

## Willaston Parish Council

Email: [clerk@willastonparishcouncil.org.uk](mailto:clerk@willastonparishcouncil.org.uk)  
Website: [www.willastonparishcouncil.org.uk](http://www.willastonparishcouncil.org.uk)  
Telephone: 07579 791981



### Minutes of the Meeting of the Council held on Tuesday 24<sup>th</sup> October 2023

#### **Attendance:**

Councillors: Craig Bailey (Chairman), Shirley Brazier, Bill Kirby, Nigel Lane, Frank Morton, Wayne Salisbury, Keith Ward, Julie Webb

Sue Togay (Clerk), Cheshire East Ward Councillors Allen Gage.

#### **147. Apologies for Absence.**

Apologies were received from Councillors Emma Angier and Anna Cutts (Vice-Chairman), Cheshire East Ward Councillors Alan Coiley and Margaret Simon.

#### **148. Declarations of Interest.**

Councillor Bailey in respect of item 21 Authorisation of Payments as a payee.  
Councillor Salisbury in respect of Item 21 Authorisation of Payments as a payee.  
Councillor Lane in respect of Item 21 Authorisation of Payments as a payee.

The Chairman opened the meeting by reminding Members of the Council's adopted Code of Conduct and its principles.

#### **149. To Approve the Minutes of the Meeting Held on Tuesday 26<sup>th</sup> September 2023.**

RESOLVED: That the minutes of the Council held on Tuesday 26<sup>th</sup> September 2023 be approved as a correct record and signed by The Chairman.

#### **150. To Receive a Report Regarding Policing Matters in the Parish.**

Unfortunately, there were no Police officers available to attend. It had been confirmed that our designated PCSO had now been transferred and we were awaiting confirmation of details of our new officers. After discussion, the Council requested that the Clerk email local Police officers again requesting details of designated parish officers and requesting attendance at meetings or a report as there had been no officer presence at meetings since April 2023. Further contact with the Cheshire Police and Crime Commissioner would follow if no response was received.

#### **151. Public Participation.**

No members of the public were in attendance.

**152. Cheshire East Borough Councillors Report.**

Councillor Allen Gage were in attendance and reported as follows:

- Councillor Gage had been working alongside the Crewe Policing unit and reported that there was now a public information campaign relating to electric scooters which were a nuisance across the Crewe and Nantwich area. These were now being impounded by the Police. Hopefully the details of the new PCSO for the area would soon be received.
- United Utilities would be returning to Park Road to further investigate issues with the road surface and underlying structural problems.
- Cheshire East were now carrying out a 'Green Spaces Consultation' which was identifying ownership across the Borough to establish responsibilities. Information had been provided to Councillors. It was requested that the grassed area on Kensington Drive is added to the list. There was as yet no clarification on the ownership of the triangle of grass next to Mike Heywood Green. Moving forward it was hoped that there would be a window of opportunity to execute an asset transfer. Documents had been provided relating to formulating a business case for consideration in the asset transfer process.

Councillors asked the following questions:

- There had been some confusion as to the ownership of the pathway from Victoria Mill Drive to John Gresty Drive and its maintenance especially in relation to the overgrown trees. ANSA had now confirmed that this would be scheduled into the maintenance programme. The Clerk to supply Councillor Gage with emails relating to this.
- An overgrown tree at the junction Green Lane/Ashlea Drive was blocking visibility. Councillor Gage knew about this and there is no record that it is in the ownership of Cheshire East. It was agreed that this could be pruned by the owner with the assistance of Councillor Salisbury.
- At the April meeting of the Council, it was established that the triangle of land which the War Memorial sits on is in the ownership of Willaston Parish Council. Recently, an old post had been removed and replaced by an illuminated post. It was presumed that Highways had carried this out. The Clerk to clarify with Cheshire East Councillor Margaret Simon that we do in fact own this area as the Council intends to resurface.

**153. Report from the Clerk to Willaston Parish Council**

The Clerk reported the following:

- The Clerk advised Councillors that the final notice of 'Conclusion of Audit' had now been published which concludes the audit process for 2023/24.
- Following on from the report to The Health & Safety Executive about concerns about scaffolding at Wybunbury Road had been followed up by supplying further details of the contractor.
- Shortly after the Annual Allotment Inspection the Bus Stop on Crewe Road had been fully refurbished by Wistaston Parish Council and looked extremely smart.

**154. To consider matters relating to Planning Applications which include:**

23/3732N

Single storey extension to rear and elevation changes to dwelling,

108 Colleys Lane, Willaston, CW5 6NT

Submission Deadline: 1<sup>st</sup> November 2023

RESOLVED: That Willaston Parish Council have no objections to this planning application,

**155. Events Committee**

Councillor Salisbury gave a report including the following:

- The committee had met on 10<sup>th</sup> October where it had considered the Garden Party 2023 including volunteer feedback. This had informed the planning for the 2024 Garden Party, but consideration was now being given to the format of an all-weather event.
- The main focus had been setting a draft budget for Garden Party 2024 which had been supplied to Councillors for inclusion in the proposed 2024/25 Budget.
- Previously a temporary events license had been applied for and issued by Cheshire East for the events held on the Playing Field, but the Events Committee now wished to license the Playing Field for a Premises License and train two Councillors for a Personal License.
- The next meeting of the Events Committee is planned for 5<sup>th</sup> December 2023 and the next event is 'Carols on the Green' on 14<sup>th</sup> December.

**156. Staffing Committee**

(a) Councillor Bailey gave a report on the work of the committee:

- The Staffing Committee had met on 10<sup>th</sup> October where it had reviewed the 'Training & Development Policy' which was now on the website. It was proposed that ChALC would be invited to deliver a personal training session to all members and Clerk by the end of January. The Chairman to circulate proposed dates.
- The Committee had set a draft budget which had been supplied to Councillors for inclusion in the proposed 2024/25 Budget. It was noted that the amount allocated to the Clerk's salary would need to be increased due to the SLCC pay increase about to be issued.

(b) The Council were requested to approve the establishment of a Ranger/Officer of the Council position.

A draft job description had been circulated for consideration. Considerable discussion took place relating to the pros and cons of employment of a permanent ranger to the Council.

RESOLVED: That Willaston Parish Council do not proceed with the employment of a ranger.

It should be noted that Councillor Salisbury was conscious of the fact that two members of the staffing committee were not in attendance.

**157. Playing Fields & Open Spaces**

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

No new issues not already considered within specific agenda items.

**b. To consider quotes for the replacement of basketball boards.**

Several quotes had been supplied by Councillor Salisbury for consideration plus comparison details.

RESOLVED: that the quote from Sports Equipment Supplies be accepted for an amount up to £1,349.

**c. To consider quotes for the floor marking signage outside the playing field area.**

Several quotes had been supplied by Councillor Salisbury for consideration plus comparison details.

RESOLVED: that the quote from Cheshire Road Markings be accepted for an amount of £475. The markings to be just in front of the gate on parish council land and include hatching and letters to say 'No Parking'.

**d. To consider quotes for the removal of the balance beam and litter bin.**

A quote had been supplied for the above work plus a reduced amount if both jobs were to be carried out at the same time. Please see 11e for resolution details

**e. To consider quotes for the moving of the litter bin, dog bin and signpost to a space within the playing field away from the entrance to the drive.**

A quote had been supplied for the above work plus a reduced amount if both jobs were to be carried out at the same time.

RESOLVED: that the quote from JD Services be accepted for an amount of £330 which is for the items in 11d and 11e to be carried out at the same time.

**158. Update on Fingerpost in the Parish**

Councillor Nigel Lane had provided a revised costing From Leander Architectural which had increased from £1,600 to £1,900 but this did include installation. He had also provided some alternative designs for the top of the fingerpost. After discussion the Council agreed that the finial is the preferred design for the top of the fingerpost.

RESOLVED: That Willaston Parish Council accept an increased amount for the fingerpost of £1,900. Councillor Lane to proceed with instructions.

**159. Bank reconciliation**

Councillor Ward reported that he had checked and verified the Bank Reconciliation as of 30th September 2023 as correct.

**160. Remembrance Sunday**

The Chairman gave a report as follows:

- Ministers Sarah Butcher and Mike Turnbull had confirmed they will conduct the service.
- The road closure was in place and would include a 15-minute closure of Crewe Road.
- Letters for residents at the end of Colleys Lane had been delivered.
- Discussions were in place for the Police & Crime Commissioner to attend.
- There would be a change in layout.
- The bugler and PA system had been booked.
- First Aid provision had been booked.
- Invitations had been sent out .
- Poppies would be erected on the posts in the area of the memorial.

**161. D-Day 2024**

The Chairman would not move this motion as the Events Committee had included this event in their programme for 2024. They proposed a 'Cake and Fizz' event similar to the previous successful Coronation event and were happy to organize. This as planned for 6<sup>th</sup> June 2024.

**162. Allotment Awards****Best Allotment Award**

This had been judged as in previous years and confidentially the winners were mentioned. The Clerk to ascertain the winners and arrange the engraving of the cup and inform the Chairman.

**Most Improved Allotment Award.**

The shield had now been received in honour of the late Councillor Colin Todd. Thank you to Councillor Lane for organising this. The Clerk to assess the allotments and judge the winner. The Clerk to arrange the engraving of the shield and inform the Chairman.

The Clerk to further contact VX fibre about outstanding snagging issues and suggest the installation of a sensor light to the unit as a security measure due to the asb occurring in that area.

**163. St Mary’s Churchyard Wistaston**

St Mary’s had requested that the Council consider making a financial contribution towards to upkeep of the churchyard.

RESOLVED: that Willaston Parish Council make a contribution of £250 to St Mary’s Church towards the upkeep of the graveyard.

**164. Communications Policy Review.**

This item was deferred until the next meeting.

**165. Budgetary Control Review 2023/24**

The expenditure against budget review for the second quarter of the financial year to the end of September 2023 had been distributed for review.

RESOLVED: that the Expenditure against budget Review for the first quarter of the financial year to end of September be approved.

**166. Budget 2024/25**

A draft budget for 2024/25 had been circulated to provide an opportunity for Members to share additional items to be considered in preparation for resolving the full Budget at the November meeting of the Council.

Items that were proposed for inclusion were:

- The allotment perimeter fence to be included in the 24/25 budget.
- The procurement of security services for the opening and closing of the Lettie Spencer Playing Field.
- A review of the Clerk’s Salary to a more appropriate spinal point. This item would have to be ratified by the Staffing Committee.
- Pavilion seating at the playing field to be relocated.
- A defibrillator to be installed in an area beyond Park Road.
- A permanent storage facility to be procured for storage of large equipment to be sited at the allotments.

The Clerk to make amendments and reissue to Members.

**167. Authorisation of Payments**

After the normal procedure of checks and control, Councillor Brazier reported on the payment schedule and requested the Council’s approval.

RESOLVED: It was resolved that the accounts totalling £3210.81 as detailed in the attached schedule be approved for payment.

**168. To note the date of the next meeting of the Council**

Tuesday 28<sup>th</sup> November 2023.

**Chairman:** ..... **Date:** .....

<b>WILLASTON PARISH COUNCIL SCHEDULE OF PAYMENT</b>			
<b>24th October 2023</b>			
<b>Details of Payment</b>	<b>£</b>	<b>£</b>	<b>Cheque No</b>
S Togay - Oct Salary		£715.15	103028
HMRC - Sept		£178.60	103029
S Togay reimburse Microsoft Sub		£79.99	103030
U Storeall 13/10 - 12/1 inv 31794756		£83.37	103031
Water Plus - 15/9-14/10		£50.34	103032
Cllr CT Bailey- Parish Mobile	£9.99		
Travel Expenses Chalc AGM (24 x 45p mls)	<u>£10.80</u>	£20.79	103033
Crewe Road Nurseries - allotment award gift voucher		£50.00	103034
RBL Poppy Appeal wreaths and poppies		£126.00	103035
Mike Webster & Son - Inv 6573 29/9		£345.00	103036
Cllr CW Salisbury:			
Heras Fencing Playing Field	£23.57		
Cable ties football pitch fence	<u>£9.22</u>	£32.79	103037
JD Services- Reseeding of f/pitch		£330.00	103038
PKF - external audit		£252.00	103039
Scribe software subscription and Accounts set up fee		£788.40	103040
ChALC - training Cllr Cutts	-	£25.00	103041
Cllr N Lane - Allotment Shield	-	£133.38	103043
<b>Total</b>	<b>Total</b>	<b>£3,210.81</b>	

**Chairman:** ..... **Date:** .....