



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 November 2019 at 7.30pm at Appleton Parish Hall, Dudlow Green
Road Appleton WA4 5EQ**

Present: - Councillor J Wheeler (Deputy Chairman)

Councillor K Arnett, Councillor G Skentlebery, Councillor T Stansfield, Councillor S Bengier and Councillor J Price.

Mrs. J Monks (Clerk) and six members of the public and two PCSOs.

1. Welcome and apologies for absence

Councillor J Wheeler welcomed everyone to the Parish Council meeting.

The clerk was requested to only record reasons for absence if given.

Councillor Councillor B Axcell, Councillor I Axcell, Councillor P Walker and Councillor J Walker sent their apologies for the meeting.

2. Members Code of Conduct and Declarations of Interest

Councillor G Skentlebery declared a non-pecuniary interest in relation to the website item 27 as he may know some the businesses involved.

3. BYP Project Presentation

A representative from the BYP Project addressed the Parish Council with regards to an update on the BYP project. The Parish Council were thanked for their continued support for the BYP project. The representative from the BYP confirmed that things were changing with the project and they were looking at delivering courses for young people. The project had extended to Alexandra Park in Stockton Heath and all staff were now provided with uniforms. They also had been focusing on delivering different projects at Bridgewater High in order to support students particularly around mental health issues. They were also looking for other funding opportunities in order to deliver additional services.

4. PCSO / Police report

The PCSO reported that in the last thirty days there had been one incident of anti-social behaviour and three thefts in the area. Call callers had been an issue in some areas and residents were asked to take extra care. Bonfire night and Remembrance Sunday went well and the drop in PCSO surgery at Appleton Parish Hall had started. The PCSO also reported that they had undertaken speed enforcement action in Appleton.

5. Public Participation

A representative from Appleton Thorn Preschool addressed the Parish Council with regards to their grant application. They had submitted a grant application for funding for advertising and were experiencing difficulties as at present they only had five children and had five staff. They were finding it difficult to fundraise due to the lack of children who were attending the preschool.

A representative from Lumb Brook Millennium Green Ltd addressed the Parish Council with regards to their grant application. They were finding it difficult to obtain funding for ongoing maintenance and they had applied for funding from the Co-op but had been unsuccessful. The representative confirmed that they would be happy for the Parish Council to host events on the green.

A member of the public informed the Parish Council that he had a contact if the Parish Council wanted to discuss cybercrime and he would send the details of this to the clerk.

6. Election of a new Chairman of the Parish Council

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

Councillor J Wheeler signed the acceptance of office book for the post of Chairman of the Parish Council.

7. Election of new Deputy Chairman of the Parish Council

Councillor B Axcell be elected Deputy Chairman of the Parish Council for 2019/2020.

8. Review members of committees

The following members be appointed for 2019/2020;

Planning Committee – Councillor S Bengler (Acting Chair), Councillor B Axcell, Councillor I Axcell and Councillor J Walker.

Finance and General Purposes Committee– Councillor P Walker (Chair), Chairman of the Parish Council, Deputy Chairman and Councillor S Bengler,

Working Parties

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

Media Working Party –Councillor G Skentelbery.

Employment Working Party – Chairman, Deputy Chairman, Councillor P Walker, Councillor B Axcell and Councillor S Bengel.

PCSO Liaison Working Party – Councillor S Bengel.

Community Event Working Party - Councillor J Walker and Councillor T Stansfield.

Youth Liaison group including BYP - Councillor J Wheeler.

9. Review members of Outside Bodies

The following members be appointed for 2019/2020;

- a) Warrington Public Rights of Way Forum – Councillor K Arnett and Councillor J Wheeler.
- b) Parish Path Warden – Councillor J Wheeler.
- e) Police and Crime Commissioner Surgery Meetings –Councillor P Walker
- f) Bridgewater Canal Users Group – Councillor B Axcell
- g) Manchester Airport Liaison – Councillor K Arnett.

10. Grant application from Appleton Thorn Preschool

The clerk has received a grant application for £780.00 for advertising for Appleton Thorn Preschool and this was discussed at the Finance and General Purposes on 19th November 2019.

RESOLVED that;

A grant of £250.00 is made to Appleton Thorn Preschool and this was to be taken out the grant budget. Details of other funding available locally would be sent to the preschool for their information.

11. Grant application from Lumb Brook Millennium Green Ltd

The clerk has received a grant application from Lumb Brook Millennium Green Ltd for £2,250 for maintenance.

The clerk stated that that the following grants had been given to Lumb Brook Millennium Green.

£2,000 in November 2018.

£2,670 in November 2017.

£1500 in April 2015.

£250 in August 2015.

£1,500 in April 2004.

RESOLVED that;

A grant of £2,250 is made to Lumb Brook Millennium Green Ltd and this was to be taken out the grant budget.

12. Minutes of last Parish Council meeting and matters arising

RESOLVED that;

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

Councillor J Wheeler confirmed that there was no further update from Homes and Communities regarding the plans for the Appleton Cross site.

13. Minutes Finance and General Purposes meeting and matters arising

RESOLVED that;

The Minutes of the Finance and General Purposes meeting held on Thursday 3rd October 2019 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

14. Parish Hall Review

RESOLVED that;

The Minutes of the Finance and General Purposes meeting held on Thursday 24th October 2019 regarding the Parish Hall review (copies of which had been circulated to each Member) were approved and signed by the Chairman.

RESOLVED that;

The following was approved;

- (a) From 1st April 2020, the hourly rate for main hall hire to remain at £18 per hour, £21 for the small hall and £56 for social/parties.
- (b) From 1st April 2020, the session rates for the main hall are to increase from £36.00 to £40.00.
- (c) The Parish Council will continue to subsidise the following groups however the hall hire rate will increase. Appletots rent increase from £28 to £30. The Church coffee morning and Church Choir rent will increase from £21 to £25. The Church will continue to pay the full session rates for Sunday mornings, so this will increase from £36 to £40 from 1st April 2020.

- (d) There will be no subsidy for charity events and these will be charged at £18 per hour or £40 per session.
- (e) Hirers that use both halls (and are only charged for the use of the large hall) will be advised that the small hall may not be available if there is another booking.
- (f) Payment for one off booking will be taken at the time of booking. The cancellation fee be amended to the following. If a booking is made and more than three months' notice is given a full refund will be given. If the booking is cancelled with less than three months' notice, there is no refund. This will apply to all bookings.
- (g) No extra charge for storage and equipment.
- (h) The existing booking for one Wednesday every month could not change their booking as such the business requesting a weekly slot would have to work around this booking or look elsewhere for hall hire.

The clerk advised that all the tenancy agreements will need amending in light of this changes and all existing users will have to sign new agreements. The tenancy agreements also need to state that the hall may be used by the Parish Council for PCSO surgeries. The clerk also confirmed that a letter will be sent to all hall hire users advising of the new hall hire fees from April 2020.

15. Ear protectors for Ranger

RESOLVED that;

Ear protectors for use when using the lawnmower were purchased for the ranger at the cost not to exceed £20.00 plus VAT.

16. Clerk's Manual

RESOLVED that;

The new edition of the clerk's manual from the SLCC was purchased at the cost of £50 plus VAT.

17. Hi Viz Jackets

Two Fire warden Hi Viz vests were purchased and twelve Hi Viz vests for events with 'Appleton Parish Council' on the back. The expenditure is authorised up to the value of £40.00 was authorised at the Parish Council meeting on 25th September 2019, however the cost of these has increased due to the lettering and quality.

RESOLVED that;

The amount of up to £65.00 plus VAT was approved for the purchase of Hi-Viz vests as detailed above.

18. Service of Fire Extinguishers

RESOLVED that;

The amount of up to £50.00 plus VAT was approved for the servicing of the Fire Extinguishers.

19. Main Hall and small hall Floor Polishing

The clerk will obtain further quotes for this work.

20. Sensor Light for BT phone box at London Road/Lyons Lane.

The light in the telephone box at London Road/Lyons Lane has now been disconnected.

RESOLVED that;

The amount of up to £50.00 plus VAT was approved for a new sensor light for the phone box.

21. Room Hire

RESOLVED that;

The amount of £18.00 was approved for room hire of Frodsham Community centre on Friday 8th November 2019.

22. Planning

RESOLVED that;

The minutes and recommendations of the Planning Committee meetings held on Monday 21st October 2019 and Monday 4th November 2019 (copies of which had been circulated to each member) were approved and signed by the Chairman.

RESOLVED that;

Councillor S Bengler was to be Acting Chairman of the Planning Committee.

The clerk noted that the next Planning Committee meeting was on Monday 2nd December 2019 at 9.30am.

23. Clerk's Report and Accounts

The October 2019 statement of accounts for the Financial Year 2018/2019 was noted, and the Members noted the Bank Statements as at 31st October 2009.

RESOLVED that;

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

The clerk informed the Parish Council that a relief cleaner had be employed on Saturday 16th November and Sunday 17th November 2019.

The clerk informed the Parish Council that a letter regarding the precept for the financial year 2020/2021 had been received and that this along with the budget will be looked at the next Financial and General Purposes Committee meeting on Thursday 5th December 2019.

The clerk reported that there had been issues as the Parish Ranger's van had broken down however this was now fixed.

The clerk reported that there had been several gas leaks outside the Parish hall and that these were in the process of being fixed.

The clerk informed the Parish Council that there were ongoing issues with the email and website.

The clerk informed the Parish Council that the grant budget for the financial year 2019/2020 was £4,000 and that has been overspent by £295.56.

The clerk confirmed that she had contacted a builder regarding minor works at the Parish Hall after consultation with Councillor J Wheeler. The cost of the repairs works is unknown.

The clerk informed the Parish Council that the noticeboard at Broomfield's Sheltered Housing has now been removed as such the clerk has removed this from the asset register. The new noticeboard for Bridge Lane shops has been delivered and this will be added to asset register and insured accordingly.

The clerk has received a letter dated 29th October 2019 from Warrington Foodbank thanking the Parish Council for the £500 donation.

The Police and Crime Commissioner sent an email dated 16th October 2019 acknowledging the letter from the Parish Council regarding the 101- telephone service and the Head of Public Contact at Cheshire Constabulary sent an email dated 18th October 2019 in reply to this complaint.

The clerk received a thank you from Team Thorn regarding the plants had been purchased. They also thanked the Parish Ranger stating that he had been indispensable in keeping the grass at the both the war memorial and the triangle maintained to a high standard.

The clerk reported that the next SLCC meeting was on Wednesday 11th December 2019 in Holmes Chapel and that the clerk and assistant clerk would attend.

The clerk reported that she had concerns that all the home addresses of Parish Councillors were detailed on the Parish Council website. It is best practice to remove all home addresses from the website as all correspondence needs to come to the Parish Council office.

24. Update on Events

The clerk informed the Parish Council that there had been a meeting with the Lantern Walk for Thursday 5th December 2019 and a PCSO had confirmed that he would be in attendance.

The clerk informed the Parish Council that the Parish Hall users Christmas event was on Monday 9th December and that a buffet for 30 people had been ordered and paid for.

Councillor J Wheeler informed the Parish Council that an event for VE day would be planned and she had provisionally booked the Parish Hall for the event.

25. Meeting dates for 2020

It was **RESOLVED** that the following meeting dates were agreed.

Tuesday 21st January	Monthly Parish Council Meeting	7.30pm
Tuesday 18 th February	Monthly Parish Council Meeting	7.30pm
Tuesday 17 th March	Monthly Parish Council Meeting	7.30pm
Tuesday 21 st April	Annual Parish Meeting	7.00pm
Tuesday 21st April	Monthly Parish Council Meeting	7.30pm
Tuesday 19th May	Annual Meeting	7.00pm
Tuesday 19th May	Monthly Parish Council Meeting	7.30pm
Tuesday 16th June	Monthly Parish Council Meeting	7.30pm
Tuesday 21st July	Monthly Parish Council Meeting	7.30pm
Tuesday 15 th September	Monthly Parish Council Meeting	7.30pm
Tuesday 20 th October	Monthly Parish Council Meeting	7.30pm
Tuesday 17 th November	Monthly Parish Council Meeting	7.30pm
Tuesday 15th December	Monthly Parish Council Meeting	7.30pm

26. Banking

RESOLVED that;

Sharon Harris and Jane Bilsland were to be removed from all the Parish Council's bank accounts as an authorised signature for payments following their resignations as a Parish Councillors.

27. Website

The clerk informed the Parish Council that there were new website regulations that had been issued. The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 came into force on the 23rd September 2018. And all existing websites had been compliant from 23rd September 2020. The clerk had circulated information about the new regulations to all the Parish Councillors for their attention. Any new website would have to comply with these new regulations.

The clerk had contacted several companies all of which wanted to come into discuss and needed a specification document before they could provide a quote.

The clerk informed the Parish Council that it would be necessary to establish a brief before quotes could be obtained.

28. Update for Environment working party

Councillor J Walker had produced a draft budget for 2020/2021 which included spending estimates for the Environment Working Party group.

29. Cheshire Association of Local Councils Membership

The costs of membership were unknown as such the clerk will ask for confirmation of the cost of membership and this will be considered at the next Parish Council meeting.

30. Training

The clerk circulated the new training schedule for 2020 to all the Parish Councillors for their attention. The cost of a half-day session for members is £35, for non-members £60. The cost of a full day session for members is £75, for non-members £125.00.

RESOLVED that;

Mrs I Derbyshire, the assistant clerk can go on the full day Finance Training on Wednesday 22nd April 2020 at the cost of £125.00.

Mrs I Derbyshire, the assistant clerk can go on the Planning 1 training course on Wednesday 1st July 2020 at the cost of £60.00.

Both costs will be taken from the training budget for 2020.

31. Co-option of three Parish Councillors

The clerk confirmed that that co-option procedure was in the Standing Orders of the Parish Council. The clerk had sent a draft advertisement for the attention of all Parish Councillors.

RESOLVED that;

The deadline for applications for the post of the three vacant seats would be Thursday 12th December at midnight and that if an application was received after this date/time it would not be considered.

The advertisement, which had been circulated to all Parish Councillors was approved. This would be displayed in all the Parish Council noticeboards, website and Facebook.

32. Parish and Borough Councillors Reports

Councillor K Arnett asked if members of the Appleton Independent Methodist Church could be invited to the next Parish Council meeting.

Councillor K Arnett reported that five free chairs were available for the Parish Hall if required.

Councillor G Skentlebery asked if there had been an updated on the Eddie Stobart appeal.

Councillor J Price asked for the Parish Ranger to look at the leaves on the pavement between Delphfield Road and London Bridge and the area around Broomfields as this was very slippery due to leaves.

Councillor J Price asked if the PCSOs could attend a speed watch campaign between London Road and Delphfields.

Councillor J Wheeler confirmed that she had attended the Remembrance Sunday event and she was aware that the prison was having a carol service. The clerk was asked to contact the prison and request that the Parish Council were invited to this service.

Councillor T Stanfield informed that work may be required on the cenotaph at Appleton Thorn and that he would investigate this matter.

Councillor J Wheeler informed the Parish Council that Councillor P Walker and Councillor J Walker had a personal bereavement and requested that the clerk send flowers and a card from the Parish Council.

33. Date and time of next meeting

Tuesday 17th December 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.

34. PCSOs and the use of the Parish Hall.

This item was confidential as such the details have been removed.

The meeting closed at 10.30pm.