Stockton Heath Parish Council

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Dear Councillor

I hereby summons you to attend a **MEETING OF THE PARISH COUNCIL** which will be held at **STOCKTON HEATH LIBRARY**, ALEXANDRA ROAD**,** STOCKTON HEATH on **TUESDAY 13 DECEMBER 2022** commencing at **7.30pm** for the consideration of the subjects mentioned below.

Yours sincerely

Lara Jacob

Clerk to the Council 7 December 2022

AGENDA

22/104 Apologies

To receive and accept apologies given for non-attendance**.**

22/105 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.

22/106 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.

106.1 PCSO Monthly Report (*report to follow*)
106.2 Members of the Public

22/107 Minutes

The minutes are circulated with the agenda and will be taken as read.

107.1 The minutes of the Monthly Meeting of the Parish Council held on Tuesday 8 November 2022 to be confirmed as a true record and signed by the Chair.

107.2 The minutes of the Village Committee held on Tuesday 15 November 2022 to be confirmed as a true record and signed by the Chair.

107.3 The minutes of the Planning, Finance and General Purposes Committee held on Tuesday 22 November 2022 to be confirmed as a true record and signed by the Chair.

107.4 The minutes of the Employment Committee held on Tuesday 29 November 2022 to be confirmed as a true record and signed by the Chair.

22/108 Matters to be resolved from minutes

108.1 *Planning, Finance and General Purposes Tuesday 22 November 2022*
(minute P22/085) **Recommended** to accept the proposed changes to the Procurement and the Financial Regulations policies, introduced to ensure that, should it not be possible to secure three quotations the council can fulfil its procurement requirement without undue hindrance (enclosed).
(minute P22/086) *The recommendation regarding the budget will be taken during Item 113.*
108.2 *Employment Committee, Tuesday 29 November 2022*
(minute E22/007) **Recommended** changes to staff salary grades (confidential report enclosed)
(minute E22/008) **Recommended** alterations to the Appraisal Policy as detailed in the minutes of that Committee and **recommended** that the appraisal process is scheduled for January 2023. (see the policy here - https://stocktonheathpc.org.uk/wp-content/uploads/simple-file-list/Policies/Staff-Appraisal-Policy-Dec-2021.pdf)

22/109 Report on actions from previous minutes and on correspondence received

To receive and note the above reports (enclosed)

22/110 Councillors' Reports

To report any matters that have been raised to councillors since the Monthly Parish Council Meeting held on Tuesday 8 November 2022.

22/111 Working Groups

To receive and **consider** any recommendations or actions from the following Working Groups:

111.1 Communications

111.2 Climate and Ecological Emergency

111.3 Queen's Jubilee Parish Events

111.4 Local Plan Response

22/112 Reports from Outside Bodies

To receive and **consider** reports from attendance at other meetings.

22/113 Budget

To consider the contents of the Budget Proposal and Precept enclosed and **to decide** on the precept request to be sent to Warrington Borough Council.

22/114 Christmas Lights Switch On

114.1 **To review** the format of the 2022 event.
114.2 **To consider** a donation of £100 to Stockton Heath Primary School and £100 to St. Thomas' Primary School from the Chair's Allowance in recognition of participation at the Christmas Lights Switch On event.

22/115 Well-being of residents

115.1 **To discuss** any actions the parish council can take to ensure the well-being of residents in the face of cost of living increases and rises in energy costs.
115.2 **To discuss** the information from Care UK on the proposed activities and requests for help for families residing at the Fir Grove Hotel.

115.3 **To consider** making a payment to cover the cost of energy supply to the Sandy Lane Centre (£471 per month) and Stockton Heath Library (£531 per month) to support the Warm Hub initiatives.

22/116 Appointment of councillors to the Appraisal Panel

To appoint councillors to the panel.

22/117 Street Tree Planting

To note that Warrington Borough Council has provided a list of trees (enclosed) and locations as requested and **to agree** that such payment as may be due (up to a maximum of £5000) to secure the tree planting and future maintenance, agreed in principal by the Parish Council (minute 070.4), can be released when an invoice is received.

22/118 St Thomas' C of E Primary School

To consider the request from St Thomas' for the parish council to sign a document consenting to the application to convert to academy status and to join Chester Diocesan Academies Trust (CDAT).

22/119 Planning

To discuss a response to the following planning applications received:

2022/42634 6 Brian Avenue, Stockton Heath, Warrington, WA4 2BG
Single storey rear and two storey side extension

https://tinyurl.com/2mct7ewb

2022/42295 1 Sandy Lane, Stockton Heath, Warrington, WA4 2AY
New driveway and dropped kerb for access. Together with dwarf wall and fencing to side boundary

https://tinyurl.com/bpa8sz9y

22/120 Payments

To agree payment and authorise payments in settlement of the Schedule of Payments up to 7 December 2022 (details to date appended and update at meeting).

22/121 Future Agenda Items and Items for Publicity

To agree any items to be placed on a future agenda, publicised through the website, newsletter or by report to the press and media.

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.

22/122 Date and Time of Next Meeting

Tuesday 10 January 2023, 7.30pm

22/120 Payment Schedule

Payee	Goods or Service provided	Budget Heading	Net	VAT	Gross
Internet Banking Transfers					
Staff Costs	Staff Salaries (December)	People Costs	7481.52	0.00	7481.52
Royal British Legion	Donation	Village	150.00	0.00	150.00
Livewire	Office Rental Jul - Sept	Office Costs	750.00	0.00	750.00
Elm Consultants	De-Veg Cheshire Railings	Village	360.00	72.00	432.00
Northwich Town Council	Replacement Perennials	Village	30.00	6.00	36.00
Warrington Borough Council	First Aid Course - R Thomas	People Costs	195.00	0.00	195.00
Glasdon UK Limited	2 Bins	Village	1,694.96	338.99	2,033.95
Griffin Contractors	Hedge Cut Ackers Pit	Land Assets Ackers Pit	180.00	36.00	216.00
Cheshire Constabulary	PCSO Q1 Instalment	PCSOs	4,160.00	0.00	4,160.00
Cheshire Constabulary	PCSO Q2 Instalment	PCSOs	4,160.00	0.00	4,160.00
Blachere Illuminations	Christmas Lights	Village	3,982.50	796.50	4,779.00
Warrington Borough Council	By Election (2018) Charges Final Instalment	Ear Marked Reserves	1,686.50	0.00	1,686.50
Northwich Town Council	Winter/Spring planting	Village	1,380.00	276.00	1,656.00
ACTS Sound and Lighting	Stage and PA for Lights Switch On	Village	350.00	70.00	420.00
		Total	**26,560.48**	**1,595.49**	**28,155.97**

Stockton Heath Parish Council

MINUTES OF THE MEETING OF STOCKTON HEATH PARISH COUNCIL HELD AT STOCKTON HEATH LIBRARY ON TUESDAY 8 November 2022 at 7.30pm.

Present: Cllr P Todd (Chair)
Cllrs. Barlow, Dutton Harrison, Murphy, Walker and Wheeler.

Attending: L Jacob – Clerk; 3 members of the public; PCSO Helen Jaras; Lesley McAllister (WBC).

22/086 Apologies

Apologies were received and accepted from Cllrs. Dean, Gillibrand, Harris, Jones, Jordan, North, Olsen and Taylor.

22/087 Declarations of Interest

Cllrs. Wheeler and Walker, as member and substitute member respectively, of Warrington Borough Council Development Management Committee took no part in planning discussions.

22/088 Public Participation

088.1 PCSO Monthly Report
PCSO Jaras presented the monthly report. CCTV footage had been obtained in relation to a high value theft from Aldi; there had been an incident of criminal damage to a car; entry had been gained via the Red Lion Inn's property and damage cause to stored goods within the Forge Shopping Precinct; traffic cones in residential streets had been removed; incidents of anti-social behaviour had been followed up with a first stage letter; a report of anti-social behaviour at Ackers Lane had been followed up but the persons involved had dispersed by the time the patrol arrived; the portable Speed Indicator Device had been deployed on several occasions and a survey of residents on East Avenue had taken place with parking raised as a concern.
PCSO Jaras left at 7.43pm.

088.2 Members of the Public
A member of the public provided information on the status of the Fir Grove Hotel, which had been procured by the Home Office for the purpose of providing accommodation for asylum seekers recently arriving in the UK from Europe. Grappenhall Borough councillors were being kept informed and a public meeting will be held at Grappenhall Methodist Church on Friday 18 November 2022 at 7.30pm.
Two representatives from Stockton Heath Festival thanked the parish council for its support of the 2022 festival. Plans are at the early stages for the 2023 festival which will be held from 29 June to 2 July. Cllr. Wheeler suggested that members of the public could be asked for feedback on ideas for events.

088.3 Warrington Borough Council Smarter Travel Choices
A presentation on promoting safer cycling was given. WBC provide cycle training in all primary schools and to some secondary schools as well as one-to-

one adult cycle training and guided cycle rides. A dedicated cycling officer has been employed; a cycle map is available and free bike lights are provided to schools and businesses. Advice on dealing with pavement cycling was provided. Police have powers to issue Fixed Penalty Notices but exercise discretion when doing so, to maintain a balance between encouragement of cycling and public safety.
[Lesley McAllister and three members of the public left the meeting at 8.28pm.]

22/089 Minutes

The minutes are circulated with the agenda and will be taken as read.

089.1 The minutes of the Monthly Meeting of the Parish Council held on Tuesday 11 October 2022 were confirmed as a true record and signed by the Chair.

089.2 The minutes of the Land Assets Committee held on Tuesday 18 October 2022 were confirmed as a true record and signed by the Chair.

089.3 The minutes of the Planning, Finance and General Purposes Committee held on Tuesday 25 October 2022 and the extra meeting held on 11 October 2022 were confirmed as a true record and signed by the Chair.

22/090 Matters to be resolved from minutes

090.1 *Land Assets Committee Tuesday 18 October 2022*
(minute L22/026.3) 026.3 **Recommended** that the proposed paragraphs relating to memorial trees be inserted into the Memorial Benches Policy (enclosed) **Resolved** to accept the recommendation.

090.2 *Planning, Finance and General Purposes Tuesday 25 October 2022*
(minute P22/076) **Recommended** that a regular donation of £1,000 per quarter, payable November, February, May and August be made to Warrington Foodbank, the payment to be set up as a standing order from the bank account and reviewed annually.
The Chair moved this item as part of a wider discussion at Item 99 Well-being of Residents.

22/091 Report on actions from previous minutes and on correspondence received

The above reports were received and noted.

22/092 Councillors' Reports

The following matters were raised:
A neighbouring parish council had posted advertising banners on Peel Ports property; street lighting at Victoria Square had been reported to WBC for repair; the paving at Victoria Square had been made safe by using tarmac; the post box on London Road had been closed and sealed.

22/093 Working Groups

To receive and **consider** any recommendations or actions from the following Working Groups:

093.1 Communications
An Instagram account has been set up for the parish council and Cllr. Olsen had

posted some photographs taken by the parish rangers. A link to the account will be provided.

093.2 Climate and Ecological Emergency
No meeting had taken place.

093.3 Queen's Jubilee Parish Events
No meeting had taken place.

093.4 Local Plan Response
Cllr. Walker reported on the Public Inspection Enquiry, having provided written information prior to the meeting. John Groves had represented the case for Stockton Heath Parish Council well and Cllrs. Walker, Wheeler and Harris had given evidence at the enquiry. The Inspector's report is expected early in 2023.

22/094 Reports from Outside Bodies

The Chair continues to attend the Pendlebury Trust meetings.
Wild about Stockton Heath had held a successful Nature Hub event.

22/095 Internal Control Check

The report from Cllr Olsen evidencing the Internal Control check on Monday 7 November 2022 was received and noted.

22/096 Planting of trees

The quotation of £510 received to plant and to supply and install water irrigation systems to one oak tree at Mill Lane field and two crab apples at Ackers Pit was accepted.

22/097 Remembrance Sunday

Resolved to reimburse travel costs for the bugler to attend the Remembrance Service.

22/098 Christmas Lights Switch On
Resolved that the event will be held on 2 December 2022 at 6pm.

22/099 Well-being of residents

Cllr Wheeler confirmed that Livewire were hosting several warm hubs in libraries across Warrington and that Stockton Heath Library would host a hub on Fridays between 10 and 12 noon, with hot drinks available. In addition, Sandy Lane Community Centre were hosting a warm hub on Fridays from 1pm to 3pm, with refreshments, exercise classes and outdoor walks.
It was suggested that the parish council could provide newspapers and magazines for the library and that councillors might provide support during the warm hub sessions at the library and Sandy Lane.
The donation to the Foodbank was discussed.
Resolved that a donation of £1000 will be made in November, February, May and August and that the payments will be brought to the PFGP as part of the payments schedule rather than as a standing order.

22/100 Employment Committee

Cllr. Wheeler was nominated as substitute member of the Employment Committee.

22/101 Future Agenda Items and Items for Publicity

The following items were agreed to be placed on a future agenda – Victoria Square (Cllr. Wheeler); cycling (Cllr, Barlow); well-being of residents (Cllr. Wheeler).

The following to be publicised through the website and by report to the press and media: Christmas Lights Switch On.

Cllrs. Murphy, Walker and Wheeler left the meeting at 9.18pm.

22/102 Planning

The following planning applications was discussed:

2022/42408 9 Swanage Close, Stockton Heath, Warrington, WA4 2YZ
First Floor Side Extension
No comment.

22/103 Date and Time of Next Meeting

Tuesday 13 December 2022 7.30pm.

The meeting closed at 9.25pm

Stockton Heath Parish Council

Minutes of the meeting of the Village Committee held at Stockton Heath Library on Tuesday 15 November 2022 at 7.30pm.

Present: Councillor S Barlow (Chair)
Councillors Harris, Jordan, Olsen and North.

Attending: L Jacob – Clerk; one member of the public

V22/036 Apologies

Apologies were received and accepted from Cllrs. Dean, Murphy and Wheeler. Cllrs. Dutton and Todd, as ex officio members, sent apologies.

V22/037 Declarations of interest

No declarations were made.

V22/038 Public Participation

A resident spoke to items on the agenda as they were taken.

V22/039 Budget

Projects and ideas for financial year 2023-24 (FY23/24) and the implications of these in terms of the budget for FY 23/24 were considered. Decisions as to the amounts to be recommended for the budget headings over which the Village Committee has responsibility are detailed in the Appendix.

V22/040 War Memorial Cleaning

The quotation received for steam cleaning (DOFF) the War Memorial was discussed. **Resolved** that the quotation of £2430.00 is accepted.

V22/041 Street Tree Planting

A positive response to an approach made to Torus and Warrington Housing Association, inviting participation in street tree planting and increasing biodiversity across areas of land in the custodianship of those organisations, had been received

V22/042 Marking the Platinum Jubilee

It was noted that the Jubilee Poster had been deposited at Warrington Museum.

V22/043 Floral Decorations

It was noted that bulbs have been planted at the corner of East Avenue and Sandy Lane and that invitations for community engagement in the planting had been successful.

V22/044 Speed Indicator Devices

It was noted that a site visit to investigate why the devices were not working had been rearranged from Thursday 10 November to Monday 14 November 2022, but no update from the engineer had been received.

V22/045 Matters for next agenda

The following items were requested for the next agenda:
Planting contract; street tree planting; Victoria Square; closure of the Swing Bridge, cycling, programme of events including Coronation.

V22/046 Date and Time of Next Meeting

Tuesday 7 February 2023 at 7.30pm

Meeting closed at 20.52pm

V22/039 Budget Proposal from the Village Committee

	Budget Allocation 2022/23	What has been spent so far (half year position)	Where we might end up at the end of the FY (spend)	Suggested amount for next year's budget allocation	What the suggestion is based on
Christmas Trees & Lights (something we do every year)	6000.00	0.00	10000.00	8000.00	Second payment to Blachere - £5958 Stage – 400; trees 1600
Weekend Litter Pick (a service we provide)	1000.00	122.00	122.00	250.00	Emergency cover for Parish Ranger absence
Parish Ranger - Equipment/Supplies (a service we provide)	500.00	15.00	400.00	200.00	Replacement of basic equipment such as boots, coats, gloves.
Parish Ranger - Van Costs (a service we provide)	5000.00	0.00	3200.00	4000.00	Built in potential rise in cost from £30 per day hire fee; able to cover a £35 to £38 rise
War Memorial Maintenance (maintaining an asset that we are custodians of)	400.00	0.00	0.00	0.00	This budget line coming out and the following budget line being retained.
EARMARKED BUDGET for War Memorial specialist cleaning	400.00 (have accumulated £800 now)	0.00	1200.00	EARMARK 400.00	Just one pot of money of £400 – if it needs to be used in the year then it is used – if it isn't then goes in to earmarked to start the saving for next DOFF clean
Floral Decorations (a service we provide)	8500.00	4198.00	6500.00	6500.00	Bring this down as we have some permanent planting now
Spring Bulbs in planters	200.00	0.00	200.00	200.00	Keep same
Spring bulbs in grass areas commissioned from WBC	2500.00	0.00	300.00	500.00	To enhance planting and start new areas, taking a community engagement approach.
Ellesmere Road-seat easement	15.00	0.00	15.00	15.00	Fixed cost
Provision of litter bins	2000.00	0.00	2000.00	0.00	This project has provided 22 new bins and is complete for the time being.

Grass Cutting Contingency	1000.00	150.00	150.00	350.00	To cover Knotweed treatment at Arley Avenue
Provision/Maintenance of Benches (providing and maintaining assets)	600.00	3468.00	3700.00	EARMARK 500.00	"Saving" towards future new benches or money used for repairs to existing one in year.
Provision of new Planters/Barrier Baskets	400.00	0.00	0.00	0.00	If we need to replace, come out of General Reserve.
Speed Indicator Device (an asset and service)	200.00	0.00	530.00	0.00	Any maintenance/repair from General Reserve?
Remembrance Sunday- donation to RBL for wreath	150.00	0.00	150.00	200.00	Donation to be timed with Remembrance Sunday.
Support for Road Closure – Remembrance/Walking Day	300.00	0.00	300.00	100.00	
Walking Day	300.00	0.00	0.00	0.00	Incorporated above
Stockton Heath Festival	500.00	0.00	0.00	0.00	To be amalgamated with general Events budget (next line)
Events - Litter/Climate/Coronation/Festival Stall	800.00	86.00	86.00	800.00	
History Trail	2000.00	0.00	0.00	0.00	Lose this line from next year's budget
Air Quality Monitor (an asset and service to be maintained)	3000.00	2025.00	2025.00	[3000.00] minus from total	Move this to general budget and out of Village Committee
Air Quality Monitor relocation costs	1500.00	0.00	0.00	0.00	As above – move from Village Committee budget
Biodiversity Theme - (project)	5000.00	0.00	150.00	0.00	Amalgamate with budget line below
Street Tree Planting (project)	5000.00	0.00	5000.00	5000.00	Rename to Biodiversity, Climate Emergency and Street Trees
Jubilee – Victoria Square Lampposts; Cheshire Railings (project)	8000.00	1390.00	2700.00	2500.00	Possible redesign and refurbishment of street furniture at Victoria Square.
TOTAL VILLAGE	55265.00	11454.00	38728.00	29515*	

The total represents £28615 in the working budget and £900 in EARMARKED RESERVES (War Memorial £400 and Benches £500) and does not count the £3000 for the Air Quality Monitor which will be incorporated into a non-committee budget line.

Stockton Heath Parish Council

Minutes of a meeting of the Planning, Finance & General Purposes Committee held on Tuesday 22 November 2022, commencing at 7:30pm at Stockton Heath Library.

Present: Cllr. C Jones (Chair)
Cllrs. H Dutton, K Gillibrand, S Harris, P Todd, P Walker and J Wheeler.
Attending L Jacob (Clerk) I Derbyshire (Assistant Clerk)

P22/079 Apologies
Cllr. A North was absent.

P22/080 Declarations of interest
Cllr Wheeler and Cllr Walker, as a member and substitute member of the Development Management Committee, declared they would not take part in the planning discussions.

P22/081 Public Participation
No members of the public were present.

P22/082 Accounts for Payment
082.1 **Resolved** to approve the payment of the accounts as detailed on the schedule of payments dated to 15 November 2022.
It was noted that £460 of the total payment to Griffin Contracting Services of £1,356 will be requested from Warrington Anglers Association.
Resolved, following the resolution of 22/097 at the November monthly meeting, that a payment totalling £100 to cover travel and refreshments will be made to the bugler.

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

P22/083 Receipts
Noted that no monies had been received into the Parish Council's bank and building society accounts for the period 1 October 2022 to 31 October 2022.

P22/084 Statement of Receipts and Payments to date
Noted the Statement for the period to 22 November 2022.

P22/085 Procurement and Financial Regs Policies
Recommended to accept the proposed changes to the Procurement and the Financial Regulations policies, 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
The Budget Proposal and Precept report were discussed. The report outlined an expenditure forecast of £167,217 to fulfil the obligations and projects discussed by the council and its committees; with a forecast carry forward of £135,605 identified. A general reserve of £97,088 was proposed, and therefore a balancing figure of £128,700 would be necessary. It was proposed that a precept of £52 (based on a tax base of 2475 Band D equivalent homes) be requested to achieve the balancing figure.

Recommended that a precept of £128,700, being a charge of £52 per Band D property be requested from Warrington Borough Council.

P22/087 Notice Board

An update on the noticeboard to be sited at Pilling Gardens was given. The original specifications requested had made the initially proposed budget of £2000 insufficient. Alternative designs were discussed, and it was agreed that further costings based on a noticeboard with a single integrated hinged door plus the installation costs and any planning permissions costs would be brought back to the committee for discussion. Meanwhile, the process of applying for planning permission would be commenced.

P22/088 Planning Applications

(Cllrs. Walker and Wheeler left the meeting)

088.1 Responses to planning applications received are detailed in the appended table.

088.2 There were no notifications of refused planning applications.

088.3 The response from Warrington Borough Council regarding consultees comments being unavailable to view on the planning portal was noted.

P22/089 Date and Time of Next Meeting

Tuesday 3 January 2023 at 7.30pm

The meeting closed at 8.54pm.

P22/082.1 Schedule of Payments

The following accounts are submitted for approval and payment 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	175.42	35.08	210.50
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**

P22/088.1 Planning Applications

Date received	Planning Application Number	Address	Proposal	Response
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.	Concern raised that this is an over development of the plot
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	No comment
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.	No comment
10/11	2022/42514	16 Swanage Close, Stockton Heath, Warrington, WA4 2YZ	Single storey rear extension Section 192 Certificate	Information Only
10/11	2022/42390	26 Hawthorne Road, Stockton Heath, Warrington, WA4 6JP	Single Storey Rear Extension Section 192 Certificate	Information Only

Stockton Heath Parish Council

Minutes of a meeting of the Employment Committee held at Stockton Heath Library on Tuesday 29 November 2022 at 7.30pm.

Present: Cllr. L Harrison (Chair for the first item and re-elected as Chair) Cllrs. Dutton and Walker
Attending: Lara Jacob (Clerk)

E22/001 Appointment of Chair for the ensuing year
It was proposed by Cllr Walker and seconded by Cllr Dutton.
Resolved that Cllr Harrison be appointed as the Chair of the Committee.

E22/002 Apologies
Apologies were received and accepted from Cllrs. Barlow and Jordan.

E22/003 Declarations of Interest
No declarations of interests were made.

E22/004 Public Participation
No members of the public were in attendance.

E22/005 Confidentiality
Resolved that item 007 and 009 on the agenda would be held in a closed session, excluding the press and public as information to be discussed would be confidential, pertaining to named individuals.

E22/006 Terms of Reference of this Committee
The current adopted Terms of Reference were noted.

E22/007 Staff Salaries
This item was discussed in closed session, with the exclusion of the press and public.
007.1 The following information was noted:
The cost of living pay uplift, applied from April 2022, settled by the trade unions with an uplift of £1 per hour will be applied to every salary scale.
The uplift in salary, with amounts due from April 2022, will be applied to salaries from the December payment.
An additional one day's leave was included as part of the settlement and will be applied to contracts from April 2023.
007.2
The clerk left the meeting during discussions.
The report on the annual review of the pay grading was considered. The Employment Committee accepted the recommendations of the report, but offered a change to the recommendation related to the clerk. The recommendations will be circulated to all councillors as a confidential report prior to the meeting of the full council in December 2022.

E22/008 Annual Appraisal
The current appraisal procedure was discussed and the Committee made **recommendations** to alter some wording in the Staff Appraisal policy as follows:

3.2 The Employment Contract offered by the Parish Council includes the right to an

annual appraisal.

Change to:

3.2 The Employment Contract offered by the Parish Council includes a statement that an employee will receive an annual appraisal.

Rationale – to align with the statement in the Employment Contract.

6.2.1 All employees will have the opportunity to prepare for and take part in a formal Appraisal Conversation at least annually.

Change to:

6.2.1 All employees will take part in a formal Appraisal Conversation at least annually.

Rationale – to indicate the importance of the process and remove the ambiguity in the use of the word “opportunity”.

6.2.15 A summary of the contents of the report will be presented to full council during a session that excludes the public, to inform them of progress and to allow discussion of any recommendations that will involve spending money – such as on any changes to working hours or methods, equipment and training courses.

Change to:

6.2.15 A summary of the contents of the report will be presented to full council during a session that excludes the public, to inform them of progress and to allow discussion of any recommendations. Recommendations, including any expenditure, must be formally agreed by the full council.

Rationale – to emphasise that recommendations in appraisal reports must be formally ratified by full council.

The Committee also reviewed the supporting appraisal documents
Recommended that the appraisal process is scheduled for January 2023.

E22/009 Staffing Update
This item was discussed in closed session, with the exclusion of the press and public.
An oral report on staffing was provided.

E22/010 Employment Policies and Employee Handbook
It was noted that all policies amendments have been applied and the Staff Handbook will be made available on the Stockton Heath Parish Council website.

E22/011 Civility and Respect
Information about the National Association of Local Councils/Society of Local Council Clerk’s (NALC/SLCC) Civility and Respect Project was received and considered. It was agreed that this should be placed on the agenda for the January full council meeting.

E22/012 Date and Time of Next Meeting
TBA

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.)

Item 109 Report on actions taken since the previous meeting

Meeting	Minute Reference	Action/Update	Next Action
FULL COUNCIL OCTOBER	083	Vegetation removal and painting of Cheshire Railing at Lumb Brook has been completed.	
FULL COUNCIL NOVEMBER	093.1	Waiting for link to Instagram Account for councillors	

Report on Correspondence received since the last update issued on 1 November 2022

Date	**Subject of correspondence**	**Actions**
	ChALC and NALC weekly bulletins	Forwarded to all
01/11	Resident asking if a tree could be trimmed	Advised to contact WBC and forwarded to borough councillors
08/11	Cheshire Police – information on Bystander Training	Forwarded to all and attended the session
11/11	Stockton Heath Festival – application for stall at 2023 festival	Filled in to request a stall for the Parish Council
13/11	Request from St Thomas' School regarding Academisation	On agenda
13/11	Request from a neighbouring parish councillor for contact details for Peel Ports	Supplied
15/11	Resident commenting on the improvement to road closures during the Remembrance Sunday Service.	To note
22/11	Resident on the impedance to safe passage on footpaths from increase in street furniture.	Replied with information
22/11	WBC – information regarding the project to install EV chargers at the Forge Car Park	Forwarded to all
04/12	Resident commenting favourably on the Lights Switch On	To note
05/12	Cheshire Police – information on funding available for community projects	Forwarded to all

Summary of Budget Proposal
(The full proposal is detailed on the accompanying Excel Spreadsheet which will be projected to the meeting of the full council)

People Budget Line
Last year we allocated £68075; we think we will have spent £56850 by the end of the year and the proposal for 23 24 is £61590

Administration Budget Line
Last year we allocated £15490; we think we will have spent £11801 by the end of the year and the proposal for 23 24 is £9010

Supporting our Community and our Partnerships
Last year we allocated £31000; we think we will have spent £29500 by the end of the year and the proposal for 23 24 is £46000

Earmarked Reserves
Last year we allocated £56600; we think we will have spent £7306 by the end of the year and the proposal for 23 24 is £13062

Village Committee
Last year we allocated £55265; we think we will have spent £38606 by the end of the year and the proposal for 23 24 is £29515 **(**£28615 in the working budget and £900 in EARMARKED RESERVES)

Land Assets Committee
Last year we allocated £22820; we think we will have spent £8563 by the end of the year and the proposal for 23 24 is £12865 **(**£8940 in the working budget and £3925 in EARMARKED RESERVES)

How do we work out what precept we need

Total Receipts 22 23	288,231.00	Figure from Cashbook
LESS Total predicted spend 22 23 (this FY)	152,626.00	From the totals described above - 56850+11801+29500+7306+38606+8563 = 152626
EQUALS money not spent by end 22 23	135,605.00	Total Receipts less total predicted spend (288231-152626 = 135605)
LESS proposed budget spend 23 24	167,217.00	Total from proposed against budgets above – 61590+9010+46000+13062+28615+8940 = 167217)
EQUALS amt of precept needed if all our unspent budget goes towards the precept	-31,612.00	How much shortfall there is between what we think we will end the year still holding compared to what we think we want to spend next year – **this is the very minimum amount we need to raise through the precept.***

***** This is not the ideal situation. Advice is to have between 3 and 12 months of monthly expenditure held as a **General Reserve** in case of the unexpected.

If we hold 6 months of General Reserve this is approximately £12k (average monthly outgoings) x 6 = **£72k**

This table below shows how that would impact our precept:

Preference would be at least £72k in General Reserve This is equal to 6 months expenditure at average £12k per month		
Minimum precept = £103k (£31k plus £72k General Reserve = £103k)		
Precept per Band D =	74.00	FY 22/23
based on this year's tax base of 2475		
Raising £100k	40.40	45% DECREASE on last year
Raising £120k	48.49	34% DECREASE on last year
Raising £140k	56.57	24% DECREASE on last year

Recommendation from PFGP

Having considered the proposed budget, the PFGP recommended a precept Band D equivalent of £52 which would result in a total precept receipt of £128700 – this is because the number of Band D = properties in Stockton Heath has been advised as 3475, so £52 x 3475 = £128700.
This figure is more than we are forecast to need but provides a fallback position if we end the year having spent more than we are currently forecasting we will.

What next?

Full council need to consider the proposed budget amounts and come to an agreement on what it is felt is needed to cover each budget area. This will then show how much money is needed to be raised as a minimum.
Full council need to consider how much it is felt is prudent to hold as a General Reserve.

This will provide a balancing figure amount which is the total amount of precept receipt needed and needs to be divided by 3475 to reach the Band D = figure.

RE Fir Grove Hotel Asylum Seekers

Dear Friend

My name is Janet Stott and I am a volunteer with CARE UK charity and I have been given the task of facilitating events at the hotel for the families and also involving them in existing community events.

There are presently 55 adults and 45 children living there. The children consist of 15 under 5 years old, 15 under 10 years old and 15 who are 16 and under. Most speak very little English but speak a variety of languages. I'm looking to set up various activities at the hotel to keep them occupied especially as the children aren't in school yet.

We would like to set up:
English lessons – formal and informal chatting, using flash cards to help if needed
Toddler play sessions
Children's craft sessions
Singing
Yoga
Sewing and knitting
Games for adults and children- eg dominos, connect 4, chess, soft play
Coffee mornings/ befriending

We need help in three ways – people, equipment and information.

People- we need people to come in to not just run the sessions but also be there to help talk/minge with the families. This could be on a weekly, monthly or ad-hoc basis but we need to know in advance and do let us know if you have a DBS.

Equipment- we need sewing stuff including sewing machines, needles, scissors, threads, materials knitting needles and wool,
craft stuff including washable felt pens, sticker, sand toys, cars, paper, paint, ideas
small musical instruments for under 5's, simple jigsaws, shape sorter toys
yoga mats

Events- we would like to know what is going on in your community/church/group that these families could get involved with, remembering they have no transport and no money for buses.

We would like to get things up and running as soon as possible – please see a suggested timetable below but this is very open and flexible.

Please get in contact with me preferably by email to janetstott@btinternet.com or my mobile is 07918633086

Thanks,
Janet

Day	10-11.30am	2-4pm	7-8.30pm
Monday	Toddler play	Sewing & Knitting	English
Tuesday	Singing	Coffee and chat	Yoga
Wednesday	Crafts -all ages	Yoga and creche	Games for all ages
Thursday	English	Children's play	English
Friday	Coffee and chat	English	
Saturday	Games all ages		
Sunday			

Item 117 – Street Tree Panting

WBC have offered the following locations, tree species and numbers to be planted.
This information was required by the Parish Council in order to move from the “in principal” decision (minute 22/070.4) to a firm commitment to provide funding for the continuation of the project.

WBC write the following:

The updated locations which appear to be safe and appropriate for new trees to be established are:

1. Knutsford Old Road: 6 Hawthorne
2. Denbury Avenue / Old Knutsford Road: 3 Rowan
3. Sandy Lane / East Avenue triangle plot: 4 Hawthorne
4. Sandy Lane Community Centre: 2 Liquidambar
5. Hillfoot Crescent: 1 Silver Birch
6. Alexander Park: 3 feature trees

A further email has been sent to establish the planting order and whether this list represents the full commitment to planting over the next two years or whether it reflects this winter’s planting.
This further information will be provided by the time of the meeting if it is available.