

**MINUTES OF THE ANNUAL MEETING OF MANLEY PARISH COUNCIL HELD ON WEDNESDAY 19<sup>th</sup> MAY 2021  
IN MANLEY VILLAGE HALL AFTER THE CLOSE OF THE ANNUAL PARISH MEETING**

Councillors: Ian Walton (Chairman), Pam Brook, John Bunting, John Gilding, Jonathon Roberts and Peter Sherlock

Councillor Hugo Deynem – Cheshire West and Chester Council (Annual Parish Meeting)

PCSO Deborah Netherton (Annual Parish Meeting)

Parish Clerk - Gaynor Hawthornthwaite

**1. APOLOGIES FOR ABSENCE**

Apologies were received from CW&C Ward Councillor Deynem and Manley Parish Councillors Colin Ford and Jane Challoner.

**2. ELECTION OF CHAIRMAN FOR THE COMING YEAR**

Councillor Walton was elected as Chairman for 2021/22. This was unanimously agreed. Councillor Walton accepted the position of Chairman and signed the Declaration of Acceptance of Office form.

**3. ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR**

Councillor Ford was elected as Vice Chairman for 2021/22. Prior to the meeting, Councillor Ford had confirmed that he was willing to continue as Vice Chairman. This was unanimously agreed.

**Action – Clerk to arrange for Councillor Ford to sign the Declaration of Acceptance of Office form at the next PC meeting.**

**4. DISCLOSURE OF INTERESTS**

None declared.

**5. PARISH COUNCILLOR VACANCY**

Councillor Walton referred to the Manley parish councillor vacancy in his Chairman's report at the Annual Parish Meeting. It was agreed that this vacancy should be advertised.

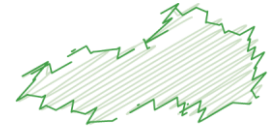
**Action – Clerk to arrange for the vacancy to be advertised and notify CW&C Democratic Services of the vacancy.**

**6. APPROVAL OF THE MINUTES OF THE TELECONFERENCE MEETING HELD ON 26<sup>th</sup> APRIL 2021**

These were approved as a correct record and were signed by the Chairman.

**Open Forum**

No requests had been received from members of the public.



## 7. SAFETY AND SECURITY

PCSO Deborah Netherton was in attendance at the Annual Parish meeting and asked if a message could be circulated on social media and in the parish magazine about reporting suspicious local issues on the 101-telephone number.

### **7.1 Survey of trees on the Parish Field adjacent to the B5393 – discuss progress on quotations (PB) and agree next steps**

Councillor Brook reported that she is continuing to follow up quotations for the tree work on the playing fields and following an inspection of the trees, it was found that currently none of the trees require urgent attention.

**Action – Councillor Brook to continue to follow up.**

## 8. ENVIRONMENTAL MATTERS

No items reported.

## 9. HIGHWAYS

### **9.1 State of the Roads – Update on the status of the review of the roads and agree next steps in particular:**

- **Road repairs logged with CWaC (IW)**

Currently there are 14 highways incidents that have been logged via the CW&C online Highways Reporting Tool and confirmation has been received that half of these have been surveyed and logged, but no action has been taken yet.

**Action – Councillor Walton to compile a list of repairs/status of highway issues for Councillor Deynem to follow up with CW&C Highways, on behalf of the PC.**

The PC had received notification that Waterloo Road is to be closed for 2 days. This is for large scale patching and repair of potholes, and will include some of the issues already reported (see above)

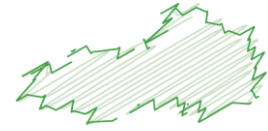
- **Lay-by on B5393 near Manley Village School – is this a CWaC asset? (HD)**

As there has been no update from Councillor Deynem relating to the layby Councillor Gilding agreed to follow this up with CW&C Highways.

**Action – Councillor Gilding to follow up with CW&C Highways.**

### **9.2 Manley Road – Tarvin Road - Speed Limit; update since last meeting (HD)**

As there has been no update from CW&C or Councillor Deynem about whether a reduced speed limit would be suitable on this stretch of road, the up-to-date costs of reducing the speed limit and the possibility of additional signage, Councillor Walton agreed to follow this up.



At the Annual Parish meeting, Councillor Deynem reported that he has arranged for a Manley Ward walk to look at highway issue with the CW&C Chief Executive for the 2<sup>nd</sup> week of June.

As part of raising some of the issues in the new Sandstone Ward, Councillor Deynem is in the process of setting up a Sandstone website where the 6 parish councils can use the chat forum to discuss some of the issues in the ward.

**Action – Councillor Walton to follow up the costs of reducing the speed limit and additional signage with CW&C and also a replacement ‘Manley Village’ sign on Dark Ark Lane.**

### **9.3 Parking at Manley Common – progress on re-installation of the chevrons (IW)**

Councillor Walton reported that the chevron signs on the bend are to be re-installed, having been reported by the Police.

Councillor Sherlock mentioned an issue that had been mentioned to him by a resident relating to part of the Sandstone Trail, which is now being used as the road access route to the forest lodges and asked if Councillor Deynem could follow this up with CW&C Highways.

**Action – Councillor Deynem to follow up the outstanding Manley PC issues with CW&C Highways.**

## **10. COMMUNITY**

### **10.1 Update on Village Hall (IW)**

Councillor Walton reported on the following:

- the Village Hall Committee are in the process of considering how the bowling green attached to the Village Hall could be used by the community, if it isn't to be used as a bowling green;
- all village hall activities have now re-started;
- the bar refurbishments works are ongoing;
- another alternative village hall broadband provider, (Gigaloch) which will be free of charge to the Village Hall, is at the planning stage.

## **11. PLANNING APPLICATIONS**

There were no applications for consideration.

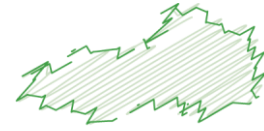
## **12. FINANCE**

- **Review of Current Financial Position**

The PC account balance as at as at 8<sup>th</sup> May 2021 was £16951.25

- **Approval of 2020/21 Annual Audit Return**

- Completion of Section 1 – Annual Governance Statement 2020/21: The PC considered and agreed points 1-8 of the Statement in Section 1, which was approved and signed by the Chairman.
- Completion of Section 2 – Accounting Statements 2020/21: The PC considered the Statement in Section 2, which was approved and signed by the Chairman.



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- **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 2020/21 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. The Chairman signed the Certificate of Exemption.

**Action – Clerk to return the Certificate of Exemption to the External Auditor and to arrange for the 2020/21 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 – 2020/21**

The end of year accounts were approved and the following recommendations from the internal auditor’s report were considered:

1. Internal control objective (Objective M) in the AGAR internal audit certificate requires internal audit to conclude whether the Public Rights Notice during the previous Summer (2019/20 financial year) was compliant with the Regulations.  
The public notice was announced on June 22nd, 2020. However, the notice must be announced to the public at least one day earlier than the commencement date of the notice period of June 22nd. In addition, the inspection period must be for 30 working days, however, the council inspection period only covered 25 working days.  
Therefore, we have concluded the council did not comply with the requirements for the Public Rights Notice for 2019/20

The PC noted that the Council should ensure compliance with the legal requirements for the Annual Notice of Public Rights.

2. A ‘working from home’ allowance is paid to the clerk which is not classified by the council as benefit in kind disclosed in a P11D. The latest Practitioner’s Guide for Smaller Councils states that *‘The following are not staff costs for the purpose of Line 4 (in the AGAR accounts); mileage and other travelling and subsistence allowances, “Homeworking allowance” that is, an allowance paid to cover the extra costs of working from home...’*  
The Practitioner’s Guide also states for staff costs that *‘if there is a change of reporting basis, corresponding figures from the preceding year must be restated in a similar basis.’*

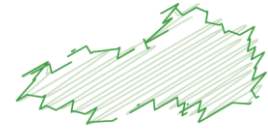
The PC noted that the Council should review the staff costs disclosure in the AGAR accounts with reference to the latest Practitioner’s Guide for Smaller Councils, If the accounts are changed, the council should ensure the prior year is restated to ensure a consistent reporting basis.

**Action – Clerk to obtain further information from Chalc about the Working from Home allowance.**

3. The risk assessment does not address the risks of supplier (procurement) fraud.

The PC noted that the risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.

**Action – Councillors Walton and Ford to update the risk assessment as recommended.**



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The following were approved for online payment:

- Insurance Renewal from 1<sup>st</sup> June 2021 – Zurich Insurance – £146.99
- Stationery – Jiffy Bag £2.29, Postage Recorded Delivery – Accounts to Internal Auditor £6.57, totalling £8.86 – Mrs G Hawthornthwaite
- Completion of Internal Audit for Year Ended 31.03.21 – JDH Business Services Ltd – £228.60
- PC Contribution towards the cost of the Village Hall Defibrillator - £254.04 – Manley Village Hall
- Room Hire Manley Village Hall – PC Meeting 19<sup>th</sup> May 2021 - £22.00 – Manley Village Hall

It was noted that a direct debit mandate had been set up for the annual renewal of the Data Protection subscription fee.

### **13. CLERK'S REPORT AND CORRESPONDENCE**

The Clerk reported on the following that had been received since the April 2021 meeting:

#### **CW&C**

- Open Letter to Parish & Town Councils on Housing – webinar 25<sup>th</sup> May at 2pm
- Public Spaces Protection Order - Dog Control Review
- Cheshire West Crowd online launch and hear how this new and exciting opportunity can help fund inspirational projects in your community - Monday 7 June 2021, 6pm-7pm

#### **Chalc**

- DCMS Rural Broadband Consultation - NALC Briefing PC3-21
- MHCLG Electronic Communications Infrastructure Consultation - NALC Briefing PC4-21
- Community Resilience Plans

### **14. DATE OF NEXT PC MEETING**

The next PC meeting is to be held on **Monday 21<sup>st</sup> June 2021 at 7.30 pm at Manley Village Hall** (to be confirmed – subject to room availability)

Councillor Brook gave her apologies for the 21<sup>st</sup> June, if this date is confirmed.

#### **ANY OTHER BUSINESS**

- The PC thanked Councillors Walton and Ford for all their work over the last year as Chairman and Vice Chairman of the Parish Council.
- Councillor Sherlock mentioned that Adele Owen maybe interested in joining the Village Hall Committee.

**Action – Councillor Walton to follow up with Adele.**

The meeting closed at 9.17 pm