

WETTENHALL & CHOLMONDESTON PARISH COUNCIL

Clerk to the Parish Council: Mark Bailey

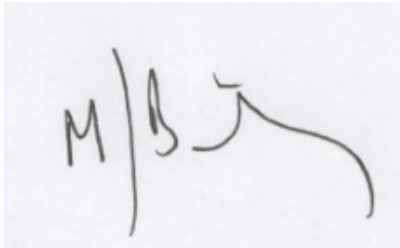
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Dear Councillors

You are hereby summoned to attend the Annual Meeting of the Parish Council, to be held on **Wednesday 6th October 2021** at 7:30pm at St. David's Church, Long Lane, Wettenhall CW7 4DN.

All Members of the public and press are welcome to attend.

Please note that this meeting will take place according to guidelines provided by government in relation to the ongoing COVID-19 pandemic.

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

Clerk: Mark Bailey
Date: 23rd September 2021

AGENDA

- **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 1 – ANNUAL MEETING BUSINESS

1 ELECTION OF CHAIR

The Parish Council is to elect a Chair to serve until the next Annual Meeting. The current Chairman (if present) will call for nominations. If the current Chairman is not present, the current Vice-Chairman will call for nominations.

2 ELECTION OF VICE-CHAIR

The Parish Council is to elect a Vice-Chair to serve until the next Annual Meeting. The newly elected Chair will call for nominations.

3 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

4 DECLARATIONS OF INTEREST

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have 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.

If declarations are not made at this point in the proceedings, they should be made as soon as the Member becomes aware of an interest.

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare (or not) is the responsibility of the Parish Councillor, based on the circumstances of the matter in hand.

5 MINUTES – 5TH MAY 2021

To approve, as a correct record, the minutes of the meeting held on 5th May 2021.

<http://cholmondestonandwettenhall-pc.gov.uk/Minutes-and-Agendas.aspx>

6 MATTERS ARISING

To raise any matters from the above minutes – including the following: -

- Delphic Transport – update on licence issues
- Boot and Slipper site - update on work
- Litter – update on issues including proposal for litter bin

- Village green plans – update on developments
- Noise – update on any issues
- Community Emergency Plan – to update on any issues
- Street Lighting – to update on work carried out

7 STANDING ORDERS

The Parish Council is asked to approve the Council's Standing Orders for 2021/22 (attached).

8 CODE OF CONDUCT

Members are asked to adopt the attached Cheshire East Code of Conduct for the Parish Council.

9 FINANCIAL MATTERS

Members are asked to consider the following matters: -

9.1 Appointment of Responsible Financial Officer

To consider the appointment of the RFO.

9.2 Appointment of Internal Auditor

To consider the appointment of the Parish Council's Internal Auditor.

9.3 Payments for Authorisation

Members are asked to authorise the following items for payment

Mark Bailey	£1,000.00 (Clerk Salary June-November 2021)
HMRC	£250.00 (Tax on Salary Months 3-8 2021/22)
Shires Pay	£109.80 (Payroll M1-M12 2021/22)
Experior Systems	£210.00 (Internal Audit 2020/21)

RECOMMENDATION: Members are asked to approve these payments

9.4 Ledger/Bank Reconciliation (1.4.21-31.8.21)

Members are asked to note the ledger for the period 1.4.21-31.8.21

<http://www.cholmondestonandwettenhall-pc.gov.uk/Council-Finances.aspx>

9.5 Budget Monitoring (Quarter One 2021/22 April-June 2021)

Members are asked to note the budget monitoring report and receipts and payments summary for quarter one 2021/22 (April-June 2021)

<http://www.cholmondestonandwettenhall-pc.gov.uk/Council-Finances.aspx>

9.6 Internal/External Audit 2020/21

Members are asked to note that the internal and external audits

for 2020/21 have now been completed.

In terms of the internal audit, some minor issues were identified including a mistake in one of the figures for salary payments and a report that the Council can reclaim a total of £121.25 in VAT.

The report can be found at

<http://www.cholmondestonandwettenhall-pc.gov.uk/Council-Finances.aspx>

In terms of the external audit, the Parish Council declared itself exempt from a review and this was accepted by the external auditors in July 2021.

RECOMMENDATION: Members are asked to note the above information and approve the internal audit report.

10 DATES OF MEETINGS

To agree a list of dates of meetings up to the next Annual Meeting of the Parish Council.

PART 2 – ORDINARY MEETING BUSINESS

11 PUBLIC FORUM

Members of the public are invited to ask questions or address Members on any matter of Parish Council business.

12 BOROUGH COUNCILLORS REPORT

Cheshire East Councillor Sarah Pochin to update the meeting on issues affecting Cheshire East Council.

13 HIGHWAY MATTERS

Members to consider the following matters relating to highways and road safety.

- Top-Up Highways Maintenance Scheme – ideas for any projects/work required
- Highways Safety Survey – to discuss any issues
- A51 Closure – issues for the parish

14 PLANNING MATTERS

Members to consider any matters relating to planning in the parish.

14.1 Planning Application

The following planning application has been received by the Parish Council.

21/4619N Land at Little Man Inn, Winsford Road, Wettenhall
Variation of condition 2 on application 17/3873N -
conversion and extension of outbuilding into 3 bed

dwelling.

<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/4619N>

Closing Date for Comments: 24th September 2021

15 COMMUNICATION/SHARED INFORMATION

Members to consider the following matters.

- Cheshire East Community Governance Review – to update on the process
- Cheshire Community Action – to consider whether to join for 2021/22 year
- Police Cluster 22nd October 2021 – to consider any issues to put forward
- ChALC Annual Meeting 20th October 2021 – to consider any proposals to put forward
- Flood Management – to update on any issues

16 DATE OF NEXT MEETING

To agree the date, time, and venue of the next Parish Council meeting.