

**MINUTES OF THE ANNUAL MEETING OF MINSHULL VERNON & DISTRICT PARISH COUNCIL  
HELD ON 23 MAY 2016 AT ST PETER'S COMMUNITY HALL, MINSHULL VERNON, CREWE**

<b>PRESENT:</b>	Councillor Les Horne Councillor M McGlone	Chairman Vice-Chairman
	Councillor W T Beard Councillor Linda Horne Councillor R Lee Councillor D Ridings Councillor C Stringer	Councillor J Cunningham Councillor D Kay Councillor B Palin Councillor M Stanley Councillor K Stringer
<b>IN ATTENDANCE:</b>	Stuart Kay	Royal British Legion
<b>APOLOGIES:</b>	Councillors D Street and P Wright	

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**1 ELECTION OF CHAIRMAN**

**RESOLVED:** That Councillor Les Horne be elected Chairman to serve until the next annual meeting of the Council.

Councillor Horne signed a Declaration of Acceptance of Office.

**2 ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** That Councillor M McGlone be elected Vice-Chairman to serve until the next annual meeting of the Council.

Councillor McGlone signed a Declaration of Acceptance of Office.

**3 DECLARATION OF INTERESTS**

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.

No declarations were made.

**4 MINUTES – 25 APRIL 2015**

**RESOLVED:** That the Minutes of the Meeting held on 25 April 2016 be approved as a correct record.

**5 APPOINTMENT TO OUTSIDE BODIES**

The Parish Council was invited to appoint representatives to outside bodies.

**RESOLVED:** That appointments be made to outside organisations as follows:

- Cheshire Association of Local Councils  
**Councillors P Wright and C Stringer**
- Police Cluster meetings  
**Councillors J Cunningham, Les Horne and P Wright**
- Hill Top and Hole House Farms Local Liaison Committee  
**Councillor M McGlone**

## 6 ANNUAL ACCOUNTS – 2015-2016

The regulations in respect of the audit had changed and the Council was now subject to the Local Audit and Accountability Act 2014 (Accounts and Audit Regulations 2015).

The period during which electors may inspect accounting records was now set by the RFO, not the external auditors. For Minshull Vernon & District, this was 3 June – 13 July 2016. Electors' objections to accounts must be made during the inspection period, rather than after it. The notice must be published on the website before the start of the inspection period.

### 6.1 SECTION 1 ANNUAL GOVERNANCE STATEMENT

The Council was required to acknowledge that it was satisfied that there was a sound system of internal control.

**RESOLVED:** That the Annual Governance Statement for 2015-2016 (Section 1 of the Annual Return) be approved.

### 6.2 SECTION 2 ACCOUNTING STATEMENT

The Parish Council was asked to approve the accounts for the financial year 2015-2016 which had been audited by JDH Business Services Ltd, the internal auditor.

The following documents were submitted.

- (a) Balance sheet to 31 March 2016
- (b) Fixed Assets Register  
The wooden bench at Whalley's Green had been removed and it was agreed that this be deleted from the fixed assets schedule.

**RESOLVED:** (a) That the accounts for 2015-2016 be approved for issue to BDO LLP, external auditor; and

(b) That the fixed assets register be amended as indicated.

### 6.3 INTERNAL AUDITOR'S REPORT – 2015-2016

The report of the Internal Auditor was submitted.

The Parish Council had not carried out any of its risk assessments during 2015-2016 and this was a breach of the Accounts and Audit Regulations 2011 which *required that risk assessment of all assets should be carried out at least annually, or more frequently if the Council determined this was necessary for a particular asset. The requirement to carry out risk assessments annually was in respect of adequacy of insurance cover, rather than health and safety issues.*

The auditor had also commented on the following:

- Total receipts should be separated to show the opening balance and the subsequent receipts, prior to submission to BDO LLP (external auditor).
- The fixed assets register showed an increase over 2014-2015 even though no additions were recorded.  
*The Clerk acknowledged that this was a clerical error and Section 2 of the Annual Return had been amended.*

**RESOLVED:** (a) That the report of the Internal Auditor be received and noted; and

(b) That risk assessments/management be carried out annually, with all schedules being submitted to the Annual Meeting in May each year.

## 7 APPOINTMENT OF INTERNAL AUDITOR – 2016-2017

It was a requirement that the Internal Auditor was appointed annually.

**RESOLVED:** That JDH Business Services Ltd be authorised to conduct the internal audit for 2016-2017.

## 8 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Parish Council was required to review its risk management arrangements once a year. The Council had not carried out any risk assessments during 2015-2016 and as this was a breach of Regulation 4 of the Accounts and Audit Regulations 2011 (as noted in Minute No. 6.3 above), it was likely that the external auditor would return a qualified audit opinion as a result of this omission.

The following schedules were now submitted for consideration and approval subject to any amendments which Members might wish to make.

- |        |  |                                    |
|--------|--|------------------------------------|
| (i)    | Governance   | (Prepared by the Clerk)            |
|        | Risk Assessment Schedule<br>together with accompanying schedules below | (Prepared by Councillor M McGlone) |
| (ii)   | Memorial Structures  |                                    |
| (iii)  | Notice-boards  |                                    |
| (iv)   | Parish Field and Boundaries  |                                    |
| (v)    | Mature Trees   |                                    |
| (vi)   | Parish Clerk – Home-working  |                                    |
| (vii)  | Trailer-Mounted Speed Display Unit                                     |                                    |
| (viii) | Stihl Equipment – Operation and Use                                    |                                    |

**RESOLVED:** That the risk assessment/management schedules be approved.

## 9 CALENDAR OF MEETINGS – 2016-2017

**RESOLVED:** That the calendar of meetings for 2016-2017 be approved.

## 10 ANNUAL REPORT- 2015-2016

The Annual Report had not yet been prepared but could be submitted to the June meeting.

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## 11 POLICE MATTERS

The Clerk had not received a Police report on this occasion.

## 12 PUBLIC QUESTION TIME (10 MINUTES)

There were no questions from members of the public.

## 13 AUTHORISATION OF PAYMENTS

**13.1 RESOLVED:** That the following payments be approved:

£250.00	Councillor Les Horne Chairman's allowance (allowance to meet the expenses of the office – Ss 15(5) and 34(5) Local Government Act 1972)
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£6,000.00	Transport Service Solutions Ltd. Contribution to the purchase of the Leighton bus shelter at Parkers Road
£117.00	JDH Business Services Ltd. – audit of accounts 2015-2016 (£97.50 net and £19.50 VAT)
£88.80	HMRC – Tax on the Clerk's salary
£31.25	St Peter's Community Hall – hire for history presentation by Steve Bratt on 30 May 2016

#### 14 AFFILIATION TO CHESHIRE ASSOCIATION OF LOCAL COUNCILS

At the previous meeting, Members had deferred the affiliation payment to the Cheshire Association of Local Councils (£1,429.31) and agreed to consider the matter at this meeting.

The Clerk had forwarded to Members a leaflet showing the benefits of affiliation.

**RESOLVED:** That the Parish Council decline to continue its affiliation to the Cheshire Association of Local Councils (ChALC).

Note: In view of this decision, Councillors would not be attending the various ChALC meetings (see Minute No. 5 above).

#### 15 FLOOD ALLEVIATION – BRADFIELD GREEN (FOI REQUEST 812286)

It was reported that following the request to CEC for the copy of the first engineer's report which was known as '*the for construction plan*'; and signatories for licenses to enter agricultural fields, the Compliance Team sought additional information and could not identify the report referenced. The Clerk had followed this up direct with the Flood Alleviation Manager.

A document was now submitted; this was a 52-page document with much of the information redacted. As this had only been made available during the day, it was **AGREED** that this item be deferred to the June meeting.

#### 16 WAR MEMORIAL RE-DEDICATION CEREMONY

The Parish Council finalised arrangements for the ceremony to be held on 4 June 2016.

- Wreath to be laid for the WWI soldiers (RBL representative or Councillor Les Horne)
- Risk assessment for the event to be carried out. This would be issued to all Members by Councillor M McGlone. Comments were required by 25 May 2016.
- Safety Officer to be appointed. Councillor Paul Wright would take on this role.
- A food hygiene certificate was required from Wishing Well as part of the risk assessment.
- Members to meet at the hall from 10.00 am onwards.
- Radio control had been arranged for the day to enable councillors to communicate with each other.
- The service sheets were to be collected from Johnsons by Councillor Les Horne.
- Councillor D Kay undertook to send photographs and a press release to the Crewe Chronicle, after the event.
- Brief reference was made to English Heritage which had assessed the war memorial and would re-assess after the event when the plaques were in place.
- A copy of the Roll of Honour was submitted. This was to be read out by Helena Jarecka from the Roman Catholic Church in Crewe.

## 17 EXTERMINATION OF MOLES AT BRADFIELD GREEN

The Clerk had contacted Crown Pest Control and had asked for a quotation to kill the moles at Bradfield Green, prior to the War Memorial Re-Dedication Ceremony. The quotation was £120.00 plus VAT.

**RESOLVED:** That Crown Pest Control be asked to kill the moles at Bradfield Green, at the earliest possible opportunity but no later than 3 June 2016.

## 18 PLANNING MATTERS

### 18.1 Street-Naming Proposal – Development off Parkers Road, Crewe

Councillor D N Bebbington had proposed the name of 'Douglas Forrest Close' for a road on this development. The original deadline for comments had been 9 May 2016, but the Clerk had requested an extension to the deadline date and this was now midnight 23 May 2016.

**RESOLVED:** That no objections be raised to the name 'Douglas Forrest Close' for one of the roads on the development off Parkers Road, Crewe.

### 18.2 Planning Applications

The Parish Council was invited to comment on the following planning applications.

16/1830N      3 Lodgefields Drive, Woolstanwood, CW2 8TU  
Retrospective application for erection of 6ft wooden fence around back  
and side of house.

16/21373N      Land at Flowers Lane - Outline application for up to 400 dwellings.

The Chairman reported on a meeting held in the Community Hall at which time representatives from The Fairfield Partnership were in attendance. The representatives had indicated that the company was not a development company and would sell the land at an appropriate time.

Members commented as follows:

- Concern that there was no retail provision.
- Problems anticipated with access by emergency vehicles.
- No consultation had been carried out with the local schools, although it was understood that the Cheshire East Schools Service had been consulted.

**RESOLVED:** (a) That the comments made be submitted to The Fairfield Partnership; and

(b) That Cheshire East Planning be asked for a time extension to allow the Parish Council to consider this at its June meeting.

16/2354N      Chapel House

A Member referred to this application which had not been received by the Clerk and had not, therefore, been added to the agenda. Members were encouraged to view the application on-line and submit comments as individuals to CE Planning.

## 19 SPEED WATCH ACTIVITIES

Councillor Les Horne reported briefly on speed watch matters. A SID had been installed at Bradfield Green by the Police Cheshire East Highways.

## 20 TOWN AND PARISH COUNCILS CONFERENCE (HOSTED BY CEC)

Cheshire East Council was hosting a Town and Parish Councils conference later in the year and local councils were invited to suggest topics for inclusion.

It was suggested that '*over-development in general*' be requested as an item for discussion.

## 21 SHARED INFORMATION

Members were invited to share information or to report on attendance at meetings of outside bodies.

- The Clerk was asked to invite the Borough Councillors to attend the next Parish Council meeting to discuss matters of local concern.<sup>1</sup>
- A Freedom of Information request had been received from a resident.

## 22 DATE OF NEXT MEETING

27 June 2016.

## 23 CLERK'S RESIGNATION

It was reported that the Clerk had given notice of resignation to the Chairman, but had expressed a willingness to remain in post until 31 July 2016 to enable a smooth handover to a new Clerk.

The Clerk was asked if she would remain beyond 31 July if it were not possible to appoint a replacement by that date, and she agreed to this.

**RESOLVED:** That the Clerk remain in office until a new Clerk could be appointed, but in the event of the appointment of a replacement becoming protracted, the Clerk would exercise discretion and terminate her employment on a date which was convenient for her personal circumstances.

## 24 APPOINTMENTS COMMITTEE

The Parish Council was invited to set up an appointments committee comprising a minimum of three parish councillors and two substitutes. Terms of Reference for the Committee were also suggested.

**RESOLVED:** (a) That an Appointments Committee be set up, comprising Councillors Les Horne, D Kay, M McGlone, D Ridings and K Stringer;

(b) That the following Terms of Reference be approved;

- The Committee shall have delegated responsibility to act on behalf of the Council in respect of the appointment of a Clerk and Responsible Financial Officer to the Parish Council.
- The Committee shall –
  - i. Meet as and when required;
  - ii. Advertise the vacancy for a Clerk/RFO;
  - iii. Prepare a short-list of candidates for interview if appropriate;
  - iv. Conduct interviews with candidates;
  - v. Appoint a Clerk/RFO
  - vi. Report the appointment to the next available Parish Council meeting.

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<sup>1</sup> This item was raised earlier in the meeting, but has been included here as the most appropriate heading.

- (c) That the draft advertisement as submitted, be approved for advertising in the Society of Local Council Clerks' magazine for two weeks at a fee of £175, and on notice-boards and the respective websites of the Parish Council and Cheshire East Council; and
- (d) That applicants be asked to send their applications to the Chairman, by 30 June 2016.

.....Chairman

The meeting commenced at 7.20 pm and concluded at 9.40 pm

Approved