



# Appleton Parish Council

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

Telephone 01925 268153 Email [clerk@appletonpc.org.uk](mailto:clerk@appletonpc.org.uk)

## **Minutes of the monthly Parish meeting of Appleton Parish Council held on Tuesday 20<sup>th</sup> November 2018 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 Bengler,  
Councillor G Palmer, Councillor G Skentlebery, Councillor T Stansfield, Councillor P  
Walker, Councillor J Walker and J Wheeler.

Mrs. J Monks (Clerk)

**Part one – this part of the meeting was open to members of the public and the  
press**

### **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 J Bilsland sent her apology as she was unable to attend due to a  
hospital appointment.

### **2. Members Code of Conduct and Declarations of Interest**

Councillor S Bengler declared a non-pecuniary interest in relation 2018/32772, 6  
Hatfield Gardens, Appleton, WA4 5QJ. Householders - Proposed retention of first floor  
side extension, single storey front extension and part 2 storey/ part single storey side  
extension as she lived on Hatfield Gardens.

### **3. PCSO / Police report**

There was no PCSO in attendance and they had submitted a report which the clerk  
had circulated to all the Parish Councillors for their attention.

### **4. Public Participation.**

No member of the public was present at the meeting.

## 5. Planning

The clerk confirmed that the next Planning Committee meeting was on Monday 3<sup>rd</sup> December at 9.30am.

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 –

2018/33707, 52 Birchdale Road, Appleton, WA4 5AW. Full Planning - Proposed single storey side extensions, garage conversion and raised patio to rear.

2018/33480 35 Field Lane, Appleton, WA4 5JR. Proposed two storey side and rear extension, loft conversion incorporating three dormer windows on the front roof slope and first floor conversion and extension of garage with two dormer windows on the front roof slope, to provide additional living space.

2018/33693 4 Shepperton Close, Appleton, WA4 5JZ. Householder - Proposed single storey rear extension. 25/10/18.

2018/33729 20 Warren Drive, Appleton, WA4 5BN. Full Planning - Proposed two storey side/rear extension with Juliet balcony.

2018/33661, Quarry Bank Cottage, Quarry Lane, Appleton, WA4 5JD. Householder - Proposed single storey side and rear extension.

2018/33680 16 Pepper Street, Appleton Thorn, Householder - Proposed installation of a wooden five bar farm gate.

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

2018/33716, Shepcroft House, Shepcroft Lane, Appleton, WA4 5PJ. Full Planning - Proposed demolition of existing outbuildings and construction of 2-bedroom, single storey dwelling with associated on-site car park on land in front of Shepcroft House.

2018/33802, 55 Red Lane, Appleton, WA4 5AL. Householder- Proposed Two Storey Side Extension.

2018/33808, Cherrycliffe, Quarry Lane, Appleton, WA4 5JD. Householder - Retrospective construction of first floor extension over existing garage.

The Parish Council raised concerns to the following applications;

2018/33676. Land between 35-41 Hillside Road, Appleton, WA4 5PY. Full Planning - Proposed Erection of 1 no. residential dwelling and associated access. 25/10/18 Concern that the design of the property is out of style with the surrounding houses.

2018/33679, The Rowans, Cann Lane North, Appleton, WA4 5NF. Householder application - proposed detached garage. 25/10/18 Concern that the garage appears to have an upstairs as there are stairs and window and, in the future, it could be converted into a separate dwelling in the future.

2018/33686 18 Highwood Road, Appleton, WA4 5AJ. Full Planning - Proposed Front, side and rear extension with loft conversion and raised ridge height (to create an additional story of accommodation). The Parish Council are concerned about the effect on the streetscene and the proposal would be out of keeping with the area. Also, the impact on adjacent houses. Would suggest WBC make a site visit.

The Parish Council raised objections to the following applications;

2018/33662, Stretton Airfield, Arley Road, Appleton, WA4 4RG. Full Planning (Major) - Proposed Single dwelling with construction of subterranean car storage facility and landscaping and associated works accessed from Crowley Lane. Objection – house to be built on green belt. and in order for property to be built on green belt there has to be exceptional circumstances and there are no exceptional circumstances.

***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 –

2018/33706, 2 Birchways, Appleton, WA4 5DQ. Lawful Development Certificate 192- Proposed Single Storey Extension to side,

2018/33780, 4 Birchways, Appleton, WA4 5DQ. TPO- 1x Oak--, Proposed crown reduction by 1-2m on top and 2-3 on Western boundry, tidy poor pruning wounds from previous works, 1x Sycamore - Proposed 20% overall crown reduction.

2018/33801, 8 Woodstock Gardens, Appleton, WA4 5HN. TPO - Proposed removal of upper right limb on Oak tree (Tree 4) to within 1 metre of the trunk.

2018/33756, Beech Cottage, Cann Lane South, Appleton, WA4 5NQ. Discharge of Conditions- Proposed discharge of conditons 4(landscaping and boundary treatment), 5 (Temp and Permenant finishes) following approved plan 2018/3329.

2018/33830, 23A Lyons Lane, Appleton, WA4 5JG. TPO - Sycamore (T5) - Proposed Fell and treat, Oak (T6) -Proposed Fell and treat. Information Only.

2018/33855, 2 Broomfields Road, Appleton, WA4 3AE. TPO - G1 Group of 8 Lime - Proposed works to take back sides of trees by maximum of 5 metres, Crown raise by

5m ground clearance and crown thin by 20%. T1 Holly - Proposed shape and trim. Information Only.

## **6. Clerk's Report and Accounts**

The October 2018 statement of Receipts and Payments for the Financial Year 2018/2019 was noted, and the Members noted the Bank Statement as at 31<sup>st</sup> October 2018.

**RESOLVED** that;

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

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

The clerk informed the Parish Council that the planning application for Stockton Heath Tennis Club. 2018/31883 had submitted an appeal to the Secretary of State against the refusal of Warrington Borough Council to grant planning permission.

The clerk informed the Parish Council that the planning application, 2018/32763 for 7 St Marys Close, Appleton, householder- Demolition of existing and erection of rendered boundary retaining wall to driveway entrance (Retrospective) has submitted an appeal to the Secretary of State against the refusal of Warrington Borough Council to grant planning permission.

The clerk has received a letter dated 1<sup>st</sup> November 2018 from Great Sankey Parish Council regarding Warrington Foodbank and a copy of this letter has been circulated to all Parish Councillors for their attention.

The clerk has received a letter of thanks dated 7<sup>th</sup> November 2018 from Lumb Brook Millennium Green for the grant of £2,000 towards running the Green for 2018/2019 and a copy of the tree survey as requested, a copy of which had been circulated to all the Parish Councillors for their attention.

The clerk confirmed a Parish Council newsletter had now been sent for printing. The cost of the printing was £430, and the cost of delivery was £325 plus VAT plus a £30 plus VAT charge to collect from the printers.

The clerk has received a letter dated 8<sup>th</sup> November 2018 regarding the Parish precept for 2019/2020. The Council Tax base has been calculated as 4866. This includes a reduction of 160 due to Council Tax Support Allowance reduction. This compares with 5057 for 2018/2019. The precept will have to be discussed at a Finance and General Purposes meeting. All committees will need to let the clerk know what their budget requirements are for 2019/2020 before the precept can be set.

The clerk received an email dated 6<sup>th</sup> November 2018 from the General Manager of Pewterspear Green Trust Ltd regarding a number of options for the redevelopment of the Sports Pavilion on Beamish Close. Pewterspear Green Trust Ltd are going to submit two planning applications to Warrington Borough Council for an extension and in order to change the layout of the Pavilion and supporting facilities. Nearby residents are being consulted and the Trust are having two open days on 16<sup>th</sup> and 17<sup>th</sup> November.

The clerk has received an email from the Planning Policy & Programmes Team at Warrington Borough Council stating that they are continuing to work on the draft Local Plan. They have stated that Central Government has proposed further changes to some formula as such the publication of the draft Local Plan will be delayed and published in March 2019.

FDR Law has sent a letter as they can no longer hold the deeds to the Parish Hall. The clerk has now received the deeds and put them into the Parish Council's safe.

## **7. Meeting dates for 2019**

**RESOLVED** that;

The following dates were agreed for the Parish Council meetings in 2019.

Tuesday 15 <sup>th</sup> January	Monthly Parish Council Meeting	7.30pm
Tuesday 19 <sup>th</sup> February	Monthly Parish Council Meeting	7.30pm
Tuesday 19 <sup>th</sup> March	Monthly Parish Council Meeting	7.30pm
Tuesday 16 <sup>th</sup> April	Annual Parish Meeting	7.00pm
Tuesday 16 <sup>th</sup> April	Monthly Parish Council Meeting	7.30pm
Tuesday 21 <sup>th</sup> May	Annual Meeting	7.00pm
Tuesday 21 <sup>th</sup> May	Monthly Parish Council Meeting	7.30pm
Tuesday 18 <sup>th</sup> June	Monthly Parish Council Meeting	7.30pm
Tuesday 16 <sup>th</sup> July	Monthly Parish Council Meeting	7.30pm
Tuesday 17 <sup>th</sup> September	Monthly Parish Council Meeting	7.30pm
Tuesday 15 <sup>th</sup> October	Monthly Parish Council Meeting	7.30pm
Tuesday 19 <sup>th</sup> November	Monthly Parish Council Meeting	7.30pm
Tuesday 17 <sup>th</sup> December	Monthly Parish Council Meeting	7.30pm

The clerk would book the Parish Hall accordingly and publish the dates on the Parish Council's website and noticeboards.

## **8. Christmas lights**

The clerk confirmed that the contractor had tested and repaired the Christmas lights at the Parish Hall and had reconnected the Christmas lights at Broomfields Sheltered Housing on 21<sup>st</sup> November 2018. The cost of this has yet to be confirmed.

## **9. Valuation for Parish Hall following renovation works**

The clerk has been advised that the Parish Hall may need revaluing for insurance purposes following the Wren grant work. The clerk confirmed that the insurance cover for the Parish Hall was £500,000 and this had been revised in July 2017. The last Professional Reinstatement Value was undertaken by Meller Braggins on 16<sup>th</sup> June 2010. Meller Braggins have confirmed that the cost of revaluation would be £250.00 plus VAT.

**RESOLVED** that;

The Parish Council stated that the present valuation of £500,000 was sufficient and they did not require a re-valuation for the Parish Hall.

## **10. Expenditure approval by Committees**

The clerk informed the Parish Council that she had contacted the Society of Local Council Clerks regarding this matter. They had confirmed that individual committees could approve expenditure at a committee meeting as long as it was in their own budget and within their terms of reference.

The Society of Local Council Clerks however stated that authority to authorise expenditure is with the Parish Council or individual committees and cannot be delegated to any individual Councillors. They stated that all expenditure needs to be transparent and the only way to do this is that it is declared on an agenda for a meeting and it is then discussed and decided upon at a Parish Council meeting or committee meeting, it is then agreed and put in the minutes.

The same rules that apply to Parish Council meetings apply to committee meetings. As such an agenda must be published on the Parish Council's website and on the noticeboards 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 Society of Local Council Clerks have confirmed that is not legal to agree any expenditure by email and then ratify this agreement at the next committee meeting.

The same rules that apply to Parish Council meetings also apply to committee meetings that the minimum number of Parish Councillors required to be present is three or one third of the committee membership, whichever is the greater.

The clerk confirmed that even if an item has been budgeted for this does not mean that the expenditure for this has been approved. The purpose of a budget was to forecast income and expenditure and a means to monitor income and expenditure. Even if an item has been budgeted for it would still require approval for expenditure and this would need to be done at either a Parish Council or Committee meeting.

The clerk stated that it was her understanding that 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.

Councillor J Wheeler confirmed it would be better if committee meeting dates were set in advance, so the Parish Hall could be booked.

#### **11. Additional Environment work**

**RESOLVED** that;

All Seasons Ground Maintenance were employed as a contractor for the following work;

- Tidying up the garden at the side of Bridge Lane shops, £60.00
- Cutting back the growth around the triangle on Lumb Brook Road on the left hand before going under the bridge the traffic lights on Grappenhall Road, £200.00.
- Clearing the path at the back and side of Broomfields School, £150.00.

#### **12. Christmas Event on 1<sup>st</sup> December and Parish Hall Users event on 12<sup>th</sup> December**

**RESOLVED** that the following expenditure was approved.

Gifts to the value of £55.59  
Paper cups with lids cost £17.90  
Tealights cost £34.75 for lantern walk.

Councillor S Harris confirmed that she had received a risk assessment form from Warrington Borough Council and her and Councillor G Palmer will be undertaking a Risk Assessment for the event on 1<sup>st</sup> December 2018.

The clerk confirmed that all the Parish Hall users had been invited to the Christmas Event on 12<sup>th</sup> December. The clerk requested that if anyone else was to be invited to this event could they let the clerk know as soon as possible. The clerk confirmed that the caterers had been arranged.

**RESOLVED** that;

The expenditure of an additional £100.00 be approved for additional items for this event.

The Parish Council employed ah-hoc help for this event at the cost of £30.00.

#### **13. Projector for Parish Hall**

At the Parish Council meeting on 17<sup>th</sup> April 2018 the expenditure for £100.00 was approved in order to purchase a projector. However, a projector could not be purchased within this budget.

The clerk was asked do undertake further research on this and put this on the agenda for the next Parish Council meeting in December.

#### **14. Telephone Boxes**

The Parish Ranger, David Pearce had completed further painting work required at both the phone boxes. The cost of the materials for this was £153.44.

**RESOLVED** that;

The cost of the painting materials was approved, and the funds were to be taken from the Environmental Improvement schemes budget.

The following further work was required at the phone boxes;

Installation of light

Repair to the door at telephone box Lyons Lane. Quote requested from contractor.

The Assistant Clerk had sent a update report and had advised that there was only £30.70 let of the approved expenditure, this included the lottery grant and £500.00 extra from the Environmental Improvement budget.

**RESOLVED** that;

The amount of up to £500.00 was approved for the additional work in order to complete both BT phone boxes.

Councillor J Wheeler had ordered some signs for the telephone box on Bridge Lane at the cost of £50.00 and the clerk was requested to ask the ranger to put up the signs.

#### **15. Building Work at Parish Hall**

The clerk informed the Parish Council whilst she was on holiday an invoice for £10,2120.60 had been received by the Parish Council on 31<sup>st</sup> October for the final payment for the Wren grant work. This was paid on 2<sup>nd</sup> November 2018.

The clerk had checked the figures upon her return from holiday on Monday 5<sup>th</sup> November and the builder has been overpaid by £694.80.

The builder also requested additional funds for further electrical work to the cost of £495.00.

The builder has sent in an invoice for a skip at the cost of £285.00 plus VAT and another invoice for other work at the cost of £475.00 plus VAT.

The clerk was requested to put this on the agenda for the next Finance and General Purposes meeting.



## **16. Electrical Work for Parish Hall**

The clerk had received a complaint regarding the lack of external lighting at the Parish hall at the side with the Co-op. The clerk had received a quote for the installation of two external sensor lights at the cost of £492.00 plus VAT.

**RESOLVED** that;

External sensor lights were to be installed at the cost of £492.00 plus VAT.

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 requested to put the non-essential work on the agenda for the Parish Council meeting for December.

## **17. Finance and General Purposes meeting**

**RESOLVED** that;

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 11<sup>th</sup> October 2018 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

## **18. Community Events Committee and expenditure**

**RESOLVED** that;

The Minutes of the Community Events Committee meetings held on 9<sup>th</sup> October 2018 and 6<sup>th</sup> November 2018 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

**RESOLVED** that;

Additional expenditure of £110.00 was approved for the event on 1<sup>st</sup> December 2018 as detailed in the minutes of the Community Events Committee meeting dated 8<sup>th</sup> November 2018.

## **19. Heritage sign on Birchdale Road**

Councillor J Walker reported to the Parish Council a plinth had been built on Birchdale Road and she would like to take this project forward and investigate costing for a plaque.

**RESOLVED** that;

Councillor J Walker will investigate the costing for this project.

Councillor G Skentelbery stated that Priestley College students may like to get involved with this project.

## **20. Village Gateway signs**

Councillor S Harris reported to the Parish Council that she had consulted members of the public with regards to the wording of the village gateway signs.

Councillor S Harris will contact the Highways Department of Warrington Borough Council to arrange the wording for the signs.

The clerk confirmed that the Parish Ranger had cut the hedges around the village gateway signs to make them more visible.

## **21. Environmental Committee minutes and expenditure**

**RESOLVED** that;

The Minutes of the Environmental Committee meeting held on 30<sup>th</sup> October 2018 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

Councillor J Walker confirmed that she will look at the budget for the Environmental Committee with the clerk and assistant clerk.

The clerk had contacted Warrington Borough Council with regard to the cleaning of street signs however they had stated that this is not routinely done. Any particular sign that did require cleaning should be reported to Warrington Borough Council Highways Maintenance Department.

## **22. Minutes of last Parish Council meeting and matters arising**

Councillor S Harris requested that the minutes of the last meetings and matters arising were on the beginning of the agenda in the future rather than at the end of the meeting.

Councillor J Wheeler reported that the planning application for 2018/32772, 6 Hatfield Gardens, Appleton, WA4 5QJ. Householders - Proposed retention of first floor side extension, single storey front extension and part 2 storey/ part single storey side extension would be heard by Development Control Committee on 12<sup>th</sup> December 2018. Councillor S Bengel left the room for this discussion as she had declared a non-pecuniary interest in relation to this planning application as she lived on Hatfield Gardens.

Councillor S Harris thanked the Parish Councillors who had attended the Remembrance Service at Appleton Thorn.

Councillor J Wheeler confirmed that a meeting regarding the framed pictures of Appleton will be arranged soon.

Councillor J Walker informed the Parish Council that the planning application for Eddie Stobart had been refused by the Development Control Department of Warrington Borough Council.

Councillor I Axcell thanked the Parish Ranger for his work clearing paths on Warren Drive, Lyons Lane and London Road.

**RESOLVED** that;

The Minutes of the Parish Council meeting held on Tuesday 16<sup>th</sup> October 2018 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

### **23. Parish and Borough Councillors Reports**

Councillor P Walker stated that a members briefing had been circulated regarding the HS2 Limited. Councillor J Wheeler reported that she had attended a presentation on Monday 19<sup>th</sup> November and it was going to affect several areas of Warrington.

Councillor J Walker asked if the Parish Ranger could clean up the leaves off London Road.

Councillor J Wheeler reported that she had been chasing up a replacement bin for Dale Lane with the Street scene Manager of Warrington Borough Council.

Councillor G Palmer and Councillor G Skentelbery had attended a meeting at Appleton Thorn prison and they were keen to involve members of the public and involve the prison in community life. They stated that they have plans to extend the shop and possibly open a café on site.

Councillor G Skentelbery reported that he may have withdraw from his membership of some committees due to family commitments. The clerk was asked to put the review of committee membership on the agenda for the Parish Council meeting in December.

Several Parish Councillors raised concerns regarding the level of cleanliness of Broomfields Leisure centre as residents were unhappy regarding the current state of the leisure centre. The clerk was asked to send a letter to the Manager of Broomsfields Leisure centre.

Councillor S Harris stated that the Bawming Tree at Appleton Thorn had not been cut. The clerk stated that she had been in contact with Warrington Borough Council and will chase the request up.

Councillor S Harris stated that the Parish Hall will require a dropped kerb in order to aid disabled access.

### **24. Date and time of next meeting**

Tuesday 18<sup>th</sup> December 2018, Planning Committee meeting 7pm followed by the Monthly Parish Council meeting 7.30pm.

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

**25. Assistant Clerk and other employment**

The Assistant Clerk, Mrs Irene Derbyshire has been offered another position as clerk with Kingsley Parish Council. The Assistant Clerk's hours for Appleton Parish Council have been increased to 21 hours per week from 1<sup>st</sup> November 2018. In addition to this Mrs Irene Derbyshire works for Sutton Weaver Parish Council for 6 hours per week. The post at Kingsley Parish Council would mean that the Assistant Clerk is employed by three Parish Councils. Although the number of hours has not been determined yet at Kingsley, it is envisaged that they will be approximately 7 hours per week. The clerk noted that Kingsley Parish Council meet on the third Tuesday of every month, the same night as Appleton Parish Council. It is part of the Assistant Clerk's contract that any other employment must have the Parish Council's written consent.

**RESOLVED** that;

The Parish Council would not provide written consent as the job offer did not fit with contractual terms on which the Assistant Clerk had been employed on.