

HATHERTON AND WALGHERTON PARISH COUNCIL

MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 16TH MAY 2022

Present: Cllr Katie Clinton, Cllr Nigel Dibben, Cllr James Du Pavey, Cllr Chris Knibbs, Cllr Deborah Robb, Cllr Joy Sansom, Cllr Rob Tindall

In attendance

Sue Davies (Clerk), Selina Clarke (Clerk)

22/01 ELECTION OF CHAIRMAN

Proposed by Cllr Tindall, seconded by Cllr Du Pavey and unanimously carried that Cllr Knibbs be elected as Chairman.

RESOLVED that Cllr Chris Knibbs be elected as Chairman of the Parish Council for the ensuing year.

22/02 ELECTION OF VICE CHAIRMAN

Proposed by Cllr Clinton, seconded by Cllr Dibben and unanimously carried that Cllr Robb be elected as Vice Chairman.

RESOLVED that Cllr Deborah Robb be elected as Vice Chairman of the Parish Council for the ensuing year.

22/03 APOLOGIES FOR ABSENCE

Apologies received from Cllr Ian Bennion, Cllr Neil Clowes, Cllr Steve Mitchell

22/04 DECLARATIONS OF INTEREST

There were no declarations of interest regarding items on the agenda

22/05 MINUTES OF THE PREVIOUS MEETING

RESOLVED - It was proposed by Cllr Robb and seconded by Cllr Du Pavey and agreed that the minutes of the meeting held on 14th March 2022 be approved as a true and correct record and were signed by the Chairman.

22/06 POLICE MATTERS

PCSO Nick Jarvis updated the council with some statistics of incidents over the last 3 months, they consisted of Road Traffic Accidents, burglaries and stolen items but also followed up on concerns raised from the public.

The police will continue to go out with the mobile speed camera along the A51 London Road, Walgherton and update the council at future meetings.

22/07 PUBLIC QUESTION TIME

In accordance with the Parish Council's Standing Orders, section 1d, members of the public were able to ask a question of the Parish Council or make a statement.

No members of the public attended

22/08 MATTERS ARISING

22/08.1 - Sound Meter – Regarding minute reference **21/97.2** Task outstanding, clerk to send the email out to residents interesting in using the sound meter for indicator purposes only

22/08.2 - Birchall Moss Lane – The issue of damage from overuse of HGV's on an unsuitable road is still to be addressed. It has been escalated upwards to local MP Keiran Mullen.

22/08.3 – New clerk to prepare a Privacy Policy ready for council approval at the next meeting in July 2022

22/09 MEMBERSHIP OF THE PLANNING COMMITTEE

RESOLVED: the council unanimously voted to approve the current terms of reference for the Planning Committee membership to remain in place.

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Councillors are Cllr Du Pavey (Chair), Cllr Bennion, Cllr Knibbs, Cllr Robb and Cllr Tindall.

22/10 CONFIRMATION OF ASSET REGISTER

RESOLVED: The amendment is a record for the purchase of a bench in March 2022 but council has been refunded for it in April 2022 (new financial year) as supplier unable to fulfil order. The Council approved the Fixed Asset Register and it will be reviewed in March 2023 or when there is a change in assets.

22/11 CONFIRMATION OF RISK SCHEDULE

RESOLVED: The Council approved the risk schedule which identifies the risk matters, the frequency of review and the minute number relating to the most recent consideration of specific risk items.

22/12 INTERNAL AUDIT

The 2021/22 Internal Audit has been completed with the conclusion that the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan.

RESOLVED: Clerk acknowledged the observations and rectified the error and resubmitted the AGAR. There was no difficulty as the work had already been done, hence sending a file that showed that it was saved the week before submission, the error was not submitting it with all other documents in the first instance.

22/13 ANNUAL GOVERNANCE STATEMENT

RESOLVED that this be approved by the Council and signed by the Chairman and clerk

22/14 ACCOUNTING STATEMENT FOR FINANCIAL YEAR ENDED 31 MARCH 2022

RESOLVED that this be approved by the Council and signed by the Chairman and RFO

22/15 EXEMPTION CERTIFICATE

RESOLVED: That this be approved by the council and signed by the chairman and RFO. Clerk to submit to PFK Littlejohn, the external appointed auditor.

22/16 FINAL SPEND AGAINST BUDGET

RESOLVED: The council spent £5,110.68 against a budget of £6,210.00 giving an underspend of £1,099.32 (17.7%)

22/17 RECEIPTS & PAYMENTS SUMMARY

RESOLVED: The council was updated with a summary and balance sheet for year 01/04/2021 to 31/03/2022

22/18 RENEWAL OF PARISH COUNCIL INSURANCE

The council unanimously agreed to engage with Zurich Insurance in a 5-year Long Term Agreement as offering best value for money while other insurance companies are hiking up premiums.

RESOLVED to remain with Zurich Insurance on a 5-year LTA

22/19 RENEWAL OF ICO – DATA PROTECTION

RESOLVED to renew the ICO fees for 2022/23

22/20 CONFIRMATION OF BANKING ARRANGEMENTS AND PAYMENT APPROVAL PROCEDURE

RBS Community Bank Account still not available. The council discussed moving to an online bank account with Unity at a cost of £6 per month, main benefit is time saved from manual administration. Signatories to remain in place, they are Cllr Clowes, Cllr Knibbs and Cllr Tindall with the addition of the Clerk as administrator.

RESOLVED to move to Unity Bank and follow procedures defined in the financial regulations, noting that these need amendment to reflect online banking when in place.

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22/21 PUBLIC RIGHTS NOTIFICATION

RESOLVED: Date set for announcing Public Rights is 10/06/2022 and to commence on 13/06/2022 to 22/07/2022

22/22 INTERNAL AUDITOR FOR 2022/23 YEAR END

RESOLVED: To appoint JDH Business Services Ltd for the Internal Audit 2022/23

22/23 RECEIPTS AND PAYMENTS SINCE LAST MEETING AND BANK RECONCILIATION

22/23.1 - Councillors received the Finance report, Appendix 8 that detailed a bank reconciliation. Opening Balance on 01/03/202 of £6,580.13 with income of £0.10 RBS interest and the first Precept instalment of £2,245.00. Also, a purchase of the bench, fixtures & planter from the previous financial year was refunded £837.60. Giving a total income of £9,662.83. Spend since the last meeting was £1,417.38 leaving a balance of £8,245.45 with no unrepresented cheques.

22/23.2 – Budget against actual spend, a forecast against budget is 10.7% underspent but this will change throughout the year as commitments are become clearer.

22/23.3 – RESOLVED: The following payments were authorised:

Payment to	Details	Cheque No.	Amount
Selina Clarke	Clerk Salary & Expenses Apr/May	000542	£388.14
ICO	Annual ICO Fee 22/23	000543	£40.00
ChALC Affiliation	Subscription Fee 22/23	000544	£154.44
JDH Business Services	Internal Audit Fee	000545	£216.00
Scottish Power	UMS Streetlight (Boar's Head)	000546	£68.18
Zurich Insurance	Long Term Agreement renewal 22/23	000547	£162.75

22/24 PLANNING MATTERS

22/24.1 – Councillors received the Planning Report, Appendix 9 and the following planning applications with decisions made since the last meeting held on 14th March 2022

Plan No.	Address	Decision
21/3394N	Wayside, Audlem Road, Hatherton, CW5 7PJ Extension and alterations to existing detached dwelling	Approved with conditions 27/04/22 CG
21/6013N	Fox View, Bridgemere Lane, Hunsterson, CW5 7PN Certificate of lawful proposed use for erection of single storey outbuilding to house a swimming pool within the existing residential curtilage, replacing the existing tennis court	Positive Certificate 19/04/2022 AP
22/0736N	The Pines, Park Lane, Hatherton, CW5 7QX Replace juliet balcony with metal framed walk on balcony	Approved with Conditions 05/05/2022 CG

22/24.2 – New Planning Applications

22/0826N Former Crewe Road Methodist Church, Crewe Road, HATHERTON, CW5 7PE

Proposed change of use of former Methodist Church to form dwelling, including extension.

RESOLVED: Acknowledge the application but no comments required

22/1704N Poolbank Cottage, Poolbank Farm, Crewe Road, Walgherton, CW5 7LG

Single storey timber framed garage building

RESOLVED: Acknowledge the application but no comments required

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22/25 HIGHWAY MATTERS

Cllr Dibben provided the council with an update on our roads.

22/25.1 - It was noted that around 30 patches of pot holes had been repaired on Crewe Road Howbeck Bridge still has two-way traffic lights and is likely to stay until 19th June 2022
General comments of verges getting destroyed so soil and wasted is blocking the drains.
It was noted about the Cow Parsley overgrowth in parish and the suggestion was to report the issue via Cheshire East particularly if it is causing an obscured view at junctions.

22/25.2 - Winter Gritting Top Up Scheme Survey - due 5pm Fri 27th May 2022

Due to the small precept and the length of our roads, Hatherton & Walgherton does not have the funds to pay for road gritting since Cheshire East removed a main route (Bridgemere Lane) to the school.

RESOLVED: Clerk to re-iterate comments from the last report.

22/25.3 - Cheshire East Council's Highways Service Survey - due 31st May 2022

RESOLVED: Councillors and residents to submit their own comments

22/26 HS2 UPDATES

The last HS2 meeting went through generic timelines. Any smaller preparation works are being dealt with now and have started in the Doddington & District area.

HS2 are holding monthly 1-2-1 sessions at Hough Village Hall or Weston Church Hall. Next meeting 24/05/2022 is online for Phase 2a traffic updates.

22/27 REPORT FROM WARD COUNCILLOR

22/27.1 - Housing Needs Survey – Ward Cllr Clowes thanked Cllr Du Pavey for his support and assistance.

The survey that links into SADPD and the Local Plan is almost completed with a few small adjustments then it will be ready to be rolled out.

22/27.2 - Community Governance – Hatherton & Walgherton will remain with 10 councillors in place.

22/27.3 - SADPD – still waiting for the results of the consultation, Hatherton & Walgherton is not immensely affected

22/28 IMPROVEMENT WORKING GROUP REPORT

Cllr Robb provided an update of progress regarding meeting on Monday 25th April 2022

22/28.1 - The defibrillator is due to be fitted on 20th May 2022, Cllr Robb & Cllr Du Pavey to organise an official opening of the defibrillator

22/28.2 - Bench is due to be delivered on 25th May 2022, Cllr Dibben & Cllr Knibbs to lay paving slabs in the location for the bench to be secured on to them. Clerk to get the Jubilee message plaque for fixing to the bench.

22/28.3 - New clerk, Sue Davies to purchase and arrange for a planter next to the bench.

22/28.4 - A finger post is still in progress

22/28.5 - The annual litter pick around spring time is to now be a 6 monthly litter pick so the next session to take place in October this year.

22/28.6 - Cheshire Fence, councillors to note if they see any damaged ironwork and collate the information with a view to consider collaborative restoration..

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22/28.7 - Destination Signage for footpaths – a list has been created by our Parish Footpath representative.

22/28.8 - Clerk to enquire on feasibility of a litter bin at the lay by near Howbeck Bridge with ANSA
RESOLVED: To purchase a waste bin to a maximum of £500.00 if permission is granted from ANSA

22/29 NEW ROLES & RESPONSIBILITIES FOR COUNCILLORS

RESOLVED: The following roles and responsibilities that councillors volunteered for

Role	Lead
Highways	Cllr Nigel Dibben
Improvement Working Group Chairman	Cllr Deborah Robb
Noticeboard Updates	Cllr Joy Sansom
Planning Committee Chairman	Cllr James Du Pavey
Social Media Support	Cllr Katie Clinton
Wybunbury United Charities Representative	Cllr Steve Mitchell - Hatherton Cllr Ian Bennion – Walgherton

22/30 CORRESPONDENCE RECEIVED/SENT

22/30.1 - Main Modifications to the Cheshire East Local Plan Site Allocations and Development Policies Document – Consultation closes 5pm 31st May 2022

22/30.2 - Email from Resident regarding a thank you for actions taken to address the speeding down the A51 London Road, Walgherton. Also, a question raised regarding HS2 traffic in the near future.

RESOLVED: Clerk responded that councillors attend HS2 meetings and if the resident would like a chat with a councillor then she would put him in touch with them.

22/31 CLERK CHANGEOVER

Councillors thanked Selina Clarke for her sterling work over the last 2 years and wished her all the best for the future.

Hatherton & Walgherton Parish Council appointed Sue Davies as Proper Officer, Parish Clerk & RFO Councillors gave a very warm welcome to Sue and the council look forward to working with her and benefit from her extensive council knowledge.

22/32 MEMBERS REPORTS

There were no members reports

22/33 DATE OF NEXT MEETING

Date of next Parish Council Meeting is Monday 18th July 2022, to be confirmed
Hankelow Chapel, 11 Old School Lane, Hankelow, CW3 0JN

The meeting closed at 21:20pm