



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 Annual Meeting of Appleton Parish Council held on Tuesday 21st May 2019 at 7.15pm 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 T Stansfield, Councillor P Walker, Councillor J Walker and Councillor J Wheeler.

Mrs. J Monks (Clerk)

Councillors B Axcell, Councillor I Axcell, Councillor S Bengier and Councillor J Price sent their apologies for the meeting.

1. Election of a new Chairman of the Parish Council

RESOLVED that;

Councillor S Harris be elected Chairman of the Parish Council for 2019/2020.

Councillor S Harris thanked the Parish Council for the opportunity to be the Chairman of the Parish Council for another year and looked forward to another busy year.

2. Election of a new Deputy Chairman of the Parish Council

Councillor J Wheeler be elected Deputy Chairman of the Parish Council for 2019/2020.

3. Code of Conduct and declarations of interest.

All Parish Councillors reviewed their declaration of interest forms.

RESOLVED that;

The Parish Council confirms the Code of Conduct for Members adopted by Warrington Borough Council as the council's code of conduct under section 27(2) and 27(3) of the Localism Act 2011.

The Chairman of the Parish Council informed all the Parish Councillors that they would have to abide by the Code of Conduct and declare any interest in relation to agenda items.

4. Members of Committees

The following members be appointed for 2019/2020;

Planning Committee – Councillor S Bengier (Chair), Councillor B Axcell, Councillor I Axcell, Councillor J Walker and Councillor G Palmer.

Councillor S Harris stated that all members of the Planning Committee should be prepared to attend Development Control Committee as and when required.

Finance and General Purposes Committee– Councillor P Walker (Chair), Chairman of the Parish Council, Deputy Chairman, Councillor S Bengier, Councillor J Bilsland and Councillor B Axcell.

Working Parties

Environment Working Party –Councillor J Wheeler, Councillor K Arnett, Councillor G Palmer, Councillor T Stansfield and Councillor J Walker.

Media Working Party – Councillor S Harris, Councillor J Bilsland, Councillor G Skentelbery and Councillor G Palmer.

Employment Working Party – Chairman, Deputy Chairman, Councillor P Walker, Councillor B Axcell, Councillor J Bilsland, Councillor G Palmer and Councillor S Bengier.

PCSO Liaison Working Party – Councillor S Harris, Councillor J Bilsland and Councillor S Bengier.

Community Event Working Party - Councillor G Palmer, Councillor J Walker, Councillor T Stansfield and Councillor S Harris.

Youth Liaison group including Broomfields Youth Project - Councillor J Bilsland and Councillor J Wheeler.

5. Members of Outside Bodies

The following members be appointed for 2019/2020;

a) Warrington Public Rights of Way Forum – Councillor K Arnett, Councillor S Harris and Mr. S Guest

b) Parish Path Warden – Mr. S Guest

e) Police and Crime Commissioner Surgery Meetings – Councillor J Bilsland, Councillor S Harris and Councillor P Walker

f) Bridgewater Canal Users Group – Councillor B Axcell

g) Manchester Airport Liaison – Councillor K Arnett.

The clerk was asked to invite Mr S Guest to the next Parish Council meeting.



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**Minutes of the monthly Parish meeting of Appleton Parish Council held on
Tuesday 21st May 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 T Stansfield, Councillor P Walker, Councillor J Walker and Councillor J Wheeler.

Mrs. J Monks (Clerk)

Part One – This part of the meeting was 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.

Councillors B Axcell, Councillor I Axcell, Councillor S Bengler and Councillor J Price sent their apologies for the meeting.

2. Members Code of Conduct

Councillor G Skentelbery declared a pecuniary interest in relation item 13, the grant application for the Bawming Event as the Bawming Committee has placed an advert with his company.

Councillor G Skentelbery declared a pecuniary interest in relation to item 16, Local Plan as the Local Plan group has placed an advert with his company.

Councillor J Bilsland declared an interest in relation to item 8, purchase of gazebo as she is the Chair of the Broomfields Community Group.

3. PCSO / Police report

The PCSO was not in attendance and the clerk will circulate the PCSO report in his absence for the attention of the Parish Councillors.

Councillor K Arnett stated that he had received a warning from the Neighbourhood Watch group regarding thefts in the area.

4. Public Participation.

No members of the public were present.

5. Minutes of last Parish Council meeting and matters arising

RESOLVED that;

The Minutes of the Parish Council's Annual Parish meeting held on Tuesday 16th April 2019 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

RESOLVED that;

The Minutes of the Parish Council's monthly meeting held on Tuesday 16th April 2019 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The clerk confirmed that a meeting with Eddie Stobart had been held on Tuesday 14th May 2019.

The clerk confirmed that the PCSO agreement for 2019/2020 had now been signed both the Chairman of both Appleton and Stockton Heath Parish Councils and Cheshire Constabulary. A meeting with a representative from Cheshire Police will be arranged for the PCSO Liaison Working Party. The clerk confirmed that the PCSO will be undertaking a presentation to the Parish Council at the July's Parish Council meeting.

The clerk confirmed that the PAT testing had been booked for Monday 3rd June 2019 and all the Parish hall users had been advised of this date.

Councillor J Wheeler stated that she would contact Park Appleton WI regarding the display board in the entrance of the Parish hall.

Councillor S Harris asked the Parish Council to consider becoming a Fairtrade Parish Council and asked the clerk to put this on the agenda for the next Parish Council meeting.

6. Minutes of Finance and General Purposes Committee on 2nd May 2019 meeting and matters arising

RESOLVED that;

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 2nd May 2019 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

7. PRS Music licence

Appleton Parish Hall had a PRS licence which expired in February 2019. The clerk contacted the company and has renewed the licence at the cost of £165.90 plus VAT. It was;

RESOLVED that;

The PRS music licence was renewed for the Parish hall at the cost of £165.90 plus VAT.

8. Quarterly Budget for 2018/2019

The clerk had produced a quarterly budget, and this had been reconciled with the bank account. Each item of expenditure was now marked with the allocated budget. It was;

RESOLVED that;

The final quarterly budget for 2018/2019 was to be approved

The quarterly budget was signed and dated by Councillor K Arnett.

9. Earmark Reserves

The clerk informed the Parish Council that the bank balance for the Parish Council as at 31.03.19 was £164,147.33. It was

RESOLVED that the current following funds are earmarked 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.

10. Budget for 2019/2020

RESOLVED that;

No amendments were to be made at this stage to the budget for 2019/2020.

11. Grass Cutting

The clerk had contacted the Street Scene manager of Warrington Borough Council who had confirmed that the cost of additional grass cutting would increase from £1,500 per cut plus VAT to £2,000 per cut plus VAT.

RESOLVED that;

The Parish Council instructs and pays Warrington Borough Council for additional grass cuts over the summer period as determined by the Chairman or the Deputy Chairman as and when required. The Parish Council approves the cost, which is approx. £2,000 per cut. The maximum number of cuts to be two, to the total value to be not exceeding £4,000. The funds of which are to be taken from the Emergency grass cutting budget.

12. Annual Subscriptions

RESOLVED that;

The Mid-Cheshire Footpath Society annual subscription was to be renewed at the cost of £8.00.

At the Parish Council meeting on Tuesday 16th April 2019 the Parish Council approved the subscription for Cheshire Community Action at the cost of £20.00. This subscription rate however is for Parish Councils with less than 1,000 electors. The correct subscription rate is £100.00 for larger Parishes with over 1,000 electors.

RESOLVED that;

The Cheshire Community Action subscriptions were renewed at the cost of £100.00 for 2019/2020.

13. Bawming of the Thorn committee Grant Application

Councillor G Skentelbery declared a pecuniary interest in relation to this grant application as the Bawming Committee has placed an advert with his company. As such he did not take part in the discussion or decision in relation to this agenda item.

The grant application was discussed at the Finance and General Purposes meeting on 2nd May 2019 and it was recommended that a grant of £676.00 was made to the Bawming of the Thorn Committee towards running costs of the event.

The clerk then received a further grant application on 3rd May 2019, this grant application requested a grant of £700.00 rather than the £676.00 previously applied for.

RESOLVED that;

A grant of £700.00 be made to the Bawming of the Thorn Committee towards running costs of the event.

Councillor J Wheeler confirmed that she would represent the Parish Council at the Bawming event.

14. Playability Grant Application

The clerk has received a grant application from Playability, the request is for a grant of £1000.00 towards the cost of the summer playschemes for children with learning disabilities. The clerk noted that the application stated that they were not receiving any contributions from any other organisations, however other local Parish Councils had received requests for financial assistance towards running the summer playschemes.

Recommended that;

A grant of £1000.00 was made to Playability towards the running cost of the summer 2019 playschemes for children with disabilities.

15. Parish Van

The clerk confirmed that the current van had passed its MOT as it was due for renewal on 1st June 2019. The cost of the MOT plus the previous repairs was £412.00 plus VAT.

RESOLVED that;

The expenditure of up to £12,000 plus VAT should be used to purchase a replacement van. The cost will include signage on the side of the van with the tree logo of Appleton Parish Council and the following wording, 'Appleton Parish Council Ranger'.

16. Local Plan and Costs

Councillor G Skentelbery declared a pecuniary interest in relation to this agenda item as the Local Plan group has placed an advert with his company. As such he did not take part in the discussion or decision in relation to this agenda item.

The Finances and General Purposes committee noted that the initial costs have increased because the scope of the work required has increased which now includes the Eddie Stobart and Langtree planning applications.

Councillor S Harris provided an updated expenditure to date costings for the Local Plan group.

RESOLVED that;

Appleton Parish Council's contribution to the Local Plan Consultancy Fees be limited to £15,000 of the overall cost. Any expenditure exceeding the £15,000 limit would have to be reconsidered by the Parish Council.

RESOLVED that;

The Parish Council sends two letters of objection against the Local Plan and the Local Transport Plan. Councillors S Harris, G Palmer and J Wheeler will draft objections for both letters and circulate to all Parish Councillors before submission.

Councillor P Walker stated that Stockton Heath Parish Council were in the progress of drafting a response and Stockton Heath Parish Council were purchasing an air monitoring device in order to monitor air pollution.

17. 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.

No Objections to the following applications –

2019/34733, 2 Warren Drive, Appleton, WA4 5BN. Householder - Proposed construction of single storey rear extension.

2019/34738, 22 Warren Road, Appleton, WA4 5AG. Householder - Proposed single / two storey side, front and rear extension.

2019/34757, St Monicas Catholic Primary School, St Monicas Close, Appleton, WA4 3AW. Full Planning - Proposed installation of a MUGA (Multi Use Games Area) Pitch on a section of the existing playing field. The pitch will be 20 meters in length by 12 meters in width and comprise of an artificial grass pitch surrounded by 1.8 meter high green powder coated weld mesh fencing incorporating a single gate at one end.

2019/34790, The Barn, Shepcroft Lane, Appleton, WA4 5PJ. Proposed single storey rear/side extension.

2019/34734, 2 Ash Lane, Appleton, WA4 3DD. Householder - Proposed Single Storey Front Porch Extension.

2019/34795, 18 Stoneacre Gardens, Appleton, WA4 5ET. Householder - Proposed new window openings & Bi-fold door to existing dwelling.

2019/34820, 4 Ash Lane, Appleton, WA4 3DD. Householder. Two storey extension to rear and garage conversion.

2019/34833, 1 Edenbridge Gardens, Appleton, WA4 5FH. Householder. Proposed single storey extension to rear to replace conservatory.

2019/34952, 60 Kingsley Drive, Appleton, WA4 5AF. Householder - Proposed two storey side and rear extensions, new dormer to front, and new porch with new ground floor glazed balcony.

Concerns to the following applications –

2019/34626, Northwest Cargo Ltd, 2275 Barleycastle Industrial Estate, Lyncastle Road, Northwest Cargo Ltd, Appleton, WA4 4SN. Full Planning - Proposed purpose built building that will accommodate company vehicles being prepared for MOT. Concern raised on the number of vehicles it is to service, the movement of vehicles

and the increase in traffic on Barleycastle Lane. Also does this relate to their own vehicles or other vehicles as well?

Objections to the following applications –

2019/34739, Land North of Barleycastle Lane, Appleton Thorn, Full Planning (Major) Environmental Assessment Application - Proposed Demolition of all existing on-site buildings and structures and construction of a National Distribution Centre building (Use Class B8) with ancillary office accommodation (Class B1(a)), vehicle maintenance unit, vehicle washing area, internal roads, gatehouse, parking areas, perimeter fencing, waste management area, sustainable urban drainage system, landscaping, highways improvements and other associated works. The Parish Council strongly objects on the following grounds; Greenbelt - Any proposal for any planning application on this land would be unacceptable. The land is strong greenbelt and therefore should be protected from any development of any kind. There are still no 'exceptional circumstances. Whilst the Parish Council understands the need for this business to grow, other suitable brownfield sites must be used. Highways Network - The location is not suitable because the Highways network in the immediate surrounding area is insufficient to meet the current needs and the additional traffic of the proposed development. The Parish Council understands that roads near the development may be improved with Section 106 funds, however the surrounding roads and motorway network are all currently at capacity and heavily congested. All the surrounding roads would require upgrading and an additional motorway junction for the M6 would be essential. There are Highways issues as many of the narrow rural roads are not designed for lorries and do not have sufficient turning circles and any heavy goods vehicles coming out of the junction have no clear line of sight because of the bend. The exits from the Trading Estate are already dangerous. All these Highways issues will need addressing. The Parish Council would also insist that there is a speed restriction of 30mph along this stretch of road due to volume and speed of the current traffic. Litter -The litter from the current Appleton Thorn Trading estate is unacceptable. The litter extends well away from this site going down Grappenhall Lane. Due to the speed of the road, litter picking can only be undertaken with road closures which is at a considerable cost. The proposed development would exacerbate the litter problem. This application should include Section 106 funds to take action on this matter. Matrix signage to be installed and the developers made to take responsibility for cleaning any litter on a regular basis as a planning condition. Air Pollution. Air pollution with nitrous oxide and particulates is already a problem in Warrington. The additional traffic and road wear from this proposed development will increase the health risk to the town's population. This application undermines the Neighbourhood Development Plan.

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.

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 –

2019/34783, 24 Farm Lane, Appleton, WA4 3BZ. Section 192 (Lawful Development Certificate) - Proposed removal of existing conservatory and construction of single storey rear extension.

2019/34754, 50 Hartswood Close, Appleton, WA4 5QZ. Lawful development certificate (Section 192) -Proposed single storey rear extension.

2019/34812, 25 Warren Drive, Appleton, WA4 5BN. Tree works including 1 x lime- Remove all basal growth to allow inspection of tree base. Crown thin by 15- 20% to increase wind and light permeation, Remove deadwood, Crown lift to crown break.

2019/34814, 5 Woodcroft Gardens, Appleton, WA4 5RS. Works to Trees - T1- Beech- fell sever basal decay. T2- Lime- crown lift to crown break, removing all basal shooks, Crown thin by 15-20% to increase wind and light permeation, Remove deadwood.

2019/34808, 18 Stoneacre Gardens, Appleton, WA4 5ET. Lawful development certificate - Proposed First Floor Rear Extension.

2019/34802, 5 Stoneacre Gardens, Appleton, WA4 5ET. Lawful Development Certificate - Proposed Single Storey Rear Extension.

2019/34939, Rothbury, Birchdale Crescent, Appleton, WA4 5AP. Non-Material Amendment - Proposed one additional doorway to side passageway adjacent to small garage store amendment to 2019/34332.

2019/34961, 5 Woodcroft Gardens, Appleton, WA4 5RS. TPO - Application for tree works to G3 (Lime), crown lift to approximately 6m and reduce lateral branches by 1- 2 metres to clear property, and reduce overhand into garden; 487 (Holly and Beech hedging) situated on boundary fence line with 32 Lyons Lane, trim overhanging branches back to boundary fence line.

2019/34798, 38 Westcliff Gardens, Appleton, WA4 5FQ. Lawful Development Certificate (Section 191) -Existing Single Storey Rear Orangery Extension.

18. Clerk's Report and Accounts

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

RESOLVED that;

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

The clerk informed the Parish Council that as the precept has been paid into the current account as such it was necessary to transfer funds from the current bank account to the Nationwide savings account. The amount of £39655.44 will be transferred from the current account into the Nationwide Savings account in order to bring the total amount in the Nationwide account to £85,000.00.

The clerk informed the Parish Council that the annual insurance is to be renewed on 1st June 2019. The Parish Council is tied to long term agreement and is in year two of a three-year deal. The cost of renewal is £1605.99.

The clerk confirmed that the toilets were blocked at the Parish hall and as such needed to call a plumber. The cost of this was £210.00 plus VAT.

The clerk confirmed that there was a fault with the Fire Alarm system and as such an engineer had be called. The cost of which is £507.00 including VAT.

The clerk confirmed the automatic door had been installed at the Parish Hall on 13th May 2019 and the dropped kerb had been undertaken on 20th May 2019.

The clerk confirmed that the posts in Appleton Thorn had been installed on 18th May 2019.

The clerk informed the Parish Council that the clerk and Assistant Clerk had booked onto a First Aid course on Wednesday 26th June and the Parish Ranger was attending on Wednesday 14th August 2019. The cost of the courses had already been approved at the Parish Council meeting in March 2019.

The clerk and assistant clerk will be attending the SLCC meeting on Friday 24th May 2019 at Holmes Chapel.

The clerk confirmed that she had completed the year end accounts, and these had been sent to the internal auditor and will need to be signed at the next Parish Council meeting in June.

The clerk reported that she had been investigating the VAT on the completed building work and had consulted a VAT expert via the SLCC and we have been advised that the Parish Council can claim back the VAT on the building work if an average was taken over a seven year period. As such the average was calculated and the Inland Revenue have now paid £10904.98 to the Parish Council.

The clerk informed the Parish Council that she will be going to Cheshire Records Office to archive the Parish Council minutes.

19. Electrical work

The clerk informed the Parish Council that the servicing of the Emergency lights was undertaken on Monday 29th April 2019 and one of the Emergency lights had failed. The cost of the necessary repairs is £120.00 plus VAT.

RESOLVED that;

The necessary repair work for the emergency lights was carried out at the cost of £120.00 plus VAT.

RESOLVED that;

To approve the expenditure to relocate the sensor in the disabled toilets at the cost of £120.00 plus VAT.

20. Official Email addresses

Currently the following people have official email addresses;

Clerk, Assistant Clerk, Booking Secretary, Councillor S Harris and Councillor S Benger. In order to set up all Parish Councillors with official @appletonpc.org.uk email addresses it would be an additional £50.00 plus VAT per year.

RESOLVED that;

To set up Parish Councillors who wanted an official email addresses at the cost of £50.00.

Councillor J Wheeler and Councillor G Palmer both requested to be set up with official email addresses.

21. Environmental improvements Appleton Thorn

The volunteers at Appleton Thorn, locally known as 'Team Thorn' were thanked for their continued work in the village. It was recognised that they had undertaken a significant amount of work which did include planting and improvements for the village.

RESOLVED that;

The amount of £150.00 was to be allocated for expenditure for village improvements/planting in Appleton Thorn, this would enable the volunteers to purchase items as and when required. These funds were to be taken from the Environmental Improvement budget for 2019/2020. The Environmental Improvement budget was to be amended to include this expenditure and will be included in any future budget.

A resident of Appleton Thorn has requested that the Parish Ranger purchase plants for the war memorial at the cost of £24.00. As such these would be purchased accordingly.

22. Defibrillator Training sessions

Following the Parish Council meeting on 16th April 2019 the clerk contacted the Parish Councillor at Lymm Parish Council. There is a free training course at Lymm however they do not train elsewhere.

Northwich Community First Responders have stated that they could undertake defibrillator training session at Appleton Parish Hall for a donation.

RESOLVED that;

A donation of £250.00 would be made to Northwich Community First Responders for two training courses at the Parish Hall.

23. Standing Orders

Councillor J Walker, Councillor J Bilsland, Councillor S Harris and Councillor B Axcell have been reviewing the Standing Orders for the Parish Council.

RESOLVED that;

The Standing Orders were updated with the proposed amendments.

24. Update for Environmental working party

Councillor J Walker provided an update following a Environment Working Party meeting on Tuesday 30th April 2019.

25. Parish Council noticeboard

This has been discussed with the Environmental Working Party however the final costs were not known and as such this item was deferred for further investigation by the Environmental Working Party.

26. Contract for planters at Bridge Lane shops

RESOLVED that;

All Seasons Ground Maintenance were given the contract for planting and watering the planters at Bridge Lane shops with watering to be three times per week during the summer months at the cost of £910.00.

The clerk was asked to contact All Seasons Ground Maintenance to confirm the contract for 2019.

27. Update from Events working party

Councillor S Harris informed the Parish Council that there had been an Events Working Party meeting on Thursday 16th May 2019.

28. Purchase of a Gazebo

Councillor J Bilsland declared an interest in relation to item 8, purchase of gazebo as she is the Chair of the Broomfields Community Group. As such she did not take part in the discussion or decision in relation to this agenda item.

This item was deferred until a visit had been made to look at the gazebos at Broomfields Sheltered Housing.

29. Parish and Borough Councillors Reports

Councillor T Stansfield reported that Warren Road was full of pot-holes. The clerk will report this to Warrington Borough Council for their attention.

Councillor J Walker asked if the Parish Ranger could clean the signs on Lumb Brook Road and Red Lane.

Councillor J Wheeler raised a concern regarding an overgrown bush on the passageway between Bernard Avenue and Dingleway, Councillor J Wheeler will contact the resident concerned regarding this matter.

Councillor J Bilsland asked if a credit/debit card could be considered at the next Finance and General Purposes meeting for the clerk and assistant clerk

Councillor S Harris and Councillor G Skentelbery confirmed that Stockton Heath library will be closed from 1st June until the end of August for refurbishment works. There will be a temporary library at Broomsfields Sheltered Housing for the duration of the closure.

30. Date and time of next meeting

Tuesday 18th June 2019, Planning Committee meeting 7pm followed by the Monthly Parish Council meeting 7.30pm.

Part Two – This contains confidential information and only Councillors and reporting officers can be present.

31. Operation London Bridge

Councillor S Harris informed the Parish Council that Operation London Bridge was a code name for when a member of the Royal Family passes away. The Events Working group will be looking into this. Any ideas or suggestions are to be sent to the Assistant Clerk.

The meeting closed at 9.10pm.