

**NOTES OF A WARMINGHAM PARISH COUNCIL MEETING HELD ON WEDNESDAY
9th NOVEMBER 2022 AT 7.30 PM**

PRESENT: Councillors: James Richardson (Chairman), Simon Moss, Jo Price,
Robert Newton and Oliver Rowe

Councillor John Wray – (for part of the meeting)

Gaynor Hawthornthwaite (Clerk)

There were no members of the public in attendance.

1. APOLOGIES FOR ABSENCE

No Apologies.

2. DISCLOSURES OF INTEREST

None declared.

3. APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 3rd AUGUST 2022

The minutes were agreed as a correct record and signed by the Chairman.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 3rd AUGUST 2022

All items covered elsewhere in the agenda.

5. EDF MEETING

The PC had attended a Local Liaison Committee meeting on 14th July 2022 at EDF Energy Estates Office. The minutes of the 14th July meeting had been received and noted.

Councillors Price, Newton and Rowe are to arrange a site visit at EDF Energy.

6. HIGHWAYS

The following highways issues were noted:

- The potholes that had been reported have now been repaired
- Re-surfacing work at White Hall Lane/junction of Dragons Lane has now been completed, but the clearing of the gullies has not yet been undertaken.
- The replacement boundary 'Warmingham' sign on Forge Mill Lane and Hoggins Brook which had been logged via the CEC Highways reporting tool, remains outstanding.
- The sign on the bend on Warmingham Road between Meadow drive and Hall Lane – reported on 8th December remains outstanding (incident number 316727).
- The PC are to continue to monitor the 'No Gritting' signs around the village

Councillor Wray agreed to follow up the outstanding highway issues with CEC Highways.

7. ANSA WASTE TRANSFER CENTRE TRAFFIC

The PC are continuing to monitor the waste transfer traffic travelling through the village.

8. NEIGHBOURHOOD PLAN

It was agreed that a representative from Cheshire Community Action should be invited to the next PC meeting to provide further information on the options that are available in putting together a Neighbourhood Plan.

Action – Councillor Rowe to contact Cheshire Community Action.

9. PLANNING

- **22/3686C** - E D F Trading Gas Storage Limited, SCHOOL LANE, WARMINGHAM, CHESHIRE, CW11 3QN – there were no PC comments.
- **22/3839N** - OLD HOUGH, FORGE MILL LANE, WARMINGHAM, CW10 0HQ - there were no PC comments.

10. FINANCE

Review of Current Financial Position

The balance on the current account on 3rd October 2022 was £8498.22

The 2022/23 budget was reviewed against the current total expenditure which was £6420.96 (70% of the budget spend) and the balance remaining was £2,562.28. It was noted that the total cost to the PC for the Jubilee event was £2562.28, which amounted to an overspend of £562.28 on Village Projects for 2022/23.

The PC had approved the proposed expenditure for the Jubilee event at the 27th June 2022 meeting as follows:

- Jubilee Fireworks from Blitz Fireworks Ltd for Jubilee Event - £250.00
- Procession Torches for Jubilee Event - £192.45
- Hog Roast for Jubilee Event - £1120.00
- Commemorative Clock – Village Hall - £39.99
- Aluminium Commemorative Tree Plaque - £167.82
- Tower Mint Jubilee Medals – Tower Mint Ltd - £550.20 (PC agreed at the August PC meeting to fund the total cost of the Tower Mint Jubilee medals for all children in the village)
- Fabrication of the Jubilee Beacon - £840.00
- Planters - £276.82

Totalling £3437.28

A total of £875 was received from the sale of the tickets for the Jubilee event. The PC had agreed at the 27th June 2022 meeting that the sale of the tickets should go towards the payment of the hog roast and that the PC would then pay the outstanding balance of the invoice (£1120.00). The total net cost to the Parish Council for the hog roast was £245.00.

The PC considered the 2022/23 budget for Village Projects and agreed that it should be increased to £3000 to take account of the overspend due to the unforeseen additional costs for the Jubilee event and the uncertainty around ticket sales for the event. The PC are also in the process of considering other village projects for the replacement of and new signage around the village.

2021/22 Internal Auditors report and the review of the recommendations

The PC considered the Internal Auditors recommendation *“The level of total reserves is 200% of the precept. There is no statement of earmarked reserves in the annual budget process to determine the precept. Sector guidance is that general reserves should be between 25% and 100% of the precept level.*

Recommendation:

The council must disclose how much of year end reserves are earmarked and specify the schemes or projects they are earmarked for.

The council should review the level of general reserves with reference to sector guidance”

It was agreed that the Internal Auditors recommendations should be considered at the January PC meeting when the 2023/24 Budget and Precept is considered.

2023/24 Budget and Parish Precept

To be carried forward to the January 2023 meeting

Audit check

To be carried forward to the January 2023 meeting.

New Online Bank Account

Councillor Rowe is in the process of amending the Financial Regulations to take account of the new online bank account and to include the following:

“All online payments will be agreed, verified, and included on the payment schedule as usual, with supporting invoices.

The Parish Clerk will initiate payment as usual.

Two of the three authorised Councillors will confirm the payments via the CO-OP banking online requests, which would have been generated when a payment is initiated by the other authorised Councillor.

Note. Where a councillor is being reimbursed for expenditure, they should not be an authoriser.”

Councillor Newton is to be added as a bank signatory for the new account once the Change of Signatories form from the bank has been completed.

The following were approved for bacs payments:

- Website Annual Licence Fee and domain name - £187.92 – Upper Bridge Enterprises LLP
- Reimbursement - Renewal of Microsoft 365 Subscription WPC Laptop – £41.99 + Clerk’s September, October and November Salary Arrears (£16.70 x 3) - £50.10 + £80 arrears payment 2022/23 Salary Scales, totalling **£172.09** – Mrs G Hawthornthwaite
- Payroll - £84.00 – PQR Limited

Clerk’s Salary

At the 12th January 2022 PC meeting, it was agreed that the Clerk’s salary should be increased to SCP Point 20 of the new pay scales for 2020-21 with effect from 1st April 2022 - £161.50 gross per month (13.75 per hour x 10 hours per month + £24 per month Working from Home Allowance). As the standing order has not yet been amended to the 2020/21 rates, there is an arrears payment of **£50.10** for the Clerk’s September, October and November salary (£16.70 x 3).

The PC noted the new 2022/23 pay scales for Clerks, with effect from 1st April 2022.

The Clerk is currently paid on Point 20, which has now increased from £13.75 per hour to £14.75 per hour.

The PC approved the amendment of the monthly standing order for the Clerk’s salary to **£171.50 (gross)** (£147.50 + £24.00 WFH Allowance) with effect from 1st December 2022 and a backdated payment of **£80** (April to November 2022 – Increase of £10 per month for 8 months). It was agreed that for the next financial year, the Clerk should be paid a net amount and the PC would then make the tax payments due on the Clerk’s salary directly to HMRC.

Action – Clerk to notify Payroll of the changes to the Clerks monthly salary and backdated payments.

The Clerk had made a payment of £82.60 on 14th October 2022 for the tax due on the Clerk's salary, quarter 2.

11. CLERK'S REPORT AND CORRESPONDENCE

The following correspondence had been received and noted since the previous meeting:

From Chalc

- Bulletins and Newsletter
- Sustainability and Inclusive Dissemination Report

From CEC

- Cheshire East Minerals and Waste Plan - Consultation on Draft Minerals and Waste Plan (MWP) and Call for Sites
- Community Governance Review of Town and Parish Council Governance
- Cheshire East Council: Town and Parish Councils Network Launch 30th November 2022 6pm to 7pm
- Strategic Planning Update - October 2022
- PCSO update

12. DATE OF NEXT MEETING

The date of the next meeting is **Wednesday 11th January 2023**

The following 2023 meeting dates were agreed:

- Wednesday 11th January
- Wednesday 8th March
- Wednesday 10th May
- Wednesday 12th July
- Wednesday 13th September
- Wednesday 15th November

13. ANY OTHER BUSINESS

No items reported.

The meeting closed at 9.00 pm