

# **Minutes of Tilston Parish Council Annual (First) Meeting held Virtually, 7<sup>th</sup> May 2020**

## **PRESENT**

### **Councillors**

Chairman – Mike Hearn

Mark Bickley                      Penny Honeyborne

Ian Munro

Nicola Prince

Gill Putnam                      Neil Ritchie

Sue Willett

### **Non-Parish Councillors**

CW&C Councillor Paul Roberts

Public – 3

## **CHAIRMAN**

**RESOLVED 20/620**– That the Council appoint Mike Hearn as Chairman for 2020-2021, and that Cllr Hearn would sign the acceptance of office when possible.

## **VICE-CHAIRMAN**

**RESOLVED 20/621** - That the Council appoint Nicola Prince as Vice-Chairman for 2020-2021, and that Cllr Prince would sign the acceptance of office when possible.

## **APOLOGIES**

Cllr Munro's apologies were noted as he was having technical difficulties and would join the meeting as soon as possible.

## **DECLARATION OF INTERESTS**

No interests were declared.

## **PUBLIC PARTICIPATION**

### Tilston Covid Support Group

Trisha Swift reported that at the start of the Covid-19 pandemic the idea had been developed to establish a community support group, as such a core group of 12 individuals had been formed including Cllrs Prince and Putnam and the Clerk, a number of volunteers had joined the group by word of mouth and the support was coordinated through a closed whats-app group.

The group provides support by doing shopping, dog walking, and picking up prescriptions for those in isolation.

The Group had also been contacted by the support group in Malpas and the Laurel Bank Surgery in relation to delivering prescriptions for Tilston residents.

It was gratifying that many residents had been able to get support from friends and neighbours as well as the group, and the group was recognised as providing an essential safety net for the community.

*Cllr. Munro joined the meeting.*

Members of the group expressed concerns regarding the financial impact of the pandemic on individuals and families as people are unable to work, it was noted that the group can provide support in this area too and the new Vicar has access to food bank vouchers. As such it was important that the people were made aware of this support which would be providing confidentially and asked for it when needed.

CW&C Cllr Roberts noted that it was his general experience that in this area people are generally know and looked after by friends and neighbours which is very positive.

It was noted the group is in contact with the church and school who may become aware of those needing extra help.

It was noted that prescription delivery service is working particularly well.

It was noted that Tilston is such a caring community that there are very few families that are not known and cared for.

#### Scrubs & Facemasks

Penny Hearn reported that she was part of a group who had been making scrubs for NHS staff in Chester, to date 50 sets had been provided. She stated that as the lock down situation changes there will be an increased need for facemasks and that she has also been making cotton face masks with disposable liners. She agreed to share the pattern for the masks.

#### Garden (Green) Bins & Recycling Centres

It was noted that CW&C had announced that some recycling centres would start to open again next week although not the Tattenhall site. It was asked when green bin collections would return and whether it would be possible to have a monthly collection if fortnightly was not possible.

Cllr Roberts reported that he had been asking CW&C to reinstate the green bin collections but at present it was not a high priority, however it had been announced that the collections were being reviewed and that it was hoped some level of service would be resumed.

It was noted that it was disappointing that the Tattenhall Recycling Centre is not reopening as it is the only site serving South Cheshire and with the centre closed and no green bin collection there was a growing amount of fly tipping taking place. Once again it appeared that the rural area which pays the same council tax is getting a watered-down service from CW&C.

Cllr Roberts confirmed he was equally frustrated by the lack of service and would continue to put pressure on CW&C.

### **MINUTES**

**RESOLVED 20/622-** that the Chairman signs, as a correct record the circulated minutes of the Parish Council meeting on the 5<sup>th</sup> March 2020 when possible.

### **MEETING ACTIONS**

Councillors noted the Clerk's report, page 232 of the minutes, noting that a number of actions were on hold due to the Covid-19 pandemic.

### **COVID-19 UPDATE**

The update during public participation was noted.

It was reported that the Parish Council had obtained a grant of £500 to provide support in the village including funding emergency food parcels, and the Clerk was in contact with the Support Group and the Vicar who manages the food vouchers in Tilston.

**RESOLVED 20/623-** It was agreed that the Clerk should fund or reimburse emergency supplies following approval from 2 cheque signatories, noting the names of the recipients would not be circulated.

### **ANNUAL & CHAIRMAN'S REPORT**

**RESOLVED 20/624-** It was agreed to delegate authority to the Clerk to produce the Annual Report for 2019-2020 to be approved by councillors via email, the report will be published online but due to the current situation will not be printed and distributed to every household and also promoted in the Reported which is currently being published on the line on the Parish Council's website.

### **AREAS OF RESPONSIBILITY**

**RESOLVED 20/625** – That the Council agreed the following areas of responsibility: -

Playing Field Committee Liaison	G. Graham & P. Honeyborne
Community Safety & Homewatch	M. Bickley & N. Prince
Planning	All
War Memorial Hall Liaison	S. Willett
Older Persons Issues	N. Prince
PROWs, Conservation & Built Environment	I.Munro, G. Putnam & N. Ritchie

Consultations	All
Tidy Tilston & Gardening inc Planters	M. Hearn, N. Prince & S. Willett
Cheque Signatories	P Honeyborne, N. Prince, S. Willett

## COUNCIL REGULATIONS & PROCEDURES

It was noted that the Clerk had reviewed the Council's policies and procedures which had been circulated to Councillors.

Policy	Next Review
Action Plan	May 2021
Community Engagement Policy	May 2021
Complaints Procedure	May 2021
Disciplinary & Grievance Policy	May 2021
Email & Address Contact Privacy Notice (GDPR)	May 2021
Equality & Diversity Policy	May 2021
Financial Standing Orders	May 2021
GDPR Information Data Protection Policy	May 2021
Grant & Donations Policy	May 2021
Health & Safety Policy	
Parish Council Standing Orders	May 2021
Publication Scheme	
Risk Assessment	May 2021
Training Policy	May 2021

**RESOLVED 20/626** – That Council agree the regulations and procedures as circulated, noting the publication scheme be reviewed following changes to the website and the health and safety policy would be reviewed for the next meeting of the Council.

## HILL FIELD

It was noted that the Clerk and Cllr Ritchie had contacted Rowell Environmental as agreed at the last meeting and that a site meeting was required to discuss the matter further which could not currently take place but would be organised as soon as possible.

## PLANNING

The Council noted the planning register page 151 as circulated; no further applications had been received.

It was noted that number of complaints had been received regard the size of vehicles accessing the development site for The Oaks and the damage being done to the road and verges, plus the obstructing of the road by the vehicles. It was noted these concerns had been highlighted to both Highways and Planning Officers however there was no restrictions that could be imposed on the vehicles. The issue of the road been obstructed had been raised with PCSO who had confirmed he would monitor the situation. It was agreed that the Council should contact the property owner highlighting these concerns and asking that increased consideration was given to the size of vehicles accessing the site and any damage was rectified. Cllr Hearn agreed to take pictures of the lane so any damage can be identified in the future.

## ANNUAL RETURN 2019-2020

### 1) Year End Accounts, Audit Information & Asset Register

**RESOLVED 20/627** – that the Council approve the year end accounts and audit information as circulated pages 148 to 149 of the Cash Booking including the Asset Register.

### 2) Report of the Internal Auditor

The internal auditor had raised the following:

1. The November 2019 Minutes authorise a payment of £99.60 to Via Delia Emilia. The actual amount paid was £444.00 (as per the Invoice). Please raise at the next PC Meeting and cover in the Minutes.

2. The November 2019 Minutes also authorise a payment of £30.69 to TWMH (Sept Meeting). The actual amount paid was £18.00. Please raise at the next PC Meeting and cover in the Minutes.

**RESOLVED 20/628** – that the Council noted these errors.

The internal auditor suggested that, irrespective of mentions in the Minutes, all payments to be made are included in the Accounts section, notwithstanding duplication, this would make reference to authorised payments easier to refer to. It was agreed do this other than where formal resolutions had been passed in the minutes.

### 3) Governance Statement

**RESOLVED 20/629** – that the Council answer yes to statements 1 to 8 of the Annual Governance Statement 2018/2019, page 151 of the Cash Book.

### 4) Accounting Statement

**RESOLVED 20/630** – that the Council approve the Accounting Statement 2019-2020 as circulated page 152 of the Cash Book.

### 5) Exemption

**RESOLVED 20/631** – that the Council confirm its eligibility to certify the exemption of the council from full audit and that the Chairman sign the exemption certificate, page 153 of the Cash Book.

## **ACCOUNTS & PAYMENTS**

### 1) Accounts & Payments

**RESOLVED 20/632** – that the Council accept the accounts and payments as circulated on page 1 of the (new) Cash Book including the following payments: -

Date	To whom paid	Particulars	Amount
03 04 20	PJH Outdoor Solutions (Hellmers)	Gritting Standby – March	90.00
06 04 20	A. Wright	Salary – 4 <sup>th</sup> Quarter	731.59
06 04 20	HMRC	Paye/NI	10.67
08 05 20	P. Sanders	Internal Audit	42.50

**RESOLVED 20/633** – that the council agree the payment of SPS for payroll services for the first quarter, £13.20.

**RESOLVED 20/634** - the agree the Clerk would be paid quarterly on the following dates: 6<sup>th</sup> July 2020, 5<sup>th</sup> October 2020, 4<sup>th</sup> January 2021, 5<sup>th</sup> April 2021

Payments will be made by bank transfer and agreed by cheque signatory councillors by email following confirmation of figures from the payroll company.

### 2) Payroll Services

**RESOLVED 20/635** – that Council appoint Shires (SPS) to provide payroll services for 2020-2021.

## **ACTION PLAN**

It was agreed to make no changes to the Action Plan at this time but to review it once the lockdown has been lifted, it was noted that as soon as the Council is able projects will be progressed.

## **PUBLIC PARTICIPATION**

It was noted that CW&C street scene has been grass cutting in Tilston but had not cut the grass at The Green, it was thought this might be due to the daffodils not having died back, it was agreed to highlight this with CW&C.

Councillors noted their appreciation for the support group helpers who are doing a fantastic job and taking a lot of time and trouble to help residents.

Signed .....

Dated .....

The meeting closed at 7.55pm.

Ann Wright 08/05/2020

**The next scheduled PARISH COUNCIL MEETING  
is on Thursday 2<sup>nd</sup> July 2020, 7.00pm.**

## March Meeting Actions

<u>Action</u>	<u>Date</u>	<u>Comments</u>	<u>Completed</u>
<u>Carved Memorial Inc. TWMH Committee</u>	24 02 20	NP to arrange collection to identify fixing bracket.	
<u>Grants</u>	06 03 20 11 03 20 06 03 20 11 03 20	Contacted Guides Response received & replied. Contacted groups for Bank details Grants paid	<b>Completed</b>
<u>Gritting</u>			<b>Review May Meeting</b>
<u>Highways – Speed Assessment</u>	06 03 20 06 03 20	Assessment requested Response sent to resident	<b>On-hold</b>
<u>Hill Field Car Park</u>	11 03 20	Create page on website Emailed DR to arrange meeting	<b>On-hold</b>
<u>Internal Audit</u>	11 03 20	Emailed PS to confirm internal audit	<b>Completed</b>
<u>Lloyds Bank – Payment Authorisation</u>			
<u>Key - Cupboard</u>		Issue key to NP	<b>On-hold</b>
<u>Request white lines Church Road</u>		No action – awaiting outcome of school application.	
<u>Older Peoples Day</u>		Consider date at May Meeting Contact possible exhibitors	<b>May Agenda</b>
<u>Planning</u>	06 03 20 16 03 20	Oaks comments forwarded to PR. Forwarded Oaks update to Councillors	<b>Completed</b>
<u>Reporter Articles</u>	11 03 20	Texted MH reminder March – Mike Hearn April – Nicola Price	<b>Completed</b>
<u>Revised RA on Website</u>			<b>Completed</b>
<u>S106 Highways</u>			<b>May Agenda</b>
<u>S106 Play/Open Space (Fox &amp; Hounds)</u>	06 03 20	Emailed DL to confirm £2k to TPFA cc'ed TPFA	<b>Completed</b>
<u>Sanctuary – Rookery Road Garage Site</u>		Letter	<b>May Agenda</b>
<u>Speed Gun Training</u>		Arrange date June Promote at May meeting	<b>On-hold</b>
<u>Street Light Planter</u>	13 03 20 11 03 20	Review Basket locations & create plan Permission for new locations Respond to resident Distribute baskets	<b>On going</b>
<u>Street-Scene</u>	11 03 20 11 03 20	Suggest leaf sweep early October & last November. Response: <i>I will ensure this happens and schedule in for future years.</i>	<b>Completed</b>
<u>TWMH Notice Board</u>	06 03 20 11 03 20 12 03 20 31 03 20	Emailed JF confirmation and requested colour to order NB Resent email Noticeboard ordered Received	
<u>VE Day Celebrations</u>	06 03 20	Emailed TWMH offering support for event	<b>Completed</b>
<u>Website</u>	11 03 20 17 03 20	Emailed Elgin confirmation on new website. emailed list of info to be in website	<b>On-Going</b>