

BRINDLEY & FADDILEY PARISH COUNCIL

<https://brindleyandfaddiley-pc.gov.uk>

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Clerk

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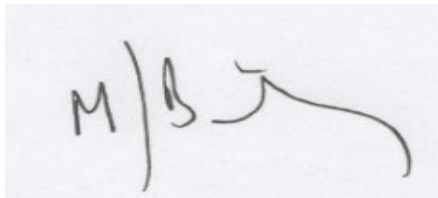
NOTICE OF PARISH COUNCIL MEETING

Parish Councillors are summoned to the annual meeting of the Parish Council

DATE: TUESDAY 6TH MAY 2025

TIME: 8.15pm

VENUE: GOODWILL HALL, WREXHAM ROAD, FADDILEY
CW5 8JF



Signed: _____

Date of Issue: 30th April 2025

Enquiries to: Mark Bailey (Clerk)

Tel: 07854445636

To: Members of the Parish Council

Copies: Borough Councillor James Pearson (Wrenbury)

Note:

Members of the public are asked to print their own copy of the agenda from the website.

Members of the public without access to the Internet are asked to contact the Clerk by no later than noon on the day of the meeting to ensure that sufficient spare copies of the agenda are available.

AGENDA

Part 1 of the agenda represents the business of the annual meeting of the Parish Council

Part 2 represents ordinary business of the Parish Council

PART 1 – ANNUAL PARISH COUNCIL BUSINESS

1 ELECTION OF CHAIR

The Parish Council is to elect a Chair to serve until the Annual Meeting in 2026. The current Chair (if present) will call for nominations. If the current Chair is not present, the current Vice-Chair will call for nominations. The Chair will chair the meeting.

2 ELECTION OF VICE-CHAIR

The Parish Council is to elect a Vice-Chair to serve until the Annual Meeting in 2026. The Chair will call for nominations.

3 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

4 DECLARATIONS OF INTEREST

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item. If declarations are not made at this point in the proceedings, they should be made as soon as the Member becomes aware of an interest. Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare is the responsibility of the Parish Councillor, based on the circumstances of the matter in hand.

5 MINUTES – 3rd MARCH 2025 (PARISH COUNCIL MEETING)

To approve, as a correct record, the minutes of the meeting of the Parish Council held on 3rd March 2025.

<https://brindleyandfaddiley-pc.gov.uk/meetings/brindley-and-faddiley-parish-council-annual-meeting-goodwill-hall-wrexham-road-faddiley-cw5-8hy-tuesday-6th-may-2025-8-00pm/>

6 MATTERS ARISING

To raise any matters from the above minutes.

7 APPOINTMENTS TO PARISH COUNCIL ROLES/OUTSIDE BODIES

The Parish Council is invited to appoint Councillors to lead on the following roles: -

- Planning
- Footpaths/Highways
- Speed Gun
- Litter Picking
- Newsletter
- Events
- Goodwill Hall Liaison
- Website/Digital Communications
- Flooding

The Parish Council is also invited to appoint a representative to the following outside bodies:

- Goodwill Hall Committee
- Cheshire Association of Local Councils
- Police Cluster meetings
- Nantwich Local Highways Group

Invitations to attend other outside bodies can be dealt with as and when they arise.

7. **STANDING ORDERS/FINANCIAL REGULATIONS**

The Parish Council is asked to **APPROVE** the Council's Standing Orders/Financial Regulations for 2025/26.

<https://brindleyandfaddiley-pc.gov.uk/meetings/brindley-and-faddiley-parish-council-annual-meeting-goodwill-hall-wrexham-road-faddiley-cw5-8hy-tuesday-6th-may-2025-8-00pm/>

8. **FINANCIAL MATTERS**

The following items are presented to Members.

8.1 **End of Year Accounts (1st April 2024 – 31st March 2025)**

The following documents comprise the draft accounts for the financial year 1st April 2024–31st March 2025. Any report from the internal auditor will be formally presented at the next parish council meeting. The documents have been presented for approval.

- Annual Governance and Accountability Return 2024-25
<https://brindleyandfaddiley-pc.gov.uk/meetings/brindley-and-faddiley-parish-council-annual-meeting-goodwill-hall-wrexham-road-faddiley-cw5-8hy-tuesday-6th-may-2025-8-00pm/>
- Ledger 2024-25 (1st April 2024-31st March 2025)
<https://brindleyandfaddiley-pc.gov.uk/meetings/brindley-and-faddiley-parish-council-annual-meeting-goodwill-hall-wrexham-road-faddiley-cw5-8hy-tuesday-6th-may-2025-8-00pm/>
- Budget Monitoring Report (Quarter Four 2024/25)
<https://brindleyandfaddiley-pc.gov.uk/meetings/brindley-and-faddiley-parish-council-annual-meeting-goodwill-hall-wrexham-road-faddiley-cw5-8hy-tuesday-6th-may-2025-8-00pm/>
- Receipts and Payments 2024/25
<https://brindleyandfaddiley-pc.gov.uk/meetings/brindley-and-faddiley-parish-council-annual-meeting-goodwill-hall-wrexham-road-faddiley-cw5-8hy-tuesday-6th-may-2025-8-00pm/>

RECOMMENDATION

That Members note the financial information presented.

8.2 **Responsible Financial Officer**

The Parish Council is asked to **APPROVE** the Parish Clerk as the Council's

8.3 **Appointment of Internal Auditor**

It is a requirement that the Internal Auditor be appointed annually. Members are asked to approve the appointment of Ms. Pat Le Grice for the year 2025-2026.

RECOMMENDATION Members are asked to approve the appointment of an internal auditor as set out above.

8.4 **External Audit 2024-25**

The external auditor covering the 2024-25 financial year is PFK Littlejohn. Parish councils whose gross income/expenditure was £25,000 or less in the financial year in question (and who meet the qualifying criteria) may certify themselves as exempt from a 'limited assurance' review. In other words, a parish council who is exempt does not need to submit the usual forms to the external auditor. Despite this exemption, the council must still complete and agree the annual return form in common with previous years as well as providing narrative support for the figures and information provided. An exempt parish council must also, as per previous years, set dates for the exercise of public rights, where members of the public can examine the accounts.

It would appear from the information if Brindley and Faddiley Parish Council can declare itself exempt from an external audit for 2024-25. To do this, the Council must agree to complete a Certificate of Exemption stating the annual gross income/expenditure for the 2024-25 financial year. This is presented to the Council for agreement/otherwise. It should be noted that a so-called 'voluntary' assurance review by the external auditors would cost the Council £200.00 plus VAT. It should also be noted that the external auditors will carry out assurance reviews on a sample of 5% of parish councils whether they have declared themselves exempt or not. If the parish council is selected as part of this process, there is no charge.

RECOMMENDATION: Members are asked to note the points set out above and approve the Certificate of Exemption as set out above for 2024-25.

8.5 **Asset Register 2024-25**

Members are asked to note and approve the attached Assets Register for the 2024-25 financial year.

<https://brindleyandfaddiley-pc.gov.uk/meetings/brindley-and-faddiley-parish-council-annual-meeting-goodwill-hall-wrexham-road-faddiley-cw5-8hy-tuesday-6th-may-2025-8-00pm/>

8.6 **Risk Assessment 2025-26**

Members are asked to **APPROVE** the attached risk assessment for the 2025-26 year.

<https://brindleyandfaddiley-pc.gov.uk/meetings/brindley-and-faddiley-parish-council-annual-meeting-goodwill-hall-wrexham-road-faddiley-cw5-8hy->

[tuesday-6th-may-2025-8-00pm/](#)

8.7 Authorisation of payments

£288.42	Dr MJ Bailey – salary payment for Clerk (April/May 2025)
£72.11	HMRC – months 1 and 2 (tax on Clerk's salary)
£86.40	Shires Accountants (Payroll – April-Oct 2025)
£493.72	Clear Councils (Insurance 2025/26)
£104.52	ChALC (Membership 2025/26)

RECOMMENDATION

Members are asked to approve the above payments.

9. CALENDAR OF MEETINGS – 2025-2026

The Parish Council is to approve the attached calendar of meetings for 2025-2026 (first Monday in every other month, unless otherwise stated).

7th July 2025

1st September

3rd November

5th January 2026

2nd March

5th May 2026 (Annual Meeting – Tuesday)

Members are asked to **APPROVE** these dates for the 2025-26 council year.

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

- 10. PUBLIC QUESTION TIME**
Members of the public can ask questions or address the Parish Council.
- 11. CHAIRMAN'S REPORT**
The Chairman of the Parish Council provides a report to the Council under this item.
- 12. BOROUGH COUNCILLOR'S REPORT**
Borough Councillor James Pearson to report on any Cheshire East Council issues,
- 13. HIGHWAY MATTERS**
The Parish Council is to receive an update on highway matters in the parish and/or affecting the parish.
- 14. PLANNING MATTERS**
This is for the Parish Council to discuss any planning issues affecting the area.
- 15. COMMUNICATION/SHARED INFORMATION**
To discuss any communication issues. Members may share any other information, but formal decisions cannot be taken under this item. The following items have been requested for inclusion on the agenda.
- 16. DATE OF NEXT MEETING**
Monday 7th July 2025 – 7.30pm – Goodwill Hall

Notes

1) Members of the Public

The Parish Council welcomes and encourages members of the public to attend its meetings. You are requested to enter and leave quietly and to remain quiet during the meeting. Mobile phones and pagers should be switched off, and no food or drink should be brought into the meeting.

Members of the public are not able to participate in meetings but are able to ask questions or make a statement, prior to the start of the meeting. In addition, if you feel there is a matter which should be brought to the attention of the Parish Council you may contact the Clerk, the Chairman, or any member of the Parish Council, and arrangements can be made to place the item on the agenda for the next meeting, if appropriate.

On occasions, members of the press and public will be excluded from the meetings when the business to be transacted is of a confidential nature; for example, dealing with individual people, staffing matters, contracts, and financial affairs of other parties.

2) Parish Councillors

A) Notice of items

The Parish Council cannot lawfully decide any matter which has not been specifically included on the agenda, and there is case law to this effect (*Longfield Parish Council v Wright (1918) 88 LJ Ch 119*).

B) Planning Grounds The grounds on which observations can be made on planning applications are as follows –

- | | |
|--|---|
| 1 Development Plan in all its aspects | 8 Appropriateness of use taking account of local area |
| 2 Government legislation and guidance | 9 Effect on highway safety |
| 3 Siting | 10 Landscape |
| 4 Design | 11 Listed buildings |
| 5 External appearance | 12 Conservation areas |
| 6 Compatibility with street scene | 13 Land |
| 7 Development effect on neighbouring properties, contamination, amenities, and privacy | 14 Flooding |

Non-Relevant Matters

- | | |
|---|--|
| 1 Matters controlled by other legislation | 6 Business competition |
| 2 Effects on private rights | 7 Personal circumstances – health/finance |
| 3 Provisions in covenants/deeds | 8 Ownership |
| 4 Effect on property values | 9 Moral issues |
| 5 Private opinions | 10 Matters which might breach legislative requirements |

Note: If the Parish Council agrees, in principle, with an application, but not in all aspects, suggestions for “development conditions” can be made, in line with relevant factors.