

# HATHERTON AND WALGHERTON PARISH COUNCIL

## MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 22<sup>nd</sup> MAY 2023

**Present:** Cllr Katie Clinton, Cllr James Du Pavey, Cllr Chris Knibbs, Cllr Rob Tindall, Cllr Steve Mitchell

### **In attendance**

Abbi Miller (Clerk), Janet Clowes (Ward Councillor), Michael Gear (Member of the Public)

### **23/01 ELECTION OF CHAIRMAN**

Proposed by Cllr Du Pavey, seconded by Cllr Tindall 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.

### **23/02 ELECTION OF VICE CHAIRMAN**

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

**RESOLVED** that Cllr Rob Tindall be elected as Vice Chairman of the Parish Council for the ensuing year.

### **23/03 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Ian Bennion, Cllr Nigel Dibben, Cllr Joy Sansom, Cllr Ally Wills

### **23/04 ROLES & RESPONSIBILITIES OF COUNCILLORS**

**UNRESOLVED** – Appointment of Chair of Improvements Committee carried forward to next meeting. Also review other responsibilities.

### **23/05 DECALARATION OF INTEREST**

There were no declarations of interest.

### **23/06 MINUTES OF LAST MEETING**

**RESOLVED** - It was proposed by Cllr Clinton and seconded by Cllr Tindall and agreed that the minutes of the meeting held on 27<sup>th</sup> March 2023 be approved as a true and correct record and were signed by the Chairman.

### **23/07 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

**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.**

There were no questions raised or comments made.

### **23/08 MATTERS ARISING**

**23/08.1** – GDPR Policy, carried forward from last Parish Council meeting. This was due to wording regarding EEA which Cllr Dibben wanted to check.

**RESOLVED:** Approved.

### **23/09 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.

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

### **23/10 CONFIRMATION OF ASSET REGISTER**

**RESOLVED:** Amend the record to show disposal of the old clerk laptop. Amend the record to show the finger sign posts have now been repaired. The Council approved the Fixed Asset Register and it will be reviewed in March 2024 or when there is a change in assets.

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## **23/11 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.

## **23/12 INTERNAL AUDIT**

The 2022/23 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 errors. Unfortunately, the Internal Auditor did not allow a resubmission of the AGAR.

## **23/13 ANNUAL GOVERNANCE STATEMENT**

**RESOLVED:** This was approved by the Council and signed by the Chairman and Clerk.

## **23/14 ACCOUNTING STATEMENT FOR FINANCIAL YEAR ENDED 31 MARCH 2023**

**RESOLVED:** This was approved by the Council and signed by the Chairman and RFO.

## **23/15 EXEMPTION CERTIFICATE**

**RESOLVED:** This approved by the Council and signed by the chairman and RFO. Clerk to submit to PFK Littlejohn, the external appointed auditor.

## **23/16 FINAL SPEND AGAINST BUDGET**

**RESOLVED:** The Council spent £6068.32 against a budget of £5870.00 giving an overspend of £198.32 (-3.4%)

## **23/17 RECEIPTS & PAYMENTS SUMMARY**

**RESOLVED:** The Council was updated with a summary and balance sheet for year 01/04/2022 to 31/03/2023

## **23/18 RENEWAL OF PARISH COUNCIL INSURANCE**

The Council unanimously agreed to another year with Zurich Insurance as offering best value for money.

**RESOLVED:** To remain with Zurich Insurance for another year.

## **23/19 RENEWAL OF ICO – DATA PROTECTION**

**RESOLVED:** To renew the ICO fees for 2023/24.

## **23/20 PUBLIC RIGHTS NOTIFICATION**

**RESOLVED:** Date set for announcing Public Rights is to commence on 05/06/2023 through to 14/07/2023.

This covers 30 working days and to include the first 10 days of July 2023.

## **23/21 INTERNAL AUDITOR FOR 2023/24 YEAR END**

**RESOLVED:** To source and appoint a different auditor for the Internal Audit 2023/24.

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

**23/22.1** - Councillors received the Finance report, Appendix 8, that detailed the bank reconciliation.

Opening Balance on 01/03/2023 of £6515.64 with income of £2577.49 from RBS interest and the first Precept instalment of £2570.00. Spend since the last meeting was £1339.27 leaving a balance of £7753.86 with no unrepresented cheques.

**23/22.2** – Budget against actual spend, a forecast against budget is 83.7% underspent but given this is the first report of the FY, this will change throughout the year as commitments become clearer.

**23/22.3 – RESOLVED:** The following payments were authorised:

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| Payment to            | Details                            | Cheque No. | Amount  |
|-----------------------|------------------------------------|------------|---------|
| Scottish Power        | Electricity                        | 577        | £93.67  |
| ICO                   | Annual ICO Fee 23/24               | 578        | £40.00  |
| ChALC Affiliation     | Subscription Fee 23/24             | 579        | £158.73 |
| JDH Business Services | Internal Audit Fee                 | 580        | £294.00 |
| Abbi Miller           | Clerk Salary, Mileage & Stationary | 581        | £384.94 |
| HMRC                  | Clerk Contributions                | 582        | £84.54  |
| Zurich Insurance      | Insurance Fee 23/24                | 583        | £170.78 |

## 23/23 PLANNING MATTERS

**23/23.1** – Councillors received the Planning Report, Appendix 9 and the following planning applications with decisions made since the last meeting held on 27<sup>th</sup> March 2023.

| Plan No.        | Address  | Decision                               |
|-----------------|--|--|
| <b>23/0664N</b> | <b>7 Artlebrook Cottages, Audlem Rd, Hatherton, CW5 7QT</b><br>Replacement rear extension. Replacement sliding glass door. New parking and turning area. | Approved with conditions<br>19/04/2023 |
| <b>23/0822N</b> | <b>Fields Farm, Audlem Rd, Hatherton, CW5 7PG</b><br>Proposed erection of steel framed agricultural building   | Approved with conditions<br>19/04/2023 |
| <b>23/1083D</b> | <b>Land off Hunsterson Rd, Hunsterson Rd, Hatherton, CW5 7PD</b><br>Proposed American barn and menage  | Approved with Conditions<br>04/04/2023 |

## 23/23.2 – New Planning Applications

### **23/1473N GB Engineering, Westfield, Wybunbury Rd, Walgherton, CW5 7NG**

Raise roof of office

**RESOLVED:** Acknowledge the application but no comments required

### **21/6417N Fletchers Pool, Bridgemere Lane, Hunsterson**

Change of use of land for the siting of 9 holiday lodges and ancillary works.

**RESOLVED:** Cllr Clowes to provide comments.

## 23/24 HIGHWAY MATTERS

Cllr Knibbs provided the Council with an update of Highway Matters:

**23/24.1** – The historic milestone that had been moved has now been moved back to its original position following a letter to the landowner. **ACTION:** Clerk to send a thank you letter.

**23/24.2** - Overgrown pathway at the side of Quinton's Orchard. The property owner had been written to but a response was received back stating they no longer lived there. **ACTION:** Clerk to write another letter to the new home owner.

**23/24.3** - Heler's – it was noted that there is a general increase in the traffic to and from Heler's, which was impacting the verges. The Council discussed whether a speed restriction should be put in place.

**23/24.4** - Footpaths – A member of the public raised the issue of footpaths being ploughed over.

**RESOLVED:** It was agreed that this was due to the farming timetable and that farmers generally do not plant crops where footpaths are to allow access for walkers.

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## 23/25 HS2 UPDATES

All work on Early Works must cease on 31<sup>st</sup> May and signs will be taken down. Although some projects that have are nearing completion will likely be allowed to complete. The cessation of HS2 works will be for a period of 2 years.

## 23/26 REPORT FROM WARD COUNCILLOR

- The Council congratulated Cllr Clowes on her reappointment as Ward Councillor in the May 2023 elections.
- A resident in Walgherton had commented to Cllr Clowes that the layby used by the Go Too Bus was looking untidy. **RESOLVED:** This will be addressed by the Improvements Committee.
- Cllr Clowes reported that there are blocked drains on the A51 as these had not been cleaned out for a while due some of the drains being unlocatable. **ACTION:** Cllr Dibben to use GPS to locate two drains that are missing on the map. **RESOLVED:** Cllr Clowes to report the gulley issue to address the flooding in the area.
- Cllr Clowes also reported that the Neighbourhood Plan is to be updated this year.

## 23/27 IMPROVEMENT WORKING GROUP REPORT

Cllr Knibbs provided an update of progress from the latest Improvement Working Group meeting:

**23/27.1** - £150.00 is to be used to purchase plants for the new planter.

**RESOLVED:** Cllr Clinton and Cllr Sansom will purchase. The Council approved the spend of £150.00.

**23/27.2** – The Council discussed employing a lengthsman to undertake casual work for the Council to keep areas of the Parish tidy.

**ACTION:** Clerk to look into casual contracts and if other Parish Councils in the area could recommend someone.

## 23/28 CHESHIRE EAST COUNCIL CONSULTATIONS

**RESOLVED:** Cllr Clinton to complete the consultations highlighted in the Agenda on behalf of the Council.

## 23/29 MEMBERS REPORTS

The Clerk had received a Thank you letter from Stoke Air Ambulance for the Council's charitable donation.

## 23/30 DATE OF NEXT MEETING

Date of next Parish Council Meeting is Monday 24th July 2023.

Hankelow Chapel, 11 Old School Lane, Hankelow, CW3 0JN

The meeting closed at 21:06 pm