

# BURLAND AND ACTON PARISH COUNCIL

Clerk: Mark Bailey  
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To: Members of the Parish Council

Date: 11<sup>th</sup> October 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 17<sup>TH</sup> OCTOBER 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  
Claire Lewis-Jones  
Vacant

Burland Ward

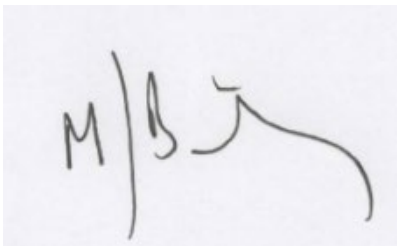
Jo Thomas  
Mel Wood  
Carol Mace

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

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**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.

*There will be a minute's silence at the start of the meeting in memory of former Parish Councillor Steph Thompson.*

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## **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 has arisen on the Parish Council. As per the Council's Standing Orders, the vacancy will be 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.

**4. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19<sup>TH</sup> SEPTEMBER 2024**

To approve the minutes of the Parish Council meeting held on 19<sup>th</sup> September 2024 as a correct record and signed by the Chair.

[www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/09/DRAFT-Minutes-19.9.24.pdf](http://www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/09/DRAFT-Minutes-19.9.24.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).

[www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/10/Action-Log-17.10.24.pdf](http://www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/10/Action-Log-17.10.24.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 (1.4.24-30.9.24)

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

[www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/10/Burland-and-Acton-Parish-Council-Ledger-01.04.24-30.9.24.pdf](http://www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/10/Burland-and-Acton-Parish-Council-Ledger-01.04.24-30.9.24.pdf)

### 7.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter Two – 2024/25) (Apr-Sept 2024)

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

[www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/10/Budget-Mon-Sept-2024-11.10.24.pdf](http://www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/10/Budget-Mon-Sept-2024-11.10.24.pdf)  
(Budget Monitoring Report)

[www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/10/Budget-Mon-Sept-2024-11.10.24-RP.pdf](http://www.burlandandactonparishcouncil.gov.uk/wp-content/uploads/2024/10/Budget-Mon-Sept-2024-11.10.24-RP.pdf)  
(Receipts and Payments Summary)

### 7.3 Internal/External Audit 2023/24

Members are asked to note and **APPROVE** the attached External Audit report for 2023/24. See link below. The findings of the audit are to be found via the link below.

<https://burlandandactonparishcouncil.gov.uk/notice-of-conclusion-of-audit-2023-24/>

### 7.4 Authorisation of Payments

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

- £272.95                      Mark Bailey – Clerk (Oct 2024)
- £68.24                        HMRC – Tax on Clerk salary (month 7 2024/25)
- £90.00                        Warbrook Creative (Website)
- £132.00                      Shires Accountants (Oct 2024-March 2025 Payroll)
- £474.00                      PKF Littlejohn (External Audit 2023/24)
- £637.50                      Nick Jackson (Gardening Services 18.7.24-17.10.24)

## 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.

An officer from Cheshire East Council will be attending the meeting to discuss the phase one delivery of road safety improvements for Acton village, which are due to start on 28<sup>th</sup> October 2024.

**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.

**10.1 Planning Applications**

The Parish Council has received notice of the following applications.

24/3400N Land Off, Chester Road, Acton  
Change of use from equestrian stables to fitness centre, equestrian arena to car park and fields from grazing to assault course and dog exercise field. Additional temporary structure, constructed of scaffolding poles and re-used timber. Sited on existing hardcore area. Erection of timber and metal apparatus to create outdoor assault course.

Details of the application can be found at  
<https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=24/3400N>

Closing date – 30<sup>th</sup> October 2024

24/3694N The Old Windmill, Ravens Lane, Burland, CW5 8PG  
Listed building consent for proposed garage for the storage of a vintage steam engine and equipment.

Details of the application can be found at

<https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=24/3694N>

Closing date – 13<sup>th</sup> November 2024

24/3580N The Old Windmill, Ravens Lane, Burland, CW5 8PG  
Proposed garage for the storage of a vintage steam engine and its equipment.

Details of the application can be found at  
<https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=24/3580N>

Closing date – 13<sup>th</sup> November 2024

24/3687N St Andrews Court, Swanley Lane, Burland, Nantwich, Cheshire, CW5 8PZ  
Replacement of existing stables with detached swimming pool block and single storey extension along with the change of use from existing paddock to garden area within the residential curtilage (c3)

Details of the application can be found at  
<https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=24/3687N>

Closing date – 20<sup>th</sup> November 2024

## 10.2 Planning Enforcement

To consider planning enforcement issues affecting the parish.

## 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 21<sup>st</sup> November 2024 at 7.30pm (Acton Parish Hall).