Stockton Heath Parish Council

Stockton Heath Library, Alexandra Road, Stockton Heath WA4 2AN
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Dear Councillor

YOU ARE SUMMONED TO ATTEND A MEETING OF THE PLANNING, FINANCE AND GENERAL PURPOSES COMMITTEE TO BE HELD AT STOCKTON HEATH LIBRARY ON TUESDAY, 22 November 2022 COMMENCING AT 7.30PM.

Lara Jacob
Clerk to the Council 15 November 2022

AGENDA

P22/079 Apologies

To receive and accept apologies.

P22/080 Declarations of interest

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each Member to decide and the decision to declare, or not, is the responsibility of the Member based on the particular circumstances. Dispensations on any declarations of pecuniary interest made either before or during the meeting to be then considered by the Parish Council and any dispensations documented accordingly.

P22/081 Public Participation

In accordance with Standing Order 3 (d,e,f,g,h,i) - The meeting shall be adjourned for a maximum of 30 minutes for Public Participation. Speeches will not last more than 3 minutes. No elector will be allowed to speak more than once on any one subject.

P22/082 Accounts for Payment

082.1 **To agree** payment and authorise payments in settlement of the Schedule of Payments up to 15 November 2022 (details to date appended and update at meeting)

082.2 **To note** that the payment of £1750 to Groves Town Planning will be taken from Earmarked Reserves.

P22/083 Receipts

083.1 **To note** the receipt of monies into the following accounts
For the period 1 October 2022 to 31 October 2022 £0.00

P22/084 Statement of Receipts and Payments to date 2022/23

The statement is presented to the committee as it shows the amount spent from each cost centre to date, advises on the commitment to expenditure for the rest of the financial year and shows the funds currently held by the parish council to meet the planned expenditure.

To note the Statement for the period to 22 November 2022 (to follow).

P22/085 Procurement and Financial Regs Policies

To consider the suggested changes to the Procurement Policy and the Financial Regulations, introduced to ensure that, should it not be possible to secure three quotations the council can fulfil its procurement requirement without undue hindrance.

P22/086 Budget 2023/24

To consider the draft proposed budget report for financial year 2023 – 2024 and discuss any implications of the proposal prior to full discussion at the meeting of the council on Tuesday 13 December 2022. (To follow)

P22/087 Notice Board

To receive an update and discuss any actions on the proposed noticeboard at Pilling Gardens.

P22/088 Planning Applications

088.1 **To consider** a response to planning applications received as detailed in the appended table.

088.2 **To note** notifications of **refused** planning applications and any applications which have been referred to or decided by the WBC Development Management Committee (appended where received and any updates to be provided at the meeting).

088.3 **To receive** updates on any other planning issues.

Matters for discussion in closed session

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

P22/089 Date and Time of Next Meeting

Tuesday 3 January 2023 at 7.30 pm.

P22/082.1 Schedule of Payments

The following accounts are submitted for approval and payment by the Committee from the agreed budget for 2022/23

Payee	Goods or Service provided	Budget Heading	Net	VAT	Gross
Internet Banking Transfers					
Staff Costs	Staff Salaries (November)	People Costs	4628.50	0.00	4628.50
Payment to councillor	Bulbs - Kiss My Grass	Village	176.42	35.08	211.50
Payment to member of staff	Reimbursement Train Fare	People Costs	57.69	0.00	57.69
Clerks & Council Direct	Magazine Annual Subscription	Office Costs	14.00	0.00	14.00
Groves Town Planning	Legal Representation re Warrington Local Plan	Ear Marked Reserves	1,750.00	0.00	1,750.00
Nat West	Bank Charges	Office Costs	1.40	0.00	1.40
Nat West	Bank Charges	Office Costs	29.45	0.00	29.45
Warrington Foodbank	Donation	Grants	1000.00	0.00	1000.00
Livewire CIC	Room Rental	Office Costs	120.00	0.00	120.00
Griffin Contractors	Maintenance Work at Ackers Pit	Land Assets Ackers Pit	365.00	73.00	438.00
Griffin Contractors	Maintenance Work at Mill Lane	Land Assets Mill Lane	305.00	61.00	366.00
Griffin Contractors	Maintenance Work at Ackers Pit	Land Assets Ackers Pit	460.00	92.00	552.00
SLCC	Asst Clerk Annual Membership	Subscriptions	78.00	0.00	78.00
		Total	**8985.46**	**261.08**	**9246.54**
Blachere Illuminations	Christmas Lights 1st Instalment	Village	1,921.25	384.25	2,305.50
	(Paid October 2022, minute reference P22/069)				
Debit Card Transactions					
Benfei Technology	HDMI to USB Cable for projection from laptop	Office Costs	11.48	2.30	13.78
Wickes	Bags of Sand Mill Lane	Land Assets Mill Lane	31.92	6.33	38.25
Walker Print Ltd	Binding of Minutes	Office Costs	130.00	0.00	130.00
Plastic Sheets.Com	Perspex Ackers Pit	Land Assets Ackers Pit	49.79	0.00	49.79
		Total	**223.19**	**8.63**	**231.82**
Standing Orders/Direct Debits					
Wavenet	Computer Charges	**Office Costs**	9.40	1.88	11.28
		Total	**9.40**	**1.88**	**11.28**

P22/088 Planning Applications to consider

Date received	Planning Application Number	Address	Proposal	Weblink to Planning Documents
01/11	2022/42456	3 East Avenue, Stockton Heath, Warrington, WA4 2BA	Removal of garage to facilitate two storey annex. Internal alterations to main house.	https://tinyurl.com/yuf3unw4
08/11	2022/42526	Green Gables, 2 Marlborough Crescent, Stockton Heaton, Warrington, WA4 2EE	Remedial pruning to 5 no. Trees and felling of 1 no. Tree	https://tinyurl.com/hmujdw37
10/11	2022/42549	42 Raymond Avenue, Stockton Heath, Warrington, WA4 2XE	Proposed double storey extension to side and rear elevations to create kitchen/family room, utility and bike store, master bedroom and associated internal alterations.	https://tinyurl.com/3umfv4y5
10/11	2022/42514	16 Swanage Close, Stockton Heath, Warrington, WA4 2YZ	Single storey rear extension Section 192 Certificate	Information only https://tinyurl.com/484x8dkm
10/11	2022/42390	26 Hawthorne Road, Stockton Heath, Warrington, WA4 6JP	Single Storey Rear Extension Section 192 Certificate	Information only https://tinyurl.com/ynr9rnf4

Procurement Policy

Original Amendment

Point 7.1 of the Policy to read:
"*three written quotations will be obtained from different suppliers, unless the nature of the goods, services or works is that only one contractor or supplier would be suitable. Orders will only be placed following a resolution of the budget-holding committee or the full council, or if time is of the essence, where such a budget has already been set aside, by agreement with the Chair of the Parish Council and the Chair of the budget-holding committee."* **Resolved** that the PFGP reconsider the wording to provide clarity on the occasions when falling short of obtaining three quotations is acceptable.

Suggested Procurement Policy changes (in red)

7. Goods, services and works between £~~500~~ 1000 and £5000

7.1 The Clerk/RFO will strive to obtain three written quotations ~~will be obtained~~ from different suppliers, unless the nature of the goods, services or works is that only one contractor or supplier would be suitable. Orders will only be placed following a resolution of the budget-holding committee or the full council, or if time is of the essence, where such a budget has already been set aside, by agreement with the Chair of the Parish Council and the Chair of the budget-holding committee.

Financial Regulations changes

12.1 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 quotations ~~estimates~~. Otherwise, Regulation 11 (2) will apply

11.2 (All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 12.1 below.)

Hi Irene

Since transferring to a new software system we have had an issue with historic comments being published to the website.

We had made the decision that whilst waiting for the issue to be resolved we would not publish any new comments to maintain continuity in how comments were being handled.

Due to the timeframes involved for the software supplier to resolve the issue we made the decision to publish comments from 10 October onwards. However all comments are received into the back office system and are available to planning officers immediately and will be taken into consideration.

We can manually publish comments related to individual applications on an ad-hoc basis if requested, however we cannot do this across the board as we do not have the resources available.

Kind regards,

Anna

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