



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonpc.org.uk

Minutes of the monthly Parish meeting of Appleton Parish Council held on Tuesday 18th June 2019 at 7.30pm at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ

Present: - Councillor S Harris (Chairman)

Councillor B Axcell, Councillor S Bengier, Councillor J Bilsland, Councillor G Palmer,
Councillor P Walker, Councillor J Walker and J Wheeler.

Mrs. J Monks (Clerk), a PCSO, the manager of Warrington Foodbank and the leader
of 21st Warrington West (1st Appleton) Scout Group.

1. Welcome and apologies for absence

Councillor K Arnett sent his apology for the meeting as he was unable to attend due
to being on holiday. Councillor G Skentlebery was unable to attend due to personal
commitments. Councillor T Stansfield sent his apologies as he was not able to attend
due to work commitments. Councillor I Axcell sent her apologies as she was unable
to attend as she was ill. Councillor J Price sent his apology for the meeting as he was
unable to attend due to being on holiday.

2. Members Code of Conduct

Councillor J Bilsland declared an non-pecuniary interest in the purchase of gazebo
under item 29 as she is the Chair of the Broomfields Community Group and also she
knows the private seller of the Gazebo, as she took in part in the discussion with
regards to this agenda item and left the room for this item on the agenda.

3. PCSO / Police report

The PCSO reported that there had been an incident at the Broomfields Youth Project
regarding verbal abuse and the PCSOs had requested that a register was taken at the
Broomfields Youth Project both to identify children attending and for Health and Safety
reasons. There had been a burglary on Kinglsey Drive and a theft from a car on
Pewterspear Green Lane. The PCSO confirmed that they had undertaken a speed
enforcement campaign on Grappenhall Lane and on London Road. The PSCO stated
that they had introduced a junior PCSO scheme at Broomfields Primary school and
the next PCSO surgeries would be held at Broomfields Leisure centre. The PCSO said
that they were looking for another venue for PCSO's surgeries following the closure of
the café at Bridge Lane. The clerk has circulated the monthly PCSO report to all Parish
Councillors for their attention.

4. Foodbank Presentation

The Project Manager of Warrington Foodbank gave a presentation to the Parish Council. Warrington Foodbank have a main distribution point in the centre of Warrington and then five other distribution points throughout Warrington. The Project Manager stated that in 2017/2018 Warrington Foodbank gave out 27 tonnes of food. Warrington Foodbank rely on donations of money and food and the organisation is made up of volunteers only. Their work included the provision of lunches to school children who were eligible for free school meals during the school holidays at certain locations. The Project Manager stated that 14 families from Appleton received assistance from the Foodbank in 2018 and this has increased to 17 families for 2019. Warrington Foodbank also signposted people to assist with other needs such as guidance on welfare benefits and credit unions.

5. Public Participation.

The Scout Leader for 21st Warrington West (1st Appleton) Scout Group addressed the Parish Council with regards the grant application for the installation of a disabled ramp at the entrance of the Scout hut. The Scout Leader informed the Parish Council that the number of scouts was at a record level and they had a substantial waiting list for places and needed volunteer leaders. The Appleton Thorn Guides will also be moving into the scout hut from September 2019. The Scout Leader informed the Parish Council that he had obtained funding from the Co-op and will be applying for grants from local housing developers.

6. Minutes of last Parish Council meeting and matters arising

Subject to minor amendments it was;

RESOLVED that;

The Minutes of the Parish Council's Annual Meeting held on Tuesday 21st May 2019 (copies of which had been circulated to each Member) were approved and signed by the Deputy Chairman.

RESOLVED that;

The Minutes of the Parish Council's monthly meeting held on Tuesday 21st May 2019 (copies of which had been circulated to each Member) were approved and signed by the Deputy Chairman.

The clerk confirmed that a van has been purchased at the cost of £11,900 which included 36 months warranty. The clerk was in the process of sorting out the tax and insurance in order for the van to be collected. The clerk has paid an additional premium of £66.29 for the van insurance. The clerk asked for clarification regarding the wording of the signage for the van as it had been agreed at the Parish Council meeting on 21st May 2019 and the clerk had received subsequent requests for this to be amended. The Parish Council informed the clerk that the wording should now be, "Appleton Parish Council, working for the community" on both sides of the van in dark green with the Parish Council's logo on. No signs will be required for the rear of the van.

The clerk asked for clarification with regards to the minutes of the Parish Council meeting on 21st May 2019 and the clerk was asked to amend the wording of the approved expenditure for the Parish Council van to,

RESOLVED that;

The expenditure of up to £12,000 plus VAT should be used to purchase a replacement van.

7. Minutes of Finance and General Purposes Committee on 6th June 2019 meeting and matters arising

RESOLVED that;

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

8. Annual Review of Internal Financial Controls

The Parish Council had undertaken a review of the internal financial controls

RESOLVED that;

the present arrangements for financial controls as detailed below are acceptable:

- a. All payments are raised in accordance with a payment schedule, which includes agreed direct debit and bacs payments, with supporting documentation available, are signed at the third Tuesday monthly meeting.
- b. Details are then again provided to Members as a schedule for formal approval with the subsequently produced Parish Council Meeting minutes which includes a copy of the relevant payments Schedule for the month.
- c. The Chair at the next Parish Council meeting reconciles the Receipts & Payments Schedule and the Bank Statement by signing the Account Balance Summary.
- d. With regard to internet banking the payments are input on the Parish Council's internet banking account by the Assistant Clerk and then are checked by the Clerk. Once input each payment needs dual authorisation from two Parish Councillors to approve and authorise the payment in accordance in payment schedule. Once a payment has been input and approved by either parties it cannot be amended in any way by the internal banking system it can only be cancelled. Payments are made in accordance with the Financial Regulations adopted by the Parish Council.

9. Annual Governance and Accountability Return 2018/19 – Section One Annual Governance Statement

The Parish Council carried out a review of the effectiveness of the system of internal control and considered the annual governance statement in the Annual Governance and Accountability Return 2017/2018 Part three.

Recommended that;

1. The Parish Council have in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. The Parish Council maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. The Parish Council took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances
4. The Parish Council provided proper opportunity during the year for the exercise of electors rights in accordance with the requirement of the Account and Audit Regulations.
5. The Parish Council carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. The Parish Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. The Parish Council took appropriate action on all matters raised in reports from internal and external audit.
8. The Parish Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

RESOLVED that;

Section 1- Annual Governance Statement 2018/2019 is approved and is signed and dated by the Chairman, Councillor S Harris and the Clerk and Responsible Financial Officer, Mrs J Monks.

10. Annual Governance and Accountability Return 2018/19 Section Two – Accounting Statements

The Clerk and Responsible Financial Officer has completed the Accounting Statements for 2018/2019 and the Parish Council considered the Accounting Statements. The clerk confirmed that the internal auditor had audited the Parish Council accounts and had signed and dated the relevant sections on the return.

RESOLVED that;

The Accounting Statements are approved and signed and dated by the Chairman, Councillor S Harris and the Clerk and Responsible Financial Officer, Mrs J Monks.

11. Accounts for 2018/2019

The Clerk advised that the Internal Audit had been undertaken by JDH Business Services Limited who confirmed the following;

The internal audit of Appleton Parish Council was carried out by undertaking the following tests as specified in the Annual Return for Local Councils in England:

- *Checking that books of account have been properly kept throughout the year*
- *Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for*
- *Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks*
- *Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate*
- *Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for*
- *Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for*
- *Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied*
- *Checking the accuracy of the asset and investments registers*
- *Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)*
- *Year end testing on the accuracy and completeness of the financial statements*

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

The action plan noted that;

1. *The AGAR annual return is incorrect as follows: Box 6 (Other payments) is stated as £1,17,757. This should be corrected to £118,757. Box (Balances c/f) is stated as £1,614,147. This should be corrected to £164,147. The internal auditor recommended that the AGAR annual return should be amended as noted.*

The clerk stated that this was a typing error and the form has now been corrected and the figures restated and initialled by the clerk and Chairman of the Parish Council, Councillor S Harris.

2. *Review of the cash book identified the following issues:*
 - (a) *There is no VAT column to record VAT against each relevant transaction. This is important control to ensure VAT records agreed to the cash book and VAT is completely and accurately reclaimed.*
 - (b) *There is no extended cash book headings that classify expenditure and income into different categories (for instance to match the budget headings)*
 - (c) *No cash book column for Section 137 payments.*
 - (d) *There was a misallocation of staff costs to other expenditure in December 2018, although this was resolved when compiling the year end accounts. The internal auditor recommended that the format of the cash book should be improved as noted.*

The clerk stated that a new cashbook is being used from 1st April 2019 and a copy of this has been sent to the internal auditors and they have confirmed that the issue will be resolved due to the introduction of the new cashbook for the 2019/2020 accounts. In relation to (c) however the clerk has now added a cash book column for Section 137 payments.

3. *The clerk noted that quotations are deleted after a tender or quotation exercise has been completed, to comply with GDPR. This actions are not appropriate as quotations have to be retained as evidence for audit that the council undertook procurement in accordance with their Financial Regulations and Standing Orders. The GDPR principles requires personal information to be retained no longer than is necessary, and it is necessary under the Limitation Act 1980 to keep these documents for 6 years. The internal audit recommended that the practice of deleting or shredding quotations/tenders without reference to legislation and audit regulations should cease. A time limit should be set in the council retention policy for the retention of quotations/tenders and the council should use the NALC LTN40 as a reference. The LTN40 sets 6 years as the retention period for quotations/tenders in accordance with the legislation governing this, the Limitation Act 1980 (as amended)*

The clerk confirmed that from the date this was brought to her attention, January 2019 copies of all quotations/tenders exceeding the £1,000 limit as per the Financial Regulations will be kept for 7 years in order to meet these audit requirements.

4. *The AGAR Annual Return internal audit certificate had been completed by the council. This is not appropriate – the certificate has to be completed by the internal auditor. The internal auditor recommended that the internal audit certificate should not be provided to the internal auditor pre-completed in future.*

The clerk had noted this for the future.

5. *The earmarked reserves disclosure in the explanation of variance for the external auditor case to significantly more than the entire reserves of the Parish Council. The internal auditor recommended that the council should review the explanation of variances note for the external auditor and ensure that earmarked (and general) reserves are accurately stated.*

The clerk stated that the earmarked reserves had been confirmed at the Parish Council meeting on 21st May as follows;

| | |
|---|------------|
| Reserves for Elections | £3500.00 |
| Reserves for Parish Hall maintenance/improvements | £50000.00 |
| Reserves for Youth work | £10000.00 |
| Reserves for van replacement | £12000.00 |
| Reserves for Environmental Schemes | £15000.00 |
| Reserves for Community Schemes | £50000.00 |
| Reserves for Contingencies | £4000.00 |
| Reserves for South Warrington library | £20000.00. |

It was recommended that the earmarked reserves were amended to;

| | |
|---|------------|
| Reserves for Elections | £3500.00 |
| Reserves for Parish Hall maintenance/improvements | £45500.00 |
| Reserves for Youth work | £10000.00 |
| Reserves for van replacement | £12000.00 |
| Reserves for Environmental Schemes | £15000.00 |
| Reserves for Community Schemes | £50000.00 |
| Reserves for Contingencies | £3000.00 |
| Reserves for South Warrington library | £20000.00. |

As such this means reducing the amount for the Reserves for Parish Hall maintenance/improvements from £50000.00 to £45500.00.

This brings the total amount of reserves to £160000.

- 6. The internal auditor was unable to agree the pricing for income invoice 4905 for £112. The hire is for the large hall for four two hour sessions which normally cost £36 x 4 = £144. The internal auditor recommended that the council should review whether the pricing of this invoice is accurate (eg there may be a discount/concession applied). All other invoice pricing for hall hire was satisfactory.*

The clerk stated that invoice 4905 related to Appletots rental hire of the main hall. The clerk had informed the Parish Council at the Parish Council meeting on 16th April 2019 that Appletots hall hire fees were subsidised and had been so for many years. The Parish Council's decision was that Parish Hall hiring fee for Appletots for Friday mornings continue to be charged at £28.00 for the Friday morning session. As such the charge of £28 x 4 sessions was £112 and invoice 4905 was correct and in line with the Parish Council's pricing policy.

The clerk confirmed that all hiring fees are reviewed annually by the Finance and General Purposes committee.

The internal auditor also issued an important guidance note regarding the internal audit certificate in the AGAR which is as follows;

There is a new internal control objective (Objective L) in the 2018/2019 internal audit certificate that requires internal audit certificate that requires internal audit to conclude on whether the Public Rights Notice during the previous summer was compliant with the Regulations. This is pre-filled for 2018/2019 but in order to test this and conclude YES or No for the 2019/2020 internal audit we would need to receive with the 2019/2020 books and records: A copy of the completed 2018/2019 Notice of Public Rights and Publication of the unaudited Annual Governance and Accountability Review and a dated photograph showing the first day of the Notice of Public Rights on the noticeboard and/or a dated computer screenshot showing the first date of the Notice of Public Rights on the website for 2018/2019. Our approach to this new requirement will be to conclude NO if we have not received the above evidence and explain on the AGAR that we received insufficient evidence to be able to conclude YES; we would also conclude NO if the dates advertised were not compliant with the Regulations. This will be a new ongoing requirement for internal audit, as well as verifying whether certain smaller councils meet the exemption criteria from external audit. Therefore for the 2019/20 internal audits there will be additional time charged at a fixed price fee of £9 + plus VAT per local council to complete the new requirements.

The clerk noted the new requirements. The clerk noted that the charge for the annual audit was £197.20 plus VAT.

RESOLVED that;

The report from the internal auditor was accepted by the Parish Council and this was signed and dated by the clerk and Chairman of the Parish Council, Councillor S Harris.

The clerk reported the following variances on income and expenditure for 2018/2019, compared to the previous year, 2017/2018.

- The annual precept has increased by 15.79%
- The amount of receipts (income) had increased by 130.13%
- Staff costs had increased by 25.94% (this was due to the increase in hours for both the assistant clerk and Parish Ranger).
- Payments had increased by 39.06%
- The amount of cash held (reserves) had increased by 26.84%
- Fixed assets had increased by 0.57%.

12. Earmarked Reserves

RESOLVED that the earmarked reserves were amended to;

| | |
|------------------------|----------|
| Reserves for Elections | £3500.00 |
|------------------------|----------|

| | |
|---|------------|
| Reserves for Parish Hall maintenance/improvements | £45500.00 |
| Reserves for Youth work | £10000.00 |
| Reserves for van replacement | £12000.00 |
| Reserves for Environmental Schemes | £15000.00 |
| Reserves for Community Schemes | £50000.00 |
| Reserves for Contingencies | £3000.00 |
| Reserves for South Warrington library | £20000.00. |

As such this means reducing the amount for the Reserves for Parish Hall maintenance/improvements from £50000.00 to £45500.00.

This brings the total amount of reserves to £160000.

13. Direct Debits

RESOLVED that

the following variable direct debits were paid by the Parish Council;

British Telecom, CNG Ltd (Gas), ICO (Information Commissioner Office), Scottish Power, Tesco mobile, Water Plus.

14. Standing Orders

Section 19 Handling Staff Matters Part F.

This currently states; Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

Councillor S Harris requested that this be amended to;

Any persons responsible for all or part of the management of staff shall treat as confidential the written and verbal records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

RESOLVED that;

The Parish Council adopts the Standing Orders, with the above amendment for the Parish Council.

15. General Risk Assessment and Assets

The clerk had updated the annual risk assessment report and asset register.

RESOLVED that;

The Risk Assessment report was approved and that the updated asset register was approved.

Councillor J Bilsland asked why the clerk had not undertaken depreciation on the assets held by the Parish Council. The clerk informed the Parish Council that the assets had to be recorded at the purchase price.

16. Publication scheme, complaints procedure and grant policy.

To review and confirm the above policies for the Parish Council.

RESOLVED that;

- (a) The publication scheme should be confirmed for the Parish Council.
- (b) A complaints procedure should be confirmed for the Parish Council.
- (c) the grant procedure should be updated to include a request for a copy of bank statements.

17. Data Protection review documentation

RESOLVED that;

The Parish Council confirms that the data audit is correct and adopts the consent, privacy notices and Data Protection policy.

18. DBS Checks

This item was deferred for consideration by the Finance and General Purposes committee.

19. Grant application from 21st Warrington West (1st Appleton) Scout Group

The clerk has received a grant application from 21st Warrington West (1st Appleton) Scout Group for a grant towards the cost of a disabled ramp. The cost of the ramp is £8100. They have received a contribution of £1728 from the Co-op and they have asked for a grant of £2,500.

RESOLVED that;

A grant of £1200 to be given towards the cost of the installation of a disabled ramp for the scout hut at Dudlow Green Road.

20. Training Courses

Cheshire Association of Local Councils are offering training courses.

The clerk would like to attend a full day course on Finance on 10th July 2019. The cost of this is £125.00.

The assistant clerk would like to attend a planning training course on the 18th July. The cost of this would be £60.00.

Councillor G Palmer would like to attend two planning training courses on Thursday 11th July and Thursday 18th July 2019 at the cost of £115.00.

Councillor S Harris and Councillor J Wheeler would like to attend the Chairmanship training on 6th November 2019 at the cost of £125.00 per person.

RESOLVED that;

The amount of £550.00 was approved for the above training sessions.

21. Quarterly Banking Reconciliation

Councillor K Arnett had undertaken the quarterly banking reconciliation for some time and no longer wishes to do this.

RESOLVED that;

Councillor J Walker undertakes the quarterly banking reconciliation for the Parish Council.

22. Banking and Debit cards

RESOLVED that;

The clerk, Mrs Joanne Monks, Assistant Clerk, Mrs Irene Derbyshire and Parish Ranger, Mr David Pearce be authorised to use a debit card on behalf of the Parish Council. The clerk informed the Parish Council that the Financial Regulations will require amending in order to allow this before debit cards could be ordered.

It was

RESOLVED that;

- the cardholders (who are Authorised Signatories to the bank account listed in Section 1) are authorized to request and to be issued with Debit card (s) and/or debit card details (including replacement cards, card details and security details) for use in relation to the operation and the giving instructions in relation to the bank account.
- The Signing Rules contained in the mandate provided to operate the bank account listed in Section 1 above be supplemented (but not replaced) by the additional Card Transaction Authorization Rules which will apply to the operation of the bank account using a Debit card or Debit card details. The current mandate to operate the bank account shall accordingly continue as supplemented and amended.
- The Customer agrees to be bound by the Debit card Terms contained in the application form and any amendments made to them from time to time. These terms apply in addition to the terms and conditions of the bank account, which shall not be prejudiced or affected by the debit card terms.
- The Customer agrees that all transactions authorized by a duly authorized Debit card should be debited to the bank account in Section 1 and that the customer accepts liability for any unarranged overdraft resulting from any such transactions that cardholders may use their debit cards to order cheque books and statements and to obtain details of the balance on an account.
- The Bank may continue to reply upon this resolution until it is revoked in writing by a suitably authorized notice to the bank.

The clerk informed the Parish Council that further authorised signatures were required for the NatWest current account and for internet banking.

RESOLVED that;

Councillor J Bilsand and Councillor J Wheeler will become authorised signatures for the NatWest bank account and for the NatWest internet banking.

To order a debit card for the Parish Ranger, Mr David Pearce it would be necessary to add him as an authorised signature for the NatWest bank account.

RESOLVED that;

The Parish Ranger, Mr David Pearce will become authorised signature for the NatWest bank account. The clerk informed the Parish Council that Mr David Pearce would not be set up for the NatWest internet banking.

It was

RESOLVED that;

A banking relationship will be maintained with National Westminster Bank PLC (the bank) in accordance with the mandate and that;

- the individuals identified as Authorised Signatories may, in accordance with the Signing Rules:
- sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, bankers draft and other payments and other payments on the accounts even if it causes an account to be overdrawn or exceed any limit.
- Sign, accept or endorse bills of exchange.

Authorised signatures identified in the Signing Rules for unlimited amounts any, in accordance with the signing rules.;

- Sign agreements for electronic products, including payment systems, and appoint or remove administrators and operators of those electronic products. The Business/Organisation authorizes the administrators and operators to exercise the powers detailed in the terms of each electronic product. These powers may be extensive and include the power to make payments and access information on behalf of the business/organization, and in case of administrators, the power to appoint and remove other administrators (with the same powers) and operators.
- Any authorized signatory may give other instructions or requests for information to the bank in relation to the accounts; opening accounts with the same signing rules and authorized signatories; closing accounts or other banking services or products.
- The bank may accept instructions that do not have an original written signature provided to the bank is satisfied that the instruction is genuine and subject to any other agreement the bank may require for those instructions.
- The mandate will continue until the customer completes a new mandate/passes a Resolution advising that changes in authority on the account (s)

- The customer agrees to provide the bank with a copy of its constitution and any amendments (s) to the constitution, certified as correct by the Secretary.

23. Planning

The clerk noted that two members of the public attended the Planning Committee meeting on Thursday 6th June 2019 with regards to the Six:56 Warrington application. (2019/34799). Both members of the public wished to object to the planning application.

Councillor J Bilsland asked if the Planning Committee had objected to 2019/34992, 3 Caversham Close. The clerk confirmed that this was discussed at the Planning Committee meeting on Thursday 6th June 2019 and that no objections had been submitted to the Development Control Department of Warrington Borough Council. The clerk confirmed that the agenda for this planning committee meeting had been circulated to all Parish Councillors and if anyone had any comments/objections these should have been submitted to the Planning Committee for their consideration at the time. The clerk confirmed that if Councillor J Bilsland had any concerns/objections she would have to raise these as a Parish Councillor and submit these to the Development Control Department of Warrington Borough Council.

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.

No Objections to the following applications –

2019/34901, 10 Red Lane, Appleton, WA4 5AD. Householder - Proposed Single storey rear extension.

2019/34992, 3 Caversham Close, Appleton, WA4 5JX. Householder-Proposed Bedroom Over Previously Approved Garage and Single Storey Porch to Front.

2019/34964, Bridgewater High Upper School, Broomfields Road, Appleton, WA4 3AE. Full Planning - Proposed new entrance to the north elevation of the building with glazed canopy overhead, new door access, decking and ramp level access with alterations to building façade.

Concerns to the following applications –

2019/34934, 17 Wood Lane, Appleton, WA4 3DB. Householder. Proposed single storey extension to rear to replace conservatory. The Parish Council was concerned regarding the 45-degree code of the proposed extension and the effect of this on the neighbouring property 19 Wood Lane.

2019/35105, Land bounded by Green Lane &, Dipping Brook Avenue, Appleton, Warrington, WA4 5NN. Reserved Matters (Major) - Application for approval of Reserved Matters for the Appearance, Landscaping, Layout and scale of residential development following outline approval (2017/29930) Development of 370 houses, boundaries, infrastructure and landscaping (excluding neighbourhood centre). The Parish Council has concerns that the proposed Garden Suburb Strategic Link (GSSL) runs through the residential part of the site. This is not reflected in the application. The Parish Council would like clarity from Warrington Borough Council whether the proposed route carries any weight in the consideration of this application.

Objections to the following application –

2019/34799. Land to the west of Junction 20 of the M6 Motorway, and Junction 9 of the M56 Motorway and to the south of, Grappenhall Lane/Cliff Lane (known as Six:56 Warrington) Grappenhall. Outline Planning (Major) - Outline application (all matters reserved except for access) comprising the construction of up to 287,909m² (gross internal) of employment floorspace (Use Class B8 and B1(a) offices) including change of use of Bradley Hall Farmhouse to B1 (a) office use (335m²) and associated servicing and infrastructure including car parking and vehicle and pedestrian circulation, alteration of existing access road into site including works to the M6 J20 dumbbell roundabouts and realignment of the existing A50 junction, noise mitigation, earthworks to create development platforms and bunds, landscaping including buffers, creation of drainage features, electrical substation, pumping station, and ecological works, accompanied by an Environmental Statement.

The outline application (all matters reserved except for means of access) comprises the construction of up to 287,909m² (3,099,025ft²) (gross internal) of employment floorspace (Use Class B8 and B1(a) offices) including change of use of Bradley Hall Farmhouse to B1 (a) office use (335m² (3,600ft²)) and associated servicing and infrastructure including car parking and vehicle and pedestrian circulation, alteration of existing access road into site including works to the M6 J20 dumbbell roundabouts and realignment of the existing A50 junction, noise mitigation, earthworks to create development platforms and bunds, landscaping including buffers, creation of drainage features, electrical substation, pumping station, and ecological works.

Appleton Parish Council strongly objects to the above application on the following grounds:

We object to the scale of this development. If approved, it will become the second largest distribution park in the North West, second only to the gigantic Trafford Park in Greater Manchester. It's 288, 000 square metres/3, 099, 025 square ft of strong Green Belt. Alternatively, it's the equivalent of 45 Wembley pitches.

We conservatively estimate that once Six/56 and Stobart's centres are in full operation, they will generate intolerable levels of traffic in the local vicinity, Langtree bringing the vast majority of those traffic movements because of the scale of the development.

Our estimates are:

- up to 12, 000 vehicle movements every 24 hours
- 2,000 – 3,000 vehicle movements per hour at peak times

The very fact that the Design Statement outlines 2, 400 space car park spaces alone, leaves us in no doubt that this will have a major impact on the quality of life and the health of Appleton and Appleton Thorn residents. The Six/56 will become a major commuter hub and it will be intolerable, not only for existing residents, but the 7,400 new residents living right next to it once the Garden Suburb is built.

We are extremely concerned about levels of small particulates (PM2.5) generated by this volume of traffic. Even without this additional volume of cars, vans and HGV's, Warrington had the worst levels of PM2.5 in the whole of the United Kingdom in 2018 (WHO Ambient Air Quality Database v11 published on 29th May 2018). PM2.5 can be deadly. Studies have found a close link between exposure to fine particles and premature death from heart and lung disease. Fine particles are also known to trigger or worsen chronic disease such as asthma, heart attack, bronchitis and other respiratory problems. This should not be the future that our residents face.

In addition to the impact of pollution on health, our residents are often faced with the issue of HGV's regularly flouting weight limits and driving along restricted access roads. With an estimated 12, 000 additional vehicular movements per day on our roads and surrounding motorways, this problem is going to get significantly worse. Not only that, they will be living with a 24 hour-a-day operation, 365 days of the year, where they are subject to noise, light and air pollution. There will be no respite.

The visual impact of these warehousing sheds makes a terrible statement about the kind of town we are. As you approach South Warrington from the East along the M56, the view will be no longer a rural setting, something we are extremely proud of and consider to be part of our identity. The view will be 40-metre high warehousing sheds (which is just short of Nelson's Column) on the horizon. We should also bear in mind; this area is already 70 metres above sea level; the whole development is going to dominate the landscape and diminish the character of our area beyond recognition. The insensitivity continues in other areas. The nearest neighbours to the build at Bradley Hall will be 27metres away from 40m high edifice. Furthermore, Bradley Hall and moat is a scheduled ancient monument, and is at the heart of the development, due to be turned into office space. Apart from annexing an Ancient Monument, the 30-metre buffer zone does not do justice to it.

Appleton Parish Council also believes that Langtree's assertion that they will bring quality jobs to the area is unsubstantiated and these jobs will not be sustainable in the long term. With regard to Langtree's own figures, especially concerning predicted job numbers, we think that the figure of 4,900 jobs is over-optimistic. They are based on standard desk top extrapolations. Such algorithm driven analyses inherently lack transparency and produce built-in bias because they can only replicate the past, rather than predict the future. This type of analysis has been recently criticised by the Law Society in respect of public bodies and organisations.

The logistics industry traditionally employs low tech (and therefore low paid) jobs, based in an increasingly automated industry. Moreover, they are most likely to be commuter jobs with very little or no benefit to our local economy (on site canteens, no local shops, café's etc).

Langtree have argued that both the existing Adopted Local Core Plan Strategy 2014 and the Appleton Thorn NDP 2017 are out of date. We contest this; both are in place and legally binding until the LDP has been subject to Judicial Review. We therefore believe this planning application is premature for two reasons. Firstly, the LDP has not yet been adopted and is open to challenge because of its scale and impact, both in terms of traffic and transport flow. Secondly, forecasts for homes and growth requirement are also very open to legal challenge, especially on the grounds of deliverability and soundness. It would therefore be wrong to approve this application before any legal challenges and have taken place.

In summary, we are deeply opposed to this development. We feel our future economy (given the above statistics on current air pollution) should be a clean, green economy, not one based on fossil fuel reliant transport and logistics. The logistics industry is notoriously vulnerable to changing short term objectives. We could find a situation where we are hosting a white elephant development because it doesn't have access to the green economy infrastructure, such as a rail network. There is no balance in the economic case – the Six-56 mega-development is out of proportion. Langtree state they cannot find another site anywhere else in the country that fits the bill in terms of size and location. Surely that is a matter for them? We are convinced that the planning application and supporting documentation does not meet any of the five criteria for Green Belt release, which are

- to check the unrestricted sprawl of large built-up areas;
- to prevent neighbouring towns merging into one another;
- to assist in safeguarding the countryside from encroachment;
- to preserve the setting and special character of historic towns; and
- to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.

This application could be rejected on the above grounds alone. It seems the bigger the scale, the less protection we have as a community. This is not sustainable development, a theme that cherished by Warrington Borough Council and running through their policies. We ask that DMC consider our arguments carefully and respect and support our community by rejecting the Six/56 Planning Application.

Due to Councillor J Wheeler and Councillor P Walker being members on the Warrington Borough Council Development Control Committee, they did not participate in the planning discussions or the recommendations agreed.

For information, only –

2019/34918, 2 Woodcroft Gardens, Appleton, WA4 5RS. Section 192 Certificate - Proposed Single storey rear extension.

2019/34962. Longwood House (formerly) Wytchwood, Cann Lane North, Appleton, WA4 5NB. TPO works- T1 oak- 20% crown thin to increase wind and light permeation, Remove deadwood T2- Remove deadwood.

2019/34930, Broomfields Leisure centre, Broomfields Road, Appleton, WA4 3AE. Discharge of conditions - Proposed discharge Condition 5 (Surface Water Drainage) on approved application 2018/33249.

2019/34977, 16 Dingleway, Appleton, WA4 3AB. Lawful Development Certificate - Proposed construction of single storey rear extension with roof works to existing side extension to accommodate. Information Only.

2019/35109, Red Lane, Appleton. TPO - TPO 114, T2 - Proposed works to provide safety clearance to the highway for the general public/ road user/ plant/ equipment to resurface the carriageway. Crown lift to approx. 5.2 m from ground level on highway side only.

24. Clerk's Report and Accounts

The May 2019 statement of accounts for the Financial Year 2018/2019 was noted, and the Members noted the Bank Statements as at 31st May 2019.

RESOLVED that;

Payments were to be made in accordance with the payment schedule for June 2019. The bank reconciliation and bank statements were both signed by the Chairman.

The clerk and assistant clerk will be attending the SLCC meeting on Wednesday 17th July 2019 in Northwich.

The clerk reported that that photocopier was broken, and this has been mended at the cost of £75.00 plus VAT. This was authorised by Councillor S Harris.

The clerk reported that the roof of the Parish Hall was leaking, and Councillor S Harris had authorised the clerk to go ahead and organise the repair.

The clerk informed the Parish Council that the system for Cheshire Pension Fund was changing and that the Parish Council would now need to upload data onto their system. A representative from Cheshire Pension Fund will be coming to the Parish Council on Thursday 27th June at 1pm to go through this new system. Any Parish Councillors were welcome to attend if they wished.

The clerk has received a letter regarding polling stations for 2019 from Warrington Borough Council. Warrington Borough Council are conducting a review of the borough's polling districts and polling places. There are no changes to the arrangements for Appleton.

The clerk received an email dated 4th June 2019 from the Partnerships and Commissioning Officer Strategic Partnerships and commissioning Team Warrington & Co informing the Parish council that the refurbishment work at Stockton Heath library will be commencing Monday 10th June for approx. 8/9 weeks.

The clerk has received an email dated 5th June 2019 from a resident of Appleton Thorn thanking the Parish Ranger for all his hard work in Appleton Thorn.

The clerk received an email dated 17th June 2019 from the Bawming Committee thanking the Parish Council for their grant and support for the Bawming event.

25. Fairtrade

Councillor S Harris asked for this item to be deferred until the next Parish Council meeting in July.

26. Appleton Thorn damage to church wall - related issues concerning speed and highways management.

A resident had contacted the Parish Council with regards to the damage to the church wall caused by a crash. The clerk was asked to contact a Highways Officer from Warrington Borough Council to meet representatives from the Parish Council at St Cross Church to discuss the issues.

27. Update for Environment working party

Councillor J Walker informed the Parish Council that the Environment Working Group was looking into bulb planting and asked the clerk to put this on the agenda for the next Parish Council meeting in July.

28. Parish Council noticeboard

Councillor J Walker informed the Parish Council that several companies had been contacted for a quote for a new noticeboard.

RESOLVED that;

£1250.00 plus VAT was allocated for this project. The cost was to include the purchase of a noticeboard, costs of installation and cost of planning permission. Greenbarnes were to be the supplier and the cost will come from the Environment Improvement budget.

29. Gazebo

Councillor J Bilsland declared an non-pecuniary interest in the purchase of gazebo as she is the Chair of the Broomfields Community Group and also she knows the private seller of the Gazebo. She took no part in the discussion with regards to this agenda item and left the room for this item on the agenda.

RESOLVED that;

£25.00 was to be spent on a gazebo with the cost to be taken out of the Events budget. The clerk stated that she will require an invoice to arrange payment by bank transfer.

30. Parish Path Warden/ representative for the Warrington Public Rights of Way Forum

The clerk had asked the Parish Path Warden/representative for the Warrington Public Rights of Way Forum to the Parish Council meeting. However, he had stated that he was not available and wished to relinquish the role of Parish Path Warden.

RESOLVED that;

Councillor J Wheeler became the Parish Path Warden/ representative for the Warrington Public Rights of Way Forum.

The clerk was requested to thank the warden for his assistance over the years and ask him for any handover documentation. The clerk noted that this was to be sent via the post and email.

31. Parish and Borough Councillors Reports

Councillor J Wheeler confirmed that Warrington Borough Council will be installing drop kerbs in the Dingleway and surrounding areas following a request.

32. Date and time of next meeting

Tuesday 16th July 2019, Planning Committee meeting 7pm followed by the Monthly Parish Council meeting 7.30pm.

The meeting closed at 9.25pm.