

HASLINGTON

PARISH COUNCIL

Minutes of the Meeting held on Monday 2nd September 2024

Meeting held at Yoxall Village Hall

Attendance: Cllr Samantha Green – Chair, Cllr Graham Sawyer, Cllr Howard Blake, Cllr Mike Blakeman, Cllr Yvonne Bushill, Cllr Dave Day, Cllr Janet Griffith, Cllr Phil Hanson, Cllr Anthony Peake, Cllr Rob Stevenson, Cllr Mark Trigger, Cllr Rob Welch, Cllr Stephen Welch

Apologies: Cllr Steve Edgar, Cllr Andrew Stubbs

Not in attendance: 0

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

Public: 1

Meeting started at 7:00 pm

1. Welcome

The Chair welcomed all to the meeting and thanked them for their attendance.

The Chair informed members that they had recently spoken to the owner of Haslington Hall and had heard of their plans to make it a family home which was a welcome update.

2. To receive apologies for absence

Apologies were received from Cllr S Edgar and Cllr A Stubbs.

3. Declarations of Interest

Cllr Green declared an interest in item 8 - Schedule of Payments.

Cllr S Welch 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 1st July 2024 be approved as a correct record and signed by the Chair.

5. Policing Matters

No Police were in attendance and no report had been received.

6. Public Participation.

A member of the public was in attendance and asked the Council a question on the deployment of Speed Indicator Devices in Oakhanger and the governance and monitoring of them along with the possible introduction of devices in Winterley. The Chair provided initial answers and advised that more information would be available following the specific item later in the agenda.

The member of the public also asked a question regarding the recent Community Chest Survey and was informed that it was a work in progress and that the suggestions would be heard by the Council at a future meeting.

7. Cheshire East Borough Councillors' Reports

Cllr Heler reported the following;

- *The doggy day care sign that has been erected does not have planning permission and that permission will not be granted so it will be required to be removed.*
- *The dog waste bin opposite the Foresters will be replaced and the bin on Crewe Road near the Yoxall will be reported as it has been seen to be overflowing.*
- *The Limes is due to be demolished due to site issues.*
- *The Cheshire East Library Consultation is ongoing until the 15th September.*

Cllr Blake queried what is happening on Hassall Road. Cllr Heler advised that drainage was being installed for the development.

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 180 & 181) £5280.42 to be paid, £4781.67 as paid under 6.6, £3323.25 as paid under 6.9 iii.

9. Clerks Report

The Clerk summarised their written report highlighting.

- Issues with damage to property fences bordering the Waterloo Road Car Park and that title information to confirm Cheshire East as owners of this area had been sought.
- Garden Awards update and details on the presentation event.
- Fence installation on the Gutterscroft Playing Field to start on the 4th September.
- Update on external audit conclusion for 2022-23.
- The October agenda will be published on 24th September due to the clerk's holiday.
- Information was also given on resident correspondence which included damage to a noticeboard, S106 funding, a dog incident on Gutterscroft Playing Field and an issue with Fowle Brook.

10. External Audit

- a) To receive an update on the Council's external audit for 2022-23 and to consider accepting the report and conclusion notice from the external auditor.

RESOLVED: That the 2022-23 Final External Auditor Report and Certificate as issued by the external auditor (PKF Littlejohn) be received and accepted by the Council.

- b) To receive an update on the Council's external audit for 2023-24 and to consider accepting the report and conclusion notice from the external auditor.

The Clerk updated members that no information had been received from the external auditor relating to the 2023-24 annual governance review and that it will need to be considered at a future meeting.

11. Speed Indicator Devices (SIDS)

- a) To consider potential device locations on Butterton Lane, Oakhanger as agreed with Cheshire East Highways.

Cllr Day queried the locations and the amount of the road that the SIDS would monitor.

Cllr Peake raised whose responsibility it is to purchase Speed Indicator devices and if it was for Cheshire East or the Parish Council. Cllr Peake also queried who would be responsible for maintenance and for the retrieval of data.

Cllr Blake raised that the Parish Council should work in cooperation with Cheshire East to provide SIDS.

RESOLVED: That the suggested 2 locations situated on Butterton Lane, Oakhanger be accepted as suitable for a speed indicator device and for applications to be made for these respective locations.

- b) To consider the purchase of suitable Speed Indicator Devices which will be appropriate to be located at the agreed Oakhanger locations.

RESOLVED: To purchase 2 x Elan City EVOLIS VISION Radar Speed Sign at a total cost £4500 (excluding VAT) plus shipping.

It was agreed that this resolution was made on the basis that approval will be confirmed from Cheshire East Highways that this SID type is acceptable.

- c) To consider the installation of SID poles by Cheshire East Highways.

DEFERRED: This item will be considered at a future meeting once a formal quote has been received from Cheshire East Highways.

12. Defibrillators

Cllr Hanson queried how the locations of defibrillators are communicated to residents. The clerk clarified that they are registered on the circuit which is the national database of defibrillators and that a dedicated page could be added to the Parish Council website. It was also noted that defibrillators are only to be used on the instruction of the ambulance service and that they will provide the location of the nearest unit when needed.

RESOLVED: That up to 3 defibrillators are to be purchased for a price of £1095 per unit for locations on Waterloo Road, The Dingle and Crewe Road. (Devices supplied and partially funded by London Hearts Charity)

It was agreed that devices would only be purchased once the locations were confirmed.

13. Grant Applications

- a) To consider the grant application received from St Matthews Church, Haslington.

Members discussed the grant application and the details contained within. It was discussed how churches received their funding and the role that the Parish Council can play in that and if it is appropriate that funds are given from the Parish Council.

It was noted that the graveyard at the Church does not have a working tap and that water is not readily available. There was some sentiment expressed that there should be some involvement from the Parish Council to assist with funding but that the Council should have an appropriate say in how any given funding is used.

DEFERRED: It was agreed to defer this item to a future meeting of the Council once a comprehensive breakdown had been received on how any funds would be used if granted.

b) To consider the grant application received from Christ Church Wheelock.

PROPOSAL: To reject the application due to it being outside of the Parish. NOT CARRIED.

PROPOSAL: To grant the requested amount providing that evidence is received on how the grant is used. NOT CARRIED.

DEFERRED: It was agreed to defer this item to a future meeting of the Council once a comprehensive breakdown had been received on how any funds would be used if granted.

14. Accounting Audit

RESOLVED: that the audit of the entries (for quarter 1) completed by Cllr Sawyer on the Council's accounting system is accepted. (As detailed on page 182)

15. Budget Review

RESOLVED: To accept and approve the budget review update for quarter 1. (As detailed on page 183 & 184)

16. Bank Reconciliation

RESOLVED: To accept the Bank Reconciliation completed on 30th June 2024. (As detailed on page 185)

Cllr Peake and Cllr Stevenson confirmed that they had checked and verified the bank statements and the payments and receipts list.

17. Banking

a) RESOLVED: that the Council will move their banking requirements to Unity Trust Bank.

b) RESOLVED: that Cllr Green, Cllr Sawyer, Cllr Trigger, Cllr Blakeman and Cllr Stevenson will act as banking signatories and online users on the new accounts opened.

The Clerk / Responsible Financial Officer will engage with Unity Trust and instruct on the opening of the new bank accounts.

18. Gutterscroft Play Equipment Inspections

RESOLVED: To accept the quote received from Kompan for play equipment inspections for 2024-25 for £777.06.

19. Donation of Bench to The Dingle Primary School

RESOLVED: To offer to donate 2 picnic benches to The Dingle Primary School.

Point of order

Cllr Griffith made a point of order regarding the acknowledgement of the passing of the Council's former clerk Hannah Marr.

The Chair remarked how sad Hannah's passing was and requested that members observe a minute's silence.

Meeting closed at 8:52 pm.

**Haslington Parish Council
Schedule of Payments
2nd September 2024**

Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
03/09/2024	Wayne Salisbury (Clerk)	Microsoft 365 Annual Subscription	59.99	77.99	LGA 1972 S111	Yes
03/09/2024	Wayne Salisbury (Clerk)	Land Registry Searches - Waterloo Road Car Park (3 Transactions)	18.00		LGA 1972 S112	Yes
03/09/2024	Netwise	Council Email Service (05/09/24 to 04/09/25)	172.80		LGA 1972 S142	Yes
03/09/2024	Cllr S Welch (Reimburse)	Screwfix - Materials for Gutterscroft floor repair.	13.99	58.03	LGA 1972 S133	Yes
03/09/2024	Cllr S Welch (Reimburse)	EIS - Gutterscroft Replace Light Batten	23.88		LGA 1972 S133	Yes
03/09/2024	Cllr S Welch (Reimburse)	EIS - Gutterscroft Solar Light for gate	20.16		LGA 1972 S133	Yes
03/09/2024	JD Services	Floriculture Tender - Watering - 15 occassions in August 24	1425.00	2484.00	Open Spaces Act 1906 ss9 & 12	Yes
03/09/2024	JD Services	Grasscutting - August x 2	324.00		Open Spaces Act 1906 ss9 & 12	Yes
03/09/2024	JD Services	Floriculture - Weeding & Maintenance - August	260.00		Open Spaces Act 1906 ss9 & 12	Yes
03/09/2024	JD Services	Odd Jobs - Jobs as per tender - August	300.00		Open Spaces Act 1906 ss9 & 12	Yes
03/09/2024	JD Services	Litterbin Emptying Haslington/Winterley - August	175.00		Litter Act 1983 S5	Yes
03/09/2024	911 Cleaning	Gutterscroft Centre Cleaning - August 1st / 8th / 15th / 22nd / 29th	288.00		LGA 1972 S133	Yes
03/09/2024	Scribe (Starboard Systems)	Scribe Bookings Renewal	417.60		LGA 1972 S133	Yes
03/09/2024	PKF Littlejohn LLP	External Audit Fees 2022-23	1782.00	LGA 1972 S111	Yes	
Total			5280.42			

Payments made as authorised on the approved payments list (6.6)						
Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
02/08/2024	British Gas	Gutterscroft Gas Usage - Charges from 07/06/24 to 06/07/24	84.00		LGA 1972 S133	Yes
01/09/2024	British Gas	Gutterscroft Gas Usage - Charges from 07/07/24 to 07/08/24	84.00		LGA 1972 S133	Yes
10/07/2024	Smarty	Phone Monthly Fee - July	8.00		LGA 1972 S111	Yes
12/08/2024	Smarty	Phone Monthly Fee - August	8.00		LGA 1972 S111	Yes
26/07/2024	Waterplus	Gutterscroft Water Usage - Charges from 11/06/24 to 10/07/24	35.64		LGA 1972 S133	Yes
28/08/2024	Waterplus	Gutterscroft Water Usage - Charges from 11/07/24 to 10/08/24	36.01		LGA 1972 S133	Yes
29/07/2024	Wayne Salisbury (Clerk)	Salary - July	1410.47		LGA 1972 S112	Yes
29/07/2024	HMRC	PAYE - TAX & NI - July	270.14		LGA 1972 S112	Yes
28/08/2024	Wayne Salisbury (Clerk)	Salary - August	1410.47		LGA 1972 S112	Yes
28/08/2024	HMRC	PAYE - TAX & NI - August	270.14		LGA 1972 S112	Yes
22/07/2024	British Telecom	Gutterscroft Broadband - Charges from 1st to 31st July 2024	47.88		LGA 1972 S111	Yes
22/08/2024	British Telecom	Gutterscroft Broadband - Charges from 1st to 31st August 2024	47.88		LGA 1972 S111	Yes
23/07/2024	Cheshire Community Action	Membership Fee 2024-25	100.00		LGA 1972 S111	Yes
23/07/2024	Cheshire Community Action	Membership Fee 2024-25 - Community Buildings	50.00		LGA 1972 S111	Yes
18/07/2024	Scottish Power	Streetlighting Energy - Charges from 31/12/23 to 31/03/24	727.04		Highways Act 1980 S301	Yes
01/08/2024	911 Cleaning	Gutterscroft Centre Cleaning - July 4th / 11th / 18th / 24th	192.00		LGA 1972 S133	Yes
Total			4781.67			

Payments made as authorised and to avoid late payment (Financial Regulations 6.9 iii)						
Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe
23/08/2024	Cllr R Stevenson (Proposer)	Boris nets - Replacement goal nets for playing field	165.60		Open Spaces Act 1906 ss9 & 12	Yes
23/08/2024	JC Electrical	Gutterscroft - New Lighting install and replacement (Resolved March 2024 Meeting)	288.00		LGA 1972 S133	Yes
03/08/2024	JD Services	Grasscutting - July x 3	486.00	2266.00	Open Spaces Act 1906 ss9 & 12	Yes
03/08/2024	JD Services	Litterbin Emptying Haslington/Winterley - July	140.00		Litter Act 1983 S5	Yes
03/08/2024	JD Services	Odd Jobs - Jobs as per tender - July	240.00		Open Spaces Act 1906 ss9 & 12	Yes
03/08/2024	JD Services	Floriculture - Weeding & Maintenance - July	260.00		Open Spaces Act 1906 ss9 & 12	Yes
03/08/2024	JD Services	Floriculture Tender - Watering - 12 occassions in July 24	1140.00		Open Spaces Act 1906 ss9 & 12	Yes
01/08/2024	ChALC	Training (Induction Cllr Hanson / Cllr Stevenson)	50.00		LGA 1972 S111	Yes
12/07/2024	Yoxall Village Hall	Room Hire (Meetings 08/04/24, 06/05/24, 03/06/24, 04/06/24)	59.50		LGA 1972 S111	Yes
12/07/2024	W-Heat	Gutterscroft Boiler Service & Certificate	114.00		LGA 1972 S133	Yes
12/07/2024	Wayne Salisbury (Clerk)	CPYou B.V. - Meeting Projector (Resolved July 2024 Meeting)	329.90	380.15	LGA 1972 S111	Yes
12/07/2024	Wayne Salisbury (Clerk)	Sainsburys - Gutterscroft Cleaning Consumables	6.25		LGA 1972 S133	Yes
12/07/2024	Wayne Salisbury (Clerk)	B & M - Gutterscroft Cleaning Consumables	14.00		LGA 1972 S133	Yes
12/07/2024	Wayne Salisbury (Clerk)	Timpsons - Gutterscroft Key Cutting	30.00		LGA 1972 S133	Yes
Total			3323.25			

Resolved to be paid at the meeting held on
Minute Reference

2nd September 2024

Cllr Tony Peake - 02/09/24

Cllr - Proposer - Sign & Date

Cllr Mark Trigger - 02/09/24

Cllr - Seconder - Sign & Date

Receipts July & August 2024

Date	Amount	From
02/07/2024	£641.46	CCLA - Interest
02/07/2024	£800.00	Gutterscroft Room Hire
05/07/2024	£280.00	Gutterscroft Room Hire
10/07/2024	£350.00	Gutterscroft Room Hire
15/07/2024	£96.67	Gutterscroft Room Hire
19/07/2024	-£50.00	Gutterscroft Room Hire - Deposit Refund
30/07/2024	£105.00	Gutterscroft Room Hire
30/07/2024	£360.00	Gutterscroft Room Hire
31/07/2024	£1,130.09	VAT Reclaim
02/08/2024	£600.00	Gutterscroft Room Hire
02/08/2024	£659.83	CCLA - Interest
05/08/2024	£1,150.00	Cheshire East Compact
09/08/2024	£280.00	Gutterscroft Room Hire
30/08/2024	£135.00	Gutterscroft Room Hire
	£6,538.05	

Item 14 – Accounting Audit

VOUCHER / PAYMENT NO	DATE OF ENTRY	SUPPLIER / RECIPIENT	£ AMOUNT	DATE CASHED / PAID	INVOICE UPLOADED AND CORRECT	ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS
21	29/04/2024	Sandbach Town Council	20.00	29/04/2024	Yes	Yes May 13th
33	29/05/2024	911 Cleaning	288.00	29/05/2024	Yes	Yes June 3rd
37	30/05/2024	Kompan	320.68	04/06/2024	Yes	Yes June 3rd
35	27/05/2024	HMRC	270.14	27/05/2024	Yes	Yes June 3rd
40	03/06/2024	JD Services	240.00	04/06/2024	Yes	Yes June 3rd
9	12/04/2024	Stephen Ollerhead (John Greenhall & Co)	240.00	12/04/2024	Yes	Yes May 13th
14	15/04/2024	The Leaflet Team	410.00	15/04/2024	Yes	Yes May 13th
20	27/04/2024	HMRC	269.94	27/04/2024	Yes	Yes May 13th
52	12/06/2024	Zero Signs & Digital Ltd	364.80	12/06/2024	Yes	Yes July 1st
49	06/06/2024	Baker Street Belles	300.00	06/06/2024	Yes	Yes July 1st
36	29/05/2024	JDH Business Services Ltd	541.20	04/06/2024	Yes	Yes June 3rd
45	03/06/2024	Initial	259.20	04/06/2024	Yes	Yes June 3rd

Item 15 – Budget Review – Quarter 1

	Budget 2024-25		Actual - Q1		Variance	Notes
	Payments	Receipts	Payments	Receipts		
Administration						
3 Telephones / Broadband	£400		£135.60		£264.40	Mobile / Hall Broadband
4 Postage	£100				£100.00	
5 Stationery	£500		£30.24		£469.76	
7 Website	£1,000				£1,000.00	
8 Subscriptions / Membership	£3,400		£1,586.66		£1,813.34	ChALC / ICO
9 Legal Fees	£1,500				£1,500.00	
10 Audit Fees	£1,500		£541.20		£958.80	Internal Audit Fee
11 Election Costs	£2,000				£2,000.00	
12 Insurance	£4,000				£4,000.00	
13 Room Hire	£550		£59.50		£490.50	Yoxall
14 Computer	£500				£500.00	
31 Planning Matters						
33 Noticeboards	£1,000				£1,000.00	
41 Employee Expenses	£500				£500.00	
42 Employee Training	£600				£600.00	
49 Payroll Services	£300		£240.00		£60.00	John Greenall Annual Charge
Total	£17,850.00		£2,593.20		£15,256.80	
Christmas						
18 Christmas Tree	£2,500				£2,500.00	
19 Christmas	£500				£500.00	
Total	£3,000.00		£0.00		£3,000.00	
Defibrillators						
36 Defibrillator Maintenance	£500				£500.00	
37 Defibrillator Purchase	£10,000				£10,000.00	
Total	£10,500.00		£0.00		£10,500.00	
Floriculture						
25 Floriculture Maintenance	£10,000		£4,365.00		£5,635.00	
60 New Planters	£3,500		£2,266.50		£1,233.50	GE Views
61 Remove Old Planters	£1,000		£407.00		£593.00	JD Services
62 Dingle Asset Maintenance	£10,000				£10,000.00	
Total	£24,500		£7,038.50		£17,461.50	
Grants / Donations						
15 Churchyard Upkeep	£2,000.00				£2,000.00	
16 Youth Groups						
17 Grants / Donations	£2,500.00				£2,500.00	
Total	£4,500.00		£0.00		£4,500.00	
Grass-cutting						
26 Grass-cutting	£4,000		£1,298.00		£2,702.00	
63 Odd Jobs Contract	£3,500		£1,205.00		£2,295.00	
Total	£7,500		£2,503		£4,997.00	
Gutterscroft						
21 Maintenance	£4,500		£1,457.80		£3,042.20	Replacement Door £1400
22 Utilities	£3,500		£682.27		£2,817.73	
34 Feasibility Study						
46 Gutterscroft Income		£12,000		£2,940.63	-£9,059.37	
56 Rebuild Project	£8,000				£8,000.00	
57 Equipment / Sundries	£1,500		£68.82		£1,431.18	Cleaning Products
58 Hire Refund				-£200.00		
64 Cleaning	£2,000		£689.20		£1,310.80	
65 Replacement Chairs	£1,100				£1,100.00	
66 Tarmac - Entrance Road	£5,000				£5,000.00	
Total	£25,600		£2,898.09		£22,701.91	
Littering / Flytipping						
32 Littering / Flytipping	£1,000		£465		£535.00	Litter Bin Emptying - JD Services
Total	£1,000.00		£465.00		£535.00	

Item 15 – Budget Review – Quarter 1 - Continued

	Members Expenses					
27	Members Expenses	£500			£500.00	
28	Members Training	£1,500			£1,500.00	
67	Chairs Allowance	£300			£300.00	
	Total	£2,300		£0	£2,300.00	
	Misc Income					
39	VAT Reclaim		£15,000	£1,210.44	-£13,789.56	Qtr 4 2023-24 Received
48	Misc Income		£2,420	£17,080.31	£14,660.31	AXA Insurance £917 / CIL £16,613
68	CCLA Bank Interest		£7,380	£1,973.89	-£5,406.11	
	Neighbourhood Plan					
35	Neighbourhood Plan	£3,000.00			£3,000.00	
	Total	£3,000.00		£0.00	£3,000.00	
	Parish Community					
23	Play Equipment	£4,000		£320.68	£3,679.32	Kompan - Inspection
24	Playing Field	£500			£500.00	
38	Community Maintenance	£1,500			£1,500.00	
40	Community Projects / Activities	£3,000		£20.00	£2,980.00	Gazebo Hire - May Fun Day
43	Village Green Fencing					
44	Community Cinema					
45	Benches / Bins	£2,000		£709.20	£1,290.80	Crewe Rd Replacement Bench
47	Best Kept Garden	£750			£750.00	
50	Jubilee Projects / Orchard					
51	SIDs	£2,000			£2,000.00	
52	Bus Shelter					
53	Public Convenience	£1,040			£1,040.00	
54	Newsletter / Information	£1,000		£554.99	£445.01	
55	Discount Card Scheme					
59	Coronation					
69	Signage	£1,000		£364.80	£635.20	Guttersoft Signs
70	Youth Shelter	£8,000			£8,000.00	
71	Sports Equipment - Guttersoft	£2,400			£2,400.00	
72	Community Chest - PB	£10,000			£10,000.00	
73	Playground Fencing - Gutterscro	£15,000			£15,000.00	
74	D Day Celebrations	£2,000		£2,154.27	-£154.27	Entertainment / Refreshments
75	Gazebo	£1,000			£1,000.00	
76	Meeting Projector	£1,200			£1,200.00	
	Total	£56,390		£4,123.94	£52,266.06	
	Payroll					
1	Salaries and Wages	£17,318		£4,231.61	£13,086.39	
2	Tax and NI	£3,300		£810.22	£2,489.78	
	Total	£20,618.00		£5,041.83	£15,576.17	
	Precept					
6	Precept		£90,722	£45,361.00	-£45,361.00	1st Payment Received
	Remembrance					
29	War Memorial	£150			£150.00	
30	Remembrance Activities	£700			£700.00	
	Total	£850.00		£0.00	£850.00	
	Streetlighting					
20	Streetlighting	£2,719		£727.04	£1,991.96	
	Total	£2,719.00		£727.04	£1,991.96	
		Payments	Receipts	Payments	Receipts	
	GRAND TOTAL	£180,327.00	£127,522.00	£25,390.60	£68,366.27	
	Appropriation from Reserves		-£52,805			

Item 15 – Bank Reconciliation

Haslington Parish Council

Prepared by: Wayne Salisbury - Clerk / RFO
Name and Role (Clerk/RFO etc)

Date: 27th Aug 2024

Approved by: Wayne Salisbury - Clerk / RFO
Name and Role (RFO/Chair of Finance etc)

Date: 27th August 2024

A	Bank Reconciliation at 30/06/2024			
	Cash in Hand 01/04/2024			245,579.54
	ADD Receipts 01/04/2024 - 30/06/2024			68,366.27
	SUBTRACT Payments 01/04/2024 - 30/06/2024			313,945.81
	Cash in Hand 30/06/2024 (per Cash Book)			25,390.60
B	Cash in Hand 30/06/2024 (per Cash Book)			288,555.21
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2024	0.00	
	Main Bank Account	30/06/2024	107,426.51	
	Coop Reserves Account	30/06/2024	31,921.90	
	CCLA	30/06/2024	150,000.00	
				289,348.41
	Less unrepresented payments			793.20
			288,555.21	
Plus unrepresented receipts				
Adjusted Bank Balance			288,555.21	
A = B Checks out OK				