



# Darnhall Parish Council



## MINUTES OF THE ANNUAL MEETING OF DARNHALL PARISH COUNCIL HELD AT DARNHALL VILLAGE HALL ON TUESDAY 30<sup>th</sup> MAY 2023 AT 7:30PM

**PRESENT:** Cllrs C Williams, M Sherry, R Strachan, and R Lee  
Dr M Bailey (Clerk)

### PART ONE – ANNUAL MEETING BUSINESS

#### 1. ELECTION OF CHAIR

In the absence of the previous Chair and Vice-Chair (both left the Council at the election in May 2023), the Clerk asked for nominations for Chairman up until the annual council meeting in May 2024.

Members nominated and **ELECTED** Cllr Marjorie Sherry as Chair.

#### 2. ELECTION OF VICE-CHAIR

The Chair asked for nominations for Vice-Chair up until the annual council meeting in May 2024.

Members nominated and **ELECTED** Cllr Richard Strachan as Vice-Chair

#### 3. APOLOGIES

There were no apologies submitted.

#### 4. DECLARATIONS OF INTEREST

There were no declarations of interest submitted to the meeting.

#### 5. MINUTES FROM LAST MEETING – 23<sup>RD</sup> MARCH 2023

The Chairman signed the minutes as a true and accurate record.

#### 6. MATTERS ARISING

The following matters were considered by Members: -

- *Defibrillator* – this has not been addressed as the Village Hall Management Committee has not met.
- *Telephone Box* – it was agreed to clean this up as part of a volunteer day at the Village Hall.
- *Village Hall* – it was reported that Members had done a walk around to find out what needs to be done in terms of maintenance. Cllr Strachan said that he would send out a schedule of works.

- *Bridge* – work now completed
- *Events* – a number of events were reported as having taken place at the Village Hall, including quiz nights
- *Tree* – Members mentioned that it would be good to plant a tree in the parish as per previous plans on ‘Knobs Corner’. This will be looked at again and plant a tree in recognition of former Cllr Jinks.
- *Sound System (for Village Hall)* – Cllr Strachan said that he would progress this prior to the next meeting.

## **7. CHAIRMAN’S REPORT**

There was no report presented.

## **8. ELECTIONS – 4<sup>TH</sup> MAY 2023**

Members were updated on the Parish Council elections which took place on 4<sup>th</sup> May 2023.

### **8.1 Local Election Results and Vacancies**

It was noted that a total of four candidates were nominated and returned to the Parish Council. This leaves three vacancies on the Council. Members said that they had some suggestions to fill these vacancies and the vacancies themselves will be advertised.

### **8.2 Borough Council Elections**

It was noted that Cllr Simon Boone had been elected to CWAC for the Swanlow ward.

## **9. APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES**

The following appointments were made: -

- Finance Committee – Cllrs Strachan, Sherry and Lee
- Village Hall Committee – Cllrs Williams, Sherry and Lee

### *Outside Bodies*

The following appointments were made: -

- ChALC – Cllrs Sherry and Strachan
- Police Cluster – Cllr Strachan

## **10. STANDING ORDERS/FINANCIAL REGULATIONS**

Members **APPROVED** the Standing Orders/Financial Regulations for the 2023/24 financial year.

## **11. CODE OF CONDUCT**

Members **APPROVED** the Code of Conduct.

## 12. FINANCIAL MATTERS

Members considered the following financial items.

### 12.1 Ledger/Bank Reconciliation Statement (1.4.22-31.03.23)

The ledger/bank reconciliation statement for the period 1st April 2022-31<sup>st</sup> March 2023 was presented to Members for note.

### 12.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 4 – 2022/23) (Apr 2022-March 2023)

The budget monitoring report/receipts and payments summary for the fourth quarter of the 2021/22 financial year was noted by Members.

### 12.3 Asset Register 2022/23

The Asset Register up to 31<sup>st</sup> March 2023 was **APPROVED** by Members.

### 12.4 Risk Assessment 2023/24

The Risk Assessment for the 2023/24 financial year was **APPROVED** by Members.

### 12.5 Responsible Financial Officer

Members **RESOLVED** that the Parish Clerk assume the role of Responsible Financial Officer for the 2023/24 financial year.

### 12.6 Appointment of Internal Auditor

Members **RESOLVED** that JDH Business Services be appointed as the Parish Council's internal auditor for the 2023/24 financial year.

### 12.7 External Audit 2021/22

Members **APPROVED** the 2022/23 Annual Governance and Accountability Return and also **APPROVED** the Certificate of Exemption for 2022/23.

### 12.8 Bank Signatories

The Parish Council was asked to nominate Members to be signatories for the following bank accounts. The following was **AGREED** by the Council.

- NatWest Current Account – at least one signatory required (plus Clerk) – removal of Cllr Jinks and Helen Moss and addition of Mark Bailey (as Clerk) and Cllr Rosie Lee. Retain Cllrs Sherry and Strachan as signatories.
- Barclays Current Account – at least one signatory required (plus Clerk) – removal of Cllrs Jinks and Langley and also Helen Moss. Addition of Mark Bailey (as Clerk) and Cllr Rosie Lee. Retain Cllrs Sherry and Strachan as signatories.
- Barclays 200 Club Account – at least two signatories required (plus Clerk) – removal of Cllrs Jinks and Langley. Addition of Mark Bailey (as Clerk) and Cllrs Lee and Strachan.

- Barclays Savings Account – at least one signatory required (plus Clerk) – removal of Cllrs Jinks and Langley and also Helen Moss. Addition of Mark Bailey (as Clerk) and Cllr Rosie Lee. Retain Cllrs Sherry and Strachan as signatories.

Members **APPROVED** signatories for the above accounts and instructed the Clerk to make the necessary changes to the bank account mandates.

## 12.9 Authorisation of Payments

Members approved the following payments.

£360.53	Clerk Pay (Dr M Bailey) (April-May 2023)
£1,250.00	Caretaker Pay (DVH – April-September 2023)
£68.45	ChALC (Annual Membership 2023-24)
£446.51	BHIB Ltd (Insurance 2023/24)
£110.00	Dr M Bailey (Reimbursement – Renewal of G Suite)
£126.00	Ms A Hancock (Reimbursement – Travel Costs)
£6.99	Cheshire West and Chester Council (Business Rates – DVH)
£177.60	Shires Accountants (M1 – M6 2023/24 Payroll)

*The following payments are being paid on monthly direct debit and all cover the Village Hall.*

£236.91	Scottish Power (Electricity – DVH – monthly amount)
£64.61	NFU Mutual (Insurance – DVH – monthly amount)
£41.94	BT Group (Broadband/Telephone – DVH – monthly amount)
£22.77	WaterPlus (Water – DVH – monthly amount)
£46.22	Biffa Waste Services (Waste Collection – DVH – monthly)

**RESOLVED:** Members approved the above payments.

## 13. CALENDAR OF MEETINGS 2023-24

The Parish Council **APPROVED** the following dates for meetings (usually third Tuesday of every other month)

18<sup>th</sup> July 2023  
 19<sup>th</sup> September  
 21<sup>st</sup> November  
 16<sup>th</sup> January 2024  
 19<sup>th</sup> March  
 21<sup>st</sup> May (Annual Meeting)

It was further **AGREED** to hold the next Darnhall Village Hall Management Committee meeting on 28<sup>th</sup> June 2023 at 6pm.

*Cllr Williams left the meeting.*

## PART TWO – ORDINARY MEETING BUSINESS

### 14. PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

### 15. FINANCE COMMITTEE

Members **APPROVED** the minutes of the Finance Committee held on 21<sup>st</sup> March 2023.

### 16. PLANNING MATTERS

The Parish Council considered planning matters affecting the parish.

#### 16.1 Darnhall Neighbourhood Plan

There were no further updates on the Neighbourhood Plan. It was **AGREED** to remove this as a standing item on the agenda.

#### 16.2 Planning Applications

The Parish Council received the following planning applications.

23/01490/FUL

8 Beauty Bank, Darnhall CW7 4DF  
Front porch extension, single storey side extension, single storey rear.

Members agreed to email any comments to the Clerk.

23/00281/FUL

36 Redshank Avenue, Winsford CW7 1SP  
Construction of a garden outbuilding (retrospective)

Members agreed to email any comments to the Clerk.

### 17. DARNHALL VILLAGE HALL

The following matters were considered by the Parish Council.

- *Wi-Fi* - Cllr Lee had been contacted about improving wi-fi in the Village Hall. Cllr Lee agreed to contact BT about this.
- *Floor Polisher* – it was reported that it is not working properly and Cllr Lee agreed to look at options for a replacement. It was agreed that three quotes would be brought to the next Finance Committee meeting.

### 18. CLERK'S REPORT

The Clerk's report was noted. The following items were raised: -

- *Election* – the Clerk said that he would email the necessary forms to Members

- *CWAC* – the Clerk mentioned the consultation ongoing on the Licensing Statement and the invitation to comment
- *Website* – the Clerk reported that the Council is now using the new website – will transfer email and other items over to Netwise.

#### **19. SHARED INFORMATION**

The following items were shared by Members: -

- Cllr Strachan – said that he would ask the DVH Management Committee to set up a volunteer day.
- Cllr Sherry – said that the flower arranging class had been cancelled by the Fundraising Committee

#### **20. DATE OF NEXT MEETING**

Members agreed that the date of the next Parish Council meeting is Tuesday 18<sup>th</sup> July at 7.30pm (Darnhall Village Hall).

**Meeting closed at 8.43pm**