

**MINUTES OF THE ANNUAL COUNCIL MEETING OF CHOLMONDELEY & CHORLEY PARISH COUNCIL
HELD AT SCHOOL FARM, CHOLMONDELEY ON 22 MAY 2018**

PRESENT: Councillor C Crossley Chairman
Councillor J Clarke Councillor S Langton
Councillor J Moody Councillor P Probin
Councillor G Willis Councillor P Winward

APOLOGIES: Councillors A D Fennell, K Hopley, R Probin and D Sweetman

1 ELECTION OF CHAIRMAN

RESOLVED: That Councillor C Crossley be elected Chairman to serve until the Annual Meeting in 2019.

Councillor Crossley signed a Declaration of Acceptance of Office.

Councillor Winward proposed a vote of thanks to Councillor Crossley for her sterling work as a Chairman in previous years.

2 ELECTION OF VICE-CHAIRMAN

RESOLVED: That, subject to his agreement, Councillor A D Fennell be elected Vice-Chairman to serve until the Annual Meeting in 2019.

3 DECLARATION OF INTERESTS

Members were invited to declare any disclosable pecuniary interest (DPI) or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of a DPI interest, to leave the meeting prior to the discussion of that item.

No declarations were made.

4 MINUTES – 20 MARCH 2018

4.1 Approval of the Minutes

RESOLVED: That the Minutes of the Meeting held on 20 March 2018 be approved as a correct record.

4.2 Matters Arising

Cabinet for Defibrillator (Minute No. 66)

The Clerk was asked to arrange purchase of a cabinet for the defibrillator, provided the cost was below the £1,000 threshold in the Financial Regulations.

5 ANNUAL ACCOUNTS – 2017-2018

The Parish Council was asked to approve the accounts for 2017-2018.

The order in which the sections were to be approved had been specified. Section 1 (Annual Governance Statement) must be authorised first. Section 2 (Accounting Statement 2017/2018) must be considered second either in at the same meeting as Section 1 was considered, or at a separate meeting. The minutes must demonstrate that the Council had considered the sections in this order.

A copy of the Council's ledger for the financial year was also submitted.

5.1 Section 1 – Annual Governance Statement – 2017/2018

Members considered each of the nine questions posed in Section 1.

RESOLVED: That Section 1 (Annual Governance Statement 2017-2018) be approved and the Parish Council record its satisfaction that there was a sound system of internal control, including the preparation of the accounting statements, for the year 2017-2018.

5.2 Section 2 – Accounting Statement 2017-2018

The Parish Council was asked to approve Section 2 – Accounting Statement 2017-2018.

RESOLVED: That the Accounting Statement for 2017-2018 be approved and published on the Parish Council's website.

5.3 Review of the Effectiveness of Internal Audit 2017-2018¹

In accordance with the Accounts and Audit (Amendment) (England) Regulations 2006, the Parish Council was required to carry out a review of the effectiveness of the internal audit of the Council's accounting, financial and other operations.

A checklist was submitted. This set out the scope of the work required to enable the Council to assess the effectiveness of its internal audit arrangements. A list of areas/documents for review was given and this was in accordance with Appendix 8 of *Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2003*, namely, proper book-keeping; application of Standing Orders, Financial Regulations; payment controls; risk management arrangements; budgetary controls, income controls; payroll controls; assets controls; bank reconciliations; and year-end procedures.

RESOLVED: That the Parish Council record its satisfaction that there was a sound system of internal control, including the preparation of the accounting statements, for the year 2017-2018.

5.4 Internal Audit of the Accounts 2017-2018

The accounts had been audited by JDH Business Services Ltd, the internal auditor which had made the following observations/recommendations:

- The Annual Governance Statement had not been published on the Council's website, but in accordance with the Transparency Code for Smaller Authorities, this was a requirement.
- The Council needed to note and take action of the General Data Protection Regulation which would come into force on 25 May 2018.
- The Clerk should be issued with a formal Contract of Employment.

6 APPOINTMENT OF INTERNAL AUDITOR – 2018-2019

The appointment of an Internal Auditor was a statutory requirement to be undertaken annually. The Parish Council was invited to re-appoint JDH Business Services to carry out the internal audit in 2018-2019.

RESOLVED: That JDH Business Services Ltd be appointed as the internal auditor for the year 2018-2019.

¹ Note: It is a requirement of the Regulations that the review of the effectiveness of the system of internal audit should precede the annual governance review. The correct order was observed at the meeting (i.e. 5.3 and 5.4 were considered before 5.1 and 5.2); however, as the AGAR was published before the minutes were prepared, Minute Nos. 5.1 and 5.2 had already been allocated and stipulated on the published AGAR.

7 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council was required to review its risk management arrangements once a year. A schedule was submitted for consideration.

RESOLVED: That the risk assessment/management schedule be approved.

8 APPOINTMENT TO OUTSIDE BODIES

The Parish Council was invited to appoint representatives to attend meetings of outside bodies.

RESOLVED: That the following appointments be made.

- Cheshire Association of Local Councils: Councillors C Crossley, D Sweetman and S Langton
- Police Cluster meetings: Councillors C Hopley and P Probin

9 CALENDAR OF MEETINGS – 2018-2019

RESOLVED: That the calendar of meetings for 2018-2019 be approved.

This concluded the Annual Council items of business. The following items of ordinary business were dealt with in the interests of expediency.

10 BOROUGH COUNCILLOR'S REPORT

Councillor W S Davies was not in attendance.

11 GENERAL DATA PROTECTION REGULATION (GDPR)

11.1 Clerk's Report

The Parish Council considered the Clerk's report in respect of the new GDPR which would come into force on 25 May 2018.

On 26 April 2018, the Cheshire Association of Local Councils (ChALC) had informed Clerks that the Government had tabled an amendment to its own Data Protection Bill to **exempt** all parish and town councils and parish meetings in England, and community and town councils in Wales, from the requirement to appoint a **Data Protection Officer (DPO)** under the General Data Protection Regulation.

On 14 May 2018, ChALC further notified Clerks that officials from the Department for Culture, Media and Sport had confirmed that whilst all other measures would still apply, the appointing of a Data Protection Officer to support a Council's approach to data protection would be discretionary and may be regarded as good practice.

The Bill would now enter '**Ping Pong**' with the House of Lords considering amendments would be reversed. Officials had advised that they expected Royal Assent and the Bill coming into force by 25 May 2018.

It was noted that one of the recommendations to comply with GDPR was the setting up of dedicated e-mail addresses, rather than the use of personal e-mail addresses. The Clerk was asked to contact David Proctor (Coderra) to seek advice.

11.2 Data Protection Policy

The Clerk was currently working through the Action Plan; however, the detailed action plan and suite of documents required to comply with GDPR were not yet finalised. Notwithstanding this, a draft Data Protection Policy was submitted.

RESOLVED: That the Data Protection Policy be adopted with immediate effect.

12 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved:

£69.84	Cheshire Association of Local Councils affiliation fee
£294.54	Zurich Municipal – insurance cover commencing 1 June 2018
£108.00	JDH Business Services Ltd. – annual audit 2017-2018 (£90.00 net and £18.00 VAT)
£160.00	Mrs C M Jones – net salary – 1 April 2018 – 30 June 2018)
£180.00	Coderra Ltd. Website hosting (one year @ £15 per month)
£25.00	Cholmondeley Coronation Hall – hire of room for meeting on 10 April 2018
£36.00	T P Jones & Co. LLP – payroll service (October 2017 – March 2018)

13 PLANNING MATTERS

13.1 Planning Applications

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

18/1582N	Unit 2, Croxton House, Croxton Green, Cholmondeley SY14 8HG Proposed garden store to adjoin approved garage currently under construction
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RESOLVED: That no objections be raised in respect of planning application No. 18/1582N.

Arising out of discussion, the Chairman undertook to provide a list of planning applications where the Parish Council had not been consulted. The Clerk in turn, would make enquiries of Cheshire East Council.

13.2 Neighbourhood Plan

At the public meeting held on 10 April 2018, there were approximately 30 residents in attendance, including parish councillors. Lucy Hughes (Community-Led Planning Officer at Cheshire Community Action) was in attendance at the meeting and explained the process for preparing a Neighbourhood Plan, and the benefits of having a plan for the parish.

At the end of the meeting, a vote had been taken and there had been overwhelming support for the preparation of a Neighbourhood Plan. A statement to this effect was added to the home page of the website.

Members were now invited to resolve, formally, that the Parish Council prepare a Neighbourhood Plan for the area.

The first stage would be to set up a Steering Group and seek volunteers to join it. An article had been included in the draft newsletter, and draft Terms of Reference were now submitted for consideration.

RESOLVED: (a) That the Parish Council prepare a Neighbourhood Plan for the area, comprising the two parishes of Cholmondeley and Chorley;

(b) That the draft Terms of Reference for the Neighbourhood Plan Steering Group be approved; and

(c) That an item be placed on the agenda for the July meeting to establish how many parish councillors would be able to become members of the Steering Group.

14 PARISH NEWSLETTER

A draft newsletter was submitted for approval. Amendments were agreed at the meeting.

Arising out of discussion, it was agreed that a representative from Securimark be invited to the next meeting to give details about the company's products.

15 SHARED ITEMS

Members were able to share information which was not included on the agenda.

- The Clerk was asked to seek a quotation from ANSA for the provision of a litter bin to be located in the 'lay-by' opposite the Cholmondeley Arms.
- It was agreed that an item be placed on the next agenda to consider projects to be undertaken during the financial year.

16 DATE OF NEXT MEETING

17 July 2018

Draft

.....Chairman

The meeting commenced at 7.45 pm and concluded at 9.20 pm