

HASLINGTON

PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 2nd June 2025

Meeting held at Yoxall Village Hall

Attendance: Cllr Samantha Green - Chair, Cllr Graham Sawyer, Cllr Howard Blake, Cllr Mike Blakeman, Cllr Yvonne Bushill, Cllr Janet Griffith, Cllr Phil Hanson, Cllr Andrea Lofkin, Cllr Anthony Peake, Cllr Mark Trigger, Cllr Rob Welch, Cllr Stephen Welch

Apologies:, Cllr James Smith, Cllr Rob Stevenson

Not in attendance: None

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

Public: None

Meeting started at 7:00 pm

1. To receive apologies for absence

Apologies were received from Cllr James Smith and Cllr Rob Stevenson.

2. Declarations of Interest

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

3. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 12th May 2025 be approved as a correct record and signed by the Chair.

4. Co-Option

To consider declared candidates to fill the vacant seat on the Haslington Village ward of the Parish Council.

Motion not moved as the potential candidate was not in attendance.

5. Policing Matters

No representative from the Police was present, and no report had been received.

6. Public Participation.

No members of the public were in attendance.

A written question was received regarding:

- The installation or relocation of a speed indicator device on Crewe Road, Winterley (near Alsager Road junction).
- Renewal of white line markings.
- Illegal parking.

Members discussed that road safety matters fall within Cheshire East Highways' remit, although the Parish Council could fund additional speed indicator devices if needed. Members noted that Cheshire East Ward Councillors can assist with road markings, and illegal parking should be reported to the Police for enforcement.

The Clerk will respond to the resident summarising the discussion.

7. Cheshire East Borough Councillors' Reports

Cllr Heler reported:

- *That she will contact Road Safety to look into if anything can be done regarding the issue discussed in the previous item.*
- *Information on enforcement at the Elton Lane traveller's site.*
- *An update on a business operating on Clay Lane which is in contravention of a planning decision.*
- *An objection will be submitted on the Hassall Road planning application for 3 properties.*

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. £2503.12 to be paid, £2238.64 as paid under 6.6, £290.82 as paid under 6.9 iii. (As detailed on page 297)

9. Clerks Report

The Clerk summarised their written report highlighting.

- Preparation of the external audit and quotations for playground equipment reinstatement.
- Upcoming tasks: external audit submission and Q4 VAT reclaim.
- Correspondence regarding the success of the May Fun Day.

The Clerk also updated members of damage to a piece of playground equipment which occurred on Thursday 29th May. CCTV has been checked and isolated and footage showing 3 individuals (aged 12-14) are seen misusing the equipment which has resulted in it being broken.

Cllr Lofkin, Cllr Blake, and Cllr Hanson all shared their thoughts on the matter.

Cllr S Welch spoke in favour of sharing the anonymised CCTV capture.

It was noted that the incident will be reported to the Police and a post will be made to the Councils website and Facebook page, updating on the incident, and inviting the responsible individuals to come forward.

The Clerk will seek a quote for the repair or replacement of the piece of play equipment.

10. Accounting Audit

To consider a report following a member audit of entries within the council's accounts for the 4th quarter of the 2024-25 Council year.

This item was deferred to a future meeting when the member who has completed the audit is present.

11. Internal Audit Report 2024-25

The Chair provided an overview of the internal audit report and noted the work which had gone into achieving the report which had been received.

RESOLVED: To receive and accept the 2024-25 internal audit report as provided by the internal auditor.

12. Annual Governance Accountability Return

RESOLVED: that sections 1 and 2 of the Annual Governance Accountability Return 2024-25 are approved. The Chair and the Clerk signed the forms. (As detailed on page 298 - 299)

13. Notice of Public Rights

The Council noted that the period of notice of public rights will take place from Wednesday 5th June to Wednesday 16th July. This period covers the statutory 30 days and the first 10 working days of July.

14. Play Equipment Installation

Members reviewed the quotes received for the installation of existing play equipment in the playground area at the Gutterscroft Playing Field.

The Chair raised that the eventual aim is to have the playground area hard landscaped and to reduce the grassed areas between the pieces of equipment, so it made sense to opt for the wet pour surface option at this time.

Cllr Blakeman commented that grass matting can still look messy and can get muddy.

The Chair raised issues with dog fouling and broken glass and how this can be hidden within the grass and that a smooth surface would prevent this.

RESOLVED: to accept the quote from Wicksteed to reinstall the Esclabor, Streetboard and Surf Ridder and to install a wet pour safety surface around each item for the quoted price of £12,026.32.

It was noted that to proceed with accepting this quote that the resolution will acknowledge 5.12 ii of the financial regulations.

- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- ii. repairs to, or parts for, existing machinery or equipment.

15. Gutterscroft Rebuild Project

Member reviewed the 2 concept plans provided by the architect and considered any further revisions and feedback.

The following points were raised by members.

- Cllr Blakeman: questioned toilet and meeting room locations.
- Cllr Griffith: questioned project feasibility.
- Cllr Blake: challenged the need for an office.
- Cllr Peake: raised funding concerns.
- Cllr R Welch: supported continued exploration of options.
- Cllr Lofkin: suggested seeking local business sponsorship.
- Cllr Trigger: doubted the usefulness of a divided main hall.
- Cllr S Welch: preferred toilets and meeting room swapped, no divider.

It was agreed that the following feedback will be communicated to the architect so that the plan can be revised.

Plan A

- Swap toilets and meeting room positions.
- Remove the main hall divider to increase space.
- Add a hatch from the kitchen to the pre-school room.
- Orient the kitchen closer to the main doors and relocate the office between the bar and storage.
- Relocate pre-school secondary door so that it does not exit to the car park.

A further meeting for all members will be arranged with the architect to review the updated plan once it is ready.

16. Exclusion of Press and Public

It is recommended that the Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of the next items (part 2 of the meeting) on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

The item was not moved as no members of the public were present.

Part 2

17. Personnel Committee – Terms of Reference

RESOLVED: to adopt the updated terms of reference for the Personnel Committee (as detailed on pages 300 - 301).

18. Clerk / Responsible Financial Officer Appraisal

RESOLVED: to receive the report from the Personnel Committee following the completion of the Clerk/ RFO's appraisal.

Meeting closed at 8:36 pm.

Authorisation of Payments – As resolved under item 8.

Haslington Parish Council Schedule of Payments 2nd June 2025

	Date of Debit	Recipient	Purpose	£	£	Payment	Power of expenditure	Scribe
1	03/06/2025	JDH Business Services Ltd	Internal Audit 2024-25 Fee	571.20		BT - Unity Trust	LGA 1972 S111	Yes
2	03/06/2025	911 Cleaning	Gutterscroft Centre Cleaning - May 8th /15th / 22nd / 26th	184.00		BT - Unity Trust	LGA 1972 S133	Yes
3	03/06/2025	Wayne Salisbury (Clerk)	B & Q - Gutterscroft Gate Padlock	13.19		BT - Unity Trust	LGA 1972 S133	Yes
4	03/06/2025	Wayne Salisbury (Clerk)	B & M - Gutterscroft Cleaning Supplies	27.74	63.92	BT - Unity Trust	LGA 1972 S133	Yes
5	03/06/2025	Wayne Salisbury (Clerk)	TikTok Shop - Gutterscroft Consumables	22.99		BT - Unity Trust	LGA 1972 S133	Yes
6	03/06/2025	JD Services	Grasscutting (May x 2)	364.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
7	03/06/2025	JD Services	Odd Jobs - Jobs as per tender - Odd Jobs - May	395.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
8	03/06/2025	JD Services	Floriculture Maintenance - May	80.00	1684.00	BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
9	03/06/2025	JD Services	Floriculture Watering - May	100.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
10	03/06/2025	JD Services	Litterbin Emptying Haslington/Winterley - May	200.00		BT - Unity Trust	Litter Act 1983 S5	Yes
11	03/06/2025	JD Services	Goal Posts Repair and Reinstate	545.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
Total				2503.12				

Payments made as authorised on the approved payments list (6.6)

	Date of Debit	Recipient	Purpose	£	£		Power of expenditure	Scribe
12	23/05/2025	Tomato Energy	Streetlighting Energy Useage - April 2025	173.52		DD - Unity Trust	Highways Act 1980 S301	Yes
13	14/05/2025	Octopus Energy	Gutterscroft Gas Useage - Charges from 14/04/25 to 30/04/25	59.28		DD - Unity Trust	LGA 1972 S133	Yes
14	28/05/2025	Waterplus	Gutterscroft Centre - Water Supply (11/04/25 to 10/05/25)	54.86		DD - Unity Trust	LGA 1972 S133	Yes
15	27/05/2025	Wayne Salisbury (Clerk)	Salary - May	1521.65		BT - Unity Trust	LGA 1972 S112	Yes
16	27/05/2025	HMRC	PAYE - TAX & NI - May	377.31		BT - Unity Trust	LGA 1972 S112	Yes
17	21/05/2025	British Telecom	Gutterscroft Broadband - Charges from 1st to 31st May 2025	52.02		DD - Unity Trust	LGA 1972 S111	Yes
Total				2238.64				

Payments made as authorised and to avoid late payment (Financial Regulations 6.9 iii)

	Date of Debit	Recipient	Purpose	£	£		Power of expenditure	Scribe
18	27/05/2025	Initial Hygiene	Gutterscroft - Sanitary Bin Services - Annual Charge	279.72		BT - Unity Trust	LGA 1972 S133	Yes
	31/05/2025	Unity Trust Bank	Bank Charges	11.10		Unity Trust C T2	LGA 1972 S111	Yes
Total				290.82				

Resolved to be paid at the meeting held on
Minute Reference

2nd June 2025

Cllr T Peake 02/06/25
Cllr - Proposer - Sign & Date

Cllr M Trigger 02/06/25
Cllr - Secorder - Sign & Date

Receipts May-25

Date	Amount	From
02/05/2025	£550.15	CCLA - Interest
06/05/2025	£50.00	Gutterscroft - Regular Hire
06/05/2025	£440.00	Gutterscroft - Regular Hire
27/05/2025	£210.00	Gutterscroft - Regular Hire
	£1,250.15	

Annual Governance Statement Section 1 – As resolved under item 12.

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Haslington Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

02/06/2025

and recorded as minute reference:

2nd June 25 / Page 294 / Item 12

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Annual Governance Statement Section 2 – As resolved under item 12.

Section 2 – Accounting Statements 2024/25 for

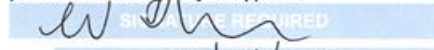
Haslington Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	212,244	245,580	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	90,000	90,722	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	26,595	64,774	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	20,252	20,919	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	63,009	126,918	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	245,580	253,240	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	245,580	253,240	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	788,344	866,425	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 02/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

02/06/2025
as recorded in minute reference:
2nd June 25 / PA96294 / ITEM 12

Signed by Chair of the meeting where the Accounting Statements were approved


Date

Personnel Committee Terms of Reference – As resolved under item 18.

Haslington Parish Council

Terms of Reference for a Personnel Committee

Definitions

In this document the following terms have the meanings assigned to them below:-

Chairman	The Chairman of the Committee
Committee	The Personnel Committee of the Council
Committee Member	Any person participating in the Panel's work under the arrangements set out in the Section headed 'Membership and Quorum'
Member	An elected or co-opted member of the Haslington Parish Council

1. General

- a. These Terms of Reference define the Council's specific responsibilities delegated to the Personnel Committee. The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.
- b. Specific delegated responsibility decisions of the Committee shall be binding on the Council.
- c. Members of the public have no rights to attend confidential sessions of the meetings of the Committee.
- d. The Committee will meet on an as required basis.
- e. These Terms of Reference are in accordance with the Council's Standing Orders.

2. Duties & Scope of Delegated Responsibilities

- a. The Committee shall undertake the following duties on behalf of the Council:

b. Performance Management

- i. To monitor and performance manage the Clerk's work.
- ii. At least annually to conduct a staff appraisal/annual review with the Clerk. The appraisal is to be undertaken by two members of the committee.
- iii. To conduct regular reviews with the Clerk during any probationary period. Reviews to be undertaken by two members of the committee.
- iv. Following the appraisal to submit a confidential report to the Council. The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations as to the grading of the post and salary progression (the list of contents is not intended to be exhaustive).

c. Dispute Resolution Proceedings

- i. To oversee 'informal' dispute resolution arrangements and the appointment of a trained mediator if required for mediation, conciliation or arbitration.
- ii. To appoint a Hearing Panel upon any formal grievance issue raised by staff under this Council's Grievance Procedure.
- iii. To appoint a Hearing Panel upon appropriate disciplinary cases as set out the Council's Disciplinary Procedure, making recommendation to Council if sanctions are to be imposed.
- iv. To convene Appeals Hearing Panels where required

d. Additional Delegated Responsibilities (within the budget line as approved by Council)

- i. The Committee is delegated to approve rate of pay increases.
- ii. The Committee is delegated to approve the payment of any overtime.
- iii. The Committee is delegated to approve any changes to contracted hours.
- iv. The Committee is delegated to approve employment-related expenses.

3. Appointment of new staff

- a. To oversee recruitment and selection of new employees on behalf of the council (with the Clerk where appropriate) including job description, person specification, advertising, shortlisting, interviewing, reference checking, making recommendation to full Council and defining the induction process.

4. Other Duties and Responsibilities

- a. To establish a programme of training for Councillors and employees such as will encourage professional advancement and make recommendations for expenditure to support these goals.
- b. To review staffing structures in the council and pay-scales annually.
- c. To draft, review and monitor employment policies and procedures.
- d. To monitor absences and holiday for the Clerk and to ensure that leave entitlement is used and sufficient holiday is taken.
- e. To keep under review the working conditions and health and safety of the council's staff.
- f. To oversee the termination arrangements for the Council's staff

5. Powers

- a. Subject to the power, set out in paragraph 2 immediately below, the Committee shall have no other powers.
- b. The Chairman, subject to the agreement of the Committee's Members, shall have the power to invite an appropriate expert in human relations to attend Dispute Resolution meetings to advise the Committee. Such Invited Participants shall have the freedom to participate in the enquiry but not to vote.

6. Membership and Quorum

- a. The Committee shall consist of 4 Members all of whom shall be elected from Members of the Council.
- b. The Committee shall appoint one of the members to be the Committee's chairman as the committee's first item of business once it meets following the formation of the committee at the annual meeting of the Council.
- c. The quorum shall consist of 3 Committee Members.
- d. To ensure that committee meetings are quorate, the committee can invite a member of the Council to join a meeting to ensure that business of the committee can be conducted.
- e. The Chair and Vice chair of the Council are ex-officio members of all committees which entitles them to attend meetings and participate in the work of the committee.