



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 19th March 2019 at 7.30pm at Appleton Parish Hall, Dudlow Green
Road Appleton WA4 5EQ**

Present: - Councillor S Harris (Chairman)

Councillor K Arnett, Councillor B Axcell, Councillor I Axcell, Councillor S Bengier,
Councillor J Bilsland, Councillor G Palmer, Councillor J Price, Councillor G
Skentelbery, Councillor T Stansfield, Councillor P Walker, Councillor J Walker and J
Wheeler.

Mrs. J Monks (Clerk) and one member of the public.

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

1. Welcome and apologies for absence

Councillor S Harris welcomed everyone to the Parish Council meeting.

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.

2. Members Code of Conduct

None declared.

3. Public Participation.

A member of the public addressed the Parish Council with regards to lorries coming through Appleton Thorn village and taking short-cuts and ignoring weight restrictions on roads. Councillor G Skentelbery informed the member of the public that as part of the Section 106 agreement for the planning application for Eddie Stobart they had agreed to improve the road signage on all surrounding roads for lorries. Councillor J Wheeler confirmed that all Eddie Stobart lorries were tracked by head office.

The member of the public thanked the Parish Council for the support regarding Fracking in Antrobus.

4. PCSO / Police report

There was no PCSO in attendance. The clerk informed the Parish Council that she had received no apology and no report from the PCSOs.

5. Presentation from Manchester Airport

The Community Relations Manager from Manchester Airport addressed the Parish Council with regards to the changes at Manchester Airport and supplied packs of information for Parish Councillors.

Councillor S Harris thanked the Community Relations Manager for attending the Parish Council meeting and asked her to keep in touch with regards to any developments. Councillor S Harris asked the Community Relations Manager to keep in touch with the Parish Council and return with another update in November.

The clerk was asked to contact Liverpool airport for them to provide regular updates.

6. Minutes of last Parish Council meeting and matters arising

RESOLVED that;

The Minutes of the Parish Council's monthly meeting held on Tuesday 19th February 2019 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The Assistant Clerk had contacted Appletots and Councillors S Harris had attended an Appletots session and explained what is needed with regards to the grant application.

The clerk confirmed that two additional sensor lights have been installed at the front of the Parish Hall, the kitchen sensor light has been fixed and a disabled call alarm system has been installed.

Councillor J Walker informed the Parish Council that a meeting had been arranged in order to review the Standing Orders of the Parish Council.

7. Update from Environmental Working Party

Councillor J Walker provided an update for the Parish Council following a meeting on 26th February 2019. Councillor J Walker requested that the Parish Ranger cleaned the 'Welcome to Appleton' signs around the Parish. The clerk confirmed that he was in the progress of doing this, however each sign did take some time. In addition to this Councillor J Walker requested that the Parish Ranger cleaned the milestone on London Road which was opposite the Golf Club.

Councillor J Walker stated that they were investigating moving the noticeboard which was currently located outside Broomsfields Sheltered Housing. Councillor J Wheeler was seeking advice and permission from Warrington Borough Council to move it.

Councillor J Walker asked if budget headings could be amended. The clerk was requested to put this as an agenda item for the next Finance and General Purposes meeting.

The clerk informed the Parish Council that even if an item had its own budget heading this does not mean that the money could be used immediately. The purpose of a budget is to monitor income and expenditure. The clerk confirmed that any item of expenditure would require approval at a Parish Council meeting or at a committee meeting. The committee however would need delegated authority from the Parish Council in order to approve any expenditure. The clerk was asked to put this as an agenda item for April.

The clerk confirmed that she had contacted the Streetscene Manager of Warrington Borough Council and that the planting of the wildflowers will need to be undertaken in May. The clerk had been informed that the plot by the allotments on Red Lane was unsuitable for planting. The cost of the wildflower planting was £1680.00 (same charge as last year) and this would be placed as an agenda item for the next Parish Council meeting in April for consideration by the Parish Council.

8. Update from Events Working Party

Councillor G Palmer provided an update following the Events Working Party meeting on 7th March 2019. Councillor G Palmer confirmed that they were planning a bat walk at Lumb Brook Millennium Green.

9. Update from Media Working Party

Councillor J Bilisland informed the Parish Council that there had been meeting on 7th March 2019, however she requested this be deferred until the Parish Council meeting in April.

10. Newsletter

The Parish Council will try and produce a newsletter in September once a year. The costs of printing and delivery are yet to be confirmed however these will need approval by the Parish Council.

RESOLVED that;

The Parish Council will produce one newsletter this year in September.

11. Facebook Page

RESOLVED that;

The Parish Council would set up a Facebook page however the details would need to be agreed by the Media Working group.

12. Eddie Stobart Appeal

The clerk received an email dated 26th March 2019 from Warrington Borough Council regarding an appeal which has been submitted to the Secretary of State against the refusal of planning permission for Full Planning application (Major) - 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.(Environmental Impact Assessment application). The closing date for representations is 4th April 2019.

Councillor J Wheeler reported that John Groves will represent the Local Plan group at the Secretary of State appeal.

RESOLVED that;

The Parish Council would re-submit the original objections to the Planning Inspectorate with additional comments. The clerk was asked to draft a letter for circulation prior to submission to the Planning Inspectorate.

Councillor P Walker being a member on the Warrington Borough Council Development Control Committee, he did not participate in the planning discussions or the recommendations agreed.

13. 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 –

2019/34435, Harefield, Quarry Lane, Appleton, WA4 5JD. Householder- Proposed two storey side/rear extension including garage and single storey rear extension.

2019/34422, 362 London Road, Appleton, WA4 5PW. Householder - Proposed Bedroom / Shower room extension to rear of property

2019/34426, 26 Greenfields Avenue, Appleton, WA4 3BW. Householder - Proposed two storey side extension.

2019/34438, 52 Hartswood Close, Appleton, WA4 5QZ. Householder - Proposed Single storey extension to rear.

2019/34490, 16 Willow Lane, Appleton, WA4 5DZ, Householder - Proposed single storey front extension.

2019/34540, 16 Pineways, Appleton, WA4 5EJ. Householder - Proposed single storey kitchen/family room extension to side elevation including demolition of existing garage and entrance porch.

2019/34375, 451 London Road, Appleton, WA4 5DP. Householder - Proposed two storey bedroom and bathroom extension to side elevation and single storey kitchen/family room to rear.

2019/34563, 60 Kingsley Drive, Appleton, WA4 5AF. Householder - Proposed two storey side and rear extensions, dormer to front, and new porch.

The Parish Council has concerns to the following applications –

2019/34480, Land South of Astor Drive, East of Lichfield Avenue &, South of Witherwin Avenue, Grappenhall Heys, WA4 3LG. Reserved Matters (Major) - Reserved matters application for details regarding layout, scale, appearance and landscaping in relation to outline permission 2017/29929 for the residential development of 66 dwellings and associated development on Phase 1a. 2019/34481, Land South of Astor Drive, East of Lichfield Avenue &, South of Witherwin Avenue, Grappenhall Heys, WA4 3LG. Reserved matters application for details regarding layout, scale, appearance and landscaping in relation to outline permission 2017/29929 for the residential development of 114 dwellings and associated development on Phase 1b. The Parish Council is concerned regarding construction traffic to this site and would request that planning conditions be imposed so that access is restricted during rush hour periods in order to avoid congestion. The Parish Council is concerned regarding the lack of green space, especially in comparison with the proposed housing development at Appleton Cross. The Parish Council is concerned that the footpaths do not connect to the existing surrounding footpaths. This should be addressed in order to link the housing development to the surrounding areas. There are also no internal footpath in the proposed housing development. The Parish Council is concerned about the single road access to Grappenhall Heys and would ask that any planning conditions restrict access for construction traffic during rush hour periods in order to avoid congestion. The Parish Council is concerned about the style of the proposed house types in particular the outlook of some of the houses onto blank gable ends. The Parish Council are is concerned about the lack of cycle ways in the proposed housing development.

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 –

2019/34384, 6 Greenfields Avenue, Appleton, WA4 3BE. Lawful development certificate - Proposed loft conversion with hip to gable roof and rear dormer.

2019/34439, Broomfields Leisure Centre. Broomfields Road, Appleton, WA4 3AE. Discharge of Conditions - Proposed discharge of Condition 4 (Method Statement) and

Condition 5 (Surface Water Drainage) on previously approved application 2018/33249.

2019/34431, Parcel of lane behind 3 and 4 Dorney Close, Longwood Road, Appleton. TPO - G1- Oak. Sever Ivy at base of oak with crooked main stem, adjacent to pond Oak. Statutory lift oak on road bend to 4m. G2- Holly. Face Up holly encroaching onto public footpath, to 2.5m.

2019/34463, 17 Birchdale Road, Appleton, WA4 5AR. TPO - Copper Beech Trees x2 - Proposed approx 20% overall crown thinning to increase wind + light permeation. Crown lift to approx. 5-6m and remove deadwood. Reduce back side lateral branches encroaching towards property (& Neighbouring house) by approx 1-2 m.

2019/34492, 12 Chiswick Gardens, Appleton, WA4 5HQ. TPO - Proposed 2 X Ash Crown lift to branch break. Crown thin by 15-20% to increase wind and light permeation.

2019/34602, 3 Swallowfield Gardens, Appleton, WA4 5QY. TPO - T1 Crown thin by Approximately 15-20% to Increase Wind and Light Permeation, crown lift to approximately 6m removing lower laterals branches encroaching towards the property, reduce back laterals branches towards property by 1-2 metres.

2019/34555, 16 Wrights Green, Lumb Brook Road, Appleton, WA4 3HN. Householder Prior Approval - Demolition of existing conservatory and construction of single storey rear extension measuring 4.08 metres beyond the rear wall, maximum height of 3.30 metres and height of the eaves 2.60 metres.

14. Stretton Airfield, planning application 2018/33662.

There was a consultation at the Planning Committee meeting on Tuesday 19th February 2019 however no formal planning application has yet been submitted to the Development Control Department of Warrington Borough Council. The Assistant Clerk has sent a letter of objection to the developers.

Councillor P Walker being a member on the Warrington Borough Council Development Control Committee, he did not participate in the planning discussions or the recommendations agreed.

15. Appointment of an Internal Auditor

The clerk had received an email from JDH regarding the annual audit for 2018/2019. They confirmed that the fee will be £197.00 plus VAT.

RESOLVED that;

JDH Ltd, who has effectively undertaken the internal audit previously, be appointed to undertake the Annual Internal Audit for Appleton Parish council for 2018/2019.

16. Clerk's Report and Accounts

The February 2019 statement of accounts for the Financial Year 2018/2019 was noted, and the Members noted the Bank Statements as at 28th February 2019.

RESOLVED that;

Payments were to be made in accordance with the payment schedule for February 2019.

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

The clerk confirmed that she had received permission under the Tree Preservation Order from Warrington Borough Council to trim the Bawming Tree and this work had been completed. The clerk informed the Parish Council that she had received a complaint regarding a large tree to the side of the war memorial. The clerk has asked the Tree Officer Warrington Borough Council to have a look. They inspected the tree on 19th February 2019 and confirmed that the twin stemmed Sycamore had no major defects present at the time of inspection that would warrant reactive works. The Tree Officer also stated that the canopy is also currently clear of the building on the opposite side of the road. As such no action is required by the Parish Council.

The clerk received an email dated 18th March 2019 from Pewterspear Green Trust Ltd regarding the replacement of two footbridges that sit along the lower end of the footpath from Oak Walk to Dipping Brook. The work is expected to commence on 25th March and is estimated to take approx. one week to complete.

17. Banking

The clerk needs to transfer funds from the Nationwide account to the NatWest current account in order to cover future payments, until the precept is received from Warrington Borough Council

RESOLVED that;

The amount of £20,000 is transferred from the Nationwide Savings account to the NatWest current account.

As there has been a high changeover with authorised signatures for the Mansfield Building Society account is it necessary to complete a new mandate form to confirm all existing appointed officers.

RESOLVED that;

The following are appointed and authorised to act on behalf of Appleton Parish Council for the Parish Council's bank account with Mansfield Building Society;

Mrs J Monks (Clerk)

Mrs I Derbyshire (Assistant Clerk)
Councillor S Harris
Councillor S Benger
Councillor P Walker
Councillor B Axcell

18. Staff Training following appraisals

RESOLVED that;

- (a) Fire Safety Training for Booking Secretary and Parish Ranger (online course) at the cost of £15.00 plus VAT each.
- (b) Fire Safety and Fire Warden Training for Clerk and Assistant Clerk (online course) at the cost of £25.00 plus VAT each
- (c) Manual Handling Training and personal safety for Lone Workers for Booking Secretary and Parish Ranger online course at the cost of £36.00 plus VAT each.
- (d) First Aid Training for Clerk, Assistant Clerk, Parish Ranger (Booking Secretary is already qualified) to attend a training course the cost would be £69.00 each plus VAT.

The clerk was asked to organise a defibrillator training session to include members of staff, Parish Councillors and members of the public at the Parish Hall.

19. Fire Risk Assessment

The clerk informed the Parish Council that the annual Fire Risk Assessment for the Parish Hall was due on 1st May 2019.

RESOLVED that;

To appoint Marlowe Fire and Security (previous Swift) to undertake a fire risk assessment for the Parish Hall at the cost of £400.00 plus VAT.

20. Parish Council van

The clerk reported that there had been ongoing issues with the Parish Ranger's van. The clerk was asked to defer this item to the next Finance and General Purposes meeting.

21. Replacement posts at Appleton Thorn

The clerk has met with contractors on site and has got three quotes for the replacement posts at Appleton Thorn. All quotes have been circulated by email to all Parish Councillors prior to the Parish Council meeting. Both the wooden posts around the triangle piece of grass and the metal posts around the war memorial require attention and repair.

The clerk was asked to defer this item to the next Finance and General Purposes meeting.

22. Drop Kerb and removal of edging around Parish Hall garden

The clerk has contacted some companies in order to provide a quote for the installation of a drop kerb and the removal of the edging (now painted white) around the Parish Hall garden. Four quotes have been provided and have been circulated by email to all Parish Councillors for their attention.

The clerk was asked to defer this item to the next Finance and General Purposes meeting.

23. Security Fencing outside Parish Hall

The clerk has contacted the builder by email on 28th January 2019 requesting that the items left outside the Parish Hall was removed within fourteen days. No contact from the builder has been received.

The clerk arranged for Walton Lea to collect some items and the Parish Ranger disposed of the remaining unwanted items. There are however two large metal security fences remaining. Councillor T Stansfield stated that he would be able to move the security fencing.

24. Floor Polishing for new flooring outside office, toilets, storage rooms and corridors in Parish Hall.

The clerk has asked for a quote from the contractor which cleans the Parish hall floor on a regular basis, to provide a quote for cleaning the new flooring. The contractor has inspected the flooring and has confirmed that the floor needs to be sealed.

They have recommended that the new flooring is sealed and then professionally cleaned. Sealing the floor will hopefully prevent the dirt from getting into the grain of the floor.

The cost of a deep clean and seal would be £395.00 plus VAT and would take approx. two days.

RESOLVED that;

The new flooring outside office, toilets, storage rooms and corridors was sealed and deep cleaned at the cost of £395.00 plus VAT.

25. Disabled access door fitter for Parish Hall

At the Parish Council meeting on 16th October 2018 the builder had stated that a disabled access automatic door fitter would cost an additional sum of £1245.00 plus VAT. It was resolved that the Parish Council would pay the additional cost for a disabled access automatic door fitter at the cost of £1245.00 plus VAT. This work has not been completed by the builder.

Four quotes have been provided and have been circulated by email to all Parish Councillors for their attention.

The clerk was asked to defer this item to the next Finance and General Purposes meeting.

26. Parish Ranger equipment

Following the appraisals, it was discussed that the Parish Ranger should have a Hi-Viz vest with 'Appleton Parish Council Ranger' on the back. The cost of this would be approx. £15 to £20 plus VAT.

RESOLVED that;

To purchase a Hi-Viz vest with 'Appleton Parish Council' on the back with the cost not exceeding £20.00 plus VAT.

27. Lumb Brook Millennium Green

Councillor J Wheeler and Councillor J Walker both attended the AGM of Lumb Brook Millennium Green on 27th February 2019. Concern was raised as the Parish Council was their only source of income and as such the Parish Council paid for all the running and maintenance costs of the green.

The trustees of Lumb Brook Millennium Green were looking to do a 'Spring Clean' day and were interested in hosting the bat walk for the Parish Council.

28. Litter bins

This item was deferred until the April Parish Council meeting.

29. Cheshire Association of Local Councils membership

Councillor S Harris stated that the benefits of Cheshire Association of Local Councils membership included the following;

Access to model documents such as Standing Orders and Financial Regulations.

Employment advice and support

Advice on the obligations of the Code of Conduct

Prompt and relevant interpretation of new law and access to specialist legal advice

Reduction in costs for any training courses.

The membership fee from 1st April 2019 would be capped at £1470.00 for the year. This would be a reduced fee.

Concerns were raised on the charge and the potential benefits of membership. Councillor S Harris will contact the chairman of Lymm Parish Council to discuss further and the clerk was asked to put this as an agenda item for the next Parish Council meeting in April.

30. Society of Local Council Clerk Meetings

RESOLVED that;

The clerk and assistant clerk could attend SLCC meeting which occur approximately every other month. Also, for the assistant clerk who has recently taken on the voluntary role of Treasurer of the Cheshire branch of the SLCC to stay another hour on those dates, if needed, for an Executive Committee meeting.

31. Parish and Borough Councillors Reports

Councillor J Walker reported that there was a pot hole in the car park of the Church cemetery at Fox-Covert. Councillor J Wheeler will report this to Warrington Borough Council for their attention.

Councillor J Walker reported that there was fly-tipping on the rugby field behind Bridge Lane shops. Councillor J Wheeler states that she will report this to the owners of the rugby field.

Councillor G Skentelbery asked if Bawming of the Thorn could be on the agenda for the next Parish Council meeting in April. Councillor G Skentelbery confirmed that he and Councillor G Palmer had been invited to their next meeting.

Councillor G Skentelbery stated that he had attended both the Eddie Stobart and Langtree Developments presentations and consultations.

Councillor K Arnett reported that Grappenhall Lane was full of rubbish and fly tipping. Councillor J Wheeler and Councillor S Harris will contact Warrington Borough Council regarding this.

Councillor J Price reported that the new traffic calming measures that had been introduced on Quarry Lane were useless.

Councillor J Price informed the Parish Council that he had contacted the PCSO and had been to the Police Station in Stockton Heath regarding cars parking on Quarry Lane and Windmill Lane.

Councillor J Price reported that there was a large amount of rubbish and the grass verge had been damaged on London Road between Kingsley Drive and Delphfields and that this has been reported to Warrington Borough Council for their attention.

Councillor J Price reported that the road in Appleton Thorn was filthy following construction work for the new housing development in the village. Councillor J Wheeler and Councillor G Palmer confirmed that this had been reported to the site manager and that they would be taking action on this matter.

32. Date and time of next meeting

Tuesday 16th April 2019, Planning Committee meeting 7pm, Annual Parish meeting at 7.15pm followed by the Monthly Parish Council meeting 7.30pm.

Part Two – This contains confidential information and only Parish Councillors were present. The clerk left for this part of the meeting.

33. Staffing Review

This item was confidential and as such as been removed.