



# Appleton Parish Council

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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 21<sup>st</sup> April 2020 at 7.30pm**

**Present:** - Councillor J Wheeler (Chairman) present from 7.45pm.

Councillor K Arnett, Councillor B Axcell, Councillor I Axcell, Councillor R Johnson, Councillor G Skentelbery, Councillor J Price, Councillor S Benger, Councillor P Walker, Councillor J Walker.

Mrs. J Monks (Clerk) and Mrs I Derbyshire (Assistant Clerk) and one representative from Appleton Independent Church and a representative from the Broomfield's Youth Project.

### **Part One – This part of the meeting is open to the press and members of the public**

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

Councillor B Axcell welcomed everyone to the Parish Council meeting as Councillor J Wheeler was not present until 7.45pm. Councillor T Stansfield sent his apology for the meeting.

#### **2. Members Code of Conduct**

None declared.

#### **3. Public Participation**

A representative from the Appleton Independent Methodist Church addressed the Parish Council with regards to their Covid-19 response volunteer team. Appleton Independent Methodist Church had issued over a thousand leaflets and has recruited approx. 21 volunteers to assist residents with shopping, prescriptions and provide a listening and counselling service to residents. Appleton Independent Methodist Church has established a quiz night and a Sunday service on Social Media.

Councillor J Wheeler joined the meeting from 7.45pm.

A representative from the Broomfields Youth Project addressed the Parish Council and reported that activities had now ceased as the Broomfields Youth Project had been temporarily closed due to Covid-19 and Bridgewater High School was now

closed. All the staff had been furloughed for the time being. As a volunteer they had set up a quiz night once a week for teenagers.

#### **4. PCSO / Police report**

The clerk had circulated a report from the PCSO for the attention of the Parish Councillors prior to the meeting.

Councillor J Price reported that there was speeding on London Road by Bridgewater High school and through the traffic lights at Lyons Lane and asked the clerk to request a Police speed check in this area.

#### **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> March 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

#### **6. Minutes of Extra-Ordinary meeting regarding Covid-19 and matters arising**

**RESOLVED** that;

The Minutes of the Extra-Ordinary meeting held on Friday 20<sup>th</sup> March 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The clerk noted that the working from home allowance from HMRC was £26.00 per month not £27.00 per month.

The assistant clerk had purchased a pay-as-go mobile phone at the cost of £69.00. The clerk currently has the booking secretary's mobile phone which is on a contract. As the Parish hall is closed no mobile phone has been purchased for the Booking Secretary. Once the office has re-opened the clerk will return the mobile phone to the Booking Secretary.

The Booking Secretary was checking the defibrillator at the Parish Hall and Councillor J Wheeler was checking the defibrillator at the BT phone box on Lyons Lane/London Road.

The assistant clerk had re-issued and amended all the invoices for the Parish Hall following the temporary closure.

## 7. Planning

**RESOLVED** that;

The Minutes of the Planning Committee meeting held on Monday 23<sup>rd</sup> March 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The following planning applications were considered by the Planning Committee on Tuesday 7<sup>th</sup> April 2020;

The following planning applications were **information only**;

2020/36701, 28 Acton Avenue, Appleton, WA4 5PT. Lawful Development Certificate - Proposed Single Storey lean to extension.

2020/36781, 5 Field Lane, Appleton, WA4 5JR. Works to Trees covered by Tree Preservation (Order Number 49)- Proposed works to trees including felling.

2020/36785, 2 Woodcroft Gardens, Appleton, WA4 5RS. TPO - Red Oak - Proposed Pruning.

There are **no objections to**;

2020/36706, Dove Barn, Stretton Road, Appleton, WA4 4RT. Listed building consent, Proposed single storey front extension.

2020/36705, Dove Barn, Stretton Road, Appleton, WA4 4RT. Householder, proposed single storey front extension.

2020/36722, 20 Chartwell Gardens, Appleton, WA4 5HZ. Householder - Proposed first floor side extension and new entrance porch.

2020/36723, Woodside Farm, Green Lane, Appleton, WA4 5NG. Householder- Proposed Single storey extension to rear to replace existing extension.

Amended plans for 2019/35889, 179 London Road, Appleton, WA4 5BJ. Full Planning - Proposed construction of new dwelling. Alteration to windows of existing dwelling. Alteration to existing access.

Amended plans for 2019/35889, 179 London Road, Appleton, WA4 5BJ. Full Planning - Proposed construction of new dwelling. Alteration to windows of existing dwelling. Alteration to existing access.

There are **concerns to**;

2020/36757, 57 Field Lane, Appleton, WA4 5JR. Full Planning - Retrospective planning application for an outbuilding. There is a concern that the outbuilding is not in keeping with the street scene and it is way in front of the building line.

The following planning applications were considered at the meeting on Tuesday 21<sup>st</sup> April 2020.

The following planning applications were considered by the Planning Committee on Tuesday 7<sup>th</sup> April 2020;

The following planning applications were **information only**;

2020/36811, Bawming Tree, Opposite St Cross, Appleton Thorn, TPO- Application for tree works to Hawthorne Tree-Trimming.

2020/36814, 181 London Road, Appleton, WA4 5BJ. Variation of a condition 2 (to substitute the approved drawing 100F with a revised drawing 100G) & 3 (Materials) following grant of planning permission 2019/35415 (New dwelling).

There are **no objections to**;

2020/36789, 6 Cliffe Road, Appleton, WA4 5AQ. Householder - Proposed replacement extension to rear and garage (demolition of existing extension and garage).

2020/36415 amended plans for 3 Bridge Lane, Appleton, WA4 3BU. Householder. Proposed part single, part double storey side and rear extension.

2020/36723, Amended plans for Woodside Farm, Green Lane, Appleton, WA4 5NG. Householder- Proposed Single storey extension to rear to replace existing extension.

## **8. Clerk's Report and approve of accounts and payments**

The March 2020 statement of accounts for the Financial Year 2019/2020 was noted, and the Members noted the Bank Statements as at 31<sup>st</sup> March 2020.

**RESOLVED** that;

Payments were to be made in accordance with the payment schedule for April 2020. 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 31<sup>st</sup> March 2020

The clerk had received an email from Stockton Heath Festival regarding the cancellation of the 2020 festival due to Covid-19. The Parish Council had awarded a grant of £350.00 for the festival. This was refunded to the Parish Council on 26<sup>th</sup> March 2020.

The clerk has sent an email dated 23<sup>rd</sup> March 2020 to the Parish Council's insurance company advising that the Hall was now temporarily closed. The insurance policy was also updated with cover for the purchase of a new laptop for the clerk and for home working cover for the clerk and assistant clerk.

Following the Parish Council meeting in March 2020, the clerk had ceased the trade refuse collection with Warrington Borough Council and the clerk had signed a new contract for trade waste with Veolia from 7<sup>th</sup> April 2020.

The PCSO agreement for 2020/2021 had been received and this was signed by the Councillor J Wheeler on behalf of the Parish Council. As this was a joint agreement with Stockton Heath Parish Council the agreement had then been passed to Stockton Heath Parish Council for their agreement and signature.

The clerk received an email from the Footpath Society with their annual report. This stated that due to the Covid-19 situation the society were waiving their subscription fees for 2020/2021.

The clerk informed the Parish Council that the interest from the Nationwide account had been received as at 31<sup>st</sup> March 2020. The amount of the annual interest received for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 was £483.74. The clerk also received a letter from the Nationwide Building Society dated 19<sup>th</sup> March 2020 informing the Parish Council that the interest rate on the Business Saver Issue 4 account has been reduced from 0.65% to 0.10% from 8<sup>th</sup> April 2020

Councillor J Walker had contacted the contractors with regards to the planters at Bridge Lane plot. They had confirmed that due to the Covid-19 virus that the planters were not being watered and it would not be possible to replace the plants as all the garden centres were closed. The clerk confirmed that they had a contract with the Parish Council up to 31<sup>st</sup> March 2021. The clerk also confirmed due to the amount of people at Bridge Lane shops the ranger was not able to litter pick safety.

The clerk has received confirmation that Warrington Borough Council has received nominations under Section 89 of the Localism Act 2011 for listing The Thorn Inn and Lumb Brook Millennium Green as community assets. Warrington Borough Council has eight weeks from 6<sup>th</sup> April 2020 to decide to list it as an asset. The other two applications for the community right to bid for the Rugby Field on Bridge Lane and the woodland have also been submitted to Warrington Borough Council.

The clerk confirmed that a copy of the agenda had been sent by post to Stockton Heath library and once approved the clerk will send a copy of the minutes of the meeting.

## 9. 2019/2020 Budget Review and Earmarking Reserves

The clerk had circulated an end of year budget review for 2019/2020.

**RESOLVED** that;

The following budget review was accepted by the Parish Council

<b>Payments</b>	<b>Budget 2019/2020</b>	<b>Actual</b>	<b>Over/Underspend</b>
Staff Costs	70000	83035	13035
Maintenance of Parish Council Assets	2000	3089.76	1089.76
Utilities	6200	6803.49	603.49
Insurance	1750	1605.99	-144.01
Safety Inspections	1750	676.22	-1073.78

Office Supplies	2600	2572.95	-27.05
Annual Subscriptions	800	1420	620
Advertisements	216	180	-36
Elections	2000	0	-2000
Grants	4000	7145.56	3145.56
Chairman's allowance inc mileage	650	459.9	-190.1
Training	1000	1972.98	972.98
Refuse Collections	1500	1339	-161
Window cleaning	1200	426	-774
Equipment	1700	1151	-549
Parish Hall Improvements	10000	9441.4	-558.6
Bank charges	250	257.5	7.5
Environmental Working Group	18300	9115.88	-9184.12
Media budget	5500	60.71	-5439.29
PCSO	17000	12480	-4520
Youth	1500	0	-1500
Ranger costs	4500	3478.71	-1021.29
Community projects	6500	0	-6500
Library	300	0	-300
General Contingencies	1000	218.32	-781.68
Emergency Grass cutting	3000	0	-3000
Events Committee budget	2500	393.1	-2106.9
Net Payments	167716	147323.47	-20392.53
VAT		7964.18	7964.18
Total Payments (excluding ear marked reserves)		155287.65	

The clerk reported that there has been an increase in the staff costs for 2019/2020 as the assistant clerk received a backdated pay rise in April 2019 and that the Booking Secretary/Cleaner had also received a backdated hour increase from 01.04.18.

The Maintenance of Parish Council Assets budget was overbudget due to the purchase of a new Parish Council noticeboard which was a one-off cost.

There was a significant underpayment for the elections budget as there had been no election costs in 2019/2020.

There was a significant increase in the amount of grants that had been awarded in 2019/2020 and the grant budget for 2020/2021 had been increased in light of this.

There was a significant increase in the training budget however this was due to the one-off expenditure for the CiLCA qualification and associated training costs for the assistant clerk.

The final quarter bill for the window cleaner had not been received in time to pay before 31<sup>st</sup> March 2020 as such this is showing as an underpayment.

There had been no big projects for the Environmental Working Group as such this was significantly under budget.

There had been no newsletters issued in 2019/2020 as such this has resulted in a significant underspend for the media budget.

The final quarter bill for the PCSOs had not been received in time for pay before 31<sup>st</sup> March 2020 as such this is showing as an underpayment.

The following budgets had not been used; Community Projects, library and grass cutting as they had not been required.

The events committee was significantly under budget as several events were cancelled in 2019/2020.

<b>Receipts</b>	<b>Budget 2019/2020</b>	<b>Actual</b>	<b>Over/Underspend</b>
Precept	150359	150359	0
Bank Interest	907	1675.93	768.93
Parish Hall	11000	18896	7896
Other	150	567.58	417.58
		0	0
		0	0
Net	162416	171498.51	9082.51
VAT		17243.01	17243.01
Total Receipts	162416	188741.52	26325.52

The clerk reported that there has been an increase in the amount of bank interest paid in 2019/2020 due to the continued investment into savings accounts over the year.

The Parish hall revenue had increased as in 2018/2019 the Parish hall was closed for a six week period due to the Wren grant building work and there had been a continued increase in bookings along with a hall hire increase from 1<sup>st</sup> April 2019.

The increase in the 'other' income was due to refund of £350.00 from Stockton Heath Festival as the event had been cancelled due to Covid-19 and the payment of compensation from NatWest following an ongoing complaint.

The VAT also had significantly increased as the clerk had claimed the VAT back following the Wren grant work.

### **Earmarking Reserves**

**RESOLVED that;** The reserves were earmarked as follows;

Bank Balance as at 31.03.20	179087.21
<b>Ear-Marked Reserves for 2020/2021</b>	
Final quarter for 2019/2020 PSCO bill	5000
Elections (ER)	4000.00
Parish Hall (ER)	50000.00
Youth Work (ER)	10000.00
Parish Ranger Van Replacment (ER)	15000.00
Environmental Improvement Schemes (ER)	15000.00
Community Scheme/ consultant costs for PDO (ER)	50000.00
South Warrington Library, Stockton Heath (ER)	20000.00
Contingencies (ER)	10000.00
<b>Total</b>	<b>179000.00</b>

## 10. Annual Subscriptions

**RESOLVED** to renew the following subscriptions;

- (a) CPRE, The Countryside Charity, subscription is due 27<sup>th</sup> April 2020 cost is £36.00.
- (b) The clerk's annual SLCC subscription is due 1<sup>st</sup> May 2020, cost is £202.00
- (c) Payroll Manager system charge is due before 30<sup>th</sup> April. Cost is £72.00 plus VAT.

## 11. Environmental Expenditure

- (a) Volunteers at Appleton Thorn expenditure up to £150.00.

The volunteers at Appleton Thorn, locally known as 'Team Thorn' were thanked for their continued work in the village. It was recognised that they had undertaken a significant amount of work which did include planting and improvements for the village.

**RESOLVED** that;

The amount of £150.00 was to be allocated for expenditure for village improvements/planting for Appleton Thorn to enable the volunteers to purchase items as and when required. These funds were to be taken from the Environmental Improvement budget for 2020/2021.

- (b) Trimming of the Bawming Tree in Appleton Thorn

The clerk informed the Parish Council that she had applied to the Development Control Department of Warrington Borough Council on 31<sup>st</sup> March 2020 for permission to trim the Bawming Tree as it had a Tree Preservation order on it. The clerk had applied for permission for consent to remove the annual growth on a cyclical basis for perpetuity.



The Bawming tree was last trimmed in March 2019 at the cost of £100. The clerk had circulated two quotes for consideration.

**RESOLVED** that;

The tree was trimmed by Jim Lewis Gardening Services at the cost of £100.

The clerk confirmed that the tree would be cut once permission had been granted from Warrington Borough Council.

## **12. Parish Hall Income and Expenditure for 2019/2020**

The spreadsheet showing the Parish Hall income and expenditure for 2019/2020 had been circulated to all Parish Councillors for their attention. The Parish Hall had made a loss of £8834.83 for the financial year 2019/2020.

## **13. Parish Hall Maintenance Expenditure**

The clerk had obtained three quotes for the PAT testing for the Parish Hall.

**RESOLVED** that;

KDE Ltd was employed to undertake the annual PAT testing at 0.65p per appliance.

Three quotes for the annual Risk Assessment had been provided.

**RESOLVED** that;

Safe I.S. was appointed to undertake the annual Fire Risk Assessment at the cost of £195.00 plus Vat.

## **14. Parish Hall Improvement Expenditure**

Four quotes have been provided for the provision of two sanitary hygiene bins at the Parish Hall.

**RESOLVED** that;

VR Sani-Co Ltd was appointed to provide and routinely empty three sanitary hygiene bins (two for each ladies toilet and one for the disabled toilet) at the cost of £78.00 plus VAT per bin per annum for a four weekly service (13 visits per bin per annum).

## **15. Website Hosting charges**

The clerk informed the Parish Council that the new website was progressing. The current website was hosted by Wavenet and the cost of this is £17.59 per month. The company employed to create a new website had confirmed that their webhosting charge is £9.00 per month.

**RESOLVED** that;

The Parish Council change the web hosting service to the new provider at £9.00 per month for the new website.

**16. Grant application from the BYP Project grant for Youth Worker**

The clerk has received an grant application from the BYP project for part funding for a Youth Worker. The grant application and associated documentation has been circulated to each Parish Councillor for their attention. The amount of grant applied for is £2,000 per year.

**RESOLVED** that;

This item was deferred due to Covid-19.

**17. Warrington Foodbank donation from Parish Council and hall hirers**

**RESOLVED** that;

The amount of £1,000 be donated to Warrington Foodbank from the Parish Council.

At the Extra-Ordinary Parish Council meeting on Friday 20<sup>th</sup> March 2020, the Parish Council decided that following the temporary closure of the Parish hall and regular users would be offered a credit for those who had pre-paid or a refund. Should any user wish to waive their fees, it is suggested that the amounts were donated to Warrington Foodbank.

Two hall users wish their overpayment to be donated to Warrington Foodbank. One donation is £36.00, and the other donation is £198.00.

**RESOLVED** that;

The Parish Council would donate the above overpayments to Warrington Foodbank as requested by the Parish hall users.

**18. Update from Environmental Working Party**

There was no update from the Environmental Working Party.

**19. Parish and Borough Councillors Reports**

Nothing to report.

**20. Date and time of next meeting**

Tuesday 19<sup>th</sup> May 2020, Annual meeting at 7.00pm followed by the Monthly Parish Council meeting.

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

**21. Staffing matters**

*This item was confidential and as such it has been removed.*