

Wybunbury Parish Council

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4th March 2024

To the Members of Wybunbury Parish Council

Dear Councillor

You are hereby summoned to attend the **ORDINARY MEETING** of the **Wybunbury Parish Council** to be held on **Monday, 11th March 2024 at 7.30 pm at Wybunbury Village Hall**, when the undermentioned business is to be transacted.

Yours faithfully

M Clough

Mrs M Clough
Parish Clerk and Responsible Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members of the Parish Council

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members of the Parish Council.

Members are reminded of their individual responsibilities in declaring interests. If an interest is declared, then to reduce the possibility of uncertainty, the Chair will ask the Member to not take part in any discussions or voting relating to that particular item. If an interest (either directly or indirectly) is not declared, Members are reminded of the details contained within the Councillor Code of conduct.

3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 12th February 2024 to be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). (Minutes circulated)

4. WYBUNBURY VILLAGE HALL RENT REVIEW

Report of Councillor Stephen Buckingham attached. (Report circulated)

5. WYBUNBURY VILLAGE HALL RENT REVIEW - RESPONSE

Report of the Village Hall Trust, in response to the report and proposals made by Councillor Buckingham. (Report circulated)

6. PUBLIC FORUM

To enable members of the public the opportunity to raise any matters of interest with the Parish Council.

7. CHESHIRE POLICE REPORT

To receive any updates from Cheshire Police relating to Parish incidents in January 2024.

8. WYBUNBURY PARISH COUNCIL - COUNCILLOR-OFFICER PROTOCOL

To consider and approve a Wybunbury Parish Council Councillor-Officer Protocol. (Scheme circulated)

9. WYBUNBURY PARISH COUNCIL COMPLAINTS PROCEDURE

To consider and approve the Wybunbury Parish Council Complaints Procedure. (Procedure circulated)

10. INTERNAL CONTROLS COMMITTEE

Members to approve the amendment to the name from Sub-Committee to Committee, and to consider the approval of the Terms of Reference for the Committee. (Terms of Reference circulated).

To note that the first meeting of this Committee, which will make recommendations to the Parish Council on matters relating to the Internal and External Audits, will be held on Monday, 15th April 2024 at 7.30 pm.

11. EXTERNAL AUDITOR REPORT

To note that the External Auditor has concluded her Audit for the 2022-2023 Financial Year, and has requested the following actions be recorded in the 2023-2024 AGAR:-

In respect of the 2023/24 AGAR governance assertion responses, please ensure that the Council responds 'No' to the assertions impacted by our 2022/23 report:

Assertion 1 - The smaller authority confirmed that it did not comply with the governance assertions in Section 1, Boxes 6, 7 and 8 of the 2022/23 AGAR; however, explanations were not published with the AGAR as is required.

Assertion 2 - The internal auditor drew attention to significant weaknesses in relation to the authority's key financial controls and accounting systems in their 2022/23 reporting. We noted that the smaller authority was addressing these areas of weakness; however, it must respond 'No' if there were instances of non-compliance during 2023/24.

Assertion 3 - failure to declare interests by members of the Council during 2023/24.

Assertion 4 - The smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights.

12. FINANCE AND BUDGET 2023-2024

To consider a report of the Parish Clerk and Responsible Financial Officer. (Report circulated).

13. SALLY CLARKE'S LANE WORKING GROUP – TERMS OF REFERENCE

To consider and approve the Terms of Reference for this Working Group (Terms of Reference circulated)

14. SALLY CLARKE'S LANE PROJECT

To receive the monthly update report from the Sally Clarke's Lane Working Group.

15. PLANNING MATTERS

Councillor Clark to update on the following:-

- New Planning Applications
- Ongoing Planning Applications
- Decided Planning Applications

16. HIGHWAYS GROUP REPORT

To receive a monthly update report from Councillor Thomas.

17. PARISH COUNCILLOR REPORTS

To consider the following reports from Members of the Parish Council:-

- (i) The Purchase of New Bunting and Arrangements to Display in May – the Chair to report;
- (ii) Request for Permission to the Tower Trust to allow the Tower to be used for the Beacon for the D-Day anniversary – the Chair to report;
- (iii) Flower Bed Planting and Flower Beds Maintenance – the Chair to report;
- (iv) The David Lloyd Sports Complex, Newcastle Road. Flooding due to the discharge of surface water from the site – the Chair to report.

18. BOROUGH COUNCILLOR'S REPORT

To receive the monthly update report from Councillor Clowes on matters relating to the Parish.

19. DATE OF NEXT MEETING

To note that the next meeting of the Parish Council will be held on Monday, 8th April 2024 at 7.30 pm at Wybunbury Village Hall.

20. URGENT ITEMS

To consider any other items which the Chair of Council Business (or other person presiding) is of the opinion shall be considered as a matter of urgency.