**Final minutes of Hatton Parish Council meeting held virtually on Monday 11th May 2020**

**Present**

Paul Molphy (in the chair) Phil Young

Robin Brocklehurst Stuart Tranter

Julian Wrigley Brian Axcell

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|  |  | **Action** |
| **E001** | **Welcome/Apologies** No apologies were received |  |
| **E002** | **Open Forum for Villagers to speak to councillors with concerns/suggestions etc.**No villagers being present the Chair continued with the agenda |  |
| **E003** | **PCSO Matters**PCSO Wilkinson sent his apologies but emailed the following reportThere had been no crimes or ASB reported to the Police. Speed enforcement had not been carried out this month due to other Corona Virus issues, however speed enforcement would be carried out in the very near future. |  |
| **E004** | **Declarations of interest**There were no declarations of interest.*As residents of Hatton, we all have an interest at different levels for Creamfields. We are all able to take advantage of their offers and this is covered by a blanket declaration as confirmed by WBC Democratic Services.* |  |
| **E005** | **Acceptance of minutes**The minutes of the previous meeting were read and accepted PM proposed RB seconded. Minutes to be signed as a true record |  |
| **E006** | 1. Potholes – PY confirmed the potholes outside the Hatton Arms have been redone. He went on to mention that Warrington Road was currently in bad condition and would be taking this up with WBC with a view to resurfacing the whole road. BAX said he would raise with David Boyer, WBC during their next meeting. – Review at next meeting
2. Undertake asset review – PM/RB – defer until after “lockdown” – EMO to circulate previous assess list
3. Councillor email accounts on Hatton PC Cheshire domain – ST to look at the maximum number of accounts & if there is an option to increase – ST to report back at next meeting
4. Hosting updates – ST confirmed this was complete
5. Update on Rat situation – RB reported Environmental Health had visited the area but found nothing – they are returning this week to check again – RB to report back
6. Costings for redesign of shrub beds – defer until PY is able to get costings
7. Gateway signs – no further progress on this due to “lockdown”. RD has passed on all correspondence to PM and informed Jamie Fisher to direct future communications to the new Chair. Item to be kept on Agenda.
 | **PY/BAX****PM/RB/EMO****ST****RB****PY****PM** |
| **E007** | **Clerk Matters****Monthly Action Calendar**1. Effectiveness of internal control and risk assessment reviewed – proposed by PM, seconded by ST.
2. Pay CCA subscription - request for payment not yet received – keep on agenda
3. Review Creamfields Annual Payment – leave for the moment – review next year
4. Review HPC Standing Orders & Financial Regulations – to be reviewed now – any comments/amendments to be discussed at the June meeting
5. Prepare
	1. All transactions or expenditure over £100 (excl VAT) – PM/EMO
	2. End of year accounts – to be prepared by EMO
	3. Annual Governance Statement (AGAR) – PM/EMO
	4. Arrange for internal Audit to take place - EMO
6. Charity donation from Fun Day proceeds - defer
 | **EMO****ALL****PM/EMO****EMO****PM/EM****EMO** |
| **E008** | **Finances including Financial Monthly Report**1. The financial report as at the end of February was £30,184.67
2. Cheque to be raised for £400 reimbursement to JW for skip hire – proposed by RB, seconded by PY

A discussion took place regarding ‘on-line’ banking and EMO agreed to look into this.Authorised signatories – new authorised signatories were required for the main current account and the number 2 account. Following a brief discussion, it was agreed that the new signatories for the Main Current Account would be PM & ST and for the Number 2 Account – PY & PM. EMO to organise relevant paperwork for new signatories | **EMO****EMO** |
| **E009** | **Correspondence Report**Clerk confirmed correspondence received had been circulated via email.  |  |
| **E010** | **Technology Matters – Lead ST**ST raised concern that the HPC backups were could not be stored separately from the laptop at the moment. EMO agreed to keep a separate copy in the HPC cabinet which is housed at Sandy Lane Community CentrePM asked if the files could not be stored on “one drive”. ST confirmed this had been discussed previously but suggested this be reviewed at the end of the year. EMO to put on monthly calendar  | **EMO****EMO** |
| **E011** | **Environmental Matters – Lead PY** ST reported there was Japanese knotweed growing on Pilmoss Lane and that he had raised with WBC. BAX confirmed he would also follow this up with WBC.JW reported that Richard Roseby had suggested two new benches to be sited adjacent to the memorial stone at The Common – JW to circulate further information on this to members.A resident had reported that the style at the end of Goose Lane was not serviceable at the moment. PM to report. | **JW****PM** |
| **E012** | **Planning Matters – Lead JW**JW reported there had been no new planning applications or enforcement notices.Local Plan – currently subject to amendment by WBC and therefore consultation process will not take place until the amendments have been finalised. JW to continue to attend meetings.New House Farm Development – has received a large number of objections including the Highways Department at WBC. As a result of this it seems certain that the scheme will have to be amended before it can be reconsidered for approval. JW to monitor and report back | **JW** |
| **E013** | **Transport/Road Safety – Lead PY**Nothing to report |  |
| **E014** | **Community/Social Activities/Village Communications/Creamfields – Lead RB** RB suggested previous members of the PC should be acknowledged in some way in recognition of all the hard work undertaken during their time on the Parish Council. RB proposed this idea and JW seconded. All were in agreement. Various ideas were then discussed – PM/RB to organise | **PM/RB** |
| **E015** | **Chair Matters**1. Boundary Review – not due to take place this year – monitor at the moment
2. Creamfields – PM to contact Creamfields
3. Roles & responsibilities PM confirmed these had been circulated with the minutes and asked for members views.

JW confirmed he would still like to remain as Lead under the Planning Role but suggested RB work along- side him in order to provide cover - In turn JW would work along-side RB in the Community/Social Activity role to provide cover and help out. RB confirmed he would like to remain in the Lead role on Community/Social Activity and agreed to work alongside JW on Planning. JW proposed and PM seconded.ST confirmed he would like to remain as Lead for Technology and his new role as Vice-Chair.PY agreed to remain as Lead for Transport/Safety and agreed to take on the Environment Lead but would ask for help if required. Part of the Environment Role also included management of the “number 2” bank account and PY agreed to take on this role.Vacancies – 2 Parish Councillors – EMO asked should these now go out to advert in the normal way – this was agreed.Stained glass Window Competition – all entries were judged and PY proposed the Lett Family Entry as the winner – this was agreed with the suggestions that the “NHS” is made clearer, bolder colours are used, the “clapping” made bolder and that the Lett girls names should be engraved on it. PM to pass on comments to MW. It was further suggested that all entries should go on the noticeboard. This was agreed by all.PM also proposed having keys cut for all members of the parish council for the noticeboard – this was seconded by JW – Action update at next meeting | **PM****EMO****PM****PM** |
| **E016** | **Approval of Parish Council items for Newsletter, website & social media**ST suggested this agenda item should be amended to read “Approval of Parish Council items for Newsletter, Website & Social Media – this was agreed – EMO to actionItems for newsletter & WebsiteMessage from new Chair – PMStained Glass Competition - JW | **EMO****PM****JW** |
| **E017** | **Councillor issues or Resident issues previously raised with Councillors directly**Nothing to report |  |
| **E018** | **Date and time of next meeting –** 8th June 2020 – will be held virtually at 7.30pmMeeting finished at 9pm |  |