

**Minutes of the Annual Meeting of Sandymoor Parish and Sandymoor Parish Council held at Hazlehurst, Acton's Wood Lane on 25<sup>th</sup> May commencing at 7 p.m.  
Annual Parish Meeting**

**Present**

Cllrs S Mahon (Chair), T Willett (Vice Chair), M Graves, S Hurst, A Irvine, J Secker, and P Wright,

Arthur Neil, Clerk Louise Irvine RFO

Twenty-two members of the public plus the three Borough Councillors.

**1/5/23 Apologies for absence**

An apology was submitted on behalf of Cllr B Schon

**2/5/23 Items raised by the public.**

The Chair welcomed John Gill from Halton Borough Council who was in attendance to answer questions regarding proposed road closures and diversions which had now been delayed in order to avoid GCSE exam period. In addition to answering questions on consultation and the practicalities of some routes Mr Gill was also happy for the Clerk to publish his answer to questions which had been tabled by a member of the public in advance of the meeting.

The Chair thanked Mr Gill the members of the public for their attendance.

Annual Parish Council Meeting

**3/5/23 Election of Chair for the Municipal Year 2023-2024**

Cllr S Mahon was nominated by Cllr Irvine and seconded by Cllr Secker. There being no other nominations Cllr Mahon was elected as Chair.

**4/5/23 Election of Vice- Chair for Municipal Year 2023-2024**

Cllr T Willett was nominated by Cllr S Mahon and seconded by Cllr S Hurst. There being no other nominations Cllr Willett was elected as Vice-Chair.

**5/5/23 Declarations of Interest**

Cllr Willett declared an interest in any matter relating to the Academy. Cllr Irvine also declared an interest in the Academy and an interest in matters relating to the RFO.

**6/5/23 Minutes of the April meeting**

These were approved as a correct record.

**7/5/23 Chair's Report**

The Chair felt that the council had had a very successful year with the completion of the benches, planters and bird box project funded by the national lottery's community fund, the planting of the Jubilee Forest, now part of the Queen's Green Canopy, with support

Signed .....  Chair 22<sup>nd</sup> June 2023

from the Academy. The Council had held a successful public meeting in August and had built stronger links with the Borough Council. A new website had been created and a youth engagement strategy was being developed. He was sorry to have lost Ruth McKenry Brown but welcomed Malcolm Graves in her place.

The decision to separate the roles of Clerk and RFO had worked well, and he wanted to thank both staff for their endeavours and support.

### **8/5/23 Public Questions**

A question had been submitted regarding ongoing progress on public open space currently managed by Bloor. The Chair reported that the council had been attempting to secure agreements with all developers and had met with Bloor. The Council had been willing to take on their land but only if the dowry offered by Bloor was sufficient. There was some disagreement between the Council and Bloor and a further meeting was being arranged.

Another question had been raised regarding rats in some parts of the area and these had been reported to Halton Borough Council. The Borough Councillors present took note of the matter also.

### **9/5/23 Clerk's Report**

The Community Fund project covering benches, planters and bird boxes had been signed off by the National Lottery.

We were still under consideration for funding for a defibrillator.

Progress was being made with anti-dog fouling signs, the first of which it was hoped would be in place before the official opening of the forest on 5<sup>th</sup> June.

Halton BC had now agreed to the use of Hikvision cameras for the CCTV project and more work would be done on possible implications of implementation.

It was noted that it would be advisable to tweak the council's Financial Regulations which could be done at the next meeting.

A mock-up of an information leaflet was circulated, and it was agreed to pursue a more finished product.

### **10/5/23 Financial Report**

The Chair gave the following report:

Previous Bank Balance (27/04/23):	£86,231.71
Total Bank Balance:	£139,041.94
Current Bank Balance (18/05/23):	£88,762.46
Savings Account (18/05/23):	£50,279.48
Expenditure (Month):	£7,639.30
Income (Month):	£10,170.05
POS Dowry	£723,407.80
Dividend Received for Quarter (28/04/23):	£7,744.50
Sink Fund:	£39,749.55
Dividend Received for Quarter (28/04/23):	£425.55

Signed .....  Chair 22<sup>nd</sup> June 2023

### **11/5/23 Payments**

The following payments were approved:

Staff	Salaries	1009.37	1009.37	
HMRC	Employer Tax & NI Payments	150.64	150.64	
Cheshire Pensions	Employer Pension Payment	358.80	358.80	
A L Neil	Expenses	27.00	27.00	
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 TC	Noticeboard repair and relocation	885.00	177.00	1062.00
Sign Supplier	2 Lecterns for Forest Plaques	511.71	102.34	614.05
	Totals	2447.65	284.00	2731.65

### **12/5/23 Audit Update**

The RFO reported that she had corrected the issues raised by the internal auditor and had re-submitted the report to them.

### **13/5/23 In accordance with the Local Government Act 1972 it was resolved to conduct the remaining business in Part B**

### **14/5/23 Planters**

It was reported that a group of residents had agreed to water the planters and that a WhatsApp group had been formed to enable them to keep in touch re any problems and to arrange holiday cover etc.

### **15/5/23 Public Open Space**

Members noted the report the Chair had circulated on the subject and that a further meeting was being arranged with Bloor.

The meeting closed at 9.30 p.m.

Signed .....  Chair 22<sup>nd</sup> June 2023

## **Clerk's Report to Council May 2023**

### **Lottery Community Fund Project**

The Community Fund have confirmed that they are happy with how we have spent the grant and our details etc are now complete.

### **Defibrillator**

I contacted NWAS who say they are still reviewing applications.

### **CCTV**

I have still had no confirmation from Halton BC regarding the acceptability of the Hikvision cameras if we are not linking to their system. One of the Borough Councillors are now chasing this for us.

### **Keckwick Brook**

There had been some concern regarding felled trees potentially blocking the brook. The Environment Agency, following some prodding, spoke with the resident of the property and it has now been cleared.

### **Anti-Litter and Dog Fouling Signs**

The Chair and I met with Mr Unsworth, and separately with the contractor who will be installing them. We have agreed a number of locations for approximately six and hope we can get some additional ones later in the year.

### **Litter Bins**

There appears to have been a failure of communication somewhere and we have still not heard about our application for funding. Mr Unsworth was to chase for us.

### **Finance Regulations**

Now that we have two members of staff able to authorise online payments, the Chair, RFO and I felt it would be appropriate to tweak the regulations to say that all payments must be authorised by at least one member of the council.

### **Jubilee Forest Opening**

All confirmed for noon on 5<sup>th</sup> June.

### **Sandymoor Map**

Hope to have a rough mock up ready for the meeting.

### **Arthur Neil**

### **Clerk**

**22<sup>nd</sup> May 2023**