



MINUTES OF THE PARISH COUNCIL MEETING

Held in the Hatton Arms, Hatton Lane at 20.15pm Monday 13th March 2023

In Attendance:

Cllr Jayne Power (Vice Chair)
Cllr Robin Brocklehurst
Cllr Phil Young
Cllr Sue Spiteri
Cllr Julian Wrigley
Cllr Stuart Tranter

G23/234 Apologies for Absence

Cllrs Paul Molphy (Chairman), Ghazala Chapman (Borough Councillor).

G23/235 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 agenda item is reached.

No conflicts submitted.

Some Declaration of Interest forms had been received from Councillors, others still awaited.

Action Cllr's to complete forms and submit by next meeting.

G23/236 Minutes of the previous Meeting

Amended minutes had been circulated to all Councillors. They were confirmed as a true record.

G23/237 Public Forum

A new resident in Hatton was in attendance and was welcomed to the meeting by Cllr Power.

- i) Cllr Power had received written confirmation from a resident advising they would be interested in joining the Parish Council if and when a vacancy became available.

Action, Cllr Power to monitor situation and to contact the individual if and when a vacancy arises.

- ii) The box given to Cllr Young containing ex PC papers re The Village Hall had been examined and a decision taken to destroy the papers. They had been shredded by Cllr Young.

No further Action.

G23/238 WBC Councillors Report.

In Cllr Chapmans absence there was no report. She has however undertaken to follow up the issue of the repair work to the sink hole in Goose Lane with Warrington BC Highways department and to report when the work would be undertaken. She was also chasing up the clearing of the footpath on Hatton Lane leading to Pillmoss Lane again with Highways.

Action. Cllr Chapman to report on progress and dates when work will be undertaken.

G23/239 PCSO Report.

PCSO Phil Hilton was not in attendance. He had filed his report which is attached at the end of these minutes.

No Actions required.

G23/240 Finance.

Cllr Power presented her report a copy of which is attached at the end of this report.

Cllr Young asked, if in view of the fact Cllr Molphy is not standing for re-election, that arrangements had been made with the Bank to update the signatories to the bank account. Cllr Power confirmed that the necessary changes had been made.

Report approved unanimously.

Cllr Chapman had responded that her husband was not able to carry out the Account Verification work that he had been invited to Quote for.

Action Cllr Wrigley to Approach former business partner of resident to see if he would be willing to undertake this work on behalf of HPC?

G23/241 Social-Media Policy

A new Social-Media Policy had been circulated and it was agreed that the policy should be adopted by the Parish Council

A copy is attached to these minutes for reference.

Action. A copy is to be put on the PC Web Site by Cllr Tranter.

G23/242 Correspondence.

No correspondence to report other than communication from resident re vacancy on Parish Council.

G23/243 Parish Councillors Reports.

- i) Planning. Cllr Wrigley had nothing to report since last meeting. Enforcement Notices. Cllr Brocklehurst confirmed that none of the cases reported by WBC were within Hatton, no actions required.
- ii) Traffic and Road Safety. White Line identifying Right Turn Lane at Cat & Lion junction had not been repainted when Warrington BC highways had repainted other road markings at the junction.

Action Cllr Chapman to be asked to chase WBC.

- iii) Technology. Cllr Tranter reported that Open Reach were to sign off the Fibre Cable installation work on 14th March 2023. He reported that emails from individual Service Providers would then be sent to residents and once those had been sorted Open Reach would then install fibre cable direct into those houses who had previously agreed to sign up.
Cllr Tranter has instigated a small survey amongst some residents seeking details of their Mobile phone signal strength. He was awaiting a few responses before contacting Andy Carter our MP with the findings.
Action Cllr Tranter to chase remaining survey details. Cllr Tranter to update Web Site to include Policy Documents on Safeguarding, Code of Conduct, Financial Regulations, Social Media use, and Declaration of Interest Forms.
- iv) Environment. Cllr Young reported that 6 shrubs had apparently been lost to the frost. Suggested that in view of other Shrubs in the bed that they did not need replacing. Also, a tree planted last year had died.
Several of the flower tubs around the village had come to the end of their useable life and would need replacing after the summer planting.
He had not budgeted for these replacements but would prepare a Detailed budget for new tubs by September for PC approval.
Grass cutting was to restart in next couple of weeks.
Andy would liaise re weed and feed and grass cutting.
Decision to do nothing about ditch near Ginnel until Cllr Wrigley had spoken to David Hough the land owner.

**Actions Cllr Young to prepare estimates for summer planting and for new Tubs.
Cllr Wrigley to contact David Hough re ditch clearing.**

v) Social.

Cllr Power reported on meeting held to organise the Coronation Party. Confirmed that Marquee would be delivered on Friday 5th May. Generator ordered and would be delivered direct to field on Friday. She had ordered and paid for all necessary bunting and balloons etc on PC amazon account so VAT can be reclaimed.

PC agreed with suggestion that commemorative coins be purchased for children and small commemorative hampers for the elderly residents who are unable to attend due to infirmity. List to be prepared for next meeting.

Cllr Power had ordered the commemorative Stained-Glass window. Mark Cleaver had confirmed he would hold last year's price.

Competition will be announced in Special Newsletter to be delivered w/c 10th April. This would contain form to be completed by those wishing to attend by 22nd April which would be entered into the Raffle.

Cllr Wrigley advised he was attempting to obtain funding from Warrington BC which would be subject to matched funding.

Cllr Brocklehurst advised that HVCA were hoping to restart the

Residents' lunches during April. Discussions had been held with Hatton Arms about availability and costs. Negotiations ongoing.

Cllr's Wrigley and Brocklehurst agreed to make formal request to PC for funds to subsidise the lunches. Detailed proposal would be submitted as soon as possible.

G23/244 Chairman.

Acting Chair Cllr Power confirmed her concerns over the length of PC meetings and the difficulty caused by the late start time.

She proposed a change of day to Tuesday thus avoiding clashes with the Darts team nights.

All were in favour of a 7.00pm start on a Tuesday night. Cllr Power to discuss with the Hatton.

Cllr Wrigley would potentially find that change a problem but would advise his situation asap.

The format of the meetings was also discussed. A previous suggestion that Cllr's prepare written reports to be sent to clerk 7 days before next meeting so they could be circulated to Cllr's before the PC meeting and attached to the minutes as a true record.

This was approved unanimously and would be implemented by next PC meeting.

Clerk to Parish Council

Cllr Power confirmed that the Clerk to the Parish Council had resigned from their post with immediate effect. The post will be re-advertised through WBC.

Cllr Brocklehurst reported that a local resident has shown some interest in the role. Cllr Power has agreed to meet with the resident with Cllr Brocklehurst and discuss the specifications of the role with the resident.

G23/245 Date and Time of Next meeting.

Next meeting provisionally arranged for Tuesday 18th April at 7.00pm sharp!

This to be confirmed by means of PC WhatsApp.

Meeting closed at 9.40pm.

PCSO Philip Hilton Feb Report Provided for Hatton Parish Council

Good evening,

Here is the monthly update for the Hatton, Stretton and Walton areas.

Incidents of note:

13/02/2022 Fir Tree Close – Caller reporting a small white van parked on the straight – Inhaling nitrous oxide balloons. Road is littered with the rubbish. Caller has e-mailed the council to clear the paraphernalia. PCSOs have increased patrols of the area, submitted intelligence reports and requested assistance of night time patrols to check the area at frequent intervals whenever possible.

25/02/2023 Henbury Gardens - Caller reporting there are loads of youths on his estate. They are quite rowdy and shouting, approximately 20 in the group. No trace of males on arrival. PCSOs gave reassurance visit to Caller and added area to priority patrol plan.

08/03/2023 Ashford Drive - Caller reporting back gate has been opened overnight - checked Ring door bell and this showed an intruder at 2:46 this morning. Intruder hid his face from camera - approx 6'1" wearing grey bomber jacket style coat, grey hoodie underneath with hood up, black trainers with white laces. Light grey jogging bottoms with a stripe down the leg. Nothing appears to have been taken, all outbuildings still secure. Callers vehicles secure. Of note a vehicle was stolen from Westcliffe Gardens on the same evening by a male matching the same description. Investigation ongoing.

08/03/2023 Seacroft Close – Caller reporting male trying door handles of cars at 2:30. Possibly linked to Ashford Drive and Westcliffe Gardens incidents.

08/03/2023 Hatton Arms Car Park – Caller reporting that two recycling banks have been stolen from the car park of the Hatton Arms. No CCTV and no further lines of enquiry.

Good News

3 males suspected of stealing quantities of cooking oil from the Stretton Fox and Park Royal arrested for going equipped / theft. Vehicle seized.

Tru Cam

Stretton Road 21/02/2023 – No activations.

Hatton Lane (towards Stretton) 22/02/2023 – No activations

Grappenhall Lane 27/02/2023 – 3 activations.

Report from Cllr Power for Parish Council Meeting 13th March 2023

Finance

Councillor Power confirmed the balances of the accounts as follows:

Month ending 28/02/2023 Current Account £4352.92

Month ending 28/02/2023 Reserve Account £25792.89

The following payments were requested:

Bin Shop 14/02/2023 £134.33 (New Bin for Pillmoss Lane)

Costco 10/03/2023 £64.76 (Weed and Feed for village greens)

Amazon 07/03/2023 £21.46 (Bunting for Coronation celebrations)

Amazon 16/02/2023 £44.98 (Life size cardboard King Charles III)

Amazon 07/03/2023 £12.98 (Flags for Coronation celebrations)

Authorisation given for all payments. Cllr Power to action with Cllr Molphy.

Bank Account

Cllr Young queried the situation with the bank in light of Cllr Molphy's end of office in May.

Cllr Power confirmed that herself and Cllr Spiteri have been added to the bank mandate.

Cllr Power will confirm this with Cllr Molphy.

Coronation Celebrations

Cllr Power held a meeting with residents on 7th March 2023, to which there was quite good attendance. It was suggested within the meeting that the committee provide a small gift, e.g. a hamper, for all residents who may struggle to attend the festivities. This was agreed on and Cllr Power will research and cost a suitable hamper. It was also suggested that every child in the village should receive a commemorative coin. Cllr Power agreed to source a suitable coin.

The Parish Council have agreed to fund the cost of a third stained glass window design for the telephone box, to commemorate the Coronation. Mark Cleaver has agreed to produce the design at the same cost as last year, an installation date for the winning design has been set as Saturday 27th May 2023.

A special newsletter will be sent out to residents' w/c 10th April 2023. This will give details of the Coronation event, how to enter the stained-glass window competition and will also act as an RSVP for residents to request the number of seats they require. The deadline for RSVP's will be 22nd April 2023.

There are plenty of volunteers to set up the event and to clear up the following day.



Hatton Parish Council

Social Media Policy 2023

March 2023	Adopted

The aim of this Policy is to set out a Code of Practice to provide guidance to staff and Parish Councillors in the use of online communications, collectively referred to as social media.

Social media is a collective term used to describe methods of publishing on the internet. The policy covers all forms of social media and social networking sites which include (but are not limited to):

- Parish Council Website
- Facebook, WhatsApp and other social networking sites
- Twitter and other micro blogging sites
- TikTok, YouTube and other video clips and podcast sites
- LinkedIn
- Bloggs and discussion forums
- Parish Council Emails

Who does it apply to?

The principles of the Policy apply to Parish Councillors. It is also intended for guidance for others communicating with the Parish Council. The policy sits alongside relevant existing policies which need to be taken into consideration.

Use of Social Media

The use of social media will not replace existing forms of communication. The website and other forms of social media will be used to enhance communication. Therefore, existing means of communication should continue with social media being an additional option.

The Policy

1. The Council will appoint a nominated member of staff/ Councillor or Councillors as moderator(s). They will be responsible for posting and monitoring of the content ensuring it complies with the social media Policy. The moderator will have authority to remove any posts made by third parties from our social media pages which are deemed to be of a defamatory, libel nature. Such post will also be reported to the Hosts (i.e. Facebook) and also the clerk.
2. The Council will appoint a nominated "Webmaster" to maintain and update the Parish Council Website

The social media may be used to;

- **Post** minutes and **dates of meetings**
- **Advertise events and activities**
- Good news stories linked website or press page
- Vacancies
- Retweeting or 'share' information from partners i.e. Police, Library and Health etc.
- **Announcing new information.**
- Post or Share information from other Parish related community groups/clubs/associations/bodies e.g. Schools, sports clubs and community groups
- **Refer resident queries to the clerk and all other councillors**

Facebook will be used to support the website information above.

Emails will be used to distribute information of council business.

Guidance for Councillors using the Council's Social Media Presence

Individual Parish councillors are responsible for what they post. Councillors are personally responsible for any online activity conducted via their published e-mail address which is used for council business. Councillors are strongly advised to have separate council and personal email addresses, and adhere to **The Members' Code of Conduct, see Guidance for Councillors at the end of this document.**

3. All social media sites in use should be checked and updated on a regular basis and ensure that the security settings are in place.
4. When participating in any online communication;
 - a. Be responsible and respectful; be direct, informative, brief and transparent.
 - b. Always disclose your identity and affiliation to the Parish Council. Never make false or misleading statements.
 - c. Parish Councillors should not present themselves in a way that might cause embarrassment. All Parish Councillors need to be mindful of the information they post on sites and make sure personal opinions are not published as being that of the Council or bring the Council into disrepute or is contrary to the Council's Code of Conduct or any other Policies.
 - d. Keep the tone of your comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters, or write in red to emphasis points.
 - e. Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
 - f. Avoid personal attacks, online fights and hostile communications.
 - g. Never use an individual's name unless you have written permission to do so.
 - h. Permission to publish photographs or videos on social media sites should be sought from the persons or organisations in the video or photograph before being uploaded.
5. Respect the privacy of other councillors and residents.
6. Do not post any information or conduct any online activity that may violate laws or regulations, *see below libel and copyright.*
7. Residents and Councillors should note that not all communication requires a response.

- a. There will not be immediate responses to communications as they may be discussed by the Parish Council **and all responses will be agreed by the Parish Council.**
 - b. The Parish Clerk and the moderators will be responsible for all final published responses.
 - c. If a matter needs further consideration it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors. Again the poster shall be informed via the page or direct message that this is the case.
 - d. If the moderator feels unable to answer a post for example of a contentious nature this shall be referred to the Parish Clerk. The poster will be informed by way of response to this fact and also be invited to correspond with the Parish Clerk directly.
 - e. Some communication from residents and other third parties may be required to be discussed at a Parish Council meeting. When this is necessary the item will be placed on the next available agenda. Any response will then be included in the minutes of the meeting.
8. The nominated moderator or moderators shall remove any negative posts which may contain personal and inflammatory remarks, libellous or defamatory information without further comment or notification.
- a. Spell and grammar check everything.
 - b. Correct any errors promptly.
9. Councillors or parishioners who have any concerns regarding content placed on social media sites should report them to the Clerk of the Council. Misuse of such sites in a manner that is contrary to this and other policies could result in action being taken.
10. The Policy will be reviewed annually.

Libel *If you publish an untrue statement about a person which is damaging to their reputation they may take a libel action against you. This will also apply if you allow someone else to publish something libellous on your website if you know about it and don't take prompt action to remove it. A successful libel claim against you will result in an award of damages against you.*

Copyright *Placing images or text on your site from a copyrighted source (for example extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about, or seek permission in advance. Breach of copyright may result in an award of damages against you.*

Data Protection *Avoid publishing the personal data of individuals unless you have their express written permission.*

Bias and pre-determination *If you are involved in determining planning*

or licensing applications or other quasi-judicial decisions, avoid publishing anything that might suggest you don't have an open mind about a matter you may be involved in determining. If not, the decision runs the risk of being invalidated.

Obscene material

Publication of obscene material is a criminal offence.

Electoral periods and purdah

The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature and that includes web advertising. And there are additional requirements, such as imprint standards for materials which can be downloaded from a website. Full guidance for candidates can be found at www.electoralcommission.org.uk www.electoralcommission.org.uk/guidance/those-weregulate/candidates-and-agents

The council's legal position

*Material published by a local authority as an organisation is, for obvious reasons, restricted in terms of content. It must not contain **party political material** and, in relation to other material, should not persuade the public to a particular view, promote the personal image of a particular councillor, promote an individual councillor's proposals, decisions or recommendations, or personalise issues. Nor should the council assist in the publication of any material that does any of the above.*

The Members' Code of Conduct – Guidance for Councillors

*N.B. The Localism Act 2011 placed a general obligation to “promote and maintain high standards of conduct by members and co-opted members of the authority “***Councillors can have ‘blurred identities, you may have a social media account where you comment both as a councillor and as an individual. Ensure it is clear when you are posting in a private capacity or as a councillor. Such blurred identities might for example have implications where your views are taken as those of your organisation or political party, rather than your personal opinion. There is the need to get social media accounts/ profiles clear, to be confident as to what you can and can't say while you are representing the Parish Council. How you use your online identity will also determine how online content will be treated in respect of the Members' Code of Conduct. Councillors may be communicating politically. **There is a difference between communicating on behalf of the council, for example blogging as a councillor or as a private citizen and the former will be held to a higher standard than the latter.** The key to whether your online activity is subject to the Code of Conduct is whether you are giving the impression that you are acting as a councillor. And that stands whether you are in fact acting in an official capacity or simply giving the impression that you are doing so. This may be less than clear if you have a private blog or a Facebook profile.**

There are a number of factors which will come into play which are more a question of judgment than a hard and fast line. For example, a Standards Committee may take into account how well known or high profile you are as a councillor, the privacy settings on your blog or social networking site, the content of the site itself and what you say on it. Most councillors are using their online profile to communicate with citizens about representing their local area so engaging the code, if necessary, should be a relatively straightforward decision. Since the judgment of whether you are perceived to be acting as a councillor will be taken by someone else, it's safest

to assume that any online activity can be linked to your official role. It is worth noting that web links to official council websites may give or reinforce the impression that you are representing the council. Unless you've gone to significant effort to keep an online persona completely separate from your councillor identity, you are unlikely to be able to claim that you were acting in a completely private capacity. Members should comply with the general principles of the Code in what they publish and what they allow others to publish.

Some of the terminology in social media, like 'following' or 'friending' can imply an intimacy that's not really there. Both terms just mean you have linked your account to someone else so you can share information. Savvy internet users are used to this, but some people can feel a frisson of unease when their council, local police service or councillor begins following them on Twitter before establishing some sort of online relationship. Some councillors wait to be followed themselves first. Do make use of other communication functions that social media allows you. Twitter's 'list' function, for example, can help you to follow local people in a less direct way. And bloggers are almost invariably happy for you to link to them, so you don't need to ask first in this instance. Social media is transparent. The best bloggers admit mistakes rather than try to cover them up (which isn't possible online). Amending your text and acknowledging your mistake; perhaps by putting a line through the offending words and inserting a correction or providing an update section at the bottom of a blog post – shows you are not pretending it never happened, and is much better than just deleting it when dealing with online misfires.