



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, Warrington,
Cheshire WA4 5EQ

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**Minutes of the monthly Parish meeting of Appleton Parish Council held on
Tuesday 16th July 2019 at 7.30pm at Appleton Parish Hall, Dudlow Green Road
Appleton WA4 5EQ**

Present: - Councillor S Harris (Chairman)

Councillor K Arnett, Councillor J Bilsland, Councillor G Palmer, Councillor G Skentelbery, Councillor P Walker, and Councillor J Wheeler.

Mrs. I Derbyshire (Assistant Clerk), a PCSO and 6 members of the public.

Part One – This part of the meeting is open to the press and members of the public.

1. Welcome and apologies for absence

Councillor S Harris welcomed everyone to the Parish Council meeting.

Apologies: Councillor B Axcell (holiday). Councillor I Axcell (holiday). Councillor J Price (holiday). Councillor S Bengel (work commitments). Councillor Tim Stansfield (work commitments) Councillor J Walker (sickness).

2. Members Code of Conduct and Declarations of Interest

Members of the Parish Council are required to declare any pecuniary interests they have for any item on the agenda, subject to rules regarding disclosure contained in the Members Code of Conduct.

Councillor S Harris declared a non pecuniary interest in relation to agenda item 15 as she was the Chairman of the South Warrington Library (in Stockton Heath) group and as such did not take part in the discussion and left the room for this agenda item.

Councillor G Skentelbery declared a pecuniary interest in item 22 (South Warrington Parishes Local Plan) and a pecuniary interest in item 26 (Facebook).

3. PCSO / Police report and presentation

The clerk has circulated the monthly PCSO report to all Parish Councillors for their attention.

The PCSO undertook a presentation for the Parish Councillors and members of the public present. This presentation gave a general overview of what the PCSO's do in the area and why they do it. PCSO Dave Mahon also answered questions from the floor.

Councillor Harris thanked the PCSO for attending and stated how appreciative the Parish Council is for the work the PCSO's do in the locality. She also addressed everyone and advised that if anyone was interested in becoming involved in the Community Speed Watch Scheme to get in touch.

4. Public Participation.

- The clerk noted that a member of the public attended the Planning Committee meeting on Thursday 4th July 2019 relation to 2019/35091, 4 Chartwell Gardens, Appleton, WA4 5HZ. Householder. Proposed single storey rear extension. The member of the public wished to object to this planning application as there would be loss of light and the proposed planning application would overshadow his property.
- A member of public representing a group of residents from Crofton Close and Yew Tree Lane (including Yew Tree Farm and Yew Tree Barn) addressed the meeting about the former Ministry of Justice Playing Fields, Grappenhall Lane, Appleton Thorn.

In summary a group has been formed with a view to registering and enquiring about a plot of land which was advertised for sale by Homes England. (The sale has now been withdrawn). This was done through Saville's with no communication to local residents on possible use of the land. Saville's are unwilling to divulge any information. However, the group is very interested on how the land might be used or developed and their preference would be that it would be put to community use, eg childrens' play area, orchard, allotments.

The group would like to know the Parish Council's views, their plans or desires for this plot of land and if they would be willing to engage with Homes England?

5. Minutes of last Parish Council meeting and matters arising

RESOLVED that;

The Minutes of the Parish Council's monthly meeting held on Tuesday 18th June 2019 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

Councillor Harris stated that it was regrettable that the Foodbank Donation had not been on July's agenda as she would have liked to consider a donation, split over the summer and Christmas periods. She has asked that it is put on the agendas for September and June.

The clerk confirmed that the signage for the new van has been completed and the cost of this was £96.00 including VAT.

The clerk confirmed that she had submitted planning permission for the Parish Council noticeboard on 25th June 2019. The Development Control Department of Warrington Borough Council have stated that it will take a least eight weeks for planning permission to be granted.

The clerk requested, on 24th June 2019, that a Highways Officer from Warrington Borough Council meets representatives from the Parish Council at St Cross Church in Appleton Thorn regarding the church wall. This has been logged under CRM 890728. The clerk will notify the Parish Council when a reply has been received from Warrington Borough Council on this matter.

6. Minutes of Finance and General Purposes Committee on 4th July 2019 meeting and matters arising

RESOLVED that;

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 6th June 2019 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

7. Quarterly Budget

The clerk had circulated the quarterly budget up to 30th June 2019.

RESOLVED that;

The quarterly budget was approved.

Both the Events working party and Environmental working party had requested that the amount in their budget was increased.

It was **RESOLVED** that;

The Events budget for 2019/2020 was increased from £1500 to £2500. The additional funds were to be taken from the community scheme reserves.

The clerk reported that with regards to the Environment working party the bulb planting bill came in on 18th April 2019, so it has been taken out of the budget for 2019/2020.

If the bulb planting bill came in before 31st March 2019 it would have been taken from the previous year's budget. So, there will be two lots of bulb planting to come out of the budget for 2019/2020.

It was **RESOLVED** that;

The Environment budget for 2019/2020 was increased from £14000 to £18300. The additional funds were to be taken from the Environment Improvements schemes reserves.

8. Financial Regulations

The Finance and General Purposes Committee had undertaken a review of the Financial Regulations.

Councillor P Walker advised that the clerk, assistant clerk and ranger had been using their personal debit and credit cards for parish council purchases which was unacceptable.

RESOLVED that;

The Parish Council adopts the Financial Regulations to include point 6.18, the use of debit cards. Point 6.18 is as follows.

Any Debit Card issued for use will be specifically restricted to the Clerk and Assistant Clerk in order to carry out their duties and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.

Any Debit Card issued for use will be specifically restricted to the Parish Ranger in order to carry out their duties and will also be restricted to a single transaction maximum value of £200 unless authorised by council or finance committee in writing before any order is placed.

The current Financial Regulations state;

4.1 Expenditure of revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by;

- The council for all items over £5,000.
- A duty delegated committee of the council for items over £500.00 or
- The clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate committee for any items below £500.00.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the clerk, and where necessary also by the appropriate chairman.

It was **RESOLVED** that;

The following was added to the Financial Regulations;

- where neither the Clerk or Chairman of the appropriate committee is available, the Chairman of the Parish Council having consulted with another Parish Councillor has delegated authority to make a decision for items up to and including £500 for urgent matters. The action should be 'evidenced by a minute or by an authorisation slip duly signed by' the Chairman of the Parish Council.

9. Interim Audit

The clerk advised that the internal auditors offered a mid-year interim audit. The cost of which was £181.00 plus VAT.

It was **RESOLVED** that;

The Parish Council has an interim audit after the completion of the half year accounts at the cost of £181.00 plus VAT.

10. Fire Risk Assessment

The clerk confirmed that a Fire Risk Assessment had been undertaken on Tuesday 14th May 2019. The Fire Risk Assessment report had been circulated.

The points raised were minor and limited action was required. It stated to review FRA as recommended; existing controls are generally satisfactory.

RESOLVED that;

The Fire Risk Assessment report was accepted.

RESOLVED that;

the expenditure for the electrical work at the cost of £585.00 plus VAT was approved and the cost of £30.00 was approved for an additional C02 Fire Extinguisher.

11. Fire System contract

The clerk informed the Parish Council that the Parish Hall had an annual Fire Alarm servicing contract which expires on 31st July 2019.

The assistant clerk had obtained quotes from three different companies; however, it was subsequently found that the Parish Council was unable to cancel the current contract with Marlowe Fire and Security as three months notice needed to be given.

RESOLVED that;

That the current contract with Marlowe Fire & Security was continued at the cost of £168.00 plus VAT. The clerk was asked to cancel this contract in April 2020 in order to look at different options for next year.

12. Defibrillator Training sessions

The clerk has arranged for the training to take place on Monday 15th July. At the Parish Council meeting on 21st May 2019 it was agreed to donate £250.00 for two training sessions. It was

RESOLVED that;

The amount of £150.00 was donated to Northwich Community First Responders for one training course at the Parish Hall.

13. DBS checks

RESOLVED that;

All four members of staff had a basic Disclosure and Barring Service (DBS) check at the cost of £25.00 each.

14. Painting the main hall

RESOLVED that;

Paint and a protective coated varnish were purchased up to the value of £100.00 and that the Parish Ranger would carry out this work in between bookings during the summer holidays.

15. Funding and contract for South Warrington Library (in Stockton Heath)

Councillor S Harris declared an interest in relation to agenda item 15 as she is the Chairman of the South Warrington Library (in Stockton Heath) group as such she did not take part in the discussion and left the room for this agenda item.

RESOLVED that;

The Parish Council pays the contribution of £1,494.50 towards the running costs of South Warrington Library (in Stockton Heath) for 2019/2020 and Councillor J Wheeler as the Deputy Chairman signs the grant contract accordingly.

Councillor Harris returned to the room and concluded that the parish council may wish to think about donating further funds in the future towards specific items for the library as not all the money budgeted for had been used. She asked for it to be on October's agenda.

16. Planning

The recommendations of the Planning Committee on applications received since the last meeting were accepted and it was

RESOLVED that;

The following recommendations be forwarded to the Development Control Manager, Environment and Regeneration, Warrington Borough Council.

The Parish Council has **no objections to**;

2019/34722, 23 Greenfields Avenue, Appleton, WA4 3BW. Householder - Proposed Kitchen extension to rear.

2019/35181, 22 Delphfields Road, Appleton, WA4 5BY. Householder - Proposed front two storey extension, ground floor rear extension, new garage roof and alterations.

2019/35084, 37 Lyons Lane, Appleton, WA4 5JH. Householder - Retrospective application for garden gazebo/cabana.

2019/35157, 5 Red Gables, Pepper Street, Appleton, WA4 4SB. Householder Proposed single story rear extension and alterations to existing rear extension to include new door opening, renewal of roof covering including of roof lanterns.

2019/35227, 18 Stoneacre Gardens, Appleton, WA4 5ET. Householder - Proposed rear two storey extension & new window openings. Resubmission of application 2019/34795, (previously no objection).

2019/35240, 68 Birchdale Road, Appleton, WA4 5AW. Full Planning - Proposed single storey duo pitched side extension.

2019/35252, 1 Abbotsfield Close, Appleton, WA4 5AT. Householder-- Proposed double storey side extension, with double story front extension.

2019/35235, 297 London Road, Appleton, WA4 5JB. Householder. Proposed two storey side extension.

2019/35283, 41 Willow Lane, Appleton, WA4 5EA. Householder - Proposed single storey kitchen/ bathroom/ bedroom extension to front elevation, garage to side and sitting room to rear..

2019/35296. 40 Hinton Crescent, Appleton, WA4 3DF. Householder. Proposed single storey utility room and store to side elevations

2019/35295, 31 Field Lane, Appleton, WA4 5JR. Householder. Proposed double storey kitchen & bedroom extension to rear elevation plus single storey link between house and garage.

The Parish Council has **concerns to;**

2019/35140, 467 London Road, Appleton, WA4 5DP. Householder - Double Storey Garage and New Bedroom to Side Elevation Plus Single Storey Kitchen / Family Room to Rear. The Parish Council are concerned regarding the impact of the proposed 45-degree code and the effect on the neighbouring property.

The Parish Council has **objections to;**

2019/35091, 4 Chartwell Gardens, Appleton, WA4 5HZ. Householder. Proposed single storey rear extension. The Parish Council wish to object to this planning application due to the overshadowing and loss of light for number 6 Chatwell Gardens and are concerned regarding the 45-degree code. The Parish Council requests for this planning application to be referred to Development Control Committee and that Committee members undertake a site visit prior to any decision on this planning application being made and consider the effect to the neighbouring property.

2019/35280, Unit 4 Appleton Thorn Trading Estate, Lyncastle Road, Appleton, WA4 4SN. Full Planning (Major) - Propose construction of a warehouse (Use Class B8) with ancillary office space (Use Class B1a), creation of access, service yard, parking, earth remodelling to the existing bund, boundary treatment, and landscaping. The Parish Council strongly objects on the following grounds:

The Design Brief states that this application is for an 'Overall requirement for speculative single storey warehouse building of approximately 50,000ft²' The key word in this statement is 'speculative'. Once the unit has been built there is no certainty for nearby residents as to the type of business that will be in operation to them. The application is for a 365 day operation and this could potentially be an intolerable intrusion into the lives of the residents at Yew Tree Barn and Yew Farm.

The current application 'proposes an eaves height of 11.25m and a ridge height of 12.9m.' This is higher than the original application. Although we acknowledge that it has been sited further away from Yew Tree Barn, the height would still be overbearing and is not acceptable to the Parish Council.

The application has included a lighting strategy. However, we would suggest that, with tenant as yet unidentified, there is no clear indication of what the operating

hours of any future tenant might be and it is entirely possible that lighting will be a problem for nearby residents, especially during the winter months when it gets dark early.

Noise is also a concern as the tenant and the nature of business being conducted on site is not yet known.

There appears to be no consideration of potential noise pollution and this will depend, again, very much upon the type of tenants and the nature of their business.

It has also been reported to the Parish Council that badgers and bats are prevalent in the area. There may not be an actual set on the site but both residences nearby regularly have both badgers and bats in their gardens. This will need to be given some consideration.

The Parish Council requests for this planning application to be referred to Development Control Committee and that committee members undertake a site visit prior to any decision being made on this planning application.

Due to Councillor J Wheeler being a member on the Warrington Borough Council Development Control Committee, she did not participate in the planning discussions or the recommendations agreed.

For information, only –

2019/35169, 59 Rosemoor Gardens, Appleton, WA4 5RF. Lawful development certificate - Proposed single storey extension to rear of dwelling and partial garage conversion.

2019/35161, 48 Highfield Avenue, Appleton, WA4 5DU. Lawful development certificate - Proposed single storey extension to rear of house.

2019/35346, 15 Beechways, Appleton, WA4 5EP. Non-Material Amendment - Proposed addition of a window inside elevation of extension on previously approved application 2016/27530.

17. Clerk's Report and Accounts

The June 2019 statement of accounts for the Financial Year 2018/2019 was noted, and the Members noted the Bank Statements as at 30th June 2019.

RESOLVED that;

Payments were to be made in accordance with the payment schedule for July 2019. The bank reconciliation and bank statements were both signed by the Chairman. The clerk confirmed that Councillor J Walker undertook the verification of the bank reconciliations for all accounts as at 30th June 2019.

The clerk has received a letter on 2nd July 2019 stating that Wavenet will add a non-direct debit administration fee of £6.00 onto the monthly invoice. The payment for the email service has therefore been set up for direct debit payments.

The clerk and assistant clerk will be attending the SLCC meeting on Friday 13th September 2019 in Lymm.

The clerk received an email dated 13th June 2019 from Playability thanking the Parish Council for the £1,000 grant towards the cost of the summer play schemes.

The clerk confirmed that the van insurance was due for renewal on 1st July 2019. Councillor S Harris had approved the renewal quote of £734.42.

The clerk called a plumber on 24th June 2019 as the male toilets had been leaking. Councillor S Harris authorised the repair, the bill has not yet been received.

18. August Recess

As there is no meeting of the Parish Council in August it was

RESOLVED that;

Planning – The Clerk and Assistant Clerk should liaise with the Chairman and Deputy Chairman of the Planning Committee on planning applications received during the Recess with subsequent discussion with other Councillors as required.

The Chairman, Deputy Chairman, Clerk and Assistant Clerk be authorised to deal with all routine matters during the Recess in liaison and in consultation with other Parish Councillors.

The signing of required cheques/bank transfers be undertaken by authorised signatories in accordance with the bank mandates and then detailed on the August payment schedule.

19. Update from Environment Working Party

Report received and accepted by the Parish Council.

20. Bulb Planting

RESOLVED that;

Bulb planting up to the value of £3,000 was approved with the funds to be taken from the Environment budget.

21. Parish Newsletter

RESOLVED that;

Printing and delivery costs up to the value of £1000 were approved with the funds to be taken from the media budget.

22. South Warrington Parishes Local Plan

Councillor Gary Skentelbery declared a pecuniary interest and did not take part in the discussion.

The clerk has received an invoice from Grappenhall and Thelwall Parish Council dated 8th July 2019 for £5489.45 for the GT Consultancy Services costs to the South Warrington Parish Councils Local Plan Liaison Group from January 2019 to July 2019. The total charge for Appleton Parish Council for this period is £5489.45. Details of the expenditure to date have been provided.

RESOLVED that;

The amount of £5489.45 be paid to Grappenhall & Thelwall Parish Council with the funds to be taken from the Community Scheme/ consultant costs for PDO earmarked reserves.

23. Fairtrade

Councillor S Harris reported that it would be a good idea to look at becoming a Fairtrade Parish Council. Warrington Borough Council already has this status. Suggestions were made by other councillors to have a Fairtrade event, possibly Autumn time, use Fairtrade tea and coffee at the hall, and to look at Fairtrade energy supplies when the current contract is due for renewal.

Action: Clerk/Asst Clerk are to research information on Fairtrade including asking other local Parish Councils if they are involved. Item to be added to the Finance & General Purposes agenda for September.

24. Events expenditure

RESOLVED that;

a) Parish Hall Christmas Party expenditure up to £750.00 was approved for the event with funds to be taken from the Events budget.

b) Operation London Bridge, expenditure up to £300.00 was approved with funds to be taken from the General Contingencies budget.

c) Bat Walk was to be on Sunday 8th September and a donation of £100.00 was approved to the RSPB with funds to be taken from the Events budget. Councillor S Harris and Councillor G Palmer will be responsible for the event and they will do a Risk Assessment and Councillor G Palmer will be responsible for First Aid for the event.

d) Flooring for gazebos. Councillor Palmer advised that she thinks only £50 will be required for this expenditure with funds to be taken from the Events budget. Approved.

e) Flasks were to be purchased for use at any event, the expenditure of up to £75.00 was approved with funds to be taken from the Events budget.

f) It was decided not to run the childrens' photographic competition this year as Councillors were unsure as to how much it actually involved the children and it was becoming too expensive to run.

g) The Christmas lights at Broomfields Sheltered Housing to be removed and tested at the cost of £225.00 plus VAT with the funds to be taken from the Events budget. Approved.

The Assistant Clerk confirmed that the total approved expenditure for events was now at £1200. The events budget for the financial year 2019/2020 is £2500. Of this £25.00 had been spent on a Gazebo, as such the remaining budget for the financial year was now £1275.

The date for the Parish Hall Users' Christmas event will be Monday 9 December 2019.

Councillor Wheeler mentioned that the council might want to do something for VE Day which is in May 2020. If expenditure is required, depending on what time of year funds are required, would depend on which budget year is used.

25. Former Ministry of Justice Playing Fields Grappenhall Lane

In response to the public participation (item 4) Councillor Harris stated that the Parish Council was aware of the sale of the piece of land. 2.97 Ac (1.20 Ha) and offers were in excess of £50,000.

Councillor Wheeler has a contact at Homes England and she advised that she had written about this issue but so far had had no response, but she will now follow up her request. She has asked them what their intentions are and why had it been up for sale and now withdrawn from sale. As soon as she has had a response she will inform the residents. (Contact details of the Action Group members present were given to the Asst Clerk). Councillor Harris stated that it could be an advantage that the sale has been withdrawn for the time being as it gives the group more time to decide on what they wish to do with the land. She concluded that in principle the parish council was in agreement with the residents, was happy to give them support and to keep it on our radar. Councillors Skentelbery and Councillor Palmer offered to work closely with the group.

26. Facebook

Councillor Skentelbery declared a pecuniary interest and did not participate in the discussion.

The Facebook account for the Parish Council has been set up.

RESOLVED that;

Warrington Worldwide could continue to share relevant posts to the Appleton Parish Council facebook page. Asst Clerk and Councillor Palmer will also share relevant posts from other local publications on a regular basis.

27. Parish Hall Fees – discounts for charity events

The clerk had received a request for a reduction in the Parish Hall fees as a charity event was recently held at the Parish Hall. Many groups that hire the hall regularly hold

events for various charities throughout the year. The current policy is the normal hire hall fee applies regardless of the nature of the event or the numbers that attend.

RESOLVED that;

On this occasion the hall fee to be reduced to £36. However, Hall Fees regarding charity events to be put on the next Finance & General Purposes meeting for discussion.

28. Parish and Borough Councillors Reports

- Councillor Arnett advised that overhanging trees are touching cars when they drive past on the A49 Broomfields Road.
- Councillor Palmer advised there was a dust problem in the area connected with the Bloor Home development. She asked if the Parish Council should facilitate it but after discussion, it was decided that this is something Bloor Homes need to deal with.
- Councillor Skentelbery mentioned the Eddie Stobart planning application is scheduled for 24 July – Warrington Council planning committee.
- Councillor Bilsland advised of problems with phoning the Police 101 line. It is very time consuming with long wait times. She recalled a recent intimidating incident with a large group of youths.
Action: Asst Clerk to write to David Keane, Police Commissioner about the ongoing problems with line 101 and the long wait times. Councillor Bilsland will also notify the asst clerk of the details of the incident.
- Councillor Wheeler advised that the overhanging hedge on Dingle Way had now been cut.
- Councillor Wheeler will contact Warrington Borough Council with regards to the Parish Path Warden.

29. Date and time of next meeting

Tuesday 17th September 2019, Planning Committee meeting 7pm followed by the Monthly Parish Council meeting 7.30pm.

The meeting closed at 9.31pm.

Part Two – This contains confidential information and only Councillors were present and the Assistant Clerk left the room for this agenda item.

30. Clerk's salary review

This item is confidential and as such the contents have been removed.

The meeting closed at 9.40pm.

