



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 December 2018 at 7.30pm at Appleton Parish Hall, Dudlow Green
Road Appleton WA4 5EQ**

Present: - Councillor S Harris (Chairman)

Councillor K Arnett, Councillor S Bengier, Councillor J Bilsland, Councillor G Palmer,
Councillor G Skentlebery, Councillor T Stansfield, Councillor P Walker, Councillor J
Walker and J Wheeler.

Mrs. J Monks (Clerk) and Mrs I Derbyshire (Assistant Clerk).

1. Welcome and apologies for absence

Councillor S Harris welcomed everyone to the Parish Council meeting.

Councillor S Harris reminded all the Parish Councillors and members of the public that
the use of mobile phones was prohibited during a meeting and all Parish Councillors
were asked to use the microphones when speaking.

Councillor J Price sent his apology as he was unable to attend the meeting due to ill
health. Councillor B Axcell and Councillor I Axcell sent their apologies as they were on
holiday.

2. Members Code of Conduct and Declarations of Interest

None declared.

3. PCSO / Police report

The PCSO could not attend as no one was on duty and had sent a report which the
clerk will circulate.

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 monthly meeting held on Tuesday 20th November 2018 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

6. Minutes of Finance and General Purposes meeting

This item was deferred until the next Finance and General Purposes meeting.

7. Budget 2018/2019

The clerk had circulated a proposed budget with proposals for the precept and these were discussed in detail.

RESOLVED that;

The amendments as discussed at the Finance and General Purposes meeting on 10th December 2018 were approved.

The clerk was asked to remove the separate website budget of £1000.00 and put the amount of £1000.00 into the Media budget. The clerk was asked to increase the Media budget to £5,500.00 to include the costs of a new website.

Staff costs were to be increased to £70000.00.

Annual Subscriptions were to be increased to £800.00.

Training was to be increased to £1,000.00.

Civic Service and Events budget of £2200.00 was to be removed.

Parish Hall Gardens and Village maintenance budget of £5250.00 was to be removed.

Environmental Schemes budget was to be £19000.00 and this would include sub-sections of contingency earmarked funds, regular maintenance works and contracts and general Environmental Schemes.

The PSCO budget was increased to £17000.00.

General Contingencies budget was to be increased to £1000.00.

Events committee budget was to be increased to £1500.00.

The clerk was asked to put a more detailed description on the budgeted items and this will be discussed at the next Finance and General Purposes meeting.

The clerk was also asked to provide details of expenditure to date for the next Finance and General Purposes meeting.

RESOLVED that;

The Youth budget was reduced to £1500.00 and the Community Project budget reduced to £6500.00.

Precept for 2019/2020

The clerk has received a letter dated 8th November 2018 from Warrington Borough Council with regards to the arrangements for the parish precepts for 2019/2020.

Warrington Borough Council has confirmed that the number of Band D equivalent properties for 2019/2020 is 4066. The Council Tax base before reduction for Council Tax Support scheme is 5026, which is one less than 2018/2019. However, Warrington Borough Council has reduced this to 4066. There is a reduction of 160 in the Council Tax base relating to the Council Tax Support Allowance.

The figures were discussed at length. In order to achieve the same level of income as 2018/2019 the Parish Council would have to increase the precept by 3.93% this was due to the Council Tax support scheme reduction which has been imposed by Warrington Borough Council.

RESOLVED that;

The precept for 2019/2020 at £150,359.40. The band D payable would therefore be £30.90. The band D payable for 2018/2019 is £28.75. This would be a 7.48% increase for residents however this does not equate to a 7.48% increase in the precept amount that the Parish Council would receive from Warrington Borough Council, due to the reduction imposed by the Council Tax Support Scheme.

The reasons for the increase are the following;

- 1) Increased costs
- 2) The reduction in the Council Tax Support Scheme grant from Warrington Borough Council

The Precept in similar parishes for example Lymm Parish Council, Stockton Heath and Grappenhall & Thelwall Parish Council are all higher charges per Band D property.

8. Building Work at the Parish Hall

RESOLVED that;

A payment of £217.20 was made to builder.

This had been calculated as follows;

Payment for the full cost of a skip	£342.00
Payment for additional work	£570.00
Less amount overpaid to the builder	£694.80
Payment for the builder	£217.20.

9. Committees/Working Parties

Committees could approve expenditure at a committee meeting as long it was in their budget and within their terms of reference. Each committee will need to issue an agenda which must be published with three clear working days in advance. All committee meetings must be open to member of the public and must be held at a public accessible place. Any expenditure must be approved at the meeting and must be published in the minutes. The minimum number of Parish Councillors required to be present is three or one third of the committee membership, whichever is the greater.

Working groups were not required to produce agenda and minutes and did not need to be open to the members of the public however working groups could not approve any expenditure. The Parish Council cannot delegate powers of expenditure to a working party and the financial regulations cannot be used to agree and approve expenditure. All items of expenditure can only be recommended by a working party. In order to approve expenditure a specific agenda item will be required on an agenda for a Parish Council meeting and it will require approval from the Parish Council before any item is purchased.

Councillor J Wheeler stated that working groups could do the following;

1. Present a costed plan annually to the Parish Council for information and budget setting
2. Have agreed Terms of Reference
3. Not have a Chair but a Lead Member
4. Have no power to agree expenditure.
5. Meet as required (see below) and present minutes to the full Parish Council meeting
6. There should be a regular time booked each week at the Parish Hall when they could meet. If no meeting was required then nothing would be lost,
7. The Assistant Clerk would be available to take notes - not minutes - of the meetings.
8. Reports from Working Parties to be a standing item on the Parish Council agenda.

RESOLVED that;

The Planning and Finance and General Purposes Committee remain committees.

The Media, Events and Environmental Committees become working parties, and this would trial for a six-month period and then reviewed.

The clerk was asked to contact other Parish Councils to look at their committee/working party structure and for this to be discussed at the next Finance and General Purposes meeting.

10. Review membership of Committees

This item was deferred until the next Parish Council meeting in January.

11. 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 –

2018/33877, 3 Hall Drive, Appleton, WA4 5JL. Householder - Proposed Single storey extension to front and sides to replace garage.

2018/33933, 12 Pangbourne Close, Appleton, WA4 5HJ. Householder - Proposed single storey rear extension to replace existing conservatory.

2018/33666. The Old Stables, Hunters Moon, Barcleycastle Lane, Appleton, WA4 4RF, Full Planning - Proposed change of use from existing detached residential annexe to office space (B1 use).

2018/33966, 28 Stoneacre Gardens, Appleton, WA4 5ET. Householder - Proposed construction of a side and rear single storey extension and front porch.

2018/34021, 29 Warren Drive, Appleton WA4 5BN. Householder - Part Retrospective for excavation work, part proposed for retaining wall and new fence.

The Parish Council raised concerns to the following applications;

2018/33906, 37 Stonehill Close, Appleton, WA4 5QD. Householder - Proposed single storey kitchen extension to rear elevation and proposed Glass house to rear garden. The Parish Council are concerned over the size of the glass house and the impact on the back gardens of the neighbouring properties.

2018/33839, 3 Waverley Avenue, Appleton, WA4 3BN. Householder - Proposed two storey side extension and single storey rear extension. The Parish Council are concerned about the size of the proposed extensions and the effect of the neighbouring property at number 5.

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 –

2018/33871, 44 Greenfields Avenue, Appleton, WA4 3BW. Lawful Development Certificate - Proposed single storey rear extension. Information Only.

2018/33907, 8 x lime trees in one large group (G1) 1, 2, Broomfields Road, Appleton, WA4 3AE. TPO - G1 - Group of 8 x lime trees - Proposal to take back sides of trees by max of 5 metres, crown raise by 5 metres and crown thin by 20%, T1 - Holly - generally tidy, shape and trim to take back to growing point, T2- Golden Ash - Crown raise by max 5m and crown thin by max 25% to reduce encroachment on to garden/house, T3- Horsechestnut - Crown raise by max 5m and crown thin by max 25% to reduce encroachment on to garden/house, T4 -Ash tree - Crown raise by max 5m and crown thin by max 25%, Information Only.

2018/33875, School Cottage, Stretton Road, Appleton, WA4 4RT. 42 Day Householder Prior Approval - Proposed single storey extension to existing rear flat roofed extension to extend beyond the rear wall to 2 metres; maximum height 2.55metres and height at the eaves 2.350 metres. Information Only.

2018/33985, Woodland to the rear of 3,5,7 Hatfield Gardens, Appleton, WA4 5QL. TPO - T1 Unknown dead tree - Proposed Fell, G1 Mixed Species - Crown raise trees adjacent to 3 Hatfield Gardens to 4 metres, G2 Mixed Species - Proposed removal of initial row of young to semi mature trees running parallel with boundary fenceline of properties no 3 and 5 Hatfield Gardens. Information Only.

2018/34043. Land at Witherwin Avenue, Grapenhall Heys, WA4 3LG. Non-Material Amendment - Proposed amendment to the wording of all the conditions to only require the submission of details applicable to each phase within any reserved matters application on previously approved application 2017/2992.

The clerk confirmed that the next Planning Committee would be on Thursday 10th January 2019 at 9.30am.

12. Clerk's Report and Accounts

The December 2018 statement of Receipts and Payments for the Financial Year 2018/2019 was noted, and the Members noted the Bank Statements as at 30th November 2018.

RESOLVED that;

Payments were to be made in accordance with the payment schedule for December 2018.

The bank reconciliation and bank statements were both signed by the Chairman.

The clerk had received a thank you card from a winner of the school photo competition and a copy of this had been circulated to all the Parish Councillors for their attention.

The clerk informed the Parish Council that the speed indicator device has been vandalised and this has been reported by the Police under incident number IML-252815. A Resident offered to collect and take to a local garage for repair and collected this on 30th November 2018. The clerk confirmed that this has now been repaired. The clerk was asked to send a thank you card to the resident for his assistance in this matter.

The clerk has received an email dated 11th December 2018 from Antrobus Parish Council regarding HGV signage in Appleton. They have requested that the Parish Council supports their request to Warrington Borough Council for additional signage. Councillor K Arnett has noted that the map, which was sent with the email did not include Barleycastle Lane to Swineyard then A50 link at High Legh. The clerk was requested to send a letter of support and to request that this be included in the signage review.

The Assistant Clerk provided an update with regards to the BT Phone boxes. The Assistant Clerk is sourcing a light for Cobbs phone box and the contractor has quoted £280.00 including straps. At the Parish Council meeting on 20th November 2018 an additional £500.00 was approved so these funds will be taken from this approved expenditure. Councillor J Wheeler confirmed she had ordered additional signage for the phone boxes.

The Gas contract has been renewed by the Assistant Clerk. The Assistant Clerk has transferred from British Gas to CNG (a company who only deal with businesses) on a three-year fixed deal and with a potential saving of £624 on the existing British Gas contract. The Assistant clerk is now in the process of renewing our broadband and electricity deal which expires end of January 2019

Councillors S Harris consulted with Councillor Judith Wheeler and Councillor P Walker and authorised the payment under the Financial Regulations to enable the newsletter to be delivered. An authorisation slip had been produced by the Assistant Clerk and this had been signed by the Chairman of the Parish Council, Councillor S Harris and the Assistant Clerk, Mrs Irene Derbyshire dated 23rd November 2018. This has been filed in accounts under November 2018 for safekeeping. The clerk reported that the newsletter had been printed at the cost of £430.00 and the delivery cost of £390.00 plus £36.00 collection. Several Parish Councillors stated that they had not got a copy delivered. The assistant clerk said she would contact the delivery firm regarding this.

The clerk has received a response from LiveWire in a letter dated 7th December 2018 stating that they are confident that the cleanliness of facilities at Broomfields Leisure Centre is good and that hygiene is certainly not an issue. They acknowledged that the condition of the building in areas is poor and the condition issues are related to the age of the facility and they recognise that investment is required. They confirmed that LiveWire are working with Warrington Borough Council to try and secure investment to carry out improvement works.

A representative of the Parish Council has been invited to the Carol Service at St Cross in Appleton Thorn on Sunday 23rd December. Councillor J Wheeler has offered to undertake the reading at the Christmas Eve service.

There is a training course arranged for Tuesday 29th January 2019 at 7.30pm for Parish Councillors in preparation for the release of the draft Local Plan at Appleton Parish Hall commencing at 7.30pm.

The clerk has received a thank you letter on 11th December 2018 from the PCC secretary at St Cross Church thanking Appleton Parish Council for the five World War One silhouette figures. A copy of the thank you letter has been circulated to all the Parish Councillors.

13. Projector for Parish Hall

The Assistant Clerk had been researching a projector for the Parish Hall and the costs ranged for £121.20 to £199.20 including VAT. Lymm Parish Council confirmed that they do not charge for the use of a projector.

RESOLVED that;

The Parish Council purchase a projector at a cost not exceeding £200.00 for use in the Parish Hall.

14. Stockton Heath Festival 2019 grant application

The clerk has received an application for a grant from Stockton Heath Festival in an email dated 30th November 2018 requesting a £1,000 grant. The clerk confirmed that Stockton Heath Festival have provided a copy of their accounts and bank statements and a copy of these along with the grant application has been circulated to all Parish Councillors.

RESOLVED that;

The Parish Council award a grant of £1,000 towards the running costs of the festival and provide free room hire for two of the events to be held at Appleton Parish Hall. The clerk was asked to request that they use local services for the event.

15. Electrical Work for Parish Hall

The clerk confirmed that a five-year electrical condition report had been undertaken on the Parish Hall. The recommended essential work had been completed. However further non-essential work was also recommended. The cost of this would be £750.00 plus VAT.

The clerk was asked to contact the electricians for more details on this matter and to put this as an agenda item for the next Parish Council meeting.

16. Drop Kerb

Councillor J Wheeler had contacted Warrington Borough Council who had confirmed that the Parish Council own the whole site including the car park and access road and as such any new drop kerb adjacent to the Parish Hall would not be a Highway matter and that the Parish Council are able to arrange the work themselves.

Councillor J Wheeler would contact Warrington Borough Council to ascertain a price for a dropped kerb.

17. HS2 Rail Link

The clerk was asked to defer this item for the next Parish Council meeting in January.

18. Local Plan

The clerk has received a bill for £2253.73 for the period April 2018 to December 2018. An additional bill will be received for the period December 2018 to 31st March 2019, however it is not known how much this will be.

This is for 28.7% share of the cost of a planning consultant regarding the South Warrington Parish Councils Local Plan and PDO Joint Working group. The Planning Consultant costs so far are £9,000.

At the Parish Council meeting on 17th April 2018 the Parish Council agreed to fund a joint Planning Consultant for the Local Plan up to the maximum cost of £5,725 with the funds to be taken from the Community Scheme and Professional Consultants Costs budget. This however was based on 22.9% share of the cost. As Stockton Heath Parish Council is now not contributing any funds this share has now increased to 28.37%.

The maximum cost therefore for Appleton Parish Council has increased from £5,725 to £7,903.68 for the financial year 2018/2019. The cost of employing a Planning Consultant for the next financial year (2019/2020) is unknown, however it is likely that this will be in the region of another £25,000. Grappenhall & Thelwall Parish Council will send a letter when the costs are confirmed.

RESOLVED that;

The bill for the period April 2018 to December 2018 be paid at the cost of £2253.73. The Parish Council agrees to fund a joint Planning Consultant to a maximum cost of £7,903.68 for the financial year 2018/2019.

The clerk was asked to contact Grappenhall & Thelwall Parish Council and ask for an estimate for the charge for 2019/2020 and if the group could consider a ceiling on expenditure.

19. Pruning of the Bawming Tree

The clerk has received a request from a resident of Appleton Thorn for the Bawming tree to be pruned at the cost of £100.00. The clerk has asked Warrington Borough Council to prune the tree however they have confirmed that they will not be undertaking any works on this tree. If the Parish Council would like to prune the tree the Parish Council would need to apply for a Tree Preservation Order.

RESOLVED that;

The Parish Council would pay for the Bawming Tree to be pruned at the cost of £100.00. The clerk was asked to liaise with the contractor with regards to the Tree Preservation Order.

20. Parish and Borough Councillors Reports

Councillor P Walker asked if the Parish Council had received a letter regarding Warrington Foodbank. The clerk informed the Parish Council that the letter had been circulated to all the Parish Councillors for their attention.

Councillor J Bilsland requested that the PCSOs were put on the agenda for the Parish Council meeting in January as funding for the next financial year would need to be considered. Councillor P Walker stated that Stockton Heath Parish will be meeting with Cheshire Police in the New Year.

Councillor J Bilsland stated that she was disappointed that Parish Councillors were not invited to the AIM Christmas party at Appleton Parish Hall.

Councillor J Wheeler reported that Warrington Borough Council were going to protect an area of woodland by Lyons Lane in Appleton with a similar protection that Tree Preservation Orders have. The clerk was asked to send a letter to the officer concerned thanking him for his assistance in this matter.

Councillor P Walker reported that Warrington Borough Council were filling in some of the pot holes on the Forge car park in Stockton Heath. The clerk was requested to send a letter requesting that the whole car park required resurfacing. A request has now been sent to WBC under reference 464765.

Councillor J Wheeler informed the Parish Council that she had received complaints from residents regarding the Barratt's housing development in Stretton. These complaints were being addressed by Stretton Parish Council and Councillor J Wheeler in her capacity as the Borough Ward Councillor.

Councillor S Harris thanked all the Parish Councillors for their help and assistance with the Christmas events.

21. Date and time of next meeting

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