Hatton Parish Council Agenda

Monday March 21st 2016 - Lewis Caroll Centre , Daresbury - 7.30pm

1. Welcome / Apologies
2. 7.30 Open Forum for Villagers to speak to Councillors with concerns /suggestions etc.
3. Acceptance of Minutes
4. Declarations of Interest
5. Actions arising from previous minutes.
	1. A redirect is required from old website to new site. ST to take forward closure and redirect message on old PC website.
	2. Councillors approved individual choice to upload photos to website, with short commentary to support. All Councillors to forward photos and short bio to Clerk by COB 22nd February. GL to collate and forward for upload.
	3. ST updated PC on broadband upgrade, as reported within Point 11 of this report. ST to continue to liaise with PK.
	4. RD reported that he had viewed a specialist restoration company’s offering in repairing public phone boxes and that there were a number of options available. It was resolved that PC contact local contractor to establish if he wishes to undertake restoration work. RD to action. Further Action: Viability of phone box/library to be added to March Agenda.
	5. Clerk advised all supporting papers (correspondence, planning, finance, any other material reports) must be made public prior to PC meeting. It was resolved that all papers are to be made available 3 working days prior to future PC meetings. All Cllrs/Clerk to ensure any papers to be discussed are to be made available 3 working days prior to meeting.
	6. Repaint of road lines reported and chased. Currently within 10 day turnaround. GL to report on progress.
6. Youth Matters
7. Correspondence Report – Containing bullet/discussion points/recommendations by GL.

Folders - Contain the actual correspondence - Can be viewed /initialled by Councillors/visitors.

 National

 Regional

 Local

1. Clerk Matters
2. Audit
3. Hatton Village Planning Implementation Group report.
4. Hatton Village Hall Feasability Study Report (see appendix 1)
5. Planning Report . including licence agreement (see appendix 2)
6. Finance
	1. HVPIG Finance Matters
	2. HVPIG Finance Requests
	3. Monthly PC Accounts (see appendix 3)
7. Website/ IT Report
8. Parish Councillor Recruitment
9. Approval of Parish Council Items for Hatton Life/Website inclusion items.
10. Transparency.
11. Councillor Issues or Resident Issues raised with councillors directly.
12. Date and Time of Next Meeting

Appendix 1

DRAFT BRIEFING NOTE FOR PAUL KENNEDY

HATTON VILLAGE HALL FEASIBILTY STUDY

1. There is currently no village hall in Hatton and apart from the Hatton Arms there are no local places for villagers to meet, socialise or hold meetings.

2. The Hatton Village Plan was recently published following a questionnaire sent to some 160 household in the village. A significant number of them expressed an interest in a new village hall.

3. A Hatton Village Hall Feasibilty Team has been set up by the Village Plan Implementation Group and has been exploring suitable buildings, cost of construction and running costs etc. At present no site has been identified but it has reached the stage where there is a need to understand the issues surrounding potential planning permission.

4. The purpose of this briefing note is to inform Paul Kennedy of the current position and to ask him to arrange a meeting at senior level with a Council Officer who is responsible for planning.

5. The Team understands that the Parish Council could apply for a Community Right to Build Order under the Localism Act 2011 as a method of obtaining consent for any proposed village hall. A referendum of voters in Hatton would need to be held as part of this process.

6. There is also the important issue of funding and one suggested method would be to obtain approval for one or two houses associated with the village hall in order to generate funds.

7. The Team is aware that Hatton is a “washed over village” in the green belt and that therefore the Councils current policies and development plans will be material factors in any process which the Parish Council undertakes.

8. The possible Community Right to Build Order and the Council’s planning policy towards a new village hall which may be linked to a small number of houses for funding purposes are the issues which the Parish Council’s representatives wish to discuss with planning officers.

9. In addition we should like to know whether the Council consider that the construction of a village hall would be “very special circumstances” under NPPF para 88 in case a Community Right to Build Order is not the best way to proceed.

10. The Parish Council representatives will be Councillors Julian Wrigley and David Jones.

JHW/RB/DCLJ 28/02/2016

Appendix 2

**DRAFT

LICENCE AGREEMENT FOR THE HATTON VILLAGE NOTICE BOARD ON LAND AT HATTON GATE FARM DARESBURY LANE HATTON**

**1. Date of Licence:** This Licence Agreement was entered into on xxxxxx

**2. Licensors:** David Weir and Deborah Weir of Hatton Hall Farm Daresbury Lane Hatton (*postcode*)

**3. Licensee:** Hatton Parish Council c/o Gillian Lett Parish Clerk (*address)*

**4. Period of Licence and Notice:** The Licence will continue in force for twelve months and will continue until either terminated by mutual agreement or by the Licensors serving three months notice in writing on the Licensee

**5. Licence Fee:** One peppercorn

**6. The site:** Land situated in Warrington Road Hatton part of Hatton Gate Farm as shown in red on the attached plan or in any different position agreed by the Licensors and Licensee

**7. Right to erect a notice board:** The Licensee has the right to erect a notice board on the site in a manner to be approved by the Licencors

**8. Right to Display Notices etc:** The Licensee has the right to display any notice of its choice provided that the material displayed is not offensive or detrimental to the interests of the Licensors.

**9. Advertisements:** The Licensee shall not have the right to display advertisements except for local tradesmen offering services to villagers subject to the approval of the Licensors.

**10. Indemnity:** The Licensee hereby indemnifies the Licensor against any claim made by a third party howsoever arising as a result of the Notice Board being on the site.

**Signed by the parties on ……………………………..**

**……………………………………………………….. Licensors**

**…………………………………………………………. Licensee**

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| Appendix 3 |  |  |  |  |  |
| **ESSENTIAL SPEND** |  |  |  |  |  |
|  | **BUDGETED 2015/16** |  | **ACTUAL PAID TO DATE** | **BALANCE** |  |
| ChALC | £84.00 |   | £88.64 | -£4.64 |  |
| Clerk's Salary | £1,315.00 |  | £1,172.98 | £142.02 | exc salary incurred but not paid for in FYE 31/3/15 |
| Stationery | £50.00 |  | £15.29 | £34.71 |  |
| Insurance | £260.00 |   | £243.80 | £16.20 |  |
| Audit Charges | £120.00 |   | £120.00 | £0.00 |  |
| Server Fee | £60.00 |   | £0.00 | £60.00 | when due? Not in last year's accounts. Last pymt July 2013 |
| IT Renewal | £270.00 |  | £0.00 | £270.00 |  |
|  |  |  |  |  |  |
| **TOTAL** | **£2,159.00** |   | **£1,640.71** | **£518.29** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **DISCRETIONARY SPEND** |  |  |  |  |  |
|  | **BUDGETED 2015/16** |  | **ACTUAL PAID TO DATE** | **BALANCE** |  |
| Communications Team |  |  |  |  |  |
| Web Design | £450.00 |  | £0.00 | £450.00 | \*amended from £400 Jan 2016 |
| Village Noticeboard | £1,500.00 |  | £835.00 | £665.00 | planning fee £55; 50% deposit £780 |
|  |  |  |  |  |  |
| **TOTAL** | **£1,950.00** |   | **£835.00** | **£1,115.00** |  |
|  |  |  |  |  |  |
| Social Activities |  |  |  |  |  |
| Resident's Lunch | £0.00 |  | £0.00 | £0.00 | £200 Agreed in Principle |
| Halloween | £80.00 |   | £60.84 | £19.16 |  |
| Film Club | £401.70 |   | £401.70 | £0.00 | Increased from £399 Jan 2016 |
|  |  |  |  |  |  |
| **TOTAL** | **£481.70** |   | **£462.54** | **£19.16** |  |
|  |  |  |  |  |  |
| Environment  |  |  |  |  |  |
| Hi-Vis Vests | £144.00 |   | £71.91 | £72.09 |  |
| Bird Boxes | £200.00 |   | £180.00 | £20.00 |  |
| Petrol Strimmer | £350.00 |   | £315.00 | £35.00 |  |
| Spring Bulbs/Seeds | £200.00 |  | £134.26 | £65.74 | \* includes replacement tree for common |
| Barrel Tubs | £80.00 |  | £14.00 | £66.00 |  |
|  |  |  |  |  |  |
| **TOTAL** | **£974.00** |   | **£715.17** | **£258.83** |  |
|  |  |  |  |  |  |
| Services |  |  |  |  |  |
| Leaflets  | £50.00 |  | £0.00 | £50.00 |  |
|  |  |  |  |  |  |
| **TOTAL** | **£50.00** |   | **£0.00** | **£50.00** |  |
|  |  |  |  |  |  |
| Village Events |  |  |  |  |  |
| Manchester Markets  | £295.00 |   | £295.00 | £0.00 |  |
| Shrek the Musical | £1,200.00 |   | £1,053.53 | £146.47 | Clarify numbers - 19 or 20 |
|  |  |  |  |  |  |
| **TOTAL** | **£1,495.00** |   | **£1,348.53** | **£146.47** |  |
|  |  |  |  |  |  |
| **TOTAL DISCRETIONARY SPEND** | **£4,950.70** |  | **£3,361.24** | **£1,589.46** | \*\*\* DOES NOT INCLUDE MISCELLANEOUS PAYMENTS |
|  |  |  |  |  | BELOW |
| **MISCELLANEOUS** |  |  |  |  |  |
|  |  |  |  |  |  |
| Grounds Maintenance |  |  |  |  |  |
| Spreader/Feed for Central verges |  |  | £56.40 |  | THESE ITEMS ARE APPROVED AS REQUIRED |
| Weeding/tidy up flower beds |  |  | £42.50 |  | DURING THE YEAR VIA DISCRETIONARY EXPENDITURE |
| Maintenance of Central verges |  |  | £431.33 |  |  |
| Plants for tubs |  |  | £75.00 |  |  |
| Rotary/lawnmower service x2 |  |  | £207.49 |  |  |
| Repair/varnishing 3x benches |  |  | £470.00 |  |  |
| Levelling of Common |  |  | £500.00 |  |  |
| **TOTAL** | **£0.00** |  | **£1,782.72** | **£0.00** |  |
|  |  |  |  |  |  |