

Threapwood Parish Council
Minutes of the Meeting held on 29th May 2024
at 6.45 pm in Chorlton WI Hall

	<p>Present Cllr Hugo Bourne, Cllr Brian Holmes, Cllr Miles Lewis (Acting Chairman), Cllr Louise Rees. One member of the public.</p>																
1.	<p>Apologies Cllr David Cheshire – holiday; Cllr Steve Chewins – personal, Cllr Stephen Croasdale – holiday.</p>																
2.	<p>Chairman Resolved:- The Council agreed to elect Cllr Croasdale as Chairman for 2024 – 2025. He is due to sign the acceptance of office. Proposed by Cllr Rees and seconded by Cllr Bourne. On behalf of the Council, Cllr Rees thanked the outgoing Chairman, Cllr Lewis, for his service in the role. Resolved:- In the absence of the new Chairman, Cllr Lewis agreed to Chair the meeting. Proposed by Cllr Rees and seconded by Cllr Bourne.</p>																
3.	<p>Vice Chairman Resolved:- The Council agreed to elect Cllr Chewins as Vice Chairman for 2024 – 2025. He is due to sign the acceptance of office. Proposed by Cllr Lewis and seconded by Cllr Rees.</p>																
4.	<p>Declaration of Interests There were no interests declared.</p>																
5.	<p>Public Participation There was no consideration of this item.</p>																
6.	<p>Minutes Approval Resolved:- The Council agreed to accept the minutes for the parish council meeting held on 27th March 2024. Proposed by Cllr Rees and seconded by Cllr Lewis.</p>																
7.	<p>Internal Controls The Clerk is to look at the following to ensure they are all up to date, the Council are to consider adopting at the July meeting:-</p> <ul style="list-style-type: none"> - Code of Conduct - Standing Orders - Risk Assessment - Financial Regulations 																
8.	<p>Responsible Financial Officer Resolved:- The Council confirmed the appointment of Ruth Shackleton as Responsible Financial Officer. Proposed by Cllr Lewis and seconded by Cllr Rees.</p>																
9.	<p>Accounts and Payments 9.1 <u>Accounts:-</u> The Council approved the accounts as circulated 9.2 <u>Payments:-</u> The Council considered the following payments:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Chq No</th> <th style="width: 35%;">Payee</th> <th style="width: 40%;">Details</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td>420</td> <td>R Shackleton</td> <td>Clerk's Salary</td> <td>£367.04</td> </tr> <tr> <td>421</td> <td>R Shackleton</td> <td>Clerk's Running Costs</td> <td>£ 26.06</td> </tr> <tr> <td>422</td> <td>CHALC</td> <td>Membership 2024 / 25</td> <td>£ 98.42</td> </tr> </tbody> </table>	Chq No	Payee	Details	Amount	420	R Shackleton	Clerk's Salary	£367.04	421	R Shackleton	Clerk's Running Costs	£ 26.06	422	CHALC	Membership 2024 / 25	£ 98.42
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423	Trudy Ryall-Harvey	Internal audit	£ 36.00
424	Clear Councils	Insurance	£360.66
425	Shires Accountants	Payroll	£124.80
426	HMRC	PAYE	£137.40

Receipts:-

Precept:- £5,000.00

Standing Order:-

The Council agreed to set up a Standing Order to pay the Clerk's salary (another letter is to be sent as the previous request has not been actioned)

Bank Account:-

Reconciled balance of the Current Bank Account as at 1st May 2024:-
£7,836.67

Reconciled balance of the Deposit Bank Account as at 1st May 2024:-
£1,918.73

Resolved:- The Council agreed to the above payments and accounts as circulated.

Proposed by Cllr Bourne and seconded by Cllr Holmes.

9.3 Bank Signatories:-

The Council is in the process of trying to add the Clerk, Ruth Shackleton, as a bank signatory.

10.

Annual Audit

10.1 To agree to sign the Certificate of Exemption as neither the gross income nor incurred

gross expenditure exceeds £25,000.00:-

Resolved:- That the Council agreed to sign the AGAR Part 2 Certificate of Exemption as neither the gross income nor incurred gross expenditure exceeds £25,000.00. The Council are to certify themselves as exempt from a limited assurance review and are to submit a Certificate of Exemption to the External Auditor.

Proposed by Cllr Lewis and seconded by Cllr Bourne.

10.2 To accept and approve the Annual Governance Statement:-

Resolved:- That the Council agreed to approve the Annual Governance Statement for the year ended 31st March 2024.

Proposed by Cllr Lewis and seconded by Cllr Bourne.

10.3 To accept and approve the Annual Return for Audit purposes:-

Resolved:- That the Council agreed to approve the Annual Return Statement of Accounts for the year ended 31st March 2024.

Proposed by Cllr Lewis and seconded by Cllr Bourne.

10.4 Internal Audit:-

The following issues were raised in the Internal Audit report. These were considered and noted by the Council as detailed in the Comments /

Actions:-

Item No	Issue	Comments / Actions
6.	No reference to the Clerk acting as the RFO	This has been included as an agenda item for the May meeting.
7.	Risk Assessment	This is due to be updated and to be considered at the July meeting of the Council.
9.	Insurance Documents	Insurance provider has provided documents for 2022 – 23 available for inspection.

	10.	Cllr should sign bank reconciliations and the original bank statements at least once a quarter	This is to be carried out at each Council meeting when the cheques / payments are authorised and signed.
	11.	Bank Statement	The bank statement covering the period 03/03/24 – 31/03/24 was only received w/c 20/05/24. The closing balance as at 31/03/24 is the same as the closing balance as at 03/03/24 therefore there is no change to the year-end bank reconciliation.
	13.	Missing invoices	These were not included in the handover paperwork.
	14.	Financial Regulations and Standing Orders	The Clerk is in the process of updating the Financial Regulations and Standing Orders which are to be presented to the Council for consideration at the July meeting.
	15.	Contract of employment	Copy available upon request.
	16.	VAT Claim	A VAT claim is to be made at the end of the current financial year and will cover previous financial years.
	19.	Budgetary control information not provided due to absence of a clerk.	Noted; this will be carried out in 2024 – 25.
	21.	Analysis of s137 – no evidence found.	Noted; this will be carried out in 2024 – 25.
	22.	Comment regarding the website not being up to date	Request made to the previous clerk for instructions on how to add documents to the website. The Clerk is to follow this up and load the documents for 2024.
11.	Planning The Council agreed to hold an extraordinary meeting when the planning application for The Queens Head is received.		
12.	The Queens Head The Council has received notification of the application for a licence for The Queens Head. A letter has been sent to CWaC. The Council confirmed the statement that they strongly support the licence to serve alcohol application to secure the re-establishment of a Public House to serve the local community.		
13.	Highways Cllrs Holmes circulated a report regarding an update CWA C has provided the data was recorded between 25/3/24 – 2/4/24. Cllr Holmes has responded to CWaC as follows:- Request for advise on following options to progress matters subject to the appropriate process (at both ends). 1 CWaC is not recognising the unique significant mixed community use of the mainly unpathed highways with limited refuges and sight lines in Threapwood. 2 We feel penalised by the apparent acceptance of a higher speed limit in Threapwood compared with neighbouring villages e.g. rural Shocklach 30mph,		

	<p>Churton main road 30mph (small community, no school, limited junctions and neighbouring Welsh Sarn with 30mph extending into Threapwood and Worthenbury (Wrexham Road) 20mph.</p> <p>3 We feel CWaC criteria is penalising Threapwood as “open countryside” and not meeting the more urban considerations typically applied.</p> <p>4 We are motivated to serving the concerns of our residents to make them safe and feel safe while using the local highway network.</p> <p>Response to speed monitoring results.</p> <p>1 The mean speed recording does not address the small number of excessive speeding that presents a danger to other road users and requires additional enforcement to drive within the permitted limits.</p> <p>2 Mean speeds for Oldcastle Lane appear to meet “your advised logic” that a speed limit of 30mph is justified as the average most motorists observe as appropriate. A reduction from 40mph (which in hindsight was misguided) to 30mph would inform the small number of speeding vehicles of a more appropriate speed.</p> <p>My current thinking to progress to the next stage is:-</p> <p>1 Accept the existing 40 mph along B5069 Wrexham Road and explore all options and funding required to influence motorists to moderate their driving and stay within the set limit.</p> <p>2 The speed of traffic along Sarn Road is a concern and a mean average of 40mph suggests a number of vehicles exceeding the limit. Compared with many similar roads through neighbouring villages, the number of blind corners obscuring junctions justifies a lower limit of 30mph. (A continuation of the 30mph limit through Tallarn Green extending into Threapwood).</p> <p>3 The 40 mph limit on Oldcastle Lane and other narrow lanes is now considered unacceptable and the mean speed recording demonstrates most responsible drivers recognise this. The debate could be between removing the 40mph limit signs (suggesting it is acceptable to drive up to this speed) or implementing a 30mph speed limit on Oldcastle Lane together preferably with Sarn Road. (Similar to Alford with 40mph main road and a lower restriction within the residential area of the village (20mph in that case).</p> <p>Could you please advise what action we need to take to advance our case to CWaC and an indication of costs.</p> <p>A. To implement a 30 mph limit on Sarn Road and Oldcastle Lane and remove 40mph repeaters from other lanes. What is the likelihood of CWaC full funding, shared funding or requiring local funding?</p> <p>B Cost of local funding for:-</p> <ul style="list-style-type: none"> Terminal sign and post Terminal sign Repeater roundal and post Repeater roundal Road surface roundal Road surface dragon teeth <p>C What work can we carry out within CWaC specifications?</p> <ul style="list-style-type: none"> Installation of own gates as commonly done in other parts of the country Agreed removal of repeater signs Replacing / changing roundals supplied by CWaC Placing other speed advisory signs on telegraph poles etc. as seen in Wrenbury.
14.	<p>Parish Appearance</p> <p>This is to be replaced with an Issues Register to record ongoing issues in the parish.</p>

15.	Clerk's Report There was no consideration of this item.
16.	Correspondence The list was previously circulated.
17.	Date of next Meeting The next meeting is scheduled to take place on Wednesday 31 st July.