

TILSTON PARISH COUNCIL

9th January 2024

Commenced: 7.05 pm **Terminated:** 8.45 pm

Present: Councillors Kenny, J Horner, R Horner and Roberts
Councillor Waddelove – Cheshire West Councillor

1 Member of the Public attended the meeting

1. ELECTION OF CHAIR

Following the resignation of the previous Chair, Councillor Bill Joyce, Members elected Councillor Kenny to the position of Chair of the Parish Council for the remainder of this Municipal Year.

RESOLVED

That Councillor Kenny be appointed to the position of Chair of the Parish Council for the remainder of this Municipal Year.

2. ELECTION OF DEPUTY CHAIR

Members elected Councillor Julie Horner to the position of Deputy Chair for the remainder of this Municipal Year.

RESOLVED

That Councillor Horner be appointed to the position of Deputy Chair of the Parish Council for the remainder of this Municipal Year

3. APOLOGIES FOR ABSENCE

There were no apologies received for this meeting.

4. DECLARATIONS OF INTEREST

There were no declarations of interest received from Members of the Parish Council.

5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 2nd November 2023 were approved as a correct record and signed by the Chair of the Parish Council.

6. APPOINTMENT OF PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Members ratified the appointment of Mrs Muna Clough to the position of Parish Clerk and Responsible Financial Officer.

RESOLVED

That the appointment of Mrs Muna Clough to the position of Parish Clerk and Responsible Financial Officer be approved.

7. APPLICATION FOR CO-OPTION OF COUNCILLORS

Members considered an application from Mr Craig Eddleston for a position of co-opted Councillor to Tilston Parish Council. Mr Eddleston attended the meeting and presented himself.

RESOLVED

That the co-option of Mr Craig Eddleston to the Parish Council be approved.

Councillor Eddleston signed the Acceptance of Office Form and formally joined the Meeting.

8. REPORT OF COUNCILLOR WADDELOVE - CHESHIRE WEST AND CHESTER COUNCILLOR

Councillor Waddelove reported on the following matters pertaining to the Parish:-

- Flooding concerns were being continually reported to Cheshire West and Chester Council, together with requests for gulley clearance;
- The Digital Connectivity programme was progressing and he would hopefully report positive news to the Parish Council in March;
- The interactive warning sign had been repaired;
- Councillor Waddelove would be financially supporting the Playing Field Committee in 2024;
- The garden waste collection fee had increased by 25% for 2024;
- A resident had highlighted a query over tree maintenance liability.

RESOLVED

That the report be noted.

9. PUBLIC FORUM

There were no questions from Members of the Public.

10. PLANNING MATTERS

The Chair reported that there were no planning matters for consideration at this meeting.

RESOLVED

That the report be noted.

11. BUDGET AND FINANCE

(i) Members retrospectively approved the following transactions:-

<u>Date</u>	<u>To whom paid</u>	<u>Particulars</u>	<u>Amount £</u>
05/11/2023	TPFA	Grant	1100.00
05/11/2023	Julie Horner	Poppies for Lampposts	23.99
06/11/2023	TWMH	Room Hire October	20.00
08/11/2023	H & AM Willett	Topping and Rolling	366.00
14/11/2023	CW&C Main Fund Account	Election 2023 Recharge	90.50
16/11/2023	MAS Seeds LTD	Wildflower seeds footpath	51.83
23/11/2023	Marian Hagan	Reimbursement for printing ink	32.65
30/11/2023	Marian Hagan	Reimbursement postage	7.00
03/12/2023	Carden Arms	Warm Space Costs	48.00
04/12/2023	Marian Hagan	Salary backdated Nov 2023	602.10
08/12/2023	Charlie Higgie	Travel Expenses Claim	3.42
11/12/2023	Internal Transfer	Transfer of £500.00	
11/12/2023	HMRC	PAYE – Former Clerk	253.80
11/12/2023	Marian Hagan	Final Salary	143.40
28/12/2023	Internal Transfer	Transfer of £500.00	
28/12/2023	Muna Clough	First Salary	215.30
28/12/2023	HMRC	PAYE – New Clerk	53.80

- (ii) Members approved the Clerk's salary to be paid at the end of January and February and the associated HMRC payments.
- (iii) Members received the following Bank Reconciliation for the Treasurer's Account as at the 31st December 2023:-

Bank Reconciliation 31st December 2023	
TILSTON PARISH COUNCIL	
Financial year ending 31 March 2023	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st December 2023	£
Current Account (00893268)	£515.07
Less: any unpresented cheques	£0.00
Add: any unbanked cash	£0.00
Net bank balances as at 31st December 2023	£515.07
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
Opening Balance	£437.40
Add: Receipts in the year	£28,204.79
Less: Payments in the year	£28,127.12
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£515.07

- (iv) Members noted that the balance in the Tilston Parish Council Premier Int. Account at 31st December 2023 was £15,755.29.

RESOLVED

- (i) That the payments made from the 5th November 2023 and the 28th December 2023 detailed above be approved;
- (ii) That the Clerk's salary for January 2024 and February 2024 be approved, together with the associated HMRC payments;
- (iii) That the Bank Reconciliation at 31st December 2023 as detailed above, be received.
- (iv) That the balance in the Tilston Parish Council Premier Interest Account at the 31st December 2023 as detailed above, be noted.

12. PRECEPT

Members gave thorough consideration to a report on the projected Budget Expenditure for 2024-2025 and agreed the forthcoming Parish Council Precept.

RESOLVED

That the Precept request for 2024-2025 in the sum of £12,000 be approved and submitted to Cheshire West and Chester Council.

13. INTERNAL AUDITOR

Members considered the appointment of the Internal Auditor for the 2023-2024 Internal Audit.

RESOLVE

That the Clerk seeks a quote from Davenport Accountants and reports back to the next meeting.

14. WELCOME SPACE PROJECT

Councillor Kenny advised Members that to date, the project had cost the Parish Council £48.00. Members wanted to encourage more residents to attend.

RESOLVED

That the Clerk contacts Welcome Space to enquire about the possibility of funding and advises Councillors of the outcome.

15. CAR PARK AT REAR OF VILLAGE HALL

Councillor Kenny reported that he had received two quotes for the work to create a car park at the rear of the Village Hall. One quote was in the sum of £17,500 and another was in the sum of £46,000.

He had also spoken to three Consultants and explained the feedback received including costs for planning, ecological and arboriculture works. He added that each Consultant provided different advice. The Consultant that Members considered would deliver best value was a local professional, however, before proceeding further, they requested a detailed and written quote, which would include any possible risks involved in the project, together with their costs and implications.

RESOLVED

That the Chair obtains a written quotation from Consultant Simon Kettle, which includes possible risks involved, together with their costs and implications, and circulates the document to the Members before the next meeting of the Parish Council.

16. HILL FIELD DEVELOPMENT

Councillor Horner reported that the field was currently too wet to continue with planned work. The Community Payback Team and volunteers had therefore suspended their work until the ground was more suitable.

Members discussed the possibility of the Community Payback Team cleaning gutters and pavements around the Village as an alternative to working on Hill Field.

RESOLVED

That the Clerk contacts the Community Payback Manager to enquire about the possibility of the Community Payback Team cleaning gutters and pavements around the village and if this is possible, then the Clerk to make appropriate arrangements to proceed.

17. SPEED GUN TRAINING

RESOLVED

That the Clerk to look into the possibility of making arrangements for Councillors Kenny and R Horner to attend this training.

18. D-DAY CELEBRATIONS

Members discussed the role of the Parish Council in the forthcoming Village D-Day Commemorations. Due to the high workload content in arranging such an event, Members agreed to gauge the opinions of residents in the first instance and would encourage the use of the suggestion box and the Reporter, as a means by which electors could submit their comments/preferences for marking this occasion.

RESOLVED

That further discussions be held at the Parish Council's February informal meeting.

19. REPORTER ARTICLE

Members agreed the following articles for the Reporter which were to be forwarded to Councillor J Horner no later than 14th January:-

New Chair; Cooption of New Councillor to the Parish Council; New Clerk; Welcome Spaces; 3 Councillor Vacancies; Suggestion Box; D-Day Celebrations; Precept.

Within the Reporter article on D-Day Celebrations, residents would be encouraged to state their preferences in marking this historic day.

RESOLVED

That the report be noted.

20. URGENT ITEMS

The Chair considered that the following item should be raised as a matter of urgency due to its present state of condition.

21. MAP BY THE STOCKS

The Chair reported that this required urgent refurbishment.

RESOLVED

Members to approach a local carpenter or joiner, for advice on its refurbishment.

22. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – EXEMPT ITEM

Consideration of the following item was exempt from the press and public as it contained information relating to an employee.

23. CONTRACT FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

The Contract and Salary Scale progression for the position of the Parish Clerk and Responsible Financial Officer was approved subject to amendments.

RESOLVED

That the amended Contract of Employment for the Clerk and Responsible Financial Officer be approved.