



# Appleton Parish Council

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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 16<sup>th</sup> February 2021 at 7.30pm**

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

Councillor K Arnett, Councillor B Axcell, Councillor I Axcell, Councillor M Browne from 19.43pm, Councillor G Skentlebery, Councillor J Price, Councillor P Lewenz, Councillor R Johnson, Councillor T Stansfield, 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. Councillor S Bengner sent her apology for the meeting.

#### **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.

Councillor P Walker declared that he was a substitute member of the Development Control Management Committee at Warrington Borough Council. As such he did not take part in any discussion or decision regarding planning applications.

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

A representative of the Stretton and Appleton Thorn Inland Border Facility Liaison (SATIL) Group addressed the Parish Council with regards to the Inland Border Facility at Appleton Thorn. The representative had circulated a report and a summary of tree planting scheme for Appleton Thorn for the attention of all the Parish Councillors for their attention. The representative thanked Cheshire Police for their continued work and asked the Parish Council to pass on these thanks.

The clerk was requested to put the Inland Border Facility as an agenda item on every Parish Council meeting for the rest of the year.

Councillor J Wheeler thanked the representative from the resident's group for attending and providing a comprehensive report.

Councillor M Browne was present from 19.43pm.

#### **4. Appleton War memorial**

Two members of the public addressed the Parish Council with regards to their Appleton War Memorial project. They informed the Parish Council that they had been undertaking this project for the last two years and had gathered information from various sources regarding the names of the deceased on the War Memorial. They were asking for help in promoting their project in order to discover new resources and details regarding the names on the war memorial it was unknown at this stage whether it would be possible to reproduce the research for publication. Councillor G Skentlebery had undertaken some publicity for the research. Councillor J Wheeler offered to contact the Scout group in Stockton Heath which had undertaken similar research. Councillor M Brown said a Parish Councillor on Grappenhall & Thelwall Parish Council had also undertaken similar research and he would provide his contact details. They were also looking at doing an event in November. Councillor J Wheeler asked for this to be an agenda item for the next Parish Council meeting in March.

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

The clerk had circulated the PCSO report for the attention of all the Parish Councillors. Councillor G Skentlebery requested that future reports should contain details of the amount of the fines that they are issuing and for what offences. The clerk will pass on this request to the PCSOs.

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

**RESOLVED** that;

The Minutes of the Parish Council's monthly meeting held on Tuesday 19<sup>th</sup> January 2021 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

Councillor J Price reported that he had sent a letter in his personal capacity regarding the proposals for Bridgewater High school regarding access of the school onto the A49.

Councillor P Lewenz asked if the clerk had received a response from the Public Rights of Way Officer at Warrington Borough Council or the owners of the Bridgewater canal. The clerk confirmed that neither parties had responded to the Parish Council's letters.

**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 4<sup>th</sup> February 2021 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

**8. Parish Hall and Covid-19**

Due to the lockdown restrictions re-opening of the Parish Hall cannot be considered. A meeting regarding re-opening will be arranged when restrictions are lifted.

Following the Finance and General Purposes Committee meeting on 4<sup>th</sup> February 2021, the clerk had sent a letter to the Elections Department of Warrington Borough Council and the clerk had received a reply on 9<sup>th</sup> February 2021.

The clerk has contacted Cheshire Community Action and they have provided guidance from ACRE regarding the use of the Hall for Polling Day.

**RESOLVED** that;

The fee for the hire of Parish Hall on 6<sup>th</sup> May 2021 for polling day was £288.00 plus an additional £1,000 cleaning fee.

The clerk was asked to send a letter confirming this to the Electoral Services Department of Warrington Borough Council.

The Electoral Services Department of Warrington Borough Council will undertake a Covid-19 Risk Assessment on Tuesday 23<sup>rd</sup> February 2021.

The clerk was asked to contact St Mary Magdalene's Church and confirm what they would be charging for the hire of the hall for polling day.

The Parish Council charges that Hall Hire fee of £18 per hour for Polling Day.

**9. Planning**

**RESOLVED** that;

The Minutes of the Planning Committee meeting held on Monday 1<sup>st</sup> February 2021 and 15<sup>th</sup> February 2021 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

**10. Planning issues with Warrington Borough Council**

**RESOLVED** that;

A letter was to be sent to Warrington Borough Council with regards to ongoing planning issues.

The clerk confirmed that she would circulate the letter again for any further amendments. Councillor M Browne reported that Grappenhall & Thelwall Parish Council had similar issues and he would contact them on this matter.

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

The January 2021 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> January 2021.

**RESOLVED** that;

Payments were to be made in accordance with the payment schedule for February 2021.

The clerk outlined the procedure with regards to agenda items;

The clerk will issue a draft agenda on the Monday before the agenda is due to be issued (usually a week beforehand). The draft agenda will ask for any additions or amendments before a certain time and date. After this time/date has expired the clerk issues the agenda. It is not possible to add on agenda items after the agenda has been issued. If anyone wants to add on agenda items you are more than welcome to at any time, but they must be received before the agenda is issued. The agenda is (normally) issued on the Monday on the week before the parish council meeting. Agenda items must clearly state what the proposal is and what action you want the Parish Council to approve. Any agenda items must be accompanied with any supporting documentation (reports/three quotes) prior to the agenda being issued.

The clerk confirmed that she had received numerous complaints regarding the puddle on the footpath from Willow Lane to the Co-op car park both the clerk and Councillor J Wheeler had contacted the owner and the repair works will now be undertaken.

The clerk reported that she had received a complaint regarding the book swap at the bus shelter on Wrights Green. The member of the public said that it was not in keeping with the street scene and was not happy at it was turning into a jumble sale/charity shop. The clerk confirmed that various items including toys, furniture and illegal DVDs have been left in the bus shelter and these had been collected by the Parish Ranger and disposed of.

The clerk informed the Parish Council that the Ministry for Housing, Communities and Local Government had launched a consultation regarding a new Office for Place which would involve each local planning authority drawing up its own design code in consultation with local people that developers would have to adhere to. This would involve some changes to the National Planning Policy Framework (NPPF). There is currently an eight-week consultation on the proposals which will close in late March. Further information can be found at <https://www.gov.uk/government/consultations/national-planning-policy-framework-and-national-model-design-code-consultation-proposals>.

The clerk confirmed that she had attended a Parish Council Liaison meeting, along with Councillor P Lewenz and Councillor J Wheeler on Thursday 11<sup>th</sup> February 2021 from Warrington Borough Council. They had confirmed that Parish Councils would be re-charged for election costs. The cost to Appleton Parish Council, in the last Parish Council elections was £6,387.94. Warrington Borough Council confirmed that an elections page had been launched at <https://www.warrington.gov.uk/elections2021>. An online briefing for prospective candidates and agents will be held via Teams on 2nd March 2021 at 6.30pm – all prospective candidates and agents must register in advance before Monday 1<sup>st</sup> March so that an invite to the briefing can be sent.

The clerk had received an email dated 12<sup>th</sup> February 2021 from the Planning Policy & Programmes Team of Warrington Borough Council regarding a draft Town Centre SPD and a draft House Extensions SPD. The draft SPDs are now subject to formal public consultation, as required by The Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's Statement of Community Involvement. Copies of the draft SPDs together with supporting information on the consultation is available to view at; <https://www.warrington.gov.uk/TownCentreSPD> and <https://www.warrington.gov.uk/HouseExtensionsSPD>. The consultation period is from Friday 12<sup>th</sup> February 2021 to Sunday 14<sup>th</sup> March 2021. Comments can be submitted by email at [localplan@warrington.gov.uk](mailto:localplan@warrington.gov.uk) or by post to: Planning Policy and Programmes Team; Warrington Borough Council, East Annex; Town Hall, Sankey Street; Warrington, WA1 1UH.

## **12. Training**

The clerk reported that the Booking Secretary/Cleaners First Aid certificate expires in April 2021.

**RESOLVED** that;

The Booking Secretary/Cleaner could attend a First Aid course with the cost not exceeding £100.00.

The clerk noted that the Parish Council had agreed to all the staff go to on Health and Safety, Lone Working and Manual Handling training at the Parish Council meeting on 17<sup>th</sup> March 2020, however this training has yet not been done due to Covid-19.

The Clerk and Assistant Clerk would like to go on a free one hour Zoom course on year end accounts.

**RESOLVED** that;

The Clerk and Assistant Clerk could go on a one-hour free course on 24<sup>th</sup> February 2021.

### 13. Local Plan Expenditure

The clerk confirmed that she had received an invoice dated 29<sup>th</sup> January 2021 for the recharge to Appleton Parish Council for GT Planning Consultancy Services & Kings Chamber Barrister fees in relation to the South Warrington Parish Councils Local Plan Liaison Group from February 2020 to January 2021. The charge for this period is £3934.40. Appleton Parish Council pay 28.37% contribution as such the payable is £1116.19.

The charge of £3934.40 is broken down as follows;

March 2020	GT Planning - advice	£400
Aug 2020	GT Planning - advice	£480
Aug 2020	GT Planning - advice	£600
Aug 2020	Kings Chambers - advice	£240
Oct 2020	GT Planning - advice	£1360
Dec 2020	Lymm PC - refund for Zoom	£134.40
Dec 2020	GT Planning - advice	£720

Total = £3934.40.

**RESOLVED** that;

The amount of £1,116.19 is paid by the Parish Council for the Local Plan contribution.

The clerk expressed ongoing concern regarding costs as the Local Plan has not yet been published. The amount spent by the Local Plan Group so far is £38,060.41. Appleton Parish Council has paid a 28.37% contribution of this amount.

The amount paid by Appleton Parish Council is £10,797.74.

The payments and dates paid made are as follows;

£2,553.73	paid December 2018
£5,489.45	paid July 2019
£1,6938.37	paid February 2020
£1,116.19	To be paid February 2021

£10,797.74      Total amount

Local Plan Expenditure and next Financial year 2021/2022.

**RESOLVED** that;

the Parish Council approve a maximum spend of £1,500 for 2021/2022.

The clerk will sent a letter regarding this to the Local Plan group for their attention.

#### **14. Litter Bins**

This item was deferred until the Finance and General Purposes Committee meeting in March.

The clerk was requested to ask if the cemetery staff could empty the bins in between the bi-weekly collections at the Fox Covert Cemetery, as the bin was now regularly overflowing.

**15.** There was no agenda item 15.

#### **16. Parish Hall – Fire System**

The clerk reported that there was a fault on the fire system on 29<sup>th</sup> January 2021 as such the clerk had called an electrician to fix the fault. The charge for this was £157.50 plus VAT.

**RESOLVED** that;

The amount of £157.50 plus VAT was to be paid to repair the fire system at the Parish Hall.

There was then a further fault on the fire system on 9<sup>th</sup> February 2021 and the call out charge for this was £75.40 plus VAT.

**RESOLVED** that;

The amount of £75.40 plus VAT was to be paid to repair the fire system at the Parish Hall.

Following this visit further work was found necessary.

Isolate, disconnect and remove existing batteries to wireless fire alarm devices.

Supply and install the following:

16No Hyfire Primary Batteries.

16No Hyfire Secondary Batteries.

Connect to existing wiring.

Test and commission upon completion.

The cost of this work was £319.16 plus VAT.

**RESOLVED** that;

The amount of £319.16 plus VAT was approved for the above work.

#### **17. Offer from Cheshire Association of Local Councils regarding annual membership**

The clerk had received an email from Cheshire Association of Local Councils offering a discount on the first year of membership. The cost of membership for the financial

year 2021/2022 is £1,470.00. However, they are offering a discount so the amount has been reduced to £848.50.

**RESOLVED** that;

The Parish Council would take out membership of the Cheshire Association of Local Councils at the cost of £848.50 for 2021/2022.

### **18. Update from Environmental Working Party.**

Councillor J Walker informed the Parish Council that there had been a meeting of the Environmental Working party on Wednesday 10<sup>th</sup> February 2021 and the minutes of the meeting have been circulated.

The clerk confirmed that any recommendations which had expenditure of over £1,000 would require three quotes as this was a requirement of the Financial Regulations and this was also an audit requirement.

The assistant clerk will obtain a quote from All Seasons which includes the details regarding the frequency of watering, and this will be considered by the Parish Council at the next Parish Council meeting in March.

The assistant clerk will be obtaining three quotes for the work at the corner plot of Bridge Lane shops. The clerk confirmed that the Parish Ranger will continue to cut the grass on this corner.

The assistant clerk will be obtaining three quotes for replacement tree planting. Councillor J Wheeler stated that this would replace lost trees which have been cut down due to disease.

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

Councillor T Stansfield reported concerns from residents regarding the heavy police presence in Appleton Thorn. Councillor J Wheeler confirmed that this was due to the Inland Border Facility and that the presence had dramatically reduced speeding around the area.

Councillor B Axcell reported that he had attended a meeting regarding replacement tree planting with funds from the Inland Border Facility and that there was another meeting scheduled for two weeks' time. Several Parish Councillors expressed different opinions around where trees should be planted.

Councillor J Price requested that the Parish Council should advertise for new Parish Councillors. The clerk advised that this would not be possible as it was an election in May as such it was not possible to co-opt new members if some Parish Councillors decided to retire in May.

Councillor K Arnett reported that the surface of London Road and Greenways was rough and filled with potholes and that he would contact Warrington Borough Council with regard to this matter.

Councillor K Arnett that the Census started soon. The clerk confirmed that notices had already been displayed on the Parish Council Facebook and website.



Councillor R Johnson had reported an issue with regards to flooding to the clerk and the clerk confirmed that this had been logged with Warrington Borough Council for their attention.

Councillor P Lewenz and Councillor G Skentlebery both complained regarding the condition of the Dingle as the paths were muddy and it looked neglected. Councillor G Skentlebery reported that a member of the public was undertaking work in the Dingle which included starting a fire. He will report this to the PCSOs for their attention and ask them to increase patrols in the area. The clerk was asked to contact both Warrington Borough Council and the Woodland Trust regarding these issues.

Councillor M Browne reported that a planning application had been submitted for Six:56 Warrington. (2019/34799, Land to the west of Junction 20 of the M6 Motorway, and Junction 9 of the M56 Motorway and to the south of, Grappenhall Lane/Cliff Lane). The clerk confirmed that this was on the planning committee's agenda for Monday 1<sup>st</sup> March.

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

Tuesday 16<sup>th</sup> March 2021 at 7.30pm.

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

**As this item was confidential the contents have been removed.**

Meeting ended at 21.25pm.