**MINUTES OF THE PARISH COUNCIL MEETING**

**Held in The Hatton Arms, Hatton Lane on Monday 26th September 2022**

Councillors in attendance: Cllr P Molphy (Chairman)

 Cllr J Power (Vice Chairman)

 Cllr Robin Brocklehurst

 Cllr Phil Young

 Cllr Sue Spiteri

 Cllr Stuart Tranter

 Cllr Julian Wrigley

 Cllr J Power acted as Clerk

G23/171. **Apologies for Absence**

Cllr G Chapman had not been informed of the change of date of the meeting and so was not in attendance.

G23/172. **Declarations of Interest**

Members were reminded of their responsibility to declare any personal interest or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.

G23/173. **Minutes of the Previous Meeting**

The minutes of the Parish Council Meeting held on Monday 25th July 2022 were confirmed as a true record.

G23/174. **Public Forum**

None in attendance.

G23/175. **PCSO Report**

PCSO Kirkham was unable to attend the meeting, the July report had been circulated to the committee.

 **Reported Crime to Police:** This month the only crime reported was a

 WhatsApp fraud. A total of £2000 was taken by fraudsters, Action Fraud are

 currently dealing. The aggrieved party has been refunded by their bank.

  **Speed Enforcements:** A TruCam Speed enforcement was carried out on Hatton

 Lane (30mph). Highest speed captured 39mph.

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G23/176. **Warrington Borough Councillors Reports**

There were no Borough Councillors in attendance.

G23/177. **Finance**

 **Authorisation was requested for the following payments:**

Information Commissioner’s Office £ 40.00

 (Direct Debit)

 Zurich Town Parish Insurance Policy £ 257.60

 Lymm Parish Council £ 49.31

**Resolved** that payments listed were approved with the Chairman and Clerk using delegated powers between meetings.

**VAT Return**

 Cllr Power has taken over the Finances of the Parish Council until a new Clerk

 has been recruited. It was noted in previous meetings that VAT reclaims had

 not been processed for the last three years. The VAT reclaims have now

 been processed through HMRC, as follows:

 01/04/2019 – 31/03/2021 £641.04

 01/04/2021 – 31/03/2022 £429.36

 **Account Discrepancies**

During the process of making the VAT Reclaim, Cllr Power noticed a

 Discrepancy within the accounts of £300, relating to a clerking error when

 raising a cheque for the supply of bedding plants in May 2020. A paper trail

 was followed and clearly showed that due to a typing error within an email,

 that an invoice amount was mistaken as £364 and not £64.

 The error was further compounded by the pandemic and subsequent

 Lockdown and so was not immediately apparent to the clerk.

 The monies will now be repaid to the Parish Council current account.

 **Audit**

The discrepancy highlighted above should have been picked up when the

 Parish Council accounts were audited, as this was not picked up, it is thought

 that the Auditor was probably not provided with all the necessary

 documents, such as the paid invoices for the year.

 It has been agreed by the Parish Councillors that a much more robust audit

 should be carried out in future and that extra checks should be made

 throughout the year.

 **Bank Reconciliations**

 It was agreed that the monthly bank reconciliations provided by the clerk

 should be backed up by the bank statements relating to the bank rec. Both

 the bank reconciliation and the bank statement should be signed by the

 Chair.

  **SAAA 2022 Opt- Out Communication**

 Further to the recent correspondence from SAAA relating to annual audit

 regulations, it was decided that even as a small parish and the fact that we

 are exempt from an SAAA full audit, that we should continue as an ‘Opted-In’

 Parish.

 **Bank Mandate**

It was agreed that the following changes should be made to the bank

 mandate:

* Tracey Noble Ditchfield, the outgoing clerk, should be removed from the mandate.
* Cllr Sue Spiteri and Cllr Jayne Power, as members of the Finance Committee, should be added, as signatories to the mandate.
* The registered address for the Parish Council will be changed to:

Woodside,

Goose Lane

Hatton WA4 5PA

G23/178. **Policies**

 The following policies were circulated to Councillors prior to the meeting:

 **Financial Regulations 2022**

 **Standing Orders 2022**

 **Code of Conduct 2022**

 **Risk Assessment 2022**

 **Accessibility Policy 2022**

It was agreed by all Councillors to adopt the above policies.

 Cllr Tranter will finalise the Accessibility Policy.

 These policies will now be placed onto the Parish Council’s website.

 We are required to also publish a **Data Protection and Retentions Policy**, this

 will be prepared for October’s meeting.

G23/179. **Correspondence**

 **Resolved** that the Clerk had circulated by email to the Parish Councillors documents received to date.

G23/180. **Parish Councillors Reports**

G23/180.i. **Planning**

An application has been made by Newhouse Farm for an agricultural

 building (Agricultural Produce). The application has been refused as

 the application refers to land that has been identified as being

 included in an earlier plan.

**Enforcement Notices**

The enforcement notice for the remaining storage containers at Rowswood Timber has now been completed as all containers have been removed.

**Local Plan – Examination in Public (EIP)**

 The Examination in Public has taken place and South Warrington

 Parishes Group have employed a planning consultant and specialist

 barrister to put their views to the Government Inspector. A decision

 is anticipated in a few months’ time.

G23/180.ii. **Traffic and Road Safety**

Cllr S Spiteri reported that a local resident had raised concerns about the speed of some vehicles on Warrington Road, this will be raised with Matt Kirkham PCSO and also Cllr Ghazala Chapman. It is hoped Cllr Chapman can push through our request for an illuminated speed indicator along Hatton Lane and Warrington Road.

No further action has been taken by the local authority with regard to the overgrown footpaths along Hatton Lane/Pillmoss Lane.

G23/180.iii. **Technology**

Fibre Optic Broadband is still at survey stage but is going well.

 The surveys that were completed by residents regarding the phone

 signal in the area have not produced the outcome that was expected.

*The Shared Rural Network I do not believe is appropriate for Hatton as the SRN is*

*focused on improving 3G, 4G, and 5G availability, which is from my understanding not the primary*

*issue in Hatton. On the advice of the SRN team and Mobile UK I have today written to the government*

*affairs teams at the four mobile network providers (EE, Three, Vodafone, and O2) asking them what*

*measures they are taking to improve service in Hatton.* - Oliver Paterson
**Parliamentary Assistant to Andy Carter MP**

 Cllr Tranter is not happy with the response and will refer this to Cllr

 Ghazala Chapman for further support.

 **Back Ups**

Cllr Tranter will look into a cloud-based system for supporting back

 ups and report back at the next meeting.

G23/180.iv. **Environment**

 Cllr Young and Richard Roseby have spent time tidying up the shrub

 beds and tubs around the village. Cllr Young has asked for the PC’s

 authorisation to order further plants from Primrose Nurseries to the

 value of £150, this expenditure was approved. The clerk asked for the

 invoice to be emailed to her for payment.

 Cllr Young is still waiting for an invoice from the contractor for the

 cutting of the verges. He has also asked the company for a quote for

 2022 – 2023 for budget purposes.

 **Nature Trail**

Cllr Young and Cllr Wrigley have had discussions about the possibility

 of a Nature Trail. It was agreed that Cllr Wrigley would prepare a

 report for the Parish Council, this report will include costings, details

 of who it is believed will benefit from the Nature Trail and a time line

 for implementation. Cllr Wrigley has reported that Cllr Haseldine of

 Walton Parish Council is very enthusiastic about the project.

G23/181.v. **Social**

 Cllr J Power informed the committee that the newsletter will be

 published in the first week of October, which will include photographs

 from the recent Fun Day.

G23/182.vi. **Chairman**

 Cllr P Molphy reported that he has been contacted by Margaret

 Winstanley requesting a donation from the PC towards the Village

 Xmas Trip to Chester. It was agreed that if Margaret Winstanley can

 provided three quotes from travel firm, that the PC will fund the

 coach. Residents will make their normal contribution to the cost

 which will be given to charity.

 **Recruitment of Clerk to Council**

 Cllrs have received the applications and have agreed for the Chair to

 produce a shortlist of candidates.

It was agreed that the new clerk will work with the Finance Committee on all financial matters and not have sole responsibility for financial matters. The advert for the role will be changed accordingly.

G24/183. **To Note Matters Arising**

None

G25/184. **Time and Date of Next Meeting**

The Parish Council meeting was confirmed as Monday 24th October 2022 at 8.00 pm in The Hatton Arms.

**The meeting closed at 10.00 pm.**

 **Signed as a true record:**

 **………………………………………………… Cllr P Molphy**

 **Chairman**

 **Dated: 24th October 2022**