



# 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 17<sup>th</sup> November 2020 at 7.30pm**

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

Councillor K Arnett, Councillor B Axcell, Councillor I Axcell, Councillor M Browne, Councillor R Johnson, Councillor G Skentlebery, Councillor T Stansfield, Councillor J Price, Councillor J Walker and Councillor P Walker.

Mrs. J Monks (Clerk) and three 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. The clerk confirmed that the meeting was being recorded by zoom. Councillor S Bengel sent her apologies for the meeting.

#### **2. Apologies of absence from Councillor T Stansfield**

Councillor T Stansfield was present at the meeting as such this agenda item was not required.

#### **3. Members Code of Conduct**

Councillor J Wheeler and Councillor P Walker declared that they were members of Development Control Management Committee at Warrington Borough Council as such they did not take part in any discussion or decision regarding planning applications.

#### **4. Public Participation**

No members of the public wished to address the Parish Council.

#### **5. PCSO / Police report**

The clerk had circulated the PCSO report for the attention of all the Parish Councillors. The PCSO had reported that there had been an increase in the number of anti-social

behaviour incidents mainly due to Halloween. Due to Covid-19 online PCSO surgeries are taking place and the PCSOs are continuing with social media posts. They have undertaken Tru-Cam speed enforcement in Appleton, and this has resulted in ten speeding fines.

Councillor G Skentlebery expressed concern over the amount of anti-social behaviour incidents in Appleton. Councillor J Wheeler confirmed that she had discussed the matter with the PCSOs, and the Police were increasing patrols in the area of concern.

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

**RESOLVED** that;

The Minutes of the Parish Council's monthly meeting held on Tuesday 20<sup>th</sup> October 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

Councillor J Wheeler confirmed that Councillor R Johnson had laid a wreath at the war memorial at Appleton Cross on Remembrance Sunday.

The clerk had contacted the Highways Department of Warrington Borough Council regarding the interactive speed signs. Unfortunately, the occupancy clause has not yet triggered the release of the Section 106 monies so they must await this before this can be progressed any further.

The clerk had also contacted the Highways Department of Warrington Borough Council with regards to the installation of a static speed camera for Appleton Thorn. However as there were no injury collisions along this route due to speeding Warrington Borough Council cannot prioritise a safety camera in Appleton Thorn.

The clerk confirmed that she had contacted the landlord of the shops at Dudlow Green Road but has had no response. In the short term the ranger has agreed to try and clean this pavement on a regular basis. The clerk also contacted the manager of the Co-op regarding this matter. He confirmed that they have also contacted the landlord. Councillor J Wheeler asked the clerk to contact Warrington Borough Council to see if they could assist in this matter.

## **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 Thursday 5<sup>th</sup> November 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

## **8. Internal Auditors report on interim Audit**

**RESOLVED** that;

The Parish Council accepted the internal auditors report on the interim audit for the accounts for 2020/2021 and the actions will be followed up as discussed at the Finance and General Purposes Committee meeting on Thursday 5<sup>th</sup> November 2020.

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

The clerk confirmed that due to the second national lockdown which commenced on 5<sup>th</sup> November 2020 the Parish Hall has to remain closed. Central Government will review the lockdown and tier system on 2<sup>nd</sup> December 2020. As such any re-opening will be put as an agenda item for the Parish Council meeting on 15<sup>th</sup> December 2020.

The clerk confirmed that the deep clean of the Hall had been undertaken and the Booking Secretary/Cleaner was now in the progress of cleaning and sorting the Parish Hall.

Councillor J Wheeler asked the clerk if the notices on the door of the Parish Hall could be updated. The clerk will liaise with Councillor J Wheeler regarding this.

The clerk informed the Parish Council that there were grants available from Central Government via Warrington Borough Council due the lockdown restrictions.

**RESOLVED** that;

The Parish Council apply for further grants from Warrington Borough Council. The Local Restrictions Support Grant and applies for a retrospective grant for a backdate.

## **10. BYP Project grant application**

This was discussed at the Finance and General Purposes Committee meeting on 5<sup>th</sup> November 2020. The grant application is for £2,000 per year towards employing a School and Community Youth worker for 20 hours per week. It was;

**RESOLVED** that;

A grant of £2,000 was granted and taken from the youth budget.

It was noted that this was a one-off grant only and could not be awarded per year. However future grants could be submitted.

## **11. Annual Governance and Accountability Return for financial year 2019/2020**

The clerk had received a letter email dated 15<sup>th</sup> October 2020 from the External Auditor advising that the Audit had now been completed. The approved Annual Return was received which included their report as follows;

*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

*Other matters not affecting our opinion which we draw to the attention of the authority:*

*Regulation 12 (3) of the Accounts and Audit Regs 2015 (signing and approval of the statement of accounts for Category 2 authorities) requires the Responsible Financial Officer as soon as practicable after the date on which the authority complies with regulation 12 (2c) (re. accounts approved and signed following meeting) to do the following on behalf of the smaller authority:*

*(a) commence the period for the exercise of public rights in accordance with regulation 14 and regulation 15; and*

*(b) notify the local auditor of the date on which that period was so commenced.*

*We note that Section 1, the Annual Governance Statement was approved on 16th June 2020 and Section 2, the Accounting Statements were approved on 16th June 2020, however the public rights period did not commence until 1st September 2020. We fully appreciate the difficulties arising as a result of coronavirus restrictions; however, please consider the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period in future years.*

The clerk informed the Parish Council that she was fully aware of this requirement. However the latest inspection period had been chosen as the Parish Hall was closed due to Covid-19 and the Parish Council had no PPE equipment to protect staff if a member of the public wished to inspect the accounts.

The clerk confirmed that the notice of conclusion of audit had been displayed on the Parish Council noticeboard at Appleton Parish Council's office and a copy of this had also been displayed on the Parish Council's website.

**RESOLVED** that;

The Annual Governance and Accountability Return (AGAR), including the certificate by External Auditor be approved and accepted by the Parish Council and the charge of £400.00 plus VAT for the External Audit was to be paid.

## **12. Planning**

**RESOLVED** that;

The Minutes of the Planning Committee meeting held on Monday 2<sup>nd</sup> November 2020 and Monday 16<sup>th</sup> November 2020 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

The clerk had informed the Parish Council that the planning application regarding the Barns at, Park Lane/Firs Lane, Appleton, WA4 5LG, Section 191 Certificate -

Existing use of Two Agricultural Buildings was to be heard by the Secretary of State regarding an appeal on 11<sup>th</sup> November 2020 and a decision will be issued after this date.

### **13. Planters at Bridge Lane**

The clerk had obtained three quotes for the summer and winter bedding and watering for the planters and corner plot at Bridge Lane shops.

**RESOLVED** that;

Further detailed quotes were required with more specific requirements to form an official contract for any contractor for the 2021 bedding. An Environment Working Group meeting would be arranged to discuss specifications and detail required for further quotes.

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

The October 2020 statement of Receipts and Payments for the Financial Year 2020/2021 was noted and the Members noted the Bank Statement as at 31<sup>st</sup> October 2020.

**RESOLVED** that;

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

The clerk has received a letter dated 12<sup>th</sup> November 2020 regarding the precept for 2021/2022. The precept and budget will be discussed in depth at the next Finance and General Purposes Committee meeting.

The clerk stated that the Cheshire SLCC branch meetings were now held by zoom and the clerk and assistant clerk would be attending the next one on Wednesday 25<sup>th</sup> November 2020.

The clerk informed the Parish Council that she had completed and returned a final report for the Wren grant project and this report has been approved.

The clerk received an email dated 11<sup>th</sup> November 2020 regarding the Warrington Western Link, a new road connecting north and south Warrington in the west of the town. Warrington Borough Council are conducting a public engagement exercise and there is a project website for further information. <https://warringtonwesternlink.co.uk>. Anyone can provide feedback on this project by completing the online form [warringtonwesternlink.co.uk/have-your-say](https://warringtonwesternlink.co.uk/have-your-say).

The clerk confirmed that the Parish Ranger was inspecting all the grit bins in Appleton and reporting any issues to the clerk in order to report these to Warrington Borough Council.

## **15. Meeting dates for 2021**

**RESOLVED** that;

The meeting dates were as follows;

Tuesday 19th January	Monthly Parish Council Meeting	7.30pm
Tuesday 16 <sup>th</sup> February	Monthly Parish Council Meeting	7.30pm
Tuesday 16 <sup>th</sup> March	Monthly Parish Council Meeting	7.30pm
Tuesday 20th April	Annual Parish Meeting	7.00pm
Tuesday 20th April	Monthly Parish Council Meeting	7.30pm
Tuesday 18th May	Annual Meeting	7.00pm
Tuesday 18th May	Monthly Parish Council Meeting	7.30pm
Tuesday 15th June	Monthly Parish Council Meeting	7.30pm
Tuesday 20th July	Monthly Parish Council Meeting	7.30pm
Tuesday 21st September	Monthly Parish Council Meeting	7.30pm
Tuesday 19 <sup>th</sup> October	Monthly Parish Council Meeting	7.30pm
Tuesday 16 <sup>th</sup> November	Monthly Parish Council Meeting	7.30pm
Tuesday 21st December	Monthly Parish Council Meeting	7.30pm

## **16. Training**

Following the recommendations from the Internal Auditor it was;

**RESOLVED** that;

The clerk and assistant clerk could both attend a Cybersecurity Training Course from the Society of Local Council Clerks at the cost of £30 each plus VAT.

After the October Parish Council meeting, Cheshire Association of Local Councils had offered a Health and Safety Risk Assessment course on Thursday 5<sup>th</sup> November at the cost of £40 per person. The assistant clerk had emailed the request to all Parish Councillors and the Chairman of the Parish Council, Councillor J Wheeler had stated that both the clerk and assistant clerk could attend.

**RESOLVED** that;

The clerk and assistant clerk could attend the Health and Safety Assessment course from Cheshire Association of Local Councils at the cost of £40 per person.

Councillor J Wheeler stated that Cheshire Association of Local Councils provided training for new Parish Councillors and it would be of benefit if new Parish Councillors could attend the training.

**RESOLVED** that;

Training for the new Parish Councillors, Councillor R Johnson, Councillor M Browne and the new Councillor for the one remaining vacant seat would be arranged at the cost of £40 per person.

#### **17. Society of Local Councils Clerks membership for Assistant Clerk**

The Finance and General Purposes Committee approved the amount of £180.00 plus VAT on 8<sup>th</sup> October 2020 however the amount due is £202.00.

**RESOLVED** that;

the amount of £202.00 for the Society of Local Council Clerk's membership for the Assistant Clerk.

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

Councillor T Stansfield reported that he had received a request for a book swap to be installed at the bus shelter on Wrights Green. The clerk said she would look into this matter.

Councillor M Browne asked for the Parish Council to send a thank you letter to residents of Appleton who have raised a significant sum of money for the foodbank in Warrington. Councillor M Browne will send the details to the clerk to send a letter.

Councillor J Wheeler confirmed that Broomfields Sheltered Housing on Bridge Lane in Appleton was due for demolition before the end of this year.

Councillor J Wheeler reported that she had contacted Warrington Borough Council with regards to additional signage for Dood's Lane in Appleton as delivery drivers were following their sat-nav down this unsuitable road.

Councillor J Wheeler asked if the Parish Council had received any correspondence from Lumb Brook Millennium Green. The clerk stated that they have confirmed receipt of the grant notification letter and that they had applied for additional funding from the Co-op.

Councillor J Wheeler asked for the proposed Inland Border Facility to be added to the next Parish Council agenda for an update.

Councillor J Wheeler asked for activities and events to be put as an agenda item for the next Parish Council meeting.

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

Tuesday 15<sup>th</sup> December 2020 at 7.30pm.

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

*These items were confidential and as such it has been removed.*

Meeting ended at 20.55pm.