



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 16th October 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 Bengier,
Councillor J Bilsland, Councillor G Palmer, Councillor G Skentlebery, Councillor T
Stansfield and J Wheeler.

Mrs. J Monks (Clerk) and three members of the public.

**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. Councillor
P Walker and Councillor J Walker sent their apologies as they were unable to attend
due to being on holiday.

2. Members Code of Conduct and Declarations of Interest

Councillor S Bengier declared a non-pecuniary interest in relation to 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 as such she did not take part in the
decision in relation to this planning application.

Councillor S Bengier declared a non-pecuniary interest in relation to 2018/33659. Land
on the North East side of 52 Hatfield Gardens, Appleton, WA4 5QJ. Householder -
Reinstatement of a 1.8m timber fence as she lived on Hatfield Gardens as such she
did not take part in the decision in relation to this planning application.

3. PCSO / Police report

Councillor S Harris informed the Parish Council that there was no PCSO on duty and a report will be sent to the Parish Council with an update later this week.

4. Public Participation

A member of the public addressed the Parish Council with regards to 2018/33696, Suite 7 Oak Tree Barns, Hatton Lane, Hatton, WA4 4BX. Variation of Condition - Application to vary Condition 5 (Working Hours) on previously approved application 2017/31754. The member of the public objected to the change of working hours as they resided in a neighbouring property and stated that the site currently breached current working hours. The member of the public objected due to the noise and loss of residential amenity and asked for the Parish Council's support with their objections.

A member of the public addressed the Parish Council with regards to 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. The member of the public was awaiting this planning application to be heard by the Development Control Department of Warrington Borough Council and hopefully this would be scheduled for a meeting in November. The member of the public stated that the main issue with regarding to the on-street parking proposed as Hatfield Gardens was a narrow road and was being increasingly dangerous due to the large number of cars and vans parked on the road. Councillor S Harris informed the member of the public that both Councillor J Wheeler and Councillor B Axcell were dealing with this case and as both Parish Councillors were not present for this part of the meeting they would contact the residents directly regarding this matter.

A member of the public addressed the Parish Council with regards to the Six 56 Warrington Langtree Proposals. The member of the public lives adjacent to the proposed site and objected to the development as the land was greenbelt. The member of the public stated that he did not understand the business case for the proposed development and was concerned over the sheer size and proposed height of the development. The member of the public was also concerned regarding the impact of traffic due to the proposals and was concerned as there were no rail links to the proposed site.

Councillor S Harris confirmed that several Parish Councillors had attended the consultation events and that this was on the agenda for discussion by the Parish Council.

A Director of Lumb Brook Millennium Green Ltd addressed the Parish Council with regards to a request for a grant. She hoped that the partnership with Appleton Parish Council could continue and further joint events at the Millennium Green could be planned. Councillor S Harris confirmed that the request for a grant was on the agenda and would be considered by the Parish Council.

5. 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 –

2018/33614, 30 Shepperton Close, Appleton, WA4 5JZ. Householder - Proposed single storey side extension.

2018/33659. Land on the North East side of 52 Hatfield Gardens, Appleton, WA4 5QJ. Householder - Reinstatement of a 1.8m timber fence.

2018/33480, 35 Field Lane, Appleton, WA4 5JR. Householder - 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. Amended description.

The Parish Council raised concerns to the following applications;

2018/33502, 29 Field Lane, Appleton, WA4 5JR. Householder - Proposed two storey extension to existing detached double garage, including new first floor and new gates to existing access. The Parish Council are concerned and would like to request a planning condition that the two-storey detached extension cannot be used as a separate dwelling.

2018/33376, 3 Caversham Close, Appleton, WA4 5JX. Householder - Proposed Single Storey Extension and Conversion of Existing Garage to Create Study to Front, Plus Single Storey Kitchen Extension to Rear. The Parish Council are concerned that on the proposed plan there is a garage however on the proposed front elevation there are no garage doors. Please can this be clarified by the Planning Officer.

2018/33189, Burley Heys Mill, Arley Road, Appleton Thorn, WA4 4RS. Change of Use - Retrospective change of use to form car parking to service existing business and siting of three storage containers. Councillor S Bengel confirmed that she had been contacted by a member of the public regarding this application as they had objected to this proposal. The Parish Council are concerned as objections from neighbouring residents have been received and it would increase traffic.

2018/33524, 18 Highwood Road, Appleton, WA4 5AJ. Householder - Proposed front, side and rear extension with loft conversion and raised ridge height (redevelopment of existing single storey dwelling to form a two-storey dwelling). The Parish Council are concerned over the 45-degree code and the impact of this proposed planning application on the neighbouring property number 16. The Parish Council are also concerned as the proposal would be overdevelopment of the plot.

2018/33696, Suite 7 Oak Tree Barns, Hatton Lane, Hatton, WA4 4BX. Variation of Condition - Application to vary Condition 5 (Working Hours) on previously approved application 2017/31754. The Parish Council objects to the variation of the condition application for this site due to the impact on the residential property. This would result in loss of residential amenity and increase both the light and noise pollution. The granting of this variation will also set a precedent for other suites on Oak Tree Barns and result in further loss of residential amenity for Oak Tree Farm. The Parish Council understands that the current conditions are being breached on a regular basis and neighbouring residents have evidence to support this

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 –

2018/33544. 34 Pangbourne Close, Appleton, WA4 5HJ. Lawful Development Certificate 192- Proposed Single Storey Extension.

2018/33619, 25 Lyons Lane, Appleton, WA4 5JG. TPO - Proposed crown lifting to lower part of tree, reduction of lower part by 30% and proposed crown reduction to replace the spread of the tree by 30%.

2018/33611, Land Adjacent to, 168, London Road, Appleton, WA4 5BH. Discharge of Conditions - Proposed discharge of Condition 4 (Materials), Condition 5 (Landscape Details), Condition 6 (Landscape Details), Condition 7(Car Parking) following Planning Approval 2016/28947 on previously approved application 2016/28947.

2018/33657, 13 Dudlow Green Road, Appleton, WA4 5EQ. Section 192 (Lawful Development Certificate) - Proposed demolition of existing conservatory and construction of single storey rear extension.

2018/33588, 66 Acton Avenue, Appleton, WA4 5PT. Section 192 (Lawful Development Certificate) - Proposed replacement of 1 rear window and the lowering of its cill, and single storey rear Conservatory to replace existing.

6. Clerk's Report and Accounts

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

RESOLVED that;

Payments were to be made in accordance with the payment schedule for October 2018 and the updated budget was accepted.

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

The clerk confirmed that Councillor K Arnett undertook the verification of the bank reconciliations for all accounts as at 30th September 2018.

The amount of £20,000 has been transferred from the Nationwide Savings account into the NatWest current account.

The clerk had received the Electrical Condition Report on the Parish hall which stated that overall assessment of the installation was unsatisfactory. The clerk has arranged for the essential works to be undertaken at the cost of £90.00 plus VAT. The clerk is awaiting a quote for the non-essential works.

The clerk confirmed that the Parish Council has received a bill for £1680.00 for the wildflowers from Warrington Borough Council. The clerk has put this on the payment schedule for October.

The clerk has received a letter dated 5th October 2018 from Halton Borough Council regarding the Creamfields Event. Halton Borough Council have stated that they are not considering reviewing the Creamfields Event licence.

Councillor J Price had asked if he could use the beacon for at Hillcliffe to mark the World War One celebrations. The clerk had then received a request from St Thomas Church to borrow the beacon for a public event.

Councillor S Harris informed the Parish Council that the Events Committee had considered lighting the beacon however the logistics of this were not feasible and some Parish Councillors were already committed to attending events elsewhere. The Parish Council considered both requests.

RESOLVED that;

St Thomas Church could borrow the beacon for their public event on Sunday 11th November 2018 and return to Appleton Parish hall.

The clerk confirmed that the beacon was owned by the Parish Council and was not purchased jointly with any other Parish Council. The clerk was asked to ensure that this was correctly detailed on the Parish Council's asset register.

7. Quarterly Budget and Budget for committees

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.

Both the funds for the BT phone boxes and for the Wren grant will need looking at once both projects have been completed as the funds will have to be drawn from the reserves. Both projects were highlighted in yellow on the budget.

The equipment budget is overspent by £102.46. As such funds have to be transferred into the budget to cover any future expenditure.

RESOLVED that;

The amount of £500.00 was transferred from the General Contingencies budget into the equipment budget.

The Expenses budget was renamed Chairman's allowance including expenses.

The World War One event budget was renamed Events committee budget.

The Newsletter budget was renamed Media budget.

The Community Scheme Fund was renamed Community Projects.

A copy of the budget was signed and dated by the Chairman, Councillor S Harris.

It was considered that relevant committees have the authority to spend some of their budget and report back to the Parish Council at the next meeting.

RESOLVED that;

the Environment, Community Events and Media Committees will be able to sanction monies to be spent from their individual budgets so long as the amount is within their own budget and is within their terms of reference.

Any expenditure needs to be agreed at a committee meeting and put in the minutes accordingly. The individual committee then reports back to the Parish Council at the next Parish Council meeting.

The Media Committee was asked to provide details of amount they required for a budget.

All committees were asked to consider what budget they would require for the next financial year 2019/2020.

8. Annual Governance and Accountability Return for financial year 2017/2018

The clerk had received a letter email dated 25th September 2018 from the External Auditor advising that the Audit had now been completed. The approved Annual Return was received which included their report as follows;

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. No other matters have raised.

The clerk confirmed that the notice of conclusion of audit had been displayed on the Parish Council noticeboard at Appleton Parish Council's office and a copy of this had been also displayed on the Parish Council's website.

RESOLVED that;

The Annual Governance and Accountability Return (AGAR), including the certificate by External Auditor be approved and accepted by the Parish Council.

9. Framed Pictures of Appleton

Councillor J Wheeler informed the Parish Council that it would be a good idea to have some framed pictures of Appleton displayed at the Parish Hall.

RESOLVED that;

This was agreed in principle and Councillor J Wheeler, Councillor K Arnett and J Price will have a look and discuss this project and come to the next Parish Council meeting in November with a proposal.

10. Remembrance Day arrangements

Councillor S Harris will represent the Parish Council on Remembrance Sunday on Sunday 11th November 2018 at the service at St Cross Church in Appleton Thorn. The service will commence at 10.15am. The clerk had arranged the provision of a wreath.

RESOLVED that;

The Parish Council would donate £220.00 to the Royal British Legion for a donation to include the cost of the wreath.

The clerk was requested to contact a local resident with regarding to the provision of refreshments after the service and the cost of the provision of the refreshments would be reimbursed by the Parish Council.

The clerk was asked to formally invite the PCSO to the service at St Cross Church.

Councillor T Stansfield confirmed that the Royal British Legion had ordered a Tommy silhouette figure. This would be in Morrisons and could be used at St Cross Church on Sunday 11th November. Councillor J Wheeler will ask the Church Warden at St Cross Church regarding this.

Councillor S Harris informed the Parish Council that there should be a representative from the Parish Council at the Cenotaph service in Warrington. Councillor G Skentlebery stated that he would be attending and could also represent the Parish Council.

The clerk informed the Parish Council that there were five 'There but no there' figures remaining. Councillor J Wheeler stated that Bridgewater High School would like two. Councillor J Bilsland also stated that Broomsfields Sheltered Housing would like one. The remaining two would be used at Appleton Parish Hall. The clerk would organise distribution accordingly.

11. Photograph competition for primary school children

The clerk noted that only ten entries for the school photograph competition had been made. This compared with over 45 entries last year. The main reason for the lack of entries was the reduced prize money.

RESOLVED that;

The prize money was to be awarded accordingly and all the entries were to receive a highly commended certificate.

The clerk was asked to organise cheques and certificates for the prizes. Councillor S Harris will present these accordingly to the schools. The clerk was asked to produce a press release for this.

Councillor G Palmer stated that alternative prizes may be considered in the future.

12. Bus Shelter at Appleton Thorn

The clerk reported that the bus shelter at Appleton Thorn had been vandalised and a pane of glass required replacement.

RESOLVED that;

The bus shelter glass was to be replaced with the cost not exceeding £300.00 plus VAT.

The clerk was requested to determine a suitable budget for the funds for the bus shelter to be taken from.

13. BT phone boxes

The clerk confirmed that the work had been undertaken on each BT phone box. The total cost of the renovation works was £1,310.00. The Assistant Clerk will be contacting the electrician to arrange for the installation of the defibrillator for the Lyons Lane/London Road box.

Additional work for the phone boxes was discussed. Councillor J Wheeler confirmed that she had ordered the signs. The Assistant Clerk is dealing with the BT phone boxes.

14. Christmas Event on 1st December 2018

The clerk has contacted the owner of the lawn in front of the Co-op and has got permission for the event to be held. The clerk has also contacted the manager of the Co-op and they had confirmed that they will supply mince pies and refreshments. The clerk had also arranged for the Christmas lights to be tested.

The clerk had contacted the Parish Council's insurance company who had confirmed that the Parish Council policy covers for events including events on land not owned by the Parish Council. The clerk noted that additional premiums are payable if the number of attendees is over 500 or if there are any activities which are deemed hazardous, or if the council are setting up and/or supervising a bouncy castle.

Councillor S Harris confirmed a Father Christmas had been booked and they had got a sleigh for the event. The Events Committee was considering purchasing gifts for children from Warrington Disability Partnership. Appleton Independent Methodist Church had offered to provide a PA system for the event. Councillor S Harris had also requested a PCSO presence at both the event on 1st December and the lantern parade which has been organised for 6th December.

15. Creamfields Community Fund

Councillor S Harris informed the Parish Council that the Creamfields Community Fund now stated that they would accept any applications for any community group. As such the Parish Council could now sign post any community group or school to apply for funds.

Councillor B Axcell confirmed that the Parish Council would not however be applying for funds from Creamfields Community Fund.

16. Trees on Bridge Lane and Dingleway

Councillor K Arnett reported that the trees on Bridge Lane required pruning. Councillor J Walker has contacted the clerk to state that the trees on Dingleway required pruning.

Several Parish Councillors also stated the trees on Wood Lane and Longwood Road required pruning as such the clerk was requested to ask Warrington Borough Council to prune these trees accordingly.

17. SLCC Membership for Assistant Clerk

The clerk is a member of the Society of Local Council Clerk's and the Parish Council pays the membership for this. The assistant clerk has requested that she also becomes a member.

RESOLVED that;

The clerk becomes a member of the Society of Local Council Clerk's at the cost of £147.00.

18. Wren Grant

The clerk had confirmed that the deadline for claiming the Wren grant was at the end of November 2018. As such the work will need to have been completed by this date or the Parish Council would be unable to claim the funds from Wren. The Wren grant committee had undertaken a snagging list for the builder.

Councillor S Harris advised the Parish Council that the amount of £21,346.20 had been released as part payment for the works to the builder however the amount of £9517.80 had been held back until completion of all the outstanding work and until all the snagging had been completed.

Councillor S Harris had received an email dated 11th October 2018 from the builder and this had been circulated to all the Parish Councillors for their attention.

The builder had painted the ceiling in the hall and had required additional funds for this work. The cost of this would be £450.00 plus VAT.

The builder had confirmed that a new wheelchair ramp will be fitted as soon as possible following design modification.

The builder has confirmed he will provide a Fensa certificate for the windows.

The builder had stated that a disabled access automatic door fitter would be an additional sum of £1245.00 plus VAT.

The builder stated that he also required £285.00 plus VAT for an additional skip.

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.

The Parish Council would contribute £142.50 which was half the cost of the skip.

The Parish Council would not pay for the ceiling to be painted in the main hall as this had been included in the original quotation.

19. Six 56 Warrington Langtree Proposals

The Parish Council has received notification of a public consultation regarding a new strategic employment site location at junction 20 of the M6 and junction 9 of the M56, known as 'Six 56 Warrington.' There is a public consultation at Grappenhall Community centre on Monday 15th October and Tuesday 16th October 2018.

Several Parish Councillors had attended the public consultation and several Parish Councillors had undertake a site visit.

The clerk noted that no formal plans had yet been submitted as such the Parish Council would make no comment at this stage.

20. Grant application from Lumb Brook Millennium Green

The clerk had received a grant application from Lumb Brook Millennium Green asking for maintenance costs for the period 1st April 2018 to 31st March 2019. The total amount of the grant request is £2,000.00.

RESOLVED that;

A grant of £2,000 would be awarded towards maintenance costs for the period 1st April 2018 to 31st March 2019. In a letter dated 21st November 2017 the Parish Council had requested a copy of the tree survey once completed. The clerk was asked to contact Lumb Brook Millennium Green for a copy of this survey.

21. Minutes of last Parish Council meeting and matters arising

RESOLVED that;

The Minutes of the Parish Council meeting held on Tuesday 18th September 2018 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

22. Parish and Borough Councillors Reports

Councillor J Wheeler informed the Parish Council that the planning application submitted regarding Stockton Heath Tennis Club had been refused by the Development Control Committee of Warrington Borough Council.

Councillor J Wheeler informed the Parish Council that she will be consulting a solicitor regarding the land adjacent to Park Crescent and was liaising with Warrington Borough Council regarding Tree Preservation Orders.

Councillor J Wheeler informed the Parish Council that the planning application for Eddie Stobart may go before the Development Control Committee in November.

Councillor S Harris reported that there was a consultation ongoing with regards to Stockton Heath library.

Councillor S Harris reported that discussions were ongoing regarding the Gateway signs around Appleton Thorn and the wording of the signs has yet to be agreed. Councillor S Harris asked if the ranger could cut back some bushes around the gateways and she will supply a map of the locations of the gateways.

Councillor S Harris confirmed that Councillor J Walker had ordered bulbs for various locations around the Parish at the cost of £4,300.00.

Councillor S Harris informed the Parish Council that the PCSOs shift patterns may be altered and this would be discussed at the next meeting with Cheshire Police and clarification on this matter would be sought.

Councillor I Axcell reported to the Parish Council that the paths on Warren Drive, Lyons Lane and London Road required clearing. The clerk would ask the ranger to have a look at this and report it to Warrington Borough Council for their attention.

Councillor G Palmer reported that Appleton Thorn Village Hall was looking into the possibility of applying for a Wren grant.

Councillor K Arnett reported that major changes were in progress at Manchester airport and a representative should be invited to a Parish Council meeting.

23. Date and time of next meeting

Tuesday 20th November 2018, Planning Committee meeting 7pm followed by the Monthly Parish Council meeting 7.30pm.

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

24. Assistant Clerk's hours

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

RESOLVED that;

The Assistant Clerk's hours be increased by six hours per week to commence from 1st November 2018.