

BURLAND AND ACTON PARISH COUNCIL

Clerk: Mark Bailey
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To: Members of the Parish Council

Date: 16th July 2024

Dear Member

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

This meeting will be held on **THURSDAY 18TH JULY 2024** at 7.30pm at Acton Parish Hall.

The **UPDATED** 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

Mel Wood

Vacant

Ravensmoor and Edletston Ward

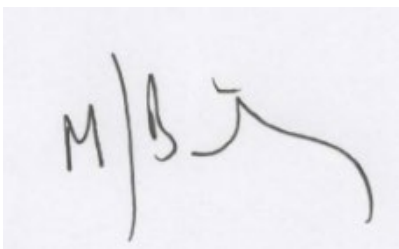
Philip Percival

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

PART A

1. APOLOGIES

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 circumstances.

3. CASUAL VACANCY

A vacancy exists on the Parish Council. As per the Council's Standing Orders, the vacancy have been advertised with a notice sent to Cheshire East Council asking if the electors of the parish wish to hold an election to fill this vacancy.

As no election was requested, the Parish Council is invited to co-opt to fill this vacancy.

4. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18TH JUNE 2024

To approve the minutes of the Parish Council meeting held on 18th June 2024 as a correct record and signed by the Chair.

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/07/DRAFT-Minutes-18.6.24.pdf>

5. 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/2024/07/Action-Log-18.06.24.pdf>

6. PUBLIC QUESTION TIME

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

7. FINANCIAL MATTERS

Members are asked to consider the following financial matters.

7.1 Ledger/Bank Reconciliation Statement (1.4.24-30.06.24)

Members are asked to note the ledger/bank reconciliation report for the period 1st April 2024 – 30th June 2024.

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/07/Burland-and-Acton-Parish-Council-Ledger-01.04.24-30.6.24.pdf>

7.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter One – 2024/25) (Apr-June 2024)

The Burland PC budget monitoring report/receipts and payment summary to the end of quarter one (2024/25) (Apr-June 2024) is presented to Members for note.

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/07/Budget-Mon-June-2024-16.7.24-BM.pdf> (Budget Monitoring Report)

<https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/07/Budget-Mon-June-2024-16.7.24-RP.pdf> (Receipts and Payments Summary)

7.3 Internal/External Audit 2023/24

Members will recall that the Parish Council considered the Annual Governance and Accountability Return (AGAR) for 2024/24 at the June 2024 meeting.

Following advice from the Internal Auditor, the Parish Council is required to complete and **APPROVE** the AGAR Form 3 (previously the Council considered Form 2). Due to the fact that income/expenditure exceeded £25,000 in 2023/24, the Council cannot apply for an exemption from External Audit and has to use Form 3.

The new form can be found at https://burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/07/AnnualReturnForm3PC_2023-24_e-16.7.24.pdf.

Once agreed, the new AGAR will be displayed on the Council's website and will be submitted to the External Auditors.

In addition, the Council is asked to **APPROVE** the Internal Audit report for 2023/24 (**to follow**).

7.4 Authorisation of Payments

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

- £272.95 Dr Mark Bailey – Clerk (July 2024)
- £68.24 HMRC – Tax on Clerk salary (month 4 2024/25)
- £1,726.46 RC Roundell Farm Partnership (car park rent)
- £396.00 JDH Business Services (Internal Audit 2023/24)
- £15.30 Acton Parish Hall (Room Hire)
- £500.00 St Mary’s Church Acton (Donation)

8. BOROUGH COUNCILLORS’ REPORT

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

9. HIGHWAY MATTERS/SPEED WATCH

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

9.1 Road Safety

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

9.2 Speed Gun

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

9.3 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.

10. PLANNING MATTERS

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

10. PARISH COUNCILLORS’ REPORTS

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

11. DATE OF NEXT MEETING

The next meeting of the Parish Council will take place on Thursday 19th September 2024 at 7.30pm (venue to be determined).

12. EXCLUSION OF PRESS AND PUBLIC

To agree to exclude press and public due to confidential nature of items in accordance with section 1(2) of Public Bodies (Admission to Meetings) Act 1960. This is pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that discussions may involve the likely disclosure of exempt information as defined in the provisions of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

PART B

13. PARISH COUNCIL WEBSITE

To consider issues relating to the development of the Parish Council website. Information will be circulated to Members separately via email.