



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 17th March 2020 at 7.30pm at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ

Present: - Councillor J Wheeler (Chairman)

Councillor K Arnett, Councillor B Axcell, Councillor I Axcell, Councillor G Skentelbery,
Councillor S Benger, Councillor T Stansfield, Councillor R Johnson, 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 J
Price sent his apology for the Parish Council meeting.

2. Members Code of Conduct

Councillor R Johnson declared a non-pecuniary interest in relation to item 8 with
regards to the grant application for Appleton Cross Church. As such he left the room
for this agenda item and did not take part in the discussion or decision in relation to
this agenda item.

3. Public Participation

No members of the public were present.

4. Presentation from Park WI regarding the Plastic Free campaign.

The representative from Park WI could not attend and sent her apologies.

5. PCSO / Police report

There was no PCSO in attendance and the clerk informed the Parish Council that she
had not received a police report.

6. Minutes of last Parish Council meeting and matters arising

RESOLVED that;

The Minutes of the Parish Council's monthly meeting held on Tuesday 18th February 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The clerk confirmed that a letter had not been sent to Warrington Own Buses as Councillor J Wheeler had asked the clerk to contact the Senior Planning Officer at Warrington Borough Council to explain the Section 106 allocation of funds from the numerous housing developments in Appleton. However, the Senior Planning Officer was unavailable to attend the next Finance and General Purposes Committee meeting. Councillor J Wheeler had been looking into this matter and will circulate a report to all Parish Councillors.

The clerk confirmed that there was a code of conduct training session for Parish Councillors on Monday 29th June from 6pm at Appleton Parish Hall and that Cheshire Association of Local Councils will be running an introduction course for Parish Councillors on Wednesday 15th July from 6pm at Appleton Parish Hall. The clerk confirmed that both the Roles and Responsibilities training and appraisal training had been cancelled on Thursday 27th February 2020.

A litter pick had been organised by Warrington Borough Council and this was a big success and all the helpers got to keep litter picks. The road closures were expensive, and the clerk was asked to contact Warrington Borough Council to thank them for the organisation of the litter pick.

Councillor J Wheeler reported that there was a layby near Grappenhall Lane which was full of litter and this area should be considered for a litter pick in the future.

Councillor P Walker asked the clerk why Stockton Heath festival had only been awarded a £350.00 grant. The clerk informed the Parish Council that they had submitted a grant application form which requested £350.00. The clerk had confirmed with the organisers of Stockton Heath Festival that if they required more funding they would have to fill out and complete a new grant application form with a new request.

Councillor B Axcell reported that Google have changed the location for Appleton Thorn on their maps to the correct position but had not changed addresses for properties in Appleton, which are shown as Appleton Thorn.

7. 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 Monday 9th March 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The clerk confirmed that there had been a meeting on Monday 16th March regarding the website and the company will be sending details regarding a plan for a new website which the clerk will circulate when received.

The Finance and General Purposes Committee had reviewed the annual contract for the collection of trade waste. The current contract is with Warrington Borough Council and the cost of the weekly bin collection is £1,339 per year. The clerk has obtained five quotes in total. The Finance and General Purposes Committee had appointed Veolia to undertake the trade refuse collection from 1st April 2020 at the cost of £667.80 plus VAT. Part of the contract would be that they could not collect before 9am. The clerk has since contacted the contract manager for Veolia and they have now stated that they can only collect weekly between 7am and 8am. Currently Warrington Borough Council collect the trade refuse between 7am and 8am on a Wednesday. The clerk was asked to contact Veolia to confirm the contract with no collections before 7am.

8. Grant application Appleton Thorn Church for Flagpole

Councillor R Johnson declared a non-pecuniary interest in relation to item 8 in relation to the grant application for Appleton Cross Church. As such he left the room for this agenda item and did not take part in the discussion or decision in relation to this agenda item.

RESOLVED that;

The grant of £200.00 was given to Appleton Thorn Church for the cost of the wood for a flagpole.

When Councillor R Johnson re-entered the room, he was requested to email the clerk with photographs of the flagpole.

9. Planning

RESOLVED that;

The Minutes of the Planning Committee meeting held on Monday 24TH February 2020 and Monday 9th March 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

10. Clerk's Report and Accounts

The February 2020 statement of accounts for the Financial Year 2019/2020 was noted, and the Members noted the Bank Statements as at 29th February 2020.

RESOLVED that;

Payments were to be made in accordance with the payment schedule for March 2020. The bank reconciliation and bank statements were both signed by the Chairman.

Following the central government advice regarding the coronavirus the clerk has put up posters and tried to order some hand sanitizer however most places are currently out of stock. The clerk has sought advice from Cheshire Community Action and as such emailed all the hall users and put up posters on the front door. Cheshire Community Action have advised that if the Parish hall receives a report that someone who has attended the hall has tested positive that the hall should close immediately and have a deep clean from a professional cleaning company. The Parish hall was receiving numerous cancellations daily, the clerk informed the Parish Council that an extra-ordinary meeting had been arranged for Friday 20th March at 6pm regarding this.

The clerk reported that there had been a meeting with regards to the Parish Council's website on Monday 16th March 2020.

The clerk informed the Parish Council that the Parish Ranger's van needed four new tyres as such all had been replaced at the cost of £478.50 plus VAT.

The clerk reported that they had been a meeting of the South Warrington Parish Councils Local Plan Working group on 9th March 2020 and the total expenditure to date is £34,124.50. Rethinking South Warrington's Future had also contributed an additional £3130 to the project being a total expenditure to date of £37254.50. Each Parish Council had committed to spend (pro rata per Parish Council) up to £50,000. Appleton Parish Council's share of these funds is pro rata at 28.37%. This leaves at balance of £15,875.50 to spend during 2020.

The assistant clerk has been pursuing a complaint to NatWest regarding the wording on the bank statements. The NatWest have awarded £200.00 compensation and an additional £10.80 for the cost of phone calls. The NatWest have confirmed in writing that the Parish Council is covered by the Financial Services Compensation Scheme £85,000 compensation scheme and they have confirmed that all statements will state this in the future.

The clerk has received an email invite dated 26th February 2020 for Parish Council representatives to attend the AGM on Lumb Brook Millennium Green on Wednesday 25th March 2020 at 7.30pm at St Mary Magdalene's Church. – now cancelled.

The Chairman of the Parish Council, Councillor J Wheeler has been invited to Walton Parish Council Chairman's Civic Service for Walton Parish Council on Sunday 26th April 2020.

The clerk informed the Parish Council that the closing date for the Parish Council elections was Wednesday 8th April 2020 and that there was a candidate briefing on Monday 16th March at 6pm in the Gateway for candidates. Formal notification of the results will be communicated to clerks on Monday 11th May 2020.

11. Replacement Tree planting

The Environmental Services Manager of Warrington Borough Council has confirmed in an email dated 21st February 2020 that he will be in contact shortly regarding replacement of trees on pavements.

12. Appointment of an Internal Auditor

The clerk had been contacted by the Internal Auditor and it has been requested that all local Parish Councils drop off and pick up their books from Appleton Parish Hall. The charge for the interim audit was £181.00 plus VAT however the Parish Council had not yet received an invoice for the interim audit.

RESOLVED that;

JDH Ltd, who had effectively undertaken the internal audit previously, be appointed to undertake the Annual Internal Audit for Appleton Parish Council for 2019/2020 at the cost of £400.00 plus VAT which includes the interim and year end audits and reports.

13. Community Right to Bid

The clerk confirmed that she had sent letters and emails to both Lumb Brook Millennium Green and the brewery regarding the Appleton Thorn Inn advising them of the intention of the Parish Council to submit a community right to bid application. Draft application forms have been circulated to all Parish Councillors.

RESOLVED that;

The applications were submitted to Warrington Borough Council for the Community Right to Bid applications for Lumb Brook Millennium Green and Appleton Thorn Inn.

In order to submit a community right to bid, it must fulfil the following;

An asset can be listed if it can be demonstrated that its primary use furthers (or has recently furthered) the community's social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to continue doing so in the future.

RESOLVED that;

As the field at Appleton Thorn was not in public use the Parish Council could not submit a application for the Community Right to Bid.

The rugby field on Bridge Lane was now being used again.

RESOLVED that;

A Community Right to Bid application would be submitted for the rugby field on Bridge Lane. The clerk was asked to contact Warrington Borough Council informing them of the Parish Council's intention to submit a community right to bid application.

A Community Right to Bid application would be submitted for the small area of protected woodland by Lyons Lane/Park Crescent. Councillor J Wheeler reported that this was unregistered land.

14. Broomfields Grant Application for Football Pitches

Further clarification has been obtained regarding the grant application for the hire of the football pitches on a Friday from LiveWire. The charge is term time only and a breakdown of the calculation has been circulated to all Parish Councillors.

RESOLVED that;

A grant of £1900 was awarded to LiveWire for the contribution towards the hire of the football pitches for the Broomfields Youth Project on a Friday night.

15. Staff Appraisals and training

The clerk noted that the staff appraisal training scheduled for Thursday 27th February 2020 had been cancelled.

RESOLVED that;

To defer appraisals for discussion at the next employment working group meeting.

The clerk would like to attend a three-day IOSH Managing Safety course at the cost of £350.00 plus VAT per person. This had been discussed at the Finance and General Purposes Committee meeting on Monday 9th March 2020.

RESOLVED that;

The clerk, Mrs J Monks could attend a three-day IOSH Managing Safety course at the cost not exceeding £350.00 plus VAT.

The clerk and assistant clerk would like to go on a Stress Awareness and Resilience Workshop which is to be run by the Society of Local Council Clerks in Knutsford on 31st March.

RESOLVED that;

The clerk and assistant clerk could attend at Stress Awareness and Resilience workshop the cost of £15.00 per person.

RESOLVED that;

The assistant clerk, Parish Ranger and Booking Secretary could go on a half day Health and Safety training at the cost of £36 per person.

The clerk, the assistant clerk, Parish Ranger and Booking Secretary could go on a half day manual handling training at the cost of £36 per person.

The clerk, the assistant clerk, Parish Ranger and Booking Secretary could go on a half day lone working training at the cost of £36 per person.

The clerk informed the Parish Council that the expenditure for the training courses would be taken out the budget for the next financial year 2020/2021.

The clerk informed the Parish Council that the training budget for the next financial year, 2020/2021 is £2,000.

RESOLVED that;

Future training requests will be considered by the Parish Council rather than the Finance and General Purposes Committee.

16. Copies of minutes at Stockton Heath Library

Councillor I Axcell drew the attention of Councillors to the fact that the last Parish Council minutes in Stockton Heath Library were for December 2017, which means that Appleton Parish Council has not delivered minutes to the library for more than two years. This is a reputational issue for Appleton Parish Council. In comparison, up-to-date minutes for Stockton Heath Parish Council and Walton Parish Council are available at the library for residents.

Proposed by Councillor I Axcell, seconded by P Walker and agreed that copies of Parish Council minutes and agendas should be provided for Stockton Heath Library from March 2020.

The clerk informed the Parish Council that the adopted publication policy of the Parish Council states that hardcopies of the minutes of kept in the Parish Council office and are available on the website. Following the decision of the Parish Council in February 2018, to no longer issue hardcopies of agenda and minutes, Stockton Heath library ceased to receive any hardcopies.

RESOLVED that;

the clerk should provide Stockton Heath Library with hard copies of agenda and minutes, starting from March 2020.

17. Appletots grant

Appletots applied for a grant and were given the amount of £675.56 in October 2019 for various items.

Appletots sent an email dated 8th March 2020 to the clerk advising that the amount of £119.99 for the Microsoft licence was no longer required. They have requested if they could the funds for another use for the group.

RESOLVED that;

The amount of £119.99 could be used for other equipment for the group.

18. Update from Environmental Working Party

Councillor J Walker reported that the bulbs that were planted were coming up.

19. Wildflowers planting

The cost of the wildflowers planting is £1,680.00 plus VAT.

RESOLVED that;

The Parish Council did not undertake wildflower planting for this year. The clerk was asked to inform Warrington Borough Council regarding this decision.

20. Events update

The clerk reported that there had been a meeting on Wednesday 26th February 2020 regarding the planned VE day event on Friday 8th May. The next meeting is on 26 March 2020 at 10.30am. Stretton WI have loaned some bunting for the event.

RESOLVED that;

The VE day event was to be cancelled for Friday 8th May 2020.

21. Parish and Borough Councillors Reports

Councillor R Johnson asked if the trimming of the Bawming Tree could be put as an agenda item for the next Parish Council meeting. The clerk informed the Parish Council that in order for the tree to be trimmed the Parish Council would have to apply for a Tree Preservation Order.

Councillor R Johnson also asked regarding the arrangement for the purchase of bedding plants for Appleton Thorn. The clerk informed the Parish Council that the volunteers at Appleton Thorn were given approved expenditure up to a limited amount for the purchase of bedding plants. The clerk will put this as an agenda item for the next Parish Council meeting.

Councillor J Walker asked if a donation to Warrington Foodbank could be considered by the Parish Council at the next meeting.

22. Date and time of next meeting

Tuesday 21st April 2020, Annual Parish meeting at 7.00pm followed by the Monthly Parish Council meeting 7.30pm.