

**MINUTES OF THE ANNUAL MEETING OF
CHOLMONDELEY & CHORLEY PARISH COUNCIL HELD ON 26 JULY 2022
IN SCHOOL FARM, CHOLMONDELEY**

PRESENT: Councillor C Hopley Chairman
Councillor S Aspinall
Councillor A D Fennell
Councillor M Furse
Councillor A Gresty
Councillor R Keys
Councillor P Probin

IN ATTENDANCE: Borough Councillor W S Davies

APOLOGIES: Councillors I Cundy, R Keys and P Probin

18 DECLARATION OF INTERESTS

Members were asked 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 a disclosable pecuniary interest, to leave the meeting prior to the discussion of that item.

19 MINUTES – ANNUAL COUNCIL (21 JUNE 2022)

RESOLVED: That the Minutes of Annual Council held on 21 June 2022 be approved as a correct record.

20 BOROUGH COUNCILLOR’S REPORT

Councillor W S Davies (Ward Councillor) reported on Cheshire East Council matters of interest.

21 PUBLIC QUESTION TIME

Members of the public were able to address the Parish Council or ask a question.

There were no members of the public in attendance.

22 FINANCIAL MATTERS

22.1 Internal Audit Report

At the meeting held on 21 June 2022, the Parish Council reviewed the Internal Auditor’s report.

The following two issues were raised in respect of the audit for 2021-22, although there were other issues included in the report from previous years, which were either still outstanding, or had been partially implemented.

- **Recommendation 1: VAT Re-claim. (2021-22)**

In view of the Auditor’s comments about the duplication of some of the data on the VAT reclaim form submitted for audit, the Clerk undertook to carry out a rationalisation of the VAT re-claims to enable a claim to be made to HMRC.

The Clerk had been in contact with HMRC about the non-payment of VAT re-claims. The previous VAT reclaim forms were being re-submitted digitally to HMRC using the Government Gateway facility. These were for the periods 2017-2018 (£196.48); 2018-2020 (£107.14); and 2020-2022 (£769.12).

- **Recommendation 2: Transparency Code.**

This was introduced in 2014 (copy enclosed) and required Councils to publish a list of all items of expenditure above £100, by 1 July in the year immediately following

the accounting year to which it related. The Clerk had now prepared this and submitted it to David Proctor of Coderra Ltd. for publication on the website.

- Recommendation 2: 2019/20 – Contract of Employment for the Clerk. This was now submitted to the Council.

22.2 Financial Statement

The Parish Council received a Receipts and Payments Statement for the period 1 April – 31 May 2022, showing the bank reconciliation as follows:

	£
Opening balance	7,312.61
Precept for 2022-23	1,578.50
Bank interest	<u>1.41</u>
	8,892.52
LESS Payments	(4,060.98)
	<u>4,831.54</u>
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Bank balances:	
Reserve Account	8,604.96
Current Account	<u>50.00</u>
	8,654.96
LESS U/p cheques 2022-23	(3,700.98)
LESS U/p cheques 2021-22	<u>(122.44)</u>
	4,831.54

22.3 Authorisation of Payments

RESOLVED: That the following payment be authorised:

£50.00 C Hopley Reimbursement for purchase of wreath in respect of the Czech Republic (WWII).

22.4 Outstanding Matters - Quotations

At the previous meeting, the Clerk was asked to seek quotations for (1) an Automated External Defibrillator; and (2) a lockable notice-board.

The Clerk apologised to Members as she has not yet sought quotations.

23 NEIGHBOURHOOD PLAN STEERING GROUP

Parish Council Members of the Steering Group were invited to report (a) progress in respect of preparing a bid for a further grant from Locality UK; and (b) To update on progress on the draft Plan.

Members had previously discussed the wildlife survey which was to be undertaken by Cheshire Wildlife Trust (CWT). CWT had partially completed the survey, but the remainder, costing £513 had not yet been completed. This was reported to the Council on 21 June 2022 together with a breakdown of the costs. As the Parish Council had paid in full for the survey (partially through the Groundwork UK grant), CWT would be required to prepare a new quote for £513 to enable the Parish Council to seek funding through a new grant application.

24 PLANNING APPLICATIONS

There were no planning applications for consultation.

25 OUTLOOK FESTIVAL – JULY 2022

As Members were aware, some residents had complained about the noise nuisance during the Outlook Festival which was held over a weekend in early July.

The organisers of the Festival contacted the Parish Council to acknowledge the difficulties following over 100 complaints. A full explanation was provided and they reported that they had arranged a Local Residents Feedback meeting to be held on 13th September at 7.00 pm (location to be confirmed) to discuss the various issues and any other points which the local community may raise.

It was agreed that to ensure that residents were informed of this, the date and place of the meeting should be published on the website and via Facebook.

26 NEWSLETTER

Members were asked to make suggestions for articles to be included in the next newsletter, and to agree a date for publication.

The following topics were agreed for inclusion:

- Chairman's Message
- Facebook page to be created (report on this)
- Defibrillator
- First Aid Training for the defibrillator
- Meetings
- Members names and contact details
- Community Governance (boundary review)
- Outlook Festival
- Carols events
- Czech Republic – connection with the parish

27 DATE OF NEXT MEETING

27 September 2022

28 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to transacted, and the public interest would not be served in disclosing that information.

29 CLERK'S CONTRACT OF EMPLOYMENT

As noted in Minute No. 22.1 above, one of the outstanding issues highlighted by the Internal Auditor was that there was currently no Contract of Employment for the Clerk.

This was now enclosed and the Council was asked to approve it. It was based on the National Association of Local Councils Model Contract.

RESOLVED: That the Contract of Employment for the Clerk be approved.

.....Chairman