

MOTTRAM ST. ANDREW PARISH COUNCIL

ANNUAL MEETING

MINUTES

MEETING HELD 13th May 2019

Present : Cllr R. Hughes, Cllr H. Morgan, Cllr S. Hatton, Cllr Y. Dodd, Cllr A. Levis, Cllr D. Walker, Cllr S. Davis Mr R. Taylor (Clerk), Borough Councillor Findlow and 1 member of the public.

1. Cllr Robert Hughes was elected Chairman unanimously and his declaration of office was received by the Clerk. Cllr Hughes assumed the Chair.
2. Cllr A. Levis was elected Vice Chairman unanimously for the coming year.
3. Apologies for absence : None
4. Declarations of interest : None
5. Minutes of the meeting held on 18th March 2019 : **Approved** and signed by the Chairman as a correct record.
6. Matters arising : None
7. General Power of Competence All Councillors having been elected and Council satisfied that qualifying criteria are met, Proposed Cllr Walker seconded Chairman that the General Power of Competence be adopted, **Resolved Unanimously**
8. Standing Orders : Proposed Cllr Hatton, seconded Cllr Davis and **Resolved Unanimously to approve and adopt**
9. Financial Regulations : Proposed Cllr Dodd, seconded Cllr Davis and **Resolved unanimously to approve and adopt.**
10. Clerk to the Council : Chairman reported that a new contract had been signed by the Clerk, proposed Chairman seconded Cllr Morgan that the Clerks appointment be ratified on the terms agreed **Resolved unanimously.**
11. Audit YE 2018 : The Clerk fully explained the audit procedure. The Annual Internal Audit Report 2018/19 was considered proposed Chairman seconded Cllr Hatton that the report be accepted **Resolved Unanimously.** The Annual Governance Statement 2018/19 was considered proposed Chairman seconded Cllr Hatton that the report be adopted **Resolved Unanimously.** The Accounting Statement 2018/19 was considered proposed Chairman seconded Cllr Hatton that the statement be accepted **Resolved Unanimously.** The Year End Bank reconciliation and Variances report were considered together with the Annual Transparency Fund statement proposed Chairman, seconded Cllr Hatton that the Statements be accepted **Resolved Unanimously.** Council considered the criteria necessary to certify itself exempt from Limited Assurance review (External Audit) and upon being satisfied that all conditions have been met proposed Chairman seconded Cllr Hatton that Council certifies

exemption from Limited Assurance Review **Resolved Unanimously**. The Clerk confirmed that the exemption Certificate would be sent to the Auditors and produced the necessary postings for the Council web site and the Public notice board including the required Notice of Public Rights. Proposed Chairman seconded Cllr Hatton that the Clerk be directed to post all the relevant documents to the web site and Notice Board **Resolved Unanimously**. The Clerk reported that the VAT return had been submitted.

12. Internal auditor : Michael Shaw proposed by Cllr Hatton, seconded Cllr Levis be appointed as Internal auditor YE 2020 **Resolved Unanimously**.
13. Planning Committee Structure : **Resolved** unanimously that all Planning matters be reserved to the full Council, proposed Chairman seconded Cllr Levis.
14. Complaints procedure : Procedure perused and **Resolved Unanimously** to adopt, Proposed Cllr Levis seconded Cllr Davis with Chairman, Cllr Hatton and Cllr Walker to comprise the members of the Complaints Committee for 2019/20.
15. Code of Conduct : The Clerk produced the New Code prepared by Cheshire East which had previously been circulated, proposed Chairman seconded Cllr Morgan **Resolved Unanimously** to adopt in the new form for 2019/20.
16. Insurance : The Clerk reported that the Council insurance expires on 31st May and is subject to a 3 year agreement with Hiscox to renew. Chairman explained details regarding the cover and the Clerk confirmed that a risk assessment had been conducted, debate ensued regarding risks to be covered, proposed Cllr Dodd seconded Cllr Hatton that the policy be renewed **Resolved Unanimously**. The Clerk was instructed to forward a schedule of cover to all Councillors.
17. Freedom of Information Policy : Updated Statement produced and considered proposed Cllr Dodd seconded Cllr Hatton that the Statement be adopted **Resolved Unanimously**.
18. General Data Protection Policy : The Clerk advised that review and development of Council compliance with the Code was continuing and recommended that the current policy be affirmed subject to ongoing review, including the appointment of the Clerk as Data Protection officer for the Council, proposed Cllr Davis seconded Cllr Levis that the policy be affirmed **Resolved Unanimously**.
19. Meeting Schedule 2019/20 : The schedule had been previously circulated and approved by Council, all dates posted on the web site.
20. Public Participation : Resident Bill Pilkington raised the issue of Diamond wood needing stakes on some of the trees.
21. Finance : Clerk reported that the Bank A/c at 3rd May was £15,330.62 Following payments having been made since the last Meeting Cheshire East £2000 contribution to Highways improvements, SLCC £89, Printers £30, Chairman's Expenses £64.35, Councillors Expenses £22.10, Handyman £225, Accountants £72. 50% precept £3,842.50 has been received Bank A/C reconciled today at £15,033.62. Budget for current year perused and considered proposed Chairman seconded Cllr Morgan that

the Budget be accepted **Resolved unanimously**. Proposed Chairman seconded Cllr Morgan that Vice Chairman Cllr A. Levis be authorised to sign cheques to replace Cllr Pilkington on his retirement **Resolved unanimously**.

22. Planning : The Clerk reported that no decision received regarding the planning on the Triangle as negotiations proceeding with the Planning Authorities. No decision received for Hunters Pool Cottage, no other issues outstanding where observations have been made apart from E. Park and Sons Ltd application which continues to be considered.
23. Mercury Magazine : Debate followed lead by Cllr Hatton regarding the future organisation of the Magazine passing exclusively from a joint venture between the Council and the Village Hall Management Committee to the Parish Council, contributions made by all present expressing differences of opinion, a decision to be carried forward to the next agenda. Accounts to be produced.
24. Emergency Plan : Administration of the Plan to be assumed by the Chairman, proposed Cllr Hatton seconded Cllr Dodd **Resolved unanimously**.
25. Police Report : Recent report produced and considered. Councillors advised to look at the Facebook page.
26. Highways : A meeting has taken place on site with Cheshire East to secure further improvements to the Mill Lane/ Lees Lane cross roads. Cllr Levis to follow up. Response awaited from Cheshire East regarding improvements to visibility at Priest Lane/ Prestbury Rd junction by the Bulls Head. Householder affected (Mrs Shelley Brown, Crossfields) has indicated support for the proposals.
27. Council Representation : ChALC Meetings - Chairman, PACP Meetings - Chairman, Highways - Cllr Levis, Airport - Chairman and Cllr Walker.
28. Web Site : Clerk requested to update and improve the descriptions of Councillors thereon including accessibility.
29. United Charities Fund : Cllr Morgan (Charity Chairman) reported on the lack of beneficiaries making applications for payments from the fund (£88,000) in the last 12 months. Charity Commissioners have approached the possibility of widening the geographical application of the fund to increase Charitable benefits. A meeting with the trustees is likely to take place in June.
30. Annual Parish Meeting : Matters to be considered by Council raised by residents were drones being used over the Parish and the possibility of losing the bus service on takeover by Cheshire East. These matters will be included in future agendas.
31. Village Hall : Cllr Hatton reported on the progress of the proposals to improve the Car Parking on the Field at a cost of £27,000. Contributions to be made by the JIve Club and the Social Club.
32. Village Maintenance Work : Litter Picking remains a problem as it is difficult to obtain volunteers other than the usual stalwarts. Work is ongoing as jobs occur within a budget of £750.

33. V.E. Day Celebrations May 2020 : After debate expressing various views it was generally agreed that Council would not at this stage be making any plans to celebrate 75 years since Victory in Europe.
34. Other Business : Council's attention drawn to the regulations controlling access to web site and apps which Council will have to comply with by September 2020.