**HATTON PARISH COUNCIL – MINUTES FOR MEETING 28 SEPTEMBER 2015**

**Attendees:**

Margaret Winstanley (Chair), Roger Dickin, Judith Godley (item 6 onwards), Julian Wrigley, Tony Knowles, Amber Smith, Stuart Tranter, Gillian Lett (Clerk), Rev David Felix, Councillor Paul Kennedy, Linda Jones and David Hutchinson (Stretton PC), Bob Hardy (Walton PC), PC Michelle Adamson

**Apologies:**

Nicky Palmer

**Operation Shield Presentation / Ward Boundary Review**

1. Chair welcomed all attendees and issued apologies for absence.

Operation Shield

Presentation given by PC Michelle Adamson from Cheshire Police relating to Operation Shield, relating to ultraviolet marking of household valuables specifically linked to individual private premises. Pilot currently being rolled out to premises on Hatton Lane. Large publicity campaign undertaken by Police with 120 kits allocated to Hatton, Walton and Stretton.

Wider funding for kits (est £5 if bought via Police)could be applied for by Parish Councils.

**Action: Stretton and Walton PCs to advise Hatton Clerk if on board with this initiative after upcoming meetings**

1. Overview of Boundary Review given by Councillor Paul Kennedy. Under the proposal, although Parish boundaries will remain the same, the ward of Hatton, Walton & Stretton with cease to exist becoming part of Appleton (Hatton, Stretton and partially Walton) or Stockton Heath (Walton).
2. Feedback from residents discussed. No feedback received in support of the changes. As such, proposal in support of Boundary Review **fully opposed by PC**.
3. All PCs raised concerns regarding Boundary proposal and potential for loss of representation for rural communities.
4. Individuals/groups can register their views via the Warrington BC website – **closing date 19th October 2015.** Final decision to be passed by Parliament 3 December.

PK left meeting. PCs discussed proposals further and agreed strategy to lodge one formal response from all PCs.

**Action: Chairperson from each PC to get together and compile response.**

1. *Chair closed the Boundary Review meeting and Representatives from Walton and Stretton PCs and Rev DF left the meeting.*

**Hatton Parish council meeting**

1. Chair acknowledged PC members advising JG would be joining the meeting shortly.
2. Previous Minutes signed by Chair.
3. Stuart Tranter proposed and seconded as new Parish Councillor. PC approved with ST now co-opted to PC.

**Action: Clerk to forward contracts, relevant training aids and key information to ST.**

1. Outstanding Actions reported by Councillors.

Solar Farm – no real progress to report as no planning application made to date. No action required.

Letter to WBC –identified a need to retain communication criteria and date for review **– JW to Action**

Signs – 40 speed sign replaced but no action re Gosling Close **– JW to action**

Rural Homewatch Flyer **– RD to take forward**

AS invited to join Social team within HVPIG.

ChALC – Clerk to clarify period all records must be maintained due to capacity issues on email - **GL to chase**

Notice board – notice for Litter Pick to be forwarded to GL and added to notice board/website – **GL and TK to action**

1. GL outlined various correspondence received since last meeting. Primarily feedback from latest audit.

PC approached by Lymm Runners who wish to arrange a 40 mile run including Hatton village. Asked to consider gazebo near ginnel – PC proposed the common as an alternative. PC supportive subject to organisers giving waiver and taking full responsibility and liability for event. **GL to liaise with organisers**

ChALK Annual Meeting due 29 October 2015 at Middlewich Town Hall. GL looking to attend but unable to commit until nearer the date.

Return by auditors BDO due for receipt shortly. Feedback received verbally relates to;

1. PC are required to complete a Risk Assessment to be audit compliant – **GL to send out sample copy to JG, RD and MW**
2. More refined Budget required for current financial year given larger spend within HVPIG remit – **JG to action and forward to GL**
3. Transparency Code to be key for current financial year – need to ensure compliance
4. Possible funding for compliance with Transparency Code via ChALC

Other correspondence / items note – GL liaising with BDO to agree format for publishing figures on website. Clerk to complete and forward to TK/MW to upload – **action GL**

Update on Orchard House and Enforcement notice closure received from WBC – JW to cover within Planning.

*JG arrived and GL had to leave the meeting due to a domestic emergency. RD offered to take minutes.*

1. Proposal for Monthly Hatton PC meetings was carried (For RD/JW/JG; Abstained TK)

Chair confirmed meetings will be held at 7.30pm on the 3rd Monday of the month, commencing from 19th Oct 2015.

7.

* **HVPIG Report** - RD

RD has produced a project plan, which will be circulated to all councillors following this evenings meeting. It is quite detailed and will allow the PC to view progress across of the Action Areas. Completed Actions are in-filled Green in the final column, once ***all*** requirements have been met.

1. Community and SA (CSA).

This group has completed its Action Areas, by virtue of creating a Events Group, which will draw on additional volunteers as and when to facilitate a variety of villages events. This Group comprises the HVCA team, together with other residents and Amber Smith is also attending their next meeting. This change means the current HVCA function is superseded by the CSA.

In order to bring transparency of financial matters the HVCA will hold an EGM, at which it will propose its cessation and its bank account be re-mandated as the Hatton Village Plan Implementation Group account. This will allow the PC to issue one cheque for all HVPIG spend agreed, the Treasurer of the HVPIG (JG) will then ensure due diligence of the funds.

Halloween and a trip to the Christmas markets are currently in planning.

1. Environment

Bird-boxes and litter-picking have been organised, with other activity also underway i.e. verges and planting.

1. Transport and Road Safety

Alan Merrett has had to resign from the group due to work commitments and the new team are assessing the tasks. None had an immediate win and so RD was relaxed with the timetable for this group in light of Alan’s departure.

1. Communications

The Hatton Life has been a great success and is likely to expand to cover all the content it is attracting (no timetable for this). The website and social media are under construction and it is expected a ‘go-live- towards the end of the year.

1. Services

An awareness campaign has started through the Hatton Life on energy saving and similar topics. The costs involved for mains sewerage connections meant that this is not a viable Plan activity – individuals have been recommended to look at their own requirement should they wish to investigate further.

RD will announce progress monthly and provide and updated Project Plan for each PC meeting. **ACTION RD**

* **Planning** – JW

New correspondence from the regarding Orchard House was shared and the building is being rasied through the Hatton Life.For Stuart’s benefit JW provided a short history of the proposal to this point and the definition of in-fill development. No action is needed as no new formal request has been made.

There were no other planning matters and JW also confirmed the closure of an enforcement case re 37 Goose Lane. No action.

* **Home and Land Security** MW Reported no content.
* **Community Pride** MW confirmed RD attendance at awards evening 15th Oct.
* **Youth** **Matters** AS

Amber discussed her thoughts on the pantomime and no suitable show has yet been identified. **ACTION AS**

* **Finance** JG

It was unfortunate that the PC Clerk had already departed as it would have been more beneficial to have gained her input alongside JG.

* 1. There had been a HVPIG request for £500.00 to enable the cutting of the full verges along Hatton Lane. Although WBC had mown a strip when requested on safety grounds before Creamfields, the remaining area needed doing, particularly as this also houses the wild flowers. Previously this area would have been cut twice a year and JG was to approach WBC again. The £500 would be a safety-net should the WBC not agree. The Proposed cost of £500 (if needed) was approved unanimously.
  2. The Clerk had raised concerns from the Auditors that the PC was not setting a budget, which must fall within our precept (a deficit budget would be unacceptable). Although we are fortunate to receive the annual Creamfields money (£5000) this should not be used for mandatory spend.

HMRC have advised that as a PC we cannot pay the Parish Clerk an honorarium as in previous years and must pay a salary based on the hours worked.(3 hours per week) This represents a cost to the PC of £1315.

Our Precept is £2161.00 and ChALC have provided a template for budget-setting which we must complete.

Although we have always worked to our precept we have not made allowance for replacement equipment i.e. PC for Clerk use.

JG presented a proforma budget as follows:

Budget Available (Annual Precept) £2161.00

Expenditure: Clerks salary £1315.00

Stationery £50.00

Insurance £130.00

Audit Charges £120.00

ChALC £84.00

Server Fee £60.00

IT Renewal £400.00

TOTAL £2159.00

This budget, and any minor amends in terms of exact costs, was passed by all.

JW raised the potential PC asset of a laptop for planning use that was provided by WBC, he is to iinvestigated the ownership and also costs for ‘cleaning’ the

machine for Parish Clerk use. This would allow the IT renewal to purchase a printer at a lower budget figure. **ACTION JW**

Chair and JG then raised the subsidy request for the coach to take villagers to the Christmas Markets in Manchester. The cost of the coach is £325 and tickets will be sold £3 per adult and £2 per child. It is a 57 seater. After discussion the proposed subsidy was accepted by all.

* **IT** TK

TK reported that emails are now working and discussion focussed on the new website, currently under construction through the HVPIG. Stuart also advised the PC that this was one of his strengths.

There will need to be someone who can act as Administrator should the need arise. **ACTION TK to maintain with MW contact through build**

* **PC Organised Events** MW topublicise via Hatton Life

**8. Discussion/Proposals/Agreement on PC sections and councillor roles/duties in light of new team and HVPIG**

Chair stated her preferred set agenda items and the flexibility for other areas to be added, particularly as we are moving to monthly meetings. General discussion agreed new proposals seem a good fit and those regular actions i.e. Remembrance should be diarised through the Clerk for annual inclusion and consistency **ACTION JW and GL to create diary items.**

All future set agenda items were agreed and **ACTION MW to produce a template for use from Oct onwards**

It is critical that the minutes and agenda are available to allow meetings to proceed, with all residents having notice of all agenda items for the statutory 14 day period.

The following process was agreed:

* Draft Minutes to be issued to all councillors by close of play (cop) on the Friday following the meeting by the Parish Clerk.
* All councillors to reply with any comments by cop Monday. Absence of a reply will deem you have accepted the draft as presented.
* Final Minutes and Agenda to be issued to all councillors (and uploaded onto the website and placed in the notice board) a minimum of 2weeks before the next meeting.

Roles were allocated as follows:

* HVPIG – RD
* Financial Due Diligence – JG (Parish Clerk to present a financial report including money at bank)
* Planning – JW and it agreed that an opportunity existed for a councillor to support JW and learn from his experience in this area.
* Website Monitoring – a councillor to ensure content is uploaded and current.-TK
* Youth Matters - AS

9. **Transparency** **Rulings**

Chair raised the need for open and transparent behaviours across the PC actions and discussions.

10. **Councillor Issues/Residents Issues**

* ST raised a concern regarding the non-entitlement of Creamfield Tickets. **ACTION ST to enquire re history of ticket use and assess**
* RD raised a concern from Mr & Mrs Hatton regarding increased numbers of HGV’s. **ACTION RD to ask the Hattons to monitor and capture reg nos if possible**

11. **Actions** All present had captured items

12. **Date/Time of next meeting**: 7.30pm on 19th Oct 2015.

Meeting Closed at 10.15pm