

## Willaston Parish Council

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### Minutes of the meeting of the Council held on Tuesday 29<sup>th</sup> March 2022

#### Attendance:-

Councillors: Craig Bailey (Chairman), Shirley Brazier, Nigel Keegan, Colin Todd (Vice-Chairman), Wayne Salisbury, Julie Webb

In Attendance: -

Sue Togay (Temporary Clerk), 3 members of the public.

#### To receive apologies for absence

Apologies were received from Parish Councillors Emma Angier, Anna Cutts, Nigel Lane, Frank Morton, Keith Ward. Apologies were received from the local Police.

#### 206 To receive declarations of Members' Interests

Councillor Craig Bailey in relation to Item 16 to consider the approval of payments.

Councillor Wayne Salisbury in relation to Item 16 to consider approval of payments.

Councillor Nigel Keegan in relation to item 16 to consider approval of payments.

Councillors Colin Todd in relation to Item 12 to consider the tenancy agreement for allotment holders.

#### 207 To approve the minutes of the meeting held on Tuesday 22<sup>nd</sup> February 2022

RESOLVED: That the minutes of the meeting held on Tuesday 22<sup>nd</sup> February 2022 be approved as a correct record and signed by the Chairman.

#### Matters Arising:

Councillor Todd made note of some figures relating to allotment expenditure and income for the last 5 years. Any excess was held within the general reserves and not ringfenced for allotments. There was a total of £5,500 accumulated over this period of time so he felt that concern about a contingency figure was not necessary.

#### 208 Public Participation

Miss Bracken noted that she was informed that a profit on £50 was expected for the year 21/22 which does reflect the budget approved at the January meeting and available on the website. She also stated that tenants had paid what was asked of them including fees for new locks and keys without complaint. She did not see however that there was any increase in car parking as promised and that visibility exiting the site was poor.

Councillor Todd clarified some of the income and expenditure figures including costs for the locks and keys had been included within the budget. Work on site was, at present, incomplete. £20,000 of roadworks had been made to the site by VX Fibre. Further fencing would be made around the unit and reinstatement of the grassed area before the job was signed off when car parking provision would then be improved.

Mr Laughlin commented that if there was a reserve amount available then there should be no further increase in rents, in the near future. At all times the Council is aware of value for money and the allotments are considered a leisure facility that must cover costs. Increases in rents are small and go into the general reserve in order for contingency situations and would be reviewed from time to time.

**209 To receive a report regarding policing matters in the Parish**

Unfortunately, no beat Police were available to attend the meeting but the following items were highlighted:

- PCSO Bowman had left the force as she was moving out of area.
- Cluster Meetings had been stopped for the time being. Police issues may be directed via Councillor Todd.
- There had been a fire on 18<sup>th</sup> March where books from the Book Box had been set on fire on the Playing Fields. There was also continued evidence of drugs bags. All these issues were in the hands of the local Police and any intelligence should be directed to them.

**210 To receive a report from Cheshire East Councillors covering Willaston Parish**

No Cheshire East Councillors were in attendance, but the Chairman had some issues he would like them to address:

**Councillor Gage:**

- The SID sign on Nantwich Bypass has been removed rather than having the trees surrounding it pruned. Has this been removed for repair?
- A resident has raised safety concerns regarding the Cheerbrook Road/Green Lane crossroads. This was raised previously last August – Have Highways been able to provide an update on this issue?

**Councillor Simon:**

- Cheneybrook Bridge CEC has a large crack on the northern wall which seems to be getting larger.
- Could Highways/ANSA arrange for a litter pick on the bypass between Alvaston and Peacock roundabouts.

The Clerk to contact CEC Councillors about these matters.

**211 To receive a report from The Chairman of Willaston Parish Council**

The Chairman provided a report. Items included were:

- The successful Civic Service held on 12<sup>th</sup> March at St John's Church to mark 125 years of serving the community of Willaston. Thanks were given to the Revd Sarah Butcher, Margaret Penaluna, Mr Sykes and the Primary Academy Choir, Marion Proudlove and Councillor Wayne Salisbury. £185 was collected and donated to the DEC Ukraine Appeal.

**212** • The Commonwealth Day Flag raising ceremony was held on 14<sup>th</sup> March with pupils of Willaston Primary Academy. A message was read from The Queen and pupils made the affirmation as the head boy raised the flag.

• Changes to The Borough Code of Conduct come into force on 1<sup>st</sup> May. Chalc are holding free information sessions with the Monitoring Officer which the Chairman will attend. An update to the Parish Council's Code of Conduct will then follow.

• The Renewal of The Mike Heywood Green Sign was now completed by Councillors Nigel Keegan and Nigel Lane which showed a vast improvement. Thanks were given to Councillor Keegan for undertaking the project.

**213 To receive a report from the Temporary Clerk of Willaston Parish Council**

A report was distributed to Councillors present and items included were:

- Allotments – new tenancy agreements and notification of rents would be sent out once the review process was completed.
- 2021/2022 Audit – Information had now been received from Internal Auditors JDH Business Services and the External Auditors PKF Littlejohn containing information on what was required of the Parish. This process now needs to be undertaken.
- Correspondence was received from residents:
  - Request from Mr Laughlin regarding financial information for the last 3 years.
  - Complaint from Philip Jackson regarding present allotment parking.
  - Complaint on various items from Andrea Hole.
  - Complaint from Sandra Dixon, Green Lane regarding walkers on the field.
- Polytunnel request, Marilu Platt, Plot No 8 – Site map and dimensions had been supplied to Councillors for consideration.
  - RESOLVED: Councillors had no objection to the siting of the polytunnel.
- Royal Mail Post Box – The omission of refurbishment of the post box nearest to the church had been brought to the attention of Royal Mail. Omission of refurbishment when other boxes were painted may be due to the fact that the box was not registered on their system. Now logged for repainting.

**214 To consider matters relating to Planning Applications which include:**

To consider matters relating to Planning Applications which include:

22/0068N – 30 Colleys Lane, Willaston, CW5 6NS

Proposal: Conservatory

Consultation Deadline: 30<sup>th</sup> March 2022

RESOLVED: No objection.

**215 To receive an update from The Queen's Platinum Jubilee Committee**

An update was presented by Councillor Wayne Salisbury in the absence of the Chair and Vice Chair. Items were as follows:

- Celebration Launch 2<sup>nd</sup> June on Mike Heywood Green to mark the start of the celebrations. The Jubilee flag would be raised on the new village flagpole at 9.45 pm in line with the national beacon lighting. The new flagpole would be a permanent reminder of the commemoration rather than other means of using a 'beacon' such as firebaskets, high potency lighting or firework displays.
- Thanksgiving Service Friday 3<sup>rd</sup> June at 10am at Maurice's Maze conducted by the minister from St Luke's and would take the form of a 30 minute service for the community.

**216** • Garden Party Saturday 4<sup>th</sup> June is the main event of the Jubilee. 13 businesses and organizations have now confirmed attendance with a stall. 6 food and drink vendors are confirmed including Stonebaker's Pizza, Planet Doughnut, Brewsmith Coffee, Steve's Whippy Ice Cream and The Grey Goose Bar. PA and stage now booked. The planned staged entertainment is continuing with further acts to be added to the 3 already confirmed.

- Volunteers are essential to the event and the Committee will be actively looking for further volunteers. Help from 2 hours to a full day will be welcomed.
- The programme is developing well with the design a cover competition now ended. 2 designs will be chosen for front and back cover. Funding of the programme printing is almost at target and one page is left for advertising. This will go to print at the end of April and be delivered at the end of May.
- Sponsorship – The Committee has now secured further sponsorship from a local business which now allows it to realise proposed plans with further businesses potentially coming on board.
- Flyer – this was delivered to all household and some engagement has now been received. An additional more detailed flyer will be produced and distributed at the start of May to enable capture of all residents through digital and print media. Promotion of the event is a priority over the next 9 weeks so that there is maximum awareness.

**217 To consider rent for the agricultural land adjacent to Huntsbank Allotments**

Item deferred until the next meeting.

**218 To consider the tenancy agreement for allotment holders**

The Chairman had circulated a draft 'Allotment Rules, Regulations and Procedures' Document as well as a draft 'Willaston Parish Council Allotment Tenancy Agreement'. The current 'Tenancy & Conditions' Document had also been circulated.

Issues relating to the provided documents were discussed with no full agreement but it was felt that it was appropriate at this time to 'futureproof' the procedures to capture all eventualities and create a more robust set of documents for application in the future. Rather than go through the proposed document line by line it was suggested that delegated councillors carry out a 'task and finish' exercise. Councillor Todd also to clarify the rent amounts for each plot to the Clerk.

RESOLVED: That Councillors Todd and Keegan review the new proposed documents and present an amended version. The Chairman to highlight any legal inclusions for consideration. The amended document would then be circulated by The Clerk to all Councillors for comment within a short set time period in order for the newly approved document to be sent out to allotment tenants with their rent renewal letters.

**219 To consider the installation of a flagpole on Mike Heywood Green to commemorate The Queen's Platinum Jubilee**

The Chairman had supplied documents with regard to the installation of a new flagpole on Mike Heywood Green as a permanent reminder of the Queen's Jubilee Event this year. The flagpole suggested was the same specification as that sited at the War Memorial which was of good standard and easily installed. The Chairman had made an application for Landlord Consent in this respect to Cheshire East BC.

RESOLVED: That the Chairman complete the appropriate consent application and procure the proposed flagpole on behalf of the Parish.

**220 To consider expressing solidarity with the people of Ukraine by signing up to the CEMR local leaders' statement and also considering making a donation to the DEC Ukraine Appeal**

Based on NALC information, The Chairman had provided documentation in relation to expressing solidarity through signing up to the statement from the political leadership of the CEMR (Council Of European Municipalities and Regions). Councillors were in full agreement at this proposed action. In addition, Councillors considered making a donation to the DEC Ukraine Appeal.

RESOLVED: That Willaston Parish Council sign up to the CEMR local leader's statement.

RESOLVED: That Willaston Parish Council under the General Powers Of Competence make a donation of £150 to the DEC Ukraine Appeal.

**221 Annual Assessment Of Risks**

The present Risk Assessment for the Council had been circulated for review. Whilst it was accepted that the risk report was still appropriate for the Parish in terms of all of the procedural and financial risks to the council it was felt that as it was produced in 2012 a new system should be procured in order to update the present document to include new risks such as supplier fraud. A note to this affect to be placed on the Audit File.

RESOLVED: That all of the procedural and financial risks to the council have been considered and that adequate controls are in place to manage those risks. A new system to be procured to extend the range of the risk assessment.

**222 To Consider approval of payments (supplied)**

RESOLVED: That the accounts totalling £2,424.92 as detailed in the attached schedule be approved for payment.

**223 To note the date of the next meeting**

Tuesday 26<sup>th</sup> March 2022 commencing at 6.45pm as the Annual Parish Meeting.

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

**WILLASTON PARISH COUNCIL**  
**SCHEDULE OF ACCOUNTS**

29<sup>th</sup> March 2022

<b>Details of Payment</b>	<b>£</b>	<b>£</b>	<b>Cheque No</b>
<b>Cllr Craig Bailey:</b>			
Travel Expenses Chester Records Office	39.60		
Queens Jubilee Flag	9.49		
Clerk's Mobile Phone	<u>16.00</u>	65.09	102817
<b>Cllr Wayne Salisbury:</b>			
A5 Flyer	48.27		
Civic Service – Sainsbury's Refreshments	116.00		
Paper for Civic Service Programme	10.00		
Civic Service Morrisons Refreshments	11.08		
Civic Service – Paper Serviettes	4.06		
Civic Service – Paper Plates	5.38		
Civic Service – Paper Tablecloth	<u>9.89</u>	204.68	102818
<b>Cllr Nigel Keegan:</b>			
Materials Mike Heywood Green Sign	49.60		
Materials Mike Heywood Green Sign	<u>78.11</u>	127.71	102819
Opus Creative Design – Mike Heywood Green Sign		147.60	102820
Tori Cope – Stiltwalker – Deposit Queen's Jubilee Event		100.00	102821
Hipswing – Deposit Stage/PA Queen's Jubilee Event		720.00	102822
Chalc Subscription 22/23		1,031.84	102822
Cllr Nigel Keenan - Materials		28.00	102824
<b>Total</b>	<b>Total</b>	1,365.08	

Chairman..... Date.....

