



# Appleton Parish Council

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

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## **Minutes of the monthly Parish meeting of Appleton Parish Council held on Tuesday 20<sup>th</sup> October 2020 at 7.30pm**

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

Councillor K Arnett (from 8pm), Councillor B Axcell, Councillor S Benger, Councillor R Johnson, Councillor G Skentlebery (left at 8.54pm), Councillor J Price and newly co-opted as per item 6, Councillor M Browne, (who was co-opted as per item 6).

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

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

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

Councillor J Wheeler welcomed everyone to the meeting. Councillor I Axcell, Councillor J Walker and Councillor P Walker sent their apologies for the meeting.

The clerk reported that Councillor T Stansfield had last attended a Parish Council meeting in May. As such he would be required to attend the Parish Council meeting in November. The clerk was asked to contact Councillor T Stanfield with regards to this matter.

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

Councillor J Wheeler declared that she was a member of Development Control Management Committee at Warrington Borough Council as such she did not take part in any discussion or decision regarding planning applications.

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

A representative from Appleton scouts addressed the Parish Council with an update. Due to Covid-19 scout face to face meetings had ceased however, they were continuing with scouts weekly online and had managed to retain their membership and subscriptions. They have successfully applied for and obtained a £10,000 Covid-19 grant from Warrington Borough Council and have been in the process of obtaining estimates for the ramp, which the Parish Council provided funding for.

The representative was thanked for his continued work for the scouts as it was a great asset to the community.

A representative from Broomfields Youth Project addressed the Parish Council to provide an update on the project. The representative confirmed that the BYP shack continued to be closed due to Covid-19 restrictions. They have now started from September 2020, going into Bridgewater High School and working with certain year groups to provide courses and guidance. They are looking in the future to re-open the Friday night football pitches however for now they were running invite only football on a Sunday night at Broomfields Leisure centre. The Broomfields Youth Project were running a takeaway café in conjunction with Appleton Football club and had applied for additional funding from Morrisons, KFC and the Police and Crime Commissioner.

Councillor J Wheeler asked if the Broomfields Youth Project worked in conjunction with the PCSOs and the representative confirmed that they did and they had been working in partnership with the PCSOs in Alexandra Park in Stockton Heath.

The representative was thanked for his continued work for the Broomfields Youth Project as it was a great asset to the community.

Councillor K Arnett arrived at the Parish Council meeting and was present from 8pm onwards.

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

The clerk had circulated the PCSO report for the attention of all the Parish Councillors. It was noted that there had been anti-social behaviour on Bridge Lane shops in Appleton. The PCSOs were aware of the incident and the clerk had reported the broken glass in the bus shelter to Warrington Borough Council for their attention as this bus shelter was not owned by the Parish Council.

#### **5. Co-option Procedure**

An application for the vacant post of Parish Councillor had been received. The clerk had circulated a copy of the co-option policy with the agenda for the Parish Council meeting. The procedure however will have to be modified as the meeting was virtual due to Covid-19.

**RESOLVED** that;

As the Parish Council was holding virtual meetings the voting procedure was amended slightly to allow for virtual voting for this co-option only.

#### **6. Co-option of Parish Councillor**

Councillor B Axcell asked the interview questions as previously used at the last Parish Council co-option in January 2020.

The applicant was then asked to wait in the virtual meeting room whilst the Parish Council considered the application from Mr M Browne.

**RESOLVED** that;

Mark Browne was co-opted as a Parish Council for Cobbs and Hillcliffe Ward.

The clerk will notify Warrington Borough Council and set up a Parish Council email address and send the new Parish Councillor an induction pack and email a training schedule from Cheshire Association of Local Councils.

The clerk will also request that Councillor M Browne completes and return a declaration of interest form so this can be sent to Warrington Borough Council and displayed on the Parish Council's website.

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

**RESOLVED** that;

The Minutes of the Parish Council's monthly meeting held on Tuesday 15<sup>th</sup> September 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

Councillor G Skentlebery apologised for not attending the last Parish Council meeting on Tuesday 15<sup>th</sup> September 2020.

The clerk confirmed that she had provided a site plan of the Bloor Homes site which showed the pathway would be connected to Arley Road.

#### **8. Minutes of Finance and General Purposes committee meeting and matters arising**

The contractor had confirmed that he would cut the laurel hedge between 24 Dudlow Green Road and Woodside Court shortly

The vicar of St Mary St Mary Magdalene's Church had confirmed that they would like to borrow the Christmas lights again this year and would welcome a donation towards the cost of a Christmas tree. The clerk has put this as an agenda item for the next Finance and General Purposes Committee meeting.

**RESOLVED** that;

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 8<sup>th</sup> October 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

#### **9. New Locks for the Parish Hall**

The assistant clerk had obtained three quotes for replacement locks at the Parish Hall and this had been discussed and recommendations made at the Finance and General Purposes Committee meeting on Thursday 8<sup>th</sup> October 2020.

It was

**RESOLVED** that;

Safeguard were employed as contractor to replace the locks with a card system, with 100 cards and to replace the lock cylinder at the kitchen door at the cost of £995.00 plus VAT.

#### **10. Parish Hall Income and Expenditure**

**RESOLVED** that;

The Parish Council accepts the report on Parish Hall Income and Expenditure for the period 1<sup>st</sup> April 2020 to 30<sup>th</sup> September 2020 as detailed in the Finance and General Purposes Committee minutes dated 8<sup>th</sup> October 2020.

#### **11. Quarterly budget review for all income and expenditure**

**RESOLVED** that;

The Parish Council accepts the quarterly budget review for all income and expenditure for the period 1<sup>st</sup> April 2020 to 30<sup>th</sup> September 2020 as detailed in the Finance and General Purposes Committee minutes dated 8<sup>th</sup> October 2020.

#### **12. Remembrance Day arrangements**

**RESOLVED** that:

Councillor R Johnson will represent the Parish Council and lay a wreath at the war memorial on Remembrance Sunday.

Councillor R Johnson agreed to contact St Cross Church to see if they wished to borrow the Gazebo that the Parish Council owns.

#### **13. Parish Hall and Covid-19**

The Parish Council reviewed re-opening the Parish Hall.

**RESOLVED** that;

Appleton Parish Hall would not re-open at this time and this decision would be reviewed at the Parish Council meeting in November.

The clerk was asked to provide an update to all Parish Hall Users with this decision.

**RESOLVED** that;

The Parish Council adopts the NHS Track and Trace Privacy notice.

The clerk will put a poster at the Parish Hall and display this on the website.

The clerk had booked the deep clean however the contractor failed to turn up. The clerk will rearrange this for a future date.

## **14. Planning**

**RESOLVED** that;

The Minutes of the Planning Committee meeting held on 21<sup>st</sup> September 2020, 5<sup>th</sup> October 2020 and 19<sup>th</sup> October 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

## **15. Use of old Shearing's site in Appleton Thorn**

The clerk received an email dated 17<sup>th</sup> October 2020 giving notice of the formal engagement period for HM Revenues and Customs Warrington Inland Border Facility Proposal. The closing date for representations is 30<sup>th</sup> October 2020.

The clerk had been contacted by Grappenhall & Thelwall Parish Council regarding a planning consultant providing an objection letter for the Parish Council. The cost of this would be £720.00 plus VAT.

Councillor J Wheeler also has been contacted by HM Revenues and Customs as they wanted to undertake a short presentation for the Parish Council. Councillor J Wheeler also stated that she had attended a short briefing for Borough Ward Councillors last week.

**RESOLVED** that;

The Parish Council would object to this proposal and a letter would be submitted to HM Revenues and Customs.

**RESOLVED** that;

The Parish Council would not employ a Planning Consultant at the cost of £720.00 plus VAT.

**RESOLVED** that;

A presentation with HM Revenues and Customs will be arranged and that representatives from Stretton Parish Council would be invited to join.

Councillor G Skentlebery left the meeting at 20.54pm.

## **16. Local Plan update**

The Local Plan costs for the period December 2019 to September 2020 was £1,680 of which Appleton Parish Council pays a 28.37% which is roughly £460.00. They are now however meeting on a weekly basis as such costs will increase and the Parish Council will receive a re-charge bill in December 2020.

The clerk received an email dated 15<sup>th</sup> October 2020 from the Chairman South Warrington Parish Councils Local Plan Group which included a full report with a document entitled 'Key Observations'. Two zoom meetings have been arranged for 6.30pm on 29<sup>th</sup> October 2020 and 6.30pm on 27<sup>th</sup> October 2020.

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

The September 2020 statement of Receipts and Payments for the Financial Year 2020/2021 was noted and the Members noted the Bank Statement as at 30<sup>th</sup> September 2020.

**RESOLVED** that;

Payments were to be made in accordance with the payment schedule for October 2020.

The clerk confirmed that Councillor J Walker will undertake the verification of the bank reconciliations for all accounts as at 30<sup>th</sup> September 2020.

The clerk had received notification that the community right to bid applications for Lumb Brook Millennium Green, Appleton Thorn pub and the rugby field at Bridge Lane shops have been listed as assets of Community Value as defined by the Localism Action 2011.

The community right to bid application for the woodland area at Lyons Lane/Park Crescent will have to be confirmed as the owner has only just been established as such further consultation is necessary.

The clerk has received an email dated 5<sup>th</sup> October 2020 from Planning Policy & Programmes Manager of Warrington Borough Council stating that they are pausing their work on its Local Plan until 2021. The delay is due to Covid-19 and the new Government's proposed planning reforms and new housing calculation methodology.

The clerk received an email dated 8<sup>th</sup> October 2020 from the Parish Council's insurance company which has confirmed there is no cover under the insurance policy for the losses that the Parish Council is suffering because of Covid-19.

The clerk confirmed that the contractor had completed the winter bedding for the planters at Bridge Lane. The clerk confirmed she was in the process of obtaining quotes for the bedding contract for 2021 and this would be an agenda item for the Parish Council meeting in November.

## **18. Training**

The clerk and assistant clerk would like to go on free webinar training course regarding Ordnance Survey planning on 21<sup>st</sup> October. The session is one hour.

The Assistant Clerk would like to attend a virtual VAT training course from Cheshire Association of Local Councils. The cost of this is £45.00

The clerk and Assistant Clerk would both like to attend a virtual budget training course from Cheshire Association of Local Councils. The cost of this is £45 each.

**RESOLVED** that;

The clerk and assistant clerk could attend the above training courses and the cost of which would be taken from the training budget.

#### **19. Grant application from Lumb Brook Millennium Green Ltd**

The clerk has received a grant application from Lumb Brook Millennium Green Ltd for £2,500 for maintenance.

The clerk informed the Parish Council that the grant budget for 2020/2021 had only £2,900 left in the budget for this financial year.

**RESOLVED** that;

A grant of £1,000 is made to Lumb Brook Millennium Green Ltd and this was to be taken out of the grant budget. It was noted that they could re-apply for additional funds at a future date for specific events or for the purchase of equipment.

#### **20. Speed Activated Signs**

The Principle Highway Engineer at Warrington Borough Council has been looking for potential sites for the speed activated signs which will be funded by the Section 106 agreements. The Section 106 agreement is to provide the sum of £12,589 for three vehicle activated signs in Appleton.

The proposed sites are;

Stretton Road,

Longwood Road – between Petersham Drive and Green Lane facing the footpath crossing,

Wrights Green – east of New Lane,

Witherwin on approach to school access opening,

Pepper Street opposite the junction with Hatchery Close,

New Lane apart from very narrow verges there is insufficient sun light for solar provisions.

**RESOLVED** that;

The Parish Council would prefer the following three sites;

Wrights Green – east of New Lane,

Witherwin on approach to school access opening,

Pepper Street opposite the junction with Hatchery Close,

The clerk will contact the Principle Highway Engineer at Warrington Borough Council to progress this.

## **21. Photographer**

The photographer has contacted the clerk in an email dated 29<sup>th</sup> September requesting the date to take the internal photos of the Parish Hall and individual pictures of members of staff and Councillors. The charge of £450.00 includes these photos as part of the agreed package.

**RESOLVED** that;

The Parish Council would agree to the part payment of £225.00, this being half of the agreed price. The final payment will be made upon completion.

The clerk will contact the photographer concerned and requests that he submits an invoice for £225.00 to pay this amount on the November payment schedule.

## **22. Cyclists around Appleton**

A letter regarding cyclists had been sent to Bridgewater High School dated 28<sup>th</sup> September 2020. Several complaints had then been sent to the Head Teacher of Bridgewater High School and the clerk on this issue. The clerk has circulated these for the attention of all Parish Councillors.

**RESOLVED** that;

The matter had already been raised with the local PCSOs and they were taking action regarding this.

Councillor J Price asked the clerk to request that the local PCSO contact him directly regarding a couple of formal complaints which had been submitted to the Police regarding cyclists.

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

Councillor K Arnett expressed his disappointment that the Manchester Airport Liaison group has been suspended due to Covid-19.

Councillor B Axcell had received a complaint regarding mud on the path in front of the Co-op on Dudlow Green Road. Members of the public were queuing up in a socially distanced manner on the grass and the result of this was that the path was muddy. The clerk stated as a short term measure she will ask the Parish Ranger to try and clean the path and contact the owner of the land to see if this could be regularly cleaned or if measures could be put in place to widen the path in front of the shops.

Councillor J Wheeler asked the clerk to invite the new Parish Councillor, Councillor M Browne to the next Finance and General Purposes Committee meeting on Thursday 5<sup>th</sup> November 2020.

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

Tuesday 17<sup>th</sup> November 2020 at 7.30pm.

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

**25. Staffing matters**

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

Meeting finished at 9.30pm.