

Willaston Parish Council

Email: clerk@willastonparishcouncil.org.uk
 Website: www.willastonparishcouncil.org.uk



MINUTES

of a meeting of the Council held at
 St Luke's Church, Coppice Road, Willaston, CW5 6QA
 on

Thursday 29th July 2025 at 7.00pm

Present: Councillors Angier, Bailey, Brazier, Cutts, Kirby, Morris, Morton, Newton, and Salisbury (Chairman)

In attendance:

M Clay - Locum Clerk to the Council.

1. Apologies for Absence

There were no apologies as all Members were present.

2. Declarations of Interest and Dispensation Considerations

- a. There were no Disclosable Pecuniary Interests.
- b. Cllrs Angier, Morris and Morton declared an interest in Item 14, Allotments, as they are allotment holders.
- c. Cllrs Angier, Morris and Morton were granted dispensations to participate in discussions about the allotments on the basis that this was in the best interests of expediting Council business and that the Interest itself was negligible.

3. Minutes of Previous Meetings

The Council resolved that the minutes of the meeting held on the 24th June 2025 were a true record and that the Chair be authorised to sign them as such.

4. Police

a. Report from the Liaison Officer from the Police.

There was no report.

b. Report from the Council's Police Liaison Representatives.

Cllr Kirby had circulated a report in advance and this was received by the meeting. In discussion it was noted that there had been a discernable improvement in relations with the police and in community policing and that the crime data which had been circulated were helpful although a little more detail would be useful to aid understanding. It was clarified that it is now understood that the decision to not enforce the ban on one individual was not made by our community officers but at a higher level.

Cllr Morris raised the possibility of contributing towards the cost of activities for young people who might otherwise be behaving anti-socially and there was agreement that this would be a matter worth considering at a future meeting.

5. Co-option

Although some interest had been expressed, there were no candidates for co-option.

6. Public Forum

No matters were raised.

7. Borough Councillors' Reports

No reports had been received from Cheshire East Councillors. It was noted that Ward representatives on Cheshire East Council (CEC) continued to absent themselves from meetings of this Council despite attending CEC meetings on a regular basis. It was noted from the attendance register that B Cllr Alan Coiley had not attended for 14 meetings, B Cllr Allen Gage for 16 meetings and B Cllr Margaret Simon for 20 meetings. A press release outlining the lack of representation and communication had been issued in the last week and is included as an attachment to these minutes.

8. Planning Application Consultations

There were no new planning applications to consider but it was noted that the Clerk had responded to the following two applications under delegated arrangements and following consultation with Members:

a. 25/1589/VOC - 57 Eastern Road, Willaston, CW5 7HT

Variation of Condition 2 (approved drawings) in 23/4476N - Single storey extension to front elevation with new timber porch and rear extension to ground and first floors. Response: Support.

b. 25/2279/CLPUD - 14 Shannon Close, Willaston, CW5 6QG

Certificate of lawful development for proposed single storey rear extension. Response: Support.

It was noted that the final word of Standing Order Clause N°35 should be amended to 'reported' in order to reflect practice and legal requirements and this will be brought to the next meeting.

9. Playing Field and Open Spaces

Lettie Spencer Playing Field - It was reported that a beer can, still containing some beer, had been left on the field and that a number of reports of dog faeces on the field had also been received; these represented a safety hazard, especially for children. It was also noted that some members of the public were accessing the field when it was closed to the public.

All such occurrences and breaches of the rules were considered problematic and it was noted that if specific occurrences are reported the security camera footage can be consulted with a view to follow-up.

The possibility of blocking up gates from the back of private properties onto the field was also considered, in order to avoid the abuse of access, but it was decided not to do so at present.

War Memorial - The grass had been strimmed by a resident. It was noted that road closure will be needed, as usual, for Remembrance Day and this will be arranged by Cllr Bailey.

10. Clerk's Report

The Clerk had submitted a written report in advance of the meeting and this was received by the Council.

11. Payments

The schedule of payments, totalling £12,858.88 plus £63.10 had been circulated to the Council and was reviewed and certified by Cllrs Bailey and Morris. It was noted that the amount was high because the annual payment to Crewe Nurseries was included and this constituted about 75% of the total. The Council resolved to approve the schedule, which forms part of these minutes.

12. Budget Review

A number of small overspends were noted although most lines, as is usual for this point in the financial year, were significantly underspent. Following brief discussion, the Council resolved to approve the accounts.

13. Bank Reconciliation

The Bank Reconciliation had been checked and certified and it was resolved to approve it. It was noted that about £13,000 of reserves remained in the Barclays account and this will be paid over to the Unity Trust account at the next meeting. The Barclays account will then be closed.

14. Allotments

Cllr Angier reported that:

- ♦ A further 12 plots had been let and so all plots are currently let. New tenants had been willing and able to clear even the very overgrown plots and much debris had been discovered within the overgrowth. Three further plots had come up for re-letting and these had also been successfully allocated.
- ♦ All tenants have received an email outlining current plans and a form had been circulated and made available on the website for updating contact details, particularly with a view to harvesting email addresses to make future communication both more efficient and more economical.
- ♦ The Scribe system allows for the issuing and signing of allotment tenancy agreements, further improving efficiency.
- ♦ There are now no Willaston residents on the waiting list and there are 9 people of the list who live within the 2 mile eligible zone but it is anticipated that this will fall to 5 through attrition.
- ♦ None of the funds allocated to plot clearance or waste removal had been used so far but funds will soon be applied to the removal of a tree from the middle of a plot and to the cost of skips for the removal of the large amounts of detritus cleared by new holders.
- ♦ There are 13 plots in varying states of (un-)cultivation and Cllr Angier will be addressing these.

The Chairman noted that the organisation of all of the above had been a very significant and time-consuming piece of work on the part of Cllr Angier; he and the meeting at large expressed warm thanks to her for this.

The following matters were considered and, following brief discussion, decisions concerning them delegated to Cllr Angier:

- a. Allocation of an existing greenhouse the placement/ ownership of which is disputed.
- b. Current applications for tenants to have ponds (although it was noted that both prospective and existing ponds should be safety-proofed, particularly from the point of view of preventing access by children).
- c. Current applications to install greenhouses and polytunnels.

The issue of boundaries around the allotment site was raised and this will be discussed at the next meeting when the rental agreement relating to the adjacent land is scheduled to be discussed.

The meeting closed at 8.39pm

Signed as a true record by authority of the Council:

Chair:

Date: **19th August 2025**

Schedule of Payments

29th July 2025

4021

	Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe	Reimbursal
1		Holdfast Secure Ltd	Key cutting for allotments	93.60		Smallholding and Allotments Act 1908 S23		
2		The Works	Stationery for Clerk	10.00		LGA 1972 S111		Claire Coventry
3		Mike Webster & Son Ltd	Grass Cutting - All Sites June	370.00		Open Spaces Act 1906 S10		
4		Information Commissioners Office	Data Protection Fee	52.00		Crime and Disorder Act 1998 S17		
5		Crewe Road Nurseries	Willaston in Bloom	9552.60		Tourism - LGA 1972 S144		
6		Alpha Omega Securities	Security Lock at Playingfield (June)	684.00		LGA 1972 S111		
7		Claire Coventry	July Salary	659.08		LGA 1972 S112		
8		HMRC	Employer Tax and NIC'S	225.60		LGA 1972 S112		
9		ChLC	Induction Training	50.00		LGA 1972 S111		
10		Mr M Clay	Locum Clerk Services May to July 57 Hrs	1160.00		LGA 1972 S112		
	Total			12856.88				

Payments made as authorised by the Approved Payments List, Meeting Resolution, and to avoid late payment								Reimbursal
	Date of Debit	Recipient	Purpose	£	£	Power of expenditure	Scribe	
11		Water Plus	Allotments Water Bill 8.6.2025 - 7.7.2025	57.10		Small Holdings and Allotments Act 1908		N/A
		Unity Trust Bank	Unity Trust Service Charge June 2025	6.00		LGA 1972 S111		
		Total		63.10				

Cllr - Proposer - Sign & Date

Cllr - Seconder - Sign & Date

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	General - printing, stationery anc				200.00	39.13	160.87	160.87 (80%)
21	Telephone/Broadband				100.00	5.53	94.47	94.47 (94%)
22	IT/Website				1,200.00		1,200.00	1,200.00 (100%)
23	Insurances				1,100.00	994.23	105.77	105.77 (9%)
24	Audit Fees				600.00	348.00	252.00	252.00 (42%)
25	General Subscriptions				75.00	68.00	7.00	7.00 (9%)
26	Meeting expenses - Room Hire				800.00	202.50	597.50	597.50 (74%)
27	IT Software				100.00		100.00	100.00 (100%)
49	Storage Unit				750.00		750.00	750.00 (100%)
50	Miscellaneous		-0.18	-0.18	200.00	543.50	-343.50	-343.68 (-171%)
55	Room Hire							(N/A)
57	IT Microsoft							(N/A)
61	IT Antivirus							(N/A)
82	New Storage Facility							(N/A)
83	Events Licence				120.00	70.00	50.00	50.00 (41%)
92	Scribe Accounts				525.00		525.00	525.00 (100%)
93	ChALC Subscription				1,100.00	1,152.06	-52.06	-52.06 (-4%)
SUB TOTAL			-0.18	-0.18	6,870.00	3,422.95	3,447.05	3,446.87 (50%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Postage, printing				50.00		50.00	50.00 (100%)
2	Allotment Signage							(N/A)
3	Maintenance General				1,500.00	286.00	1,214.00	1,214.00 (80%)
4	Maintenance Grass Cutting				600.00	313.67	286.33	286.33 (47%)
5	Water Rates				770.00	169.39	600.61	600.61 (78%)
6	Allotment Competition Prizes				50.00		50.00	50.00 (100%)
7	Engraving Allotment Cup				30.00		30.00	30.00 (100%)
8	Allotment Clearance				1,000.00		1,000.00	1,000.00 (100%)
9	Allotment Society Subscription				60.00	70.00	-10.00	-10.00 (-16%)
59	Allotment Shield				30.00		30.00	30.00 (100%)
94	Scribe Allotments				500.00	432.00	68.00	68.00 (13%)
SUB TOTAL					4,590.00	1,271.06	3,318.94	3,318.94 (72%)

CCTV

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77	Intallation							(N/A)
78	Church Agreement							(N/A)
79	Data Plan				150.00	37.50	112.50	112.50 (75%)
80	Annual Service				300.00		300.00	300.00 (100%)
81	ICO Registration				40.00		40.00	40.00 (100%)

Willaston Parish Council

Summary of Receipts and Payments

4023²⁶⁾

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

SUB TOTAL			490.00	37.50	452.50	452.50 (92%)
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Civic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Chairman's Allowance				250.00		250.00	250.00 (100%)
31	Civic Service Costs							(N/A)
32	Miscellaneous Expenses				100.00		100.00	100.00 (100%)
58	Remembrance/Commemorative				1,200.00	255.12	944.88	944.88 (78%)
84	Flags				25.00		25.00	25.00 (100%)
SUB TOTAL					1,575.00	255.12	1,319.88	1,319.88 (83%)

Community Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Sundries Including Donations				250.00		250.00	250.00 (100%)
41	Burial Grounds				300.00		300.00	300.00 (100%)
42	Parish Newsletter				250.00		250.00	250.00 (100%)
43	Benches							(N/A)
45	Dog Fouling Campaign & Equipr				500.00		500.00	500.00 (100%)
86	Defibrillator							(N/A)
87	Mike Heywood Green Asset Trar							(N/A)
88	War Memorial Resurfacing							(N/A)
95	Boundary Signage				2,000.00		2,000.00	2,000.00 (100%)
96	Christmas Lights				750.00		750.00	750.00 (100%)
97	Christmas Lights Installation				750.00		750.00	750.00 (100%)
SUB TOTAL					4,800.00		4,800.00	4,800.00 (100%)

Events Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Garden Party				2,000.00		2,000.00	2,000.00 (100%)
38	Carols On The Green				400.00		400.00	400.00 (100%)
85	Commemorative Events				400.00	194.36	205.64	205.64 (51%)
SUB TOTAL					2,800.00	194.36	2,605.64	2,605.64 (93%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Income Allotments	2,000.00	1,355.30	-644.70				-644.70 (-32%)
67	Income Playing Field	2.00		-2.00				-2.00 (-100%)
68	Income Willaston In Bloom Spon	1,000.00		-1,000.00				-1,000.00 (-100%)
69	Income Events Committee							(N/A)
71	Bank Interest	350.00	0.19	-349.81				-349.81 (-99%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

72	VX Fibre	500.00	-500.00	-500.00 (-100%)
73	Income Garden Party			(N/A)
74	CIL Payment	1,609.67	1,609.67	1,609.67 (N/A)
75	VAT Refund			(N/A)
89	Field Rent	325.00	-325.00	-325.00 (-100%)
91	Key Deposits	295.00	295.00	295.00 (N/A)
100	Unspent Legal Reserve	420.00	420.00	420.00 (N/A)
101	91			(N/A)
SUB TOTAL		4,177.00	3,680.16	-496.84 (-11%)

Playing Field and Open Space

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Maintenance - Playing Field				1,500.00	341.35	1,158.65	1,158.65 (77%)
11	Maintenance - Other open space				500.00		500.00	500.00 (100%)
12	Grass Cutting - Playing Field				1,750.00	641.32	1,108.68	1,108.68 (63%)
13	Grass Cutting - Other Open Space							(N/A)
14	New Play equipment & Repairs				2,500.00		2,500.00	2,500.00 (100%)
15	Playground Inspection				500.00		500.00	500.00 (100%)
56	Gate Refurbishment							(N/A)
60	Tree				500.00		500.00	500.00 (100%)
62	Posters							(N/A)
64	Bench							(N/A)
76	Security - Playing Field				6,000.00	1,830.00	4,170.00	4,170.00 (69%)
98	Grass Cutting - Mike Heywood C				500.00	185.00	315.00	315.00 (63%)
99	Grass Cutting - The Spinney				500.00	185.00	315.00	315.00 (63%)
SUB TOTAL					14,250.00	3,182.67	11,067.33	11,067.33 (77%)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Precept	56,572.00	28,286.00	-28,286.00				-28,286.00 (-50%)
SUB TOTAL		56,572.00	28,286.00	-28,286.00				-28,286.00 (-50%)

Proposed Community Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Civic Flagpole & Flags							(N/A)
SUB TOTAL								(N/A)

Salary Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Clerk's Salary				12,000.00	1,579.41	10,420.59	10,420.59 (86%)

Willaston Parish Council
Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

: 4025²⁶⁾

17 Pension				(N/A)
18 Training Courses - Employee	400.00		400.00	400.00 (100%)
19 Expenses - Employee	312.00		312.00	312.00 (100%)
28 Members - Training Courses	500.00	50.00	450.00	450.00 (90%)
29 Members' Expenses - General				(N/A)
47 HMRC Tax Employee				(N/A)
48 Employer NICS				(N/A)
51 Staff Salary ML				(N/A)
52 Employee Salary				(N/A)
63 Tax and Employer NICS	1,050.00	111.81	938.19	938.19 (89%)
65 Clerks Expenses	312.00	39.00	273.00	273.00 (87%)
90 Payroll Processing				(N/A)
SUB TOTAL	14,574.00	1,780.22	12,793.78	12,793.78 (87%)

Willaston In Bloom

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Summer Campaign				8,500.00		8,500.00	8,500.00 (100%)
34	Winter Campaign				1,200.00		1,200.00	1,200.00 (100%)
35	WIB - Miscellaneous				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					10,700.00		10,700.00	10,700.00 (100%)

Summary

NET TOTAL	60,749.00	31,965.98	-28,783.02	60,649.00	10,143.88	50,505.12	21,722.10 (17%)
V.A.T.		6,376.47			1,386.25		
GROSS TOTAL		38,342.45			11,530.13		

Willaston Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		24,555.95
	ADD Receipts 01/04/2025 - 30/06/2025		38,342.45
	SUBTRACT Payments 01/04/2025 - 30/06/2025		62,898.40
	Cash in Hand 30/06/2025 (per Cash Book)		11,530.13
B			51,368.27
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Business Current Account - Comm 30/06/2025	12,865.38	
	Business Savings Account - Busin 30/06/2025	57.14	
	Unity Trust - Current T1 30/06/2025	39,524.23	
	Unity Trust - Instant Access 30/06/2025	0.00	
			52,446.75
	Less unrepresented payments		1,078.48
			51,368.27
	Plus unrepresented receipts		
B	Adjusted Bank Balance		51,368.27
	A = B Checks out OK		