

NOTES OF A MEETING HELD ON WEDNESDAY 20th APRIL 2022 AT 7.30 PM

Councillors: Ian Walton (Chairman), John Bunting, Colin Ford, John Gilding and Jonathon Roberts

Parish Clerk - Gaynor Hawthornthwaite

One member of the public was in attendance.

1. APOLOGIES/NON-ATTENDANCE

Councillors Pam Brook, Jane Challoner, Peter Sherlock and Mark Gilson.

Councillor Hugo Deynem - Cheshire West and Chester Council.

2. DISCLOSURE OF INTERESTS

No interests were declared.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 23rd MARCH 2022

These were unanimously approved as a correct record and were signed by the Chairman.

Open Forum

A member of the public from Moss Drive was in attendance to raise concerns about the change of use of a development, or possibly a new development, on Moss Lane, which does not appear to have planning consent. Photographs relating to the development are to be forwarded on to the Parish Council.

The PC was thanked for the provision of the traffic monitoring information to the resident, following the last PC meeting.

4. SAFETY AND SECURITY

No items reported.

5. ENVIRONMENTAL MATTERS

No items reported.

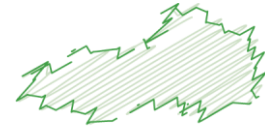
6. HIGHWAYS

There has been no update on the ongoing Highway issues.

7. COMMUNITY

7.1 Discuss and finalise plans for Platinum Jubilee event

Following the March PC meeting, Councillor Walton had reported back to the Village Hall Committee, the PC's support for arranging an open village event at the village hall on 2nd June; residents bringing their own food, with a subsidised drink at the Village Hall bar. The Village Hall Committee supported the proposal of a



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village event, open to all members of the community. The suggestion is that the bowling green and village hall is opened up for a village event for families to come along to and bring their own picnic; with a children's painting session in the village hall and a bouncy castle from 4.30 pm. The beacon is to be lit at 9 pm.

The PC discussed whether there should be a subsidy on the cost of drinks on the day and what level this should be. The PC supported donating 25% of the cost of all drinks sold, which it is estimated could cost up to £150/£200.

Action – Councillor Walton to report back to the Village Hall Social Committee (This has subsequently been agreed by the Village Hall Social Committee.)

7.2 Discuss Ashton Hayes request for a donation to their celebrations and agree PC response

Following the invitation that had been received from Ashton Hayes and Horton cum Peel Parish Council to events from 2nd-5th June to celebrate the Queen's Platinum Jubilee and a request for a donation of £500 from the PC towards the events, the allocation of the 2022/23 budget for village events was considered and it was agreed that the PC could not support the Ashton Hayes event as well as the 2nd June Manley village event and the £500 towards the road closure at the Manley Spring Fair on the 2nd May.

8. PLANNING APPLICATIONS

- **22/00928/FUL** - Forest Holidays - discuss and agree PC response

The PC had no objections to this planning application.

- **20/02162/FUL** Stables on Pingot Lane – update and confirm PC position

There has been no update on a decision relating to this application.

9. Governance Documents

- **New Member Code of Conduct**

Following the new Member Code of Conduct which had been adopted by Cheshire West and Chester Council with effect from 1 April 2022, this was circulated and reviewed by the PC. It was agreed that the PC should adopt this with effect from 20th April 2022.

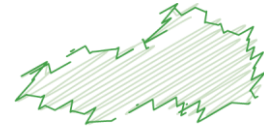
- **Review and approval of the Standing Orders, Financial Regulations, Risk Assessment, Risk Policy and Retention of Documentation**

Prior to the meeting the Standing Orders and Financial Regulations had been reviewed with no proposed changes. These were agreed and adopted.

Councillor Ford is in the process of compiling two Manley PC governance documents relating to a policy on the retention of documentation and data processing in accordance with GDPR. These are to be circulated and reviewed prior to the next PC meeting.

It was agreed that following the approval of the minutes, the Clerk should circulate a signed copy of the minutes to the PC.

The PC were reminded about using the manleypc email address.



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The Manley PC Risk Policy and Risk Assessment are to be circulated and reviewed prior to the next PC meeting.

Action – Clerk to note agenda items for the next PC meeting.

10. FINANCE

Review of Current Financial Position

The MPC bank account balance as at 1st April 2022 was £13,012.83.

The Clerk reported that she had prepared the 2021/22 accounts for the internal auditor for review. Once the accounts have been returned the PC can then review the 2021/22 accounts and complete and approve the annual return.

Action – Clerk to note under Finance for the May agenda

It was noted that the Clerk had made an online payment of £122.20 on 15th April for the tax due on the Clerk's salary for the fourth quarter.

The following were approved for online payments:

- Annual GDPR/Data Protection Fee - £35.00 -Information Commissioner. It was noted that an annual direct debit payment had been set up last year for this payment.
- Chalc 2022/23 Subscription Fee - £192.96
- Preparation of wages for April 2021 to March 2022 and submitting payroll data to HMRC - £228 – Rose Rowland and Co Ltd
- Mid Cheshire Footpath Society Membership - £8.00
- Village Hall Room booking – PC meeting 20th April 2022 - £22.00 – Manley Village Hall

11. CLERK'S REPORT AND CORRESPONDENCE

The Clerk reported on the following:

The following Bulletins and Circulars had been received since the March 2022 meeting:

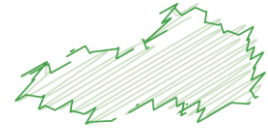
Chalc

- Weekly Bulletins
- Do you have a community champion in your council? Nominate them for a Star Council Award!
- NALC Civility and Respect Project: Tell NALC what civility and respect mean to you
- Media Training for Charities & Public Sector - 21st June - ONLINE
- April 2022 Training Sessions
- Delamere Forest Neighbours' Newsletter April 2022

12. DATE OF NEXT PC MEETING

The next meeting to be held is the **Annual Parish Meeting on Wednesday 18th May 2022 at 7.30 pm followed by the Annual Parish Council meeting.**

ANY OTHER BUSINESS



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Councillor Walton reported that a Comedy evening has been arranged by the Village Hall Social Committee on Friday 6th May at the Village Hall – Doors open 7.30 pm, evening starts at 8.15 pm

The meeting closed at 8.35 pm