

MINUTES OF THE MEETING OF THE ANNUAL MEETING OF THE BURLAND AND ACTON PARISH COUNCIL HELD AT ACTON PARISH HALL ON 23RD MAY 2024

PRESENT:	Cllr W Stewart Cllr M Wood Cllr L Williams	Chair Cllr P Percival Cllr C Lewis-Jones
APOLOGIES:	Cllr N Jackson Cllr S Stott Cllr J Pearson (CEC)	Vice-Chair Cllr J Thomas
ALSO PRESENT	Cllr B Posnett (CEC) Dr. M Bailey (Clerk/RFO) Members of the public	

PART ONE - ANNUAL PARISH COUNCIL MEETING

PART A

146 ELECTION OF CHAIRMAN

Cllr Thomas took the chair and asked for nominations for Chair of the Parish Council until the Annual Parish Council meeting in May 2025.

Cllr W Stewart was nominated and **ELECTED** as Chair of the Parish Council.

147 ELECTION OF VICE-CHAIR

The Chair called for nominations to be Vice-Chair of the Parish Council until the Annual Parish Council meeting in May 2025.

Cllr L Williams was **ELECTED** as Vice-Chair of the Parish Council.

148 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Thomas, S Stott, and N Jackson.

149 DECLARATIONS OF INTEREST

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had 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. There were no interests declared by Members present.

150 MINUTES OF THE BURLAND & ACTON PARISH COUNCIL MEETING HELD ON 29 APRIL 2024

Members **APPROVED** the minutes of the Burland and Acton Parish Council meeting held on 29 April 2024 as a correct record and the minutes were signed by the Chair.

151 REPORT OF THE CLERK/CHAIR

Members considered the following matters from the above minutes.

- Road Safety – it was agreed to clarify the situation regarding the use of CIL monies for traffic calming outside the school.

152 APPOINTMENTS TO OUTSIDE BODIES

Members **APPROVED** the following appointments to outside bodies.

- Cheshire Association of Local Councils – area meeting – Cllr Stott
- Police Cluster meetings – Cllr Stewart
- Nantwich Local Highways Group – Cllr Wood
- Acton Parish Hall Committee – Cllr Williams

153 FINANCIAL MATTERS

The Parish Council considered the following matters under this agenda item.

153.1 Ledger/Bank Reconciliation Statements (1.4.23-31.03.24)

Members noted the Burland and Acton PC ledger/bank reconciliation statement for the period 1st April 2023-31st March 2024.

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

Members noted the Burland and Acton PC budget monitoring report/receipts and payment summary to the end of quarter four (2023/24).

153.3 Asset Registers 2023/24

Members noted the Asset Register for Burland and Acton PC up to 31st March 2024.

The following matters were raised: -

- Laptop/printer – still with former Clerk of the Acton, Edleston and Henhull PC
- SIDs – all in place, save for one which has been vandalised.

It was agreed to undertake an audit on the Parish Council's assets.

153.4 Risk Assessment 2024/25

Members **AGREED** to approve the risk assessment for 2024/25.

153.5 Responsible Financial Officer

The Parish Council **APPROVED** the Parish Clerk as the Council's Responsible Financial Officer for the 2024/25 financial year.

153.6 Appointment of Internal Auditor

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

Members **APPROVED** the appointment of JDH Business Services as the Parish Council's internal auditor for the 2024/25 year.

153.7 External Audit 2023/24

The 2023-24 Annual Governance and Accounting Return for Burland and Acton PC was presented to Members.

Members went through the Governance Statement point by point for both councils and answered 'yes' to questions 1-8, with question 9 answered as 'n/a'.

Members noted that the Accounting Return had been completed by the Parish Clerk.

Both returns were **APPROVED** by the Parish Council.

153.8 Authorisation of Payments

Members **RESOLVED** to approve the following payments: -

- £255.61 Dr Mark Bailey – Clerk (May 2024)
- £63.92 HMRC – Tax on Clerk salary (month 2 2024/25)
- £190.38 ChALC (Annual Membership 2024/25)
- £15.30 Acton Parish Hall (Room Hire – 23.5.24)

154 CALENDAR OF MEETINGS 2024-25

Members agreed to defer this item pending further discussion to the next meeting of the Parish Council. It was further agreed to set the date of the next meeting at Tuesday 18th June 2024.

PART TWO - ORDINARY PARISH COUNCIL MEETING

155 PUBLIC QUESTION TIME

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

- Resident One – asked whether a licence is required to provide a dog park. Members advised that Planning Enforcement is contacted at Cheshire East Council.

156 BOROUGH COUNCILLORS' REPORTS

Cllr Becky Posnett (Cheshire East Council) attended the meeting and raised the following points.

- Acton – shared plans for the road layout in Acton and also information about traffic flows.

157 HIGHWAY MATTERS/SPEED WATCH

The Parish Council considered highways issues in the parish and affecting the parish.

157.1 Road Safety

It was reported that the flashing light by the school had been switched on – suggested that this is reported to the school.

Members re-stated the need for residents to report potholes and other road issues.

Members also raised the issue of large agricultural traffic damaging grass verges and asked what could be done about this damage. It was mentioned that this could be raised at the next Police Cluster meeting. The Parish Council was also advised to invite Road Safety to a site visit.

157.2 Speed Gun

It was reported that Cllr Thomas has the speed gun.

157.3 SID Location

Members agreed to keep the SID in Burland in the same place and to do the same in Ravensmoor. A reminder will be sent to Cheshire East Council about the flashing sign in Burland.

158 PLANNING MATTERS

The Parish Council considered the following planning matters affecting the parish.

159 PARISH COUNCILLOR REPORTS

Members raised the following items.

- Footpath – it was reported that the gate on the path from the canal is in a poor state of condition. It was agreed to remove the gate.

- Fly-Tipping – incident on Swanley Lane, which has been reported and was discussed at the Police Cluster meeting. Cheshire East Council has made contact and said that reports on FixMyStreet could be passed onto the police as a report.
- Police Cluster – a list of incidents in the area was shared at the meeting.

160 DATE OF NEXT MEETING

The next meeting of the Parish Council will take place at 7.30pm on Tuesday 18th June 2024 at Acton Parish Hall.

.....Chairman

The meeting commenced at 7.30pm and concluded at 8.47pm