

MINUTES OF THE ANNUAL GENERAL MEETING OF LOSTOCK GRALAM PARISH COUNCIL HELD ON MONDAY 15th MAY 2023 AT THE CHURCH HALL

The meeting commenced at 7.30 pm.

PRESENT: Parish Councillors M Litton, M Venables, T Hodges, M Litton, K Hodgkinson, P Walker, P Cobley, L Cashmore, I Parkinson and A Ross.

IN ATTENDANCE: L Sandison, Clerk

ALSO IN ATTENDANCE: Cllr M Stocks & Community Centre Treasurer P Walker

Current Chairman stood down, nominations for Chairman were received

1. ELECTION OF THE CHAIRMAN

It was **RESOLVED** to elect Cllr M Litton as Chairman of the Council for 2023-24. He took the chair and signed the Declaration of Acceptance of Office.

Proposed by: Cllr K Hodgkinson

Seconded by: Cllr P Walker

2. ELECTION OF VICE-CHAIRMAN

It was **RESOLVED** to elect Cllr M Venables as Vice-Chairman of the Council for 2023-24, he duly signed the Declaration of Acceptance of Office.

Proposed by: Cllr T Smith

Seconded by: Cllr A Ross

3. ACCEPTANCE OF OFFICE FORMS, MEMBER INTERESTS & CODE OF CONDUCT

-Councillors signed Acceptance of Office forms for the new term.

-Councillors were asked to review the requirements of the Code of Conduct. **Noted:** the PC has written to a Cllr in the past month with regards to Code of Conduct, no further action was deemed necessary other than to remind the Cllr of the Code of Conduct.

-Councillors were asked to review individual interests forms and to notify the Clerk of any amendments.

4. CHAIRMAN'S ALLOWANCE

The PC **RESOLVED** that the Chairman will receive an allowance of £100.00 for 2023/24.

5. DECLARATIONS OF INTEREST

-Cllr T Hodges is a Trustee of the Lostock Gralam Community Centre Association.

-Cllr P Walker is a Trustee of the Lostock Gralam Community Centre Association and a member of the PCC.

6. ACCEPTANCE OF MINUTES

The PC **RESOLVED** that the minutes of the meeting of the council held on 3rd April 2023, having been copied to members, was a correct record.

7. AGAR (ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN) & INTERNAL AUDIT

-The PC **RESOLVED** to approve Section 2 (Accounting Statements) of the AGAR. The Chairman duly signed the AGAR.

-To note the Internal Audit has now been carried out by John Henry. The Internal Audit Conclusion is that our internal controls are adequate. One issue was reported as per below:

- **Issue:** The year end bank statements for the COOP savings account was not available for the year end internal audit.
- **Recommendation:** *All year end bank statements must be provided for internal audit. Councillors should ensure they agree the year end bank reconciliation balances for these bank accounts to the year-end statements to agree that the funds are held as stated in the reconciliation*
- As per above, the Clerk presented the year end bank statements with Cllr A Ross verifying that the yearend bank reconciliation amounts matched that of the year end bank statements. The PC **RESOLVED** to accept the Y/E Bank Reconciliation as per below:

Balance per bank statements as at 31/3/23:

Community Direct plus Account	1,098.46
Business Select Instant Access Account	<u>15,000.00</u>
	16,098.46

8. PARISH COUNCILLOR KEY AREAS FOR THE COMING YEAR

Task	Description	Councillors
Maintenance	Odd jobs, cleaning, painting, fixing assets, play area maintenance.	Cllr Venables Cllr Cobley
Lostock in Bloom	Help maintain wildflower areas, plant new bulbs, review planter contract, identify new areas for planting.	Cllr Hodgkinson Cllr Walker Cllr Smith
Litter	Community litter picking and litter bin monitoring/reporting	Cllr P Cobley to monitor litter bins. All available Cllrs will participate in community litter picks. PC to discuss the litter bin near to the pharmacy at the next PC meeting.
Speeding & Highways	Take an interest in community speeding liaise with PCSO, possibly arrange community speed watch. Take an interest in Highway matters – report damaged manhole covers, potholes, sinkholes, gully cleaning etc	Cllr L Cashmore
Procedures	Compliance with procedures.	Chairman

	Over sees complaints, matters of concerns relating to the running of the Parish Council.	
Primary School	To maintain contact with.	Cllr Ross
HS2	Read latest HS2 Communication, prepare responses to consultations, attend meeting, prepare presentation material.	Cllr Venables Clerk Cllr Walker
Church	To maintain contact with	Cllr Walker
Parish Communication	Newsletters, website & social media communication	Cllr Hodges
Enhancing the parish appearance	New initiatives & maintain existing assets	Cllr Smith
CCTV	Maintenance, operation and arrange viewings of footage	Chairman, Vice Chairman & Clerk
Community Centre	To maintain contact with	Cllr Hodges Cllr Walker

9. PROGRESS REPORT

HS2 update:

Cllr M Venables and the Clerk attended the HS2 Select Committee hearing on 18th April 2023.

The Parish Council has received a further HS2 Assurance Commitment on 18th April re the Auto Transformer station location. The PC **RESOLVED** to accept the Assurance Commitment.

Manchester Road Planning Enforcement

Wooden structure is in the process of being dismantled.

Trailer Storage Planning Enforcement

A Planning application for the trailer storage at the old Octel site is expected to be submitted to CWAC Planning this week. **Noted** hardcore has been laid in the past few weeks potentially making room for further trailers to be stored.

Townshend Road traffic calming

Plans circulated to Cllrs via email. A public consultation is expected in the coming months.

10. POLICE

PCSO P Hambleton sent a report. See Appendix 1

Noted: The PC requested that the PCC be invited to a Parish Council meeting to give an update on Policing progress. Cllr T Hodges also advised that the PCC is due to attend the Community Centre on the 17th should any of the Cllrs wish to raise matters with him.

11. PLAY AREAS AND INSPECTIONS

-Annual RoSPA Play inspection report has been received and circulated to Cllrs.

-The PC **RESOLVED** to accept the HAGS-SMP quote for Operational play inspections for the coming year.

-A manhole cover was reported missing in the shrubbery at the play area. In consultation with Cllr M Venables, the Clerk purchased a concrete flag to cover the deep hole temporarily over the bank

holiday weekend. The Clerk had purchased a new manhole cover and quick setting cement to complete the job, however on further inspection the original manhole cover was located at the bottom of the hole. The Clerk returned the new cover for a full refund. The quick setting cement will be used to secure unstable perimeter play area fence posts.

12. CHAIRMAN & COUNCILLORS REPORT

-Cllr P Walker gave an update about the informal footpath at the Church yard leading to the Broseley Estate. The Chairman and Vice Chairman of the PC would like to meet with the Church to discuss the possibility of working together to raise funds to install a new path and gate.

-Cllr T Hodges gave an update with regards to leaflet dropping new potential Neighbourhood watch roads. He is in communication with PCSO P Hambleton who is assisting with the project.

The Community Centre is planning a Fun Day on Saturday 2nd September between 2 and 4pm. This could be an opportunity for the PC to have a display and join in the community celebration.

13. REPORT FROM THE CLERK

CWAC have prepared a wildflower area on half of the green between Harris Road and Paulden Road. This area will be managed by CWAC.

-The PC had been experiencing technical difficulty in accessing the CCTV remotely. This issue has now been resolved.

-Communication received from mop regarding the footbridge over the canal from Griffiths Road which is closed. A response was received from Inovyn which was shared with the mop.

-The Clerk's sim only work mobile phone was no longer holding battery. The Chairman and Vice-Chairman agreed that the Clerk should order a new phone. In consultation with the Vice Chairman the Clerk has ordered a Galaxy A14 at £12.99 pcm. The Clerk paid an upfront fee for the phone including accessories.

-Councillors were reminded of the CHALC Training Courses available.

14. PLANNING APPLICATIONS & DECISIONS

The Council considered the following planning applications and **RESOLVED** to respond as below:

Planning Applications	
DECISIONS	

15. FINANCE / AUDIT/DONATIONS

The PC agreed the Reserves and Earmarked Reserves for 2023-24.

RESERVE FUNDS		
Bus shelter	11	4,750.00
Boundary Signs	13	£1,000.00
Daff Bulbs	15	£65.00
Play Area Cleaning budget	16	£141.45
EARMARKED RESERVE FUNDS TOTAL		5,956.45
GENERAL RESERVES		
CAPITAL		
CAPITAL PROJECTS	J1	12,445.41
TOTAL CAPITAL PROJECTS		12,445.41
EARMARKED + RESERVE FUNDS		18,401.86

- The PC accepted the end of year Budget Vs Actual for 2022-23.
- The public rights period will be from Monday 5th June 2023 to Friday 14th July 2023.

-It was **RESOLVED** to accept payment of the following accounts.

Chq no.	Payee	Amount
DD	Nest Pension	£33.20
DD	Information Commissioner	£35.00
DD	Freeola	£19.76
300966	Lyndsey Sandison	£943.13
300967	JDH Business Services Ltd	£360.00
300968	Playsafety Limited	£136.20
300969	CHALC	£558.33
300970	Mark Venables	£84.22
300971	ASH Waste Services Ltd	£184.56
300972	CG Services Cheshire Ltd	£504.00
Credit		
Bank Trf	Precept	£27,108.00

16. COUNCILLORS REPORTS AND FUTURE AGENDA ITEMS

- Cllr K Hodgkinson would like to request £20.00 for the planter located on School Lane.
- Cllr T Hodges sends his apologies for the next meeting – he will however send a report with any updates.
- Cllr A Ross sends his apologies for the next meeting – he will speak with the Primary School re the planter.
- To receive any update regarding vehicle obstructing the footway near to the Hall Lane traffic lights.
- Pothole on School Lane still not been repaired – Cllr M Stocks to chase up.
- To review the Membership and Terms of Reference of the Sports Committee Working Group.
- PC to review the Earmarked Reserve for the bus shelter at the Lodge Lane junction with Manchester Road.
- Cllr T Smith gave a recommendation for possible community support funding.
- Discuss litter bin location near to the Pharmacy.

17. DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on Monday 5th June 2023 in the Church Hall at 7.00 p.m.

The meeting finished at 8.34 p.m.

L. Sandison

PCSO Hambleton Update for March and April the Shakerley Ward

Anti-Social Behaviour

Lostock Gralam

- Unauthorised Encampment on Cheshire Avenue, moved on with a few days.
- Report received of youths taking photos of pupils at the school, when staff of approached the youths have run off.
- Report of youths being abusive towards staff at Comms Care.
- Report of youths being abusive towards staff at the Travel Lodge, when asked to leave the site.
- Report of youths starrng through the window of a residential property.
- Report of youths taking a football from another youth on the MUGA. The parent of the youth attended the park and challenged the youths, they became abusive towards the parent. The football had been kicked/thrown over a fence and was recovered.
- Numerous of reports of graffiti around the area, and matches graffiti sprayed across various locations around Northwich.
- Vehicle has had 3 tyres slashed and abuse written on it.
- Vehicle had the bonnet scratched on Langford Road.
- Vehicle wing mirror damaged on School Lane.
- Report of youths damaging the Amazon boxes at the Railway Station, also removing a Ring Doorbell from a property. Youths stopped and searched, nothing found.

Burglary

Lostock Gralam

- No reports received

Theft

Lostock Gralam

- 15 reports of shoplifting from the Co-Op. Crime Prevention officer has attended and provided advice. One suspect identified for some of the offences and investigation is ongoing.

Road Safety

Lostock Gralam

- Three Enforcement sessions caried out on Manchester Road, 13 offences captured.

Parking/highway Obstructions

Lostock Gralam

- No reports received.

Other

Lostock Gralam

- Proceeds of Crime Warrant has ben executed and various items of property seized, investigation on going.

Schools

- Visits to Lostock Gralam, Byley and Lower Peover schools, to chat with staff to discuss any concerns /problems and provide reassurance.

Weekly PCSO surgeries

Thursday 1st June, between 10am – 11am.

Costa Coffee Lostock Gralam

Everyone is welcome to come along to say hello and discuss any local issues or concerns.

I am aware that not everyone will be able to attend these surgeries, if you wish to raise any concerns please complete the Residents Voice Survey on the Cheshire Police Website, search for Residents Voice Northwich, and when completing the survey, the Policing area is Shakerley.

PCSO Phil Hambleton