

Haslington Parish Council

Email: haslingtonparishcouncil@gmail.com

Website: www.haslington.org

22nd February 2021

To: **Members of Haslington Parish Council**

Dear Councillor

You are summoned to attend a meeting of Haslington Parish Council which will be held on **Monday 1st March 2021 at 7.30pm**

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held virtually using the Zoom platform

To login in to the meeting, please use the following information:-

- Zoom Link: <https://us02web.zoom.us/j/87896561317?pwd=aFBibEtMbHJwOTZNMi9qbkxaQ0ZhQT09>
- Meeting ID: 878 9656 1317
- Passcode: 801833

Disclaimer:

Haslington Parish Council supports the rights of anyone to record this meeting but advises that anyone doing so cannot disrupt the meeting. The Council, members of the public and the press may film/record/photograph for live and/or subsequent broadcast this meeting only when the press and public are not lawfully excluded as set out in the Openness of Local Government Bodies Regulations 2014. If members of the public do not wish to be recorded when raising questions or comments to the Council, please either contact the Clerk prior to the meeting or place your comment or question in the Chat Box on Zoom during the Public Participation Item

Yours sincerely

H. Marr

Hannah Marr

Clerk and Responsible Financial Officer

Agenda

- 1 To elect a Member of the Parish Council to Chair the meeting held on Monday 1st March 2021
- 2 To receive apologies for absence
- 3 To note declarations of Members' interests
- 4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments

Any members of the public wishing to speak and participate during public participation should contact the Clerk by email to haslingtonparishcouncil@gmail.com before 12pm on the day of the meeting with an indication of the subject of their question or comment

Any members of the public who wish to submit a comment or question in writing, please submit this to the Clerk by email to haslingtonparishcouncil@gmail.com before 9am on Friday 26th February 2021 for inclusion in the meeting

- 5 To confirm the Minutes of the Haslington Parish Council Meeting held on Monday 4th January 2021 (**attached**)

- 6 To note the year to date financial position of the Council to the value shown in the Income and Expenditure Report
 - Net Amount: £40,443.66
 - Gross Amount: £41,849.76**(document attached)**
- 7 To approve payment for invoices and funding requests received between 31st December 2020 and 22nd February 2021
 - Net Amount: £7,385.89
 - Gross Amount: £7,992.09**(document attached)**
- 8 To receive a report from the Cheshire East Councillors covering the Haslington Parish
- 9 To note amendments needed to be made to Council Policies and Governance documents related to General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA)
- 10 To consider appointment of representatives from the Parish Council to outside bodies, committees and internal projects:-
 - Police Liaison
 - S106 Enquires and Projects
 - Haslington Discount Card Scheme
 - Haslington Parish Neighbourhood Plan
 - The Countryside Charity (CPRE)
 - Members Internal Audit
- 11 To consider the approval to start a procurement process related to a two year grass cutting contract starting in April 2021
(document circulated)
- 12 To consider the approval to start a procurement process related to a one year floriculture contract starting in May 2021
(document circulated)
- 13 To consider matters related to recording Parish Council meetings and the adoption of an associated Policy
(document attached)
- 14 To consider appointing two additional Members to the Councils Bank Accounts
- 15 To consider matters related to Planning Applications
- 16 To consider matters related to Winterley Ward
- 17 To consider matters related to Oakhanger Ward
- 18 To consider matters related to Haslington Village Ward
- 19 To consider matters related to urgent business needed to be carried out by Haslington Parish Council in the interest and benefit of those who live or operate within the parish boundary
- 20 It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of Item 20 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted
- 21 Confidential Item:
To consider matters related to staffing and employment

To consider the dates of future meetings of Haslington Parish Council:-
 - Monday 12th April 2021

Haslington Parish Council

Email: haslingtonparishcouncil@gmail.com

Website: www.haslington.org

Minutes of Meeting held on Monday 4th January 2021

20/9/01 Attendance

Present:-

Councillors Lee Allen, Yvonne Bushill, Martin Deakin, Doris Farrall, Samantha Green, Janet Griffith, Alison Heler, Richard Hovey (Chair), Melissa Mews and Tony Peake

In attendance:-

Hannah Marr (Clerk) and Councillor Steven Edgar (Cheshire East Councillor)

20/9/02 To receive apologies for absence

Apologies were received from Councillors Howard Blake and Iain Goodwin

20/9/03 To note declarations of Members' interests

Councillor Doris Farrall declared an interest related to payments made to JD Services and George Farrall

Councillor Samantha Green declared an interest related to payments made to JD Services and George Farrall

20/9/04 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments

No questions or comments were submitted to the Parish Council

20/9/05 To confirm the Minutes of the Haslington Parish Council Meeting held on Monday 7th December 2020

The minutes of the Meeting held on Monday 7th December 2020 were approved subject to amendments being made to the Action Matrix

20/9/06 To receive a report from the Chair of Haslington Parish Council

The Chair passed on details received from the Police in their December Report. The police request that concerns be passed to PCSO Jolly via email. The Clerk was asked to pass through the following items - the Chair highlighted the graffiti on the Dingle Bridge, other issues include the lack of involvement of residents and the parish council in a meeting regarding skate park improvements and possible relocation of access and parking, lack of notice relating to area beat meetings, lack of consultation regarding the proposed youth shelter when it might be located on parish council land, and lack of an update regarding the speed awareness banner on Fields Road

The Chair asked Members to contact the Clerk regarding any policing concerns they have

20/9/07 To receive a report from the Vice-Chair of Haslington Parish Council

The Chair passed on the an update from the Vice-Chair which included his work relating to Section 106 funds

20/9/08 To receive a report from the Cheshire East Councillors covering the Haslington Parish

Councillor Steven Edgar advised:-

- There is no further news on the planning appeal for 55 houses off Charles Barnett Road
- The utility works on Shelburne Drive have now been completed
- Scottish Power have attended the lights at Winterley Pool however one is still not working
- The Planning Applications for 277 and 437 Crewe Road have been called in
- The playground at Winterley Gardens has been closed and is awaiting a health and safety risk assessment but is unlikely to reopen until the Spring
- A challenge has been lodged with the Management Committee who oversees the Winterley Gardens playground regarding the signage which states that it is for '*exclusive use of residents only*' as this conflicts with the granted planning consent and the Section 106 agreement

Councillor Edgar also provided an update regarding the Section 106 Funds available for expansion capital projects relating to education which include:-

- £767,000 for secondary education
- £663,000 for primary education
- £65,000 for specialist education

It was agreed that the Head Teachers from the two local primary schools would be invited to a meeting to discuss a coordinated approach to attempting to access the S106 money in a timely manner

20/9/09 To note the year to date financial position of the Council to the value shown in the Income and Expenditure Report:-

Members noted the year to date financial position of the Council as:-

- Net Amount: £38,385.36
- Gross Amount: £39,768.39

20/9/10 To approve payment for invoices and funding requests received between 30th November 2020 and 31st December 2020

It was **resolved** to approve payments of:-

- Net Amount: £1,858.56
- Gross Amount: £1,871.18

20/9/11 To receive and review the Parish Councils Action Matrix

The Action Matrix was reviewed

20/9/12 To consider matters related to the approval and implementation of revised Council Policies which include:-

- a) Invitation to Tender for Contracts (ITT)
- b) Co-option Policy
- c) Risk Management Scheme

It was **resolved** to adopt the above Policies

20/9/13 To note three Casual Vacancies in the Haslington Ward

Members noted that the casual vacancies in the Haslington Ward which will be published in due course

20/9/14 To consider matters related to the appointment of an Internal Auditor

It was **resolved** to appoint JDH Business Services as the Internal Auditor for the Parish Council

20/9/15 To consider matters related to Planning Applications

The Chair updated Members on the planning applications for:-

- 277 Crewe Road
- 437 Crewe Road
- New Crewe Green Development
- Proposed relocation of airport from Arclid to Bartholmley - concern at low flying microlights and the impact on the large number of horses stabled and grazing in the area, the proposed runway would require either takeoff or landings at low levels over the adjacent M6 causing distractions for motorway traffic

The Chair will be submitting comments on behalf of the Parish Council regarding each application

20/9/16 To consider matters related to Winterley Ward

Councillor Heler has had reports over severe flooding issues at the Hollybush site which is currently being worked on

Councillor Heler has reported fly tipping on Sandy Lane

20/9/17 To consider matters related to Oakhanger Ward

Councillor Bushill reported concerns over speeding and accidents in Oakhanger

Councillor Bushill also reported that a 30mph sign has slipped down the display pole coming from Alsager and is no longer visible

Severe flooding has occurred again on Mill Lane and Holmshaw Lane

20/9/18 To consider matters related to Haslington Village Ward

Councillor Peake updated Members on the Neighbourhood alerts received from the local Police regarding a number of scams

Councillor Peake also advised that Cheshire Police are currently recruiting for new PCSOs

Councillor Griffith passed on a vote of thanks for the Christmas Tree and how it has encouraged good community feelings

Councillor Griffith also wanted to pass on a vote of thanks to the Haslington Support Group for their Wizard of Oz Village Trail and how it had encouraged positive community spirits over the Christmas period

Councillor Allen reported how well the works carried out on Maw Lane had gone

20/9/19 To consider matters related to urgent business needed to be carried out by Haslington Parish Council in the interest and benefit of those who live or operate with the parish boundary

No matters were raised

20/9/20 To consider the dates of future meetings of Haslington Parish Council:-

- Monday 1st February 2021
- Monday 1st March 2021

The meeting closed at 8.25pm

**Haslington Parish Council
Action Matrix
Meeting Held on Monday 4th January 2021**

Number	Date	Owner	Details	Update	Status
2	06/07/2020 04/01/2021	Chair (RH), Vice Chair (IG), Councillor Edgar (supporting)	S106 money	Councillor Edgar providing spreadsheet IG contacting Judith Cosgrove from Cheshire East Councillor Edgar provided an update to Council and will coordinate with the Chair regarding the £30,000 s106 money allocated to improved bus stops on Crewe Road opposite Kents Green Lane It was agreed that the Head Teachers from the two local primary schools would be invited to a meeting to discuss a coordinated approach to attempting to access the S106 money in a timely manner. Vice-Chair to circulate more information to members Ongoing	Live
3	06/07/2020	Councillor Edgar	Post box, Winterley	No further update Ongoing	Live
4	06/07/2020	Chair (RH)	Neighbourhood Plan	Andrew Thompson to be tasked with commencing process Chair to establish process for Community Survey No further update Ongoing	Live
5	02/11/2020	Councillor Edgar	Bus stop, Oakhanger	To be done in this financial year (2020-2021) No further update Ongoing	Live

**Haslington Parish Council
Action Matrix
Meeting Held on Monday 4th January 2021**

6	02/11/2020	Councillor Edgar	Pot holes / failure of the road surface, Clay Lane	Potholes have been assessed and they aren't deep enough to be given priority on the highways maintenance schedule Ongoing	Live
7	02/11/2020	Chair (RH), Clerk (HM)	Village Green	Awaiting tenders No further update and due to COVID restrictions this is unlikely to progress for some time yet Ongoing	Live
8	07/12/2020	LA, JG, DF, SG, Chair (RH), TP	Gutterscroft refurbishment project	Update will be received at a future meeting of Council as task and finish group meetings need to be established to discuss the project in more detail. Meetings have been unable to take place due to COVID SG has applied for a National Lottery Grant to support a feasibility study for the building and area Ongoing	Live
9	07/12/2020	AH	Potholes / failed road surfaces, Hassall Road	Councillor Edgar has made enquiries Potholes have been assessed and they aren't deep enough to be given priority on the highways maintenance schedule This will be completed once the Duchy development has been completed Ongoing	Live
10	07/12/2020	Clerk (HM), TP, AH	None reflective bollards, Winterley	Issue has been raised several times over a number of years with highways Ongoing	Live
11	21/12/2020	Clerk (HM), HB, Councillor Edgar (supporting)	Speedwatch, Winterley	Group of volunteers to be recreated and trained by local Police Ongoing	Live

Haslington Parish Council - Income and Expenditure 2020 / 2021

No	Date	Cheque	Payee	Description	Income	Net	Vat	Gross
				Unpresented Cheques - 2019 / 2020				
	02/12/2019	303833	Poppy Appeal Donation		£ 50.00			
	02/03/2020	303857	Councillor Casey		£ 264.00			
	17/03/2020	303867	Haslington Rangers		£ 70.40			
	18/03/2020	303873	Bates Office Supplies Limited		£ 16.78			
					£ 401.18			
				Financial Year - 2020 / 2021				
	03/04/2020	303873	Bates Office Services Limited	Stationery				£ 16.78
1	06/04/2020	303874	George Farrall	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00		£ 100.00
1	06/04/2020	303874	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00		£ 100.00
2	06/04/2020	DD	GB Copier Systems	Printing		£ 25.56	£ 5.11	£ 30.67
3	06/04/2020	303875		Salary - Meeting attendance		£ 102.00		£ 102.00
4	06/04/2020	303876	HMRC	PAYE		£ 25.50		£ 25.50
5	06/04/2020	303877	Clerk	Expenses		£ 19.60		£ 19.60
6	01/04/2020	303878	Checkley Services Limited	Salary		£ 754.31		£ 754.31
7	06/04/2020	303879	JD Services	Flytipping at Gutterscroft		£ 30.00		£ 30.00
7	06/04/2020	303879	JD Services	Tree removal		£ 50.00		£ 50.00
7	06/04/2020	303879	JD Services	Grasscutting - Village Green and Gutterscroft		£ 138.00		£ 138.00
7	06/04/2020	303879	JD Services	Millennium stone weeding		£ 40.00		£ 40.00
8	09/04/2020	303880	Scottish Power	Various Locations		£ 184.92	£ 9.25	£ 194.17
9	03/04/2020	303881	Yoxall Village Hall	Room Hire - April 2019 - April 2020		£ 260.00		£ 260.00
10	06/04/2020	303882	Checkley Services Limited	Anti Virus		£ 29.99		£ 29.99
11	23/04/2020	DD	BNP Paribas Leasing Solutions Ltd	PC and Printer Rental		£ 130.00	£ 26.00	£ 156.00
12	11/04/2020	DD	TalkTalk	Telephone and Broadband		£ 36.76	£ 9.19	£ 45.95
	20/04/2020	303857	Councillor Casey	Website Reimbursement				£ 264.00
13	28/04/2020	303883	JD Services	Grasscutting - Gutterscroft		£ 276.00	£ -	£ 276.00
13	28/04/2020	303883	JD Services	Gutterscroft Football Pitch		£ 600.00	£ -	£ 600.00
14	01/05/2020	303884	Clerk	Meeting Attendance		£ 102.00	£ -	£ 102.00
15	01/05/2020	303885	HMRC	PAYE		£ 25.50	£ -	£ 25.50
16	01/05/2020	303886	Checkley Services Limited	Salary		£ 776.69	£ -	£ 776.69
17	01/05/2020	303887	George Farrall	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00	£ -	£ 100.00
17	01/05/2020	303887	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -	£ 100.00
17	01/05/2020	303887	George Farrall	Flag - St. George's Day		£ 10.00	£ -	£ 10.00
18	24/04/2020	DD	GB Copier Systems	Printing		£ 19.30	£ 3.86	£ 23.16
19	11/05/2020	DD	TalkTalk	Telephone and Broadband		£ 39.08	£ 9.77	£ 48.85
20	15/05/2020	303888	WaterPlus Limited	Water and Wasterwater - Gutterscroft		£ 100.68	£ -	£ 100.68
21	26/05/2020	303889	JD Services	Grasscutting - Village Green and Gutterscroft		£ 414.00	£ -	£ 414.00
21	26/05/2020	303889	JD Services	Top soil and reseeding		£ 125.00	£ -	£ 125.00
21	26/05/2020	303889	JD Services	VE Day Planting		£ 60.00	£ -	£ 60.00
21	26/05/2020	303889	JD Services	Hanging baskets		£ 195.00	£ -	£ 195.00

Haslington Parish Council - Income and Expenditure 2020 / 2021

No	Date	Cheque	Payee	Description	Income	Net	Vat	Gross
21	26/05/2020	303889	JD Services	Reseed Gutterscroft		£ 100.00	£ -	£ 100.00
21	26/05/2020	303889	JD Services	Plant standing planters		£ 183.00	£ -	£ 183.00
22	20/05/2020	303890	Education Valuation & Support Services	Audit Fees		£ 435.00	£ -	£ 435.00
23	01/06/2020	303891	George Farrell	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00	£ -	£ 100.00
23	01/06/2020	303891	George Farrell	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -	£ 100.00
23	01/06/2020	303891	George Farrell	Flag - VE Day		£ 10.00	£ -	£ 10.00
23	01/06/2020	303891	George Farrell	Pressure wash War Memorial		£ 100.00	£ -	£ 100.00
24	01/06/2020	303892	Checkley Services Limited	Salary		£ 765.50	£ -	£ 765.50
25	01/06/2020	303893	ChALC	Subscription		£ 1,470.04	£ -	£ 1,470.04
26	01/06/2020	303894	Clerk	Meeting attendance		£ 102.00	£ -	£ 102.00
27	01/06/2020	303895	HMRC	PAYE		£ 25.50	£ -	£ 25.50
28	30/05/2020	303896	Councillor Casey	Website Domain Name Renewal		£ 21.59	£ -	£ 21.59
29	26/05/2020	DD	GB Copier Systems	Printing		£ 12.44	£ 2.49	£ 14.93
30	11/06/2020	DD	TalkTalk	Telephone and Broadband		£ 38.50	£ 9.63	£ 48.13
31	12/06/2020	303897	Bates Office Services Limited	Stationery		£ 37.60	£ 7.52	£ 45.12
32	16/06/2020	303898	W-Heat Limited	Gutterscroft Maintenance/Repairs		£ 95.08	£ 19.02	£ 114.10
33	22/06/2020	303899	Thomson Planning Partnership Ltd	Neighbourhood Plan Framework		£ 93.33	£ 18.66	£ 111.99
34	23/06/2020	303900	Defib Store	Defibrillator Items		£ 79.00	£ 15.80	£ 94.80
35	01/07/2020	DD	GB Copier Systems	Printing		£ 12.12	£ 2.42	£ 14.54
36	06/07/2020	303901	St Matthews Church	Donation - Churchyard Upkeep		£ 964.00	£ -	£ 964.00
37	06/07/2020	303902	Christ Church	Donation - Churchyard Upkeep		£ 451.00	£ -	£ 451.00
38	06/07/2020	303903	Haslington United Reformed Church	Donation - Churchyard Upkeep		£ 64.50	£ -	£ 64.50
39	06/07/2020	303904	Haslington Methodist Church	Donation - Churchyard Upkeep		£ 64.50	£ -	£ 64.50
40	06/07/2020	303905	Councillor Beadle	Chairman's Expenses		£ 241.00	£ -	£ 241.00
41	06/07/2020	303906	Councillor Hovey	Chairman's Expenses		£ 723.00	£ -	£ 723.00
42	06/07/2020	303907	Councillor Goodwin	Vice Chairman's Expenses		£ 214.00	£ -	£ 214.00
43	06/07/2020	303908	George Farrall	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00	£ -	£ 100.00
43	06/07/2020	303908	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -	£ 100.00
43	06/07/2020	303908	George Farrall	Flag - Armed Forces Day		£ 10.00	£ -	£ 10.00
44	29/06/2020	303909	JD Services	Grasscutting - Gutterscroft		£ 276.00	£ -	£ 276.00
44	29/06/2020	303909	JD Services	Planting and Tubs		£ 849.92	£ -	£ 849.92
44	29/06/2020	303909	JD Services	COVID-19 Restrictions - Guttercroft Playground		£ 15.00	£ -	£ 15.00
44	29/06/2020	303909	JD Services	Emergency Callout - Gutterscroft		£ 30.00	£ -	£ 30.00
44	29/06/2020	303909	JD Services	Gutterscroft reseed		£ 127.00	£ -	£ 127.00
44	29/06/2020	303909	JD Services	Hanging baskets		£ 1,400.00	£ -	£ 1,400.00
44	29/06/2020	303909	JD Services	Remove flooring in Gutterscroft		£ 35.00	£ -	£ 35.00
44	29/06/2020	303909	JD Services	Grasscutting - Oakhanger		£ 40.00	£ -	£ 40.00
44	29/06/2020	303909	JD Services	Weeding		£ 40.00	£ -	£ 40.00
44	29/06/2020	303909	JD Services	Watering		£ 325.00	£ -	£ 325.00
44	29/06/2020	303909	JD Services	Replace flooring - Gutterscroft		£ 572.00	£ -	£ 572.00
45	24/06/2020	303910	Defib Store	Defibrillator Items		£ 79.00	£ 15.80	£ 94.80
46	06/07/2020	303911	Cheshire Community Action	Subscription		£ 100.00	£ -	£ 100.00
47	01/07/2020	303912	Checkley Services Limited	Salary		£ 765.00	£ -	£ 765.00
48	01/07/2020	303913	Clerk	Meeting Attendance		£ 102.00	£ -	£ 102.00
49	01/07/2020	303914	HMRC	PAYE		£ 25.50	£ -	£ 25.50

Haslington Parish Council - Income and Expenditure 2020 / 2021

No	Date	Cheque	Payee	Description	Income	Net	Vat	Gross
50	01/07/2020	303915	Clerk	Expenses		£ 21.28	£ -	£ 21.28
51	06/07/2020	303916	Councillor Beadle	Zoom Subscription		£ 99.59	£ -	£ 99.59
52	13/07/2020	303917	Greystone Consulting Limited	WCAG amendments to website		£ 450.00	£ 90.00	£ 540.00
53	11/07/2020	DD	TalkTalk	Telephone and Broadband		£ 38.32	£ 9.58	£ 47.90
54	09/07/2020	303918	Scottish Power	Gutterscroft Utilities		£ 184.92	£ 9.25	£ 194.17
55	23/07/2020	DD	BNP Paribas Leasing Solutions Ltd	PC and Printer Rental		£ 130.00	£ 26.00	£ 156.00
56	01/08/2020	303919	Clerk	Meeting Attendance		£ 102.00	£ -	£ 102.00
57	01/08/2020	303920	HMRC	PAYE		£ 25.50	£ -	£ 25.50
58	01/08/2020	303921	Checkley Services Limited	Salary		£ 766.00	£ -	£ 766.00
59	29/07/2020	303922	JD Services	Grasscutting - Gutterscroft		£ 414.00	£ -	£ 414.00
59	29/07/2020	303922	JD Services	Weeding		£ 120.00	£ -	£ 120.00
59	29/07/2020	303922	JD Services	Watering		£ 150.00	£ -	£ 150.00
59	29/07/2020	303922	JD Services	Strimming		£ 15.00	£ -	£ 15.00
59	29/07/2020	303922	JD Services	Overhanging trees at Gutterscroft		£ 185.00	£ -	£ 185.00
59	29/07/2020	303922	JD Services	Clean guttering at Gutterscroft		£ 125.00	£ -	£ 125.00
60	01/08/2020	303923	George Farrall	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00	£ -	£ 100.00
60	01/08/2020	303923	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -	£ 100.00
	07/08/2020	303867	Haslington Rangers	Donation				£ 70.40
61	31/07/2020	303924	Bates Office Services Limited	Stationery		£ 3.00	£ 0.60	£ 3.60
62	30/07/2020	DD	GB Copier Systems	Printing		£ 14.14	£ 2.82	£ 16.96
63	29/08/2020	303925	JD Services	Grasscutting - Village Green and Gutterscroft		£ 414.00	£ -	£ 414.00
63	29/08/2020	303925	JD Services	Weeding		£ 120.00	£ -	£ 120.00
63	29/08/2020	303925	JD Services	Watering		£ 225.00	£ -	£ 225.00
63	29/08/2020	303925	JD Services	Install Goal Posts - Gutterscroft		£ 45.00	£ -	£ 45.00
63	29/08/2020	303925	JD Services	Grasscutting - Oakhanger		£ 40.00	£ -	£ 40.00
63	29/08/2020	303925	JD Services	Restoration of Bench - Crewe Green Avenue		£ 75.00	£ -	£ 75.00
63	29/08/2020	303925	JD Services	Maintenance - Winterley Pool		£ 535.00	£ -	£ 535.00
63	29/08/2020	303925	JD Services	Maintenance - Oakhanger Noticeboard		£ 40.00	£ -	£ 40.00
64	29/08/2020	303926	George Farrall	Gutterscroft Maintenance & Litter Picking on Village Green		£ 100.00	£ -	£ 100.00
64	29/08/2020	303926	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -	£ 100.00
64	29/08/2020	303926	George Farrall	War Memorial Cleaning		£ 100.00	£ -	£ 100.00
64	29/08/2020	303926	George Farrall	Flag - VJ Day		£ 10.00	£ -	£ 10.00
65	29/08/2020	303927	Checkley Services Limited	Salary		£ 765.00	£ -	£ 765.00
66	29/08/2020	303928	Clerk	Meeting attendance		£ 102.00	£ -	£ 102.00
67	29/08/2020	303929	HMRC	PAYE		£ 25.50	£ -	£ 25.50
68	29/08/2020	303930	Clerk	Expenses		£ 26.74	£ -	£ 26.74
69	29/08/2020	303931	Education Valuation & Support Service	Audit		£ 225.00	£ -	£ 225.00
70	27/08/2020	DD	GB Copier Systems	Printing		£ 11.56	£ 2.31	£ 13.87
71	11/08/2020	DD	TalkTalk	Telephone and Broadband		£ 36.76	£ 9.19	£ 45.95
72	27/08/2020	303932	Clerk	Reimbursement: New Laptop and Software		£ 745.00	£ 149.00	£ 894.00
73	07/09/2020	303933	Bates Office Supplies Limited	Stationery and Stamps		£ 107.78	£ 10.06	£ 117.84
74	09/09/2020	303933	Bates Office Supplies Limited	Stationery		£ 44.46	£ 8.89	£ 53.35
75	11/09/2020	303933	Bates Office Supplies Limited	Credit Note - Stamps		-£ 57.50	£ -	-£ 57.50
76	28/08/2020	303933	Bates Office Supplies Limited	Shredding		£ 6.00	£ 1.20	£ 7.20
77	10/09/2020	303933	Bates Office Supplies Limited	Stamps		£ 65.00	£ -	£ 65.00

Haslington Parish Council - Income and Expenditure 2020 / 2021

No	Date	Cheque	Payee	Description	Income	Net	Vat	Gross
78	07/09/2020	DD	GB Copier Systems	Printing		£ 9.44	£ 2.36	£ 11.80
79	15/09/2020	303934	St. Matthews Church	Grant		£ 5,000.00	£ -	£ 5,000.00
80	27/09/2020	303935	Clerk	Printer		£ 225.46	£ 45.09	£ 270.55
80	27/09/2020	303935	Clerk	Printer Cartridges		£ 39.58	£ 7.92	£ 49.99
80	12/09/2020	303935	Clerk	Dropbox Subscription		£ 79.90	£ 15.98	£ 95.88
80	13/09/2020	303935	Clerk	Gift Vouchers - Garden Competition		£ 305.00	£ -	£ 305.00
80	27/09/2020	303935	Clerk	Stationery		£ 10.42	£ 2.08	£ 12.50
80	27/09/2020	303935	Clerk	Printer Adapter		£ 53.00	£ 10.60	£ 63.60
80	27/09/2020	303935	Clerk	Mileage		£ 53.10	£ -	£ 53.10
81	27/09/2020	303936	Clerk	Salary		£ 789.42	£ -	£ 789.42
82	27/09/2020	303937	HMRC	PAYE/NI		£ 231.47	£ -	£ 231.47
83				<i>Cancelled Duplicate Entry</i>				
84	26/09/2020	303938	JD Services	Grasscutting - Village Green and Gutterscroft		£ 276.00	£ -	£ 276.00
84	26/09/2020	303938	JD Services	Weeding		£ 105.00	£ -	£ 105.00
84	26/09/2020	303938	JD Services	Watering		£ 125.00	£ -	£ 125.00
84	26/09/2020	303938	JD Services	Removal of fallen branches at the Gutterscroft		£ 110.00	£ -	£ 110.00
84	26/09/2020	303938	JD Services	Transfer and disposal of Council equipment/property		£ 45.00	£ -	£ 45.00
84	26/09/2020	303938	JD Services	Removal of flytipping at the Gutterscroft		£ 25.00	£ -	£ 25.00
85	09/10/2020	303939	PKF Littlejohn LLP	External Auditor Fees		£ 300.00	£ 60.00	£ 360.00
86	16/10/2020	303940	Defib Store Limited	Defibrillator		£ 1,240.00	£ 248.00	£ 1,488.00
87	27/09/2020	DD	GB Copier Systems Limited	Printing		£ 30.21	£ 6.04	£ 36.25
88	01/10/2020	303941	George Farrall	Gutterscroft Maintence & Litter Picking on Village Green		£ 100.00	£ -	£ 100.00
88	01/10/2020	303941	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -	£ 100.00
89	20/10/2020	303942	George Farrall	Gutterscroft Maintence & Litter Picking on Village Green		£ 100.00	£ -	£ 100.00
89	20/10/2020	303942	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -	£ 100.00
90	30/09/2020	303943	D&G Office Supplies	Stationery		£ 67.95	£ 13.59	£ 81.54
91	26/09/2020	303944	JD Services	Grasscutting		£ 276.00	£ -	£ 276.00
91	26/09/2020	303944	JD Services	Disposal of floriculture and planting of winter bedding		£ 864.00	£ -	£ 864.00
92	09/10/2020	BACS10	Scottish Power	Streetlight Electricity		£ 186.96	£ 9.35	£ 196.31
93	26/10/2020	303946	Clerk	Mileage		£ 27.00	£ -	£ 27.00
93	19/09/2020	303946	Clerk	Broadband		£ 18.80	£ 4.70	£ 23.50
93	19/10/2020	303946	Clerk	Broadband		£ 18.80	£ 4.70	£ 23.50
94	26/10/2020	303947	Clerk	Salary		£ 646.74	£ -	£ 646.74
95	26/10/2020	303948	HMRC	PAYE/NI		£ 164.74	£ -	£ 164.74
96	23/10/2020	DD	BNP Paribas Leasing Solutions Ltd	PC and Printer Rental		£ 130.00	£ 26.00	£ 156.00
97	02/11/2020	303949	Royal British Legion	Wreaths		£ 100.00	£ -	£ 100.00
98	27/11/2020	DD	GB Copier Limited	Printing		£ 15.08	£ 3.02	£ 18.10
99	02/11/2020	BACS1	BNP Paribas Leasing Solutions Ltd	Leasing Settlement		£ 409.36	£ 81.87	£ 491.23
100	17/11/2020	BACS2	WaterPlus Limited	Water and Wasterwater - Gutterscroft		£ 161.13	£ -	£ 161.13
101	16/11/2020	BACS3	JD Services	Graffiti Removal		£ 30.00	£ -	£ 30.00
101	16/11/2020	BACS3	JD Services	Repair Gutterscroft Roof		£ 272.00	£ -	£ 272.00
101	16/11/2020	BACS3	JD Services	Remove and Replace Ceiling Tiles - Gutterscroft		£ 236.00	£ -	£ 236.00
101	16/11/2020	BACS3	JD Services	Collect and Purchase Christmas Tree		£ 526.00	£ -	£ 526.00
102	16/11/2020	BACS4	George Farrall	Gutterscroft Maintence & Litter Picking on Village Green		£ 100.00	£ -	£ 100.00
102	16/11/2020	BACS4	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -	£ 100.00

Haslington Parish Council

Recording at Meetings Policy

1 Introduction

- 1.1 Haslington Parish Council is committed to the principles of openness and transparency and encourages members of the public to attend all meetings of the Council, its Committees and Sub-Committees.
- 1.2 It therefore embraces the rights to record, film and to broadcast meetings of the parish meeting as established under the Openness of Local Government Regulations 2014.
- 1.3 For the purpose of this policy the term “*record*” means any form of audio, visual or electronic recording.
- 1.4 Those who attend a public meeting should expect to be filmed unless they object.
- 1.5 This policy is applicable to meetings of this Council, its Committees and Sub-Committees.

2 Limitations

- 2.1 Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.
- 2.2 Personnel Committee meetings remain confidential and may not be recorded or reported on outside the meeting.
- 2.3 Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted. This will be resolved by Council in accordance with the Public Bodies (Admission to Meetings) Act 1960

3 Notice of recording

- 3.1 Notice of the recording of meetings will be displayed in and outside the place of meeting and Council consent forms for the public will be signed prior to the meeting. Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they must not be included in the recording.

4 Recordings by members of the public

- 4.1 The recording and reporting on meetings of the Parish Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act 2018 and the laws of libel and defamation.
- 4.2 The Council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording.
- 4.3 The Parish Council would expect any recording in breach of these rules to be removed from public view.
- 4.4 The Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
- 4.5 The following rules apply to any member of the public, or press, who wish to record or report on a Council meeting:
 1. Any person wishing to record a meeting in any format whatsoever is asked to contact the Clerk at least a few days prior to the meeting with the following information:
 1. Which meeting the request refers to
 2. The name, organisation (if applicable) and contact details of the person making the request
 3. What equipment it is intended to be used (to determine what facilities might be required)
 4. What the photographs/recording will be used for and/or where the information is to be published.
 2. Discussing requirements with the Clerk beforehand will help to ensure that the Council provides reasonable facilities to meet the needs of the person that is recording.
 3. The Council will display a statement at each of its meetings, or the Chair will read it aloud, which says:

“Haslington Parish Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded”.

4. The Clerk will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, e.g. provision of a table. However, the Council should point out that the physical layout of any room may restrict the Council's ability to make any provision.
5. All recording will be undertaken from a static point.
6. All recording shall be overt, i.e. clearly visible to anyone at the meeting.
7. Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.
8. Persons who are recording are requested not to leave their equipment unattended and are responsible for their equipment at all times.
9. The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the Council may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting should not cause any other form of disruption.
10. Filming elsewhere in the building outside of the meeting room is not permitted without permission.
11. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a nondisruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
12. A person or persons recording the meeting are reminded that the "*Public Participation*" period is not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
13. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
14. The specific filming of children or young people under the age of 13 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
15. People seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned.
16. Use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.
17. All those filming a meeting must only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting and who have given written explicit consent in advance.
18. For organisations that are recording a meeting, members of the public should be provided with that organisations privacy policy. You should ensure that the public is informed that their image will be taken and the context in which their image will subsequently be used.
19. The Parish Council is not liable for the actions of any person making a recording at a Council meeting which identifies a member of the public or for any publication of that recording.
20. A person or persons making a recording has no right to interrupt a Council/Committee meeting by asking questions or making comments for the purpose of the recording.
21. A person or persons recording has no right to ask Councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
22. The Chair of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
23. If the Clerk of the meeting feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop.
24. If use continues the Chair or Clerk will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.
25. If a meeting is adjourned by the Chair then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned.

26. If during the meeting, a motion is passed to exclude the press and public, on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and /or photography.
27. Regarding filming Officers of the Council, the Council is obliged to comply with the Health and Safety Regulations to provide a safe workplace. If the Council received a complaint from their employees that the recordings were being used to harass or threaten staff (or Members) then the Council may take action by warning those recording, not allow recording and potentially involve the Police.

5 Recordings by the Council

- 5.1 The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its data retention policy.
- 5.2 However, the minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.
- 5.3 The Chair of the meeting will make an announcement at the beginning of the meeting to make sure everyone understands that the meeting will be recorded and will ask if any members of the public object to being recorded.
- 5.4 The Chair of the meeting has the discretion to request the termination or suspension of the recording if continuing to record would prejudice the proceedings of the meeting. This would include:
 - i. Public disturbance, disruption or suspension of the meeting.
 - ii. The meeting agreeing to formally exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed, in accordance with statutory procedures.
 - iii. Where it is considered that continued recording/photography/filming/webcasting might infringe the rights or privacy of any individual (including staff members) or intimidate them.
 - iv. For any other reason which the Chairman considers reasonable in the circumstances.
- 5.5 The specific filming of children or young people under the age of 13 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
- 5.6 People seated in the public seating area will not be photographed, filmed or recorded without the consent of the individuals concerned.
- 5.7 Use will not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.
- 5.8 Where the Council records its own meetings, it does not prevent any other person or persons from also recording.
- 5.9 Recordings made by the Council of any of Council meetings will be kept as set out in the Data Retention Policy.
- 5.10 Unless given permission by the Chairman, Councillors should not record, photograph or film other Councillors, staff or members of the public during a meeting.

6 Council recording at meetings notice

- 6.1 The notice below will be placed in a conspicuous place outside the meeting room for each meeting that is being recorded.

The Council, members of the public and the press may film/record/photograph for live and/or subsequent broadcast this meeting only when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they are not to be included in the filming/recording/photographing.

7 The Public's Rights

- 7.1 If, as a member of the public, you do not wish to be photographed, filmed or recorded please inform the Clerk in attendance at the meeting or the Chair of the meeting when notice is given that a request to photograph/record has been received.
- 7.2 The Council requires your written consent to include the recording of you at the meeting.
- 7.3 Where a meeting is being recorded, members of the public shall be provided with the Recording/Broadcasting of Council Meetings Privacy Policy.