

**MINUTES OF THE MEETING
OF BULKELEY AND RIDLEY PARISH COUNCIL
HELD USING THE ZOOM PLATFORM
ON TUESDAY 4TH MAY 2021**

Present: - Councillors Idina Hastings (Chairman), Jane McRae, James Weddell, Peter Groves, Jonathan Knight, Nadine Hunter, Richard Frisk.
CEC Cllr Stan Davies. Mrs Ruth Shackleton (Clerk). No members of the public attended the meeting.

1. APOLOGIES

Councillor Mike Hassall, Linda Gaden, James Rutter.

2. DECLARATION OF INTERESTS

Councillors were invited to declare pecuniary or non-pecuniary interests arising from matters on the agenda.

None were declared.

3. ELECTION OF CHAIRMAN

Resolved:- It was proposed by Cllr Groves and seconded by Cllr McRae that Cllr Hastings be elected as Chairman for 2021 - 2022.

The Chairman is to sign the Declaration of Acceptance of Office.

4. ELECTION OF VICE CHAIRMAN

Resolved:- It was proposed by Cllr Hastings and seconded by Cllr Hunter that Cllr Groves be elected as Vice Chairman for 2021 - 22.

The Vice Chairman is to sign the Declaration of Acceptance of Office.

5. CHAIRMANS REPORT

See attachment for Chairman's Report.

6. APPOINTMENT OF OFFICERS

Bickerton Burial Board Representatives:-	Cllrs Groves and Hastings
Association of Parish Councils Representatives:-	Cllrs Hastings and McRae
Bank Signatories:-	Cllrs Hastings, Groves and Weddell The Clerk, Ruth Shackleton

Resolved:- That the Council approve the above appointments.

Proposed by Cllr McRae and seconded by Cllr Knight.

7. APPROVAL OF THE MINUTES

Resolved:- That the Council approve the minutes of the Parish Council meeting held on 7TH December 2020.

Proposed by Cllr McRae and seconded by Cllr Groves.

8. MATTERS ARISING FROM THE MINUTES

8.1 The Laurels Planning Application:- there have been ongoing issues regarding work at the site involving CEC and United Utilities.

8.2 Overhead Telephone Lines:- John Jones is due to cut back the trees at the Marl Pit.

8.3 Layby in Ridley:- CEC have advised that the area referred to is not an official layby as it was a highway verge that has gradually been worn away over time. They have recommended that a safety study be carried out initially to determine where would be the safest part of the highway

for the children to wait for the bus. The safety/feasibility study is best discussed with the traffic safety team. The Clerk has submitted a request which is to be forwarded to the correct traffic officer.

- 8.4 Mill Lane:- CEC Highways have responded regarding concerns relating to visibility at the end of Mill Lane, Bulkeley with the junction of the A534. CEC have advised that they do not have any plans to undertake a road safety assessment at this location at present. When determining whether new engineering measures are required to improve road safety or traffic management the council takes an evidence-led approach. CEC use the latest available five-year collision data which is provided by Cheshire Constabulary in order to understand whether a location is in need of new safety measures.
- 8.5 Hedge:- Cllr McRae is to make arrangements to cut back overgrown vegetation at the junction of Mill Lane, Bulkeley.
- 8.6 Parking at Bulkeley Hall Lane:- Inconsiderate parking on Bulkeley Hall Lane has been reported to CEC as it is affecting visibility for vehicles when exiting Bulkeley Hall.
- 8.7 Bickerton Burial Board:- No precept is required this year.

9. **OPEN FORUM**

There was no consideration of this item.

10. **POLICING**

Cllr Hastings informed the meeting that there have been no police cluster meetings.

11. **RESPONSIBLE FINANCIAL OFFICER**

Resolved:- That the Council confirm the appointment of Ruth Shackleton as Responsible Financial Officer.

Proposed by Cllr Hastings and seconded by Cllr Groves.

12. **INTERNAL PROCEDURES**

Resolved:- That the Council agree to adopt the following:-

- Code of Conduct for Members.
- Standing Orders
- Financial Regulations
- Risk Assessment

Proposed by Cllr Hunter and seconded by Cllr Groves.

13. **ANNUAL AUDIT**

13.1 To agree to appoint Jake Gurr to carry out the internal audit:-

Resolved:- That the Council agree to appoint Jake Gurr to carry out the internal audit at a cost of £95.00.

Proposed by Cllr Knight and seconded by Cllr Hastings.

13.2 To agree to sign the Certificate of Exemption as neither the gross income nor incurred gross expenditure exceeds £25,000.00:-

Resolved:- That the Council agree to sign the AGAR Part 2 Certificate of Exemption as neither the gross income nor incurred gross expenditure exceeds £25,000.00. The Council are to certify themselves as exempt from a limited assurance review and are to submit a Certificate of Exemption to the External Auditor.

Proposed by Cllr Knight and seconded by Cllr Hastings.

13.3 To accept and approve the Annual Governance Statement:-

- **Resolved:-** That the Council agree to approve the Annual Governance Statement for the year ended 31st March 2021.

Proposed by Cllr Frisk and seconded by Cllr Knight.

13.4 To accept and approve the Annual Return for Audit purposes (see attachment):-

- **Resolved:-** That the Council agree to approve the Annual Return for the year ended 31st March 2021.

Proposed by Cllr Hastings and seconded by Cllr Groves.

14. **FINANCIAL REPORT**

14.1 To accept and approve the following payments:-

The Council approved the following payments:-

Chq No	Date	Reason	Amount
279	04/05/21	Running Costs	£ 35.98
280	04/05/21	J Weddell (reimburse website charge)	£ 86.40
281	04/05/21	DONATION:- North West Air Ambulance	£100.00
282	04/05/21	DONATION:- First Responders	£100.00
283	04/05/21	CHALC (Annual subs)	£115.92
284	04/05/21	Zurich Insurance	£194.47
285	04/05/21	J Gurr FCA (internal audit)	£ 95.00

The Clerk was paid by Standing Order.

Reconciled balance at bank as at 01/04/21:- £3,578.82

Resolved:- The above payments were agreed by the Council.

Proposed by Cllr McRae and seconded by Cllr Hastings.

14.2 Receipts:-

None received.

14.2 VAT Return:-

The VAT return was not submitted to HMRC for the 2020 – 2021 as amount was less than £100.00.

15. **PLANNING UPDATE**

15.1 See the Planning Applications register attached for details of all applications received.

15.2 21/1825N - Steel framed building for the housing of dairy cattle next to existing cow sheds. The building will be 36.6 meters long and 23.79 meters wide, in one span. The roof will be grey fibre cement roof sheets, the sides will be open apart from the gable ends which will be in timber gapped boarding above galvanized steel doors and concrete panels at Ridley Bank Farm, Wrexham Road, Ridley:-

The Council considered the planning application including the objections raised by a neighbouring property and agreed to make no further observations in respect of the planning application.

16. **HIGHWAYS**

16.1 Update:- The majority of the potholes on the A534 have been repaired.

16.2 20s Plenty for Cheshire East:- there was no consideration of this item.

17. **VILLAGE MAINTENANCE**

See Matters Arising for update.

18. **WEBSITE**

Cllr Weddell gave a presentation regarding a proposed new website including quotes from various website providers. The current website is not compliant with Web Content Accessibility

Guidelines and there are technical problems which make it difficult to update and maintain.

Resolved:- The Council agreed to instruct Then Media Ltd to design a simple community website with a set up fee of £100.00 plus VAT and maintenance charge of £20.00 plus VAT per month.

Proposed by Cllr Weddell and seconded by Cllr Groves.

19. **TOASTING THE OAK**

Resolved:- The Council agreed to re-schedule Toasting the Oak to Monday 21st June.

Proposed by Cllr Hastings and seconded by Cllr Weddell.

20. **THE QUEEN'S PLATINUM JUBILEE**

The Council considered how to commemorate the Queen's Platinum Jubilee in 2022 and agreed to look into planting a memorial tree.

21. **BICKERTON VILLAGE HALL**

Cllr Hastings updated the meeting regarding the finances, refurbishment and forthcoming events, including the Art Exhibition in July.

22. **CLERKS REPORT**

Nothing further to report.

23. **CORRESPONDENCE**

Previously circulated.

24. **NEXT MEETING OF THE PARISH COUNCIL**

The date of next meeting is Tuesday 14th September 2021

PART 2

Resolved:- The Council agreed to exclude press and members of the public to consider employment contacts. Proposed by Cllr Hastings and seconded by Cllr Groves.

1. **REVIEW CLERKS SALARY**

Resolved:- The Clerk is currently on SCP 21 of the NALC National Salary Award 2020 - 21. The Council agreed for the Clerk to progress onto SCP 22 (£14.05 hourly rate) of the NALC National Salary Award 2020 - 21.

Proposed by Cllr Hastings and seconded by Cllr Weddell.

Annual Parish Meeting

In the absence of any members of the public there was no consideration of this item.

Website:- www.bulkeleyandridley.org.uk