

# ASHTON HAYES and HORTON-cum-PEEL PARISH COUNCIL ANNUAL GENERAL MEETING

Monday 13<sup>th</sup> May 2019 at 7.15pm  
In the Parish Room, West End, Ashton Hayes.

## MINUTES

**Present:** Cllr J Colville  
Cllr B Craven  
Cllr P Varey  
Cllr H Deynem – CWaC  
**Clerk:** Trudy Ryall-Harvey  
Members of the public: 4

Cllr I Dossett – Chairperson  
Cllr J Lutton  
Cllr E Farrall

Cllr J Colville as previous Chairperson opened the meeting by welcoming everyone to the AGM of the Ashton Hayes and Horton-cum-Peel Parish Council.

### **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON FOR 2019-20**

**RESOLVED 19/041** – that Ian Dossett be elected as Chairperson for 2019-20.

**RESOLVED 19/042** -that Jane Colville and Paul Varey be elected as Vice-Chairpersons for 19-20. Acceptance of office declarations were signed at the meeting for these positions.

### **APOLOGIES**

Apologies were received from Cllr Kinsey.

### **DECLARATION OF INTERESTS**

No declarations of interests were received.

### **ACCEPTANCE OF MINUTES**

**RESOLVED 19/043** – the Chairman signed the minutes as agreed and corrected at the meeting as a true and correct record of the meeting held on 8<sup>th</sup> April 2019 subject to wording being changed under Policies and Procedures.

### **ACTIONS SINCE LAST MEETING**

The actions since the last meeting that had been completed were as follows:-

	<b>Action:</b>	<b>Undertaken by</b>
08-04-19	Pay all agreed invoices	Clerk
11-03-19	Layby – Ashton Lane	Cllr Colville
08-04-19	Overgrown footpath – Peel Hall Lane – REPORT IT	Cllr Varey
08-04-19	Street Lighting – passage at bottom of West End & Whitegate Lane – REPORT IT	Cllr Colville
08-04-19	18/03548/FUL – Dunham Barns – submit PC comments	Cllr Dossett / Clerk
08-04-19	19/00767/FUL - Methodist Church – submit PC comments	Cllr Colville/ Clerk
08-04-19	Pre-Planning – Ivy Dene – submit PC comments to owner	Cllr Colville
08-04-19	19/01184/CAT – Lane to the Rear of Greenbank – submit PC views	Clerk
08-04-19	Open Deposit Account	Clerk
08-04-19	Request D Tinsley to undertake the fitment of the Defib in the tel box	Clerk
08-04-19	Request Mr R Salmon to undertake internal audit	Clerk
08-04-19	Put Financial Regs and Parish Council Risk Assessment on website.	Cllr Varey
11-03-19	Respond to A54 Speed Reduction Consultation	Cllr Colville
08-04-19	Sign temporary contract of appointment of RFO & Clerk	Cllr Colville/ Clerk

## **PUBLIC PARTICIPATION**

- Between Gongar Lane & West End – hedge is overhanging – Cllr Deynem undertook to speak to residents.
- Willow Hayes – as reported in the February meeting a treatment had been applied by a resident to moss that was covering the footpath at the turning point in Willow Hayes – the resident confirmed that the ‘Wet and Forget’ application seemed to have worked as the moss had currently completely gone.
- Sandstone Ward – Cllr Deynem reported that he was pleased to be representing the new Sandstone Ward which runs from the M56 Junction by Hapsford, to Dunham Hill, Alvanley, Manley, Kingsley and Ashton. He hoped to encourage close working between the six parish councils he works with and is interested in setting up a Sandstone Ward Website. It was suggested that Cllr Deynem prepare a piece on this to go in the next Around Ashton.
- Brines Brow – the original and old sign had been knocked down several years ago. This lack of a sign at this tricky junction causes confusion for drivers – Cllr Deynem undertook to raise it again with CWaC
- Brines Brow Pond – is overgrown and almost non-existent. Cllr Craven to find a contact from the Country Ranger service or Forestry Commission to advise in respect of this. It may be that a working group made up of local volunteers would be prepared to work on the improvement of this area.
- Tyre Dump – It was agreed that it was necessary to contact the owner of the land that the tyre dump is on at the side of the Mouldsworth to Ashton road. This has been there for over 30 years and as a result there are pollution and environmental implications in the area. Cllr Dossett undertook to follow this up.
- Brookside – the clerk reported that she had received a note from a resident who was concerned about the long grass on the centre island in Brookside. The Chairperson confirmed that this would not be cut until the daffodils had died back. If cut before the daffodils have died down then they will not flower next year.

Cllr Deynem left the meeting.

## **AUDIT**

The clerk provided the meeting with information regarding to the finances for 2018-19. This included the end of year cashbook, bank reconciliation, explanation of significant variances and explanation of high reserves.

Certificate of Exemption – **RESOLVED 19/044** – that the council wish to certify themselves as exempt from a limited assurance review.

Governance Statement – **RESOLVED 19/045** – that the council agree to all points on the Governance Statement Section 1 of the Annual Governance and Accountability Return (AGAR) 2018-19.

Accounting Statement – **RESOLVED 19/046** – that the council agree the accounting statement of the AGAR 2018-19.

Internal Audit Report – the council noted the report dated 30<sup>th</sup> April 2019 from the Internal Auditor. The council also noted the statement written by the Internal Auditor and have requested the appropriate actions moving forward, please see page 6 of the minute book.

## PLANNING

The council noted the Planning Register as circulated at the meeting.

19/01219/S73 Kelvin View – the council requested the Clerk ask for an extension to this planning consultation and seek advice from the planning department as to options for allowing the Agricultural Occupancy Restriction to be removed whilst protecting the property from further development.

## ACCOUNTS

Cashbook - **RESOLVED 19/046** that the Cash book be approved subject to the Churchyard Grant monies being removed from the uncleared cheques.

**RESOLVED 19/047** – that the council accept the income and expenditure presented to the meeting as set out below: -

### Income Received in since last meeting

CWaC – Precept	£16,483.00
Alvanley Parish Council	£13.00

To whom paid	Details	Amount	Cheque No
Clerks salary	Tax Point 2	£371.47	
Clerks Expenses		£109.26	
Jane Colville		£29.33	
Site Ground	Website	£213.84	
Internal Auditor		£128.00	
<i>Parish Room Expenses</i>			
Caretakers Salary	Tax Point 2	£336.61	

**RESOLVED 19/048** – that the clerk can make payments in between meetings in-line with the budget for the following items:-

To whom paid	Frequency	Amount	Budget for year
Clerk's Salary	Monthly	Variable	£4,224
Autela Group Limited	Quarterly	Variable	£ 208
ASHRA	Quarterly	£600.00	£2,400
HMRC PAYE	Quarterly	Variable	£1,056
Churchyard Grant	Yearly	£500	£ 500
Around Ashton Costs	Quarterly	Variable	£1,000
Clerk's Expenses	Monthly	Variable	£ 500

### Insurance Renewal

An amended value had been received from the Insurance Company, however the Clerk was still seeking the full detailed policy for review. Cllr Dossett undertook to approach the insurance company. Consultation was sought from the meeting as to their preference on the type of insurance policy that should be taken out. **RESOLVED 19/049** that a three year fixed term policy should be taken out subject to the full detailed policy being sought and reviewed. Cllr Dossett outlined information of a secure nature that the council were required to provide for insurance purposes. He asked the clerk to e-mail out separately for each councillor to respond to providing this sensitive information.

### Temporary Clerk & RFO Contract

Following the recent audit, it was **RESOLVED 19/050** that the clerk and Responsible Financial Officer be recorded in the minutes as Mrs T Ryall-Harvey on a temporary basis until the end of October 2019 when by this time the new council will have had time to advertise and recruit for the permanent position.

### Confirmation of Salary for 2019-20 and Additional Clerk Hours

**RESOLVED 19/051** – that the clerk be paid in-line with the NALC 2018-19 National Salary Awards SCP Grade 25 from 1<sup>st</sup> April 2019.

Cllr Dossett asked for confirmation that the budget would allow for this.

It was confirmed that the core hours as set at 8 per week are being monitored and will be reviewed upon recruiting a permanent clerk.

### Online Banking

**RESOLVED 19/052** that the Parish Council move forward and arrange future payments through the on-line banking system. Cllr Varey and Dossett requested training on this.

### VAT

It was reported that the clerk has submitted a VAT claim for 2017-18 & 2018-19 to the value £1,541.65 at the end of March 2019 and was still waiting to hear back about the refund.

### Banking

**RESOLVED 19/053** to keep three months' worth of funding in the current account but move all other money over into the newly set-up Deposit Account.

## **AREAS OF RESPONSIBILITY**

The council discussed areas of responsibility and drafted a revised list subject to approval at the next meeting, please see page 7 of the minute book for draft list.

## **MEETINGS FOR 2019-20**

The meeting dates and times for the next 12 months were set as follows:-

All meetings start at 7.15pm and are located in the Parish Rooms

Monday, May 13<sup>th</sup> 2019 - AGM

Monday, June 10<sup>th</sup> 2019

Monday, July 8<sup>th</sup> 2019

Monday, September 9<sup>th</sup> 2019

Monday, October 14<sup>th</sup> 2019

Monday, November 11<sup>th</sup> 2019

Monday, December 9<sup>th</sup> 2019

Monday, January 13<sup>th</sup> 2020

Monday, February 10<sup>th</sup> 2020

Monday, March 9<sup>th</sup> 2020

## **ANNUAL REPORT**

The Annual Report was submitted for the Parish Council's review from the Clerk and Chairperson for 2018-19. See page 8 of the minutes.

## **NEW MEMBERS TRAINING**

Two training dates were announced for new parish councillors:

- CHALC training on Wednesday 12<sup>th</sup> June, 2019 at Cheshire View, Christleton at 1.30pm
- Tuesday 18<sup>th</sup> June, 2019 at Dunham Hill Village Hall at 7pm

New members were encouraged to attend one of these dates as it was felt to be beneficial training. Cllr Lutton, Cllr Farrall & Mr Wainwright who is interested to be co-opted all confirmed their attendance on Tuesday 18<sup>th</sup> June at 7.00pm

## **CLERK APPOINTMENT**

**RESOLVED 19/052** – to reimburse the Clerk for the additional 4 hours worked this month over and above the core 8 hours per week that she had worked during April.

## **HIGHWAYS**

### A54 Layby

Cllr Varey had contacted the residents to see if they would be willing to sow the grass seed but had not had a response back, he undertook to chase. Cllr Varey also undertook to chase CWaC with regards to the consultation that was due to be undertaken proposing to reduce the wait in the layby to 2 hours only, this was scheduled he believed to be consulted upon at the end of May.

### A54 Ashton Hayes Junction Update

No update with regards to the Ashton Hayes Junction.

## **COMMUNITY PROJECTS**

### Millennium path scheme

Cllr Lutton undertook to contact the Footpaths Officer in CWaC to find out if CWaC would be willing to adopt the footpath.

### Timebank – the meeting was closed

Kate Harrison, representing Timebank, reported upon the current financial and staffing position for Timebank. It was reported that they needed approximately £25k annually to continue and even though they were a charitable organisation it was getting harder to apply for grants as they usually stipulated that these were not to be spent on salaries or premises and wanted specific projects to be undertaken. Therefore, they were looking to become a volunteer led organisation and had given the co-ordinator three months' notice of redundancy. They would also look in the future to relocate their office.

### *The meeting was opened.*

The Parish Council undertook to put an item on the next Parish Rooms Trust meeting to discuss taking over the Wi-Fi in the Parish Rooms.

### War Memorial

As it is the 100 year anniversary next year Cllr Craven was looking to get quotes to refurbish the War Memorial.

### Defibrillator

D Tinsley had been instructed to fit the Defibrillator and Cllr Colville was working with the British Heart Foundation, NAS & BT to progress the installation of the Defib machine in the telephone box outside the Golden Lion.

## **GOLDEN LION**

Cllr Dossett provided his final update with regards to the current situation of the Golden Lion. A compulsory purchase application had been submitted to CWaC and the Golden Lion Committee

have recently received a reply back on 18<sup>th</sup> April requesting additional information which the committee will shortly provide.

**AROUND ASHTON**

Items for consideration for the next newsletter following this meeting were:-

- Picnic in the Park
- Hedge cutting
- The New Sandstone Ward
- An introduction to the new parish council
- Golden Lion Update
- Defibrillator

**Part 2**

AHSRA

Cllr Colville provided the meeting with an update of the position of AHSRA. She undertook to keep the Parish Council up-to-date with any developments.

The meeting closed at 9.45pm

The next meeting takes place on Monday 10<sup>th</sup> June, 2019 at 7.15pm

Signed:..... Dated:.....

# Ashton Hayes & Horton-cum-Peel Parish Council

## Internal Audit 2019 Report

### **Budget**

All monies should be recorded and accounted for in the budget, both running costs and earmarked funds. The Council should consider the level of general reserves required and consider taking steps to reduce the level of reserves in future years if necessary. – Noted and decided that levels or reserves were satisfactory given the pending projects within the Community, in particular the impending compulsory purchase of the Golden Lion.

It is also noted that in 2019/20 budget you accounted for an income from the election of £712. – Noted by Parish Council

### **Cash Book**

It would be helpful if details of the payments (for what) was recorded in the Cash Book. – Clerk undertakes to do this moving forward for 2019-20.

### **Insurance**

a) Need to confirm with your insurers that the Parish Rooms would be covered in the case of a claim because they are not owned by the Parish Council. – Parish Council agree and Cllr Luton looking if possible to register the Parish Rooms with the land registry. Cllr Colville to pass to Cllr Luton a copy of the Deed of Covenant.

b) Need to check on who owns the War Memorial for the same insurance reason as (a) above. Cllr Craven already working on this.

### **Invoices**

It would be helpful if invoices were numbered to assist the audit trail. Clerk undertakes to do this moving forward for 2019-20.

### **Minute Book**

Loose leaf Minute pages should be numbered consecutively running through the Minute Book. Clerk undertakes to do this moving forward.

It was noted that the name of the temporary clerk/RFO was not recorded in the minutes. – This has been noted and recorded in the minutes of the AGM on 13<sup>th</sup> May 2019.

### **Transparency Code**

I will have to tick No in box K of the Internal Audit Report because the following were not published on-line by 1 July 2018

- a) Annual governance statement
- b) Internal audit report
- c) List of councillor responsibilities
- d) Asset register

Also the agenda associated papers should be published three clear days before the meeting to which they relate is taking place.

The council notes this and is looking to rectify all transparency code issued for 2019-20.

Richard Salmon 30/04/2019

## **ROLES AND RESPONSIBILITIES OF PARISH COUNCIL MEMBERS**

**To consider if the below roles and responsibilities of the Parish Council are still appropriate and to seek volunteers to fill vacancies where appropriate: -**

- Planning Matters – A new advisory sub-group consisting of Cllrs Dossett, Lutton, Rounthwaite (if appointed) and Craven will consider new applications. The Clerk will continue to circulate new applications to the whole council for information and she and the Chairman will work on a Terms of Reference document for the planning group
- Around Ashton – Cllr Colville will continue with assistance from Cllr Farrall and the newsletter will continue to be a standing item on Parish Council agendas and contributions to the writing of pieces from other Cllrs would still be appreciated
- Tarvin Educational Foundation – Cllr Colville
- AHSRA – to be agreed
- Cheque signatories – Cllr Colville, Cllr Varey, Cllr Dossett & Cllr Lutton
- Footpaths – Cllr Craven
- Trees – Cllr Rounthwaite (if appointed)
- Highways matters & Speedwatch Liaison – Cllr Kinsey & Cllr Rounthwaite (if appointed)
- Golden Lion working group – Cllr Kinsey & Cllr Wainright (if appointed)
- Health & Safety Lead – Cllr Craven
- Financial & Risk Assessment Lead – Cllr Dossett
- Website Lead – Cllr Varey
- Date Protection Lead - Clerk

# ASHTON HAYES and HORTON-cum-PEEL PARISH COUNCIL

Annual Report  
April 2018 – March 2019

Contact details .....C/O Clerk to the Parish Council ...Kirsty Lowe /Trudy Ryall-Harvey

Parish Councillors as at March 2018

Jane Colville [Chair]

Barbara Craven

Naomi Deynem

Ian Dossett [Vice Chair]

Richard Kinsey

David Rounthwaite

David Wilson

Paul Varey

James Lutton

Structure, Governance and Management  
As per Parish Council Standing Orders

## Governance

1. The Parish Council employs a Clerk who is also the Responsible Finance Officer.
2. All Parish Councillor's on joining the Parish Council become Trustees of the Parish Rooms.
3. All Parish Councillors identify in advance any pecuniary interests, outside body involvement and family or personal interests they or their partners might have and sign a declaration of interest form when elected to the Council.

## Objectives

As per Standing Orders but in summary to represent the interests of the community and its local residents

## Main achievements in 2018/19

1. The process for the Election of Parish Councillors for next 4 year tenure was started in March 2019.
2. Over 15 planning applications considered and commented on by the Council were influenced heavily by the Neighbourhood Plan priorities and principles
3. 11 meetings throughout the year have taken place to include public surgeries at the start of each meeting.
4. We have undertaken project work such as improving the A54 layby and will continue to review this at it will require seeding mid 2019.
5. We have actively worked with CWaC to raise awareness of the A54 junction and hope in May/June that a consultation will take place to reduce the speed along the A54. We will continue to work to provide a safer junction for the future.
6. We have spend over £5,000 on grants and supporting the community and hope to continue this work in 2019-20.
7. A review took place of the financial reporting systems surrounding the Parish Council in order to make it more effective and efficient and fully complaint with financial regulations. Various changes were proposed and implemented.
8. The Parish Council supported the Pub Action Group / Community Benefit Society in its aim to secure the Golden Lion pub for the future

9. The Parish Council members as Trustees of the Parish Rooms exercised oversight of that meeting facility to ensure it continued to be available to local people. Measures have been undertaken through the year to ensure it complies with regulations, it is safe, secure and comfortable.
10. Two local area Community Clean Up exercises were organised by the Parish Council which were very successful
11. Continued production of quarterly Around Ashton newsletters
12. A review of the website commenced early in 2019 and ongoing improvements are being made.
13. Following the resignation of the Parish Council Clerk in November a temporary Clerk was appointed who will continue in post until October 2020 when a clerk recruitment process and permanent appointment will be made

This report is signed and dated following a meeting of the Parish Council where the report was approved by all present.

Signed on behalf of the Parish Council

Jane Colville (Chair)