

NEWHALL PARISH COUNCIL
Minutes of Virtual Meeting of the above Council
held on Monday 15th June 2020, 7.30 p.m.

Present: J. Batho (Chairman), A.G. Lawrence (Clerk), E. Forshaw, Mrs J. Fenton, C. Britton, R. Hibbert, J. Barker, P. Schofield, Ms R. Spalding, Councillor R. Bailey.

1. **Apologies:** J.G. Parkin (Vice Chairman)
2. **Declaration of Interest** – if a member is present at a meeting of the authority, and they have a disclosable pecuniary in any matter to be considered or being considered at the meeting, they cannot take part in any discussion of the matter at the meeting or vote on it. They should disclose the interest to the meeting and follow the Council's Code of Conduct.
3. **Minutes** of Parish Council held 5th March 2020 and Meeting via email response re 20/1349N were confirmed as a true and correct record on the prop., of E. Forshaw, sec., J. Barker, with the addition that Ms R. Spalding was in attendance at the meeting on 5th March 2020 but missing from Minutes.
4. **Matters arising** from last minutes:-
 - a. Notice Board. It was reported that despite the best efforts of R. Hibbert to repair this the lock and door is now irretrievably broken. R. Hibbert agreed to make enquiries re a replacement board and will report back.
5. **Highway matters:**
 - a. Highway sinking on A530 where new sewer connection has been made to Aston Meadows.
 - b. Sheppenhall Lane – worst of potholes have had remedial attention.
 - c. Scottish Power working in Sheppenhall Lane put rubbish on grass area at entrance to Sheppenhall Grove but they have agreed to reinstate.
6. **Correspondence**
 - a. **Cheshire East Council:**
 1. **STRATEGIC PLANNING UPDATE - JANUARY 2020**
<file:///C:/Users/Nantwich%20Show/Downloads/Strategic%20Planning%20Update%20January%202020.pdf>
JUNE 2020
<file:///C:/Users/NANTWI~1/AppData/Local/Temp/Strategic%20Planning%20Update%20June%202020.pdf>
 2. Consultation - housing strategy - <https://surveys.cheshireeast.gov.uk/s/NU7O83/>
 - b. **Councillors:** none
 - c. **Parishioners:** none
 - d. **Other:**
 - i. CHALC Enewsletter
 - ii. Mid Cheshire Footpath Soc – Report
 - iii. Clerks & Councils Direct
 - iv. Glasdon Local Councils product guide
7. **Accounts**
 - I. **Income received since last Meeting:**
 1. Cheshire East Precept – 1st Instalment £2000
 2. Grant re Street Clean £172
 3. It was agreed to get prices for new litter bins and see if the grant will supply same.
Clerk reported that VAT refund for 2019 is being processed
 - II. **Accounts paid since last meeting:** None
 - III. **Accounts to pay at meeting:**

1.	Chq No 000513 CHALC Membership	Purchase Order 1	£253.08
2.	Chq No 000514 BHIB Councils Insurance	Purchase Order 2	£298.01
3.	Chq No 000 A.G. Lawrence – Clerk Salary – Jan – March 2020 Unable to pay as Lady who undertakes PAYE not in work due to Covid19 Await her return		£
4.	Chq No 000 HMRC – Jan – March 2020 Unable to pay as Lady who undertakes PAYE not in work due to Covid19 Await her return		£
5.	Chq No 000515 A.G. Lawrence – Clerk Expenses – Jan – March 2020	Purchase Order 3	£48.97
6.	Chq. No. 000516 Aston Cemetery Committee	Purchase Order 4	£150.00
7.	Chq. No. 000517 St Andrews – Room Hire x 9	Purchase Order 5	£180
8.	Chq. No 000518 JDH Business Services Ltd – Internal Audit	Purchase Order 6	£198.12 (VAT £33.02)
9.	Chq. No 000519 Rocketmedia – Website Hosting and administration	Purchase Order 7	£300
10.	Chq. No 000520 Audlem & District Community Action – Covid19 Leaflets for Newhall	Purchase Order 8	£20
Newhall Neighbourhood Plan			
11.	Chq. No 000521 Vinyl Banners Printing	Purchase Order 9	£127.50

The above account(s) are all subject to the new Purchase Order system and were unanimously approved for payment on the prop., of J. Barker, sec., E. Forshaw.

IV.

Annual Audit

- Display Notice of Audit
- Exercise of Public Rights from 15th June – 24th July 2020
- Exemption Certificate to be returned by 31st July 2020. On the prop., J. Barker, sec., E. Forshaw, it was unanimously agreed that Newhall Parish Council would submit, as a smaller authority, an Exemption Certificate to PKF Littlejohn, London

a. Annual Governance Statement was unanimously approved by the Parish Council on the prop., J. Batho, sec., E. Forshaw.

b. Statement of A/C's year ending 31st March 2020 was issued by the R.F.O. as follows:-

Parish Council Income for year	3922.04
Unpresented cheque	50.00

Along with balance brought forward	<u>650.26</u>
Gave a total available of	4622.30
 Total expenses have been	 3249.44
 Leaving a balance to carry forward of	 <u>£1372.86</u>
 Neighbourhood Plan Balance b/f	 4561.16
Neighbourhood Plan Expenses	3126.16
 Leaving a balance to carry forward of	 <u>£1435.00</u>
 Leaving total funds to carry forward of	 <u>£2807.86</u>

The Parish Council were advised of the explanation of variances which were unanimously accepted on the prop., of J. Batho, sec., E. Forshaw.

With all details of income and expenditure as listed in the Account Book. The Accounts were formally adopted on the prop., of J. Barker, sec., E. Forshaw and unanimously agreed.

On the prop., J. Barker, sec., R. Hibbert, and unanimously agreed, the Clerk/RFO and the Chairman signed, as follows:-

The Annual Return:-

- i. The Annual Governance Statement
- ii. The Accounting Statements 2019/20
- iii. The completed Annual Account Book

V. **Internal Audit** this has been undertaken by JDH with the following comments:-

On the basis of the internal audit work carried out, which was limited to the tests indicated in the Audit Report, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan.

VI.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

1	ISSUE
	<p>The updated model Financial Regulations refer in section 10.) to a Purchase Order (PO) system (which would also clearly evidence the authority to spend). However, no PO system is currently in place.</p> <p>Section 4.) of the Financial Regulations (FRs) for Authority to Spend require a Chair and the Clerk to certify expenditure up to £500 and a duly delegated committee of the council for items over £500 and the council for items over £5000. However, it is not clear from our internal audit sample testing that the Authority to Spend requirements of the model Financial Regulations are applied to all expenditure.</p>
	RECOMMENDATION
	<p>If the Purchase Order section of the FRs is an accepted requirement by council, then the council should establish a sequential Purchase Order system as required by the updated model Financial Regulations and ensure Purchase Orders for expenditure up to £500 are signed by a Chair and clerk, and POs for expenditure in excess of £500 include the minute reference on the PO evidencing the committee/council authority to spend.</p> <p>The council should review the updated NALC model FRs and determine which sections are appropriate to the scope and activity of the council.</p>

	RESPONSE
	An Official Order book has been obtained and an order will be issued for all items works, goods and services. Expenditure up to £500 will be signed by the Chairman and Clerk, above £500 will also include a Minute Reference
2	ISSUE
	The 2018/19 internal audit report or AGAR internal audit certificate were not published on the website as required by the Transparency Code.
	RECOMMENDATION
	All the information required by the Transparency Code should be published on the website for each financial year
	RESPONSE
	Internal Audit for 2019/20 is displayed on website
3	ISSUE
	There was no signed confirmation of receipt for the donation to the British Legion
	RECOMMENDATION
	A signed confirmation of receipt should be secured for each donation
	RESPONSE
	No Receipt was available as the chq had not been banked and receipt had not been issued.

VI. Appoint Regulatory Financial Officer – the Clerk was unanimously re-elected on the prop., of J. Batho, sec., Ms R. Spalding

VII. Confirmation of:-

- i. Financial Regulations – NALC – Model Financial Regulations (England) was unanimously reconfirmed on the prop., of J. Batho, sec., Ms R. Spalding
- ii. Risk Assessment was unanimously reconfirmed on the prop., of J. Batho, sec., Ms R. Spalding
- iii. Parish Council Internal Financial Audit
The Meeting on the prop., of J. Batho, sec., Ms R. Spalding unanimously confirmed their Internal Audit requirements were adequately covered within their Financial Regulations and their Risk Assessment which are currently in place, and as approved in item 8/VII/i/ii as above
- iv. Clerks Contract of Employment was unanimously reconfirmed on the prop., of J. Batho, sec., Ms R. Spalding
- v. Standing Orders was unanimously reconfirmed on the prop., of J. Batho, sec., Ms R. Spalding
- vi. Transparency Code was unanimously reconfirmed on the prop., of J. Batho, sec., Ms R. Spalding
- vii. GDPR Policy/Privacy Statement was unanimously reconfirmed on the prop., of J. Batho, sec., Ms R. Spalding

8. Planning Applications:

I. Applications received since last meeting:

a.

Application No: **20/1612N**
Proposal: **3 new control kiosks**
Location: **Wrenbury Wastewater Treatment Works, WOODCOTT HILL LANE, WRENBURY HEATH, CW5 8EH**
National Grid Ref: **360807 347447**

No Representation

b.

Application No: **20/1627N**
Proposal: **Removal of domestic timber shed and replace with domestic garage/workshop to rear of dwelling, resubmission of application No 19/5892N**

Location: **Roseleigh, WHITCHURCH ROAD, ASTON, CW5 8DJ**
National Grid Ref: **361042 345856**

No Representation

c.

Application No: **20/1874N**
Proposal: **Listed building consent for - Variation of condition 2 & 4 on 17/0897N -- Listed building consent for The construction of 5 new houses and the conversion of 2 barns to residential use with associated access drive and parking.**

Location: **Aston House Farm, WRENBURY ROAD, ASTON, CW5 8DQ**
National Grid Ref: **361024 347059**

No Representation

d.

Application No: **20/1831N**
Proposal: **Variation of conditions 2 & 4 on application 17/0896N - The Construction of 5 New Houses and the conversion of 2 Barns to Residential use with associated drive access and parking.**

Location: **Aston House Farm, WRENBURY ROAD, ASTON, CW5 8DQ**
National Grid Ref: **361024 347059**

No Representation

e.

New Street naming proposal – Rear of Rosedene – Boundary Way – no representation

And as per 8/III below

II. Results of previous applications;

a.

19/5395N
Moorhall, Dodds Green Lane, Aston, CW5 8DP
Insertion of dormer windows to front elevation which will extend beyond the plane of the existing roof slope of the principal elevation that fronts a highway
approved with conditions
b.
19/4819N
PINNACLE FARM, COOLE LANE, NEWHALL, NANTWICH, CW5 8AY
Triple garage and store and office above.
approved with conditions
c.
19/5892N
Roseleigh, WHITCHURCH ROAD, ASTON, CW5 8DJ
Removal of domestic timber shed and replace with domestic garage/workshop to rear of dwelling
approved with conditions
d.
20/0690N
THE WOODLANDS, WHITCHURCH ROAD, ASTON, CW5 8DB
Non Material Amendment to planning approval 18/4102N - Variation of condition 2 on approval
approved with conditions
e.
19/5652N
Millwood, Wrenbury Road, Aston, Nantwich, CW5 8DQ
Proposed two storey extension to side/rear of dwelling
approved with conditions
f.
20/0886N
The Bungalow, SALESBROOK LANE, ASTON, CW5 8DR
Certificate of lawful proposed use for two single-storey side extensions, front porch, side porch, dormer roof extension and replacement roof covering
positive certificate
g.
20/0802N
PINNACLE FARM, COOLE LANE, NEWHALL, NANTWICH, CW5 8AY
Variation of Condition 2 (location of garage) on Approved 19/4819N - Triple garage and store and office above
refused
h.

20/0656N
Sunnyside Touring Park, COOLE LANE, NEWHALL, CW5 8AY
Siting of Warden's accommodation unit
approved with conditions

III. Applications/Planning matters before this meeting:

a.

Application No: **20/2074N**

Proposal: **Remodel the existing property to form one & half storey dwelling, together with associated alterations**

Location: **ROSEDENE, WHITCHURCH ROAD, ASTON, CW5 8DB**

National Grid Ref: **361291 346589**

On the prop., E. Forshaw, sec., J. Barker it was unanimously agreed to support the application

b.

Application No: **20/2124N**

Proposal: **Removal of condition 6 on approved application 19/0219N - Construction of 4 detached Dwellings and Associated Parking, Bin Storage and Access Arrangements**

Location: **Land at The Cooperage and to the rear of Rosedene, Whitchurch Road, Nantwich, Aston, CW5 8DB**

National Grid Ref: **361291 346589**

On the prop., J. Batho, sec., R. Hibbert it was agreed to support the application with 8 for support of the application and one abstention

IV. Neighbourhood Plan: -

- Community Group have been holding regular virtual meetings
- Public Rights of Way in Parish are under discussion. It was advised that DEFRA have a handbook which outlines regulations for both walkers and landowners
- Liaison with Wrenbury over traffic controls so any regulations would be beneficial to both areas
- J. Batho advised that Audlem & District Community Action are looking to set a joint venture with Newhall to engage further with the area. It was agreed to have this as an agenda item for a future meeting to discuss the way forward. R. Hibbert suggested may be able to link with Age Concern, and Cllr Bailey advised that she is looking to support this voluntary group be possible grant aid.

V. Procurement Housing Development Framework: Cllr Bailey advised:-

- Cheshire East Council would/could by this document use any land Council owned land surplus to requirement for housing development.
- Neighbourhood Plans – there is no confirmation that these would be material to the decision making
- There is no evidence of any such land in Newhall but awaiting confirmation of all Council owned land in Audlem Ward from Cheshire East
- Grave concern has been expressed through Cheshire East over this document and as such, whilst the decision has been made, the detail will be reviewed again
- Section 106 payments could be transferred into a bigger pot of money for affordable housing in other areas, despite they were allocated to the locality where a development had occurred.

Clr Bailey agreed to keep the Parish Council informed of developments.

10. Police Matters:- J. Batho reported no meetings have been held

11. Next Meeting: to be advised

Parish Meeting & Parish Council Annual Meeting both to be held when it is possible to meet.
Virtual Meeting – a date of Monday 27th July was agreed to meet again via Zoom

Meeting closed.