



**A MEETING OF PICKMERE PARISH COUNCIL (698)
WILL BE HELD ON**

Date: Thursday 7th March 2024
Time: 7.45 pm
Venue: Pickmere Village Hall, Pickmere Lane, WA16 0JP

Members of the Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out in the agenda.

Amanda Riley

Signed: A Riley – Clerk to the Council

AGENDA PART A – PUBLIC

1. **To receive apologies for absence**
2. **Procedural matters**
 - 2.1 **To approve and authorise the signing of the minutes of the meeting held on 6th February 2024.**
 - 2.2 **Matters arising from the minutes of the meeting held on 6th February 2024.**
 - 2.3 **Update on action list from the Chairman.**
3. **Declaration of Interests** To provide an opportunity for members to declare any personal and/or prejudicial interest in relation to any item on the Agenda.
4. **Public forum**

Members of the public may normally ask a question or make a comment regarding any item that is on the meeting agenda. (A total of 3 minutes is normally allocated for each member of the public wishing to speak, limited to 15 minutes in all. The decision on the time allocated to each topic rests with the meeting chairperson. Advice as to other means of raising matters with the Parish Council or commenting can be found on the Council's website.)
5. **Report from Police**

Please see report.
6. **Report from CE Cllr K Parkinson re Cheshire East Council matters**

Please see report.

7. Finance

7.1 To note current financial position (see monthly summary).

To note the monthly summary to 29th February 2024. Appendix 1

Opening Bal		67,318.15
Expenditure		2,197.04
Income		606.00
Closing Balance		65,727.11
Unpresented		
		65,727.11
Bank		65,727.11

7.2 To note new payments made between meetings:

Clean bench at lake	70.00	14.00	84.00
Dispose of hazard – CD	45.00	9.00	54.00
Stationery	25.80	5.16	30.96
Split tree	200.00	40.00	240.00
Fallen tree & tidy	150.00	30.00	180.00

All payments made under Clerk's delegated authority.

7.3 To appoint an internal auditor for 2023/24

Two quotes have been received from local organisations who are able to fulfil the internal audit requirements:

Quote 1 £242.00

Quote 2: £250.00

Both organisations complete audits remotely.

7.4 To undertake a supplier fraud audit as per the internal auditors recommendations for 2023/24

The internal audit for the last financial year highlighted that more could be undertaken in terms of confirming the validity of contractors.

8. To receive reports from committees and working groups

8.1 Neighbourhood Plan Working Group

9. Planning matters

9.1 To note and consider update on planning applications received and other planning matters (please click on application number to access details online)

[24/0571M Common Farm, Frog Lane, Pickmere, WA16 0JG](#)

Householder – Proposed single storey extension and associated alterations.

10. Reports from Clerk and from Councillors

10.1 To note the investigation into the data breach - Clerk

A recent data breach resulted in personal information being available on line. After an investigation the Clerk determined that there was no requirement to report the incident to the ICO and that the event had been dealt with quickly and effectively. To ensure that an incident of this type does not happen again the following actions will be undertaken:

1. The Clerk to provide a simple GDPR training note for all Councillors.
2. The Clerk to ensure that all personal information is redacted on financial papers.

10.2 To discussion the need to replace the roof on the Village Hall – Clerk & Cllr J Henderson

The roof in the Village Hall is leaking and damp is apparent on the ceiling. Additional quotes have been received for a new roof.

10.3 To receive an update on the plan to refurbish Clover Drive Playground – Clerk

10.4 To discuss clearing the pathway from Buttercup Way – Clerk & Cllr A Knights

To discuss options available for the footpath. Land ownership has been confirmed with the Land Registry.

10.5 To receive feedback from the meeting held Tuesday 27th February 2024 with the Police & Crime Commissioner.

10.6 To discuss charging for parking at the IROS - Cllr C Hart & Clerk

To discuss the service level agreement in light of new information that would make free resident parking very difficult to include.

10.7 To discuss repairing the hole in the boundary fence on Clover Drive.

10.8 To confirm the date of the Annual Parish Meeting as Wednesday 17th April at 7:00pm. To confirm the date of the next meeting as Thursday 4th April at 7:45pm.

10.9 Any other items

11. To consider a resolution to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 1 (2) by reason of the confidential nature of the items of business to be transacted if required.

Appendix 1 – Payments February 2024

Date	Description	Net	VAT	Total
01/02/2024	Waste removal - IROS	3.00	0.48	3.48
			-	
05/02/2024	Electricity - TP	19.44	7.22	12.22
05/02/2024	Payroll - January	10.00	2.00	12.00
09/02/2024	Salaries - Jan	109.89		109.89
09/02/2024	Salaries - Jan	137.24		137.24
15/02/2024	Water - TP	6.17		6.17
16/02/2024	Screwfix	13.32	2.67	15.99
16/02/2024	Fallen trees	350.00	70.00	420.00
26/02/2024	Gas - VH	30.65	1.53	32.18
26/02/2024	Electricity - VH	122.90	6.14	129.04
26/02/2024	Dehumid - Amazon	170.81	33.33	204.14
26/02/2024	Stationery - Amazon	25.80	6.00	31.80
29/02/2024	Salary - Feb	93.80		93.80
29/02/2024	Clean Matting - CD	320.00	64.00	384.00
29/02/2024	Remove wood/bench	115.00	23.00	138.00
29/02/2024	Salaries - Feb	376.09		376.09
31/01/2024	Cleaning - VH	91.00		91.00
		1,995.11	201.93	2,197.04