



**ANNUAL MEETING OF PICKMERE PARISH COUNCIL (700)  
WILL BE HELD ON**

**Date:** Thursday 9<sup>th</sup> May 2024  
**Time:** 7.45 pm  
**Venue:** Pickmere Village Hall, Pickmere Lane, WA16 0JP

**Members of the Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out in the agenda.**

*Amanda Riley*

**Signed: A Riley – Clerk to the Council**

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**AGENDA PART A – PUBLIC**

- 1. To elect a Chairman for 2024/25**  
To accept nominations and elect a Chairman and for the Chairman to sign the Acceptance of Office.
- 2. To elect a Vice Chairman for 2024/25**  
To accept nominations and elect a Vice Chairman.
- 3. To receive apologies for absence**
- 4. Procedural matters**
  - 4.1 To approve and authorise the signing of the minutes of the meeting held on 4<sup>th</sup> April 2024.**
  - 4.2 Matters arising from the minutes of the meeting held on 4<sup>th</sup> April 2024.**
  - 4.3 To approve and note the minutes of the Annual Parish Meeting held on 17<sup>th</sup> April 2024.**
  - 4.4 Update on action list from the Chairman.**
- 3. Declaration of Interests**  
To receive any disclosable pecuniary interests or other disclosable interests as required under chapter 7 of the Localism Act 2011.
- 4. Public forum**  
Members of the public may normally ask a question or make a comment regarding any item that is on the meeting agenda. (A total of 3 minutes is normally allocated for each member of



the public wishing to speak, limited to 15 minutes in all. The decision on the time allocated to each topic rests with the meeting chairperson. Advice as to other means of raising matters with the Parish Council or commenting can be found on the Council’s website.)

- 5. Report from CE Cllr K Parkinson re Cheshire East Council matters**  
To receive any updates from CE Cllr K Parkinson.
- 6. To discuss and adopt the revised Standing Orders 2024**  
Revised Standing Orders based on NALC’s Model Standing Orders 2018 update April 2020.
- 7. To discuss and adopt the revised Financial Regulations 2024**  
To adopt the Financial Regulations with the following expenditure limits:  
Up to £750 – no requirement for more than one quote  
£750 to £3,000 – attempt to provide two quotes  
Over £3,000 – attempt to provide three quotes  
Over £25,000 – tender process
- 8. To discuss and adopt the revised Financial Risk Assessment 2024**  
Revised Financial Risk Assessment updated in line with the internal audit from 2023/24.
- 9. To agree dates for meetings of the Full Council for 2024/25**  
All meetings to be held on the first Thursday of the month at 7:45pm in the Village Hall, Pickmere:
 

6 <sup>th</sup> June 2024	5 <sup>th</sup> December 2024
4 <sup>th</sup> July 2024	9 <sup>th</sup> January 2025 (exception to rule)
1 <sup>st</sup> August 2024	6 <sup>th</sup> February 2025
5 <sup>th</sup> September 2024	6 <sup>th</sup> March 2025
3 <sup>rd</sup> October 2024	3 <sup>rd</sup> April 2025
7 <sup>th</sup> November 2024	

**10. Finance**

**10.1 To note current financial position (see monthly summary appendix 1)**

Brought forward 1.4.24	£	61,249.42
Income	£	11,803.94
Expenditure	£	1,415.34
Carry forward 29.4.24	£	<b><u>71,638.02</u></b>
Current Account	£	21,638.02
Instant Access	£	50,000.00
Balance	£	<b><u>71,683.02</u></b>

**10.2 To note new payments to be made:**

Payee	Supplies	Amount
Clerk	Microsoft Subscription	£59.99
Clerk	Flash Drive	£15.99
Clerk	Cleaning Products	£23.31
Clerk	Annual Parish Meeting	£26.33

Email [clerk@pickmeparishcouncil.gov.uk](mailto:clerk@pickmeparishcouncil.gov.uk)



Mere View Farm	Mowing 23/24	£1050.00
Chalc	Cllr Training	£130.00
Chalc	Subscription	£246.20
JHD	Internal Audit	£290.40

**10.3 To resolve to pay the following subscriptions for 2024/25:**

Payee	23/24 Amount	24/25 Amount
Chalc	£236.06	£246.20
SLCC	£112.00	
Play Inspection	£74.95	
Ches Comm Action	£50.00	
Cheshire Wildlife	£60.00	
CPRE	£36.00	
ICO	£35.00	

**10.4 To resolve to delegate the following budgets for 2024/25:**

Scribe ref	Amount	Person
1009 Stationery	£160.00	Clerk
1011 Cllr Training	£100.00	Cllr L Marshall
1012 Clerk Training	£100.00	Cllr L Marshall

This will enable training courses to be booked in a timely manner, all invoice payments will be brought back to full council.

**10.5 To resolve to pay the following expenditure by direct debit or standing order for the financial year 2024/25:**

1 & 1	Email hosting
British Gas Lite	Gas and electricity - Village Hall
British Gas Lite	Electricity - Turton Pavilion
Water Plus	Water - Village Hall and Turton Pavilion
BT Plc	Internet - Village Hall
Salaries	All staff salaries inc HMRC and Pension payments
Buxton Accounting	Payroll supplier
Ash Waste	Waste removal – IROS
Cheshire East	Rates – Village Hall

**10.6 To receive and approve the internal audit report for 2023/24**

**10.7 To consider and resolve to approve the Annual Governance Statement for 2023/24**

**10.8 To consider and resolve to approve the Annual Accounting Statement for 2023/24**

**10.9 To receive and approve the asset register dated 31<sup>st</sup> March 2024**

**10.10 To confirm that suitable arrangements for insurance are in place for 2024/25**

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## **11. General Power of Competence**

To consider adopting the General Power of Competence as the Clerk is CiLCA qualified and all eight councillors were elected in May 2023.

## **12. Committees and Working Groups**

### **12.1 To agree that the following committees be in place for 2024/25:**

#### **Staffing Committee**

To resolve to have three members with the Chairman and Vice Chairman as ex-officio members. To meet as and when required to deal with staffing issues. To agree the terms of reference.

#### **Planning Committee**

To resolve to have a minimum of three members with the Chairman and Vice Chairman as ex-officio members. To meet when planning applications need to be discussed between full council meetings. To agree terms of reference including the delegated power to submit objections and comments on planning applications on behalf of the Parish Council.

#### **Finance Committee**

To resolve to have a minimum of three members with the Chairman and Vice Chairman as ex-officio members. To meet quarterly, before the full council meeting, to review the council's finances on the following dates:

1<sup>st</sup> August 2024 to discuss 1/4/24 to 30/6/24

7<sup>th</sup> November 2024 to discuss 1/7/24 to 30/9/24 and precept for 25/26

9<sup>th</sup> January 2025 to discuss 1/10/24 to 31/10/24

To agree terms of reference.

#### **Community and Assets Committee**

To dissolve the committee with immediate effect.

#### **Neighbourhood Plans Working Group**

To continue the working group in the same format with Cllr A Knights as Lead Councillor.

#### **Lakes Working Group**

To resolve to have three members with the Chairman and Vice Chairman as ex-officio members. To meet as and when required to deal with issues around the lake. To agree the terms of reference.

#### **Village Hall and Pavilion Working Group**

To resolve to continue with the current format as the group was initiated less than 6 months ago. Members:

Cllr A Knights

Cllr P Knights

Cllr C Hart

Cllr J Henderson

Cllr L Marshall

Chairman and Vice Chairman as ex-officio members. Terms of reference to be agreed.

## 12.2 Reports from Committees and Working Groups

### i. Neighbourhood Plan Working Group

To consider a request for the council to pay for the hosting of a website through wix.com at a cost of £157.08 per year. All details of the Neighbourhood Plan would be on this website with a link from the Parish Council website. Members of the working group would update the website.

To also receive a verbal update on any meetings.

### ii. Village Hall and Pavilion Refurbishment Working Group

To receive a verbal update.

## 13. Planning matters

### 13.1 To note and consider updates on planning applications received and other planning matters (please click on application number to access details online)

No planning applications received.

## 14. Reports from Clerk and from Councillors

### 14.1 To receive a request to hold an event on Parish Council land - Clerk

The Social Events Group would like to hold a Family Fun Day on the IROS on Sunday 1<sup>st</sup> September 2024.

### 14.2 To receive an update on the jumble sale and funds raised for the playground – Cllr L Marshall

The jumble sale has raised £800 and it is proposed that the monies are put towards replacing the two springer rides on the playground.

The council allocated £10,000 in reserves for the playground for 2024/25. The refurbishment of the benches, tables and cradle swings and the cleaning of the safety matting took place in March 2024 but should be allocated to the 2024/25 budget.

Quote to replace springers – one bee, one caterpillar	£3,130.00
Contribution from jumble sale	<u>£ 800.00</u>
Balance funded by Parish Council	£2,330.00

Reserves allocated 24/25	£10,000
1 <sup>st</sup> phase spend – matting	£ 320
2 <sup>nd</sup> phase spend – benches etc	<u>£ 2,249</u>
Available for 24/25	£ 7,431
3 <sup>rd</sup> phase – springers	<u>£ 2,330</u>
Remaining reserves	<b>£ 5,101</b>

To consider replacing the two springers and repairing the safety matting around the equipment at a cost of £2,330 to the Parish Council.

### 14.3 To consider moving the bench closest to the lake to another position – Cllr J Henderson



**14.4 Wildflowers, Clover Drive – Cllr A Knights**

To discuss the proposal to plant areas with wildflowers. Plugs can be purchased at a cost of £86.36 per 50 and would be planted by a group of volunteers.

15. To confirm the date of the next meeting as Thursday 6<sup>th</sup> June 2024 at 7:45pm
16. To consider a resolution to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 1 (2) by reason of the confidential nature of the items of business to be transacted if required.

## Appendix 1 – Monthly Summary

### APRIL PAYMENTS

Description	Date	Cost Centre	Supplier	Net	VAT	Total
2 Rates	01/04/2024	Village Hall	Cheshire East Council (	53.24		53.24
3 Waste Removal	01/04/2024	Lake & IROS	Ash Waste Services	3.00	0.60	3.60
4 Website/Software Licence	01/04/2024	Administration	Scribe 2000 Ltd	28.80	5.76	34.56
5 Utilities - Internet	01/04/2024	Village Hall	BT	32.95	6.59	39.54
19 Utilities - Electricity	04/04/2024	Pavilion	British Gas	27.62	1.38	29.00
17 Clerk's Salary	09/04/2024	Administration	HMRC (Income Tax)	109.89		109.89
18 Website/Software Licence	15/04/2024	Administration	1&1 Internet Ltd	15.00	3.00	18.00
9 Utilities - Gas	24/04/2024	Village Hall	British Gas	175.90	8.80	184.70
10 Utilities - Electricity	24/04/2024	Village Hall	British Gas	75.18	3.76	78.94
11 Pension Feb 24	25/04/2024	Administration	Cheshire Pension	137.24		137.24
12 Pension March 24	25/04/2024	Administration	Cheshire Pension	137.24		137.24
8 Cleaning	29/04/2024	Village Hall	Niculina Nitescu	97.50		97.50
13 Payroll Charges	29/04/2024	Administration	Buxton Accounting	10.00	2.00	12.00
15 Clerk's Salary	29/04/2024	Administration	Clerk	469.89		469.89
16 Clerk's Expenses	29/04/2024	Administration	Clerk	10.00		10.00
<b>Total</b>					<b>31.89</b>	<b>1,415.34</b>

### APRIL'S RECEIPTS

Code	Date	Description	From	
Precept	04/04/2024	Precept	Cheshire East Council (Pr	8,999.00
Angling Club	04/04/2024	Angling Society Annual rent	Sale Moor Angling Societ	500.00
Village Hall Hire	09/04/2024	Income	Tai Chi	16.00
Village Hall Hire	11/04/2024	VH Hire - Tai Chi	Tai Chi	32.00
Village Hall Hire	15/04/2024	VH Hire	Zumba	56.00
Village Hall Hire	15/04/2024	VH Hire	Billany Zumba	64.00
VAT	17/04/2024	Income	HMRC (VAT)	2,136.94
<b>Tot</b>				<b>11,803.94</b>

