



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonpc.org.uk

Minutes of the Annual Parish meeting of Appleton Parish Council held on Tuesday 19th April 2022 at 7pm

Present: -

Councillor M Browne, Councillor G Chapman from 7.35pm, Councillor K Critchley, Councillor M Delaney, Councillor M Jervis, Councillor B Kidley, Councillor P Lewenz, Councillor M Marshall from 7.05pm, and Councillor J Wheeler from 7.05pm.

Mrs J Monks (Clerk).

1. Welcome and apologies for absence

The Chair of the Parish Council, Councillor K Critchley welcomed everyone to the Parish Council meeting.

Councillor S Brookes, Councillor C Critchley, Councillor J Freeman, Councillor J Walker had sent their apologies for the meeting.

2. Chairman's report on the past year

Councillor K Critchley's report was as follows;

It is with great pleasure that I can deliver for the first time as Chairman a report on the past year on behalf of Appleton Parish Council.

To some extent the year has been one of challenge as many new members have joined the Council and found their feet as representatives of the Parish. It's been gratifying to see the growth of the team and the mutual support offered to each other.

The Covid restrictions also presented early challenges to the running of meetings and the commencement of meetings in the format of, face-to-face without social distancing was a much-welcomed return to normality.

I'm pleased to say though that despite all the challenges we have navigated, we have enjoyed a successful year for the Parish Council.

Some of the highlights of the year were;

The continued support for the Millennium Green that enabled that organisation to continue its work for in particular the residents of Cobbs, but also supporting the continued provision of an open and accessible stretch of countryside linking the

Bridgewater Canal and the Dingle.

The formation of the Dingle and Fords Rough Working Party has enabled the establishment of a group that can now bring together Appleton Parish Council, Warrington Borough Council, the Woodland Trust and volunteers who wish to be involved in maintaining and enhancing this important public space and the amenity it brings to those living in Appleton and the wider community.

The reopening of the Parish Hall once Covid restrictions were lifted sufficiently to allow this to happen, has seen the hall now taking its rightful place at the heart of Appleton providing many community activities ranging from the Independent Methodist Church and its coffee morning to yoga and Bridge groups. Bookings continue to grow following the ending of Covid restrictions and we look forward to the use of the hall continuing to expand in the coming year.

The Events Working Party have been active during the year, the 100th Anniversary War Memorial event at Appleton Thorn held at St Cross Church was a poignant, thought provoking and at the same time enjoyable occasion. I would like to thank once again all those who organised the event and in particular Kevin and Liz McAloon and the Appleton Thorn Village Choir whose contribution made the occasion so memorable.

It was a great privilege to represent the Parish laying the wreath at the Remembrance Service at St Cross the following Sunday. A service that saw the unveiling of the plaque commemorating the Appleton Parish Council's involvement in the erection of the Appleton Thorn War Memorial 100 years previously.

The Events Working Party is now busily preparing for the Queens platinum Jubilee celebrations with two main events planned in Appleton one at St Mary Magdalene's at Cobbs and the other at the Appleton Parish Hall.

The various Committees of the Parish Council continued to perform their roles, in particular the Planning Committee reviewing planning applications and where necessary raising concerns or objections.

The Parish Council were pleased to support the work of the South Warrington Parishes Group and in particular this Groups objection to the Warrington Local Plan and the Six:56 development both of which have significant adverse consequences for Appleton.

Councillor M Marshall and Councillor J Wheeler arrived at the meeting 7.05pm.

I would like to thank the Parish Council staff, the Clerk, the Assistant Clerk, the Booking Secretary and the Parish Ranger for their important contributions to the life of the Parish throughout the year.

It was also pleasing that after review of anticipated income and expenditure for the year 2022/23 we were able to confirm that we could hold the Parish element of the Council Tax charge at last year's level.

I look forward to continuing the important contribution that the Appleton Parish Council make to the life and residents of Appleton.

3. Open discussion on Parish matters

None.



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Mrs J Monks (Clerk). The Cheshire Police Beat Manager and PCSO were present for agenda item 21, PCSO report only.

1. Welcome and apologies for absence

The Chair of the Parish Council, Councillor K Critchley welcomed everyone to the Parish Council meeting.

Councillor S Brookes, Councillor C Critchley, Councillor J Freeman, Councillor J Walker had sent their apologies for the meeting.

2. Members Code of Conduct

Councillor M Jervis and Councillor J Wheeler declared that they were members of the Development Management Committee of Warrington Borough Council.

3. Public Participation

No members of the public were present.

4. Minutes of last Parish Council meeting and matters arising

RESOLVED that;

The Minutes of the Parish Council meeting held on Tuesday 15th March 2022 were approved.

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

Councillor J Wheeler asked why the request to earmark funds had been deferred by the Finance and General Purposes Committee. The clerk stated that the earmarked funds were due to be reviewed after year end and as such this would be discussed at the next Finance and General Purposes Committee on 5th May 2022.

RESOLVED that;

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 31st March 2022, (copies of which had been circulated to each Member) were approved and signed by the Chair.

RESOLVED that;

- (a) The Parish Council should not make a grant of £300 to fund three scouts to attend a Scout Jamboree in South Korea in August 2023 because it was funding individuals, rather than an organization and it would not benefit the Parish as such it would be contrary to the grant policy of the Parish Council. As such the grant was refused by the Parish Council.
- (b) The following Covid measures for the Parish Hall were reviewed following the change of guidance from Central Government and the issue of the ACRE guidance and the following was approved;

- To no longer require Parish Hall users to use facemasks whilst using the Parish Hall. Action required is to remove all posters.
- To no longer use the Track & Trace NHS system. Action required to remove all posters
- Cleaning sheets. Currently the cleaners and staff all sign a cleaning sheet showing the time and date the room was cleaned. There are three sheets in total in operation for the Parish Hall. The cleaners sign the sheet for the main hall, kitchen and toilets. Parish Hall users sign the sheet for the main hall only.

Recommend that the above practice continues as per the ACRE guidance.

- If cleaning is not undertaken by the Hall Hirer a £50 Covid 19 cleaning charge is made. It is recommended that this is amended to, if cleaning is not undertaken by the Hall Hirer, a £50 cleaning charge is made.
- The tenancy agreements are kept with the Covid rules for the time being. The tenancy agreements clearly state, 'subject to the Covid rules at the date of your hire.' Given the frequency of the changes of the Covid rules over the last two years, the clerk recommends that the tenancy agreement is reviewed in September. Then new tenancy agreements can be reissued to all. The ACRE guidance is to reissue tenancy agreements on an annual basis and all the current agreements were signed after 1st September 2021. It is ACRE guidance that the Covid special hire conditions are still retained.
- Covid First Aid box and treatment plan is kept and is not revised in line with ACRE guidance.

- Recommendation is to continue not to hire out the entrance hall separately. The entrance hall is a general throughfare for staff and for users of the main hall. Many users use the entrance hall as part of their bookings and previously when the entrance hall has been let separately this has created endless complaints. This was highlighted in the Parish Hall Covid 19 Risk Assessment not to hire this out separately due to it being a throughfare.
- Risk Assessments. Regular users are asked to provide risk assessments for their activity. As per the ACRE guidance this should continue.
- Contract cleaning from Warrington Borough Council is reviewed in September, before the twelve-month contract is due for renewal.
- Following the notification of any covid case, the Parish Hall will be immediately cleaned. Change to regular cleaning of the Hall takes place and is recorded on the cleaning sheets.

6. Planning

RESOLVED that;

The Minutes of the Planning Committee meeting held on Tuesday 15th March 2022 and Thursday 31st March 2022 (copies of which had been circulated to each Member) were approved and signed by the Chair.

7. Accounts for 2022/2023 and Payments Schedules

The March 2022 statement of Receipts and Payments for the Financial Year 2021/2022 was noted and the bank reconciliation as of 31st March 2022 was noted and signed by the Chair of the Parish Council.

RESOLVED that;

Payments as detailed on the payment schedule for April 2022 were approved.

8. Quarterly Banking Reconciliation and banking checks

To confirm the quarterly banking reconciliation will be checked by Councillor P Lewenz. Councillor P Lewenz will sign this and return to the clerk.

9. Environmental improvements Appleton Thorn

The volunteers at Appleton Thorn, locally known as 'Team Thorn' were thanked for their continued work in the village. It was recognised that they undertake a significant amount of work which included planting and improvements for the village.

RESOLVED that;

The amount of £150.00 was to be allocated for expenditure for village improvements/planting for Appleton Thorn to enable the volunteers to purchase items as and when required. These funds were to be taken from the Environment Improvement budget for 2022/2023.

10. PCSO agreement for 2022/2023

RESOLVED that;

The Parish Council funds the amount of £16,640 for 50% of a PCSO for 2022/2023 and that the contract was approved by the Parish Council and signed by the Chair.

The clerk noted that the following was not in the contract. "PCSO visibility on 5th November, Bonfire Night and 31st December, New Year's Eve at Hillcliffe" cannot be guaranteed and as such had been removed from the contract. Councillor K Critchley will take this up with Cheshire Police as a separate matter.

11. Society of Local Council Clerks Membership for Clerk

RESOLVED that;

The annual membership fee for the clerk for the Society of Local Council Clerks was renewed at the cost of £215.00.

12. Cheshire Association of Local Councils membership for 2022/2023.

The clerk noted that the Local Council Review Magazine is no longer available from 1st April 2022 at the cost of £17 per hardcopy.

RESOLVED that;

The Parish Council would not join Cheshire Association of Local Councils at the cost of £1470.04 for the financial year 2022/2023.

Councillor G Chapman arrived at the meeting 7.35pm.

13. Beacon

RESOLVED that;

The Parish Council would loan the beacon to Warrington Rotary Club for the Queens Jubilee as the clerk had received a formal request to borrow it.

The conditions of the loan were that the organisation must be responsible for all the Health & Safety aspects and will have adequate insurance for the beacon and event and provide a gas canister and dispose of the gas canister in order to use the beacon.

If a formal request is received from St Thomas Church and it is not for the same time/date, they may be able to borrow the beacon as well. If a request is received the clerk will organise.

14. Donation to Warrington Foodbank

Councillor P Walker had asked for the agenda item but was not present at the meeting. The item was deferred, and the clerk would contact Councillor P Walker requesting the rationale and proposed amount of donation so this could be considered by the Parish Council. Upon receipt of this information the clerk would put it back on the agenda for consideration by the Parish Council.

15. Training

RESOLVED that; the following training and expenditure was approved;

- (a) Councillor G Chapman to attend all three Andrea Pellegram Online training sessions on 31st March 7th and 14th April 2022 at the cost of £30 per session for Cheshire Association of Local Councils Members or £45 per session non-members.
- (b) Councillor B Kidley to attend all three Andrea Pellegram Online training sessions on 31st March 7th and 14th April 2022 at the cost of £30 per session for Cheshire Association of Local Councils Members or £45 per session non-members.
- (c) Councillor M Browne to attend the one Andrea Pellegram Online training session on 14th April 2022 at the cost of £30 per session for Cheshire Association of Local Councils Members or £45 per session non-members.
- (d) Councillor M Delaney to attend all three Andrea Pellegram Online training sessions on 31st March 7th and 14th April 2022 at the cost of £30 per session for Cheshire Association of Local Councils Members or £45 per session non-members.
- (e) Councillor P Lewenz to attend two Andrew Pellegram Online training sessions on 7th and 14th April at the cost of £30 per session for Cheshire Association of Local Councils Members or £45 per session non-members.
- (f) For the Clerk and assistant Clerk to attend a Steve Parkinson Contracts and Procurement course from Cheshire Association of Local Councils course on Tuesday 26th April at the cost of £30 for members or £45 for non-members.

16. Proposed diversion of Public Footpath No. 20

RESOLVED that;

The Parish Council will send a letter regarding the concerns about the diverted footpath joining Green Lane.

17. Queens Jubilee events

RESOLVED that;

- (a) the additional expenditure of £1,000 was approved.
- (b) the actions outlined in the working party minutes dated 31st March 2022 were approved.
- (c) the Risk Assessment for the events was approved.

- (d) the Hall Hire fee for Appleton Independent Methodist Church on Sunday 5th June would be nil and would be waived as they were running the Queens Jubilee event at the Parish Hall for the Parish Council.

18. Arley Residents Group

The Parish Council had received an email from the residents and neighbours' group of the Arley Estate requesting that the Parish Council join the group.

RESOLVED that;

The Parish Council would request to be kept updated on the group's activities.

19. Nature Trail

The clerk had received an email from Hatton Parish Council regarding a proposed nature trail.

RESOLVED that;

The Parish Council would like to be kept updated on the progress of this project. The clerk will email Hatton Parish Council accordingly.

20. Format of meetings

RESOLVED that;

The format of meetings still to be flexible. The temporary delegation to the clerk and assistant clerk as agreed at the Parish Council meeting on 18th May 2021 should continue.

This item will be on the agenda every month to consider how meetings in the following month are conducted.

21. PCSO / Police report

The Beat Manager reported that there had been a successful case at Chester Crown Court that they have been involved with following a series of car thefts in Appleton.

The PCSO confirmed that they are regularly attending the Hillcliffe area due to ongoing antisocial behaviour issues.

The PCSOs confirmed that they are continuing to attend the BYP project on Friday evenings to engage with the local youths.

There is ongoing speed enforcement with the Trucam device in Appleton focusing on the hot spots in the area.

The PCSO thought that a portable speed indicator device which could be used on 20mph roads would be beneficial. The clerk was asked to research costs.

Parking remained an issue around schools in the area and this will be continued to be monitored.

22. Parish Councillor reports

Councillor J Wheeler reported that she had attended the BYP project on Friday nights at Broomsfields Leisure centre and she encouraged other Parish Councillors to attend.

Councillor M Jervis reported that he will contact the Chair of the Environment Working Party regarding setting up a meeting.

Councillor M Jervis reported that the meetings of the South Warrington Local Plan group were ongoing with regards to the Local Plan and the Six 56 development.

Councillor P Lewenz reported that he had attended the AGM of Lumb Brook Millennium Green and they expected funds from the Parish Council. The clerk confirmed all funding requests must be done via the grant application form and procedure.

The Clerk informed the Parish Council that both the Clerk and Assistant Clerk were very busy as the activities and bookings at the Parish Hall have increased and there were three big projects at this current time which were priority. The end of year accounts, Parish Hall roof and Queens Jubilee, all of which have deadlines.

23. Dates and time of next meetings

Thursday 21st April 2022, 2pm, The Dingle and Fords Rough working party meeting via Teams.

Thursday 28th April 2022, 6.30pm Queens Jubilee working party meeting via Teams.

Thursday 5th May 2022, 9.30am Planning Committee meeting, Appleton Parish Hall

Thursday 5th May 2022, 9.45am Finance and General Purposes Committee meeting, Appleton Parish Hall.

Tuesday 17th May 2022, 6.30pm Planning Committee meeting, Appleton Parish Hall.

Tuesday 17th May 2022, 7pm Annual meeting followed by Parish Council meeting.

Meeting ended at 8.30pm.