



Signed as a true representation of the minutes taken at PC meeting

Chair: Marion Potts

Signed:

Date:

## Minutes of Marston Parish Council meeting held on 8<sup>th</sup> January 2025

Meeting opened 19:00 pm

### Present

Parish Councillors; Marion Potts (MP) (Chair), Amanda Nixon (AN), Helen Duncan (HD), Angela Johnson (AJ), Phil Carter (PhC), Simon Tate (ST), Lynn Gibbon (LG), PCSO Diana Wiggins (DW)

Clerk: Gary Hedges (GH)

**Apologies:** Dave Collier (DC), Phil Marshall (PM)

**Declarations of interest:** None

**Dispensations:** None

**Public Forum:** None

**Approval of minutes from parish council meeting on 13<sup>th</sup> November 2024.**

Approved and signed by MP.

### Actions from meetings 13<sup>th</sup> November 2024 plus actions carried forward

Owner	Topic	Action	Date set	Status
ST	Church Hall	Write specification for Storeroom repair works, agree it with other MP Cllrs, and send out for quoting.	09/10/2024	C/F
ST	Policies and procedures	Research and highlight any policy gaps, and provide ideas for improving the set up.	09/10/2024	C/F
AN	Signage	Advise resident that business adverts attached to road signs / lampposts etc. can be reported to CWAC	13/11/2024	Complete
AN&AJ	The Flashes	Meet with twenty club secretary on 14th Nov to discuss possible pollution incident	13/11/2024	Complete
MP	Higher Marston Play area	Email Mark Brazil to chase up playground, fly tipping, land encroachments, parking and tree planting	13/11/2024	Complete
GH	Finger Post Farm	Report Finger Post Farm buildings to CWAC planning enforcement	13/11/2024	Complete
AN	Church Hall	Look into options for new chairs of R56 type and circulate options to Councillors	13/11/2024	Complete
GH	Church Hall	Purchase 2 x Hand Dryers c. £148 each from Screwfix	13/11/2024	Complete
GH	Suppliers	Initiate list of local suppliers MPC uses	13/11/2024	Complete
AN	Church Hall	Draft grant application to Manchester Airport for new chairs (once model agreed)	13/11/2024	Complete
GH	Church Hall	Proof read grant application to Manchester Airport	13/11/2024	Complete
GH	Finances	Arrange date to discuss draft budget with MP and AN in early December	13/11/2024	Complete
AJ	Murmurs	Write article about the MPC proposed 7.5t weight limit for Ollershaw Lane	13/11/2024	C/F

## 1. Parish Councillor Reports

**Meeting held with Police and Crime commissioner (PCC) Dan Price – 12<sup>th</sup> December, Police HQ Winsford (AJ)**

Attended by representatives from Pickmere PC, Wincham PC, highways, emergency services, and

other councils. Cheshire East Highways gave an update on their plans to increase parking restrictions in Pickmere and a 3<sup>rd</sup> draft plan will be shared soon. Pickmere PC did not consult all Pickmere residents, nor residents of Marston and Wincham on the draft plans. When Wincham received plans from CWAC, they sent a copy to every resident before painting of double yellow lines.

Dan Price informed the meeting he was setting up a 'hot spot' scheme to tackle anti-social behaviour across Cheshire and he would like Pickmere to be the pilot. The scheme will enable parish councils to pay for PCSO overtime to cover periods when anti-social behaviour is thought most likely at particular locations. Costings are not yet in place but would be shared with Wincham PC. The idea was well received by Pickmere PC. **LG** informed the meeting that the PCC offices are moving to Halton Council.

## **2. Ward Councillor Reports (LG)**

### **New Local Plan**

- Design code consulted. Now second consultation from what has come out of that.

### **Devolution – DEVO**

- Expression of Interest been submitted to Government, CWaC subregional Task Group set up working across the three authorities Cheshire West, Cheshire East and Warrington. There will be 6 areas with a major system and public elections. This is the biggest change happening in the borough.
- The purpose is to be in charge of our monies on certain things like transport.
- **LG** suggested Cllrs read the devolution white paper to get the clearest understanding of what it will mean for us.

### **General**

- Highways - work continues across the ward but not always as quickly as expected, and arranged officer site visits to key areas to raise concerns across the ward
- Dealing with issues on the Cat 9 school bus, late drivers not knowing route.
- HGVs on Ollershaw Lane – chased up with Highways and Police.

### **Ward Profiles**

- Via the CWAC website, you can now see interactive reports with stats profiles for each ward on housing, environment, population, education etc., comparing the figures against the average across the whole borough.

### **National Planning Policy Framework (NPPF)**

- CWaC and the Conservative Group submitted response to the consultation
- Consultation feedback expected January 2024
- Areas to be mindful of housing numbers to be increased from currently delivery of 1000 to 2100 per year
- Further clarification required on increasing building in 'green' belt by naming areas 'grey' belt.

### **Members Budgets**

- To "support small to medium community driven projects and enhance the ability of Members, to improve the quality of life and wellbeing of their local communities"
- Key dates are outlined below as set out in the guidance for 24-25:  
31 January 2025 Last Day for completed applications to be received by the Council  
01 March 2025 Last Day for applications to be processed and paid by the Council  
31 March 2025 Projects which have received funding in 2024/2025 financial year should be completed.

Marston PCs discussed ideas of what they could apply for to improve facilities for

residents at the Church Hall. It was decided that MPC should apply to the members budgets for a new monitor (plus brackets and associated installation costs) for the church hall that could be used at council meetings, community events, and by hall hirers, as well as a 'tommy and women in war' statue pair for remembrance.

**Action AN:** Apply for a member's budget grant for a new monitor and pair of statues by 31<sup>st</sup> January 2025.

### ALEXA

- You can now ask your Alexa for up-to-date information about Council services
- A new, Alexa skill has been developed by Cheshire West and Chester Council meaning that residents can get quick and easy access to information and updates about services, using simple voice commands.
- Available from the Google playstore.

### Highways & Transport

- £130 million maintenance backlog. Spend £4m/£4.5m at present but need to spend circa. £19m per annum to 'maintain a steady state.'
- Has been confirmed by DfT that the 'Network North' funding (HS2) will continue. Await confirmation of local government settlement for more details.

### Anderton Boat Lift Consultation

- Engineering the Future at Anderton Boat Lift and Visitor Centre, proposals for a major upgrade make your thoughts known. Cllrs being interviewed for their thoughts.

### Police Funds

- SWAP Fund. This is from the proceeds of crime the police collect and this is available in grants – you can find the details on the PCC web site SWAP Fund (cheshire-pcc.gov.uk) – if you have ideas about crime reduction, then please apply.

## 3. Finance (GH)

### a) 2025/26 Budget

Two iterations of the draft budget were circulated to Councillors prior to the meeting. The draft budget circulated had been formulated by **GH, MP & AN** on 2<sup>nd</sup> December as part of a specific 25/26 budget meeting. **GH** gave a shared a summary of the budget whilst it was shown on screen at the meeting. The budget was set according to a maintaining a minimum balance that would cover the 6 months running costs and a major repair bill. The proposed budget was unanimously agreed by Councillors (see budget in Appendix 1).

### b) 2025/26 Precept request

Prior to the meeting **GH** shared three illustrative options for setting the 25/26 precept amount in order to compare the change with the current UK inflation rate (2.6%):

- £15,000 requested = 6.7% increase (band D)
- £14,500 requested = 3.1% increase (band D)
- £14,000 requested (again) 0.4% decrease (band D)

For 2024/25, the precept was not raised but it was suggested by **LG** that it should be raised each year, rather than raising by larger amounts less regularly. It was unanimously agreed that the precept should be raised by £500 to £14,500, which equates to a 3.1% (for band D).

**Action GH:** Submit 25/26 Precept request of £14,500 to CWAC

## c) Payments

Pre-authorised payments made (13th November 2024 to 7th January 2025)

Payee	Description	Amount	Statement date
Angela Johson	Remembrance Sunday refreshments	8.65	14/11/2024
Angela Johson	Coffee morning refreshments	31.26	14/11/2024
Gary Hedges	Clerk salary 31 hours @ £15.84 = Gross £491.04 & Backpay £123.61 Net = 491.65	491.65	18/11/2024
EE	EE Limited - Nov 2024	32.40	19/11/2024
It'seeze	Spot on - Website - Nov 24	73.80	21/11/2024
Josh Merson	Chairs Exercise November 2024	160.00	27/11/2024
Williams D&P	Murmurs print December 24 / Jan 25 issue	224.40	27/11/2024
Gary Hedges	Reimbursement for 2 x hand dryers	297.96	28/11/2024
WaterPlus	16th November water bill	8.86	29/11/2024
Marion Potts	Reimbursement for Coffee morning refreshments	10.53	02/12/2024
Transfer	Transfer to savings account	3816.53	05/12/2024
Angela Kemmett	Ange - Dec24 Pay- 4 x cleaning and 4 x hall admin @10p/h	80.00	09/12/2024
Gary Hedges	Clerk salary 18.25 hours @ £15.84 = Gross £289.08 Net = 231.28.65	231.28	12/12/2024
Marion Potts	Reimbursement for hamper for Xmas coffee morning	25.99	16/12/2024
Scottish Power	1st Sept - 30th November Electricity	337.56	16/12/2024
Josh Merson	Chairs Exercise December 2024	120.00	19/12/2024
EE	EE Limited - Dec 2024	32.40	19/12/2024
It'seeze	Spot on - Website - Dec 24	71.40	23/12/2024
HMRC	PAYE Q3 payment	271.40	30/12/2024
WaterPlus	15th Nov 2024 to 14th Dec 2024	8.64	31/12/2024
Angela Kemmett	Ange - Jan25 Pay- 4 x cleaning and 4 x hall admin @10p/h	80.00	07/12/2024

## Payments agreed

Clerks Salary 21.5 hrs @ £15.84 = **£340.56** (gross)

## INCOME

### Rent and Chair exercise admissions

Payor	Description	Income (£)	Statement date
NEPACS	Hall Hire for 14th November 13:00 - 15:00 - 2 hours	20.00	14/11/2024
Lynda Birtles	Hall Hire - 22nd Oct to 14th Nov - 12hours @ 10p/h	120.00	15/11/2024
Mark Spruce	Anthill Mob Nov Hall hire	60.00	15/11/2024
NEPACS	Hire hall 28th Nov 13:00- 15:00 2hrs @ £10 p/h	20.00	27/11/2024
Louise Calohan	December 1st - 8th Hall hires. 5hrs@ £10p/h	50.00	02/12/2024
NEPACS	Hire hall 12th Dec 13:00- 15:00 2hrs @ £10 p/h	20.00	12/12/2024
Lynda Birtles	Hall Hire - 18th Nov to 13th Dec - 13hours @ 10p/h	130.00	13/12/2024
NEPACS	Hire hall 12th Dec 13:00- 15:00 2hrs @ £10 p/h	20.00	19/12/2024
Various	Anthill Mob 18/11, 4/12, 9/12 (6hrs total), Feathers 27/11 (5hrs)	110.00	19/12/2024

<b>TOTAL</b>	<b>£550</b>	
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Coffee mornings donations = £107.30 (banked 19<sup>th</sup> December 2024)  
Chair exercise admissions

£176 (banked 19<sup>th</sup> December 2024)

d) Bank reconciliation

Reserve (1<sup>st</sup> Apr 24 to 3<sup>rd</sup> Jan 25) and current account bank statements (6<sup>th</sup> Nov 24 to 3<sup>rd</sup> Jan 25), and MPC account statements were checked and signed by **AN**.

#### **4. Ollershaw Lane – vehicle weight reduction update (AJ)**

No change since the last meeting. Awaiting agreed actions listed by **AJ** to be completed. **LG** has chased up Jamie Barron (Team Leader Highways – Area Team, CWAC) for an update.

Tony Rigby has offered to keep a record of all vehicles over 7.5 tonnes passed through Ollershaw Lane and take photos all day on any Tuesday to provide evidence of HGV usage of the road.

**Action AJ:** Ask Tony Rigby if his survey of HGV vehicles on Ollershaw Lane has taken place.

#### **5. Public Space Protection Order (PSPO) consultation**

LG advised to respond to consultation as individuals. The closing date is 30<sup>th</sup> Jan 2025.

#### **6. VE Day 80 – 8th May 2025**

It was agreed to hold an afternoon ceremony in the churchyard at 2pm followed by tea and cakes in the village hall. The misfits will be asked if they are willing to give a performance at 3pm as part of the event. The MPC hurricane lanterns will be switched on at 9.30 pm in the churchyard.

**Action HD:** Ask 'The Misfits' if they are willing to give a performance at the MPC VE Day 80 event.

#### **7. Pollution at the Flashes update (AJ / AN)**

Meeting at the Flashes with Twenty Club Secretary – 14th Nov (AN & AJ)

The secretary showed **AN & AJ** where the apparent pollution was emerging (from a grid in the middle of the road). **AN & AJ** gave suggestions on the possible cause and next steps, advising the secretary to liaise with long-standing members of the club who are aware of all culverts etc. and other historic drainage in order to better understand the source of the problem.

#### **8. Higher Marston (MP)**

Playground issues update

There will be an on-site meeting set with Christine Telford (Estates Surveyor, CWAC) and Jason Lambert (CWAC) on 9th Jan to improve understanding of permissions in relation to vehicular access to the play area and discuss possible solutions to the current problem of vehicles driving onto the play area. **MP, PC & AJ** plan to be in attendance. Here is a summary the various other issues that will also be raised at the meeting:

- Encroachment onto the greenspace by residents
- Garages but no planning applications for them
- Hand standing – in 2008 and around 2018 but no action taken
- Trees planted by residents – reported in 2021 and 2024 but no action taken
- Fly tipping – regular reporting and removal by CWAC but no action taken to discourage
- Field maintenance – too long between grass cuts
- Play equipment safety checks – claimed to be monthly but didn't spot dangerous slide and action not taken on nettles around equipment and also algae on play surface that was reported in October 2024.
- Dog fouling
- Possible safety fencing around play area. Cost £10,450 - £15,000
- Car parking

**Action MP:** Report back to Cllrs following playground issues meeting on 9<sup>th</sup> January 2025

## 9. Planning issues

No new applications have been received.

### Decisions

24/02902/LDC

Address Iona 10 Manor Avenue Marston Northwich CW9 6DS

Proposed change of use of a residential property to a children's home for two children and one overnight carer

Status: Approved

### a) Cross Street Building work

An email was received by the council from a resident raising concerns about building work commencing on Cross Street in November 2024. The resident reported that the street's residents were given no advance notice of work that commenced on at 7.30am when the builder and contractors arrived on site, and the following day hardcore dumped in the middle of the road leaving the road impassable, including for emergency services. Removal of the hardcore left considerable silt and residue on the road immediately in front of the resident's house plus onto their drive. It took the residents two hours to clean and remove the residue being careful not to let it go down the drains (Cross Street has had a number of issues with drainage in the past). The resident was also very concerned to see a mini digger working very close on uneven ground to their fence line and it caused damage to one of their fence posts. The resident is also worried about the passage, which is used for access, and are concerned about the safety issues around this.

**ST** has spoken to the planning officer in relation to the issues and they have sent a letter to the contractor, which states that they must stick to the parameters of the planning agreement. **ST** will report back to the council on any further developments.

### b) Finger Post Farm

On 8<sup>th</sup> January, an email was received from Carole Twigg (CWAC Enforcement Officer), which reported an investigation into a report submitted.

a retrospective application for the works (steel frame building, canopy to barn, single storey building and area of hand standing) has now been requested, and Carole has asked for the use to be ceased on the caravan for residential and for it to be removed. A four-month timeframe has been given for the use to cease and 5 months for its removal.

## 10. Marston Church Hall

### a) Stillborn burials at Marston Graveyard

On 20<sup>th</sup> December an email was received from Tony Hayes (TH) in relation to Still-born burials in Marston churchyard, asking the council to make the following considerations:

1. *Consult with Alec Brown over the exact location, numbers of babies, as well as access to the local archivists that hold those records for Marston.*
2. *If we are able to be precise with the location, making the area look better and maybe even marked off. Chained link for example, I am sure Amanda will have ideas.*
3. *Consider some form of memorial, there are many options, an angel statue being an obvious one.*
4. *Crowd fund the costs.*
5. *Seek volunteers to help clean and refurbish the area.*

The proposals from TH were discussed by the council. **MP** has checked the records and unfortunately there are none. Cllrs highlighted that the Church manages and owns the churchyard, including the still-born burial area, and it would be their decision to make any changes or consider any form of memorial. The MPC would be willing to ask the church but be guided by them.

**Action MP:** reply to Tony Hayes, explaining the response of the council to his suggested considerations for Still-born burials in Marston churchyard.

### b) Chairs grant application (AN / MP)

On 6<sup>th</sup> January an application was submitted by **AN** and **MP** to the heritage lottery fund for 50 x R56 Coronet Chair and 1 X Gopak Contour Folding Table for Marston Church Hall at a total cost of **£4730**.

### c) Toilets re-decorating (MP)

Now that the new hand dryers have been fitted, both toilets are ready for re-decorating, and it was agreed by the council for this to go ahead. Kevin Gleave has quoted £220 for the job.

**Action MP:** Ask Kevin Gleave to proceed with the works to redecorate the hall toilets.

### d) Storeroom repair works (ST)

The storeroom had significant water ingress in a recent storm and although, it's not clear how the water got in, it was considered that a new roof and re-build of the wall is required. £3100 is budgeted for storeroom repairs in 2025/26.

**Action ST:** C/F Write specification for Storeroom repair works, agree it with other MP Cllrs, and send out for quoting.

## 11. Marston murmurs (MP)

The February issue will be going to the printers on 22<sup>nd</sup> January.

**Action All:** Send articles for Marston Murmurs by 20<sup>th</sup> January.

## 12. Policy and procedures (ST)

### a) Policy gaps and ideas for improving the set up (ST)

There are various policy gaps and others that need updating. It was agreed that **ST**, **HD** and **MP** would form a policy and documentation sub-committee to discuss what's needed and develop a strategy for filling the gaps.

**Action ST, HD, MP:** Meet at **ST** office on 23<sup>rd</sup> January at 2pm for an initial meeting.

#### **b) Councillor handbook update**

This is a set of documents given to new Cllrs. The contents include some documents that are in need of updating. The changes needed will be addressed by the new sub-committee.

#### **c) Data control policy (GH)**

A request was made to Chalc for examples of data control policies that MPC may be able to use to develop their own. Chalc returned the statutory guidance form NALC and their own retention of documents policy.

**Action GH:** Send data control example / guidance to ST for the sub-committee.

#### **d) Anonymous email policy (GH)**

An anonymous emails policy was drafted by **GH** (adapted from another PC) and circulated to Cllrs prior to the meeting. Feedback from **AJ** put forward adding under exceptions; 'Health and safety' and 'safeguarding children'. With those changes, the policy was unanimously accepted by MPC Cllrs.

### **13. Correspondence (GH)**

13<sup>th</sup> November 2024 – 7<sup>th</sup> January 2025

1. Email 14.11 – Chalc – Town and Parish Connections Online Meeting: Climate Change Consultation 10th December 6pm to 7pm
2. Email 1.11 – Canal and Rivers Trust - Stakeholder Consultation - Invitation for Online meeting on November 26th, 2024, from 2:00 PM to 3:30 PM Engineering the Future Project - Anderton Boat Lift and Visitor Centre Email
3. Email 15.11 – Rebecca Marvell (Cheshire Brine Subsidence Compensation Board - Prescribed notice of damage - Marston Church Hall Email
4. Email 15.11 – Cllr Angela Johnson – Request for a weight restriction of 7.5 tons on Ollershaw Lane – List of actions from Nov 24 meeting with Highways, Police and Ward Councillor Gibbon.
5. Email 19.11 – Cllr Marion Potts - Higher Marston Playground – email to Mark Brazil requesting feedback on the following issues: playground being used as carparking space, encroached on by extending rear gardens, random tree planting and fly tipping area
6. Email 21.11 – Chalc - Design code for Cheshire West and Chester – Vision engagement
7. Email 21.11 – Resident – Ollershaw lane traffic report including car transporter.
8. Email 24.11 – Liz Corfield (Cheshire Police) – 12<sup>th</sup> December meeting invitation - PCC Dan Price Pickmere Lake.
9. Emails 24.11 – Chalc - Highways website and 'report it' improvements - presentation slides from the Connections meeting held in September.
10. Emails 25.11 – Clerk to CWAC Planning Team - Suspected breach of planning regulations – reporting possible breach at Finger Post Farm including photos.
11. Email 26.11 – Lynn Gibbon (Ward Cllr) – ASBO – PSG Nomination form 2024



12. Email 28.11 – Building control CWAC – re. above suspected breach of planning regulations. [New Finger Post Farm] ‘building would be deemed as exempt from Building Regulations due to it being an agricultural building.’
13. Email 28.11 – Cheshire Community Action - The Royal Countryside Fund: New Funding for Rural Communities
14. Email 29.11 – Chalc - Railway 200 - National Event 2025
15. Email 04.12 – Office of the Police and Crime Commissioner – newsletter- a whole season of firsts
16. Email 04.12 – James Morris (CWAC) - Public Space Protection Order (PSPO) consultation
17. Email 05.12 – Highways - TTRO18502 Marston Lane, Marston-temporary Road closure notice for Marston Lane, Marston which is due to commence on 12th December 2024
18. Email 10.12 – Chalc - ChALC Virtual Training Schedule 2025
19. Email 10.12 – Chalc – NALC Events Newsletter
20. Email 10.12 Liz Corfield (Cheshire Police) – updated notes in advance of Pickmere meeting.
21. Email 12.12 – Carole Twigg - Land to the side of Fingerpost cottage Dark Lane Marston – Carle Twigg is the case officer and will update the council regarding report 24/00549/EOPDEV after further correspondence with the property owner.
22. Email 12.12 Chalc - Chief executive's bulletin - 12 December 2024
23. Email 16.12 Chalc - Government consultation on remote attendance at meetings closes 19th December
24. Email 18.12 – Charlotte Smith – CWAC Financial Officer - Parish Precept 25/26 – Marston
25. Email 18.12 – Resident – building work at Cross Street - raising concerns in response to work started in November 2024 and request for advice.
26. Email 19.12 – Sharon Angus-Crawshaw (Chalc) – Policy on emails retention time period – Sharon shared a Legal Topic Note and the ChALC Retention of Documents policy
27. Email 19.12 Chalc - TOWN & PARISH COUNCILS & VE DAY 80 - 8TH MAY 2025
28. Email 20.12 Tony Hayes – website and cemetery – Updated Marston lads’ website and request to consider measure to remember stillborn burials
29. Email 30.12 – Lynn Gibbon – forward from Christine Telford (Estate surveyor CWAC) – Higher Marston Play area - summary of research in regard to a request to terminate the licences that granted rights over Higher Marston play area. Next step is a meeting on site on 9<sup>th</sup> January.
30. Email 31.12 – PCSO Diana Wiggins - Monthly Update for November / December - MARBURY WARD – No crimes reported for Marston.
31. Email 03.01 – Howard and Seddon Architects – Lanes End Farm – request from Cllr MP to secure property acknowledged and sent to landowner.
32. Email 05.01 – Cllr Lynn Gibbon – Urgent Members Budgets - reminder of unallocated member funds. All applications must be fully completed and submitted by 31st January 2025. All projects must be fully completed by 31st March 2025.
33. Email 06.01 – Cllr Lynn Gibbon – Marston HGV – request for update on any progress from our meeting re the meeting on 13<sup>th</sup> November. See MPC minutes from 13<sup>th</sup> November.
34. Emails 06.01 – Caroline Constable and other Marbury Ward Clerks. Request for meeting dates in order for Ward Councils to co-ordinate being in attendance at all meetings.

## **14. Any other business**

Clerk printer (GH)

The Clerk office printer is no longer functioning despite significant virtual support and time spent by HP staff. They have rendered the printer unusable and is out of warranty. The printer will now be disposed of at a recycling centre. A new printer is not currently necessary as GH has the use

of other printers at home.

Meeting closed at 21:30

Date of the next meeting: 12/02/2025

**Close of meeting: 21:30**

Abbreviations: pc (parish council), cllr (Councillor), cllrs (Councillors), cllrs' (councillors'), cllr's (councillor's), CW&C (Cheshire West and Chester), MM (Marston Murmurs), MPC (Marston Parish Council)

## Appendices

### Appendix 1 – Accepted 2025/26 Marston PC budget

#### INCOME

Precept	14500
HMRC VAT Refund	2500
Hall hire rent	5000
Coffee morning donations	950
Chair exercise admissions	1440
Bank interest	375

#### **TOTAL INCOME**

**24765**

#### EXPENDITURE

##### Administering the Parish Council

Clerk Salary	6060.67
Clerk office expenses	250
Training and development*	250
Membership subscriptions*	252.96
External payroll	220.93
Internal Audit	306
Website hosting and email	885.60
<b>Total</b>	<b>8226.16</b>

##### Marston Church Hall

Hall insurance	660.43
Cleaning	520
Hall hire administration	520
Water	132.60
Electricity	1275
Gas	1479
WiFi	396.57
Window cleaning	100

PAT Testing	30.60
Green Bin	55.5
Car Park Donation	200
Fire safety testing	234.03
Work to hall - Boiler	150
Election VAT recharge	26.67
Other equipment	700
Repairs / maintenance - pointing, gutters etc.	250
Store room repairs	3100
<b>Total</b>	<b>9830.40</b>

#### **Community activities / services / village equipment**

Marston Murmurs Newsletter printing	2288.88
Coffee morning refreshments	298.92
Chair exercise trainer	1920
Garden competition	20.40
Remembrance service wreaths & refreshments	71.04
One-off events	200
Defib pads	63.54
<b>Total</b>	<b>4862.78</b>

**TOTAL EXPENDITURE 22919.35**

#### **SUMMARY**

	Budget 25/26
A) Reserves Brought forward from 24/25	7084.41
B) Reserves Brought forward (Savings account) from 24/25	7060
C) Precept 25/26	14500
D) Non-precept receipts 25/26	10265
<b>E) Total Resource (A, B, C.D)</b>	<b>38909.41</b>
<b>F) Total Expenditure 25/26</b>	<b>22919.35</b>
<b>Forecast reserves at year end (E-F)</b>	<b>15990.06</b>

## **Appendix 2 – Draft anonymous communications policy – approved with changes outlined in item 10d**

MARSTON PARISH COUNCIL

ANONYMOUS COMMUNICATION POLICY

### Introduction

Marston Parish Council will not consider anonymous communications unless there is corroborating evidence/information which suggests that content of the communication might be substantiated.

This policy determines how Marston Parish Council (MPC) will act where

- a) it has received information by means of an anonymous communication as defined in section 4
- b) a person or persons communicating with MPC, by any means, requests that their identity remains confidential (“confidential communications”) as defined in section 5

Scope

The Policy applies to all Councillors and all Staff.

Aim

To provide a consistent approach to dealing with anonymous/confidential communications.

Definition of Anonymous Communication

Consistent with General Data Protection Principles an anonymous communication is defined as one lacking personal data “capable of identifying a natural person, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data or online identifier”

Definition of Confidential Communication

This is a written or verbal communication where the Data Subject requests that his/her/their identity not be put in the public domain.

This may include phone calls, letters, discussions, emails, texts or other forms of communication.

Anonymous Verbal Communications

As a general principle all anonymous contacts should be encouraged to provide their contact details, and be directed to contact the Clerk for recording and for deciding on further action.

- a) Any Member receiving a verbal anonymous communication should respond by stating that MPC will not take any action in respect of such a communication unless the Member determines that the communication is so “exceptional” that the need for immediate action by MPC overrides the need to obtain a written communication (See Section 9 below for more explanation). In these circumstances the Member will inform the Clerk of the communication and its content at the earliest opportunity.
- b) If no written communication is provided by the contact, a note summarising what verbal communication took place should be created by the Member and passed to the Clerk.

Anonymous Non-Verbal Communications

These will be treated as being in strict confidence and shared only with the Clerk, to whom it must be sent at the earliest opportunity. Such communications should not be discussed with any other person.

Expressly Confidential Communications

Communications where the Data Subject has provided contact details but has asked for anonymity, their right to privacy should be respected and the communication shall be sent to the Clerk at the earliest opportunity. N.B. this does not abrogate MPC from any legal or quasi-legal responsibilities arising from such communications.

Action(s) to Consider

MPC expressly reserves the right to take no action unless the anonymous communication raises

- a) significant health & safety issues
- b) allegations that a criminal offence has been committed
- c) allegations of fraud or irregularity within MPC
- d) issues of a profound effect on the community
- e) allegations impugning the integrity or the credibility of MPC members or the MPC as a corporate body

and, in all cases, only where sufficient information is provided to corroborate the allegation(s) and enable a thorough investigation to be carried out.

Anonymous communications or indeed any form of communication considered to be vexatious or malicious must be brought to the immediate attention of the Clerk.

Following investigation and if appropriate, the Clerk may forward the communication to the correct authorities. MPC will provide whatever assistance it can to support those authorities in carrying out their investigation.

#### Other Matters

- a) The Clerk will discuss all communications covered under this policy with the Chair of the Parish Council (or Vice Chair if that is more appropriate due to the nature of the communication) and consider what action should be taken.
- b) The Clerk will maintain a record of anonymous communications which should be reviewed at least quarterly to identify any developing trends.
- c) The Data Subject will normally receive a response from the Clerk within 20 working days, which may include an explanation for any investigation or delay in response and any action to be taken.