



# 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 15<sup>th</sup> October 2019 at 7.30pm at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ**

**Present:** - Councillor J Wheeler (Deputy Chairman)

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

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

### **1. Welcome and apologies for absence**

Councillor J Wheeler welcomed everyone to the Parish Council meeting. Councillor Councillor B Axcell send his apology for the meeting. Councillor I Axcell sent her apology for the meeting as she was unable to attend due to ill health. Councillor J Price was not in attendance.

Councillor P Walker asked that in future the reasons for absence was not recorded in the minutes. The clerk stated that she would look into this matter and seek legal guidance.

Councillor J Bilsland had sent an email dated 15<sup>th</sup> October 2019. Councillor J Bilsland stated in her email that she was resigning as a Parish Councillor with immediate effect.

Councillor G Palmer addressed the Parish Council and stated that she was resigning as Parish Councillor with immediate effect.

Councillor S Harris addressed the Parish Council and stated that she was resigning as a Parish Councillor with immediate effect.

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

None declared.

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

The clerk informed the Parish Council that there was no PCSO on duty and as such the monthly PCSO report has been circulated to all Parish Councillors for their attention. The clerk read out a brief report on events as follows.

There had been anti-social behaviour on Dale Lane, Cobbs Infant school, Broomfields School, Broomfields Leisure Centre, The Dingle and Dale Lane.

There had been four burglaries on Bridge Lane, the trading estate, Lynton Gardens and Pewterspear Lane. There also had been two thefts from Bridgewater High School and Broomfields Leisure centre.

There had also been reports of suspicious activity in Hinton Crescent, Dale Lane, Clydesdale Road, Field Lane, Thorn Cross prison, Millennium Green Park, Waterside, Lyons Lane, Pangbourne Close and Broom Avenue.

The PCSOs had also taken speed enforcement on Witherwin Avenue on Tuesday 2<sup>nd</sup> October and caught six vehicles exceeding 30mph.

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

Two representatives from Aim Christian Fellowship addressed the Parish Council with regards to the development at Appleton Cross. They stated that they had approached Homes & Communities regarding a church on the new development at Appleton Cross and this had been included in the plans for the site. The housing on Appleton Cross had been approved by the Development Control Department of Warrington Borough Council however there were no plans to build the shop, church or doctor's surgery for at least another five years. The representative from Aim Christian Fellowship stated that they will continue to use Appleton Parish Hall and run activities but would establish a new church in the new community of Appleton Cross. The proposed building would include a place of worship, community café, sports hall, gym, facilities for young people, offices and meeting rooms. The representatives were willing to work with Homes and Communities and work with the developer and asked Appleton Parish Council to support them in securing the development of the church building as near to the start of phase one as possible, recognising that we have a track record of developing and supporting communities.

Councillor J Wheeler stated that she would organise a meeting with Homes and Communities with Aim Christian Fellowship and with Parish Councillors in order to discuss this matter.

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

**RESOLVED** that;

The Minutes of the Parish Council's monthly meeting held on Tuesday 17<sup>th</sup> September 2019 and minutes of the Parish Council meeting on Tuesday 25<sup>th</sup> September 2019 (copies of which had been circulated to each Member) were approved and signed by the Deputy Chairman.

The clerk confirmed that the noticeboard for Bridge Lane shops now had planning permission and that the noticeboard has been ordered.

Councillor J Wheeler confirmed that the expenditure regarding the Christmas events had been approved in the Parish Council minutes on 25<sup>th</sup> September 2019.

## **6. Planning Committee minutes and to confirm the decisions of the Planning Committee**

The clerk informed the Parish Council that the Planning Committee has separate minutes of the individual meetings.

**RESOLVED** that;

The decisions and minutes of the Planning Committee on 17<sup>th</sup> September 2019 and 14<sup>th</sup> October 2019 (copies of which had been circulated to each Member) were approved and signed by the Deputy Chairman.

Councillor J Wheeler reported that a new planning application had been submitted to Development Control Department of Warrington Borough Council for 179 London Road and this would be put on an agenda for the Planning Committee.

Councillor J Wheeler stated that the Highways Department of Warrington Borough Council had issues with the proposed plans for Broomfields Sheltered Housing.

***Due to Councillor J Wheeler and Councillor P Walker being a members on the Warrington Borough Council Development Control Committee, they did not participate in the planning discussions or the recommendations agreed.***

## **7. Parish Hall**

The Clerk presented the income and expenditure for the Parish hall from April 2019 up to end of September 2019. It was noted that the Parish hall was running at a loss however this included office accommodation costs and meeting room costs.

## **8. Laurel Hedge between 24 Dudlow Green Road and Woodside Court**

The clerk has received a request from a resident dated 2<sup>nd</sup> September 2019 to cut the laurel hedge between 24 Dudlow Green Road and Woodside Court. The owner of the land is unknown, and the Parish Council paid to have the hedge cut in April 2017.

It was;

**RESOLVED** that;

All Seasons Ground Maintenance pays to have the Laurel Hedge cut between 24 Dudlow Green road and Woodside Court with the cost not to exceed £230 and the cost of this to be taken from the Environment Improvement scheme budget.

## **9. Data Protection and Information Commissioner guidance.**

The clerk has circulated guidance issued from the Information Commissioner's Office regarding data protection for Town and Parish Councils on 14<sup>th</sup> August 2019. This provides guidance on the use of personal lap-tops, mobile phones and non-council email addresses. It also includes information on data audits and data sharing. The clerk confirmed that the Parish Council currently has a data protection policy and a copy of this was on the Parish Council website.

It was;

**RESOLVED** that;

This guidance and information was noted and circulated to all the Parish Councillors for their attention.

The clerk informed the Parish Council that it was best practice to use official email addresses rather than personal email addresses. The clerk was asked to look at different service providers for the email.

#### **10. Safeguarding policy**

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

#### **11. Remembrance Sunday**

Councillor J Wheeler will represent the Parish Council on Remembrance Sunday on Sunday 10th November 2019 at the service at St Cross Church in Appleton Thorn. 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 Parish Council would approve expenditure for refreshments up to £50.00 for the event.

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.

#### **12. Fair Trade**

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

#### **13. Health and Safety Policy**

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

#### **14. Tree Pruner**

The Parish Ranger has requested that the Parish Council purchase a tree pruner in order to reach large trees. The cost of which varies up to £90.00 plus VAT dependant on the make and model. It was;

**RESOLVED** that;

A tree pruner was purchased up to the value of £90.00 plus VAT with the costs to be taken from the Environmental Improvement budget.

## **15. Books**

The Parish Council has a copy of the Charles Arnold Baker book on Local Council Administration however it the 9<sup>th</sup> edition published in 2013. The current edition is the 11<sup>th</sup> edition and the cost of this is £130.00 plus VAT.

The clerk informed the Parish Council that the Local Council Admin book was no longer required.

**RESOLVED** that;

Both the above books were purchased up to the value of £130.00 plus VAT and the cost for these were to be taken from the training budget.

## **16. Web Hosting**

The web hosting for the Parish Council website is currently provided by TSG and Zen. The clerk has received notification that from 15<sup>th</sup> December 2019 they will no longer be able to provide this service.

The clerk has contacted Wavenet, who currently supply the email and they could also host the website. It was;

**RESOLVED** that;

The clerk arranges for the hosting of the website to be transferred from TSG/Zen to Wavenet at a cost not exceeding £80.00 plus VAT.

The clerk was asked to research the costs of a new website for the Parish Council. Councillor G Skentlebery will provide the details of some companies who will be able to provide a quote.

## **17. Christmas lights around Parish Hall**

The clerk informed the Parish Council that a quote had been provided for putting up the lights which had been taken down at Broomsfields Sheltered Housing. The cost of this was £825.00 plus VAT. There was an additional cost of £275.00 plus VAT if the Parish Council required the lights to be taken down after Christmas.

The clerk informed the Parish Hall that Aim Christian Fellowship do have a sign on the front of the Parish hall for the coffee morning as such this would restrict where the lights could go. The clerk also informed the Parish Council that there is asbestos present on the roof and as such this needed to be considered.

**RESOLVED** that;

The expenditure of up to £1100.00 was approved for the erection of the Christmas lights however the location was to be determined.

The clerk was asked to contact the company and request for the lights to be returned to the Parish Hall. The Parish Council will then make a decision regarding these at a

later date as they could be offered to other organisations to put up elsewhere in the Parish.

#### **18. SLCC membership renewal for Assistant clerk**

The membership for the Society of Local Council Clerk is due for renewal for the assistant clerk on 1<sup>st</sup> November 2019. The cost of the renewal is £175.00. It was;

**RESOLVED** that;

The membership was renewed at the cost of £175.00 with the costs to be taken out of the training budget.

#### **19. Quarterly Budget and Budget for committees**

The clerk had circulated the quarterly budget up to 30<sup>th</sup> September 2019.

**RESOLVED** that;

The quarterly budget was approved.

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

The September 2019 statement of accounts for the Financial Year 2018/2019 was noted, and the Members noted the Bank Statements as at 30<sup>th</sup> September 2009.

**RESOLVED** that;

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

The clerk confirmed that Councillor J Walker undertook the verification of the bank reconciliations for all accounts as at 30<sup>th</sup> September 2019.

The clerk reported that there had been an issue with the automatic doors at the Parish Hall and she had called the company concerned out in order to have these repaired. The cost was £85.00 plus VAT.

The clerk confirmed that the noticeboard had now received planning permission and the new noticeboard had now been ordered.

The clerk confirmed that a new lawnmower had been purchased at the cost of £379.17 plus VAT and that the asset register has been updated in light of this.

The clerk confirmed that a meeting with Cheshire Police regarding PCSO surgeries had been arranged for Thursday 17<sup>th</sup> October at 2pm at Appleton Parish Hall. Councillor K Arnett and Councillor P Walker will be attending.

The clerk confirmed that the Assistant Clerk would be attending a training course from Cheshire Pension Fund on Friday 18<sup>th</sup> October and would also be taking the minutes to Chester Records office on the same day. Any Parish Councillor was also welcome to attend the training course.

The clerk confirmed that the Insurance assessment report had been booked in for Friday 25<sup>th</sup> October 2019 at 12 noon and that any Parish Councillor is welcome to attend. Councillor S Bengler agreed to be present at the meeting.

The clerk confirmed that the Grant Manager of Wren called into the Parish Council on Thursday 10<sup>th</sup> October 2019 asking for an update and in order to take further photographs. They confirmed that the Parish Council will be sent paperwork in order to complete a twelve-month review.

## **21. Annual Governance and Accountability Return for financial year 2018/2019**

The clerk had received a letter email dated 13<sup>th</sup> September 2019 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.

## **22. Donation towards South Warrington library (in Stockton Heath)**

The clerk confirmed that the Parish Council had paid a grant of £1494.50 to LiveWire towards the running costs of Stockton Heath library on 19<sup>th</sup> September 2019.

**RESOLVED** that;

No further action was required.

## **23. Eddie Stobart Appeal**

Councillor J Wheeler circulated an email dated 29<sup>th</sup> September 2019 regarding a barrister to represent the South Warrington Parish Councils' Planning Working Group at the Eddie Stobart appeal. The cost of this would be approximately £2,000.

**RESOLVED** that;

The Parish Council would fund up to £2,000 for the employment of a barrister to represent the South Warrington Parish Councils Planning Working Group.

Councillor G Skentlebery stated that he was unhappy with the comments made at the Eddie Stobart hearing and asked for the Parish Council to send a letter regarding this to the Planning Inspectorate.

**24. Grant application from Appleton Thorn Preschool**

The clerk has received a grant application from Appleton Thorn Preschool. The grant application is for £780.00 for leaflets and signage in order to promote the preschool.

The clerk was asked to invite a representative from Appleton Thorn Preschool to the next Parish Council meeting.

**25. Wed Evening slot at the Parish Hall**

The clerk confirmed that she had contacted both groups involved regarding the Wednesday evening slot at the Parish Hall. The group which had been asked to consider moving their booking will discuss this matter at their next committee meeting.

**26. Replacement child pads for defibrillator at Parish Hall**

Following an incident at the Parish Hall the defibrillator cabinet had been flooded by rainwater and as such the child pads for the defibrillator were water damaged and required replacement.

**RESOLVED** that;

The expenditure of £70 plus VAT for replacement pads.

**27. Standing Orders and Terms of Reference for Finance and General Purposes Committee**

Councillor J Walker handed out a proposal at the Parish Council meeting proposing changes. This will be discussed at the next Parish Council meeting in November.

**28. Update for Environment working party**

Councillor J Walker confirmed that Team Thorn could spend £30.58 on 14 trays of wallflowers for Appleton Thorn as this was within their agreed budget. Councillor J Walker had no update with regards to the daffodil planting and would be arranging a meeting of the Environment Working party shortly in order to look at setting the budget for next year.

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

Councillor P Walker reported that the day care service at Sandy Lane was being moved to Woolston due to the lack of numbers attending. Councillor J Wheeler and Councillor P Walker agreed to a draft letter from the Parish Council to be sent to the service provider regarding the proposed relocation.

Councillor J Walker asked if the ranger could inspect all the grit bins in the Parish in order to ensure that they are filled with grit in preparation for the winter.

Councillor K Arnett informed the Parish Council that he would be standing down as a Parish Councillor at the next election in May 2020.

The newsletter was discussed. The Assistant Clerk had produced a draft of the newsletter. It was decided to not issue a newsletter at this time and the Assistant Clerk was thanked for all her hard work in this matter.

A date for the Xmas event had been arranged for Saturday 30<sup>th</sup> November 2019. This event would be cancelled.

The date for the Lantern Walk had been agreed with St Mary Magdalene's Church, this being Thursday 5<sup>th</sup> December 2019. The details of this have yet to be agreed. It was decided to go ahead with this event.

The date for the Parish Hall users event had been agreed to be Monday 9<sup>th</sup> December 2019. The clerk confirmed that she would go ahead and organise this event and liaise with the Parish Council on this matter.

Councillor J Walker asked if the clerk could invite a representative from the BYP project to the next Parish Council meeting.

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

Tuesday 19<sup>th</sup> November 2019, Planning Committee meeting 7pm followed by the Monthly Parish Council meeting 7.30pm.

The meeting closed at 10pm