

NETHER ALDERLEY PARISH COUNCIL

**Minutes of the Parish Council Meeting
held on Monday 11th May 2020 at 5.00 p.m.
The meeting was accessed remotely via ZOOM**

In the Chair: Cllr. N.Howick
Parish Councillors present: Y.Bentley, A.Farrell, S.Joseph, S.Lewis and J.Shufflebottom
Also present: The Parish Council Clerk

1. **To receive apologies for absence** – Cllrs. D.Clarke, J.Wilkinson and the Ward Councillor for Chelford, Cllr. Marc Asquith
2. **To receive Declarations of Interests**
 - 2.1 **To Declare Disclosable pecuniary interests** – No declarations were made.
 - 2.2 **To Declare interests conflicting with Nolan principles/non-pecuniary interests** – No declarations were made.
 - 2.3 **To allow Councillors to consider amendments required to their Declaration of Pecuniary interest forms** - No amendments were made.
3. **To consider and approve Applications for Dispensations** - No applications for dispensation were submitted.
4. **RESOLVED: The Parish Council resolved to approve the minutes of the Nether Alderley Parish Council Meeting held on 14th April 2020 are a true and accurate record.**

Proposed: Cllr. J.Shufflebotton *Seconded: Cllr. N.Howick*
5. **5.05 p.m. Public presentation: No public present**
6. **Meeting resumed**
7. **To exclude the public and press in the public interest for consideration of the following items:**
 - a. Personal issues
 - b. Legal Issues
8. **Current Matters**

To consider and agree actions relating to ongoing matters as follows:

 - 8.1 **Cheshire East update by Ward Councillor:** There was no update as Cllr. Asquith was absent.
 - 8.2 **Parish Hall renovation update:** Cllr. Howick reported he is waiting to hear from Mark Pearce of Keppczyk Pearce Sanderson and will update the Parish Council at the next meeting in June.

9. New Matters

To consider and agree actions relating to new matters as follows:

9.1 New Legislation 2020 (re: COVID-19) confirming there is no requirement for a parish council to hold its annual meetings in May 2020

RESOLVED: The Parish Council resolved to approve not to hold the Annual Parish Meeting and the Annual General Meeting (AGM) until May 2021 due to the COVID pandemic. In addition, all Councillors agreed to remain on any existing committees.

Proposed: Cllr. N.Howick

Seconded: Cllr. Y.Bentley

9.2 New contact details for Cheshire Community Action (CCA) – Councillors noted Claire Jones has been replaced by Chris Davenport who will continue to provide on-going support for community buildings

9.4 Police Report for April 2020 – Noted.

10. Policies and Procedures

10.1 To receive a report on the quarterly inspection of Highways assets which is due at the end of March 2020 and reported to the Parish Council at the meeting in April 2020 – Cllr. Lewis reported the following:

- i) All benches in need of treating during the summer
- ii) Circular bench (Congleton Rd/Sand Lane) – Currently safe and will hopefully be replaced during this year

The Parish Council noted Cllr. Lewis has treated two of the benches and intends to treat the remaining benches during 'lock-down'. Cllr. Howick thanked Cllr. Lewis for his report and also added the Parish Council's gratitude for treating the benches.

RESOLVED: The Parish Council resolved to purchase the materials required to treat the benches.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. A.Farrell

10.2 To consider results of internal audit and of the Working Group's analysis of the results of internal audit, plan of audit, internal systems of control, annual governance statement, accounting statement and VAT reclaim:

10.2.1 Results of the Internal Audit 2019/20

The Working Group considered the results of the internal audit. The following issues was identified:

- i) The Council are considering material renovation works to the Parish Hall. Initial estimates of the project costs ranged from £65,409 to £340,251.

Recommendation: The council should be aware of the VAT partial exemption rules relating to VAT exempt activity such as hall hire and rents to ensure any potential VAT impacts are costed before any large capital schemes are undertaken. VAT partial exemption rules are detailed in VAT notice 749 and there are strict limits to the amount of VAT than can be reclaimed on works to an asset where usage relates partly or wholly to VAT exempt activity. There is also a 7 year occasional breach rule that could need to be evaluated.

The Council should consider obtaining specialist VAT advice before commencing the project.

- ii) There are no details of ear-marked reserves with the accounts and no approvals of earmarked reserves in the minutes. The clerk has noted that a significant element of reserves relates to the parish hall renovation project. The total year end reserves are in excess of 100% of the precept so there should be a split of balances between general and earmarked reserves.

Recommendation: The council should authorise the levels of general and earmarked reserves annually. Sector guidance is that general reserves should not exceed 100% of the precept level.

- iii) Section 10 of the Financial regulations refers to a Purchase Order system:

'An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

This does not reflect the current practice where a purchase order system is not in place. We were informed this section exists in the FRs in case the council activity increases in future.

Recommendation: The Council should update the FRs with Purchase Order controls at such a time as they become a requirement. If section 10) remains in the FRs as a current requirement then the council should ensure that sequential purchase orders for works, goods and services are issued.

- iv) The total payments to the Quantity Surveyor were in excess of the threshold where three quotations should be secured in the Financial Regulations. Minutes record the fact that the contract was awarded without competition as it was considered a specialist supply.

Recommendation: Where a contract is awarded without competition the section of the FRs relied on should be quoted in the minutes. (NB the latest NALC Financial Regulations have removed surveyors as an example of a specialist service).

RESOLVED: The Parish Council resolved to approve the recommendations made by the internal auditor.

Proposed: Cllr. Y.Bentley

Seconded: Cllr. N.Howick

10.2.2 Review of the Parish Council's Internal Audit

The Parish Council considered and reviewed its plan of internal audit.

RESOLVED: The Parish Council resolved to approve that the scope and coverage of the internal audit is adequate, appropriate and effective for Nether Alderley Parish Council and that it has fulfilled its responsibilities in relation to internal audit and statutory expectations, including scope, independence, competence, relationships, audit planning and reporting.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. N.Howick

10.2.3 Review of Effectiveness of Systems of Internal Control

RESOLVED: The Parish Council resolved to approve the Council's Statement of Internal Control and resolved that the Parish Council has an adequate and effective system of internal control with mechanisms to prevent and detect fraud and corruption.

Proposed: Cllr. Y.Bentley

Seconded: Cllr. S.Joseph

10.2.4 VAT Reclaim 2019/20

Resolved: The Parish Council resolved to approve the proposed VAT amounts for 2019/20

Proposed: Cllr. N.Howick

Seconded: Cllr. S.Lewis

10.3 To approve Annual Governance and Accountability Return 2019/20 (Section 1 – Annual Governance Statement)

The Parish Council considered and discussed each Governance Statement of the Annual Return.

RESOLVED: The Parish Council resolved to approve agreement to each statement on the Annual Governance Statement except statement 9 (trust funds) which does not apply.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. S.Joseph

10.4 To approve Annual Governance and Accountability Return 2019/20 (Section 2 – Accounting Statements)

The Parish Council considered and discussed the analysis of significant variances in comparison with last year's accounts and the detailed analysis of accounting figures.

RESOLVED: The Parish Council resolved to approve the Accounting Statements as presented in Section 2 of the Annual Governance and Accountability Return 2019/20.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. N.Howick

10.5 To confirm exercising of Electors Rights and dates in relation to accounts and external audit (2019/20)

The Clerk confirmed the dates set for external audit, return of the Annual Return, period for exercise of elector's rights and mechanisms for publication of the Annual Return and elector's rights notices.

RESOLVED: The Parish Council resolved to approve that the Clerk and Chairman's contact details are included on the Elector's Rights notice.

Proposed: Cllr. S.Lewis

Seconded: Cllr. A.Farrell

10.6 To consider adding an addendum to NAPC Standing Orders (re: COVID-19 Modification of Meetings)

RESOLVED: The Parish Council resolved to add an addendum to NAPC Standing Orders to reflect New Legislation re: COVID-19 Modification of Meetings effective from 4th April 2020 until 7th May 2021 to enable remote meetings of the Parish Council.

Proposed: Cllr. A.Farrell

Seconded: Cllr. S.Lewis

10.7 To consider the Parish Council meeting dates for 2020/21 – Councillors noted the proposed dates of the Parish Council meetings and Burial Board meetings which will be placed in the notice boards and uploaded to the Parish Council website.

RESOLVED: The Parish Council resolved to approve the dates for 2020/21 and noted they will be placed in the notice boards and uploaded to the Parish Council website.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. A.Farrell

11. Finance: Finance Schedule (Appendix A)

11.1 The Parish Council noted receipts of income as listed in schedule (A1)

11.2 To approve items for payment as listed in schedule (A2)

RESOLVED: The Parish Council considered and resolved to approve payments as listed in Appendix A2

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Shufflebottom

11.3 To approve direct debit/standing order as listed in schedule (A3)

RESOLVED: The Parish Council resolved to approve direct debit/standing order as listed in Appendix A3

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Shufflebottom

11.4 To consider and approve Clerk's expenses as listed in schedule (A4)

RESOLVED: The Parish Council approved the Clerk's administration and expense amounts to send to the Payroll Provider for inclusion in the Clerk's payroll report.

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Shufflebottom

12 Correspondence:

To receive and consider new correspondence sent to the Parish Council and agree actions to take in response to the following communication:

12.1 Police and Crime Commissioner for Cheshire: Stakeholder Update (9th April 2020) – Noted

12.2 Request to post a link on the Parish Council's website: Free Adult and Training Courses – Councillors discussed the request and as the Parish Council was unable to endorse associated sites/links, it was considered inappropriate to feature a link on the website.

12.3 Request to post a link on the Parish Council's website: Walking in Cheshire – Councillors discussed the request and considered it inappropriate due to the amount of unrelated advertising.

13. Planning

13.1 To consider and approve responses to new planning applications:

Application No: 20/0977M

Proposal: Proposed alterations and extension to The Old Hall, alterations and extension to the Barn and works to the existing gate piers, wing walls and the bridge over the moat

Location: The Old Hall, CONGLETON ROAD, NETHER ALDERLEY, SK10 4TW

National Grid Ref: 384330 376309

NAPC Comment: No Objection

Application No: 20/0978M

Proposal: Listed Building Consent for proposed alterations and extension to The Old Hall, alterations and extension to the Barn and works to the existing gate piers, wing walls and the bridge over the moat

Location: The Old Hall, CONGLETON ROAD, NETHER ALDERLEY, SK10 4TW

National Grid Ref: 384330 376309

NAPC Comment: This is a very ambitious project and the Parish Council appreciate the complexity of the planning involved in the restoration of this historic building to future proof it for many years to come. We therefore respect and refer to the knowledge of the Listed Buildings Officer to enable the integrity of the house to be retained whilst modernisation be achieved.

Application No: 20/1564M

Proposal: Erection of rear first floor balcony and alteration of window to door

Location: 10, MAISTERSON DRIVE, NETHER ALDERLEY, SK10 4HN

National Grid Ref: 384857 374692

NAPC Comment: No Objection

Application No: 20/1673M

Proposal: Single storey rear ground floor extensions and first floor side extension over existing garage.

Location: LITTLE ORCHARD, WELSH ROW, NETHER ALDERLEY, MACCLESFIELD, CHESHIRE, SK10 4TY

National Grid Ref: 384002 376947

NAPC Comment: No Objection

13.2 To consider any other Planning matters including decisions to Planning Applications: None

14. Burial Board

To consider communication and issues relating to the Burial Ground: None

15 Parish Hall

15.1 To receive reports from members of the Parish Hall Joint Management Committee (JMC) – The JMC have received advice from the insurance company regarding unused buildings. Cllr. Farrell recommended the heating should be turned off and possibly the water at the mains.

15.2 To consider any other matters relating to the Parish Hall:

15.2.1 Events Committee update – All Parish Council events have been cancelled until further notice pending the COVID-19 pandemic.

16 Councillor’s reports and items for future agenda: None

17 Next Parish Council meeting:

To confirm the next Parish Council meeting on Monday 8th June 2020 (via ZOOM)

Minutes taken by: The Clerk

Signed..... Date 8th June 2020

Chairman of the Meeting

APPENDIX A

Nether Alderley Parish Council Meeting

Monday 11th May 2020 at 5.00 p.m.

(This meeting will be accessed remotely via ZOOM – Please contact the Clerk to obtain details)

Schedule of Receipts and Payments

A1. Receipt of Income

30.04.20 BACS **£1,200.00** BB: Purchase a new exclusive right to burial (NBG 299)

A2. Invoices for payment

1477	Mrs. B.Thorpe	£833.83	H
		Salary and expenses, May 2020	
1478	N.Moore	£100.00	A
		Burial Ground Maintenance	
1479	JDH Business Services Ltd.	£238.80 (£199.00 plus £39.80 VAT)	I
		Internal Audit Fee 2019/20	
1480	Shires Pay Services Ltd.	£46.80 (£39.00 plus £7.80 VAT)	H
		Payroll (Quarter 1)	
1481	HMRC	£22.38	H
		Tax/NI, May 2020	

A3. Direct Debits/Standing Orders for approval

Cheshire Pension Fund	£200.00	April 2020 pension contribution Debited on or after 15th April 2020	H
Utility Warehouse	£320.24	Parish Hall Electricity for March 2020 debited on or after 30 th April 2020 (£266.86 plus £53.38 VAT)	E,F,G

A4. Approval to forward to Payroll provider for inclusion in Payroll Report for Clerk's expenses/salary:

Additional Hours, Travel and Administration/Stationery Costs: **£711.42** **H**

Signed.....

Chairman of Meeting

Signed.....

Clerk and Responsible Financial Officer

Parish Council Powers for Expenditure and Activity

Audit [Audit Regulations 1996]	I
Benches Power to provide and maintain roadside seats and shelters [Parish Councils Act 1957, s.1]	K
Burial Grounds, Cemeteries and Crematoria Power to acquire, provide and maintain [Open Spaces Act 1906, ss9 and 10]	A
Power to agree to maintain monuments and memorials Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1	B
Power to provide and maintain and Power to contribute towards expenses of cemeteries Local Government Act 1972, s.214 Local Authorities Cemeteries Order 1977 (no 204) C1 Memorials (16 (1) (a) and 16 2 (b))	C
Bus Shelters Power to provide and maintain shelters Local Government (Miscellaneous Provisions) Act 1953, s.4 Parish Councils Act 1957, s.1	D
Crime prevention Local Government and Rating Act 1997 s31, Crime and Disorder Act 2000	Q
Community Centres Power to provide and equip community buildings [Local Government Act 1972, s.133]	E
Power to provide buildings for clubs having athletic, social or educational objectives Local Government (Miscellaneous Provisions) Act 1976 s.19	F
Power to provide a range of recreational facilities [Local Government (Misc Provisions) Act 1975 s19]	G
General Administration/Running Costs Subsidiary powers of local authorities – to facilitate, or conducive or incidental to, the discharge of functions LGA 1972 s111	H
Parish Hall – public meetings	K
1. LGA 1972 s 142 “ arrange for the delivery of lectures and addresses and the holding of discussions on such matters - provision of information etc relating to matters affecting local government	
2. s133 ‘Power to provide buildings for public meetings and assemblies or contribute towards the expenses of providing such buildings’	
3. LGA 1972 S111	
Litter bins Provision of litter bins [Litter Act 1983, ss 5, 6]	L
Neighbourhood Plans [Localism Act 2011 Sch 9]	R
Research and collection of information Power to carry out research [LGA 1972 S 141]	M
Parish Plans [LGA 1972 S 141]	J
Section 137 Local Government Act 1972. Power of Local Authorities to incur expenditure for certain purposes not otherwise authorised. Power to do something that will benefit the community where there is no other specific power covering the action; Set at £8.12 per elector in 2019/20. Expenditure must be commensurate with the benefit	N
Websites Local Government Act 1972 s142	P