



Appleton Parish Council

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

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Minutes of the Parish Council meeting of Appleton Parish Council held on Tuesday 15th November 2022 at 7pm

Present: -

Councillor S Brookes, Councillor K Critchley, Councillor G Chapman, Councillor M Delaney, Councillor M Jervis, Councillor P Lewenz, Councillor M Marshall, Councillor P Walker and Councillor J Wheeler.

Mrs J Monks (Clerk), three representatives from Homes England and eleven members of the public were present for agenda item 3. The Beat Manager and PCSO were present for agenda item 16.

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

1. Welcome and apologies for absence

Councillor S Brookes welcomed everyone to the Parish Council meeting. Councillor B Kidley, Councillor M Browne and Councillor C Critchley 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. Councillor P Walker declared that he was a substitute member of the Development Management Committee of Warrington Borough Council.

Councillor J Wheeler and Councillor M Jervis declared an interest in relation to the presentation from Homes England regarding Appleton Cross as the planning application would be determined by Development Management Committee. As such, they remained in the room for the presentation but did not take part in the discussion.

3. Presentation from Homes England regarding phase two of the Appleton Cross site

Representatives from Homes England provided a brief update to the Parish Council regarding phase two of the Appleton Cross site. They are looking to develop the plans for phase two in order to future proof it for any future housing developments in the

area and they have been working closely with the NHS to look at the Health Centre needs and space required for this new development. The representatives stated that a new planning application for the site would be required to gain planning permission for the centre which included a new Health Centre, retail unit and community facility. They confirmed that there are no confirmed timescales for the submission of any planning application as they wish to consult with local Parish Councils, NHS and local groups and residents to look at the current and future needs and requirements for this site.

4. Public Participation

A member of the public addressed the Parish Council with regards to the phase two of Appleton Cross stating he was keen to work with the Parish Council, Warrington Borough Council and Homes England to develop this site.

A member of the public addressed the Parish Council with regards to the Remembrance service held at St Cross Church as there had been issues with the sound system in the church and with cars interrupting the laying of the wreaths at the war memorial. The member of the public was asked to contact the Church Wardens at St Cross Church with regards to the sound system. The PCSO confirmed that he would organise a short ten-minute road closure for the service next year.

5. Minutes of last Parish Council meeting and matters arising

The Minutes of the Parish Council meeting on Tuesday 18th October 2022 (copies of which had been circulated to each Member) were approved and signed by the Chair.

Councillor J Wheeler asked if a Parish Councillor had met with the Beat Manager at the Parish Hall. It was understood that this had taken place with the Beat Manager and Councillor B Kidley.

The clerk had received a thank you from St Mary Magdalene's church regarding the £150.00 donation towards the cost of a Christmas tree.

The clerk has received and circulated the response to the formal complaint regarding the new planning system from the Development Manager of Warrington Borough Council.

6. Minutes of Finance and General Purposes committee meeting and to consider approving the recommendations and any matters arising

RESOLVED that;

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 3rd November 2022, (copies of which had been circulated to each Member) were approved and signed by the Chair.

RESOLVED that;

The following recommendations of the Finance and General Purposes Committee on Thursday 3rd November 2022 were approved as follows;

- (a) Quarterly budget review for the period 1st April to 30th September 2022 for the Parish Hall Income and expenditure was approved.
- (b) The reports regarding bookings for the period 1st April to 30th September 2022 were approved.
- (c) The quarterly budget review of income and expenditure was approved.
- (d) The report on the earmarked reserves was approved.
- (e) The five-year review of all income and expenditure was approved.
- (f) The Parish Council should change the type of bank account with the Mansfield to 30 days written notice account to obtain more interest, was approved.
- (g) The following was approved with regards to Parish Hall fees for 2023/2024;
 - The hourly rate for hall hire to be £20.00 per hour from 1st April 2023. This will be an increase of £2.00 per hour due to increased running costs, including gas and electricity.
 - That setting up and clearing away of tables/chairs will no longer be offered from 1st April 2023.
 - That the annual storage charge (for existing users only) increased to £150.00 from 1st April 2023.
- (h) St Mary Magdalene's Church grant application. A Grant of £2,000 towards the car park resurfacing project as it was used as a community facility by many different groups was approved.

7. Planning

RESOLVED that;

The minutes of the Planning Committee on Tuesday 18th October 2022 and Thursday 3rd November 2022. (Copies of which had been circulated to each Member) were approved and signed by the Chair.

8. Accounts for 2022/2023 and Payments Schedules

To note the bank reconciliation as at the 31st October 2022, to confirm the October statement of receipts and payments for the financial year 2022/2023 and to approve the payment schedule for November 2022.

The October 2022 statement of Receipts and Payments for the Financial Year 2022/2023 was noted, and the Members noted the Bank Statement as at 31st October 2022.

RESOLVED that;

Payments were to be made in accordance with the payment schedule for November 2022.

9. Additional Bins in Appleton

To discuss the following proposed locations for an additional bin and to approve any action and expenditure.

- (a) Junction of Park Lane/Firs Lane. To discuss the objections received and to approve any action.
- (b) London Road, (As you exit Dudlows Green Road with the junction with London Road there is a bus stop).
- (c) The Junction with Burfield drive and Windmill Lane.

(a) Additional bin for the junction of Park Lane/Firs Lane

The clerk reported that she had received nine written objections and had had several phone calls regarding residents objecting to the installation of an additional bin at this location.

RESOLVED that;

The Parish Council would not install an additional bin at the junction of Park Lane/Firs Lane. The clerk was asked to inform the residents accordingly.

(b) Additional bin for London Road, (As you exit Dudlows Green Road with the junction with London Road there is a bus stop)

The clerk confirmed that she had contacted Warrington Borough Council regarding an additional bin at this location. Warrington Borough Council were concerned about the bin being sited at this location as the hedge gets very overgrown.

RESOLVED that;

The Parish Council would like to go ahead with an additional bin at this location. As such the clerk will arrange an onsite meeting with Warrington Borough Council to discuss.

(a) Additional bin for the Junction with Burfield Drive and Windmill Lane

The clerk had contacted Warrington Borough Council who confirmed that there was previously a bin at this location and it had been removed at the request of the residents.

RESOLVED that;

An additional bin for the junction with Burfield Drive and Windmill Lane would not be pursued by the Parish Council.

10. Quorum meetings and committee members

Finance and General Purposes Committee

RESOLVED that;

- (a) The membership of the Finance and General Purposes committee is reduced to a maximum of nine Parish Councillors to reduce the quorum requirement to three.
- (b) The members of the Finance and General Purposes Committee are amended to the following Parish Councillors; Councillor S Brookes (Chair), Councillor K Critchley, Councillor G Chapman, Councillor M Jervis, Councillor M Marshall, Councillor J Freeman, Councillor B Kidley, Councillor M Delaney and Councillor P Lewenz.
- (c) The Finance and General Purposes committee will meet on a monthly basis and the day/time of the meeting will be reviewed.

Planning Committee

RESOLVED that;

- (a) Due to the 21-day deadline for comments on planning applications, the Planning Committee will continue to meet every two weeks.
- (b) The Planning Committee quorum is already three, which is the minimum.

Events Working party

RESOLVED that;

the Chair of the Events Working Party to inform the clerk/assistant clerk of a suitable time and date which is convenient to the three members of the Events working party so that the clerk/assistant clerk can arrange.

Dingle and Fords Rough Working party

RESOLVED that;

- (a) The membership of the Dingle and Fords Rough Working Party is reduced to a maximum of six Parish Councillors to reduce the quorum requirement to two.
- (b) The members of Dingle and Fords Rough Working Party are amended to the following Parish Councillors; **The Dingle and Fords Rough Working Party** – Councillor P Lewenz (Chair), Councillor G Chapman, Councillor B Kidley, Councillor J Freeman, and Councillor J Wheeler.

11. Meeting dates for 2023

RESOLVED that;

The following dates were approved for the meetings of the Parish Council for 2023;

Tuesday 17th January

Tuesday 21st February.

Tuesday 21st March

Tuesday 18th April

Tuesday 16th May

Tuesday 20th June

Tuesday 18th July

Tuesday 19th September

Tuesday 17th October

Tuesday 21st November

Tuesday 12th December

The clerk will put the dates on the website and noticeboards and book the Parish Hall accordingly.

12. Emergency call out for plumber and replacement taps

Following an issue with the taps at the Parish Hall the clerk and the Chair approved a call out for an emergency plumber who attended the Parish Hall on Thursday 3rd November 2022. One tap in the ladies toilet and the tap in the disabled toilet needs replacing.

RESOLVED that;

The amount of £60.00 plus VAT was approved for the emergency call out for a plumber.

RESOLVED that;

The amount of £359.24 plus VAT was approved for the supply and fitting of replacement taps in the ladies and disabled toilet.

13. Training

RESOLVED that;

The following was approved;

- (a) Councillor G Chapman to attend session one of the Andrea Pellegram training on 24th November 2022 from Cheshire Association of Local Councils at the cost of £45.00.
- (b) For the clerk, assistant clerk and Booking Secretary Cleaner to attend a free training course on the Hallmaster booking system.
- (c) For the clerk and assistant clerk to attend the free Society of Local Council Clerks branch meeting on Wednesday 30th November.

14. Local Plan Group

RESOLVED that;

- (a) The Parish Council will remain as part of the South Warrington Parishes Local Plan group.
- (b) The Parish Council will part fund any representations for the Local Plan up to a maximum figure of £7,000 for the financial year 2023/2024, based on the recharge formula of the precept of each Parish Council for 2023/2024 and a budget of £25,000. The agreed funding is for the Local Plan only and not for any other purpose or any other planning applications.

The clerk will draft a letter to be circulated which will then be sent to the Chair of the South Warrington Parishes Local Plan group.

15. 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.

16. PCSO / Police report

The clerk had circulated the PCSO report to all the Parish Councillors for their attention. The PCSO and Beat Manager reported that there had been one burglary on Firs Lane, but this was a one-off isolated incident. Residents were being encouraged to complete an online form called 'Residents Voice' if they would like to report individual incidents including any speeding.

The Beat Manager was pleased with the new recordable Speed indicator device which had been used on all roads in Appleton including 20mph roads. The data collected aids enforcement and can be used as evidence for requests to Warrington Borough Council for traffic calming measures. The Beat Manager asked if the Parish Council could consider purchasing an additional speed indicator device. The clerk will put this as an agenda item for the next Finance and General Purposes Committee meeting.

The Beat Manager reported that she had been successful in obtaining a £9,500 grant from Cheshire Constabulary working with the BYP project in opening during the school holidays and at other times during the year.

The Beat Manager reported that the installation of the bollards at Fox Covert was ongoing, and they are due to be installed soon following the temporary traffic order which had been issued.

The Beat Manager and the PCSO attended Broomfields Junior school and conducted interviews of new mini police recruits.

17. Parish Councillor reports and feedback from other meetings

Councillor P Lewenz reported that he had been looking at an online mapping system and had attended a webinar, and the Parish Council had a 30-day free trial of the system.

Councillor P Lewenz reported that he would be setting a date for a meeting of the Dingle and Fords Rough Working party soon.

Councillor J Wheeler stated that she had submitted a report to Warrington Borough Council regarding the condition of the footpaths on London Road as they were slippery due to falling leaves.

18. Dates and time of next meetings

Thursday 1st December 2022, 9.30am Planning Committee meeting.

Thursday 1st December 2022, 9.45am Finance and General Purposes Committee meeting.

Tuesday 13th December 2022, 6.30pm Planning Committee meeting.

Tuesday 13th December 2022, 7pm Parish Council meeting.

Part Two – This contains confidential information and the clerk left the meeting for agenda items 19, 20 and 21.

19. National Pay award

RESOLVED that;

the National Pay Award be awarded to all staff and this was to be backdated to 1st April 2022 and paid in December 2022.

RESOLVED that;

All staff would be entitled to one extra day's annual leave from 1st April 2023 as part of this pay agreement.

20. Staffing Review

This item was confidential and as such the contents have been removed.

21. Appraisals

RESOLVED that;

The Parish Council adopts the ACAS (Advisory, Conciliation and Arbitration Service) model appraisal form and follows the procedures outlined by ACAS.

Appraisals to be carried out in November 2022 by the clerk, as line manager and Councillor S Brookes as the Chair.