

HASLINGTON

PARISH COUNCIL

Minutes of the Annual Meeting held on Monday 13th May 2024

Meeting held at Yoxall Village Hall

Attendance: Cllr Graham Sawyer – Chair, Cllr Howard Blake, Cllr Yvonne Bushill, Cllr Steve Edgar, Cllr Janet Griffith, Cllr Anthony Peake, Cllr Graham Sawyer, Cllr Mark Trigger, Cllr Rob Welch, Cllr Stephen Welch

From item 7: Cllr Dave Day, Cllr Phil Hanson, Cllr Rob Stevenson

Apologies: Cllr Samantha Green, Cllr Mike Blakeman

Not in attendance: Cllr Andrew Stubbs

Also in attendance: Wayne Salisbury – Clerk, Cllr Allison Heler – Cheshire East

Public: 1

Meeting started at 7:30 pm

1. Election of Chair

RESOLVED: that Cllr Samantha Green will serve as Chair of the Parish Council for the ensuing year of 2024-25

RESOLVED: that it is accepted that Cllr Green can sign the declaration of acceptance of office in the presence of the proper officer as soon as practicable.

2. Election of Vice Chair

RESOLVED: that Cllr Graham Sawyer will serve as Vice Chair of the Parish Council for the ensuing year of 2024-25

3. To receive apologies for absence

Apologies were received from Cllr S Green and Cllr M Blakeman.

4. Declarations of Interest

Cllr S Welch declared an interest in Item 21 - Schedule of payments.

5. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on the 8th April 2024 be approved as a correct record and signed by the Chair

6. Policing Matters

The PCSO was not in attendance but had sent a report which the clerk read as follows:

3 X Criminal Damage (2 X Haslington & 1 X Weston)

One incident was Criminal Damage - (Young people kicked a football at the window at a pub in Haslington and broke the window.)

3 X Suspicious Incidents (1 X Winterley & 2 X Haslington)

One incident in Winterley was a white van, reported as being suspicious.

Theft – X 1 (Weston) Theft of number plates off a work van.

Violence – X 11 (All Haslington) All details are sensitive for these incidents.

The Clerk advised members that the invite to the meeting had also been sent to the PC as well as the PCSO and that an enquiry had been made as to who is the sergeant who covers the area. The Clerk shared that they had been informed that the Police cluster meetings were due to recommence soon.

Cllr S Welch raised that the beat report shows a lack of information on crime prevention measures that are taking place within the parish.

Cllr Blake stated that issues raised by residents are primarily connected to parking and speeding.

7. Co-Option

The Chair informed members of the statements from candidates which had been shared before the meeting. Members were given the opportunity to ask the candidates any questions.

RESOLVED: that Rob Stevenson be co-opted to Haslington Parish Council to fill a vacant seat on the Haslington Village ward.

RESOLVED: that Dave Day be co-opted to Haslington Parish Council to fill a vacant seat on the Haslington Village ward.

RESOLVED: that Phil Hanson be co-opted to Haslington Parish Council to fill a vacant seat on the Haslington Village ward.

The co-opted members signed the declaration of acceptance of office in the presence of the proper officer.

Cllr Day, Cllr Hanson and Cllr Stevenson joined the meeting.

8. Public Participation.

No questions were asked, or statements made by any of the members of the public in attendance.

9. Cheshire East Borough Councillors' Reports

Cllr Heler reported the following.

- *White lining taking place in Winterley & Haslington*
- *Elton Lane drains have been jetted.*
- *Issues with a property with a large sign.*
- *Bus consultation is live until the 3rd July.*
- *Waste recycling centre consultation is still open for responses.*
- *The bin at Forrester's has been moved due to encroaching onto a property.*

10. Finance Committee

RESOLVED: that membership of the Parish Council Finance Committee is Cllr Green, Cllr Sawyer, Cllr Bushill, Cllr S Welch, Cllr Trigger.

11. Gutterscroft Management Committee

RESOLVED: that membership of the Parish Council Gutterscroft Management Committee is Cllr Griffith, Cllr Blake, Cllr Blakeman, Cllr S Welch

12. Planning Committee

RESOLVED: that membership of the Parish Council Planning Committee is Cllr Green, Cllr R Welch, Cllr Bushill, Cllr Blake, Cllr Trigger.

13. Personnel Committee

RESOLVED: that membership of the Parish Council Personnel Committee is Cllr Green, Cllr Sawyer, Cllr Griffith, Cllr Edgar, Cllr Peake.

14. Neighbourhood Plan Steering Group (Committee)

RESOLVED: that membership of the Neighbourhood Plan Steering Group is Cllr Blake, Cllr Bushill, Cllr S Welch, Cllr R Welch, Cllr Trigger.

15. Events Committee

- a) RESOLVED: that the presented terms of reference for an events committee with discussed amendment are adopted.
- b) RESOLVED: that membership of the Parish Council Events Committee is Cllr Green, Cllr Blakeman, Cllr Griffith, Cllr Hanson.

16. Jubilee Trees Working Group

- a) RESOLVED: To disband this working group.
- b) To consider membership for the Parish Council Jubilee Trees Working Group
Motion not moved.

17. Asset Register Working Group

- a) RESOLVED: To disband this working group.
- b) To consider membership for the Parish Council Asset Registers Working Group
Motion not moved.

18. Environmental Working Group

- a) To consider the continued requirement for the Environmental Working Group
- b) To consider membership for the Parish Council Environmental Working Group

DEFERRED: It was agreed to defer this item to a future meeting of the Parish Council.

19. Yoxall Village Hall Trustee Appointment

RESOLVED: that Cllr Mark Trigger is proposed for the role of trustee for Yoxall Village Hall. (Charitable Incorporated Organisation (CIO))

20. Support Services

- a) To approve the ongoing appointment of John Greenhall & Co for payroll services.
- b) To approve the ongoing appointment of JDH Business Services for internal audit services.
- c) To approve the ongoing appointment of Rhino Safety for health and safety services.
- d) To approve the ongoing appointment of Hall Smith Whittingham for legal services.

RESOLVED: that services relating to A to D are approved for ongoing appointment.

- e) To approve the ongoing appointment of Thomson Planning Partnership for neighbourhood planning services.

DEFERRED: It was agreed to defer item E to a future meeting of the Parish Council.

21. 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 157) £1358.42 to be paid, £2550.94 as paid under 5.5b, £779.84 as paid under 5.5a.

22. Clerks Report

The Clerk summarised their written report highlighting.

- Internal audit in progress and complexities relating to the external audit from 2022-23 not yet signed off.
- Update on defibrillator installation at Haslington Chippy and that two further locations are being progressed.
- Payment for the insurance claim for the damage to a bench has been received.
- Swift box scheme has been well received and 42 boxes collected.
- Correspondence received regarding queries relating to S106 funding which are under the remit of Cheshire East and an overgrown cycle path on Crewe Road.

23. Finance

- a) RESOLVED: that the financial position of the Council on 31st March 2024 is accepted. Expenditure was £83,260.18, and receipts were £116,595.46. The total bank account balance was £245,852.97.
- b) RESOLVED: that the finance committee's recommendation of earmarked reserves totalling £161,000 be accepted. (As detailed on page 158)
- c) RESOLVED: that the finance committee's recommendation for the annual list of approved payments (including a discussed amendment) be accepted. (As detailed on page 158)

24. Unmetered Energy Supply

Members reviewed the tariff quote which had been received from an energy broker.

RESOLVED: To accept the quote from Drax Energy for a 1-year term for the supply of unmetered energy for street lighting.

It was also noted that the consumption data on the UMS certificate will be investigated further to confirm accuracy.

25. External Audit

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

26. Gutterscroft Playing Field

Members reviewed the quotes which had been received from various suppliers for the installation of appropriate fencing to make an enclosed playground area on the playing field. The quotes were for fencing on two sides so that the existing boundary of the playing field is used.

- a) RESOLVED: To accept the quote from Termstalls for the supply and installation of fencing to the value of £11,435.79 (excluding VAT) Members approved a further £564.21 for any additional expenses.

It was agreed that total expenditure relating to this project would be allocated against received Community Infrastructure Levy (CIL) funding and would be reported to the Cheshire East CIL officer.

- b) RESOLVED: to accept the quote from Zero Signs for the supply and installation of 6 x A3 aluminium signs to the value of £304 (excluding VAT)
(2 x Dogs must be on leads in this area & 4 x Dogs are not permitted within the fenced playground area)

It was noted that the quote from Zero Signs was validated as they had quoted for previously produced signage and provided the most competitive quote.

27. Gutterscroft Centre

RESOLVED: To accept the quote from Initial for the provision of sanitary bin hygiene services at £216 per annum for 13 collections.

Motion without Notice

RESOLVED: To suspend standing order 3X to allow the meeting to continue for longer than 2 hours.

28. Floriculture

Details were shared with members showing 12 planters which are due for replacement, along with costs for removal and disposal and quotes for replacement planters provided by 3 different suppliers.

- a) RESOLVED: to remove and dispose of all 12 detailed planters for £507 as quoted by the Council's odd jobs contractor.
- b) RESOLVED: to purchase 11 x Orbea Floor Planters at £230.93 each plus shipping of £50 per pallet (2 planters per pallet) as quoted by GE Views. Total £2840.23

29. D-Day Commemoration Event

The Clerk shared that the D-Day Commemoration event due to take place on Thursday 6th June 2024 at Haslington Cricket Club. This will be a social gathering with food and entertainment provided. It was asked if members could attract more residents to apply for tickets. Help will be needed to set up before the event and on the evening, the clerk will share further details with members.

Meeting closed at 9:44 pm.

Haslington Parish Council
Schedule of Payments
13th May 2024

| | Date of Debit | Recipient | Purpose | £ | £ | Power of expenditure | Scribe |
|--------------|---------------|------------------|---|----------------|---------------|-------------------------------|--------|
| 1 | 14/05/2024 | W Salisbury | Hello Print - Printing A5 Information Leaflet (Resolved April 24 Meeting) | 144.99 | 353.12 | LGA 1972 S142 | Yes |
| 2 | 14/05/2024 | W Salisbury | Tesco - Gutterscroft / Consumable cleaning supplies | 7.20 | | LGA 1972 S133 | Yes |
| 3 | 14/05/2024 | W Salisbury | Tesco - Stationary A4 Paper | 4.75 | | LGA 1972 S111 | Yes |
| 4 | 14/05/2024 | W Salisbury | Timpson - Gutterscroft - Key Cutting (new door) | 42.00 | | LGA 1972 S133 | Yes |
| 5 | 14/05/2024 | W Salisbury | B & M - Gutterscroft - Gate Padlock & WD40 | 9.50 | | LGA 1972 S133 | Yes |
| 6 | 14/05/2024 | W Salisbury | Aliexpress - D Day Event Venue Dressing | 47.86 | | LGA 1972 S145 | Yes |
| 7 | 14/05/2024 | W Salisbury | Aliexpress - D Day Event Venue Dressing | 13.91 | | LGA 1972 S145 | Yes |
| 8 | 14/05/2024 | W Salisbury | Tesco - Gutterscroft Consumables - Cleaning Products | 17.10 | | LGA 1972 S133 | Yes |
| 9 | 14/05/2024 | W Salisbury | Tiktok Shop - Gutterscroft Consumables - Toilet Tissue | 40.32 | | LGA 1972 S133 | Yes |
| 10 | 14/05/2024 | W Salisbury | HP INK - Printing Subscription | 25.49 | | LGA 1972 S111 | Yes |
| 11 | 15/05/2024 | Cllr Steve Welch | Wickes - Gutterscroft Floor Repair - Bucket | 6.30 | LGA 1972 S133 | Yes | |
| 12 | 14/05/2024 | JD Services | Litterbin Emptying Haslington/Winterley | 140.00 | 951.00 | Litter Act 1983 S5 | Yes |
| 13 | 14/05/2024 | JD Services | Odd Jobs - Jobs as per tender | 240.00 | | Open Spaces Act 1906 ss9 & 12 | Yes |
| 14 | 14/05/2024 | JD Services | Floriculture - Weeding | 85.00 | | Open Spaces Act 1906 ss9 & 12 | Yes |
| 15 | 14/05/2024 | JD Services | Grasscutting | 486.00 | | Open Spaces Act 1906 ss9 & 12 | Yes |
| 16 | 15/05/2024 | 911 Cleaning | Gutterscroft Cleaning - 25/04/24 | 48.00 | LGA 1972 S133 | Yes | |
| Total | | | | 1358.42 | | | |

| Payments made as authorised on the approved payments list (5.5b) | | | | | | | |
|--|---------------|----------------|--|----------------|---|------------------------|--------|
| | Date of Debit | Recipient | Purpose | £ | £ | Power of expenditure | Scribe |
| 17 | 10/04/2024 | Smarty | Phone Monthly Fee- April | 8.00 | | LGA 1972 S111 | Yes |
| 18 | 10/05/2024 | Smarty | Phone Monthly Fee - May | 8.00 | | LGA 1972 S111 | Yes |
| 19 | 02/05/2024 | British Gas | Gutterscroft Gas Usage - Charges from 08/03/24 to 06/04/24 | 58.00 | | LGA 1972 S133 | Yes |
| 20 | 26/04/2024 | Waterplus | Gutterscroft Water Usage - Charges from 11/03/24 to 10/04/24 | 34.29 | | LGA 1972 S133 | Yes |
| 21 | 15/04/2024 | ICO | Registration Fees - April 24 to April 25 | 35.00 | | LGA 1972 S111 | Yes |
| 22 | 27/04/2024 | W Salisbury | Salary - April | 1410.67 | | LGA 1972 S112 | Yes |
| 23 | 27/04/2024 | HMRC | PAYE - TAX & NI | 269.94 | | LGA 1972 S112 | Yes |
| 24 | 17/04/2024 | Scottish Power | Streetlighting Energy - Charges from 31/12/23 to 31/03/24 | 727.04 | | Highways Act 1980 S301 | |
| Total | | | | 2550.94 | | | |

| Payments made as authorised under financial regulations 5.5a | | | | | | | |
|--|---------------|-----------------------|--|---------------|---|----------------------|--------|
| | Date of Debit | Recipient | Purpose | £ | £ | Power of expenditure | Scribe |
| 25 | 22/04/2024 | British Telecom | Gutterscroft Broadband - Charges from 1st to 30th April 2024 | 15.84 | | LGA 1972 S133 | Yes |
| 26 | 12/04/2024 | Clean as Newall | Gutterscroft Cleaning - 11th April 2024 | 94.00 | | LGA 1972 S133 | Yes |
| 27 | 12/04/2024 | John Greenhall & Co | Payroll Services to year ending 5th April | 240.00 | | LGA 1972 S111 | Yes |
| 28 | 15/04/2024 | The Leaflet Team | Leaflet Distribution (Resolved April 24 Meeting) | 410.00 | | LGA 1972 S142 | Yes |
| 29 | 29/04/2024 | Sandbach Town Council | Gazebo Hire for May Fun Day (Resolved April 24 Meeting) | 20.00 | | LGA 1972 S144 | Yes |
| Total | | | | 779.84 | | | |

Resolved to be paid at the meeting held on
Minute Reference

13th May 2024

Cllr T Peake - 13/05/24
Cllr - Proposer - Sign & Date

Cllr J Griffith - 13/05/24
Cllr - Seconder - Sign & Date

Receipts Apr-24

| Date | Amount | From |
|------------|-------------------|------------------------------------|
| 03/04/2024 | £666.81 | CCLA - Interest |
| 04/04/2024 | £45,361.00 | Cheshire East Precept |
| 08/04/2024 | -£50.00 | Gutterscroft Hire - Deposit Refund |
| 08/04/2024 | £245.00 | Gutterscroft Hire |
| 09/04/2024 | £917.00 | AXA Insurance - Claim |
| 12/04/2024 | £175.00 | Gutterscroft Hire |
| 15/04/2024 | £800.00 | Gutterscroft Hire |
| 30/04/2024 | £105.00 | Gutterscroft Hire |
| | | |
| | £48,219.81 | |

2024-25 Earmarked Reserves – as resolved under item 23b

| Earmarked Reserves 2024-25 | |
|-----------------------------------|-----------------|
| Public Convenience Lease | £7,000 |
| Neighbourhood Plan | £5,000 |
| Community Amenities | £17,000 |
| Legal Liabilities | £25,000 |
| Gutterscroft Funds | £22,000 |
| Play Equipment | £10,000 |
| Gutterscroft Rebuild | £75,000 |
| Total Earmarked | £161,000 |

2024-25 annual list of approved payments – as resolved under item 23c

| Transaction | Frequency | Payee | Amount |
|---------------------------------------|------------------|---------------------------|----------------------|
| Salary Payment | Monthly | Clerk | Variable up to £1500 |
| PAYE/NI | Monthly | HMRC | Variable up to £325 |
| Registration Fees | Annual DD | ICO | Variable up to £50 |
| Membership | Annual | ChALC | Variable up to £1600 |
| Membership | Annual | Cheshire Community Action | Variable up to £150 |
| Membership | Annual DD | CPRE | Variable up to £45 |
| Audit Fees | Annual | JDH Business Services | Variable up to £650 |
| Audit Fees | Annual | PKF Littlejohn | Variable up to £520 |
| Insurance | Annual | Zurich Municipal | Variable up to £4000 |
| Payroll Services | Annual | John Greenall & Co | Variable up to £250 |
| Website Hosting & Support (inc Email) | Annual | Netwise | Variable up to £800 |
| Antivirus Software | Annual | NGL Technology | Variable up to £45 |
| Financial & Bookings Software | Annual | Scribe | Variable up to £1050 |
| Online Storage | Annual | Dropbox | Variable up to £120 |
| Gutterscroft Broadband | Monthly | BT | Variable up to £50 |
| Mobile Phone | Monthly | SMARTY | Variable up to £10 |
| Gutterscroft Gas | Monthly DD | British Gas | Variable up to £150 |
| Gutterscroft Electricity | Quarterley | Scottish Power | Variable up to £500 |
| Gutterscroft Water | Monthly DD | Water Plus | Variable up to £100 |
| Un-metered Electricity - streetlights | Quarterley DD | Scottish Power | Variable up to £1000 |
| Play Area Inspection | Quarterley | Kompan | Variable up to £160 |
| Gutterscroft Cleaning | Monthly | 911 Cleaning | Variable up to £250 |