

Willaston Parish Council

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Minutes of the Meeting of the Council held on Tuesday 22nd August 2023

Attendance:

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

Sue Togay (Clerk).

80. Apologies for Absence.

Apologies were received from Councillors Cutts (Vice Chairman) and Morton.

81. Declarations of Interest.

Councillor Bailey in respect of item 23 Authorisation of Payments as a payee.

Councillor Salisbury in respect of Item 23 Authorisation of Payments as a payee.

82. To Approve the Minutes of the Meeting Held on Tuesday 25th July 2023.

RESOLVED: That the minutes of the Council held on Tuesday 25th July 2023 be approved as a correct record and signed by The Chairman with the following amendments:

Ref 51a: Final paragraph of Page 3001 to be amended to:

The ongoing boundary access issues were continuing, and letters had been written to all those properties which shared a boundary with the playing field. A further letter had been sent to a resident who had included misinformation on details to the estate agent selling her property. This had been corrected on the agency site details but had not been amended on the 'for sale' brochure. The Clerk to further write to her requesting that the brochure is also amended, and she cease accessing the field via an unpermitted gate or further action will be taken. An additional letter also to be written to a separate resident who also continued to misuse a gate installed on their property, reminding them again of the access rights and to cease using their unpermitted gate or again, further action would be taken.

Matters arising were:

Councillor Ward again mentioned the height of the shrubbery on the footpath linking Victoria Mill Drive and John Gresty Drive which had still not been cut back even though it had been reported to 'Fix My Street' twice since March 2023. The Clerk to contact Charlie Griffiths of ANSA direct to highlight the problem and request a solution.

83. To Receive a Report Regarding Policing Matters in the Parish.

Unfortunately, there were no Police officers available to attend. There was asb in the parish relating to milk and eggs being stolen. The Clerk to report to the local PCSO.

Councillor Kirby mentioned problems at Joey the Swan, but this was considered a Police issue and not appropriate for this Council as it was in Wistaston Parish.

84. Public Participation.

A member of the public attended in relation to the dangerous state of at a boarded up, vacant property on Colleys Lane and asked advice if there was any legislation relating to the dangerous condition of the hedges and house whose owner lived abroad. She was advised to report her concerns regarding hedges to Fix My Street and the Council would contact Highways direct to provide further details. The Clerk to copy in Cheshire East Councillors Coiley and Simon for information.

85. Cheshire East Borough Councillors Report.

There were no Cheshire East Councillors in attendance . Councillor Kirby wished to follow up direct issues he had brought to their attention.

86. Complaints Policy Review.

A draft copy of the updated Complaints Policy Review had been supplied to Councillors for consideration.

RESOLVED: that with the following amendments, the Complaints Policy be adopted by Willaston Parish Council:

Heading: Insert the date of adoption (22nd August 2023).

3.1; Insert the name of the Principal Council and the date the Code of Conduct was adopted by the Council (16th May 2023).

8; Insert after the Complaints Committee of the Parish Council '**if in place**'.

9: Insert 'That the Clerk can determine if a complaint is unreasonable and vexatious and can decide whether or not, to follow the procedure. The Council will be notified of the details.

The Clerk to provide the adopted version of the Complaints Procedure.

87. Community Facility Improvement Fund and Community Infrastructure Levy.

Information had been supplied relating to the amount held by the Council from the Community Facility Improvement Grant and CIL and the expenditure to date relating to these budgets.

Councillor Salisbury proposed that the Council consider the procurement of a CCTV system at the Lettie Spencer Playing Field as there had been continued problems for many years with anti-social behaviour. He had completed some considerable research into costs and all issues relating to installation and use and had first-hand knowledge of a similar parish that had solved a comparative problem by the installation of CCTV. It was agreed that this would be an important tool in addressing the asb problems.

Details of equipment needed, potential source of a power supply and the legislation in relation to the recording and use of images was provided and discussed. An initial quote was provided from CAMTEK with indicative costs.

RESOLVED: after discussion, it was resolved that Councillor Salisbury explore this proposal further, obtain two further quotes and conduct exploratory discussions regarding the potential use of their power supply at the church. Further details to be brought back to the September meeting for discussion.

88. Illegal Parking and Overgrown Hedges in the Parish.

This item was deferred until the August meeting.

89. Report from the Clerk to Willaston Parish Council

As the Council were considering a co-option policy in item 19 it was appropriate that the Clerk now begin the process in relation to the advertising of the two vacant seats in the parish.

90. To consider matters relating to Planning Applications which include:

23/2819N

Erection of Foul Pumping Station

Manor Bank Barn, 2 Old Newcastle Road, Willaston, CW5 7BQ

Submission Deadline: 30th August 2023

RESOLVED: that no objection be submitted but with a comment to include suitable screening around the facility

23/2874N

Variation of condition 2 approved plans, 3 Materials, 4 Surface Materials, 5 Landscaping, 7 Boundary Treatments, 8 Drainage, 18 Bin/Cycle Stores on approved application PO9/0040 Land to the West of Manor Bank Barn, Cheerbrook Road, Willaston

Submission Deadline: 23rd August 2023

RESOLVED: that the Council objects to the application based on various items relating to D4 of the Willaston Neighbourhood Plan.

91. Willaston Events Committee

A breakdown of the income and expenditure of the Garden Party was provided. An Events Committee meeting had been held on 8th August where this year's event had been reviewed in order to improve on a proposed Garden Party Event on Saturday 6th July 2024. It was hoped that this would be an all-weather event. A Volunteer Feedback event had also taken place and a Willaston Facebook Volunteer Page had now been created.

The next event planned was 'Carols on The Green' on 14th December 2023.

92. Playing Fields & Open Spaces

- a) To discuss matters relating to Lettie Spencer Playing Field, The Spinney and Mike Heywood Green.**

Lettie Spencer Playing Field

A resident had reported vandalism to the children's area gate at the Playing Field, but this had been repaired by Councillors Lane and Salisbury.

The playing field gates were now being powder coated and the lettering retraced in gold. The resident's post would be reinstated on that side of the gates and supporting gate posts put in place.

Mike Heywood Green

The bench bases for the two new benches had now been laid and the benches would be sited within the next few weeks.

The Spinney

The Clerk to contact Charlie Griffiths to ascertain if the tree work had been carried out by them at the Spinney.

93. To Consider Further an Appropriate Memorial to the Late Vice-Chairman, Councillor Colin F Todd.

At the last meeting it was resolved that a cup would be procured to be awarded as an allotment prize in the name of the late Councillor Colin Todd. However, this would only be known about by the allotment community. After some discussion, Councillor Wade proposed that one of the benches that were proposed for the Wybunbury Road/Green Lane Site should be dedicated to him also.

RESOLVED: that Willaston Parish Council approve the legal search expenditure of approximately £615 for the benches to be sited at Wybunbury Road/Green Lane and that a bench be dedicated with a plaque to the late Councillor Colin Todd.

RESOLVED: that a presentation shield be procured up to a cost of £200 for presentation to the 'most improved' allotment annually in memorial of the late Councillor Colin Todd.

94. Procurement of an Appropriate Software Package to Manage the Parish Council's Processes.

Councillor Anna Cutts had provided extensive information on the various suitable software packages available for Council use.

RESOLVED: After consideration Willaston Parish Council approved the procurement of Scribe initially for accounts and following, when necessary, the Allotment package.

95. Huntsbank Allotments

- a. Request from Tenant: Plot 93 for the erection of a shed 4ft X 8ft with a height of no more than 6ft 8ins sited at the far end of the allotment and away from the path.

RESOLVED: that permission be given to erect the above structure on Plot 93.

- b. To consider matters arising from the Annual Allotment Inspection.

The noticeboard – this needed replacing

Perimeter Fence – Councillor Salisbury had produced a specification for work for the perimeter fence on Facebook and on the website. Considerable interest had been shown.

The Parish Storage Hangar – consideration was given to replacement of this structure with something more suitable. This could be built into the budget for 23/24.

Plot Numbers = the Clerk to politely request that allotment holders clearly number their plots in some way.

Uncultivated Plots – letters to be sent to tenants of uncultivated plots identified.

Bus Stop – the Clerk to speak to the Clerk at Wistaston about the boarding on the bus stop which had not been replace.

VX Fibre – the bed behind the bus stop was being used as a dumping ground and would appear to be causing some damp to the lower interior of the bus stop. The Clerk to contact VX Fibre and complete the snagging on the area and request its removal and the area tarmacked.

96. Remembrance Sunday 2023

It was proposed that the same format be used as 2022. Traffic Management had been carried out by Duttons for several years and a quote already obtained for 2023. The Clerk to check the 2022 figure and obtain further quotes. In addition to register the event with Cheshire East ESAG.

Councillor Margaret Simon had sent an email to the Charman in relation to an additional name on the war memorial. The Chairman would circulate the email to consider in the future.

97. Communications Policy

This item is deferred until the next meeting.

98. Councillor Co-Option Policy

Councillor Salisbury had circulated a draft policy and proposed the Council adopt the document in order that the co-option process is uniform for future candidates.

RESOLVED: that Willaston Parish Council adopt the co-option policy presented to the Council

99. CCTV Policy.

Councillor Salisbury had circulated a draft policy and proposed that the Council adopt the document. Retrospectively, the approved use of a body cam needs a policy to support it and show that it has been correctly considered by the Council. The draft policy presented at the meeting is to use in the present circumstances but would have to be expanded if the Council progress to the procurement and use of CCTV equipment.

RESOLVED: that Willaston Parish Council adopt the CCTV policy presented to the Council.

100. Budgetary Control Review for the first quarter of the financial year to end June.

The budgetary control review had been provided to Councillors. This had been produced by an ‘Income and Expenditure ‘ method. Discussions too place as to the necessity of using this accounting method as the Council’s expenditure and income was not above £200,000 where it was a necessity as per the audit process. As the Council was moving to the Scribe software package then it was considered an opportunity to revert to ‘Receipt and Payment’.

RESOLVED: that the budgetary control review for the first quarter of the financial year to end of June 2023 be approved.

RESOLVED: that the Council on procurement of Scribe software move to a receipt and payment method of accounting.

101. Bank Reconciliation for the first quarter to end June 2023.

Councillor Cutts had checked the bank reconciliation against the bank statements also provided. She had confirmed that the Council accept the bank reconciliation to the end of June as correct.

102. Approval Of Payments

RESOLVED: It was resolved that the accounts totalling £10, 950.05 as detailed in the attached schedule be approved for payment.

103. To note the date of the next meeting

26th September 2023.

It is recommended that Council considers items 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 item (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.

RESOLVED: to exclude public and press from the meeting.

Chairman: Date:

WILLASTON PARISH COUNCIL SCHEDULE OF PAYMENT			
22nd July 2023			
Details of Payment	£	£	Cheque No
S Togay - August Salary		£715.15	103008
HMRC - August		£178.60	103009
U Storeall 13/8 - 12/9		£83.37	103010
S Togay - stationery		£18.00	103011
WaterPlus - 15/7-14/8		£52.47	103012
Cllr CT Bailey- Parish Mobile		£9.99	103014
Cllr A Cutts - Egg & Spoon		£27.50	103013
Sandbach Town Council - GP Gazebo Hire		£100.00	103015
Mike Webster & Son - Inv 5767 18/7	£345.00		
" Inv 6031	<u>£345.00</u>	£690.00	103016
Crewe Road Nurseries Inv 0287	-	£8,754.60	103017
Cllr CW Salisbury:			
Body Cam	£129.99		
Rechargeable Flashlight	£27.86		
Facebook Ad - GP	£20.00		
Facebook Ad - GP	£10.52		
Lakeside Hire - heras fencing Inv 2131851	£33.00		
Lakeside Hire - heras fencing Inv 2132482	£33.00		
Lakeside Hire - heras fencing Inv 2132784	£33.00		
Lakeside Hire - heras fencing Inv 2133086	<u>£33.00</u>	£320.37	103018
	-		
	Total	£10,950.05	

Chairman **Date**

**Confidential Business
(Part 2)**

Chairman Date