



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonpc.org.uk

Minutes of the Annual meeting of Appleton Parish Council held on Tuesday 16th May 2023 at 7pm

Present: -

Councillor K Critchley, Councillor C Critchley, Councillor M Browne (from 7.05pm onwards), Councillor G Chapman, Councillor L Chapman, Councillor M Jervis, Councillor P Lewenz, Councillor M Marshall, Councillor P Walker and Councillor J Wheeler.

Mrs J Monks (Clerk).

In the absence of the Chair of the Parish Council, Councillor S Brookes and in the absence of the Vice-Chair, Councillor B Kidley, Councillor K Critchley chaired the Annual meeting.

1. Election of a new Chair of the Parish Council

RESOLVED that;

Councillor L Chapman was elected Chair of the Parish Council for 2023/2024.

2. Election of a new Deputy Chair of the Parish Council

RESOLVED that;

Councillor K Critchley was elected Deputy Chair of the Parish Council for 2023/2024.

Councillor M Browne arrived at the meeting 7.05pm.

3. Code of Conduct

RESOLVED that;

The Parish Council confirms the Code of Conduct for Members adopted by Warrington Borough Council as the council's code of conduct under section 27(2) and 27(3) of the Localism Act 2011.

4. Declaration of Interest Forms

Councillor K Critchley requested that each Parish Councillor reviewed their declaration of interest forms and if it was out of date to complete a new one.

The clerk informed the Parish Council that Parish Councillors would need to complete a new form every time they had a change in circumstances.

Councillor M Marshall will complete and return a new declaration of interest form.

5. Members of Committees and Working parties

RESOLVED that;

The following members be appointed for 2023/2024;

Planning Committee – Councillor G Chapman (Chair), Councillor K Critchley, Councillor C Critchley, Councillor M Jervis, Councillor S Brookes, Councillor L Chapman and Councillor B Kidley.

Finance and General Purposes Committee – Councillor L Chapman (Chair), Councillor S Brookes, Councillor K Critchley, Councillor G Chapman, Councillor M Jervis, Councillor M Marshall, Councillor B Kidley, Councillor M Delaney and Councillor P Lewenz.

Working Parties

Environment Working Party –Councillor K Critchley (Chair), Councillor S Brookes, Councillor P Lewenz, Councillor C Critchley, Councillor B Kidley, Councillor G Chapman, Councillor J Wheeler, Councillor L Chapman and Councillor M Browne.

Employment Working Party – Councillor L Chapman (Chair), Councillor S Brookes, Councillor K Critchley and Councillor G Chapman.

Events Working Party – Councillor G Chapman (Chair) Councillor C Critchley and Councillor K Critchley.

The Dingle and Fords Rough Working Party – Councillor P Lewenz (Chair), Councillor G Chapman, Councillor K Critchley, and Councillor J Wheeler.

6. Members of Outside Bodies

RESOLVED that;

The following members be appointed for 2023/2024;

Warrington Public Rights of Way Forum – Councillor P Lewenz and Councillor B Kidley.

Parish Path Warden – Councillor P Lewenz, Councillor B Kidley and Councillor M Marshall.

Police and Crime Commissioner Surgery Meetings –Councillor M Marshall

Bridgewater Canal Users Group – Councillor J Wheeler

Manchester Airport Liaison – Councillor M Marshall

Pewterspear Green Trust – Councillor M Marshall and Councillor J Wheeler.

South Warrington Liaison Group – Councillor K Critchley and Councillor M Jervis.

Rethinking South Warrington group – No official representative. However the preferred attendees would be Councillor K Critchley and Councillor G Chapman. of the Trust's forthcoming AGM.



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Present: - Councillor K Critchley, Councillor C Critchley, Councillor M Browne, Councillor G Chapman, Councillor L Chapman, Councillor M Jervis, Councillor P Lewenz, Councillor M Marshall, Councillor P Walker and Councillor J Wheeler.

Mrs J Monks (Clerk).

1. Welcome and apologies for absence

Councillor L Chapman welcomed everyone to the Parish Council meeting. Councillor B Kidley and Councillor M Delaney 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

3. Public Participation

No members of the public were present.

4. Minutes of Annual Parish Council meeting and last Parish Council meeting and matters arising

RESOLVED that;

The Minutes of the Parish Council's Annual Parish Meeting on Tuesday 18th April 2023 and the Parish Council's monthly meeting on Tuesday 18th April 2023. (Copies of which had been circulated to each Member) were approved and signed by the Chair.

The clerk confirmed that the representative from Warrington Borough Council had not provided any proposals or costings in writing with regards to the litter around the Appleton Thorn Trading estate.

5. 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 4th May 2023, (copies of which had been circulated to each Member) were approved and signed by the Chair.

RESOLVED that;

The following recommendations were approved;

- a. Parish Hall Income/Expenditure and Hallmaster reports for the financial year 2022/2023. (Hallmaster is the Parish Hall's booking system).
- b. The internal auditor's report and recommendations.
- c. Review of income and expenditure for the period 1st April 2022 to 31st March 2023.
- d. The earmarked reserves budgets for 2022/2023 and the reallocated earmarked reserves budget for 2023/2024.
- e. The five-year review of income and expenditure
- f. That the Parish Council adopts the amended Standing Orders and Financial Regulations.
- g. The Parish Council makes a grant of £600.00 for the Bawming of the Thorn event in Appleton Thorn.

6. Accounts for 2023/2024 and Payments Schedules

The April 2023 statement of Receipts and Payments for the Financial Year 2023/2024 was noted, and the Members noted the Bank Statement as of 30th April 2023.

RESOLVED that;

Payments were to be made in accordance with the payment schedule for May 2023.

7. Annual Governance and Accountability Return 2022/2023 – Section One Annual Governance Statement

The Annual Governance Statement has been discussed at the Finance and General Purposes Committee meeting on Thursday 4th May 2023.

RESOLVED that;

The Accounting statements were approved, signed and dated by the Chair of the Parish Council, Councillor L Chapman and the Clerk and Responsible Financial Officer, Mrs J Monks.

8. Annual Governance and Accountability Return 2021/2022 Section Two – Accounting Statements

The Accounting Statements have been discussed at the Finance and General Purposes Committee meeting on Thursday 4th May 2023.

The Clerk and Responsible Financial Officer has completed the Accounting Statements for 2022/2023 and the Parish Council considered the Accounting Statements. The clerk confirmed that the internal auditor had audited the Parish Council accounts and had signed and dated the relevant sections on the return.

RESOLVED that;

The Accounting Statements are approved, signed and dated by the Chair, Councillor L Chapman and the Clerk and Responsible Financial Officer, Mrs J Monks.

9. Planning

RESOLVED that;

The minutes of the Planning Committee on Tuesday 18th April 2023 and Thursday 4th May 2023. (Copies of which had been circulated to each Member) were approved and signed by the Chair.

The clerk noted that Councillor P Walker did not participate in agenda item nine, the approval of the minutes of the Planning Committee meetings.

10. South Warrington Parish Group

Councillor M Jervis reported that the public inquiry regarding the Six56 has been adjourned pending further information. The South Warrington Parish Group had short deadlines to work to with the Planning Consultant and Barrister who have been employed to act on behalf of the group.

RESOLVED that;

the South Warrington Parishes comments as prepared by Groves Town Planning on the updated Local Plan be approved for the Local Plan Main Modifications Public Consultation and for the Six56 planning appeal.

the Planning Consultant and Barrister have delegated authority to act on behalf of the South Warrington Parishes Group, to which Appleton Parish Council are part of.

that Appleton Parish Council agrees that both the Planning Consultant and Barrister can make submissions and make representations on behalf of the Parish Council in relation to the Local Plan or in relation to any issue relating to the Six56 planning application,

As such individual submissions and representations by either the Planning Consultant or the barrister employed on behalf of the South Warrington Parishes Group does not require formal approval of the Parish Council.

11. Membership of the Mid-Cheshire Footpath Society

RESOLVED that;

The annual membership cost of £8 was approved for the membership of Mid-Cheshire Footpath Society.

Councillor P Lewenz asked the clerk to obtain a copy of their minutes from the annual meeting.

12. Donation to Warrington Foodbank

Councillor P Walker requested that the Parish Council make a regular donation to Warrington Foodbank.

RESOLVED that;

Councillor P Walker will contact Warrington Foodbank asking them to apply for a grant via the grant application form and ask them to provide an up-to-date presentation in writing along with details of their finances. Once this information has been provided this will then be considered by the Finance and General Purposes Committee. Warrington Foodbank may be asked to come along to a meeting to give a presentation after the requested information is provided in writing.

13. PCSO / Police report

The clerk had circulated the PCSO report to all the Parish Councillors for their attention. There were no PCSOs in attendance.

14. Parish Councillor reports and feedback from other meetings

Councillor G Chapman requested that the Parish Ranger continue to cut the grass on the corner of Green Lane and Cann Lane North as the grass required cutting. This area will be considered for bulb and wildflower planting.

Councillor J Wheeler asked if bulbs and wildflower planting could be agenda items for the next environmental working party.

Councillor J Wheeler reported that the planters at Bridge Lane shops had not been done by Northwich Town Council. The clerk confirmed that the contract stated that they would be planted by the end of May. Councillor J Wheeler asked the clerk to contact Northwich Town Council to confirm the date that they would be planted by.

Councillor P Lewenz reported that the ownership of the footpath through the Dingle has now been established and he will liaise with the assistant clerk to arrange a Dingle and Fords Rough Working party meeting soon.

Councillor P Walker stated that he was unable to access his official Appleton Parish Council email address. The clerk will arrange for his password to be reset.

Councillor M Browne reported that the Ward Councillors had a presentation from Warrington Borough Council regarding their planned Highway and Footpath maintenance programme and that the Ward Councillors had been consulted and had had the opportunity to feedback to Warrington Borough Council regarding this. Councillor M Jervis asked if this could be an agenda for the next Parish Council meeting. The clerk confirmed that she would need the details so these could be issued with the agenda for the Parish Council meeting. Councillor M Jervis will send a copy of the presentation and details of the programme to the clerk to put this as an agenda item.

Councillor K Critchley reported that the bollards on the Fox covert cemetery had been installed however there were issues which required attention. Councillor K Critchley attended an onsite meeting with a representative from Warrington Borough Council and Cheshire Police and the issue will be resolved shortly.

Councillor K Critchley confirmed that he will liaise with Councillor P Walker and the assistant clerk with regards to air quality monitors for this to be discussed as an agenda item at the next Finance and General Purposes Committee meeting.

15. Dates and time of next meetings

Thursday 1st June, 9.30am Planning Committee meeting

Thursday 1st June, 9.45am Finance and General Purposes Committee

Tuesday 20th June, 6.30pm Planning Committee meeting.

Tuesday 20th June, 7pm Parish Council meeting.