



## HIGHER HURDSFIELD PARISH COUNCIL

WEBSITE – [www.higherhurdsfield-pc.gov.uk](http://www.higherhurdsfield-pc.gov.uk)  
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PARISH CLERK Wendy Carter.

## HIGHER HURDSFIELD PARISH COUNCIL.

**DRAFT**

ANNUAL PARISH COUNCIL MEETING 11TH MAY 2023

### **PRESENT:-**

Mr. A. Broadhurst, Mr. C. Fleming, Mr. P. Torr, Mrs. M. Street, Mr. T. Simpson.

WARD CLLRS Mr. K. Edwards, Mr. J. Place.

### **1) WELCOME AND INTRODUCTIONS**

by the retired Chairman.

### **2) DECLARATION OF ACCEPTANCE OF OFFICE**

Members present signed the “Declaration of Acceptance of Office”

The Parish Councillors agreed by resolution to an extension in time for the three Councillors, unable to attend the meeting, to sign the declaration in the presence of the Clerk & RFO.

### **3) TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN’S SIGNED DECLARATION OF ACCEPTANCE OF OFFICE.**

Andy Broadhurst was unanimously elected as Chairman and signed the declaration.

### **4) TO ELECT THE VICE-CHAIRMAN AND TO RECEIVE THE VICE-CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE.**

Ciaran Fleming was unanimously elected as Vice Chairman and signed the declaration.

### **PLANNING COMMITTEE ELECTED.**

T. Simpson Chairman, P. Torr, C. Fleming.

### **5) TO RECEIVE APOLOGIES FOR ABSENCE.**

The Cllrs. approved by resolution, the reasons for absence of Cllrs. N. McArthur, Mrs. D. Greenrod & Mr. P. Keep.

### **6) TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.**

None.

**7) PUBLIC FORUM.**

None.

**8) MINUTES OF THE LAST MEETING HELD 30th March 2023 TO BE APPROVED BY ALL MEMBERS AND SIGNED BY THE CHAIR.**

The minutes were approved and signed by the Chairman.

**9) TO CONSIDER PAYMENTS OF ANY ANNUAL SUBSCRIPTIONS.**

SLCC –	Society of Local Council Clerks	approved.
ICO-	Information Commissioners Office	approved
Norton-	Computer Software	approved

**10) TO REVIEW & APPROVE THE FOLLOWING: -**

**a. FINANCIAL REGULATIONS.**

No Changes. Approved.

**b. RISK ASSESSMENT & INTERNAL CONTROL PROCEDURES.**

Reviewed at meeting 30.03.2023. No Changes. Approved.

**c. FIXED ASSET REGISTER.**

The register had been updated to comply with the recommendation of the internal audit report as per our meeting 28.05.2022.

The only item purchased in this financial year was the planting trough donated 100% to the residents of Cliff Lane and therefore not an asset of the Parish Council. Approved.

**d. INSURANCE POLICY**

Covers all the requirements of the council and is posted on the website. Approved.

**e. CLERK'S CONTRACT OF EMPLOYMENT, SALARY & EXPENSES**

No changes other than the Working Home Allowance of £24 per month agree at meeting 23.02.2023 Item 6c. Approved.

**11) CLERK TO GIVE AN UPDATE ON THE FOLLOWING**

**a. CURRENT BANK BALANCE**

Balance on the 5<sup>th</sup> April 2023 - £3359.55

**12) ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2022/23, RECEIVE AND NOTE THE ANNUAL INTERNAL AUDIT REPORT, TO BE REVIEWED AND APPROVED AND SIGNED BY THE COUNCIL WHERE APPLICABLE: -**

**EXAMINATION, EXPLANATIONS AND APPROVAL OF: -**

**a. SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2022/2023**

The items on the statement were read out by the Clerk to the Cllrs. and the statement completed and signed by the Chair and Clerk.

**b. SECTION 2 ACCOUNTING STATEMENTS 2022/2023**

See item C.

**c. VARIANCE EXPLANATIONS, BANK RECONCILIATION, ACCOUNTING STATEMENTS.**

The documents contained in items b. and c. had been issued to the Cllrs. several days before the meeting to give time for examination.

The documents were then discussed, approved and signed by the chair and the Clerk.

The documents will then be posted on the website as “not yet audited”

**d. THE CERTIFICATE OF EXEMPTION.**

The figures and details were agreed and signed by the Chair and the Responsible Financial Office.

**e. NOTICE OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS.**

The Clerk advised the period from 19<sup>th</sup> June to the 28<sup>th</sup> July 2023.

**13) GENERAL DATA PROTECTION REGULATION (GDPR)**

We meet with the requirements of the GDPR via ICO Membership and complying with their regulations via our policies. These policies such as the Email Contact Privacy Notice, require updating to show the new email address. This will be done and the policies will be reviewed at the next meeting.

**14) AUTHORISATION OF PAYMENT OF ACCOUNTS**

SLCC Renewal-	£112.00 Chq. No. 000949
ICO Renewal -	£40.00 Chq. No. 000948
Norton Renewal/W. Carter -	£29.99 Chq. NO. 000950
HMRC Tax for Clerk-	£240.00 Chq. No. 000951

**15) PLANNING COMMITTEE TO CONSIDER & COMMENT ON PLANNING APPLICATIONS, ENFORCEMENTS AND DECISIONS.**

**Application no. 20/2743M George & Dragon Public House.**

**Appeal No. APP/R0660/W/23/33/3319660**

The Objection Response to the Appeal has been sent to the Appeals Casework Portal.

**Application no. 23/0409M Telecommunications Installation.**

The application was refused on the 18<sup>th</sup> April 2023.

**Enforcement No. 20/00480E 43-47 Rainow Road.**

The Clerk has sent numerous emails and is now not receiving a reply.

**ACTION** The Clerk to forward the information to the Ward Councillors to investigate.

**16) REVIEW AND DISTRIBUTE CORRESPONDENCE**

None

**17) PSCO LORCAN CANNARD'S REPORT.**

April 2023 Crime Report for Higher Hurdsfield.

13/04 – Wildlife: Blocking a badger set, Oak Lane Kerridge.

18/04 – Firearms: ammunition and possible WWII German incendiary device found, Higher Hurdsfield.

27/04 – Suspicious activity: someone possibly on private land. Rainow Rd, Higher Hurdsfield.

**18) CLIFF LANE**

The extensive work required needs more funding.

The gullies are to be emptied and jet cleaned within the next few weeks.

Whilst operatives are there with a road closure, J. Denwood has asked if they can attend with a few tonnes of hot tarmac to try and improve the pothole situation for the time being.

**19) ROEWOOD LANE.**

**a. Program date for repairs - Vehicle collision damage to wall and signage.**

John Denwood confirmed he is still waiting for a programme date. The Depot Manager is on leave for the next few days, but he will get an update on his return.

**ACTION** The clerk to inform Highways of the loose coping stones on the damaged stonework.

**b. Parking problems.**

A large vehicle parked on Roewood lane close to a junction, is restricting the width of the road for oncoming vehicles causing many problems.

**ACTION.** Ward Cllr. K. Edwards will act on the information supplied by Cllr. T. Simpson.

**20) WELL LANE, LARGE WAGONS, DEMOLISHED WALLS.**

Ref. No. 3452223. An assessment for a size limit restriction sign for vehicles Telecon. 10.05.23 to Highways – The case was closed on the 29<sup>th</sup> March, we did not receive their email. Clerk requested a copy of the email giving an explanation.

Well Lane is not on this year's programme for resurfacing.

**21) THE DATE OF THE NEXT MEETING: - Thursday 27<sup>th</sup> July 2023.**

Future Meeting will be held on the following provisional dates: -

*August 24<sup>th</sup> 2023,                      September 21<sup>st</sup> 2023,                      October 26<sup>th</sup> 2023,*  
*November 30<sup>th</sup> 2023                      December 21<sup>st</sup> 2023*

The meeting ended approx. 7pm.