

**GREAT BUDWORTH PARISH COUNCIL**  
**AGENDA for ANNUAL PARISH COUNCIL MEETING**  
**To be held at the Parish Hall at 7.30pm on MONDAY 13<sup>th</sup> MAY 2019**

To members of the Great Budworth Parish Council

7th May 2019

You are hereby summoned to attend the Annual Parish Council Meeting to be held at 7.30pm on **Monday 13<sup>th</sup> May 2019** at Great Budworth Parish Hall.

Members of the public and press are welcome to attend. Members of the public may make representations to the Council under item 11 according to the Council's Standing Orders.

*Gill Ayres*

Gill Ayres

Clerk and Responsible Financial Officer to Great Budworth Parish Council

**AGENDA**

**1. ELECTION OF CHAIRMAN 2019-2020**

**2. ELECTION OF VICE CHAIRMAN 2019-2020**

**3. WELCOME & ATTENDANCE**

To welcome attendees and record attendance.

**4. APOLOGIES**

To accept apologies for absence.

**5. DECLARATIONS OF INTEREST**

**6. APPOINTMENTS**

i) To agree terms of reference (Appendix PC 6 a to d), membership, Chair and Vice-chair of

- Planning Committee
- Finance Committee
- Staffing Committee
- Risk Assessment Committee

ii) To agree appointments to Local Organisations

- Bowling Club
- Tennis Club
- Heritage Society
- Parish Hall
- Other

## **7. PORTFOLIOS**

To agree Councillors who will lead on specific matters of business, attend related external meetings and report back to Council with regard to

- Manchester Airport
- HS2
- Parish Council Website
- Health & well-being
- Other

## **8. POLICIES**

To review and adopt for 2019-20 the following Parish Council Policies

- Standing Orders (Appendix PC 8a)
- Financial Regulations (Appendix PC 8b)
- Code of Conduct (Appendix PC 8c)

Other existing policies to be reviewed at intervals throughout the year.

## **9. ASSETS**

To consider and approve the revised and updated Parish Asset Report (Appendix PC 9 a - to follow) and discuss insurance of assets (Appendix PC 9 b).

## **10. RISK ASSESSMENT**

To consider and approve the revised and updated Risk Assessment (Appendix PC 10 – to follow)

## **11. REPRESENTATIONS FROM THE PUBLIC**

To hear representations from the public.

## **12. MINUTES OF PREVIOUS MEETINGS**

- a) To approve the minutes of the Ordinary Parish Council Meeting held on 4<sup>th</sup> March 2019 (Appendix PC 12a)
- b) To receive the minutes of the Finance Committee Meeting held on 4<sup>th</sup> March 2019. (Appendix PC 12b)

## **13. MATTERS ARISING FROM PREVIOUS MINUTES**

To review action points and receive updates on progress in respect of:

- a) Traffic mirror on Westage Lane (Appendix PC 13a)
- b) Parish Hall lease
- c) Kissing gate on The Avenue
- d) Lime trees on High St (see also item 14g below)
- e) Smithy Lane no parking signs
- f) Joint Highways meeting and inspection (Appendix PC 13f)

- g) Centre village parking
- h) Garden bench on The Avenue
- i) Parish Council post box
- j) Lower Pumphouse (see also item 14f below)

#### 14. FINANCIAL MATTERS

- a) To approve payments

- Between meetings:

HMRC Tax Jan, Feb, Mar .....	£227.80
NEST pension Jan, Feb, Mar, Apr .....	£ 67.68
WAP Lawton (Kissing Gate) .....	£492.00
Clerk Salary March.....	£310.13
Stocksigns (no parking on verge) .....	£30.83 + £163.64
Nick Bowman (Lime Trees) .....	£990.00

- Payments in May:

Use of Parish Hall .....	£208.00
Clerk Salary April .....	£294.12
Clerk Expenses (incl post box and computer software) ...	£248.11 (Appendix PC 14 a)
ChALC membership.....	£106.56
Internal Audit.....	£146.88
John Eaton.....	£40.00 + £35.00
ChALC Good Cllr Guide .....	£34.00

- b) To review and approve the budget for end of year 2018-19 (Appendix PC14b)
- c) To receive and respond to Internal Audit Report (Appendix PC 14c)
- d) To approve and sign the Annual Governance and Accountability Return AGAR 18/19 Part 3 (Appendix PC 14d)
  - i) Annual Governance Statement (Section 1)
  - ii) Accounting Statements 2018/19 (Section 2)
  - iii) Additional information
  - iv) Bank reconciliation
  - v) Dates of the period for exercise of public rights
  - vi) Explanation of significant variances
- e) To review the budget for 2019 -20 against spend to date (Appendix PC 14e)
- f) To receive quotations for work to the Lower Pumphouse (Appendix PC 14f)
- g) To receive quotations for annual maintenance of Lime Trees, High St (Appendix PC 14g)
- h) To receive the new National Joint Council for Local Government Services (NJC) pay scales for 2019-20 to be implemented from 1<sup>st</sup> April 2019. (Appendix PC14h)
- i) To consider grant application from Great Budworth Parochial Church Council (Appendix PC 14i)

## 15. PLANNING

To receive updates on applications 19/00679/FUL (single storey rear extension Cock Lane Farm) **APPROVED**; 19/00910/FUL (12 solar panels 31 Westage Lane) **APPROVED**; 19/01054/FUL (extensions side and front 24 Westage Lane) **NO OBJECTIONS FROM PC**.

## 16. HS2

To respond to HS2 Senior Engagement Advisor's offer of a bi-lateral meeting to discuss progress and how HS2 might affect the local community.

## 17. PARISH FIELD

To consider proposal for container in the field for item currently stored at Westgate Farm.