

TWEMLOW PARISH COUNCIL

Minutes of the Annual Parish Council virtual meeting on Tuesday 4th May 2021

Present: Cllrs Brandreth, M Bayley, R Burns, N Burns, W Laverick, Cllr A Kolker (Cheshire East) & Mrs. V Marchant (clerk)

Apologies: None

Absent: Cllr T Price

32/21 Election of a Chairman

Cllr Bayley nominated Cllr Craig Brandreth for the office of chairman and this was seconded by Cllr Russell Burns.

Resolved: The Parish Council resolved unanimously to appoint Cllr Craig Brandreth to the role of Chairman

33/21 Declaration of Acceptance of Chairman will be signed by Cllr Brandreth.

34/21 Election of vice chairman

The Chairman proposed Cllr Russell Burns for the role of Vice Chairman and this was seconded by Cllr Bayley.

Resolved: The Parish Council resolved unanimously to appoint Cllr Russell Burns into the role of Vice Chairman

35/21 Declaration of Acceptance of Vice Chairman will be signed by Cllr R Burns.

36/21 Co-option of councillor

Unfortunately no applications for the vacant position have been received.

Declarations of Interest: None

Public forum: No member of the public were in attendance.

37/21 Minutes

Resolved: The Parish Council resolved to accept the minutes of the meetings of the 9th March 2021 as a true record of the meeting. These will be duly signed by the Chairman.

38/21 Cheshire East Council report

Cllr Kolker reported the following;

A proposal for changes to the way the Highways department operates is under consultation. Dane Valley Ward is a member of the Congleton Highways group for strategic highways projects. There is a proposal that ward councillors will £4200 each per year to go towards highways issues to be spent as seen fit. As Dane Valley have two councillors this would equate to £8400. It is also proposed that parish councils could make contributions to road repairs etc. This quite clearly discriminates against small rural councils who simply don't have the funds to contribute to road repairs/gully emptying etc. The ward councillors are very concerned over these proposals and are keeping a close eye on the issue.

39/21 Matters arising from the minutes

- Damaged 30MPH sign on Twemlow Lane report no 3386968
- Missing Cattle crossing sign report no 3386969
- Overgrown path at railway bridge report no 3408464
- Damaged chevron sign Twemlow Lane report no 3419363

All of these issues have been reported to CEC Highways and VM is constantly chasing them up.

Action – CB to inspect and report back on each individual issue

40/21 Speed watch

No speed watch sessions have taken place due to the lockdown.

Sale of old speed gun - **Action** CB to pass the gun to VM for advertising at the next meeting in person.

41/21 Speeding on Twemlow Lane

Speeding continues.

Action – VM to remind PSCO Chadwick re morning sessions now schools have returned and request a further visit with the speed camera.

42/21 Highways

RTA'S – none noted

It was noted that parking on verges continues to be an issue.

43/21 Planning Applications

None

44/21 Accounts

Balance of account £2762.75

To authorise the following;

£25 CHALC neighbourhood planning training session

£63.36 CHALC annual subscription fee

Cheques not yet cashed;

£50 Goostrey Scouts – WL reported cheque expired and a replacement cheque has been requested

Receipts;

Nil

45/21 VAT reclaim

Submitted in the sum of £29.20

46/21 Budget

VM read out the proposed budget for 2021-2022 which was agreed.

Resolved – to adopt the proposed budget for 2021-2022

47/21 Local Parishes meeting – 17th March

VM and WL reported on the recent local parishes meeting that they attended. All Parishes are struggling with responses from the highways department regarding ongoing issues and a joint letter is to be prepared. A further meeting is to be arranged to discuss ongoing issues and neighbourhood planning.

48/21 Neighbourhood Plan

CB reported on a neighbourhood planning session he has recently undertaken.

VM reported on a proposed meeting with Lower Withington – dates and availability were obtained and VM will liaise with the clerk at Lower Withington to arrange a meeting to discuss looking at the possibility of a joint plan.

NB suggested agreeing a way forward re neighbourhood planning as follows;

- All councillors to read the NP documents on gov.uk and discuss at next meeting **Action** WL to circulate link
- All councillors to read the slides from the training session that CB attended **Action** CB to circulate slides

In addition, VM will approach CCA for costings regards an area specific in-house training session. VM will also approach Jodrell Bank to contact the employee with specific duties regarding local planning issues.

CB advised he had researched old planning applications which appeared to show that the existence of the Jodrell back exclusion area alone has not been sufficient to oppose planning application previously. CB is drafting a spreadsheet to highlight these issues.

49/21 Chairman and members report

VM advised the contact regarding the replacement defibrillator pads has failed to reply. RB will purchase the replacements and submit an invoice.

RB has now painted the bench outside the Yellow Broom. The PC passed on their thanks.

50/21 Clerks report

- Litter on verges
- Ice/water on road near cattery
- Resident's email/communication
- Data from Yellow Broom camera

All carried over to next meeting due to time restraints.

Audit and Local Councils in England 2020/21

Items numbered 51-55 regarding the internal audit have been added after the production of the agenda as the clerk was unsure the documents would be received in time for the meeting. The documents were received on the day of the meeting and as such the following items are subject to ratification at the next parish council meeting.

51/21 Internal Audit

The Internal Audit has been circulated to all members. The internal auditor had completed his report which was accepted subject to the following;

- 1) The balance figure does not reconcile with the bank balance as at 30th April 2021 (stated balance of £2572.74 and bank account balance of £2,762.75). There are two reasons for this: firstly, the wrong balance figure was brought forward in the cash book and accounts (£2052.42 when it should have been £2051.43) and, secondly, there has been no bank reconciliation. The new balance to carry forward to 2021/22 is £2571.75.
- 2) There is a requirement to undertake periodic bank reconciliations. A bank reconciliation statement is a calculation that compares the cash balance in the Council's daybook / accounts to the corresponding amount on its bank statement. Reconciling the two accounts helps identify whether accounting changes are needed. Bank reconciliations are completed at regular intervals to ensure that the Council's cash records are correct. They also provide protection against accusations of fraud and any cash manipulations. I would suggest that it be done at least quarterly for this Council. Doing this regularly highlights inaccuracies such as the wrong balances above.
- 3) Cheque 143 was issued on the 16th July 2020 (over 9 months ago). The Council needs to clarify whether the recipient intends to cash the cheque.
- 4) The wrong balance was carried forward to box 1 of the second column of section 2 of the AGAR (£2052 when it should have been £2051). Therefore, the balance in box 7 (and figure for box 8) should be £2572.
- 5) There appears to be an error in the TCS Management statement for salary. The Council needs to clarify why the gross pay figure (£2398.24) is £200 less than the net (take home) figure of £2598.24. The Council is responsible for any PAYE and needs to assure itself that it is undertaking its duties. Whilst the threshold for NI is not cumulative across different employers the threshold for Income Tax is (i.e. all earnings across different employers are added up to decide whether the threshold has been reached) and HMRC issue employers with the relevant code.

Resolved the internal audit was accepted by full council.

Section 1 Annual Governance statement section 2020/21 of the AGAR

Resolved the Council accepted the report. It was noted the audit would be signed by the Chairman at a later date.

53/21 Section 2 –Accounting Statements 2020/21

Resolved the Council accepted the statements. It was noted the audit would be signed by the Chairman at a later date.

54/21 Certified Exemption 2020/21

Resolved there is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor as the Parish Council certifies itself as exempt due to gross income and gross expenditure less than £25,000.

55/20 Public Inspection Notice

Resolved the public inspection period was accepted (Notice of Public Rights) from Monday 14th June 2021 to Friday 23rd 2021 inclusive.

56/21 The next meeting will be held on the 13th July at 7pm at the Yellow Broom restaurant. The meeting closed at 9pm.