

MOTTRAM ST. ANDREW PARISH COUNCIL

ANNUAL MEETING

MINUTES

MEETING HELD 18th May 2020

Meeting held on Line using the Facilities of ZOOM

Present : Cllr R. Hughes, Cllr A. Levis, Cllr H. Morgan, Cllr S. Hatton, Cllr Y. Dodd, Cllr D. Walker, 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 : Cllr Davis toothache
4. Declarations of interest : None
5. Minutes of the meeting held on 16th March 2020 and Coronavirus Crisis Emergency Committee : **Approved** and signed by the Chairman as a correct record.
6. Matters arising : None
7. Coronavirus Crisis Emergency Committee Adjourned to the end of the meeting
8. General Power of Competence All Councillors having been elected and Council satisfied that qualifying criteria are met, Proposed Cllr Dodd seconded Cllr Hatton that the General Power of Competence be adopted, **Resolved Unanimously**
9. Standing Orders : Having been reviewed Proposed Cllr Levis seconded Cllr Walker and **Resolved Unanimously to approve and adopt**
10. Financial Regulations : Having been reviewed Proposed Cllr Hatton seconded Cllr Levis and **Resolved unanimously to approve and adopt.**
11. Web Site improvement : Cllr Levis submitted a report recommending a change of web site host with the new format including the facility for push notifications. The design would be GDPR compliant, all device compatible, include a Council Email service while including all current benefits. After debate proposed Chairman seconded Cllr Morgan that the web site be moved to Parish Websites.com **Resolved Unanimously.** Chairman, Cllr Levis and The Clerk directed to proceed.
12. Audit YE 2020 : The Clerk fully explained the audit procedure and Council's selection for random 5% review by External Auditors. The Annual Internal Audit Report 2019/20 having been previously circulated was considered proposed Chairman seconded Cllr Morgan that the report be accepted **Resolved Unanimously.** The Annual Governance Statement 2019/20 was read by the Clerk and considered proposed Chairman seconded Cllr Dodd that the Statement be adopted **Resolved Unanimously.** The Accounting Statement 2019/20 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 Levis 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 Dodd 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 Levis 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.

13. Internal auditor : Michael Shaw having indicated consent to continue to serve proposed by Cllr Hatton seconded Cllr Morgan that he be appointed as Internal auditor YE 2021 **Resolved Unanimously**.
14. Planning Committee Structure : **Resolved** unanimously that all Planning matters continue to be reserved to the full Council, proposed Cllr Dodd seconded Cllr Walker.
15. Complaints procedure : Procedure perused and **Resolved Unanimously** to adopt, Proposed Cllr Levis seconded Cllr Hatton with Chairman, Cllr Levis and Cllr Walker to comprise the members of the Complaints Committee for 2020/21.
16. Code of Conduct : The Clerk produced an updated Code based on the Cheshire East Code which had previously been circulated, proposed Chairman seconded Cllr Morgan **Resolved Unanimously** to adopt for 2020/21.
17. Insurance : The Clerk reported that the Council insurance expires on 31st May and is subject to a 3 year agreement with Hiscox to renew (Final Year). Chairman explained details regarding the cover and the Clerk confirmed that a risk assessment had been conducted, proposed Chairman seconded Cllr Levis that the policy be renewed **Resolved Unanimously**.
18. Freedom of Information Policy : Updated Statement produced and considered proposed Cllr Walker seconded Cllr Dodd that the Statement be adopted **Resolved Unanimously**.
19. General Data Protection Policy : The Clerk advised that the current Policy consistent with the Internal Audit report required improvements which would be implemented during the modernisation of the web site. Proposed Cllr Hatton seconded Cllr Levis that compliance must be achieved during the current web site update **Resolved Unanimously**.
20. Meeting Schedule 2020/21 and Annual Village Meetings : The proposed schedule had been circulated, debate ensued all dates and venues approved, Proposed Chairman seconded Cllr Walker **Resolved Unanimously**. Proposed Chairman seconded Cllr Walker That the Annual Village Meeting be cancelled this year due to the Coronavirus pandemic and arrangements be made for the Meetings to recommence in 2021.**Resolved Unanimously**
21. Public Participation : W.M. Pilkington esq proposed that the Council should consider arrangements to recognise the 75th anniversary of VJ day and that reporting of

blocked Gullies must be reported to Cheshire East. Matter to be included in July agenda.

22. Finance : Clerk reported that the Bank balance at 5th May £17,034.96 including payments in of 50% Precept £4,017.50 Allotment rents £1,312. Payments made since last meeting Clerk's Salary £2,078.90 Expenses £396.01 Tax £108.60. SLCC £92 F. Watson £144. Reconciled balance to date £16,798.96. Draft budget for 2020/21 produced having been previously circulated, proposed items debated re Web Site increase to £650, Mercury losses to £350, Clerks Salary to be carried forward with budget to remain at £4,590 Proposed Chairman seconded Cllr Dodd that the Budget be approved **Resolved Unanimously**
23. Planning : Clerk reported Mottram Wood Farm objections submitted, target date June, Land North Alderley Rd target date passed no decision. Triangle refused applicants proceeding to appeal. Badgers Hollow 20/1746M no observations.
24. Mercury Magazine : Cllr Hatton reported likely losses allocated to the Parish Council as budgeted £350. Decision awaited from the Village Hall Trustees whether they intend to continue to support the Magazine in future and produce it entirely at their expense.
25. Emergency Plan : Clerk reported that the Emergency Plan posted to the web site requires amendment to pages 5,15,16. Chairman stated that these changes had already been made. Matter to be looked into and Emergency Plan details to be put right.
26. Police Report : Produced and considered
27. Highways : Cllr Levis reported Highways meeting had been cancelled due to current crisis, Mill Lane, Woodford Lane cross roads improvements concluded and little further to be done apart from Hedges to be kept cut back by Addlington Estate. Priest Lane Wilmslow Rd Junction improvements delayed as land owned by Residents who are considered liable.
28. Rights of Way Officer Report : Cllr Morgan reported that a number of Landowners within the Parish and adjacent had attempted to wrongly close paths as a result of Covid 19, all had been re-opened apart from 1 on the Over Alderley boundary
29. Council Representation : Highways Cllr Levis supported by Cllr Morgan, Airport Liaison Chairman supported by Cllr Walker, PACP and ChALC Chairman who will enlist other Councillors to attend when necessary.
30. United Charity : Resignation received from W.M. Pilkington esq creating a vacancy, Cllr Morgan requested the matter be carried forward to July meeting as Leslie Rowbottom wishes to step down as well with a possibility of others creating a number of vacancies.
31. Village Hall : Currently closed nothing to report, Grant of £10,000 received from Government to assist to defray costs.

32. Allotment : Clerk reported all plots let and in reasonable condition. Gratitude expressed to Ann Readman for running the site well. Intended to improve the site utilising the allocated budget.
33. Village Maintenance : Work to recommence shortly, painting street signs, strimming. Village seat being refurbished thanks to Peter Pownall.
34. Coronavirus Crisis Emergency Committee : In view of the success of the virtual meeting proposed Chairman seconded Cllr Levis that the Powers of the Crisis Committee be withdrawn **Resolved Unanimously**. Thanks expressed to Chairman and Mrs Kathryn Hughes for the use of the Zoom facilities without which the meeting could not have taken place.
35. Other Business : None