

# Haslington Parish Council

## Minutes of Meeting held on Monday 4<sup>th</sup> March 2024

Meeting held at Yoxall Village Hall

**Attendance:** Cllrs. Samantha Green – Chair, Howard Blake, Mike Blakeman, Yvonne Bushill, Martin Deakin, Steve Edgar, Janet Griffith, Anthony Peake, Graham Sawyer, Andrew Stubbs, Mark Trigger, Rob Welch, Stephen Welch

**Apologies:** None

**Not in attendance:** Cllr Melissa Mews

**Also in attendance:** Wayne Salisbury - Clerk, Cllr Alison Heler (Cheshire East)

**Public:** 4

**Meeting started at 7:00 pm**

### 1. Welcome

The Chair opened the meeting and wished all members a good evening.

### 2. To receive apologies for absence

No apologies were received.

### 3. Declarations of Interest

Cllr Trigger declared an interest in Item 20 – Bench donation.

Cllr S Welch declared an interest in Item 20 – Bench donation.

Cllr Green declared an interest in Item 8 - Schedule of payments, Item 16 – Floriculture Services and Item 17 Odd Job Services.

### 4. Policing Matters

The PCSO was not in attendance and no report had been received. The chair raised that they believed that the PCSO was currently on leave.

### 5. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on the 5<sup>th</sup> February 2024 be approved as a correct record and signed by the Chair

### 6. Public Participation.

A member of the public representing the Haslington Conservation Group reported that more trees had been planted at the Dingle orchard and that the group is still waiting for ANSA to confirm permissions. A request was made for a further waste bin on the easy access trail, Cllr Edgar stated that they would investigate this.

Cllr Griffith raised that wildflower bombs could be used by the group.

Cllr Sawyer thanked the group for all their work.

A resident queried the dingle ownership and the payment terms for the work completed by ANSA. Cllr Edgar stated that they would contact ANSA for further information.

Cllr Stubbs raised that further information is available on the Cheshire East green space consultation results.

Cllr Griffith raised that the steps on Shelburne Drive are unsafe, and that Cheshire East is supposed to be repairing them.

Cllr Peake raised that if someone clears a path without the required permissions that it could make the person liable if anything was to happen.

## **7. Cheshire East Borough Councillors' Reports**

Cllr Heler reported.

- Drainage on Elton Lane is now resolved and was related to a septic tank issue.
- Flooding at the Cross Lane / Hassall Road junction. Highways and United Utilities attended and resolved the issue.
- Pothole on Crewe Road has been filled but a further one identified in Winterley which will be reported.

Cllr Edgar reported,

- Heras fencing on the Hazlemere estate is part of a work in progress as a post and rail fence is being installed.
- Flooding on Holmshaw Lane which Cllr Edgar personally rectified by digging a drainage channel. Another visit will be made this week to rectify the issue further.

## **8. Authorisation of Payments**

RESOLVED: The schedule of payments correctly states the invoices presented and that the following are authorised to be paid or accepted as paid (As detailed on page 134) £1918.40 to be paid, £1739.70 as paid under 5.5b, £250.00 as paid under 5.5a.

## **9. Accounting Audit**

RESOLVED: that the audit of the entries completed by Cllr Sawyer on the Council's accounting system is accepted. (As detailed on page 135)

## **10. Insurance Renewal**

Members reviewed the 3 quotes received from the current insurance company as well as 2 further insurers.

RESOLVED: that the Council will renew its insurance policy from 1<sup>st</sup> April 2024 with Gallagher for 1 year at the quoted premium of £3248.20.

## **11. Clerks Report**

The Clerk summarised their written report highlighting.

- The process to fill the Council's current member vacancy.
- BT phone line installation at the Gutterscroft Centre is now complete and Wi-Fi is available.
- The replacement door at the Gutterscroft Centre has now been ordered.
- A tender/quote section has been added to the Council's website.
- The Council was successful with the application for a match-funded defibrillator grant. Permission has been sought for the defibrillator to be fitted at Haslington Chippy which will put it within 1000 feet of approx. 700 properties. Further grant applications can be made once more locations have been determined.

## **12. External Audit**

DEFERRED: due to not receiving an update from the external auditor this item was deferred to a future meeting.

### **13. Speed Indicator Devices**

The chair updated members that after trialling the SID in Oakhanger it has been removed so that it can be appropriately checked for any required repairs. The council will then need to decide whether it is re-installed in Oakhanger even though Cheshire East Highways has stated that a further SID is not required with Oakhanger already having 2 Vehicle Activated Signs.

The Chair also advised that the Council is still waiting for confirmation from Cheshire East Highways regarding the ownership of the SIDS in Haslington and Winterley.

### **14. D-Day Commemoration Event Working Group**

The chair suggested that this working group also take responsibility for the arrangements for the May Fun Day Event which is due to take place on 11<sup>th</sup> May as well as the D-Day Commemoration Event which will take place on the 6<sup>th</sup> June.

RESOLVED: that Cllr Green, Cllr Blakeman and Cllr Griffith are members of the working group.

### **15. Neighbourhood Plan Steering Group**

a) To consider the adoption of terms of reference.

RESOLVED: To adopt the presented terms of reference with an amendment to 7C which states that the group is quorate when half of the membership is present and with a minimum of 2 parish councillors.

b) To consider membership for a Neighbouring Plan Steering Group.

RESOLVED: that Cllr Trigger, Cllr Blake, Cllr Bushill, Cllr S Welch, and Cllr R Welch are members of the steering group.

***Cllr Green left the meeting at 7:36pm***

***Cllr Sawyer took the chair at 7:36pm***

### **16. Floriculture Services**

a) To consider the waiver of financial regulations 11.1 D relating to item 16b on this agenda.

RESOLVED: That 11.1D be waived.

b) To consider the quote received for floriculture services from April 2024 to March 2025.

RESOLVED: That the quote received from JD Services be accepted. (Plants & Materials and Planting £6,040.00 / Watering £95 per visit / Maintenance £130 per visit).

### **17. Odd Job Services**

a) To consider the waiver of financial regulations 11.1 D relating to item 17b on this agenda.

RESOLVED: That 11.1D be waived.

b) To consider the quote received for odd-job services from April 2024 to March 2025.

RESOLVED: That the quote received from JD Services be accepted. (Section 1 weekly Tasks 3 hrs per week at £20 per hour labour / Bin Emptying at £35 per occurrence / Hourly rates provided for section 2 ad-hoc work and quotes given for section 3 Christmas related tasks).

***Cllr Green rejoined the meeting and took the chair at 7:44pm***

### **18. Road Naming**

RESOLVED: To submit a recommendation to Cheshire East Address Management that a new road be named in recognition of 'Wallace Oakes' with a preference for a road on the development due to be built on land east of the Dingle and south of Clay Lane.

Cllr Griffith expressed that a future recommendation should be made after a notable female. The Chair advised that any suggestions need to be sent to the clerk for consideration of being included on a forthcoming agenda.

## **19. Swift Box Scheme**

The chair updated members that 54 applications have been received from residents who wish to receive and host a swift nesting box. 4 applications have been received from outside of the Parish which can't be considered.

The Clerk advised that they will now turn off applications on the form and that the location information will be shared with Cllr Stubbs so that suitable locations for the swift boxes can be agreed.

RESOLVED: Due to the positive number of applications received it was agreed to provide additional funding to a value of £800 to allow for the purchase of further swift boxes.

## **20. Bench Donation**

RESOLVED: that 1 picnic bench is donated to Haslington Allotments.

## **21. Council Accounting Software**

RESOLVED: that Scribe accounting software continues to be used and that the subscription charge for 2024-25 of £673.92 is paid before the end of March 2024. (which will result in 2 subscription charges falling into the 2023-24 year).

## **22. Personnel Policies**

a) To consider the adoption of a grievance policy.

RESOLVED: to adopt the presented grievance policy.

b) To consider the adoption of a disciplinary policy.

RESOLVED: to adopt the presented disciplinary policy.

## **23. Risk Assessment**

Members reviewed the risk assessment document with suggested amendments/additions.

RESOLVED: To approve and accept the presented risk assessment.

## **24. Energy Supply**

a) To consider quotes for energy supply to Parish Council-owned Street lighting.

DEFERRED: due to not receiving quotes from the energy broker this item was deferred to a future meeting.

b) To consider quotes for energy supply for the Gutterscroft Centre.

DEFERRED: due to not receiving quotes from the energy broker this item was deferred to a future meeting.

## **25. Gutterscroft Centre Exterior Lights**

Members reviewed the 5 quotes received for the supply and installation of 3 PIR floodlights at the Gutterscroft Centre.

RESOLVED: to accept and proceed with the quote from W-Heat for £240 (excluding VAT)

## **26. Gutterscroft Management Committee**

RESOLVED: that Cllr Blake fills the vacant seat on the Gutterscroft Management Committee.

## **27. Exclusion of Press and Public**

RESOLVED: That the public were excluded under Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

## Part 2

### 28. Clerks Salary

RESOLVED: that the contractual salary increase from SCP25 to SCP26 effective from 1<sup>st</sup> April 2024 is approved.

### 29. Clerks Homeworking Expenses

- a) RESOLVED: that a payment of £26 per month is made from May 2023 to March 2024 to cover the clerk's homeworking expenses.
- b) RESOLVED: that a payment is made quarterly (June, September, December, March) of £26 per month to cover homeworking expenses

**Meeting closed at 8:16 pm.**

**Haslington Parish Council  
Schedule of Payments  
4th March 2024**

Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
1 05/03/2024	NGL Technology	Computer managed anti-virus software	14.40		LGA 1972 S111	Yes
2 06/03/2024	Sentinel Environment	Asbestos Survey at Gutterscroft (as resolved GC Committee 18/01/24)	300.00		LGA 1972 S133	Yes
3 05/03/2024	London Hearts	DHSC Defib Grant (match fund) (as resolved at Feb 24 meeting)	750.00		Public Health Act 1936, s.234	Yes
4 05/03/2024	Clean as Newall	Gutterscroft Centre - Cleaning on 21st Feb 2024	94.00		LGA 1972 S133	Yes
5 05/03/2024	JD Services	Litterbin Emptying Haslington/Winterley	140.00		Litter Act 1983 S5	Yes
6 05/03/2024	JD Services	Odd Jobs - Jobs as per tender	240.00	760.00	Open Spaces Act 1906 ss9 & 12	Yes
7 05/03/2024	JD Services	Floriculture-Move and set up new planters. (Quote agreed with VC 9/2)	250.00		Open Spaces Act 1906 ss9 & 12	Yes
8 05/03/2024	JD Services	Gutterscroft - Install radiator covers. (Quote agreed with VC 22/2)	130.00		LGA 1972 S133	Yes
<b>Total</b>			<b>1918.40</b>			

Payments made as authorised on the approved payments list (5.5b)						
Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
9 12/02/2024	Smarty	Phone Monthly Fee	7.20		LGA 1972 S111	Yes
10 03/03/2024	British Gas	Gutterscroft Gas Useage - Charges from 07/01/24 to 07/02/24	58.00		LGA 1972 S133	Yes
11 27/02/2024	Waterplus	Gutterscroft Water Useage - Charges from 11/01/24 to 10/02/24	30.26		LGA 1972 S133	Yes
12 28/02/2024	Smarty	Phone Monthly Fee (CCTV)	9.00		LGA 1972 S111	Yes
13 27/02/2024	W Salisbury	Salary - February	1349.37		LGA 1972 S112	Yes
14 27/02/2024	HMRC	PAYE - TAX & NI	285.87		LGA 1972 S112	Yes
<b>Total</b>			<b>1739.70</b>			

Payments made as authorised under financial regulations 5.5a						
Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
15 28/02/2024	JBELL Limited	Gutterscroft Centre - Repair of Kitchen Door (Auth GC committee 22/2/24)	250.00		LGA 1972 S133	Yes
<b>Total</b>			<b>250.00</b>			

Payments made under £500 as authorised with the Chair under financial regulations 4.1						
Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
<b>Total</b>			<b>0.00</b>			

Resolved to be paid at the meeting held on  
Minute Reference

4th March 2024

\_\_\_\_\_  
Cllr - Proposer - Sign & Date

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Cllr - Seconder - Sign & Date

**Receipts Feb-24**

Date	Amount	From
02/02/2024	£671.26	CCLA - Interest
02/02/2024	£720.00	Gutterscroft Hire
04/02/2024	£280.00	Gutterscroft Hire
06/02/2024	-£50.00	Gutterscroft Hire - Deposit Return
28/02/2024	£135.00	Gutterscroft Hire
	<b>£1,756.26</b>	

**Accounting Audit – as resolved under item 9.**

<b>VOUCHER / PAYMENT NO</b>	<b>DATE OF ENTRY</b>	<b>SUPPLIER / RECIPIENT</b>	<b>£ AMOUNT</b>	<b>DATE CASHED / PAID</b>	<b>INVOICE UPLOADED AND CORRECT</b>	<b>ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS</b>
149	16.11.2023	Baker Street Belles	100.00	17.11.2023	Yes	Yes 4th Dec 2023
32	07.06.2023	Cllr Samantha Green	411.95	07.06.2023	Yes	Yes 5th June 2023
100	12.09.2023	Amberon	588.00	12.09.2023	Yes	Yes 2nd Oct 2023
98	06.09.2023	Netwise	172.80	06.09.2023	Yes	Yes 2nd Oct 2023
115	02.10.2023	JD Services	2469.00	03.10.2023	Yes	Yes 2nd Oct 2023
129	20.10.2023	Chalc	50.00	07.11.2023	Yes	Yes 6th Nov 2023
89	04.09.2023	Ryman	5.99	08.09.2023	Yes	No
72	31.07.2023	Kompan Ltd	146.28	31.07.2023	Yes	Yes 4th Sep 2023
150	21.11.2023	Broxap	1790.40	21.11.2023	Yes	Yes 4th Dec 2023
131	23.10.2023	Haslington Rangers	200.00	24.10.2023	Yes	Yes 6th Nov 2023
49	03.07.2023	Subscription	8.00	13.07.2023	Yes	Yes 3rd July 2023
159	01.12.2023	G Force Europe	279.60	05.12.2023	Yes	Yes 4th Dec 2023

Audit completed by Cllr Graham Sawyer