

Minutes of the Annual Parish Council Meeting held on Tuesday 28th May 2024 at 7.30pm at Siddington Village Hall

Part 1: Public and press present

Present:

- Cllr. D. Billington
- Cllr. B. Carbutt
- Cllr. S. Forster
- Cllr. D. Furness
- Cllr. A. Meadowcroft
- Cllr. B. Smart
- Cllr. Paul Wain
- Cllr. Peter Wain
- Elizabeth Worrall – Clerk

1512 To elect the Chairman for 2024 / 2025

It was **RESOLVED** to elect Cllr. Peter Wain to the position of Chairman.

1513 To elect the Vice Chairman for 2024 / 2025.

It was **RESOLVED** to elect Cllr. Meadowcroft to the position of Vice Chairman.

Public Forum

One member of the public was present.

An issue was raised regarding the safety of a hedge within the Parish (on the boundary between Siddington and Lower Withington). This had also been raised by an individual on e-mail via FixmyStreet and Cheshire East

The Parish Council will send a letter to the owner, copying in John Denwood and Lesley Smetham.

A second issue was noted regarding issues with the drainage. This will be reported by the Parish Council on FixmyStreet.

Minutes of the Parish Council Meeting 28th May 2024

Signed

Dated



1514 To receive and approve apologies for absence

There were no apologies for absence.

1515 To receive any declarations of interest

There were no declarations of interest.

1516 To receive and resolve to approve the [minutes for the meeting of 2nd April 2024](#)

It was **RESOLVED** to approve the minutes of the meeting.

1517 To approve Councillor Responsibilities for 2024/25

- HR – Cllr. Peter Wain and Cllr. Meadowcroft
- Finance – Cllr. Peter Wain and Cllr. Meadowcroft
- Communities / Village Matters – Cllr. Furness
- Highways (2 Councillors) – Cllr. Paul Wain and Cllr. Billington
- Planning (2 Councillors) – Cllr. Forster and Cllr. Smart
- Rural Matters incld. Policing – Cllr. Carbutt and Cllr. Peter Wain

It was **RESOLVED** to approve the above responsibilities. The Clerk will send Cllrs. and the Chair information on training relating to planning.

1518 To receive a report from Cheshire East Ward Councillor if present.

The Leader of the (Cheshire East) Council has remained the same and the Deputy Leader has been replaced following Craig Browne's resignation. Labour are holding a majority within the Council.

There are several grants currently, including Covid support, vulnerable household support funds and many more available. The Ward budget is still a point that Cllr. Smetham has picked up and will discuss. Cllr. Smetham has completed a 'ward tour' with Andy Simpson and the focus appears to be siding out. Cllr. Smetham will look into this further and will provide an update to the Clerk over the next few weeks.

The new Mayors have taken office this week at Tatton Park. Marion Hughes has been elected Mayor and David Edwardes will be Deputy Mayor. A full Council meeting took place immediately after this ceremony. A full list of appointments has been posted on the Cheshire East website.

Cheshire East Council have received a poor OFSTED report regarding their safeguarding of care-leavers and vulnerable young adults.

1519 Accounts and sign off of Audit 2023 / 2024

[Internal Audit Report](#) – To receive the internal audit report for 2023/24, to note the recommendations and the action plan and to review and resolve to publish the Council's response to the internal auditor's report ([draft response](#))

AGAR Audit Report

It was **RESOLVED** to approve the Council's response and to note the findings of the audit report. Cllr. Meadowcroft requested an amendment to include the comment that the missing receipt was the receipt for Safe Custody. Natwest had confirmed that a receipt could not be provided but did confirm the charge.

1520 Section 1 Annual Governance Statement Section 2023/24 of the AGAR To receive and approve section 1 annual governance statement section 2023/24 of the AGAR and that the chairman and Clerk/RFO sign to confirm.

It was **RESOLVED** to approve Section 1 of the AGAR.

1521 Section 2 Accounting Statements 2023/24

To receive and approve section 2 Accounting Statements 2023/24 and that the chairman sign to confirm approval.

It was **RESOLVED** to approve Section 2 of the AGAR.

1522 Certificate of Exemption 2023/24

To confirm that the council meet the criteria to declare themselves exempt from an external audit.

It was **RESOLVED** that the Council would declare themselves exempt from an external audit.

[View Annual Governance and Accountability Return](#)

[View AGAR Supporting Statement](#)

1523 To confirm the Public Inspection Period (Notice of Public Rights)

It was **RESOLVED** that the Council would set their Public Inspection Period to begin on 17th June 2024.

1524 To review and adopt [Standing Orders](#)

It was **RESOLVED** to readopt Standing Orders.

1525 To review and adopt [Financial Regulations](#)

It was **RESOLVED** to readopt Financial Regulations. It was **RESOLVED** to adopt the General Power of Competence, given the suitably qualified clerk and the correct ratio of elected Councillors.

1526 To receive updates on village maintenance projects (railings, bench) and painting of the lake platform

Thanks were extended all of those who attended the working party. The Council will write a letter to one resident to extend their especial thanks. The power washing and painting will all be completed in the next week.

A new back is needed for one of the benches; Cllr. Furness will look into this.

Cllr. Peter Wain is continuing to liaise with John Denwood on warning signs for the Redesmere Ducks.

It was **RESOLVED** to approve a budget payment of c. £2,350.00 for painting of the Village Railings. Councillor Meadowcroft and Smart both noted that they had failed to get another quotation for this painting, despite repeated attempts. The supplier is known to the Council, so the Council were happy to proceed with the price.

1527 To discuss the possibility of a Village First Aid evening

Cllr. Meadowcroft shared that, at the most recent liaison group meeting, a contact at the Dane Valley Community Trust was shared. Cllr. Forster will follow this up with the contact and try to begin arranging this for the autumn.

1528 To discuss the possibility of installing and/or earmarking Council funds for boundary signs

It was **RESOLVED** to approve the design of the new boundary signs, as shared by Councillor Meadowcroft with the Council.

It was **RESOLVED** to authorise £800 of expenditure towards new signage (provider G and G signs, for four signs and two posts). The Council **RESOLVED** to proceed with the lower grade signs, which have a life span of 7 – 10 years. The exact amount of expenditure will be confirmed to Councillors by the Clerk or Councillor Meadowcroft, ahead of the purchase.

A comparative quotation was discussed for higher grade signs by the same provider, which was in the region of a few thousand pounds. Councillors were worried about the risk of theft, should more expensive signs be purchased. Cheshire East quoted £361 per sign as a non-refundable deposit with total cost per sign indicated in the region of £1000.

1529 To consider the following planning applications and any others since the publication of the agenda:

[24/1375M](#) - Listed building consent for roof repairs and replacement to the Theatre Wing roof of Capesthorpe Hall – comments due by 5th June

It was **RESOLVED** that the Clerk would submit a comment of ‘no objections’ on behalf of the Council.

[24/1582M](#) - Retrospective application for an agricultural track to an existing farm building - Land Off, HENSHAW LANE, SIDDINGTON – comments due by 29th May 2024

It was **RESOLVED** that the Clerk would submit a comment of ‘no objections’ on behalf of the Council but with a note that *“While not objecting to this additional access, the Parish Council would wish to draw attention to the state of the lane, and would pursue any further developments to possibly be subject to S106 contributions for the maintenance of the lane, if Cheshire East are unable to take responsibility for this.”*

Councillor Meadowcroft notified the Council that he had received a letter regarding Egerton’s timber yard and saying the appellant has appealed the enforcement notice based on the original text of the planning application. This is now being reviewed by the Planning Inspectorate and additional comments can be submitted. It was **RESOLVED**

that the Clerk will reiterate the Council's comments and submit via the Planning Inspectorate portal. The comment is due by mid-June.



1530 To ratify the comments submitted for the following applications which required comments before this meeting.

None

1531 To consider and resolve to approve proposed increased charges from TCS Management (payroll provider)

It was **RESOLVED** to approve the increase.

1532 To receive and resolve to approve the accounts for payment:

PAYMENTS MADE

£15.00	Siddington Village Hall (hire for extraordinary meeting)
£22.50	Siddington Village Hall (hire for meeting)
£89.40	HMRC
£121.56	Clerk Salary – end April
£26.00	Clerk Homeworking Allowance – end April

PAYMENTS TO BE APPROVED

£59.40	TCS Management (payroll) – due 1st May
£61.92	TCS Management (payroll) – due 1st August
£214.00	Zurich Insurance
£180.00	Shona Amies – three months website support
£350.00	Shona Amies – initial charge for website build
£108.68	CHALC Membership
£446.40	Peter Davies – village maintenance (spraying)
£270.00	Internal Audit Charge – John Henry
£22.50	Hire of Village Hall – 28 th May 2024
£91.00	HMRC – Q1 – due end June
£121.36	Clerk Salary – end May
£26.00	Clerk Homeworking Allowance – end May
£121.36	Clerk Salary – end June
£26.00	Clerk Homeworking Allowance – end June
£121.36	Clerk Salary – end July
£26.00	Clerk Homeworking Allowance – end July
£121.36	Clerk Salary – end August
£26.00	Clerk Homeworking Allowance – end August
£800.00	Budget amount - boundary signs (final amount TBC by Cllr. Meadowcroft)
£2,350.00	Budget quotation for payment of the railings (final amount TBC by Clerk)

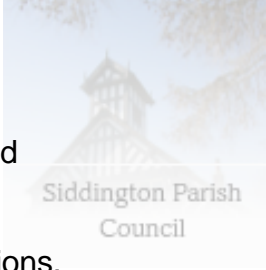
RECEIPTS

£2000.00	Cheshire East First Precept Payment
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Signed

Dated



[Bank reconciliation \(year opening\)](#) and [Bank reconciliation \(end April\)](#) to be reviewed and signed by the Chair

It was **RESOLVED** to approve the above payments and to sign the bank reconciliations.

1533 Any other correspondence

Including e-mail from resident regarding overgrown hedging

The e-mail from the resident had been responded to during the Public Forum.

1534 To note the date of the next parish council meeting to be held on 24th September 2024

Action Points

- The Parish Council (Councillor TBC) will send a letter to the owner, copying in John Denwood and Lesley Smetham.
- The Parish Council (Councillor TBC) will report the drainage issue via FixmyStreet.
- The Clerk will circulate the CHALC training calendar, detailing training on planning to the Chair and Councillors Forster and Smart.
- The Clerk will amend the Council's response to the Internal Auditor's Report and will publish.
- The Clerk will submit the AGAR to PKF Littlejohn and will then publish on the website.
- The Clerk will draft the Notice of Public Rights and will send this to Councillor Wain, for display on or before 5pm on 31st May 2024.
- Cllr. Furness will look to repair the back of the broken bench.
- The Clerk will draft a letter, extending thanks to the member of the public, for their help with the Village Maintenance.