



Willaston Parish Council

Minutes of the Meeting Held on Tuesday 29th October 2024 at 7:15PM

Present: Councillors: Emma Angier, Craig Bailey, Ann Cutts (Vice Chairman), Bill Kirby, Nigel Lane, Simon Newton (From Item 4 Onwards), Wayne Salisbury (Chairman)

In Attendance: Jack Rowlett - Clerk to the Council

1: Apologies

Apologies were received from Cllrs Ward, Morton, and Brazier.

2: Declarations of Interest

Cllr Bailey declared an interest in Item 12, as he is listed as on the Schedule of Payments for reimbursement.

3: Minutes of the Previous Meetings

Cllr Bailey proposed the following amendment to the minutes of the meeting held 24th September 2024:

- **Item 8 (Page 3013):** "...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..."

RESOLVED: To approve the minutes of the meeting held on the 24th September 2024 as a true and accurate record, subject to the amendment listed above.

Cllr Bailey updated members on the ChALC AGM which he attended with the Chairman and the Clerk on the 17th October. He shared with members that the motion presented to the meeting on behalf of Willaston Parish Council was passed unanimously. The motion was as follows:

"Willaston Parish Council - To allow a Parish Council to style itself as a Local Council if it so resolves

To lobby the National Association of Local Councils and the Ministry of Housing, Communities and Local Government for an amendment to the Local Government Act 1972 to allow a Parish Council to style itself as a Local Council if it so resolves."

4: Co-Option

The Council considered Simon Newton as a candidate for co-option. Mr Newton gave a brief statement on his suitability for the role and answered questions from members.

RESOLVED: To approve the co-option of Simon Newton as a member of Willaston Parish Council.

Following this resolution Mr Newton signed his Declaration of Acceptance of Office.

Cllr Newton then joined the meeting as a member of the Council from this item onwards.

5: Public Participation

The Council received a question ahead of the meeting about hedge cutting in the playing field.

The Chairman noted that a previous Clerk had looked into this matter several months ago and found no evidence that the hedge in question was ever cut.

It was decided that a reply would be sent asking for more details about how the growth of the hedge was impacting the member of the public, following this, an inspection would be carried out if appropriate and any further action considered.

6: Policing Report

There were no Police Officers present at the meeting.

The Chairman updated the Council on the upcoming closed meeting with the Police that will take place on the 6th November.

Cllr Lane raised the issue of stones being thrown at drivers from the foot bridge over the A500. He suggested that this should be raised at the meeting with the Police. He further requested that an update and consideration of any subsequent actions take place at the November meeting of the Council.

Cllr Angier noted that the incident in question occurred on 20.10.2024 at 18:30 and the crime reference number was CDS-157437-24-0707-002

7: Cheshire East Borough Councillors Report

There were no Borough Councillors present at the meeting.

8: Planning Applications

The Council ratified two planning applications, for which feedback was sought and submitted between meetings:

Reference: 24/3404T

Address: 9, MURRAYFIELD DRIVE, WILLASTON, CW5 6QF

Proposal: T1, T2, T3: Oaks: To remove major dead wood. To clear epicormic sucker growth from main stem, to approximately 4.5m above ground level. To crown reduce by approximately 2m height, and up to 1.5m lateral growth, to maintain the trees at a reasonable size for the garden, and to allow a little more light to the property.

Feedback Submitted: No objections to the application

RESOLVED: To ratify the feedback submitted.

Cllr Bailey voted against the motion to ratify feedback for 24/3404T, feeling that the Council should have supported the application rather than presenting no objections. He raised that he thought this was a better course of action where applications align with the Willaston Neighbourhood Plan.

Reference: 24/2967N

Address: 36, DAIRYFIELDS ROAD, WILLASTON, CW5 7TD

Proposal: Certificate of proposed lawful use for single storey rear dining/family room extension.

Feedback Submitted: No objections to the application

RESOLVED: To ratify the feedback submitted.

9: Playing Field and Open Spaces

Playing Field:

Cllr Angier shared that a member of the public had contacted the Council on Facebook requesting that a gate be erected at the Playing Field to prevent dogs and children from running on to the road. During the subsequent discussion it was raised that dogs need to be under proper control on the Playing Field and should not be running into the road at present. It was also noted that the fenced playground area provides an enclosed space for young children. Additionally, concerns were raised that erecting a gate would prevent smooth access to the emergency services.

The Council discussed the draft signage for the Playing Field which had been sent out by the Chairman prior to the meeting. Several members felt that signage should use positive reinforcement rather than perceived negative messaging focusing exclusively on prohibited behaviour.

RESOLVED: To approve the legal sign and additional sign for placement on the CCTV pole.

The Chairman gave an update on the solar upgrade to the CCTV system at the playing field. He noted that it is yet to take place as the Council is awaiting confirmation from the supplier.

Mike Heywood Green:

The Chairman updated that as part of winter planting, the planters at Mike Heywood Green would need to be emptied and prepared in the coming weeks.

War Memorial:

The Chairman updated the Council that himself, Cllr Bailey, and a volunteer have prepared the War Memorial bed for winter planting. He noted that further attention will be required to prepare the memorial for Remembrance Sunday.

Cllr Bailey mentioned that there is damage to one of the posts on the War Memorial pillars and that one of the metal hooks will need to be replaced.

10: Clerk's Report

The Clerk updated the Council on key actions taken since the last meeting. Particular focus had been given to the administration of the allotments and the arrangements for the Remembrance Service.

11: Banking

The Chairman updated the Council that the Unity Trust bank account is now open and the transfer from Barclays Bank has begun.

The Council considered approval of the transfer of funds exceeding £10,000 from Barclays Bank to Unity Trust under the terms of the Financial Regulations.

RESOLVED: To approve the transfer of funds exceeding £10,000 from Barclays Bank to Unity Trust.

12: Authorisation of Payments

A: The draft Schedule of Payments for October 2024 was presented to the Council.

Cllr Cutts raised an issue with Line 17. She noted that the Council has not been using the Parish Online Mapping Software and that this would be made redundant by an extension to the Scribe application now used by the Council. It was agreed that the Clerk would look into the cancellation of the Parish Online Mapping Software.

It was noted that there was error on Line 19 of the draft Schedule of Payments and that the line value should be amended to read “£154” and the total value be amended to read “£5195.32”.

RESOLVED: To approve the attached Schedule of Payments for October 2024 with the above amendments.

Cllr Bailey abstained due to his previously declared interest as a payee for reimbursement.

B: Consideration of the draft approved payments list was deferred to the next meeting.

13: Bank Reconciliation

RESOLVED: To approve the attached Bank Reconciliation for Q2 of 2024-2025 (see page 3030).

14: Budget Review

RESOLVED: To approve the attached Budget Review for Q2 of 2024-2025 (see page 3031).

15: Budget 2025-2026

The Council went through the budget line by line and members proposed adjustments and additional budget lines. The draft budget will be considered at the November meeting of the Council.

Cllr Kirby gave his apologies and left the meeting at 21:01

16: Dignity at Work Policy

The Council considered the draft Dignity at Work Policy for adoption.

Cllr Cutts proposed several amendments to the draft policy; removal of mentions of a “Chief Officer”, clarification of the informal resolution process where concern relates to the Chairman, replacement of “nominated manager or colleague” with “or other Councillor”, replacement of “fellow worker or trade union official” with “appropriate person or trade union official”.

RESOLVED: To adopt the draft Dignity at Work policy as amended.

17: Allotments

The Council received an update on the administration of the allotments and discussed a response to the contesting of the rent increase by two tenants. It was noted that considerable time and money had been spent dealing with this issue, significantly exceeding the amount of the increase.

RESOLVED: To waive the increase for the two tenants as a goodwill gesture on this occasion only due to the delayed issuing of the invoices this year. Further to make clear that advance notice of increase is not required under the terms of the current tenancy agreement.

18: Website Regulations

The Clerk updated the Council on compliance with the new WCAG 2.2 Accessibility requirements for public sector websites.

The Council noted that the existing website does not meet WCAG standards. It was also noted that the existing website is outdated in terms of design and functionality. Following the discussion it was proposed that funding for a new website be provided as part of the budget to be approved in November.

19: Remembrance Service

The Chairman and Cllr Bailey gave an update on the Remembrance Service. The Council was informed that invites had been sent, and the relevant bookings and arrangements for the service had been made.

20: Next Meeting

Scheduled for Tuesday 26th November 2024.

The meeting closed at 22:30

Willaston Parish Council

Schedule of Payments

29th October 2024

3029

Date of Debit	Recipient	Purpose	£	£	Payment Ref	Power of expenditure	Rebursal
1	TBC Jack Rowlett (Clerk)	Clerk's October Salary	958.23			LGA 1972 S112	N/A
2	TBC Jack Rowlett (Clerk)	Clerk's Homeworking Expenses - October Only	26.00			LGA 1972 S112	N/A
3	TBC HMRC	Employer Tax (October)	27.63			LGA 1972 S112	N/A
4	TBC Mike Webster & Son LTD	Grass Cutting All Sites - 20.09.2024	370.00			Open Spaces Act 1906 S10	N/A
5	TBC Ansa	Garden Party Bin Collection (July 2024)	394.04			Entertainment and the Arts LGA 1972 S145	N/A
6	TBC PKF	2023-2024 External Audit Fee + Additional Charge	426.00			LGA 1972 S111	N/A
7	TBC Post Office	Stamps for Sending Cheques	18.70			LGA 1972 S111	Jack Rowlett (Clerk)
8	TBC Amazon	Envelopes for Clerk's Use	3.92	22.62		LGA 1972 S111	
9	TBC Alpha Omega	Security Close at Playing Field (1.09.2024-30.09.2024)	486.00			LGA 1972 S111	N/A
10	TBC Alpha Omega	Missed Invoice From May 2024 (23.5.2024-26.05.2024)	72.00			LGA 1972 S111	N/A
11	TBC Shires Accountants	Payroll Costs (6.8.2024-5.4.2025)	159.6			LGA 1972 S112	N/A
12	TBC WaterPlus	Allotments Water Bill (8.9.2024-7.10.2024)	48.01			Small Holdings and Allotments Act 1908	N/A
13	TBC Starboard Systems Ltd	Scribe Annual Subscription 2024	489.6			LGA 1972 S111	N/A
14	TBC Crewe Road Nurseries	Willaston in Bloom - Winter Bedding	792.00			Tourism - LGA 1972 S144	N/A
15	TBC Staffs Medical Solutions	Remembrance Sunday - First Aid Cover	110.00			LGA 1972 S145	N/A
16	TBC JDH Business Services LTD	Internal Audit Costs 2023-2024	382.80			LGA 1972 S111	N/A
17	TBC Parish Online	Mapping Software 2024-2025	172.80			LGA 1972 S137	N/A
18	TBC EE	Council Mobile Service (May-October 2024)	24.00			LGA 1972 S111	Cllr Bailey
19	TBC Royal British Legion	Remembrance Wreaths and Crosses	154.00			LGA 1972 S145	N/A
20	TBC Microsoft	Microsoft Office 365 Annual Subscription 2024-2025	79.99			LGA 1972 S111	Sue Togay (Former Clerk)
	Total		5195.32				

Resolved to be paid at the meeting held on
Minute Reference

29th October 2024

Cllr - Proposer - Sign & Date

Cllr - Seconder - Sign & Date

Willaston Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2024		
	Cash in Hand 01/04/2024		32,416.69
	ADD Receipts 01/04/2024 - 30/09/2024		55,249.99
			87,666.68
	SUBTRACT Payments 01/04/2024 - 30/09/2024		45,486.56
A	Cash in Hand 30/09/2024 (per Cash Book)		42,180.12
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2024	0.00	
	Business Current Account - Comm 30/09/2024	13,615.28	
	Business Savings Account - Busin 30/09/2024	34,482.72	
			48,098.00
	Less unrepresented payments		5,917.88
			42,180.12
	Plus unrepresented receipts		
B	Adjusted Bank Balance		42,180.12
	A = B Checks out OK		

Willaston Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	General - printing, stationery anc				200.00	10.80	189.20	189.20 (94%)
21	Telephone/Broadband				100.00	12.33	87.67	87.67 (87%)
22	IT/Website				250.00	43.99	206.01	206.01 (82%)
23	Insurances				930.00	1,002.11	-72.11	-72.11 (-7%)
24	Audit Fees				600.00		600.00	600.00 (100%)
25	General Subscriptions				1,230.00	1,172.52	57.48	57.48 (4%)
26	Meeting expenses - Room Hire				500.00	585.50	-85.50	-85.50 (-17%)
27	IT Software				850.00	694.00	156.00	156.00 (18%)
49	Storeage Unit				870.00	843.71	26.29	26.29 (3%)
50	Miscellaneous					705.11	-705.11	-705.11 (N/A)
55	Room Hire							(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	5,424.56	2,655.44	2,655.44 (32%)

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	334.49	265.51	265.51 (44%)
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	435.32	4,464.68	4,464.68 (91%)

CCTV

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77	Intallation					7,795.38	-7,795.38	-7,795.38 (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	7,894.96	-7,146.96	-7,146.96 (-955%)

Willaston Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

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	433.50	866.50	866.50 (66%)
84	Flags				25.00		25.00	25.00 (100%)
SUB TOTAL					1,945.00	433.50	1,511.50	1,511.50 (77%)

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	7,369.03	1,465.97	1,465.97 (16%)
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	7,569.43	2,015.57	2,015.57 (21%)

Willaston Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Income Allotments	1,925.00	728.20	-1,196.80				-1,196.80 (-62%)
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	1,597.00	-903.00				-903.00 (-36%)
71	Bank Interest	350.00	215.79	-134.21				-134.21 (-38%)
72	VX Fibre	500.00	500.00					(0%)
73	Income Garden Party							(N/A)
74	CIL Payment							(N/A)
75	VAT Refund							(N/A)
89	Field Rent							(N/A)
SUB TOTAL		6,627.00	3,040.99	-3,586.01				-3,586.01 (-54%)

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	120.00	380.00	380.00 (76%)
12	Grass Cutting - Playing Field				1,500.00		1,500.00	1,500.00 (100%)
13	Grass Cutting - Other Open Spa				750.00	1,849.98	-1,099.98	-1,099.98 (-146%)
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					400.00	-400.00	-400.00 (N/A)
62	Posters							(N/A)
64	Bench							(N/A)
76	Security - Playing Field				3,120.00	1,275.00	1,845.00	1,845.00 (59%)
SUB TOTAL					9,990.00	3,774.48	6,215.52	6,215.52 (62%)

Precept		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Precept	52,209.00	52,209.00					(0%)
SUB TOTAL		52,209.00	52,209.00					(0%)

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 30/09/2024)

Salary Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Clerk's Salary				10,188.00	4,660.11	5,527.89	5,527.89 (54%)
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					73.00	-73.00	-73.00 (N/A)
48	Employer NICS							(N/A)
51	Staff Salary ML							(N/A)
52	Employee Salary							(N/A)
63	Tax and Employer NICS					921.13	-921.13	-921.13 (N/A)
65	Clerks Expenses				150.00	220.07	-70.07	-70.07 (-46%)
SUB TOTAL					11,638.00	5,874.31	5,763.69	5,763.69 (49%)

Willaston In Bloom

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Summer Campaign				8,250.00	7,810.67	439.33	439.33 (5%)
34	Winter Campaign				1,000.00	193.00	807.00	807.00 (80%)
35	WIB - Miscellaneous				500.00	9.98	490.02	490.02 (98%)
SUB TOTAL					9,750.00	8,013.65	1,736.35	1,736.35 (17%)

Summary

NET TOTAL	58,836.00	55,249.99	-3,586.01	64,836.00	39,970.21	24,865.79	21,279.78 (17%)
V.A.T.					5,516.35		
GROSS TOTAL		55,249.99			45,486.56		