

# Haslington Parish Council

## Minutes of Meeting held on Monday 8<sup>th</sup> April 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:** None

**Also in attendance:** Wayne Salisbury - Clerk

**Public:** None

### Meeting started at 7:00 pm

#### 1. Welcome

The Chair opened the meeting and thanked all members for their attendance. The Chair informed members that Melissa Mews had resigned from the Council.

The Chair conveyed thanks to the Haslington Support Group who had recently donated an Easter egg to pupils at the Dingle Primary School and Haslington Primary Academy.

#### 2. To receive apologies for absence

No apologies were received.

#### 3. Declarations of Interest

Cllr Green declared an interest in Item 8 - Schedule of payments.

#### 4. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on the 4<sup>th</sup> March 2024 be approved as a correct record and signed by the Chair

#### 5. Policing Matters

The PCSO was not in attendance and no report had been received.

It was noted that when the clerk sends the agenda to the PCSO the sergeant could also be copied in.

#### 6. Public Participation.

No members of the public were in attendance.

Cllr Peake raised that the War Memorial needs to be cleaned 3 times per year and if this can be considered when setting future budgets.

#### ***Motion without Notice***

RESOLVED: To change the order of business so that the Cheshire East Borough Councillors Report is heard after Authorisation of Payments.

## **7. 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 141) £2822.59 to be paid, £1729.99 as paid under 5.5b, £9179.40 as paid under 5.5a.

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

Cllr Edgar updated members on the following points on behalf of Cllr Heler who was not present.

- Drainage problem outside 326 Crewe Road Winterley which floods the road regularly due to a collapsed drain which will require the road to be dug up.
- The Bradley Hall Road bridge over the Haslington bypass has had two large chunks of concrete knocked out of it. This has been reported to highways and they are carrying out a safety inspection.
- The traveller site on Elton Lane Winterley has some unauthorised structures on it. This has been reported to planning enforcement who are looking into it.
- On 25th March, a wagon hit a lamp post on the junction of Crewe Road and Alsager Road, Winterley. The street lighting team have carried out a safety inspection and say that the light needs replacing. This has now been passed to the council's claims department to pursue a claim.
- Drainage and sewage problems on the Nursery Fields development Winterley. The pumping station had failed, and residents were having problems with sewage backing up in the system. The pumps have been repaired although at some point Hassall Road will need to be dug up to solve the problem. Cheshire East will not adopt the system until the issues are fully resolved.

## **9. Accounting Audit**

RESOLVED: that the audit of the entries (for quarter 4) completed by Cllr Trigger on the Council's accounting system is accepted. (As detailed on page 143)

Cllr Trigger commented that all the information entered onto the accounting system was to a high standard.

## **10. Budget Review**

RESOLVED: To accept and approve the budget review update for quarter 4. (As detailed on page 144)

## **11. Bank Reconciliation**

RESOLVED: To accept the Bank Reconciliation completed on 31<sup>st</sup> March 2024. (As detailed on page 145)

Cllr R Welch and Cllr Deakin confirmed that they had checked and verified the bank statements and the payments and receipts list.

## **12. Clerks Report**

The Clerk summarised their written report highlighting.

- Update on member vacancies and co-option process.
- New doors at the Gutterscroft Centre have been installed.
- The lighting required to be installed at the Gutterscroft has not yet been completed due to delays with the contractor.
- The defibrillator part funded by the defib grant has been received.
- The swift nesting boxes have been ordered and are due imminently. Several residents have decided not to host a box so there will be a few to re-allocate.
- The insurance claim for the bench which was damaged by a motorist has finally confirmed after much chasing that the payment for losses is due to be paid to the Council.
- 3 planning decisions received.
- Communication from residents received including an email concerning speeding and SID use in Oakhanger.

### **13. Gutterscroft Cleaning Tender**

RESOLVED: To award the tender as per the application for cleaning services at the Gutterscroft Centre to 911 Cleaning Services at the quoted rate of £16 p/h based on 3 hours for a weekly clean and 5 hours for a deep clean every 6 weeks.

### **14. External Audit**

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

### **15. Energy Supply Quotes**

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

### **16. Road Naming**

RESOLVED: To submit a recommendation to Cheshire East Address Management that a new road be named in recognition of Dame Felicity Hyde, Lady Peake.

Cllr Blake advised members of several other distinguished individuals with connections to Haslington. It was noted that these will be considered when any further road naming recommendations are required.

### **17. Gutterscroft Playing Field**

The Chair advised members of the options for fencing which had been shared by the clerk as well as advising of 2 further options. One is to enclose playground equipment with fencing on 2 sides (which would use the boundary of the playing field) and another option is to have a fence running down the length of the playing field.

Cllr Sawyer raised if the cost of a fence could be justified to residents. Cllr S Welch commented that could it be stated to residents that if this fence is installed due to issues with dogs it would incur an increase in the precept.

The Chair reminded members that this year's budget already included a specific budget line for playground fencing at a value of £15,000.

Cllr Griffith stated that there are groups of dog walkers that meet on the playing field at specific times which creates large gatherings.

RESOLVED: To seek further quotes for appropriate fencing to enclose playground equipment (approx. 90m stretch of fencing)

It was noted that the clerk will request that the Cheshire East dog wardens spend time in the playing field.

### **18. Council Information Leaflet**

The Chair advised members of the quotes for the printing of the leaflet and the distribution costs.

Cllr Edgar raised that he could deliver the leaflet. Cllr R Welch commented that the Parish Council should not have to be completing deliveries personally and that there were risks associated with delivering.

It was agreed that the date for receiving expressions of interest for the member vacancy should be removed from the leaflet.

RESOLVED: For the leaflet to be printed at a cost of £144.99 and to be distributed to approximately 3300 properties by the leaflet team -solus delivery at £125 per 1000 plus a £10 collection.

### **19. Defibrillators**

a) RESOLVED: To accept the quote for £180 from ASW Electrics to install a defibrillator to an external wall at Haslington Chippy.

- b) The Chair updated members that Cllr Peake and the clerk had identified 4 primary and 1 reserve locations (commercial businesses) within Haslington and Winterley and approaches will now be made to see if they will host a device on the exterior of their premises.
- c) RESOLVED: That further applications can be made to [www.defibgrant.co.uk](http://www.defibgrant.co.uk) (£750 match fund per defibrillator) on successful agreement with any business in an identified location. It was also agreed that installation costs of up to £200 per defibrillator are approved.

#### **20. Co-option Policy**

RESOLVED: That the presented co-option policy is now adopted.

#### **21. Complaints Policy**

RESOLVED: That the presented complaints policy is now adopted.

#### **22. D-Day Commemoration Event**

- a) The Chair advised members that 75 pairs of tickets will be made available to residents by ballot and that the event will be promoted on the Council website and Facebook page. It was raised if posters can be made to be displayed in shops.  
The clerk advised that there will be an option for residents to enter by phone if they cannot complete the online form.
- b) The Chair advised that 3 quotes had been received for food provision at the event and raised that the Cricket Club will not charge a room hire fee if the food is provided by them.  
RESOLVED: To accept the quote from Haslington Club Complex for catering at £11.95 per head (£1792.50)
- c) RESOLVED: To increase the D-Day event budget by £250 so that the total budget for 2024-25 is £2250.

#### **23. May Fun Day Event**

RESOLVED: To hire a double gazebo from Sandbach Town Council for shelter for the band.  
To request that the gazebo be collected by JD Services.

The Chair advised members that help would be needed on the day and if they could advise of their availability.

**Meeting closed at 8:40 pm.**

**Haslington Parish Council**  
**Schedule of Payments**  
**8th April 2024**

Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
1 09/04/2024	W Salisbury	B & M - Gutterscroft / Consumable cleaning supplies	35.46	215.43	LGA 1972 S133	Yes
2 09/04/2024	W Salisbury	Electric Point - 3 x Heat Alarms for Gutterscroft (auth with Chair 18/03/24)	179.97		LGA 1972 S133	Yes
3 09/04/2024	ChALC	Subscription for services 2024-2025	1551.66		LGA 1972 S143	Yes
4 09/04/2024	Yoxall Village Hall	Room Hire - 5th Feb / 15th Feb / 27th Feb / 4th Mar / 12th Mar	59.50		LGA 1972 S111	Yes
5 09/04/2024	JD Services	Litterbin Emptying Haslington/Winterley	140.00	996.00	Litter Act 1983 S5	Yes
6 09/04/2024	JD Services	Odd Jobs - Jobs as per tender	240.00		Open Spaces Act 1906 ss9 & 12	Yes
7 09/04/2024	JD Services	Odd Jobs - Additional required jobs	205.00		Open Spaces Act 1906 ss9 & 12	Yes
8 09/04/2024	JD Services	Floriculture - Weeding	85.00		Open Spaces Act 1906 ss9 & 12	Yes
9 09/04/2024	JD Services	Grasscutting	326.00		Open Spaces Act 1906 ss9 & 12	Yes
<b>Total</b>			<b>2822.59</b>			

Payments made as authorised on the approved payments list (5.5b)						
Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
10 08/03/2024	Smarty	Phone Monthly Fee	7.20		LGA 1972 S111	Yes
11 02/04/2024	British Gas	Gutterscroft Gas Useage - Charges from 07/01/24 to 07/02/24	58.00		LGA 1972 S133	Yes
12 26/03/2024	Waterplus	Gutterscroft Water Usage - Charges from 11/02/24 to 10/03/24	29.55		LGA 1972 S133	Yes
13 27/03/2024	W Salisbury	Salary - March	1349.37		LGA 1972 S112	Yes
14 27/03/2024	HMRC	PAYE - TAX & NI	285.87		LGA 1972 S112	Yes
15 11/03/2024	Scottish Power	Gutterscroft Electricity Usage - Charges from 29/12/23 to 07/03/24	251.16		LGA 1972 S133	Yes
<b>Total</b>			<b>1729.99</b>			

Payments made as authorised under financial regulations 5.5a						
Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
16 07/03/2024	Scribe	Accounting Software Subscription 2024-25 (Resolved Mar 24 Meeting)	673.92		LGA 1972 S111	Yes
17 07/03/2024	Gallagher	Council Insurance Policy 2024-25 (Resolved Mar 24 Meeting)	3248.20		LGA 1972 S111	Yes
18 07/03/2024	W Salisbury	Homeworking Expenses May 23-Mar 24 (Resolved Mar 24 Meeting)	286.00		LGA 1972 S111	Yes
19 14/03/2024	Select Window Systems	Gutterscroft Replacement Door 50% (Resolved Feb 24 Meeting)	1400.00		LGA 1972 S133	Yes
20 13/03/2024	Kompan	Play area inspection January 2024	146.28		Open Spaces Act 1906 ss9 & 12	Yes
21 30/03/2024	RSPB	Swift Nesting Boxes x 45 (Resolved Feb & Mar 24 Meeting)	2025.00		LGA 1972 S137	Yes
22 08/04/2024	Select Window Systems	Gutterscroft Replacement Door 50% (Resolved Feb 24 Meeting)	1400.00		LGA 1972 S133	Yes
<b>Total</b>			<b>9179.40</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

8th April 2024

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

\_\_\_\_\_  
Cllr - Seconder - Sign & Date

**Receipts Mar-24**

Date	Amount	From
04/03/2024	£625.22	CCLA - Interest
04/03/2024	£640.00	Gutterscroft Hire
04/03/2024	£280.00	Gutterscroft Hire
29/03/2024	£120.00	Gutterscroft Hire
	<b>£1,665.22</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>
223	27/03/24	Wayne Salisbury	1349.37	27/03/24	Yes	Yes 04/03/24
219	13/03/24	Select Window Systems	1400.00	14/03/24	Yes	Yes 08/04/24
217	08/03/24	B&M stores	35.26	No Date	Yes	Yes 08/04/24
213	06/03/24	Gallagher	3248.20	07/03/24	Yes	Yes 08/04/24
208	26/02/24	Sam Newell	94.00	05/03/24	Yes	Yes 04/03/24
204	20/02/24	Sentinel Environment	300.00	06/03/24	Yes	Yes 04/03/24
202	13/02/24	Water Plus	30.26	27/02/24	Yes	Yes 04/03/24
198	05/02/24	Amazon	49.00	06/02/24	Yes	Yes 05/02/24
193	29/01/24	ChALC	30.00	06/02/24	Yes	Yes 05/02/24
190	26/01/24	HMRC	285.87	26/01/24	Yes	Yes 05/02/24
180	10/01/24	NetWise	552.00	06/02/24	Yes	Yes 05/02/24
175	03/01/24	J D Services	840.00	09/01/24	Yes 4 Invoices	Yes 08/01/24

Budget Review – as resolved under item 10.

Budget 2023-24		Actual - Q1		Actual - Q2		Actual - Q3		Actual - Q4		Total - YTD		Variance	
Cost Centre	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	
<b>Administration</b>													
3 Telephones / Broadband	£400.00		£48.60		£48.60		£48.60		£39.60		£185.40		£214.60
4 Postage	£100.00		£7.80		£56.80						£64.60		£35.40
5 Stationery	£1,000.00		£118.45		£69.45		£18.98		£54.80		£261.68		£738.32
7 Website	£2,000.00				£229.58				£552.00		£781.58		£1,218.42
8 Subscriptions / Membership	£2,500.00		£2,319.79		£320.64		£716.40		£709.92		£4,066.75		£1,566.75
9 Legal Fees	£1,500.00											£1,500.00	
10 Audit Fees	£1,500.00		£510.00								£510.00		£990.00
11 Election Costs	£2,000.00												£2,000.00
12 Insurance	£4,000.00								£3,248.20		£3,248.20		£751.80
13 Room Hire	£550.00		£81.00		£102.00				£94.00		£277.00		£273.00
14 Computer	£500.00				£155.87				£14.40		£170.27		£329.73
31 Planning Matters													
33 Noticeboards	£1,000.00				£1,881.00		£1,881.00				£3,762.00		£2,762.00
41 Employee Expenses	£500.00						£19.35		£286.00		£305.35		£194.65
42 Employee Training	£200.00				£60.00						£60.00		£140.00
49 Payroll Services	£300.00				£210.00						£210.00		£90.00
Total	£18,050.00		£3,085.64		£3,133.94		£2,684.33		£4,998.92		£13,902.83		£4,147.17
<b>Christmas</b>													
18 Christmas Tree	£2,500.00						£1,305.00		£1,030.00		£2,335.00		£165.00
19 Christmas	£500.00								£440.00		£440.00		£60.00
Total	£3,000.00						£1,305.00		£1,470.00		£2,775.00		£225.00
<b>Defibrillators</b>													
36 Defibrillator Maintenance	£400.00												£400.00
37 Defibrillator Purchase									£750.00		£750.00		£750.00
Total	£400.00		£0.00		£0.00		£0.00		£750.00		£750.00		£350.00
<b>Floriculture</b>													
25 Floriculture Maintenance	£10,000.00		£3,220.00		£3,215.00		£2,015.00		£250.00		£8,700.00		£1,300.00
Total	£10,000.00		£3,220.00		£3,215.00		£2,015.00		£250.00		£8,700.00		£1,300.00
<b>Grants / Donations</b>													
15 Churchyard Upkeep	£2,000.00				£550.00						£550.00		£1,450.00
16 Youth Groups							£200.00				£200.00		£200.00
17 Grants / Donations	£2,500.00		£1,200.00								£1,200.00		£1,300.00
Total	£4,500.00		£1,200.00		£550.00		£200.00		£0.00		£1,950.00		£2,550.00
<b>Grass-cutting</b>													
26 Grass-cutting	£4,000.00		£966.00		£1,301.00		£978.00				£3,245.00		£755.00
Total	£4,000.00		£966.00		£1,301.00		£978.00		£0.00		£3,245.00		£755.00
<b>Gutterscroft</b>													
21 Maintenance	£4,000.00		£278.00		£2,683.60		£1,256.00		£3,669.86		£7,887.46		£3,887.46
22 Utilities	£2,000.00		£437.12		£919.11		£363.55		£1,002.17		£2,721.95		£721.95
34 Feasibility Study											£0.00		
46 Gutterscroft Income			£7,610.00		£2,245.00		£3,510.00		£3,067.50		£4,595.00		£13,417.50
56 Rebuild Project													
57 Equipment / Sundries			£66.53		£146.28		£338.40		£389.77		£940.98		£940.98
58 Hire Refund							£40.00		£150.00		£50.00		£240.00
Total	£6,000.00		£781.65		£3,748.99		£1,957.95		£5,061.80		£11,550.39		£497.11
<b>Littering / Flytipping</b>													
32 Littering / Flytipping	£2,000.00		£325.00		£455.00		£455.00		£455.00		£1,690.00		£310.00
Total	£2,000.00		£325.00		£455.00		£455.00		£455.00		£1,690.00		£310.00
<b>Members Expenses</b>													
27 Members Expenses	£1,000.00												£1,000.00
28 Members Training	£500.00				£120.00		£365.00		£30.00		£515.00		£15.00
Total	£1,500.00		£0.00		£120.00		£365.00		£30.00		£515.00		£985.00
<b>Misc Income</b>													
39 VAT Reclaim		£5,000.00				£686.75		£1,225.69		£1,330.59		£3,243.03	£1,756.97
48 Misc Income		£7,500.00		£2,949.30		£3,283.82		£1,949.11		£1,992.70		£10,174.93	£2,674.93
<b>Neighbourhood Plan</b>													
35 Neighbourhood Plan	£3,000.00				£366.80						£366.80		£2,633.20
Total	£3,000.00		£0.00		£366.80		£0.00		£0.00		£366.80		£2,633.20
<b>Parish Community</b>													
23 Play Equipment	£2,000.00		£294.00				£2,028.53		£146.28		£2,468.81		£468.81
24 Playing Field	£500.00		£290.00		£923.02						£1,213.02		£713.02
38 Community Maintenance	£3,000.00		£20.00		£525.00		£1,750.00		£790.00		£3,085.00		£85.00
40 Community Projects / Activities	£10,000.00		£465.00		£95.00		£100.00		£2,025.00		£2,685.00		£7,315.00
43 Village Green Fencing													
44 Community Cinema													
45 Benches / Bins	£1,000.00												£1,000.00
47 Best Kept Garden	£750.00				£679.45		£75.15				£754.60		£4.60
50 Jubilee Projects / Orchard									£1,782.40		£1,782.40		
51 SIDs	£500.00												£500.00
52 Bus Shelter													
53 Public Convenience	£1,040.00												£1,040.00
54 Newsletter / Information													
55 Discount Card Scheme													
59 Coronation	£3,000.00		£411.95				£1,790.40				£2,202.35		£797.65
Total	£21,790.00		£1,480.95		£2,222.47		£5,744.08		£4,743.68		£14,191.18		£9,381.22
<b>Payroll</b>													
1 Salaries and Wages	£15,800.00		£4,686.35		£3,043.53		£4,667.89		£4,048.11		£16,445.88		£645.88
2 Tax and NI			£1,325.54		£298.96		£1,323.61		£857.61		£3,805.72		£3,805.72
Total	£15,800.00		£6,011.89		£3,342.49		£5,991.50		£4,905.72		£20,251.60		£4,451.60
<b>Precept</b>													
6 Precept		£90,000.00		£45,000.00		£45,000.00						£90,000.00	£0.00
<b>Remembrance</b>													
29 War Memorial	£150.00		£100.00				£140.00				£240.00		£90.00
30 Remembrance Activities	£600.00				£588.00		£60.00				£648.00		£48.00
Total	£750.00		£100.00		£588.00		£200.00		£0.00		£888.00		£138.00
<b>Streetlighting</b>													
20 Streetlighting	£1,000.00		£329.92		£691.58		£725.64		£737.04		£2,484.18		£1,484.18
Total	£1,000.00		£329.92		£691.58		£725.64		£737.04		£2,484.18		£1,484.18
<b>GRAND TOTAL</b>													
	£91,790.00	£110,110.00	£17,501.05	£50,194.30	£19,735.27	£52,440.57	£22,621.50	£6,092.30	£23,402.16	£7,868.29	£83,259.98	£116,595.46	

**Bank Reconciliation – as resolved under item 11.**

1 April 2024 (2023-2024)

**Haslington Parish Council**

Prepared by: Wayne Salisbury Date: 1st April 2024  
*Name and Role (Clerk/RFO etc)*

Approved by: Wayne Salisbury Date: 1st April 2024  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/03/2024</b>		
	Cash in Hand 01/04/2023		212,244.26
	<b>ADD</b> Receipts 01/04/2023 - 31/03/2024		116,595.46
			328,839.72
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/03/2024		83,259.98
<b>A</b>	Cash in Hand 31/03/2024 (per Cash Book)		245,579.74
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Main Bank Account 31/03/2024	66,300.65	
	Coop Reserves Account 31/03/2024	29,552.32	
	CCLA 31/03/2024	150,000.00	
			245,852.97
	Less unrepresented payments		273.23
			245,579.74
	Plus unrepresented receipts		
<b>B</b>	Adjusted Bank Balance		245,579.74
	<b>A = B Checks out OK</b>		

Verified & checked by Cllr Rob Welch

Verified & checked by Cllr Martin Deakin