

**MINUTES OF A MEETING OF CHOLMONDELEY & CHORLEY PARISH COUNCIL  
HELD AT SCHOOL FARM, CHOLMONDELEY ON 20 MARCH 2018**

<b>PRESENT:</b>	Councillor C Crossley	Chairman
	Councillor A D Fennell	Councillor C Hopley
	Councillor P Probin	Councillor S Langton
	Councillor P Winward	Councillor G Willis
<b>APOLOGIES:</b>	Councillors J Clarke, J Moody, R Probin and D Sweetman	

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**63 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.

**64 MINUTES**

**64.1 Approval of the Minutes**

**RESOLVED:** That the Minutes of the Meeting held on 16 January 2018 be approved as a correct record.

**64.2 Matters Arising**

Councillor Willis reported that he had repaired the notice-board at Chorley. (Minute No. 61)

**65 NEIGHBOURHOOD PLAN**

The Clerk confirmed that the public meeting had been arranged for Tuesday, 10 April 2018 at the Coronation Hall, Bickley at 7.30 pm.

Members confirmed that the majority of letters of invitation had had now been delivered to all residents.

Lucy Hughes from Cheshire Community Action would attend the meeting to outline the Neighbourhood Plan process.

**66 AUTOMATED EXTERNAL DEFIBRILLATOR**

As requested, the Clerk had checked the financial records. The cabinet was purchased from Safety-Tec in September 2015 for £485.85. As the company which supplied the AED was based in the Republic of Ireland, the VAT of £90.85 could not be reclaimed.

Although the Clerk was asked to enquire into warranty for the cabinet, Nick Blair of North-West Ambulance Trust had commented only that the cabinet was 'not suitable' but did not say that it was faulty. For this reason, no enquiries had been made of Safety-Tec about warranty arrangements.

**RESOLVED:** (a) That no action be taken at this time to purchase a new cabinet for the AED; and

(b) That Councillor A D Fennell contact Mr Blair direct to establish the reasons for the unsuitability of the AED cabinet.

**67 BOROUGH COUNCILLOR'S REPORT**

Borough Councillor W S Davies was not in attendance.

**68 PARISH NEWSLETTER**

The following articles were agreed for inclusion in the newsletter. Information on some of the items had been received, but others were still awaited.

- Clay Pigeon Shoot – 22 April – Park Farm, Cholmondeley As this was time-sensitive, it would not be able to be included in the newsletter.
- New members required for Cricket Club Information and photographs provided.
- New members required for Bowling Club Details to be provided.
- Gin festival at Cholmondeley Arms Details to be provided
- Cholmondeley Estate – list of events Details to be provided
- Community Resilience update Details to be provided
- Gin Festival – Cholmondeley Arms 6-8 July

In addition to these items, co-option of the new councillor would be reported and the usual contact details for parish councillors, the Borough Councillor and the Chairman's message.

**RESOLVED:** That the newsletter be printed and distributed as soon as reasonably practicable.

## 69 FINANCIAL MATTERS

### 69.1 Authorisation of Payments

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

£40.00 HMRC – Tax on Clerk's salary.  
£160.00 Mrs C M Jones – salary for the period 1 January – 31 March 2018.

### 69.2 Transparency Code and GDPR Regulations

The Clerk recently attended a training session organised by the Cheshire Association of Local Councils. The training covered audit matters and touched on the Transparency Code and the new GDPR arrangements (General Data Protection Regulation) which would come into force in May 2018.

It had been made clear by the person delivering the session (Derek Kemp, Director of DCK Accounting) that the Parish Council would need to own its own laptop or desktop computer and it was not sufficient for a Clerk to use her own laptop for Parish Council work. There were several reasons for this; for example, if the Clerk resigned, absconded or died, then the Council would have no access to the electronic records. The principal reason, however, was security with the advent of GDPR. Personal information from electors, including e-mail addresses should be secure so that they could only be accessed by the Clerk. It was suggested that Cloud technology could be used for backup and would have a password which could be retained by the Chairman.

In view of this, and as the deadline for applications was 12 February 2018, the Clerk had submitted a request for funding to the Cheshire Association of Local Councils, in the sum of £404.46, towards the cost of a laptop. This funding had now been confirmed and would have been deposited direct into the bank account.

The Parish Council was invited to consider what type of laptop should be purchased. The Clerk's personal laptop was a Hewlett Packard which cost around £500 from PC World and included Office 365 which was a complete package comprising Word, Excel, Power Point and Outlook. Malware would be an additional cost which would probably be about £70 per year.

**RESOLVED:** (a) That the Clerk be authorised to purchase or order a laptop up to a maximum cost of £500; and

(b) That a cheque for payment be authorised at the next meeting.

### 69.3 Audit Regulations

With effect from the financial year 2017-2018, the legislation had changed for councils whose turnover was less than £25,000; those councils were able to opt out of an external audit.

The Parish Council was asked to consider declaring itself exempt from external audit, but equally, could decide to continue with an external audit. The rationale behind this was that the Government took the view that for councils of this size, the audit undertaken by the Internal Auditor was sufficiently robust and there was no need for any further auditing.

The Annual Return (which had now been renamed 'Annual Governance and Accountability Return') would be completed and published as usual, but the only document to be submitted to the External Auditor would be the Certificate of Exemption.

The guidance stated that the internal audit must take place before the Council approved the accounts and governance statement. The Annual Meeting was scheduled for 15 May<sup>1</sup> and the Internal Audit would take place before that date.

**RESOLVED:** That the Parish Council declare itself exempt from the requirement to submit to external audit with effect from the accounting period 2017-2018.

#### **69.4 Receipts and Payments Statement – to 31 January 2018**

The Clerk had been unable to prepare a Receipts and Payments Statement for the period 1 April 2017 – 31 January 2018.

### **70 PLANNING MATTERS**

The Parish Council is invited to comment on the following planning application. The deadline for observations is 14 March 2018, but the Clerk has requested an extension:

18/0782N      5 Chorley Green Farm Barns, Chorley Green Farm  
Nantwich Road, Chorley, CW5 8JR  
Single-storey rear extension

**RESOLVED:** That no objections be raised to planning application No. 18/0782N.

### **71 SHARED ITEMS**

Members were invited to share information, or request items to be included on the next agenda. This was also an opportunity for Members to report on attendance at any recent meetings of outside bodies, including Police Cluster meetings. It was noted that decisions could not be taken under this item (*Longfield Parish Council v Wright (1918) 88 LJ Ch 119*).

### **72 DATE OF NEXT MEETING – ANNUAL MEETINGS**

The Parish Council agreed to change the date of the Annual Meetings (PARISH meeting, followed by Annual COUNCIL meeting) to 22 May 2018.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.45 pm

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<sup>1</sup> At the end of the meeting, the date was re-arranged to 22 May 2018.