

BURLAND AND ACTON PARISH COUNCIL

Clerk: Mark Bailey
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To: Members of the Parish Council

Date: 20th May 2024

Dear Member

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

The Annual Parish Meeting to be held on **THURSDAY 23rd MAY 2024** at 7.30pm at Acton Parish Hall, followed by the Annual Parish Council Meeting.

The agendas are appended below.

The full list of those elected to the Parish Council is: -

Acton and Henhull Ward

Nick Jackson
Claire Lewis-Jones
Laura Williams

Burland Ward

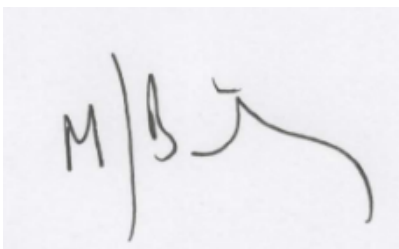
Jo Thomas
Vacant
Mel Wood

Ravensmoor and Edleston Ward

Philip Perciva
William Stewart
Sue Stott

Invitations have also been sent out to the two Cheshire East Borough Councillors covering the new Parish Council – Cllrs James Pearson and Becky Posnett.

Yours sincerely

A handwritten signature in black ink on a white background. The signature appears to be '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 – ANNUAL PARISH MEETING

The Parish Meeting can discuss all parish affairs and pass resolutions as appropriate.

Residents will have the opportunity to raise specific matters of concern under agenda item 5 but are invited to participate fully in the meeting.

1 DECLARATIONS OF INTEREST

Members of the Parish Council to declare any personal or prejudicial interest they may have in any item of business on the agenda.

2. BURLAND AND ACTON - MINUTES OF THE ANNUAL PARISH MEETING HELD ON 18TH MAY 2023.

The Minutes of the Annual Parish Meeting were agreed at the Parish Council meeting held on 15th June 2023.

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

4. ACCOUNTS

Statement of Accounts for 2023/2024 for Burland and Acton Parish Council – copy attached.

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/04/Budget-Mon-Mar-2024-18.4.24-BM.pdf>

5. MATTERS TO BE RAISED BY LOCAL RESIDENTS

Signed

AGENDA – ANNUAL PARISH COUNCIL MEETING

Part 1 of the agenda represents the business of the annual meeting of the Parish Council

Part 2 represents ordinary business of the Parish Council

PART ONE - ANNUAL PARISH COUNCIL BUSINESS

1. ELECTION OF CHAIR

To elect a Chair to serve until the Annual Meeting in 2025. The Clerk will call for nominations. In the event of more than one nomination, Members will be invited to vote, either by a show of hands, or, if requested by at least two Members, a secret ballot.

2. ELECTION OF VICE-CHAIR

To elect a Vice-Chair to serve until the Annual Meeting in 2025.

3. 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.

4. 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.

5. MINUTES OF THE BURLAND AND ACTON PARISH COUNCIL MEETING HELD ON 29 APRIL 2024

To approve the minutes of the Parish Council meeting held on 29 April 2024 as a correct record and signed by the Chair.

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/05/DRAFT-Minutes-29-April-2024-Parish-Council-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://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/05/Action-Log-29.04.24.pdf>

7. APPOINTMENTS TO OUTSIDE BODIES

The Parish Council is invited to appoint a representative(s) to the following outside bodies: -

- Cheshire Association of Local Councils – area meeting
- Police Cluster meetings
- Nantwich Local Highways Group

Invitations to attend other outside bodies can be dealt with as and when they arise.

8. FINANCIAL MATTERS

Members are asked to consider the following financial matters.

8.1 Ledger/Bank Reconciliation Statement (1.4.23-31.03.24)

The Burland PC ledger/bank reconciliation statement for the period 1st April 2023-31st March 2024 is presented to Members for note.

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/04/Burland-and-Acton-Parish-Council-Ledger-01.04.23-31.3.24.pdf>

8.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 4 – 2023/24) (Apr 2023-March 2024)

The Burland PC budget monitoring report/receipts and payment summary to the end of quarter four (2023/24) (Apr 2023-March 2024) is presented to Members for note.

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/04/Budget-Mon-Mar-2024-18.4.24-BM.pdf> (Budget Monitoring Report)

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/04/Budget-Mon-Mar-2024-18.4.24-RP.pdf> (Receipts and Payments Summary)

8.3 Asset Register 2023/24

Members are asked to note the Asset Register for 2023/24.

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/05/BURLAND-AND-ACTON-PARISH-COUNCIL-Asset-Register-2023-24-21.5.24.pdf>

8.4 Risk Assessment 2024/25

Members are asked to note the Risk Assessment for 2024/25.

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/05/Risk-Assessment-2024-25-20.5.24.pdf>

8.5 Responsible Financial Officer

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's Responsible Financial Officer for the 2024/25 financial year.

8.6 Appointment of Internal Auditor

It is a requirement that the Internal Auditor be appointed annually. Members are asked to approve the appointment of JDH Business Services for the year 2024-2025.

It is proposed that, if appointed, an approach to JDH Business Services will be made as soon as possible following this meeting.

RECOMMENDATION

Members are asked to approve the appointment of an internal auditor as set out above.

8.7 External Audit 2023/24

The 2023-24 Annual Governance and Accounting Return (AGAR) is attached,

https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/05/AnnualReturnForm2PC_2023-24_e-21.5.24.pdf

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.

RECOMMENDATION

Members are asked to note the points set out above and approve the AGAR as set out above for 2023-24.

8.8 Authorisation of Payments

Members are asked to **APPROVE** the following payments.

- £255.61 Dr Mark Bailey – Clerk (May 2024)
- £63.92 HMRC – Tax on Clerk salary (month 2 2024/25)

- £90.00 Shires Accountants (Payroll – M1-M6)
- £190.38 ChALC (Annual Membership 2024/25)

9. CALENDAR OF MEETINGS – 2024-2025

The Parish Council is to approve the list of meeting dates below for the 2024-2025 year. An August recess should be included, but Members may wish to include a meeting during August.

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

10. PUBLIC QUESTION TIME

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

11. BOROUGH COUNCILLORS' REPORT

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

12. HIGHWAY MATTERS/SPEED WATCH

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

12.1 Road Safety

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

12.2 Speed Gun

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

12.3 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.

13. PLANNING MATTERS

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

14. PARISH COUNCILLORS' REPORTS

Parish Councillors are invited to share information or to request items for inclusion on the agenda for the next meeting.

15. DATE OF NEXT MEETING

TBC