WALTON PARISH COUNCIL
MINUTES OF THE WALTON PARISH COUNCIL
MEETING HELD AT 7PM ON 1st JULY 2025

43 To receive apologies for absence and approve reasons for absence

Cllr J Sutcliffe submitted apologies for absence. It was **RESOLVED** to approve the reason for absence.

44 To approve the minutes of the council meeting held on 4th June 2025

RESOLVED The minutes of the Parish Council meeting held on 4th July 2025 were **approved** as a correct record.

45 To receive declarations of interest – none.

46 To be advised of matters achieved or arisen since the last meeting not included elsewhere on the agenda

46.1 It was **RESOLVED** to fit a key safe for the village hall as a contingency pending appointment of a caretaker and when no Councillor was available to unlock or lock up. **Cllr Earnshaw** agreed to arrange fitment.

46.2 It was **RESOLVED** to have an external lock fitted to the bottom door of the village hall at an estimated cost of £200. **Cllr Carlon** agreed to progress this.

47 Public Forum

A member of the public spoke in favour of the restoration of the Balk fingerpost sign and the Charles Waterton blue plaque and hoped both could be achieved by May 2026 in time for the Wall Fest.

48 It was **RESOLVED** to bring forward the Fingerpost and Blue Plaque items from later in the agenda

49 To review whether to progress the refurbishment of The Balk fingerpost sign

It was **RESOLVED** to progress the refurbishment immediately. **Cllr Carlon** agreed to progress this.

50 To consider the restoration of the Charles Waterton blue plaque

Leander Architectural had quoted £400 + VAT to restore the plaque, excluding carriage to their works. **Cllr Carlon** agreed to approach Dave Penney to seek a quote and if competitive, it was **RESOLVED** that he be asked to undertake this. It was noted that removal of the plaque without damaging it may be difficult. **Cllr Nixon** agreed to get a price for a new plaque from Leander Architectural.

51 SAFE Scheme & Police matters - The SAFE policing report was noted

52 Finance & Governance

52.1 Accounts to be paid and already paid under delegated authority (as listed below) and income received in May 2025 were **APPROVED**.

Date	Net	VAT	Total
16/05/2025 ELEC - TENNIS CLUB EDF L	44.34	2.22	46.56
16/05/2025 TPO Application AWA TREE CONSULTANTS S	75.00	15.00	90.00
16/05/2025 Gardening Seth Davies E	80.00		80.00
16/05/2025 Coronation Cottage Refurb CATHERINE NIXON E	50.00		50.00
16/05/2025 ANNUAL REFUSE COLLECTION WMDC S	471.98	94.40	566.38
20/05/2025 SCRIBE DD SCRIBE S	12.00	2.40	14.40
20/05/2025 Coronation Cottage Refurb CATHERINE NIXON E	95.00		95.00
20/05/2025 Coronation Cottage Refurb JOHN CARLON E	25.00		25.00
20/05/2025 CC ANNUAL INSURANCE CLEAR INSURANCE E	474.70		474.70
21/05/2025 ELEC - VILLAGE HALL EDF L	196.64 9.83		206.47
23/05/2025 WATER SUPPLY Scottish Water E	122.56		122.56

27/05/2025 MOBILE & WIFI H3G E		22.01	4.40	26.41
To be paid				
Coronation Cottage Refurb	Mark Ellis	60.00		60.00
Caretaker contract	Bridge Employment Law	750.00	150.00	900.00
FLORALS	FIRST IMPRESSIONS	3571.00	714.20	4285.20
Salaries		730.07		730.07
Gardening	Seth Davies	70.00		70.00
Coronation Cottage Refurb	Tudor Joinery	208.33	41.67	250.00
Coronation Cottage Refurb	Tudor Joinery	7250.00	1450.00	8700.00
Coronation Cottage Refurb	Tudor Joinery	7250.00	1450.00	8700.00
Coronation Cottage Refurb	Tudor Joinery	5971.00	1194.20	7165.20

52.2 It was **RESOLVED** that the final payment to Tudor Joinery for the refurbishment of Coronation Cottage was approved for payment subject to the sign off from the Working Party that the works had been completed satisfactorily.

52.3 The following list of regular payments was **APPROVED**

Frequency	Tender	Description	Supplier	Net	VAT	Total
Monthly	DIRDEBIT	ELEC - TENNIS CLUB	EDF	Variable	Variable	Variable
Monthly	DIRDEBIT	ELEC - VILLAGE HALL	EDF	Variable	Variable	Variable
Monthly	DIRDEBIT	MOBILE & WIFI	H3G	£ 22.01	£ 4.40	£ 26.41
Monthly	DIRDEBIT	SCRIBE DD	SCRIBE	£ 12.00	£ 2.40	£ 14.40
Monthly	ONLINE	Salary	Clerk	As per contract		
Quarterly	DIRDEBIT	GAS INVOICE	TOTAL ENERGIES	Variable	Variable	Variable
Quarterly	DIRDEBIT	WATER SUPPLY	Scottish Water	Variable	Variable	Variable
4 monthly	Online	Newsletter	LeafletFrog	£ 135.00	£ 0	£ 135.00

52.4 The financial forecast for the current year, and the fact that the general reserves were forecast to be below recommended levels by the year end, was **NOTED**.

52.5 It was **RESOLVED** for the **Clerk** to add Cllrs Nixon and Saunders to the Nationwide account mandate (and remove Cllr Baker)

52.6 It was **RESOLVED** that **Cllr Carlon** be reimbursed immediately on making a card payment for the relocation and replacement of the electricity meter at Coronation Cottage.

53 To review the previous decision to adopt a gov.uk domain and email for the Clerk in the light of this becoming a requirement of the Annual Governance Statement

It was **RESOLVED** to adopt a gov.uk domain and email for the Clerk, and that the **Clerk** should progress this to ensure it was deployed in time for the next Annual Governance & Accountability Review.

54 To consider the omission of the "stone sign" planters from the florals invoice

It was **RESOLVED** that **Cllr Nixon** should commission the new planters for the 3 stone signs from First Impressions, subject to a financial limit of £750 in total.

55 To consider a provider for ongoing grounds work in the absence of a grounds attendant

55.1 It was **RESOLVED** to ask Seth Davies to trim the hedges of Coronation Cottage, the Park and the Village Hall at the quoted price of £450. **Cllr Nixon** agreed to issue the instruction.
55.2 It was **RESOLVED** that payment be made immediately to Seth Davies for grounds works on approval by **Cllrs Earnshaw** and **Nixon** that the work was completed to a satisfactory standard.

56 To approve the content of the Summer Parish Council Newsletter

The content of the newsletter was **APPROVED**

57 To consider the appointment of a landscape architect for the tennis court garden

It was **RESOLVED** that the appointment of a landscape architect from the short-list of two preferred candidates be delegated to the Tennis Court Working Party.

58 To consider the removal of bench No 10 [In Memory of Josie and Ken Bennett] (opposite 42 The Grove) for safety reasons

It was **RESOLVED** that the **Clerk** should arrange for bench No 10 to be removed and replaced with one the same as the replacement recently installed on Shay Lane opposite Buttons, with the plaque placed in safekeeping.

59 To review whether to purchase of a tool for the legs of the Village Hall tables

It was **RESOLVED** that a replacement GoPak Fast Fold Tool be purchased. **Cllr Nixon** agreed to purchase.

60 To ratify the appointment of a Locum Clerk

60.1 It was **RESOLVED** to appoint Carrie Pillow as Locum Clerk via the SLCC Locum Clerk service.

60.2 It was **RESOLVED** to upgrade the Scribe Accounting software on the understanding it would cost c£12 a month more.

61 To consider a request for assistance with setting out and putting away chairs and tables for the U3A drawing groups

It was **RESOLVED** to include an item in the newsletter seeking volunteers to help the U3A group. **Cllr Nixon** to ask Amy Burrell if she is happy to continue to do this each Monday.

62 Parking issues in the village

It was **RESOLVED** to contact Walton Juniors FC to ask them to consider how parking arrangements could be better managed for the forthcoming gala weekend. **Cllr Carlon** agreed to do this.

63 To consider the response from WMDC re the Neighbourhood Plan and decide next steps

It was **RESOLVED** that the **Clerk** should write to WMDC as follows:

1) Providing the prescribed information for a formal redesignation of the Neighbourhood Area.
2) Seeking clarity on whether the expiry date of the existing plan can be extended via the update process, or whether this requires a new plan and the entire process that goes with that.
3) Seeking clarity on the currency of the existing plan beyond 2026 assuming that work on the update/new plan is still in progress then.
4) Asking for a nominee from the Planning team to attend Neighbourhood Planning Working Party meetings.

64 To consider the quote for increased playground equipment insurance cover in respect of the basket/netball posts

It was **RESOLVED** that the **Clerk** should arrange for the insured value of the playground equipment be increased from £96,000 to £100,000 at a cost of £25 to cover from here to the end of the policy term this year.

65 To consider the Kompan quote for repair of the roundabout

It was **RESOLVED** that the Clerk should seek quotes from alternative maintenance providers for the repair of the roundabout.

66 Village Hall Working Party

Cllr Carlon reported that one of the windows was not opening correctly. It was **RESOLVED** that the Clerk should seek someone to perform a repair. **Cllrs Carlon** and **Saunders** agreed to provide the names of potential repairers.

67 Park & Jubilee Field Working Party

67.1 It was **RESOLVED** that the Clerk should seek quotes from Altofts Tree Services and Bowmans to perform the tree works as authorised in the TPO planning application.

67.2 Cllr Carlon agreed to discuss with our arboriculture consultants the options for the tree works that were refused in the TPO planning application.

68 Planning Working Party

68.1 It was **RESOLVED** that the **Clerk** should write to Buttons on Shay Lane explaining that the Parish Council had no record of a planning application for change of use for the site and to ask what advice they have received form the planning authority on this matter.

68.2 It was **RESOLVED** that the **Clerk** should write to 104 Shay Lane expressing the Parish Council's concern over the waste that has been deposited on the verge/pavement and advising that if it is not removed within 7 days we would pass the matter to WMDC seeking its removal, with the likelihood that the costs would be charged to the occupants.

69 Public Bodies (Admission to Meetings) Act 1960 – In view of the confidential nature of the business concerned, it was RESOLVED to exclude the Press and Public

70 To approve the rates and effective dates of the Clerk's sick pay and allowances

It was **RESOLVED** to adopt the following policy on sick absence:

Expenses allowances

For employees who receive a monthly tax-free allowance for working from home expenses, the allowance will not be paid for any month for which the employee has been entirely absent for any reason (including annual leave and sick absence).

Linked absences

If a sick absence commences within 8 weeks of a previous sick absence finishing, it will be "linked", i.e. treated as a continuation of the previous absence, for instance when calculating the date an employee moves from full pay to half pay.

Statutory Sick Pay

The HMRC tools for calculating sick pay work on a weekly basis (where the week runs Sunday to Saturday). For employees on an annualised salary paid monthly, the amount of SSP paid will be based on each week where the Saturday falls before the monthly pay day (for instance the last Friday of the month).