



MINUTES OF THE COUNCIL MEETING HELD ON

WEDNESDAY 2nd NOVEMBER 2022, 19:30pm, KIDSGROVE TOWN HALL

Present:

CLRs: G Mitchell (chair), L Bowler, B Newton, K Newton, L Grimshaw

Clerk – Sue Davies

The meeting started at 7:30pm.

22-23/79 To receive apologies for absence

Apologies were received from Councillors J Davies and E Mitchell.

The Council resolved to approve the absence of Cllr Davies for reasons given and to grant a leave until the end of January 2023.

22-23/80 Public Speaking – to allow any members of the press or public the opportunity to speak in accordance with Standing Orders.

None

22-23/81 To receive any declaration of interests regarding agenda items.

Cllr B Newton and K Newton both declared an interest in the item relating to Lawton Memorial Hall due to both being on the committee. Cllr Grimshaw raised that she is also involved with the Christmas Day event.

It was agreed by the Clerk and chair that dispensations could be granted around Lawton Memorial Hall Business as there was no personal gain.

22-23/82 To approve the Minutes of the Council Meeting held on Wednesday 5th October 2022.

Resolution: The Council resolved to approve the minutes of the Council Meeting Wednesday 5th October 2022.

22-23/83 To receive and note the minutes of Committee Minutes.

Staffing Committee Minutes of the 10th October 2022 - deferred.

22-23/84 Matters Arising – updates were received on the following items:

a. Christmas Lights

This hasn't been pursued this year due to staffing levels. The Clerk will pursue the item in the New Year.

b. Flyposting at Lawton Lights.

The Clerk is still looking into responsibilities and permissions around this and Cllr Wardlaw is also trying to pursue this.

c. Newsletter

The Clerk is planning to produce a Spring newsletter.

d. Website Updates

The Clerk is pursuing website updates.

e. Hedgehog – spaces in walls

The Clerk is pursuing this with the Alsager Urban Wildlife group.

22-23/85 To receive matters from the Cheshire East representative present.

None present.

22-23/86 Lawton Memorial Hall

a. To receive a general update from the Parish Council representative.

The Council received a general update including the formal request for the Parish Council to become the sole trustee. The Clerk affirmed that a formal request has been received.

The original lease documents have been found and a member of the memorial Committee is pursuing the matter further.

The chair of Lawton Memorial Hall is still planning to stand down at the end of December and will be making arrangements to hand over to the vice-chair.

The Memorial Hall are planning to put up a picture of Honorary Freeman Fernihough in the hall. The Clerk noted that she had invited the Memorial Hall chair to contribute to the Parish Council piece going in the Chronicle.

Christmas trees in the church for both organisations were discussed.

b. To receive an update on the plans for the Christmas Day event and to agree any actions required.

Cllrs B Newton fed back on the current arrangements for the Christmas Event at the Memorial Hall.

The food insurance and risk assessments have been put into place. The Clerk advised that the insurance for the event should be verified with the Memorial Hall Insurers.

Posters have been produced to advertise the event which have gone out to various organisations. Food and various other donation have been donated by local supermarkets.

Fund raising has continued including the use of a Go Fund page. Lanyards are also being sold and Tesco's are allowing a £30 shop.

The Clerk raised that the use of money going through personal accounts was problematic for the Parish Council. Cllr B Newton said that this was verified with the Memorial Hall who said it not a problem for them.

The costs for the event were presented and total £1000 based on 110 people attending. It was agreed that the parish will support and reimburse costs upon presentation of receipts.

It was noted that the extent of funding which will be received is currently unknown and should be accounted for from the £1000.

The Clerk advised strongly that money should not be providing funding for events outside the parish. It was affirmed that the event is primarily for Church Lawton but won't exclude those from the immediate area if there is space. The Council felt, and the Clerk affirmed, that this was acceptable if the majority that the Parish Council fund are from Church Lawton.

Cllr Mitchell noted that support has been pledged previously and can't be withdrawn at this stage. It was further noted that the focus is on Church Lawton.

Resolved: The Council agreed to offer continued support for the event and would reimburse costs up to a maximum of £1000 on provision of receipts on condition that funding raising continues and that any funds raised are used first and also that the focus is on Church Lawton residents.

It was agreed that statistics be provided to help the council consider support for the following year.

It was further agreed that the event should be run through a constituted body in future if there is to be Parish Council support.

22-23/87 Finance

a. To approve payments requiring authorisation.

The Council received and approved payments for authorisation. Invoices were circulated for examination with two councillors initialling them.

It was noted that a Broxap invoice for the noticeboards was being questioned as the pre-payment is not included.

b. To note receipts to date for the 2022-2023 financial year.

Received – appendix 1.

c. To receive a summary of payments to date for the 2022-2023 financial year.

Received – appendix 2.

d. To receive bank reconciliations and statements for Quarter 1 and Quarter 2 2022-23 financial year.

The bank reconciliations and statements for quarters 1 and 2 were received.

e. To receive the quarter 1 'in-house' audit of accounts.

Cllr Grimshaw is to take the files to conduct a check of the Q1 and Q2 accounts and report to the next meeting.

f. To receive the Q2 budget report, to note any overspends and agree any virements or changes required.

The Q2 budget report was received from the Clerk.

The council considered the budget spend and also the earmarked reserve levels.

Resolved: To accept the report and to accept the recommendation to move the money budgeted for Christmas Tree provision into an earmarked reserve.

g. To receive a quarter 2 reserves report and to agree any changes required.

The Council received a quarter two reserves report.

22-23/88 Council Email and Office 365 report

The Clerk presented various correspondence received relating to changes in the company used, Element Hosting, and the formation of a new company, Recoded Solutions. The service is due for renewal in February 2023. The Clerk presented three options:

- That the Council remain with Element Hosting. The remaining director hasn't been involved with the Council's 365 accounts to date and phone support has been ended. A renewal quote has not been received to date but has not been requested.
- That the Council move to Recoded Solutions which has been set up by a previous director of Element Hosting and who has been the Parish Council's source of support during their time with Element Hosting. A quote has guaranteed no increase in costs to the Council.
- That the Council go out to tender the service.

The Council **resolved** to move to Recoded Solutions due to prompt and excellent service being provided by the business owner whilst at Element Hosting and that there was no price increase involved with the move. The Council further **resolved** to purchase the Acronis Backup (M365 Seat, 1 year).

22-23/89 Audit 2021-2022

The Council received external audit report noting that PKF Littlejohn have been unable to complete the audit by the 30th September deadline resulting in the issue of an interim audit report for publication. The interim audit report has been placed on the website and noticeboard. There were no actions raised.

22-23/90 Environmental and Village Improvement Matters

a. To receive a report relating to the lengthsman service provided by Congleton Town Council. To note any further items for members to be added to the outstanding list.

The Clerk updated the Council on the work completed by the two operatives on their last visit but she is awaiting photographs.

Councillors were urged to send tasks through.

b. To receive a report on the progress of the two noticeboards installation.

The Clerk reported that the two noticeboards have been received and delivered to the Congleton Town Council depot. Congleton Town Council are verifying the serviced underground before installing them as quoted.

c. To receive a report on the progress on the two new benches installation.

The benches have been received and have been delivered to Lawton Hall Farm who have agreed to hold them for the Parish Council until they can be installed.

The Clerk reminded that Cllr Grimshaw had suggested signs and that these will be progressed once the benches are in place.

d. To agree the priorities from the other environmental and enhancement plans.

The Council considered projects and asked the Clerk to initiate some contact with the Canal and River Trust.

22-23/91 Police and Community Speedwatch

It was noted that a new PCSO was in place and that he should be invited to a forthcoming meeting.

CLLr K Newton gave an update on the Speedwatch group and noted that there are at least two volunteers awaiting training. He noted that frustration is building up that there are no actions or feedback when they send reports into the police.

22-23/92 Highway Matters

None to raise.

22-23/93 Planning Matters

a. To consider and agree responses to the following applications:

No new applications received.

b. To receive updates on outstanding applications.

CLLr Mitchel noted a recent planning application decision on the Congleton Road Application.

22-23/94 Civic Matters

a. To receive a verbal report from the chair relating to the Civic Service and Freeman Award.

CLLr Mitchell updated the Council, and it was agreed the event went well.

b. To receive a report relating to London Bridge Matters.

CLLr Mitchell noted that the official letter still needs to be sent stating the location of the Book of Condolence. The Council also need to establish a potential location for a tree.

c. To note the Remembrance Day Service and to confirm that a wreath is being provided by the Royal British Legion, Kidsgrove.

Arrangements for the Remembrance Service were agreed. It was **resolved** to give a donation of £100 to the Royal British Legion Kidsgrove branch.

22-23/95 To receive any correspondence or other matters from the Clerk.

The Clerk noted some Cheshire East consultations that councillors can find on their site if they wish to put responses in as individuals.

22-23/96 To receive any other reports and matters from the chair or members.

None raised.

22-23/97 Training/meetings and courses: To consider any training requirements.

No further training identified.

22-23/98 Future Agenda Items

- Any decisions associated with correspondence from 'Hedgehogs R Us' (from the previous meeting).
- The Queen's Tree
- Planter and planting locations.

22-23/99 To agree Date of next meeting.

Date of next meeting – 5th December 2022

22-23/100 Exclusion of the press and public:

The Council resolved under the 1960 (admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.

22-23/101 Lawton Memorial Hall

The Council received correspondence from the Lawton Memorial Hall Committee requesting that they become the sole trustee of the Memorial Hall charity. Debate around this issue followed. The Clerk was asked to investigate the issue further.

It was agreed to join the CVS.

22-23/102 Staffing Issues

The staffing committee noted that the Council's hours need evaluating.

Appendix 1

Church Lawton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4 Subscriptions	01/04/2022	22-23/24	Unity Bank	22-23-P4	ChALC Annual Subscription	ChALC	Z	678.96		678.96
1 Salaries	28/04/2022	22-23/24	Unity Bank	23-23-01	Payroll April	Employees	X	532.53		532.53
2 HMRC - Staff Salaries	28/04/2022	22-23/24	Unity Bank	22-23-p2	HMRC April	HMRC	X	68.00		68.00
6 HMRC - Staff Salaries	25/05/2022	22-23/24	Unity Bank	22-23-P6	HMRC May	HMRC	X	48.00		48.00
5 Salaries	25/05/2022	22-23/24	Unity Bank	22-23-P5	Payroll May	Employees	X	450.29		450.29
3 Subscriptions	25/05/2022		Unity Bank	22-23-P3	ICO Annual Fee	ICO	X	40.00		40.00
7 Insurance	30/05/2022	22-23/24	Unity Bank	P-22-23-7	Insurance	Zurich	X	396.00		396.00
11 HMRC - Staff Salaries	30/06/2022		Unity Bank	22-23-11	HMRC June	HMRC	X	47.80		47.80
9 Salaries	30/06/2022		Unity Bank	22-23-9	Salaries June	Employees	X	450.49		450.49
10 Staff - working from home al	30/06/2022		Unity Bank	22-23-10	wfha June	Staff Salaries	X	78.00		78.00
19 Bank Charges	30/06/2022		Unity Bank	Online payment	Bank Interest	Unity Bank	X	18.00		18.00
12 Audit Costs	21/07/2022		Unity Bank	22-23-12	Internal Audit	JDH Business Services	S	180.00	36.00	216.00
13 Hall Hire for Meetings	21/07/2022		Unity Bank	22-23-13	Hall hire - KTC	Kidsgrove Town Council	E	45.00		45.00
8 Community Speed watch Sur	21/07/2022		Unity Bank	22-23-8	Community Speedwatch sign	Homzar Ltd	S	189.69	37.94	227.63
15 Payroll Costs	21/07/2022		Unity Bank	Online	Payroll 1st Quarter charges	Shire Pay Services	S	26.25	5.25	31.50
20 Payroll Costs	21/07/2022		Unity Bank	See payment 15	Payroll 1st Quarter charges	Shire Pay Services	X	-5.25		-5.25
14 Print cartridges	21/07/2022		Unity Bank	14 - Online	Print Cartridges	Sandtony	S	21.80	4.36	26.16
18 HMRC - Staff Salaries	25/07/2022		Unity Bank	22-23-18	HMRC - July	HMRC	X	47.80		47.80
16 Salaries	25/07/2022		Unity Bank	22-23-16	salaries - July	Employees	X	450.49		450.49
17 Staff - working from home al	25/07/2022		Unity Bank	22-23-17	wfha - July	Staff Salaries	X	26.00		26.00
23 HMRC - Staff Salaries	16/09/2022		Unity Bank	22-23-10	HMRC August	HMRC	X	47.80		47.80
21 Salaries	16/09/2022		Unity Bank		salaries August	Employees	X	450.49		450.49
22 Staff - working from home al	16/09/2022		Unity Bank		wfha August	Staff Salaries	X	26.00		26.00
24 Bank Charges	30/09/2022		Unity Bank	Online payment	Bank Interest	Unity Bank	X	18.00		18.00
27 HMRC - Staff Salaries	06/10/2022		Unity Bank		HMRC September	HMRC	S	48.00		48.00
25 Salaries	06/10/2022		Unity Bank	22-23-25	Salaries September	Employees	X	450.29		450.29
26 Staff - working from home al	06/10/2022		Unity Bank	22-23-26	WFHA September	Staff Salaries	X	26.00		26.00
Total								4,856.43	83.55	4,939.98

Appendix 2

Church Lawton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Precept	06/04/2022		Unity Bank	Receipt 1	Precept 1st Installment	Cheshire East Council	X	10,725.00		10,725.00
2 Bank Interest	29/04/2022		NATWEST Reserve Ac	22-23-R2	Bank Interest	NatWest Bank	X	0.42		0.42
3 Bank Interest	31/05/2022		NATWEST Reserve Ac	Online receipt	Bank Interest	NatWest Bank	X	0.53		0.53
5 Community Infrastructure Le	14/06/2022		Unity Bank	Online payment	CIL payment	Cheshire East Council	X	90.00		90.00
4 Bank Interest	30/06/2022		NATWEST Reserve Ac	Online receipt	Bank Interest	NatWest Bank	X	0.50		0.50
6 Bank Interest	29/07/2022		NATWEST Reserve Ac	Online receipt	Bank Interest	NatWest Bank	X	0.48		0.48
7 Bank Interest	31/08/2022		NATWEST Reserve Ac	Online receipt	Bank Interest	NatWest Bank	X	0.55		0.55
8 Precept	06/09/2022		Unity Bank	Online transaction	Precept 2nd Installment	Cheshire East Council	X	10,725.00		10,725.00
9 Bank Interest	30/09/2022		NATWEST Reserve Ac	Online receipt	Bank Interest	NatWest Bank	X	1.09		1.09
10 Bank Interest	31/10/2022		NATWEST Reserve Ac	Online receipt	Bank Interest	NatWest Bank	X	1.09		1.09
Total								21,544.66		21,544.66