



Willaston Parish Council

Minutes of the Meeting Held on Tuesday 24th September 2024 at 7:15PM

Present: Councillors: Emma Angier, Craig Bailey, Shirley Brazier, Bill Kirby, Nigel Lane, Wayne Salisbury (Chairman), Keith Ward

In Attendance: Jack Rowlett - Clerk to the Council, PC Fulton, PC Jones, and 2 members of the public

Part I

1: Apologies

Apologies were received from Cllr Cutts and Cllr Morton.

2: Declarations of Interest

The Chairman declared an interest in Item 10.A, as he is listed on the Schedule of Payments for reimbursement.

3: Minutes of the Previous Meetings

A. The Council considered the minutes of the meeting held on the 20th August 2024.

RESOLVED: To approve the minutes of the meeting held on the 20th August 2024 as a true and accurate record.

B. The Council considered the minutes of the additional ordinary meeting held on the 4th September 2024.

RESOLVED: To approve the minutes of the meeting held on the 4th September 2024 as a true and accurate record.

4: Public Participation

A resident raised ongoing concerns around antisocial behavior (ASB) at the playing field and breaches of by-laws due to insufficient signage. The resident noted that ASB is now taking place around the benches and highlighted perceived inconsistencies in the security company's schedule for closing the field.

The Chairman acknowledged that additional signage would be put in place as agreed at the August meeting and noted that a quote to remove the seating bench is being sought. Further, he suggested the relocation of the picnic benches to relieve residents' concerns.

5: Policing Report

The Chairman noted that an upcoming closed meeting with the Police would take place on the 14th October.

PC Fulton and PC Jones provided an update on recent incidents in the area including:

- **28th August:** Theft of a motor vehicle on Wybunbury Road.
- **8th September:** Criminal damage to the Masonic Hall.
- **12th September:** Suspicious vehicle reported on Murrayfield Drive.
- **19th September:** ASB towards attendees of the History Club at St. Luke's Church

PC Fulton and PC Jones then responded to members' questions.

Councillors raised several issues, including reports of bottles being smashed on Wistatson Road, damage to the gates of the Masonic Hall, and ASB at the playing field.

Cllr Lane sought clarification from the Police as to their approach to preventing the use of E-Bikes. PC Jones noted that evidence of the E-Bikes being used is needed in order for the Police to take action. She further stressed that the Police are unable to pursue E-Bikes users via police vehicles due to safety concerns.

Cllr Angier expressed frustration around the ongoing ASB at the playing field and a lack of action from the Police. She noted the repeated complaints from residents living near the field over a number of months. She further commented that the only time the Council can use the CCTV is when the Police request access to it.

PC Fulton noted that decisions around what reports to prioritise are taken at a more senior level and could be a matter for the closed meeting on the 14th of October.

6: Cheshire East Borough Councillors Report

No Cheshire East Borough Councillors were present.

The Chairman noted that he would have raised the issue of disappearing trees on Park Road had Borough Councillors been in attendance.

7: Planning Applications

A. The Council considered the following planning application as featured in the meeting agenda:

Reference: 24/3079N

Address: 6, Oak Bank Close, Willaston

Proposal: Replace existing flat garage roof with pitched roof

RESOLVED: No objections to the application.

B. The Council ratified the following planning application, for which feedback was sought and submitted between meetings:

Reference: 24/2300N

Address: LAND OFF, THE PEACOCK ROUNDABOUT, WILLASTON

Proposal: Advertisement Consent for roadside advertising hoarding

Feedback Submitted: No objections

RESOLVED: To ratify the feedback submitted

C. The Council considered the following planning applications received since publication of the meeting agenda:

Reference: 24/3294N

Address: 13, ORCHARD STREET, WILLASTON, CHESHIRE, CW5 6QW

Proposal: Proposed rear two storey extension

RESOLVED: No objections to the application

Reference: **24/3392N**

Address: 15, COPPICE ROAD, WILLASTON, CW5 6QA

Proposal: Variation of conditions 2 and 3 on approval 22/3514N:

Conditions to be amended in line with revised plans as materials used and window positions have changed slightly and the number of windows to the side elevation have been reduced.

RESOLVED: To make an observation resubmitting the Council's previous comment that the windows should be of obscured glass

8: Playing Field and Open Spaces

• War Memorial

- The Chairman reported that resurfacing quotes are still pending as the contractor is currently unavailable.
- Cllr Bailey requested a follow-up email to be sent by the Clerk regarding the removal of the lamppost, as no response has been received in three months. No work can proceed until the lamppost is removed.

• Mike Heywood Green

- Cllr Bailey raised concerns from a resident about overhanging branches from large trees growing on the green, impacting the resident's garden. It was noted that the Parish Council manages, but does not own, the land.
- It was suggested to obtain a title deed from the Land Registry to clarify boundary and management responsibilities.
- The Chairman proposed obtaining a quote from Border Tree Care to address the tree issues.

• The Spinney

- Cllr Bailey confirmed that recent tree work, including canopy lifting and branch removal along Crewe Road, has been completed.
- The tree surgeon has recommended conducting a tree health report due to safety concerns.
- The Chairman noted the absence of a tree register or tree policy for the Council.

• Playing Field

- The Chairman detailed incidents of intimidation and anti-social behaviour on 3rd and 4th September while closing the playing field. To ensure safety, the Council has arranged for the security company to lock the playing field each night.

- The Chairman explained that, although the field has been closed by the Council previously to save costs, it is no longer safe for Councillors to handle this task alone. Opening the field is still manageable.
- Cllr Angier suggested discussing formal bans for problematic individuals from the playing field.
- The Chairman acknowledged that there are sufficient grounds for bans but noted enforcement limitations. It was agreed to raise the issue with the police at the upcoming meeting on 14th October.
- Cllr Lane questioned the Council's legal and financial ability to enforce bans and suggested the need for stronger measures.
- Cllr Brazier highlighted increasing anti-social behaviour, recounting an incident where a community group was trapped inside a hall by youths.
- Cllr Bailey referenced concerns about uncontrolled dogs in the playing field and clarified the legal definition of 'under control' under the Dangerous Dogs Act 1991 S.3(5) and in the case of the Summers V London Borough of Richmond 2018 as:

"...proper control means a dog being on a lead or muzzled if the dog requires it, or otherwise being at heel/close enough to the person in charge that it can be restrained if necessary or responding immediately to voice commands."

9: Clerk's Report

The Clerk reported significant administrative reorganisation following a backlog inherited from the previous Clerk, including updating digital systems, addressing over 200 unread emails, and implementing new processes for managing council matters. The Council's financial records have been brought up to date in the Scribe system. Progress has been made on allotment management with new communication channels and the issuance of invoices for the upcoming year. The internal audit has been completed, and documents have been submitted to PKF for the external audit, with the Council now awaiting the conclusion.

10: Authorisation of Payments

The Chairman noted he would be abstaining from voting on Items **10.A** and **10.B** due to his previously declared interest.

A. Cllr Bailey reported on the payment schedule and requested the Council's approval.

RESOLVED: To approve accounts totalling £6113.15 as detailed in the attached Schedule for Payment (p.3017).

B. The Council noted that an amendment had been made to the August 2024 Schedule of Payments as detailed in the attached Schedule of Payments.

RESOLVED: To approve the amendment to the August 2024 Schedule of Payments as detailed in the attached Schedule of Payments.

11: Bank Reconciliation

A. RESOLVED: To accept the attached Bank Reconciliation (p.3018) for Q1 of 2024-2025.

B. The Council noted the Bank Reconciliation for the financial year to date.

12: Budget Review

A. RESOLVED: To accept the attached Budget Review (p.3019) for Q1 of 2024-2025.

B. The Council noted the Budget Review for the financial year to date.

13: Banking

A. The Chairman noted that the Council has had longstanding issues dealing with high street banks due to their lack of understanding of Parish Council structures. It was noted that it had taken 4 months to get the previous Clerk on to the Council account. He conveyed that moving to a specialised bank such as Unity Trust would speed up the banking process and allow the Council to manage their banking online.

Cllr Bailey expressed the difficulty he had with Barclays when he had previously been Chairman of the Council.

Cllr Kirby communicated that he wanted to see more evidence of different banking options before making a decision.

The Chairman noted that he had sent an email to members regarding the possible switch to Unity Bank 1 month previously.

RESOLVED: To change the Council's banking arrangements from Barclays to Unity Trust in order to better meet the needs of the Council

B. The Chairman informed members that payments will need to be approved online once the new banking arrangements are in place. Therefore a minimum of 4 signatories will be required to ensure payments can be approved.

RESOLVED: To approve the Chairman, Vice-Chairman, Cllr Angier, and Cllr Bailey as signatories and online users for the new banking arrangements.

14: Financial Regulations

RESOLVED: To accept the updated financial regulations as revised by NALC.

15: Allotments

The Council received an update about the allotments from the Chairman. It was noted that the new Scribe Allotments system is now set up and invoices for the 2024-2025 year have now been sent out. Upcoming work will focus on clearing plots and working through the waiting list.

The Council discussed the matter of allocating waiting list placings to people who already hold plots.

RESOLVED: To offer plots to first-time tenants ahead of those who already hold plots.

The Council then discussed whether allotment plots at the bottom of gardens should be given first to residents of the adjacent houses.

It was noted by several members that this would tacitly mean prioritising residents from outside the parish. It was felt that residents of Willaston should always take priority.

RESOLVED: To maintain the existing waiting list policy as it applies to all plots.

16: Remembrance Service

The Council was updated on plans for the 2024 Remembrance Day service. It was noted that Cllr Bailey has organised the road closure and would be ordering wreaths.

The Chairman stated that a further update will be given at the October meeting of the Council.

17: Next Meeting

Scheduled for Tuesday 29th October 2024.

18: Exclusion of Press and Public

RESOLVED: To exclude the public and press representatives during the discussion of the next items (Part 2 of the meeting) under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being discussed.

Willaston Parish Council
Schedule of Payments
24th September 2024

Date of Debit	Recipient	Purpose	£	£	Payment Ref	Power of expenditure	Scribe	Rembursal
1	TBC Jack Rowlett (Clerk)	Clerk's September Salary	1092.07		103181	LGA 1972 S112		N/A
2	TBC Mike Webster & Son Ltd	Grass Cutting All Sites (5.8.2024)	370.00		103182	Open Spaces Act 1906 S10		N/A
3	TBC Crewe Road Nurseries	Willaston in Bloom	231.60		103183	LGA 1972 S144		N/A
4	TBC Stapteley and District Parish Council	Stapeley Community Hall Office Hire 19.08.2024	10.00		103184	LGA 1972 S111		N/A
5	TBC Border Tree Care	Crewe Road & Spinney Tree Pruning Work	480.00		103185	Open Spaces Act 1906 S10		N/A
6	TBC U Storeall	Storage Unit (Rest of Financial Year (13.9.2024 to 31.3.2025))	571.86		103186	LGA 1972 S111		N/A
7	TBC Alpha Omega Securities	Security Close at Playing Field (1.8.2024-31.8.2024)	342.00		103187	LGA 1972 S111		N/A
8	TBC Starboard Systems Ltd	Scribe Allotments Subscription (Annual)	518.40		103188	Small Holdings and Allotments Act 1908		N/A
9	TBC Margaret Penaluna	St John's Church Hire (4.9.2024)	10.00		103189	LGA 1972 S111		N/A
10	TBC Water Plus	Allotments Water Bill (8.7.2024-7.9.2024)	140.62		103190	Small Holdings and Allotments Act 1908		N/A
11	TBC SLCC	Training Books for New Clerk	193.96			LGA 1972 S111		Cltr Salisbury
12	TBC Stablepoint Ltd	Domain Name Registration 2024-2025	5.99			LGA 1972 S142		Cltr Salisbury
13	TBC Stablepoint Ltd	Cloud Hosting 2024-2025 (Website)	46.8	302.53	103191	LGA 1972 S142		Cltr Salisbury
14	TBC Zurich Municipal	Insurance 2024-2025 (CCTV Cover)	44.98			LGA 1972 S140		Cltr Salisbury
15	TBC Sainsburys	Stamps for Allotment Invoices	10.80			LGA 1972 S111		Cltr Salisbury
16	TBC Core Highways (Regions) Ltd	Remembrance Service 2024 Road Closure	520.20		103192	LGA 1972 S137		N/A
17	TBC HMRC	HMRC Tax (Employer) August	36.03		103193	LGA 1972 S112		N/A
18	TBC Cheshire Community Action	Cheshire Community Action Annual Subscription 2024-2025	50.00		103194	LGA 1972 S111		N/A
19	TBC Camtek	Increased Solar Capacity for Playing Field CCTV	1054.80		103195	Crime and Disorder Act 1998 S17		N/A
20	TBC Jack Rowlett (Clerk)	Clerk's Homeworking Expenses - September Only	26.00		103196	LGA 1972 S112		N/A
Total			5756.11					

Payments made as authorised and to avoid late payment								
Date of Debit	Recipient	Purpose	£	£		Power of expenditure	Scribe	
## 9/2/2024	Jack Rowlett (Clerk)	Clerk's August Salary	292.04		103179	LGA 1972 S112		
22 9/5/2024	HMRC	HMRC Tax (Employee) August	73.00		103180	LGA 1972 S112		
Total			365.04					

Payments Amended			
Original Reference	Recipient	Notes	£
August -103178	Stablepoint Ltd	Stablepoint do not accept cheques, payment was instead made by Cltr Salisbury and reimbursment is reflected in the September Schedule of Payments (Rows 23-24). 103178 has been voided.	

Resolved to be paid at the meeting held on
Minute Reference

24th September 2024

Cltr - Proposer - Sign & Date

Cltr - Seconder - Sign & Date

Willaston Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/06/2024		
	Cash in Hand 01/04/2024		32,416.69
	ADD Receipts 01/04/2024 - 30/06/2024		27,570.26
			59,986.95
	SUBTRACT Payments 01/04/2024 - 30/06/2024		19,529.04
A	Cash in Hand 30/06/2024 (per Cash Book)		40,457.91
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2024	0.00
	Business Current Account - Comm	30/06/2024	8,398.36
	Business Savings Account - Busin	30/06/2024	37,909.19
			46,307.55
	Less unrepresented payments		5,849.64
			40,457.91
	Plus unrepresented receipts		
B	Adjusted Bank Balance		40,457.91
	A = B Checks out OK		

Willaston Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	General - printing, stationery anc				200.00		200.00	200.00 (100%)
21	Telephone/Broadband				100.00	12.33	87.67	87.67 (87%)
22	IT/Website				250.00		250.00	250.00 (100%)
23	Insurances				930.00	957.13	-27.13	-27.13 (-2%)
24	Audit Fees				600.00		600.00	600.00 (100%)
25	General Subscriptions				1,230.00	1,122.52	107.48	107.48 (8%)
26	Meeting expenses - Room Hire				500.00		500.00	500.00 (100%)
27	IT Software				850.00		850.00	850.00 (100%)
49	Storeage Unit				870.00	220.32	649.68	649.68 (74%)
50	Miscellaneous					512.73	-512.73	-512.73 (N/A)
55	Room Hire					393.50	-393.50	-393.50 (N/A)
57	IT Microsoft							(N/A)
61	IT Antivirus							(N/A)
82	New Storage Facility				2,250.00		2,250.00	2,250.00 (100%)
83	Events Licence				300.00	354.49	-54.49	-54.49 (-18%)
SUB TOTAL					8,080.00	3,573.02	4,506.98	4,506.98 (55%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Postage, printing				75.00		75.00	75.00 (100%)
2	Allotment Signage				100.00		100.00	100.00 (100%)
3	Maintenance General				3,000.00		3,000.00	3,000.00 (100%)
4	Maintenance Grass Cutting				550.00	45.83	504.17	504.17 (91%)
5	Water Rates				600.00	145.86	454.14	454.14 (75%)
6	Allotment Competition Prizes				75.00		75.00	75.00 (100%)
7	Engraving Allotment Cup				30.00		30.00	30.00 (100%)
8	Allotment Clearance				400.00		400.00	400.00 (100%)
9	Allotment Society Subscription				70.00	55.00	15.00	15.00 (21%)
59	Allotment Shield							(N/A)
SUB TOTAL					4,900.00	246.69	4,653.31	4,653.31 (94%)

CCTV

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77	Intallation					3,500.00	-3,500.00	-3,500.00 (N/A)
78	Church Agreement				300.00		300.00	300.00 (100%)
79	Data Plan				108.00	59.58	48.42	48.42 (44%)
80	Annual Service				300.00		300.00	300.00 (100%)
81	ICO Registration				40.00	40.00		(0%)
SUB TOTAL					748.00	3,599.58	-2,851.58	-2,851.58 (-381%)

Willaston Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

Civic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Chairman's Allowance				120.00		120.00	120.00 (100%)
31	Civic Service Costs				400.00		400.00	400.00 (100%)
32	Miscellaneous Expenses				100.00		100.00	100.00 (100%)
58	Remembrance/Commemorative				1,300.00		1,300.00	1,300.00 (100%)
84	Flags				25.00		25.00	25.00 (100%)
SUB TOTAL					1,945.00		1,945.00	1,945.00 (100%)

Community Development Fun

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Benches							(N/A)
SUB TOTAL								(N/A)

Community Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Sundries Including Donations				250.00	150.00	100.00	100.00 (40%)
41	Burial Grounds				300.00		300.00	300.00 (100%)
42	Parish Newsletter				250.00		250.00	250.00 (100%)
43	Benches				1,000.00	400.00	600.00	600.00 (60%)
44	Fingerposts							(N/A)
45	Dog Fouling Campaign & Equipr				400.00		400.00	400.00 (100%)
86	Defibrillator				1,000.00		1,000.00	1,000.00 (100%)
87	Mike Heywood Green Asset Trar				2,000.00		2,000.00	2,000.00 (100%)
88	War Memorial Resurfacing				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					8,200.00	550.00	7,650.00	7,650.00 (93%)

Events Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Garden Party				8,835.00	5,289.03	3,545.97	3,545.97 (40%)
37	Coronation Event							(N/A)
38	Carols On The Green				400.00		400.00	400.00 (100%)
39	Seed Events							(N/A)
54	Litter Pick							(N/A)
85	Commemorative Events				350.00	200.40	149.60	149.60 (42%)
SUB TOTAL					9,585.00	5,489.43	4,095.57	4,095.57 (42%)

Willaston Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Income Allotments	1,925.00	142.00	-1,783.00				-1,783.00 (-92%)
67	Income Playing Field	2.00		-2.00				-2.00 (-100%)
68	Income Willaston In Bloom Spon	1,350.00		-1,350.00				-1,350.00 (-100%)
69	Income Events Committee	2,500.00	690.00	-1,810.00				-1,810.00 (-72%)
71	Bank Interest	350.00	133.76	-216.24				-216.24 (-61%)
72	VX Fibre	500.00	500.00					(0%)
73	Income Garden Party							(N/A)
74	CIL Payment							(N/A)
75	VAT Refund							(N/A)
SUB TOTAL		6,627.00	1,465.76	-5,161.24				-5,161.24 (-77%)

Playing Field and Open Space		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Maintenance - Playing Field				1,500.00	19.50	1,480.50	1,480.50 (98%)
11	Maintenance - Other open space				500.00		500.00	500.00 (100%)
12	Grass Cutting - Playing Field				1,500.00		1,500.00	1,500.00 (100%)
13	Grass Cutting - Other Open Spa				750.00	924.99	-174.99	-174.99 (-23%)
14	New Play equipment & Repairs				2,500.00		2,500.00	2,500.00 (100%)
15	Playground Inspection				120.00	110.00	10.00	10.00 (8%)
56	Gate Refurbishment							(N/A)
60	Tree							(N/A)
62	Posters							(N/A)
64	Bench							(N/A)
76	Security - Playing Field				3,120.00	480.00	2,640.00	2,640.00 (84%)
SUB TOTAL					9,990.00	1,534.49	8,455.51	8,455.51 (84%)

Precept		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Precept	52,209.00	26,104.50	-26,104.50				-26,104.50 (-50%)
SUB TOTAL		52,209.00	26,104.50	-26,104.50				-26,104.50 (-50%)

Proposed Community Projects		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Civic Flagpole & Flags							(N/A)
SUB TOTAL								(N/A)

Willaston Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

Salary Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Clerk's Salary				10,188.00	1,965.60	8,222.40	8,222.40 (80%)
17	Pension							(N/A)
18	Training Courses - Employee				200.00		200.00	200.00 (100%)
19	Expenses - Employee							(N/A)
28	Members - Training Courses				1,000.00		1,000.00	1,000.00 (100%)
29	Members' Expenses - General				100.00		100.00	100.00 (100%)
47	HMRC Tax Employee							(N/A)
48	Employer NICS							(N/A)
51	Staff Salary ML							(N/A)
52	Employee Salary							(N/A)
63	Tax and Employer NICS					540.66	-540.66	-540.66 (N/A)
65	Clerks Expenses				150.00	142.07	7.93	7.93 (5%)
SUB TOTAL					11,638.00	2,648.33	8,989.67	8,989.67 (77%)

Willaston In Bloom

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Summer Campaign				8,250.00		8,250.00	8,250.00 (100%)
34	Winter Campaign				1,000.00		1,000.00	1,000.00 (100%)
35	WIB - Miscellaneous				500.00	9.98	490.02	490.02 (98%)
SUB TOTAL					9,750.00	9.98	9,740.02	9,740.02 (99%)

Summary

NET TOTAL	58,836.00	27,570.26	-31,265.74	64,836.00	17,651.52	47,184.48	15,918.74 (12%)
V.A.T.					1,877.52		
GROSS TOTAL		27,570.26			19,529.04		