

ANNUAL MEETING OF WARMINGHAM PARISH COUNCIL

HELD ON WEDNESDAY 29TH MAY 2019 AT WARMINGHAM
VILLAE HALL
AFTER THE CLOSE OF THE ANNUAL PARISH MEETING

PRESENT: Councillors James Richardson (Chairman), Jo Price, Kevin Harding,
Simon Moss, Oliver Rowe
Councillor John Wray (Cheshire East Councillor)
Gaynor Hawthornthwaite (Clerk)

There were two members of the public in attendance.

1. APOLOGIES FOR ABSENCE

No Apologies received.

**2. ELECTION OF CHAIR AND VICE-CHAIR
CHAIRMAN**

It was proposed and seconded that Councillor James Richardson be nominated as Chairman. This was unanimously agreed. Councillor Richardson accepted the position of Chairman and signed the Declaration of Acceptance of Office.

VICE-CHAIRMAN

It was proposed and seconded that Councillor Kevin Harding be nominated as Chairman. This was unanimously agreed. Councillor Harding accepted the position of Chairman and signed the Declaration of Acceptance of Office.

NEIGHBOURHOOD PLANNING

Lucy Hughes, Community Led Planning Officer from Cheshire Community Action was in attendance to provide the PC with information relating to Neighbourhood Planning and reported on:

- the process and stages of putting a plan together
- the costs and grants available from Central Government
- details and policies to be included
- how to engage with members of the community and putting together a questionnaire

After the presentation and discussion about a Neighbourhood Plan the PC agreed to take this forward and would consider setting up a steering group and liaising with the community as a starting point.

Action – Councillor Rowe to follow up.

3. DISCLOSURE OF INTERESTS

None received.

4. APPROVAL OF MINUTES OF A MEETING HELD ON 27TH MARCH 2019

The minutes were agreed as a correct record, subject to the inclusion of noting that Cheque Number 300018 for £290.40 – the PC's donation towards the maintenance of the church clock, should have been recorded in the January 2019 minutes. (As per the Internal Auditor's 2018/19 report)

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27TH MARCH 2019

Speed Display Unit

The speed information data from the two traffic reports (September to December 2018 and 29th May 2019) that had been obtained from the SID on Whitehall Lane had been collected by Councillor Richardson and circulated prior to the meeting which were received and noted.

EDF Liaison Meeting

There have been no details received yet about the date of the next meeting. The PC thought that it may be because there have been some staff changes at edf

RESOLVED/- Councillor Richardson to follow up with edf.

Warmingham Website

Councillor Rowe is continuing to update and make changes to the website. A quotation to update and amend some of the information on the website is awaited from Upper Bridge Enterprises.

RESOLVED/- Councillor Rowe to follow up with Upper Bridge Enterprises.

6. APPOINTMENT OF AUDITOR FOR 2019/20

It was agreed that JDH Business Services Limited should be asked to complete Warmingham PC internal audit for 2019/20.

RESOLVED/- Clerk to advise JDH Business Services Ltd.

7. ANSA TRAFFIC

Discussions continue with ANSA regarding the PC's concerns about the number and speed of HGVs travelling through the village which are going to and from the recently opened ANSA depot in Middlewich. A meeting has been arranged with ANSA for 10th June.

RESOLVED/- Councillors Richardson and Moss to attend the meeting on 10th June.

8. HIGHWAYS

Councillor Price and Councillor Wray have continued to follow up the outstanding highway issues. Responses are awaited from Highways on the enquiries about the surface and state of Crab Mill Lane, the strips on Warmingham Lane and Forge Mill Lane and the block grids in the village.

There has been no response about the overhanging hedges on the right-hand side of White Hall Lane/Dragons Lane and the works on the Forge Mill Lane bridge.

It was agreed that a letter from the PC should be sent about the overhanging hedges as they are obscuring visibility and are a danger to traffic.

RESOLVED/- Councillor Price to continue to follow up the outstanding highway issues with CEC Highways and Clerk to send a letter to CEC Highways about the overhanging hedges.

9. PLANNING

19/2224N – Fields Farm, Warmingham Road, Warmingham CW1 4PJ: Removal of existing piggery and replaced with garage/home office. There were no PC comments.

10. FINANCE

The PC account balance as at 30th April 2019 was £10309.83. The first instalment of the 2019/2020 Precept of £2047.50 was received from Cheshire East Council on 12th April 2019.

Approval of 2018/19 Annual Audit Return

- Completion of Section 1 – Annual Governance Statement 2018/19: The PC considered and voted on points 1-8 of the Statement in Section 1, which was approved and signed by the Chairman and the Clerk/Responsible Financial Officer.
- Completion of Section 2 – Accounting Statements 2018/19: The PC considered the Statement in Section 2, which was approved and signed by the Chairman and the Clerk/Responsible Financial Officer.
- Approval of Exemption Certificate After consideration of the Certificate of Exemption, the PC agreed that as the PC annual gross income and annual gross expenditure for 2018/19 did not exceed £25,000, the PC wished to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015 which was signed by the Chairman and the Clerk/Responsible Financial Officer.

RESOLVED/- Clerk to return the Certificate of Exemption to the External Auditor and to arrange for the 2018/19 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, Certificate of Exemption and the Exercise of Public Rights Accounts to be displayed on the PC website.

Approval of Accounts and Internal Auditor's Report – 2018/2019

The end of year accounts were approved and the internal auditor's report was received. Recommended action items are to be discussed further at the July PC meeting.

The Clerk had noted that Cheque number 300018 for £290.40 for the donation towards the Church clock had not been recorded in the January 2019 minutes which was noted as an amendment to the March minutes.

RESOLVED/- Clerk to note for the July meeting.

Cheques were approved and signed for:

- Completion of Internal Audit 2018/2019 – JDH Business Services Ltd - £153.00

- Cheshire Association of Local Councils Membership 2019/20 - £72.00
- Insurance Renewal – June 2019 - Zurich Municipal - £286.78
- Cheshire Community Action Membership 2018/19 - £20.00
- Difference in Clerk's monthly Salary following salary increase for April (Standing Order not set up for April by Bank) – Mrs G Hawthornthwaite - £13.56
- The PC considered a request for a donation towards Warmingham Primary School projects. Having discussing the expenditure which had been identified in the 2019/20 for the community projects they agreed that a donation of £500 should be made to Warmingham C of E Primary School

RESOLVED/- Councillor Price to send a covering letter to the school enclosing the cheque.

As the Bank had not set up the standing order for the Lengthsman’s monthly payment for the litterpicking duties for April 2019, a cheque for £95.83 had been signed outside of the meeting prior to the May meeting.

11. CLERK’S REPORT AND CORRESPONDENCE

Following the 2nd May 019 Elections, the PC agreed to adopt the Cheshire East Council’s Code of Conduct and completed and signed the Notification of Members’ Interests forms and Declaration of Acceptance of Office forms.

12. DATE OF NEXT MEETING

The next Parish Council Meeting is to be held on **Wednesday 3rd July 2019 at 7.30 pm.**

13. ANY OTHER BUSINESS

It was noted that Mrs Rowe has been maintaining the planters in the village and is to arrange for the planters to be painted.

The meeting closed at 9.30 pm

Signed Date

THESE MINUTES REMAIN UNRATIFIED UNTIL SIGNED AS CORRECT AT THE NEXT PARISH COUNCIL MEETING