH PC bank account) and Cllr Jackson as Vice-Chair of the Parish Council

Members are asked to consider these items and **APPROVE** the signatories for the bank account.

8.2 Ledger/Bank Reconciliation Statement

No information can be provided as the bank account is not yet operational (see above).

8.3 Authorisation of Payments

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

- £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)

9. PUBLIC QUESTION TIME

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

10. BOROUGH COUNCILLORS' REPORT

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

11. HIGHWAY MATTERS/SPEED WATCH

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

11.1 Road Safety

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

11.2 Speed Gun

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

11.3 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.

12. PLANNING MATTERS

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

12.1 Planning Applications

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

23/2017N The Cottage, Drake Lane, Acton CW5 8PD
Two storey rear (3m) extension.

The application can be found at
<https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=23/2017N>

Closing Date for Comments – 28th June 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 24th July 2023 at Acton Parish Hall (7.30pm start) – subject to agreement on agenda item 6 (above).