

Minutes of the meeting of Sandymoor Parish Council held Thursday 16th March 2023 at Hazlehurst, Acton's Wood Lane.

Present

Cllrs S Mahon (Chair), T Willett (Vice Chair), B Schon, J Secker, and P Wright, M Graves (after item 3)
Arthur Neil, Clerk Louise Irvine RFO
Seven members of the public plus the three Borough Councillors.

1/3/23 Apologies for absence

Apologies were received from Cllr Irvine and Cllr Hurst

2/3/23 Declarations of Interest

Cllr Willett declared an interest in any matter relating to the Academy.

3/3/23 Youth Engagement

The Chair welcome Sienna and Jacob from the Academy who wished to ask for support for more activities for younger people in Sandymoor.

Sienna and Jacob spoke of the need for a wider range of activities in the early evening, perhaps making use of the Community Hall including theatrical and musical events and cinema.

The members were very pleased that Sienna and Jacob had attended, and the Chair looked forward to further discussion.

The Clerk undertook to enquire about the Hall and cinema showings.

4/3/23 Minutes

The minutes of the February meeting were approved as a correct record.

5/3/23 Co-option

The Chair welcomed Mr Malcolm Graves who spoke of his experience and his wish to take part in the life of the parish.

After answering questions from members, it resolved to co-opt Mr Malcolm Graves to the Council.

Mr Graves signed his declaration of acceptance of office and took part in the rest of the meeting.

6/3/23 PCSO Report

The Chair welcomed PCSO Joe Merron who was attending in place of Peter Crosby. Joe was new to Sandymoor but was able to report on some activity at Windmill Hill with offshore bikes, some drug abuse, and an incident at the Co-op. He reiterated what had been said at the December meeting that residents need to report incidents to the Police and not through social media which the Police do not routinely monitor.

Signed..........Chair 27th April 2023

7/3/23 Working Group Reports

Staffing – still need to confirm policy on appraisal. A recommendation was to be placed before the council in Part B. The group and the Clerk had been working to agree an update schedule of all Council policies.

The draft Terms of Reference for the Safety, Health and Environment Group were approved.

8/3/23 Borough Councillor Reports

Cllr Bradshaw reported that Halton BC had now approved its budget which required addressing a £25m deficit over the next five years. The Council had been given permission by the Government to capitalise some activities which would normally be considered revenue. Social care continued to absorb most of the Council's Revenue budget.

9/3/23 Complaints Procedure

It was agreed to adopt the updated Complaints Procedure which had been circulated.

10/3/23 Internal Audit Report.

The Clerk had circulated the Internal Auditor's Report and the responses to it from the Clerk and RFO. The Council were up to date with recommendations from last year and would be able to address the few remaining concerns in the next few months including the Finance Group meeting to review Financial Strategy over the next three years.

11/3/23 Authorised Payments

The following payments were approved

		exc VAT	VAT	Total
Staff	Salaries	565.68		565.68
HMRC	Employer Tax & NI Payments	135.20		135.20
Cheshire Pensions	Pension Contributions	314.59		314.59
A L Neil	Expenses	29.70		29.70
L A Irvine	Expenses	0.00		0.00
Microsoft	Office 365 Standard	18.80	3.76	22.56
Microsoft	Office 365 Basic	4.50	0.90	5.40
Northwich Town Council	Roadcraft Training	276.00	55.20	331.20
JDH Business Services	Interim Internal Audit Fee 2022/23	350.00	70.00	420.00
Shires Accountants	Pension calculations & re-submissions	200.00	40.00	240.00

Signed..........Chair 27th April 2023

FuturForm	Benches x2	915.00	183.00	1098.00
Hazeldine Gc Ltd	SLA1 Q4 (Jan-Mar 2023)	2833.75	566.75	3400.50
Totals		5643.22	919.61	6562.83

12/3/23 Finance Report

The Chair reported the following position regarding the Council's accounts.

Previous Bank Balance (03/02/23):	£53,152.68
Total Bank Balance (Current & Savings):	£102,524.61
Current Bank Balance (20/02/23):	£52,524.61
Savings Account (17/05/22):	£50,000
Expenditure (February):	£1628.07
Income (February):	£1000.00
POS Dowry ¹ :	£737,661.65
Dividend Received for Quarter (31/01/23):	£7,744.25
Sink Fund ² :	£40,532.77
Dividend Received for Quarter (31/01/23):	£425.53

¹POS Dowry is an investment with CCLA (Church Charities & Local Authorities) investment company from which a dividend is received on a quarterly basis.

²Sink fund is a separate investment with CCLA using monies from Sandymoor Parish Council and Sandymoor Ormiston Academy building up a fund to replace the playing field facilities when needed.

13/3/23 Future Meetings

It was agreed that future meetings be held on the fourth Thursday of the month.

14/3/23 MRWA Funding

There may be an opportunity for funding for litter reduction which the clerk would pursue. He would also order some of the street signs offered by J Unsworth at HBC and circulate to members the map re the location of new bin.

In accordance with the Local Government Act it was resolved to conduct the rest of the meeting in Part B

1353/23 Staff Salaries

After some discussion it was agreed that the Staffing Working Group would review its recommendations.

The meeting closed at 9.00 p.m.

Signed..........Chair 27th April 2023

Clerk's Report to Council March 2023

Neighbourhood Watch

Several members have expressed an interest in this and I have asked if someone could come along to speak to us about it.

Defibrillator

Last month I reported that a funding application had been submitted. I have been told that a decision should be made week commencing 17th April.

CCTV

The Chair and I are becoming quite expert on this now. We have looked at solar powered cameras which have their own lithium batteries and routers. This would make things much easier. Unfortunately, the cameras quoted were Hikvision which the government has said councils cannot use. The supplier is looking for alternatives.

I have also asked HBC regarding planning permission if we were to mount cameras on our own pole. We would need their permission if siting on their land but may not need planning if the pole is of suitable design and not over 4 metres in height.

Public Outdoor Space

The Chairman and I have met with Bloor to ask them to consider the council as a possible provider for their land. We are still trying to arrange a meeting with Vistry/Linden.

I have asked some contractors for a price to inspect our SLA areas. If we can reach a reasonable agreement, it may satisfy the Internal Auditors re annual inspection.

Jubilee Forest

I have asked Lynne Cook at Taylor Rose about possible restrictions we can put on the area to prevent future changes of use. It is also now registered with the Queen's Green Canopy.

Policies

The Staffing Working Group and I have separately been reviewing policies in place and renewal dates. The attached sheet indicates the current position. Louise is currently ensuring that they are all in the same format and are on the website.

Arthur Neil

Clerk to the Council.

Document Title	Date Reviewed/to be reviewed	Review Date	Sharepoint / Website	
Appraisal	Pending			
Code of Conduct *	Feb 24	Feb 27	Yes	Yes
Complaints Procedure *	18/2/21	Needs updating	Yes	Yes
Co-option	May 22	May 25		
Disciplinary Policy*	Dec 23	Dec 26	Yes	Yes
Equality Diversity & Inclusion	July 22	July 25	No	No
Expenses Policy	Feb 23	Feb 26	No	No
Finance Regulations	June 22	June 25	Yes	Yes
General Privacy Notice* Revised document (GDPR) 2/23	Feb 23	Feb 26	Yes	Yes Revised document pending
Grant Awards Policy & Procedure*	March 23	January 25	Yes	Yes
Grievance Procedure*	Dec 23	Dec 26	No	No
Health & Safety	July 22			
Information Data Retention To be archived as I clouded in GDPR	Jan 24	Jan 27	Yes	Yes
Learning & Development Policy	July 22	19/7/22	No	No
Pay	Required			
Recruitment	Required			
Risk Assessment	June 22	June 23		
Standing Orders *	Feb 24	Feb 2027	Yes	Yes

Sickness Absence	July 22	12/7/22	No	No
Whistleblowing	Required			

Working Groups ToR

Working Group	Date Adopted	Review Date	Sharepoint/Website
Finance	Feb 23	Feb 26	
Staffing	July 22	July 25	
POS	Pending		
Jubilee Forest/Planters	Pending		
Communications/IT	July 22	July 25	
Traffic and Safety	March 23	March 26	