



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153 Email clerk@appletonpc.org.uk

Minutes of the monthly Parish meeting of Appleton Parish Council held on Tuesday 21st July 2020 at 7.30pm

Present: - Councillor J Wheeler (Chairman)

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

Mrs. J Monks (Clerk) and Mrs. I Derbyshire (Assistant Clerk).

Part One – This part of the meeting was open to the press and members of the public

1. Welcome and apologies for absence

Councillor P Walker welcomed everyone to the meeting. Councillor T Stansfield sent his apology as he could not attend the meeting. The clerk confirmed that the meeting was being recorded.

2. Members Code of Conduct

Councillor J Wheeler declared that she was a member of the Development Control Committee for Warrington Borough Council as such she did not take part in any decisions regarding planning application for 2020/37231, 473 London Road, Appleton, WA4 5DP. Householder-Single storey rear extension.

3. Public Participation

One member of the public was present.

4. PCSO / Police report

The clerk had circulated a copy of the Police report for the month. It was noted that there was a significant increase in the amount of antisocial behaviour incidents due to Covid-19.

5. Minutes of last Parish Council meeting and matters arising

The Minutes of the Parish Council's monthly meeting held on Tuesday 16th June 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The clerk reported that the van had been insured and the annual service and MOT had been undertaken. The cost of the service and MOT was £268.30. Further work had been recommended and the clerk has put this on the next Finance and General Purposes Committee for consideration.

The clerk confirmed that the insurance company had notified the Parish Council that they have received a claim due to loss of income and they would look into this matter.

The clerk confirmed that she had applied for and had received a £10,000 Small Business Grant from Warrington Borough Council.

The clerk confirmed that the website had yet not been finalised and she was continuing to liaise with the website developers.

Councillor G Skentelbery asked for clarification regarding what kind of bikes were allowed on The Dingle in Appleton and asked if the PCSOs could increase their patrols for the area.

6. Minutes of Finance and General Purposes committee meeting and matters arising.

The Minutes of the Finance and General Purposes meeting held on Thursday 2nd July 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The clerk confirmed that she had issued a letter dated 13th June 2020 to all the Hall Hire users providing an update on the Parish Hall.

7. Parish Hall Income and Expenditure

RESOLVED that;

The Parish Council accepts the report on Parish Hall Income and Expenditure for the period 1st April 2020 to 30th June 2020.

8. Quarterly Budget

Due to Covid-19 there had been no Hall Hire income as the Hall had been closed since March 2020, the Hall hire income received was due to late payment for bookings in March.

RESOLVED that;

The quarterly budget as follows was approved at the next Parish Council meeting.

Budget – 1st Quarter 2020/2021.

Payments	Budget 2020/2021	Actual (to date)	Budget Balance
Staff Costs including mileage	86500.00	20912.24	65587.76
Maintenance of Parish Council Assets	2000.00	0.00	2000.00
Utilities	3000.00	970.65	2029.35
Insurance	2500.00	1642.80	857.20
Safety Inspections	1500.00	0.00	1500.00
Office Supplies	2600.00	664.40	1935.60
Annual Subscriptions	1000.00	36.00	964.00
Advertisements	300.00	0.00	300.00
Elections	5000.00	0.00	5000.00
Website	5000.00	0.00	5000.00
Grants	6000.00	3100.00	2900.00
Chairman's allowance	400.00	0.00	400.00
Training	2000.00	392.00	1608.00
Refuse Collections	1500.00	65.64	1434.36
Window cleaning	900.00	0.00	900.00
Equipment	1700.00	0.00	1700.00
Parish Hall Improvements & maintenance	10000.00	265.69	9734.31
Bank charges	250.00	45.50	204.50
Environmental Working Group	11000.00	0.00	11000.00
Media budget	1000.00	0.00	1000.00
PCSO	18000.00	0.00	18000.00
Youth	2000.00	0.00	2000.00
Ranger costs	4500.00	914.80	3585.20
Community projects	6500.00	0.00	6500.00
Library	300.00	0.00	300.00
General Contingencies	0.00	514.00	-514.00
Emergency Grass cutting	3000.00	0.00	3000.00
Events Committee budget	3000.00	0.00	3000.00
Net Payments		29523.72	-29523.7
VAT		298.65	
Total Payments (excluding ear marked reserves)	181450.00	29822.37	

Costs have been low as the Parish Hall has been closed due to Covid-19 and this has also limited expenditure and activities of the Parish Council. The quarterly budget as such it is a true reflection.

Ear-Marked Reserves	Reserve brought forward	Utilised Reserve	Reserve carried forward
Elections (ER)	4000	0.00	3930.76
Parish Hall (ER)	50000	0.00	50000.00
Youth Work (ER)	0	0.00	0.00
Parish Ranger Van Replacment (ER)	2000	0.00	2000.00
Environmental Improvement Schemes (ER)	8000	0.00	8000.00
Community Scheme/ consultant costs for PDO (ER)	25000	0.00	2500
South Warrington Library, Stockton Heath (ER)	15000	0.00	15000.00
Contingencies (ER)	75000	0.00	75000
Total	179000	0.00	179000

The clerk reported that no earmarked reserves have yet been utilised.

Receipts	Budget	Actual (to date)	Balance
Precept	150955.00	150995.00	0.00
Bank Interest	1000.00	0.00	1000.00
Parish Hall	18000.00	278.00	17722.00
Other	0.00	12026.91	-12026.91
reserves	11495.00	0.00	11495.00
Net		163299.91	-163299.91
VAT		1628.81	-1628.81
Total Receipts	181450.00	164928.72	16521.28

The annual precept has been received. There has only been a small amount of Hall Hire income due to the closure of the Hall from March 2020, the amount of £287.00 is unpaid late Hall Hire fees from March 2020.

The other income includes £7.94 refund. Furlough Monies for staff which amount to £2018.97 and then a £10,000 Covid-19 grant from Warrington Borough Council.

9. Data Protection Documentation review

The clerk had circulated the data protection audit, data protection policy and privacy notices for review.

It was;

RESOLVED that;

The data protection audit, data protection policy and privacy notices were confirmed by the Parish Council.

10. August Recess

As there is no meeting of the Parish Council in August it was

RESOLVED that;

Planning – The Clerk/Assistant Clerk should liaise with the Chairman and Deputy Chairman of the Planning Committee on planning applications received during the Recess with subsequent discussion with other Councillors as required.

The Chairman, Deputy Chairman and the Clerk/Assistant Clerk be authorised to deal with all routine matters during the Recess.

The signing of required cheques/bank transfers be undertaken by authorised signatories in accordance with the bank mandates and then detailed on the August payment schedule.

11. Planning

RESOLVED that;

The Minutes of the Planning Committee meeting held on 29th June 2020 and 13th July 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The following planning application was considered by the Parish Council. It was;

RESOLVED that;

2020/37231, 473 London Road, Appleton, WA4 5DP. Householder-Single storey rear extension. The clerk was asked to submit a concern regarding the 45-degree code on the proposed extension on the neighbouring property 475 London Road.

The clerk was asked to submit the decision to the Development Control Department of Warrington Borough Council.

12. Training

RESOLVED that;

The clerk and assistant clerk could attend a Risk Assessment webinar from the Society of Local Council Clerks at the cost of £30 plus VAT each.

The clerk could attend a three-session webinar with regards to quotes, tenders and contract management at the cost of £135.00 plus VAT.

13. Clerk's Report and approve of accounts and payments

The June 2020 statement of accounts for the Financial Year 2019/2020 was noted, and the Members noted the Bank Statements as at 30th June 2020.

RESOLVED that;

Payments were to be made in accordance with the payment schedule for July 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 30th June 2020.

The clerk confirmed that she had called a roofer as the Parish Hall roof was leaking, the cost of this was unknown.

In addition to this the Fire Risk Assessment had been done on 13th July 2020. The report will be circulated by the clerk when received.

14. Parish Hall and Covid-19

The clerk expressed concern regarding the sheer volume of cleaning that would be required as once the Parish Hall is re-open it will have to be cleaned in between booking and a deep clean done once a day. This would require extra staffing resources and the Hall would not be financially viable to open.

The clerk and assistant clerk confirmed that they would be attending a free webinar on 22nd July 2020 regarding reopening community buildings following Covid-19.

The clerk confirmed that the following work had been undertaken at the Parish Hall, routine PAT testing, Emergency lights annual checks, boiler annual service, annual gas safety inspection, Fire Alarm servicing and the hand dryers and ceiling fan had now been disconnected.

(a) Remedial electrical Work for fire system

When the Fire system had been serviced it was noted that the battery required routine replacement, £65 plus VAT and that an installation of a sounder beacon for the disabled toilet was required, £339.20 plus VAT.

RESOLVED that;

The above electrical work was undertaken by KDE at the above costs.

(b) Remedial electrical Work for Emergency Lights

When the Emergency lights had their annual check the following was noted that required remedial repair. The total cost of this work is £144.17 plus VAT for supply

and Install the following: 1 No 3W LED Maintained Emergency Bulkhead complete with Legend Kit, 1 No 3W IP Rated LED Non-Maintained Emergency Bulkhead Fitting.

RESOLVED that;

The above electrical work was undertaken by KDE at the cost of £144.17 plus VAT.

(c) The clerk had purchased two small wall mounted hand sanitizer units. There are large free-standing units at the cost of £75 plus VAT each.

RESOLVED that;

The clerk was requested to purchase one free standing unit at the cost of £75.00 plus VAT for the entrance hall at the Parish Hall.

The clerk informed the Parish Council that a large screen would be required for the PCSOs and library staff volunteers at the small hall. The purchase of this item was deferred.

15. Risk Assessments

RESOLVED that;

The Risk Assessment was accepted by the Parish Council.

The clerk noted that a further risk assessment would need to be undertaken in relation to Covid-19 and the re-opening of the Parish Hall by a suitable qualified person and the clerk had contacted Warrington Borough Council regarding this.

16. Cheshire Community Action Membership

To discuss the renewal of the subscription for;

- (a) Cheshire Community Action at the cost of £100 for 2020/2021.
- (b) Community Buildings Membership of Cheshire Community Action at the cost of £50.00 for 2020/2021.

The Parish Council can join either/or the above. If the Parish Council is a member of both the cost for both is £140.00 per year.

RESOLVED that;

The Parish Council is a member Cheshire Community Action and the Community Buildings Membership at the total cost of £140.00 for the 2020/2021.

The clerk will circulate the details of meetings for the attention of the Parish Councillors.

17. Brampton Lodge Gift

Councillor J Wheeler confirmed that she had sent thank you cards to various organisations that continued throughout the lockdown period.

At the Finance and General Purposes Committee meeting on Thursday 4th June 2020 it was decided to purchase a gift and the expenditure for this to be taken from the Chairman's Allowance.

RESOLVED that;

A cheque of £100.00 would be made as a donation to Brampton Lodge thanking them for the fantastic work during the Covid-19 period.

18. Vehicle Activated signs in Appleton

Following the Parish Council meeting on 16th June 2020 the clerk had contacted the Housing Developer at Appleton Cross and the Highways Department of Warrington Borough Council as requested. Whilst the clerk had received no reply from the Housing Developers, the Highways Department had contacted the clerk and they are keen to commence the project and they would like to know the preferred locations that the Parish Council would want the signs.

RESOLVED that;

The clerk was requested to submit a request for vehicle activated signs at the following proposed locations, Stretton Road, Appleton Thorn, Longwood Road, Wrights Green, Witherwin Avenue, Pepper Street, Appleton Thorn and New Lane.

19. Parish and Borough Councillor Reports

Councillor J Wheeler reported that Warrington Borough Council had been cleaning the grids on London Road in Appleton.

Councillor B Axcell reported that the Parish Council must exercise caution when considering any re-opening of Appleton Parish Hall as Covid-19 is airborne and all safety aspects must be considered very carefully before re-opening.

Councillor R Johnson reported that the trees on Longwood Road in Appleton have been cut as requested by Warrington Borough Council.

Councillor K Arnett reported that Sandy Lane tip in Stockton Heath had re-opened and access was from one direction only and it was being managed well.

20. Date and time of next meeting

Tuesday 15th September 2020 at 7.30pm.

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 has been removed.