



# 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 Wednesday 25<sup>th</sup> September 2019 at 7.30pm at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ**

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

Councillor S Benger, Councillor J Bilsland, Councillor G Palmer, Councillor T Stansfield, Councillor P Walker, Councillor J Walker

Mrs. J Monks (Clerk)

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

Councillor J Wheeler welcomed everyone to the Parish Council meeting. Councillor K Arnett sent his apologies as he was unable to attend the meeting as he was on holiday. Councillor S Harris sent her apology as she was unable to attend as she was on holiday. Councillor G Skentlebery sent his apologies as he was unable to attend due to other commitments. Councillor B Axcell sent his apology as he was unable to attend as he was away. Councillor I Axcell sent her apology as she was unable to attend as she was away. Councillor J Price was not in attendance.

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

2019/35374, 44 Bridge Lane, Appleton, WA4 3AX. Advertisement - Proposed wall hanging A1 Noticeboard made of aluminium. As this planning application was submitted by Appleton Parish Council no comment was submitted to the Development Control Department of Warrington Borough Council.

Councillor S Harris at the Finance and General Purposes Committee meeting on 5<sup>th</sup> September 2019 that she was a member of the South Warrington Parishes Local Plan work and as she declared an interest in relation to item 17 as this group were dealing with the Eddie Stobart appeal.

Councillor J Bilsland declared an interest in relation to item 19, the Appletots grant application as she had been assisting Appletots with this application as such Councillor J Bilsand did not take part in the discussion or decision in relation to this planning application.

Councillor S Benger had declared a non-pecuniary interest in relation to the planning applications for Sevenoaks and 62 Hatfield Gardens and as such she did not partake in any decisions or discussions regarding the following planning applications 2019/35567, 2019/35641 and 2019/35618.

Councillor J Bilsland declared a non-pecuniary interest in relation to the planning application 2019/35549. Broomfields, Bridge Lane, Appleton, WA4 3AT. Full Planning (Major) - Proposed demolition of existing building extra care building and replacement with new extra care scheme comprising 51 self-contained apartments for those aged over 55 with associated landscape and communal facilities as such she did not partake in any decisions or discussions with regards to this planning application.

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.

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

The clerk has circulated the monthly PCSO report to all Parish Councillors for their attention and the clerk read the contents of the report out at the meeting. There had been several anti-social behaviour issues in Appleton over the summer period. One burglary, one attempted burglary and a theft of a bike on Greenfields Avenue. There had been several reports of suspicious activity and the PCSOs have undertaken speed enforcement on Longwood Road, Grappenhall Lane and on Lumb Brook Road in Appleton. The clerk also noted that patrols had been increased around Fox Covert Cemetery.

Councillor J Bilsland reported that members of the public cannot contact the Police via 101 and that a letter had been drafted to the Police and Crime Commissioner regarding this.

### **4. Public Participation**

No members of the public were present.

The clerk was asked to invite the members of the public who had attended the Parish Council meeting on Tuesday 17<sup>th</sup> September 2019 to the next Parish Council meeting in October.

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

**RESOLVED** that;

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

Councillor J Wheeler reported the library in Stockton Heath had now reopened followed refurbishment.

Councillor J Bilsland asked if the Parish Ranger had finished the walls in the main hall. The clerk confirmed that the painting and varnishing had been completed by the Parish Ranger.

Councillor J Wheeler reported that the planning application for Unit 4 at Appleton Thorn trading estate had been deferred due to concerns about the height of the proposal and the impact on Yew Tree Farm and Yew Tree Barn.

## **6. Minutes of Finance and General Purposes Committee meeting and matters arising**

**RESOLVED** that;

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 8<sup>th</sup> August 2019 and Thursday 5<sup>th</sup> September 2019 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

## **7. Cheshire Community Action Health Check reports**

The clerk had circulated the Health Check reports undertaken by Cheshire Community Action on 7<sup>th</sup> May 2019 and 3<sup>rd</sup> July 2019 and these had been considered by the Finance and General Purposes Committee on 8<sup>th</sup> August 2019.

Councillor G Palmer and Councillor J Bilsland stated that they were unhappy with the content of the reports undertaken by Cheshire Community Action as they felt that the views were subjective, and they disagreed with the comments on both reports produced by Cheshire Community Action. Councillor G Palmer and Councillor J Bilsland felt that the comments were unfair and inaccurate. Councillor G Palmer and Councillor J Bilsland said that Cheshire Community Action were not qualified to give a report as their experiences were only with village halls and not Parish halls run by Parish Councils.

It was

**RESOLVED** that;

The income and expenditure of the Parish Hall was monitored on a monthly basis by the Finance and General Purposes Committee.

The process and policies for the Parish hall were reviewed.

That the following were looked at, type of hall users, hall charges and different rates, storage, cancellation charges, charges for charitable events and to examine the current timetable of hall hirers. It was agreed that a separate meeting would be required for this.

Councillor J Wheeler had attended a meeting at Warrington Borough Council, and this contained information regarding community centres run by Warrington Borough Council. This information was given to the clerk for circulation.

## **8. Intruder Alarm / CCTV**

Following the recommendations of the Finance and General Purposes Committee on 8<sup>th</sup> August 2019. It was

**RESOLVED** that;

No intruder alarm or CCTV was purchased at this time.

## **9. Society of Local Council Clerks branch conference**

This was discussed at the Finance and General Purposes Committee meeting on 8<sup>th</sup> August 2019.

The clerk and assistant clerk would like to attend a training day at the Society of Local Council Clerks branch conference on Wednesday 9<sup>th</sup> October 2019 at the cost of £30.00 each. It was;

**RESOLVED** that;

The amount of £60.00 was approved for the above training course with the expenditure to be taken from the training budget.

## **10. Ramp for van**

This was discussed at the Finance and General Purposes Committee meeting on 8<sup>th</sup> August 2019. Councillor S Harris and Councillor J Wheeler had been discussing the possibility of the Parish Ranger needing a ramp for the van in order to wheel the lawnmower into the van.

It was;

**RESOLVED** that;

A suitable ramp was purchased for the Parish Ranger with the cost to not exceed £40.00.

## **11. Hi Viz Jackets for fire warden and for events**

This was discussed at the Finance and General Purposes Committee meeting on 8<sup>th</sup> August 2019. The clerk stated that it would be beneficial to purchase two Hi Viz Fire Warden jackets so in the event of a fire the people responsible for Fire Safety could be easily be identified. It may also be of benefit to purchase Hi Viz jackets for the events which the Parish Council had planned. It was;

**RESOLVED** that;

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.

## **12. Parish Hall**

This was discussed at the Finance and General Purposes Committee meeting on 5<sup>th</sup> September 2019. The Assistant Clerk presented the income and expenditure for the Parish hall from April 2019 up to end of August 2019. It was noted that the Parish hall was running at a loss however this included office accommodation costs and meeting room costs.

The Assistant Clerk had received a request for a weekly block booking on Wednesday evenings. Currently the Parish hall was let one Wednesday evening a month.

It was;

**RESOLVED** that;

The clerk was asked to contact the group concerned to see if they were prepared to move to a different evening slot for commercial reasons.

The clerk was asked to circulate a copy of the rental agreement for the user concerned to all the Parish Councillors for their attention.

### **13. Fair Trade**

This was discussed at the Finance and General Purposes Committee meeting on 5<sup>th</sup> September 2019.

The clerk was asked to put this as an agenda item for the Parish Council meeting in October.

### **14. Welcome Guide**

This was discussed at the Finance and General Purposes Committee meeting on 5<sup>th</sup> September 2019.

The clerk has received a request from a member of the public regarding the reproduction of the Welcome Guide to Appleton. As the guide contains information such as names, addresses and contact details this cannot be reproduced due to GDPR reasons without obtaining consent. The current format of the guide also needs updating and there are cost implications for reproduction.

Councillor J Bilisland informed the Parish Council that she was the only Parish Councillor now on the media working party.

It was;

**RESOLVED** that;

The Parish Council would not be reproducing the Welcome Guide to Appleton. The clerk would inform the member of the public concerned.

### **15. Chairman's plate**

This was discussed at the Finance and General Purposes Committee meeting on 5<sup>th</sup> September 2019.

The chairman's plate has the year and name of each Chairman of the Parish Council engraved on the back. The last entry was 2012/2013. It was;

**RESOLVED** that;

The expenditure of up to £120 plus VAT to be approved for the engraving of the Chairman's plate.

Councillor J Wheeler stated that there may be further discussion at some point regarding displaying the plate at the Parish Hall.

## **16. Valuation of the Parish Hall**

This was discussed at the Finance and General Purposes Committee meeting on 5<sup>th</sup> September 2019.

The clerk has obtained some quotes for valuation of the Parish Hall for a reinstatement cost assessment. The quotes range from £300 plus VAT to £600.00

It was;

**RESOLVED** that;

Meller Braggins be employed to undertake a valuation of Parish Hall for a reinstatement cost assessment at the cost of £300.00 plus VAT.

## **17. Eddie Stobart's Appeal and expenditure by Local Plan group**

This was discussed at the Finance and General Purposes Committee meeting on 5<sup>th</sup> September 2019.

The clerk noted that there were five votes in favour and two Parish Councillors abstained from voting.

It was;

**RESOLVED** that;

The additional expenditure of £1500 was approved by the Parish Council as previously sanctioned by Councillor Sharon Harris.

Councillor Sharon Harris asked the clerk to contact the clerk of Grappenhall & Thelwall Parish Council for an up to date income and expenditure of the Local Plan group and for details of any future planned expenditure.

## **18. Computer training courses**

This was discussed at the Finance and General Purposes Committee meeting on 5<sup>th</sup> September 2019.

A resident had contacted the clerk requesting that the Parish Council ran computer training courses for residents. The resident concerned had now submitted a proposal to the Parish Council and the letter from Warrington Disability Partnership had been circulated to all the Parish Councillors for their attention.

It was;

**RESOLVED** that;

The Parish Council was not in position to organise any courses. The member of the public could organise and rent the Parish Hall accordingly if they wished at the normal hall hire charge. The clerk was asked to draft a letter and send it to Councillor J Wheeler before sending it to the resident concerned.

## 19. Appletots

It was;

**RESOLVED** that;

The grant of £675.56 was approved to Appletots and the expenditure be taken from the grants budget.

## 20. Planning

Councillor S Benger did not partake in any decisions or discussions regarding the following applications for Sevenoaks and 62 Hatfield Gardens planning applications 2019/35567, 2019/35641 and 2019/35618.

Councillor J Bilsland declared an non-pecuniary interest in relation to the planning application 2019/35549, Broomfields, Bridge Lane, Appleton, WA4 3AT. Full Planning (Major) - Proposed demolition of existing building extra care building and replacement with new extra care scheme comprising 51 self-contained apartments for those aged over 55 with associated landscape and communal facilities. as such she did not partake in the any decisions or discussions with regards to this planning application. The clerk was asked to defer this planning application for further consideration and put this onto the next Planning Committee meeting.

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.

The Parish Council has **no objections to**;

2019/35310, 30 Chartwell Gardens, Appleton, WA4 5HZ. Householder. Proposed double storey side extension.

2019/35287, 32 Willow Lane, Appleton, WA4 5DZ. Householder. Proposed single storey rear extension and roof alterations.

2019/35349, 48 Highfield Avenue, Appleton, WA4 5DU. Householder - Proposed single storey extension to rear of house.

2019/35388, 8 Peveril Close, Appleton, WA4 5BU. Householder - Proposed infill single storey rear extension, pitched roof over, with part garage conversion.

2019/35358, 2 Guernsey Close, Appleton, WA4 3AZ. Householder - Proposed standard motorbike shed and place it on my drive.

2019/35436, 25 Acton Avenue, Appleton, WA4 5PS. Householder - Proposed Dormer to front elevation.

2019/35454, 34 Pepper Street, Appleton, WA4 4TE. Householder - Proposed demolition of existing conservatory and erection single storey rear extension.

2019/35461, 6 Bernard Avenue, Appleton, WA4 3BD. Householder - Proposed Single storey extension to side and rear.

2019/35505, 42, Greenfields Avenue, Warrington, WA4 3BW. Proposed single storey side and rear extension, demolition of existing outhouse.

2019/34964, Bridgewater High Upper School, Broomfields Road, Appleton, Warrington, Wa4 3AE Full Planning - Proposed new entrance to the north elevation of the building with glazed canopy overhead, new door access, decking and ramp level access with alterations to building façade.

2019/35530, 17 Pewterspear Lane, Appleton, WA4 5DY. Householder - Proposed single storey rear extension.

2019/35555, 22 Warren Road, Appleton, WA4 5AG. Householder - Proposed single/two storey side, front and rear extension (Re-submission of 2019/34738).

2019/35310, 30 Chatwell Gardens, Appleton, WA4 5HZ. Householder - Proposed double storey side extension.

2019/35636 1 Cambridge Gardens, Appleton, WA4 5JW. Proposed two storey rear extension and single garage with bedrooms above and widening of the existing access drive.

2019/35641, 62 Hatfield Gardens, Appleton, WA4 5QJ. Householder - Proposed lattice trellis above existing noise abatement fence at the rear of the property only.

2019/35683. Land at Dingle Farm, Dingle Lane, Appleton, WA4 3HR. Full Planning - Proposed demolition of two existing outbuildings and farm shop and the erection of a two-storey detached dwelling and a terrace of 4 houses with associated landscaping and access. The Parish Council has no objection however the Parish Council would like to comment that the proposals are not in keeping with the surrounding area.

2019/35757, 4 Highwood Road, Appleton, WA4 5AJ. Householder - Proposed conversion of brick bungalow under tiled roof to a rendered dormer bungalow under a slate roof.

2019/35756, 26 Warren Drive, Appleton, WA4 5BN. Householder. Proposed two storey side extension to 1930s semi-detached property.

2019/35708, Unit 2, Appleton Thorn Trading Estate, Lyncastle Road, Appleton, WA4 4SN. Full Planning - Proposed cladding of reconstituted wood to sit behind signage being applied for on application 2019/35709.

2019/35709, Unit 2 Appleton Thorn Trading Estate, Lyncastle Road, Appleton, WA4 4SN. Advertisement- Proposed signage to building.

2019/35786, The Bungalow, Windmill Lane, Appleton, WA4 5JN. Householder. Proposed redevelopment of existing building to create increased ground and first floor accommodation.

The Parish Council has **concerns on the following applications;**

2019/35313, 9 Guernsey Close, Appleton, WA4 3AZ. Householder -Proposed two storey rear extension. The Parish Council is concerned on the effect on the neighbouring house.

2019/35551, 16 Dingleway, Appleton, WA4 3AB. Householder - Proposed single storey rear extension with roof alteration to existing side extension. Concern on the impact on 18 Dingleway.

2019/35474, 31 Hillside Road, Appleton, WA4 5PX Full Planning - Demolition of existing bungalow and replacement with proposed new house. Concern about the height of the house.

2019/35593, Land to the East of Stretton Road, North of Pepper Street, Appleton Thorn, Warrington, WA4 4TF. Discharge of Conditions- Proposed Discharge of Condition 4 (Revised Affordable Housing Statement). On application 2017/31848. Concern that the affordable housing is clustered rather than spread throughout the area.

2019/35618, Land Adjacent to Sevenoaks, Old Pewterspear Lane, Appleton, WA45NH Discharge of Condition - Application for approval of details reserved by Condition 4 (Landscaping scheme), Condition 7 (Layout and construction of access) and Condition 8 (Gradient and surfacing of access) following Planning Approval 2015/26954. After looking at the application, access is still unsafe and visibility is poor.

Warrington Borough Council previously stated, in 2016, in writing, the access is not safe. See below from the planning decision on 2016/26954.

“In the opinion of the Local Planning Authority, due to the inadequate visibility splay available to the west of the proposed access point (along Hatfield Gardens) which does not accord with the visibility requirements in the Manual for Streets design standards. The use of the proposed access onto Hatfield Gardens would cause danger and inconvenience to users of the adjoining public highway. As a result the proposal is therefore in conflict with Warrington Local Plan Core Strategy Policies CS1, QE6 & QE7 and the paragraphs 29-41 of the National Planning Policy Framework, in particular paragraphs 29-41.”

Appleton Parish Council still agree with this statement.

The Parish Council has **objections on the following applications;**

2019/35415, 181 London Road, Appleton, WA4 5BJ. Full Planning - Proposed residential dwelling in the grounds of the existing house with adjustments to existing access. The Parish Council wishes to object about the effect on the street scene and that the proposed development is a conservation area. The sandstone wall is locally listed and the Parish Council object to the alterations proposed for this wall. The Parish Council requests for this planning application to be referred to Development Control Committee and that committee members undertake a site visit prior to any decision being made on this planning application.

***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.***

For information, only –

2019/35326, 14 Burfield Drive, Appleton, WA4 5DB. Section 192 Lawful development certificate. Proposed new incidental outbuilding, extended drive, new vehicular access and conversion of existing garage to easy access bedroom.

2019/35418, Woodside Court RTMCO Ltd, 48, Dudlow Green Road, Appleton, WA4 5EH. TPO - T3 Silver Birch - Proposed reduction in height by 2-3 m and prune sides to shape, remove deadwood throughout the crown, T4 Cherry - Proposed reduction in height to previous point approx. 2-3.5m and prune sides to shape, T5 Cherry - Proposed reduction in height to previous point of reduction approx. 3-3.5m and prune sides to shape, remove much of the climber as possible to a height of 2m, T9 Silver Birch - Proposed crown thin by 15%, T17 Maple - Proposed reduction in height by 1.5-2m and prune sides to shape. T22 Oak - Proposed reduction in crown height and spread by 1.5-2m , T30 Goat Willow and Yew - Proposed removal of Goat Willow to ground level. T58 Oak - Proposed removal of first 2 large dead limbs, T59 Sorbus - Proposed reduction in height and spread by 1.5-2m, T60 Cherry - Proposed removal of first limb back into the main fork, T63 Oak - Proposed reduction on property side by 1.5 - 2m, remove deadwood through crown, T83 Cherry - Proposed prune /remove limb/branch over hanging pathway, T87 Cherry - Proposed prune /remove limb/branch over hanging pathway, T88 Maple - Proposed removal of deadwood and reduce canopy over the lawn by 1.5-2m, T89 Cherry - Proposed fell to ground level, T95 Alder - Proposed fell to ground level, T96 Oak and Maple - Proposed fell of maple to ground level.

2018/34045, Stud Farm, Lumb Brook Road, Appleton, WA4 3HL. Lawful Development Certificate (Section 192 Certificate) - Proposed detached ancillary building.

2019/35573, 14 Mentmore Gardens, Appleton, WA4 3HF. Section 192 Lawful Development Certificate - Proposed single storey Garden Room to rear elevation.

2019/35609, Bridgewater High Lower School, Hall Drive, Appleton, WA4 5JL. TPO - Proposed tree works to large Oak Tree (within area W2 on plan) creating excessive

shade. Reduce the canopy of the tree by cutting back: 3-4m from the tips on inner limbs and 2-3m from the tops on outer limbs, clear deadwood.

2019/35567, Sevenoaks, Old Pewterspear Lane, Appleton, WA4 5NH. TPO - T1 Suppressed Oak. Crown lift to approximately 6m removing the two lowest branches growing the property and reducing the third back to the first union from the trunk. Sever ivy. T2 Mature Oak. Crown lift to approximately 7m reducing back low large limbs by 1-2m to achieve clearance from property. Sever ivy. T3 Suppressed Oak. Crown lift to approximately 6M removing lowest branch growing towards the property. Sever ivy.

2019/35676, The Willow, St Matthews Close, Appleton, WA4 5DE Discharge of conditions Proposed discharge of conditions 6(Contaminated Land Condition: Completion) and 11(Drainage).

2019/35724. Land bounded by Green Lane &, Dipping Brook Avenue, Appleton, Warrington, WA4 5NN. Discharge of Condition - Application for approval Conditions 7 (Storey heights); 10 (Method Statement to protect the Dingle & Ford's Rough Local Wildlife Site and Dipping Brook); 11 (Badger setts survey); 12 (Great Crested Newts Survey); 13 (Construction Environmental Management Plan (CEMP)); 14 (A, Characterisation B, Remediation and Verification); 15 (Local Employment Scheme); 16 (Noise insulation scheme); 17 (Landscape and Environmental Management/Monitoring Plan (LEMP)); 18 (Hedgerow Regulations Assessment); 19 (Buffer Zone Plan); 20 (Scheme for the on site ponds); 21 (Water Vole Survey); 22 (Neighbourhood Centre Assessment); 23 (Scheme for Affordable Housing); 24 (Open Space); 25 (Details of play equipment); 26 (Protection of trees); 27 (Landscaping Scheme and Landscape Management Plan); 28 (Amphibian Survey); 30 (Existing and Proposed levels); 31 (Surface Water Drainage Scheme); 32 (Plan showing no more than 100 residential units); 33 (Green Lane Farmhouse buffer); 34 (Structural drainage swales/ditches details) and 36 (Remediation and Contamination Report) following Planning Approval 2017/29930.

2019/35777. Land adjacent to 2 Field Lane Appleton, WA4 5JR. Variation of Conditions - Application to vary Condition 2 (Drawing) to amend the boundary fence design following Planning Approval 2018/32870 (Full Planning - Proposed detached residential self-build property to the former garden of 2 Field Lane).

## **21. Planning Committee**

The clerk noted that Councillor S Bengier has resigned as Chairman of the Planning Committee. The appointment of a new chairman was deferred.

The meeting dates for the Planning Committee were discussed. It was;

**RESOLVED** that;

The Planning Committee would meet on Mondays at 9.30am. There would be no planning committee meeting on Tuesdays at 7pm prior to the Parish Council meeting.

## **22. Appleton Cross Development by Homes & Communities**

The reserved matters application for the housing phase of the Appleton Cross development had been approved by Warrington Borough Council. Councillor J Wheeler will organise a meeting with the developer and residents in December 2019 prior to works commencing.

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

The July 2019 and August 2019 statement of accounts for the Financial Year 2018/2019 was noted, and the Members noted the Bank Statements as at 31<sup>st</sup> July 2019 and 31<sup>st</sup> August 2019.

**RESOLVED** that;

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

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 of this was unknown.

The clerk informed the Parish Council that she had received notification that the appeal which was made to the Secretary of State against the decision of Warrington Borough Council to refuse planning permission for the planning application below will be determined by inquiry by the Planning Inspectorate on Tuesday 15<sup>th</sup> October 2019, 10am at Warrington Town Hall. Planning application is; 2017/31757 Location: Land North of Barleycastle Lane, Appleton Thorn Description of development : 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 clerk informed the Parish Council that grant contract regarding Stockton Heath Library had been completed and signed by a representative from LiveWire and the invoice for the contribution of £1494.50 was to be paid in September payment schedule.

The clerk had received a letter on 7<sup>th</sup> August 2019 regarding the polling district and places review for 2019. There were no proposed changes for the polling stations for Appleton.

The clerk has received a letter dated 1<sup>st</sup> August 2019 regarding structural maintenance on Red Lane in Appleton. The works commenced on 9<sup>th</sup> September 2019 for five weeks.

The clerk had received a letter dated 1<sup>st</sup> August 2019 regarding various road schemes and footway schemes in Appleton.

The clerk has received an email dated 12<sup>th</sup> September 2019 regarding the renewal of the licensing policy for Warrington Borough Council. Consultation responses must be submitted by 23<sup>rd</sup> October 2019 to [cexlicensing@warrington.gov.uk](mailto:cexlicensing@warrington.gov.uk).

#### **24. Warrington Foodbank**

**RESOLVED** that;

To make a donation of £500.00 to Warrington Foodbank with the expenditure to be taken from the grants budget.

#### **25. Events expenditure**

It was;

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

- Parish Hall External Christmas lights, expenditure up to £250.00.
- Lantern Walk Event on Thursday 5<sup>th</sup> December, expenditure up to £75 for craft supplies.
- Christmas Event on 30<sup>th</sup> November, expenditure up to £350 for mulled wine, presents from Santa and other items.

The expenditure of £50 for a small Christmas tree in the entrance hall of the Parish Council was not approved as Councillor T Stansfield agreed to provide a small tree at no cost.

#### **26. Update for Environment working party**

Councillor J Walker reported that there was no update from the Environment Working Party.

#### **27. Quotes for Environment Work**

A quote from All Season Ground Maintenance has been provided to the Parish Council. It was;

**RESOLVED** that;

All Seasons Ground Maintenance were employed to clear the path at the back and side of Broomfields Junior School at the cost of £150.00 with this expenditure to be taken from the Environmental Improvement budget.

All Seasons Ground Maintenance were employed to undertake the 2020 summer and winter bedding and watering (three times a week) at Bridge Lane shops at the cost of £910.00 with this expenditure to be taken from the Environmental Improvement budget.

The clerk will confirm this to All Seasons Ground Maintenance in writing.

Councillor J Walker confirmed that a quote had been provided for cutting back the growth around the triangle on Lumb Brook Road at the cost of £175.00 however this work was not required.

### **28. Lawn mower**

The clerk informed the Parish Council that the lawn mower owned by the Parish Council was broken. The cost of repair is £150.00 plus VAT. It was purchased in June 2015 at the cost of £304.00. The cost of a replacement lawn mower would be approx. £500.00 plus VAT.

**RESOLVED** that;

A new lawn mower should be purchased from Duttons with the cost not exceeding £500.00 plus VAT.

### **29. Code of Conduct Training – 7<sup>th</sup> October 2019 at 6pm**

Councillor J Wheeler informed the Parish Council that there was Code of Conduct Training at Warrington Town Hall on 7<sup>th</sup> October 2019, 6pm until 7pm if any Parish Councillor wished to attend.

### **30. Social Media Policy**

Councillor J Bilisland had drafted a Social Media Policy which had been circulated to all Parish Councillors for their attention. It was;

**RESOLVED** that;

The Parish Council adopt the Social Media Policy.

The clerk was asked to put a copy of the Social Media Policy on the Parish Council's website.

### **31. PCSO surgeries at Appleton Parish Hall**

Councillor J Bilisland requested a meeting be arranged with Cheshire Police and the PCSOs in order to look at the PCSOs holding a regular weekly surgery at the Parish Hall. The clerk was asked to arrange a meeting accordingly.

### **32. Banking**

The clerk informed the Parish Council there is an issue with regards to the internet banking on the current account. The internet banking requires two Parish Councillors to authorise and release the payments. A number of times there have not been two Parish Councillors available and as such this has nearly resulted in the payment schedule not being paid which includes staff salaries.

Currently the following Parish Councillors are set up for internet banking.

Councillor B Axcell  
Councillor J Wheeler  
Councillor S Bengier  
Councillor S Harris  
Councillor P Walker  
Councillor J Bilsland

Councillor J Bilsland does not wish to continue to be an authorised signatures for internet banking.

**RESOLVED** that;

Councillor J Bilsland was to be deleted an an authorised users for internet banking.

### **33. Ranger equipment**

The Parish Ranger has safety boots and these now require replacement.

**RESOLVED** that;

The amount of up to £90 be approved for replacement safety boots with the expenditure to be taken from Ranger costs.

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

Councillor J Walker requested that the terms of reference for the Finance and General Purposes Committee meeting were put on the next Parish Council agenda for October in order for the Finance and General Purposes committee to consider expenditure.

Councillor J Walker stated that Stockton Heath Parish Council were getting a Air Monitor installed in Stockton Heath shortly.

Councillor J Bilsland reported that the last of the residents of Broomfields Sheltered Housing were moving out shortly.

Councillor G Palmer reported that the bat walk was a success and was well attended by people.

Councillor G Palmer informed the Parish Council that she was no longer on the Media or events working parties and had also resigned from the Planning Committee meetings.

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

Tuesday 15<sup>th</sup> October 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. Grievance and Disciplinary Procedure**

The Employment Working Group had made recommendations to adopt grievance and disciplinary procedures.

**RESOLVED** that;

The proposed grievance and disciplinary procedures were adopted by the Parish Council.

The meeting closed at 9.45pm