



# Darnhall Parish Council



## MINUTES OF THE MEETING OF DARNHALL PARISH COUNCIL HELD AT DARNHALL VILLAGE HALL ON TUESDAY 22<sup>nd</sup> SEPTEMBER AT 8:15PM

**PRESENT:** Cllr L Jinks (Chairman)  
Cllrs M Davenport, R Langley, M Sherry, R Strachan and R Lee  
Dr M Bailey (Interim Clerk)  
Cllr M Gaskill (Cheshire West and Chester Council)

The Chair opened the meeting and welcomed the new Parish Councillor Cllr C Williams.

### 1. PUBLIC PARTICIPATION

There were no members of the public present.

### 2. DECLARATIONS OF INTEREST

No declarations of interest were noted

### 3. APOLOGIES

No apologies were received.

### 4. MINUTES FROM THE LAST MEETING – 25<sup>th</sup> AUGUST 2020

The Chairman signed the minutes as a true and accurate record

### 5. MATTERS ARISING

The following items were raised by Members: -

- *Contract for Outdoor Spaces (Vale Royal Gardening - contract expires March/April 2020)*  
Council members requested the Clerk to write to Vale Royal Gardening to explore an extension to the current contract for an additional two years. This will be chased up by the interim Clerk. Cllr Williams offered to speak to the contractor.
- *Closure of bank accounts* – this still needs to be actioned.
- *Website* – Netwise has been approached and will be designing the new site.

### 6. CHAIRMAN'S REPORT

The Chairman raised the following points: -

- Welcomed Cllr Williams as a new Member of the Parish Council.

- Paid tribute to John Bownes Snr, who passed away recently.
- Swanlow Lane to be closed for the next ten nights overnight for repairs to Ashbrook Bridge. The Chairman suggested that permanent traffic lights might be located at this spot.

## 7. FINANCIAL MATTERS

Members considered the following financial items.

### 7.1 Authorisation of Payments

£153.70	Clerk Pay (Interim – Dr M Bailey)
£22.80	Shires Pay Services (M5 – 2020/21)
£104.40	Simply Signs (COVID-19 stickers)
£23.00	Angela Hancock (Reimbursement – spray paint – Village Hall)
£275.00	PDQ Landscaping & Building Services (Village Hall – drains)
£32.00	NMC (Newsletter)
£899.99	Netwise Training Ltd (website)
£65.88	BT (Village Hall – Broadband/Telephone)

**RESOLVED:** The above payments were **APPROVED** by the Council

### 7.2 Internal Audit Report 2019/20

The Parish Council's Internal Auditor (JDH Business Services) had sent his report and the following items were listed as requiring action (actions are in **BOLD**).

- Risk assessment – not reviewed, updated and approved during 2019/20.  
**Risk assessment will be presented at the next Parish Council meeting**
- Dates of Public Rights Notice published – no evidence that this had been done according to regulations  
**The Public Rights dates for 2019/20 (1<sup>st</sup> September 2020-12<sup>th</sup> October 2020) were published on the Parish Council website on 31<sup>st</sup> August 2020 and in accordance with the Regulations**
- No evidence of budgetary control information reviewed during the year and no evidence of precept calculation  
**Quarterly updates will be provided against budget and monthly ledgers also prepared. Evidence of precept calculation will be undertaken for the 2021-22 budget process.**
- Payroll – no audit trail for approval of Clerk salary by the Council matching with contract and payslips.  
**Interim Clerk contract approved and information passed to payroll providers**

- Payroll – no payments via RTI on a timely basis  
**This will be done via the payroll providers**
- Payroll – payments to caretaker with no tax information  
**This will be done via the payroll providers**
- Income – clerk does not have access to booking diaries and instances of double booking.  
**Diaries will be accessed by Clerk if necessary**
- Income - no system of invoices generated and referenced to bookings diary.  
**Invoices will be generated according to the bookings diary**
- Income – no price list provided  
**Price list in place**
- Income – no reference from the ledger to income records  
**New ledger system in place which will include income**
- Income – Darnhall Show stall bookings have no system in place  
**No longer administered by Parish Council**
- Financial Regulations – need to be reviewed for consistency relating to procurement  
**This will be presented at the next Parish Council meeting**
- Financial Regulations – evidence of quotations when thresholds exceeded  
**Will be a part of ongoing procurement processes**
- Financial Regulations – no purchase order system in place  
**Purchase order book will be purchased**
- Petty cash – not used, so Members purchase goods and reclaim money  
**Petty cash system to be used where necessary – Parish Council has a debit card which could be used for this purpose**
- Invoices – a number of invoices not kept  
**No payments will be made without an invoice**
- Reserves – to review the level of reserves  
**Will be reviewed at the next Parish Council meeting**

- VAT – no reclaims made in 2019/20  
**A reclaim will be made as soon as possible**
- Accounts – initial accounts not correct  
**This will not re-occur**

**RESOLVED:** The above information was noted by Members and the report was **APPROVED** by the Parish Council

### **7.3 Ledger/Bank Reconciliation (1.4.20-31.8.20)**

The ledger/bank reconciliation report for the period 1.4.20-31.8.20 was presented to Members who **APPROVED** the document.

## **8. PLANNING MATTERS**

The Parish Council considered planning matters affecting the parish.

An update was provided to the meeting on the progress of the Neighbourhood Plan. The submission document is in place and is ready to submit to CWAC for the next stage of the process.

### **8.1 Planning Applications**

20/03117/TPO      Darnhall Bridge, Hall Lane, Darnhall  
Members had some issues opening the document and the Clerk will ask for extra time to comment.

## **9. COVID-19 UPDATES/GUIDANCE**

The Parish Council considered the impact of the COVID-19 pandemic on the parish.

### **9.1 Darnhall Village Hall – Updates**

It was reported that the Village Hall was re-opened and its operating. New advice and guidance is being received, so changes will need to be made to existing guidance on use of the Hall. These relate to groups of six and will continue to monitor. The website will also need to be updated.

### **9.2 Updates on COVID-19 in the Parish**

There will no other updates.

## **10. DARNHALL VILLAGE HALL**

Members considered two items in relation to the Village Hall (in addition to the above).

- Fire Risk Assessment – now completed and need to review the evacuation strategy.

## **11. CLERK'S REPORT**

The interim Clerk's report was noted.

## **12. SHARED INFORMATION**

The following items were shared by Members: -

- Cllr Strachan – commented that the Council has a Strategic Plan and this needs to be refreshed. It was **AGREED** that the Finance Committee meet on 6<sup>th</sup> October 2020 at 7.30pm (via Zoom). Agenda will be developed including review of the Plan.
- Cllr Lee – PAT test to be carried out on the Village Hall on 6<sup>th</sup> October 2020
- Cllr Gaskill commented that there is a Planning White Paper and this could create issues for Neighbourhood Plans which may be limited in their scope.

## **13. DATE OF NEXT MEETING**

Members agreed to the date of the next Parish Council meeting as Tuesday 17<sup>th</sup> November 2020 at 8.15pm.

**Meeting closed at 21:15pm**