

Manley Parish Council

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**MINUTES OF A MEETING HELD ON WEDNESDAY 3rd JANUARY 2024 AT 6.00 PM
AT MANLEY VILLAGE HALL**

Councillors: Ian Walton (Chairman), Kate Birkenhead, Pam Brook, John Bunting, Colin Ford and
John Gilding

Councillor Hugo Deynem – Cheshire West and Chester Ward Council

Parish Clerk - Gaynor Hawthornthwaite

1. APOLOGIES FOR ABSENCE/NON-ATTENDANCE

Manley Parish Councillors Jane Challoner and Peter Sherlock.

2. DISCLOSURE OF INTERESTS

None declared.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 1ST NOVEMBER 2023

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

Public Speaking Time/Open Forum

There were no members of the public in attendance.

4. SAFETY AND SECURITY

Parish Field

The state of the Parish Field has deteriorated and is no longer suitable for football matches. The PC are to consider the options for the maintenance of the field and agreed it should be raised as an item at the next Sandstone meeting on 10th January 2024, to enquire if any other Parish Councils already have a contract in place for the maintenance of a field/grass verge that could be shared with Manley PC.

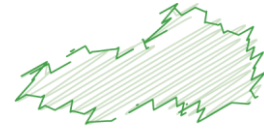
Action – Cllr Brook to follow up with Steve Frood who previously managed the project for re-laying the football pitch to see if the contractor bears any responsibility.

5. ENVIRONMENTAL MATTERS

No items reported.

6. HIGHWAYS

The ongoing highway issues are to be mentioned at the next Sandstone Ward meeting.



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7. COMMUNITY

7.1 Village Hall update

- The boiler has now been replaced. The cost of the replacement was partially covered by the Village Hall insurance policy.
- It has been too wet to use the machinery to repair the broken drain under the Village Lawn. If the weather improves, the works have been planned to be completed at the end of January.
- The kitchen, snug and radiators are to be painted sometime the week commencing 8th January.

After the discussion about the £1800 cost of the drainage works, it was agreed that the total cost should be shared between the Parish Council and the Village Hall Committee. The PC are to receive the invoice for the drainage works and arrange payment. The Village Hall Committee would then reimburse the Parish Council.

It was agreed that an application for part funding of the boiler replacement should be made to the Ward Members Budget.

Action – Councillor Walton to complete and submit the Ward Members Budget application form before the deadline of the end of January 2024.

7.2 Sandstone Ward meeting (Wednesday 10th January). Discuss and agree topics for discussion

It was agreed that the following items should be mentioned at the next Sandstone Ward meeting:

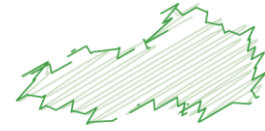
- Mowing of parish field – possibility of sharing shared contract and insurances at a reduced cost
- Traveller applications
- Ongoing problems with the roads
- Community assets and funding
- Drains and gullies – Flood risk management
- Car parking arrangements in the forest – parking on the roads. Inadequate parking.

8.

PLANNING APPLICATIONS

8.1 Pingot Lane appeals (3rd April for 3 days). Discuss and agree possible Parish Council involvement and associated preparatory work.

The PC considered and discussed the options for PC representation at the appeal hearing over the 3 days. The preferred option was to ask the Planning Consultant, Alyn Nicholls, if it would be appropriate for him to represent the PC at the enquiry.



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Action – Councillor Walton to follow up with the Residents’ Group (James Compston) and check the timescales for registering to attend.

9. Review of the PC Policy Documents

The following policy documents were reviewed and amended as appropriate. It was noted that in accordance with the Risk Assessment all councillors should only use the manleypc email address for Manley PC correspondence.

- Risk Assessment
- Standing Orders
- Financial Regulations and Financial Processes
- Privacy Notice
- Assets Register
- Retention of Documents
- Member Code of Conduct

Action – Clerk to follow up with CW&C the current version of the Member Code of Conduct for Parish Councillors.

Action – Councillor Walton to set up Councillor Birkenhead with a manleypc email address and to update the changes to the Risk Assessment policy and the Assets Register.

Review Level of Fidelity Insurance

There was no change to the level of Fidelity Insurance as detailed in the Insurance policy.

10. FINANCE

Review of Current Financial Position

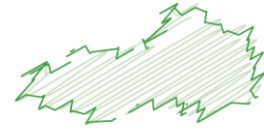
The MPC bank account balance as at 3rd December, was £15,523.52

Draft 2024/25 budget and 2024/25 Precept

Based on the discussions about the 2024/25 budget and the 3-year budget and an increase in inflation, as well as the cost of running the Parish Council, it was unanimously agreed that the precept for 2024/25 should be increased by 7.6% and that the Precept requested for 2024/25 should be **£6000**.

The 7.6% increase would mean that the average household (Band D) will see an increase of £1.20 from £15.82 to £17.02. In terms of property bands, the increase would be 80p for Band A and £2.40 for Band H. Altogether this will mean that the PC’s deficit will be about £500 next year.

Action – Clerk to return the completed 2024/25 Precept Request Form to CW&C.



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The draft budget was presented and reviewed, and no amendments were proposed. The final budget will be approved at the February meeting.

Approval of the following Payments:

- Backdated Payment April to December 2023 Clerk's Salary increase in accordance with the 2023/24 Salary Scales - £144 – Mrs G Hawthornthwaite

It was noted that the following payments had been approved and paid outside of the meeting following the completion of the painting works in the Village Hall:

- Reimbursement to Trevor Roberts – Payment for Village Hall decorating - £500
- Reimbursement to Pam Brook – Payment for LED lights in the Village Hall - £481.84
- Reimbursement to Ian Walton – Payment of Netnerd Invoice – Unlimited Hosting - £59.99
- Reimbursement to Pam Brook – Payment for the paint for the Village Hall - £101.57

Action – Councillor Ford to follow up with the Treasurer, Village Hall Committee whether there should be a cost to the PC for PC room bookings.

It was noted that the PC had agreed at the November 2023 meeting that the CIL Payment should go towards the cost of the paint (£184.00) and the painting of the walls and woodwork (£500) in the Village Hall to improve the appearance of the Hall.

Amendment to Clerk's Monthly Salary in accordance with the 2023/24 Salary Scales

In accordance with the 2023/24 NALC salary scales for Parish Clerks, Point 19 is now £15.48 per hour, to be backdated to April 2023.

Action – Clerk to notify Payroll of the new salary scales and hourly rate and backdated payment.

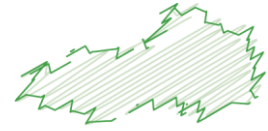
11. CLERK'S REPORT AND CORRESPONDENCE

The following Bulletins and Circulars had been received and circulated since the November 2023 meeting:

Chalc

- Weekly Bulletins and Member Briefings
- Commenting on Local Planning Applications - Guidance in respect of climate change.
- Online Talk: Kings Award for Voluntary Service, Honours and Royal Garden Parties Thursday 25th January 6pm to 7pm
- David Kaiserman Training: January 2024 and updated ChALC training schedule
- Survey: Achieving Net Zero across Local Councils - deadline 19th January
- Civility and Respect Newsletter: December 23 Edition
- Town and Parish Council Connections Online Meeting: Cheshire's archives: a story shared - Thursday 18th January 6pm - 7pm

CW&C



- Changes to Frodsham Household Waste Recycling Centre

PCSO

- December Monthly Update

Delamere Forest

- Delamere Forest Monthly Update - December 2023

Police and Crime Commissioner

- Police Budget 2024/25
- Safer roads for all

12. DATE OF NEXT PC MEETING

The date of the next meeting is **Wednesday 7th February 2024 at 6.00 pm.**

Councillor Brook submitted her apologies for this meeting.

ANY OTHER BUSINESS

Councillor Brook mentioned that there had been a traffic accident on Dark Ark Lane today.

The meeting closed at 7.45 pm