

## BUERTON PARISH COUNCIL

16<sup>th</sup> November 2023

Commenced: 7.15 pm

Terminated: 8.35 pm

Present: Councillors Baddley (Chair)  
Councillors Black, Bonell, Farrealey, Mansell, Mort, and Shaw

There were 9 Members of the Public in attendance

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Myers.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest from Members of the Parish Council.

### 3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 5<sup>th</sup> October 2023 were approved as a correct record and signed by the Chair.

### 4. PUBLIC FORUM

The Chair explained the rules of the Public Forum in accordance with the Standing Orders.

A Member of the Public raised the possibility of residents having access to an enclosed paddock to exercise their dogs. The Chair agreed that this proposal would be considered next year.

Difficulties over various matters within the Parish were also highlighted by the Member of Public, and the Chair asked that these matters be discussed outside this meeting, as they did not involve the Parish Council.

Concerns were expressed over the lack of streetlights on Windmill Close and the Chair agreed to look into this.

### 5. FINANCES AND BUDGET 2023-2024

(i) Members noted that at the 31st October 2023, the budget expenditure for 2023-2024 was as follows:

Budget Head	Total	BUDGET ALLOCATED	DIFFERENCE
Salary	£1,835.19	£2,850.00	64.39%
Administration including Payroll	£338.71	£400.00	84.68%
Training	£85.00	£100.00	85.00%
Expenses	£192.74	£300.00	64.25%
Internal Audit	£120.00	£100.00	120.00%
Insurance	£546.42	£530.00	103.10%
Room Hire	£25.00	£180.00	13.89%
Audlem OnLine	£115.20	£115.00	100.17%
Field Caretaker	£730.00	£1,100.00	66.36%
Field Maintenance	£576.00	£3,760.00	15.32%
Annual Playground Inspection	£162.00	£175.00	92.57%
Asset Inspection	£0.00	£50.00	0.00%
Subscriptions	£161.32	£173.00	93.25%
Donations	£0.00	£375.00	0.00%

Coronation Crown	£95.00	£100.00	95.00%
Flowers	£131.81	£200.00	65.91%
Proposed Projects	£920.00	£2,500.00	36.80%
	£6,034.39	£13,008.00	

(ii) Members noted that at the 31st October 2023, the bank reconciliation was as follows:

<b>Bank Reconciliation 31st October 2023</b>			
<b>BUERTON PARISH COUNCIL</b>			
<b>Financial year ending 31 March 2024</b>			
			£
Prepared by: Muna Clough, Parish Clerk & RFO			
Balance per bank statements as at 31st October 2023			<b>£15,271.69</b>
Current Account			
Less: any unpresented cheques		£0.00	
Add: any unbanked cash		£0.00	
			<b>£15,271.69</b>
<b>Net bank balances as at 31st October 2023</b>			
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>			
<b>CASH BOOK</b>			
Main @ 01.04.2023	£12,332.47		
Opening Balance			
Add: Receipts in the year		£8,973.61	
Less: Payments in the year		£6,034.39	<b>£15,271.69</b>
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>			

- (iii) The Clerk asked for authorisation to transfer the Parish Council's current banking arrangements to Unity Trust Bank who specialise in Parish Council banking;
- (iv) Approval was sought for the payment of £122.40 to Shires Accountants for Payroll Fees;
- (v) The Clerk sought approval to transfer £200 from the Donations Budget to the Administration including Payroll Budget.

#### RESOLVED

- (1) That the Budget Expenditure at the 31st October 2023 detailed in 5(i) above be received;
- (2) That the Bank Reconciliation at the 31<sup>st</sup> October 2023 detailed in 5(ii) above be received;
- (3) That the approval of the transfer of the Parish Council's banking to Unity Trust Bank be approved in principle, so long as the fees do not exceed £100 per year;
- (4) That Councillors Baddley, Farrealey, Mansell and Shaw be approved as the signatories for the new banking arrangements;
- (5) That the payment of £122.40 to Shires Accountants for payroll fees be approved;
- (6) That the transfer of £200 from the Donations Budget to the Administration including Payroll Budget be approved.

## **6. PARISH COUNCIL BUDGET AND PRECEPT FOR 2024-2025**

Members gave thorough consideration to the Budget and Precept for 2024-2025 and considered various options.

### **RESOLVED**

**That the Clerk be authorised to submit a Precept request to Cheshire East Council for the 2024-2025 Financial Year, in the sum of £6,823.00.**

## **7. PLANNING APPLICATIONS**

Councillor Black provided updates on the following planning matters:

- **New Planning Application**

- (i) Application Number: 23/4039H – Land adjacent to Woore Road, Buerton.  
Removal of No.3 two meter sections of hedgerow required to facilitate the installation of a waste water pipeline. Sections of hedgerow to be replanted with a similar species mix in the first available planting season following completion of work.

### **RESOLVED**

**That the Parish Council will monitor the replacement of the hedgerow if it is in Buerton Parish.**

- **Ongoing Planning Applications**

- (ii) Application Number: 23/3925N – Land off Longhill Lane, Hankelow.  
Councillor Black considered this application as he noted that it was near to the Buerton boundary but felt that there was any conflict with identified habitat areas.

### **RESOLVED**

**That this application be noted.**

- (iii) Application Number: 23/4034D – Buerton Hall  
Discharge of condition 3 on approval 22/4796N: Retrospective application for the construction of an agricultural building to be used for the housing of livestock. The application for the condition to be discharged was due to the completion of a comprehensive Habitat Enhancement Plan including, new woodland, new hedgerow, water course enhancement, bat boxes, swift boxes, nesting bird boxes.

### **RESOLVED**

**That no further action be taken by the Parish Council unless the Planning Officers challenge the plan.**

- (iv) Application Number: 23/2710N – Buerton Old House, Woore Road, Buerton, CW3 0DA  
Retention of greenhouse and 1m high walls

### **RESOLVED**

**That the report be noted.**

Councillor Black also reported that the Members had been asked to comment and if possible help Cheshire East and Shropshire County Council to obtain further information regarding an application to upgrade Footpaths 21 and 22 to a bridleway. He added that investigations to date hadn't revealed any significant historic information, but Councillor Mansell felt that his neighbour may be able to assist in this.

### **RESOLVED**

**That any information regarding the history of these footpaths be sent to Councillor Black who is in touch with Cheshire East and Shropshire County Council regarding this matter.**

## **8. BUERTON WORKING PARTY – TERMS OF REFERENCE**

Members noted that the first meeting of the Buerton Working Party was held on 8<sup>th</sup> November 2023.

### **RESOLVED**

- (i) That the Terms of Reference for Buerton Working Party be approved (see Appendix);
- (ii) That the Parish Council representatives on the Working Party be approved as follows:-
  - Councillor Shaw (Chair)
  - Councillor Black (Secretary)
  - Councillor Myers (Treasurer)
  - Councillor Mort
- (iii) That the involvement of 13 parishioners on the Working Party, as at this date, be noted.
- (iv) That the following projects currently being addressed by the Working Party be noted:
  - Cleaning gutters;
  - Painting goal posts;
  - Collecting and disposing of leaves;
  - Planting of the troughs with bulbs;
  - Cleaning and maintaining the telephone box.
- (v) That Councillors Mort and Myers be authorised to purchase a Christmas Tree;
- (vi) That the Clerk to contact Tony Seabridge to enquire about removing leaves from the Playing Field.

## **9. CHAIR'S REPORT**

The Chair reported on the following:-

- (i) Oak Tree – at the close of the planning application, the Chair would be making arrangements for work to commence.
- (ii) Crowd Funding – Councillor Baddley was looking to set up a Stripe Banking System to enable crowd funding to take place. She would use the oak tree as a logo for the crowd funding documentation.
- (iii) The Gaming Licence had been approved by the Local Authority and would be used to assist the Working Party in introducing draws. The Chair would manage this.

### **RESOLVED**

**That the Gaming Licence to assist Buerton Working Party in raising funds was approved and the payment for the Licence in the sum of £40.00 authorised.**

- (vi) The National Association of Local Council's Pay Award had been approved nationally.

### **RESOLVED**

**That the salary increase of the Clerk to £12.84 as a result of the Local Council's Pay Award for 2023-2024 be approved from April 2023.**

- (v) The Clerk's annual Spinal Column Point increase to SCP9 was due from 1<sup>st</sup> February 2024 which equated to £13.06 per hour.

### **RESOLVED**

**That the Clerk's annual Spinal Column Point increase from 1<sup>st</sup> February 2024 to SCP9 be approved.**

- (vi) A member of public had approached the Chair about unleashed dogs on the playing field, despite the 'No Dogs' signs.

## **RESOLVED**

**That Members of the Parish Council to monitor the area and the Chair to publish a notice on the Buerton Parish Council Facebook page.**

(vii) The Chair had received a request from Buerton Events Committee for a donation from the Parish Council of two children's Christmas breakfasts at Bridgemere Garden Centre. However, Bridgemere Garden Centre kindly donated two children's and two adults Christmas breakfasts. The Chair therefore suggested that the Parish Council donated an alternative gift.

## **RESOLVED**

**That a gift voucher in the sum of £30 for Smyths toys superstore be donated to BEC to use in a Christmas draw and presented to the winning ticket holder.**

(viii) The Chair had allocated responsibilities to the following Members:-

- Councillor Black – Planning matters
- Councillor Mort – Highways/hedges matters
- Councillors Farrealey and Myers - Playing Field Events

(ix) The Chair wished to brighten up the Village and make a focus of the Oak Tree and smaller tree and requested authorisation to purchase some Christmas lights and banners. Councillors Mort and Black each agreed to personally purchase a banner to be placed in prominent positions to be enjoyed by the Community during the Festive Season.

## **RESOLVED**

**That approval be given to the Chair to purchase Christmas tree lights at a cost not exceeding £50.00 and a Banner in the sum of £11.99.**

(x) Neighbourhood Plan

The Chair was looking into the possibility of reviewing the Buerton Neighbourhood Plan and would report back to a future meeting.

(xi) Website

The Chair felt that there was a need for the Parish Council to have its own website.

## **RESOLVED**

**That the Clerk to look into costings and report back to the next meeting.**

## **10. FEEDBACK FROM ADDITIONAL PARISH MEETINGS**

Councillor Shaw reported that the Burial Board AGM would be held in January. The focus of attention was setting up a Friends Group in order to raise funds, particularly as the Chapel doors were in need of refurbishment.

## **RESOLVED**

**That the report be noted.**

## **11. ITEMS FOR NEXT AGENDA**

## **RESOLVED**

**That the following items be discussed at the next meeting:-**

- Neighbourhood Plan**
- Website**
- Bank Account**

**12. DATE OF NEXT MEETING**

Members noted that the date of the next meeting was Thursday, 1<sup>st</sup> February 2024 at 7.15 pm at Hankelow Church Hall, 11 Old School Lane, Hankelow, Crewe, CW3 0JN

**13. URGENT ITEMS**

There were no items which the Chair was of the opinion should be considered as a matter of urgency.

**Buerton Parish Council  
Terms of Reference for the Buerton Working Party**

Definitions In this document the following terms have the meanings assigned to them below:

Chair -	The Chair of the Working Party
Working Party -	Any person participating in the Working Party's work under the arrangements set out in the Section headed 'Membership'
Member -	An elected or co-opted member of Buerton Parish Council

**1. General**

- (i) The Working Party is established to consider matters relating to the Parish of Buerton which might include but is not exclusive to fund raising and events;
- (ii) The Working Party has no devolved powers and its recommendations must be approved by the full Parish Council prior to action being taken;
- (iii) The Working Party has three broad areas of responsibility:-
  - a) To discuss and consider fund raising activities for Buerton Parish Council;
  - b) To seek funding opportunities from outside organisations;
  - c) Complete working tasks around the village and playing field.

If necessary, the Working Party shall ensure that all necessary licences required for fund raising activities are obtained appropriately to comply with current statute and then seek approval from the Parish Council to approve the use of such licences.

**2. Membership**

- a) The Working Party shall comprise of up to 20 Members;
- b) 4 of these Members shall be elected from Members of the Parish Council;
- c) 16 Members of the public are allowed to join the Working Party;
- d) The Working Party shall appoint one of the Members to be the Chair at the Working Party's meeting;
- e) The Chair of the Working Party must be a serving member of the Parish Council;
- f) The Chair of the Working Party will present reports and recommendations to the Parish Council;
- g) The Chair and Deputy Chair of the Parish Council are ex-officio Members of all meetings which entitles them to attend meetings and participate in the work of the Working Party;
- h) The Working Party can be divided into sub-groups for focus on fund raising, events and tasks. The sub-groups will provide progress reports to the Working Party Chair who will update the Parish Council on activities, progress and any requests;
- i) A minimum of three attendees comprising of at least two Councillors (one being the Chair) are required before proceeding with a meeting.

**3. Finance**

- (i) Any funds received from events/activities/grants must be paid into the Parish Council bank account and will be subject to the Parish Council's Financial Regulations;
- (ii) The Parish Council shall be responsible for ensuring the funds raised are allocated to the appropriate budget for which they were intended.

**4. Reporting Procedures**

The Chair of the Working Party shall be responsible for drafting reports from meetings, which contain fundraising proposals, together with recommendations, to present to the Parish Council, and answer questions from the Members thereon.