



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonpc.org.uk

Minutes of the Parish Council meeting of Appleton Parish Council held on Tuesday 17th October 2023 at 7pm at Appleton Parish Hall

Present: -

Councillor L Booth, Councillor M Browne, Councillor G Chapman, Councillor L Chapman, Councillor M Jervis, Councillor P Lewenz, Councillor M Marshall, Councillor H Speed, Councillor P Walker and Councillor J Wheeler from 7.10pm onwards.

Mrs J Monks (Clerk). One member of the public and four representatives from Cheshire Police for agenda item 19 only.

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

1. Welcome and apologies for absence

The Chair of the Parish Council, Councillor L Chapman welcomed everyone to the Parish Council meeting. Councillor M Delaney, Councillor K Critchley 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.

3. Public Participation

No members of the public wished to speak at this point.

4. Minutes of last Parish Council meeting and matters arising

Councillor H Speed requested that the minutes were amended to show that she was a member of the Environment working group. As such the minutes were not approved.

The clerk reported that Warrington Disability Energy savings support team could not attend the Parish Council meeting on 17th October 2023 and will attend the Parish Council meeting in November.

Councillor J Wheeler arrived at the meeting at 7.10pm.

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 on Thursday 5th October 2023. (Copies of which had been circulated to each Member) were approved and signed by the Chair.

RESOLVED that;

The following items were approved further to the Finance and General Purposes Committee meeting on Thursday 5th October 2023.

- (a) The Parish Council awarded a grant of £275.00 for litter picking equipment to the Tuesday litter team of Warrington Litter network.
- (b) The Parish Council awarded a grant of £3,000 for the running costs of Lumb Brook Millennium Green.
- (c) A decision regarding the grant application for £500.00 for Warrington Foodbank was deferred pending further information and the clerk was asked to invite a representative to the next Parish Council meeting.
- (d) The Hall master reports for the Parish Hall hiring were approved.
- (e) The Parish Hall income and expenditure report was approved.
- (f) The review of income and expenditure for the period 1st April 2022 to 30th June 2023 was approved.
- (g) The earmarked reserves were approved.
- (h) The five-year review of income and expenditure was approved.
- (i) The risk assessment was updated regarding supplier fraud.
- (j) The Parish Council donates £200.00 to the Royal British Legion for Remembrance Sunday.
- (k) That the Parish Council donates £150.00 towards the cost of a Christmas tree at St Mary Magdalene's Church.

6. Planning

RESOLVED that;

The minutes of the Planning Committee on Tuesday 19th September and Thursday 5th October 2023. (Copies of which had been circulated to each Member) were approved and signed by the Chair).

7. Accounts for 2023/2024 and Payments Schedules

The September 2023 statement of Receipts and Payments for the Financial Year 2023/2024 was noted, and the Members noted the bank reconciliation of 30th September 2023.

RESOLVED that;

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

8. Quarterly Banking Reconciliation and banking checks

Councillor L Booth will undertake the verification of the bank reconciliation for all bank accounts as of 30th September 2023.

9. Anti-litter campaign partnership with Land Trust

RESOLVED that;

The Parish Council would investigate a partnership with the Land Trust, and they would be invited to the next Environmental working party meeting. The Litter Network team also could be involved with this campaign.

10. Fire Alarm system at Parish Hall

RESOLVED that;

The amount of £110.00 plus VAT was approved for a call out charge for the fault with the fire system.

The amount of £133.10 plus VAT was approved for the replacement batteries for the fire alarm.

11. RAAC concrete survey for Appleton Parish Hall

The clerk confirmed that she had contacted the insurance company regarding cover. It was not known if the Parish Hall contained RAAC concrete. The insurance company stated that they are currently reviewing their policy wordings. The insurance company have stated if the Parish Council becomes aware of RAAC concrete, the Parish Council would have to contact the insurance company to let them know.

Councillor P Lewenz had contacted the builders who built the Parish Hall. They confirmed that they had no records, and they weren't aware of anyone who had built the hall that was still alive.

The clerk had contacted five specialist RAAC concrete surveyors taken from recent Department of Education guidance on RAAC.

RESOLVED that;

Connell Consulting was appointed to undertake a RAAC concrete survey at the Parish Hall at the cost of £750.00 plus VAT.

12. Minutes of Dingle and Fords Rough Working party meeting on Wednesday 27th September and matters arising

RESOLVED that;

The minutes of the Dingle and Fords Rough Working party meeting on Wednesday 27th September were approved.

Councillor P Lewenz confirmed that Warrington Borough Council accepted ownership of the path and he was looking into getting three quotes for the necessary works.

13. Minutes of Environmental Working Party meeting on Wednesday 4th October 2023 and matters arising

RESOLVED that;

The minutes of the Environmental Working party on Wednesday 4th October 2023 were approved.

The clerk confirmed that the minutes of the Environmental Working party meeting on Wednesday 4th October had requested that members emailed the dates/times when they were not available for the first two weeks of November to try and arrange a suitable date/time for the next meeting.

The terms of reference for the Environmental Working party were not approved and were referred to the Environmental Working party for amendment.

14. Replacement tyre for Parish Van

RESOLVED that;

The expenditure of £127.49 was retrospectively approved for the replacement tyre for the van.

Councillor J Wheeler requested a breakdown of the van costs. The clerk will provide this to the Finance and General Purposes Committee for consideration.

15. Breakdown and recovery for the Parish Van

RESOLVED that;

The expenditure of up to £300 plus VAT was approved for breakdown cover for the Parish Van.

16. Training

RESOLVED that;

The following was approved;

- a. Councillor L Booth to attend an induction course from Cheshire Association of Local Councils at the cost of £40.00.
- b. Councillor L Booth to attend a Roles & Responsibilities course from Cheshire Association of Local Councils at the cost of £40.00.
- c. Councillor L Booth to attend an Understanding Neighbourhood Plans course via Cheshire Association of Local Councils at the cost of £45.00.
- d. Councillor L Booth to attend a Finance for Councillors course via Cheshire Association of Local Councils at the cost of £45.00.
- e. Councillor L Booth to attend an introduction to Planning course via Cheshire Association of Local Councils at the cost of £45.00.
- f. To consider and approve any other training requests.

17. South Warrington Parishes Local Plan Working Group

RESOLVED that;

The amount of £876.10 was paid to Lymm Parish Council for Appleton Parish Council's 23.36% split of the bills incurred by the South Warrington Local Plan Working Group for the period June 2023 to September 2023.

The clerk confirmed the total expenditure to date for Appleton Parish Council on the South Warrington Parishes Local Plan group was £24573.15.

18. Parish Council by Election costs for 7th September 2023

The clerk had circulated the breakdown of the election costs for the by election on 7th September 2023. The cost of the by election for Cobbs & Hillcliffe ward was £15,955.79. The cost of the by election for Thorn ward was £5,706.35. The total cost therefore was £21,662.14.

RESOLVED that;

The amount of £21,662.14 was approved for the cost of the by election on 7th September 2023.

Councillor M Marshall, Councillor M Jervis and Councillor G Chapman wanted a named objection against the costs of the by election.

19. PCSO / Police report

The clerk had circulated the PCSO reports to all the Parish Councillors for their attention. Four representatives from Cheshire Police were in attendance. They confirmed that they had dealt with anti-social behaviour on Cobbs estate and hopefully this has now been resolved. Cheshire Police reported that they had been dealing with a high value theft from Appleton Thorn trading estate and an incident regarding damage to the newly installed bollards at Fox Covert.

20. Parish Councillor reports and feedback from other meetings

The clerk reported that all Parish Councillors had been invited to the official opening of the car park at St Magdalene's Church on Saturday 4th November at 10am when the Bishop of Chester will be attendance to officially bless the opening of the car park.

Councillor M Jervis reported that the Local Plan will be considered at a Council meeting of Warrington Borough Council in December and a decision regarding the Six56 development was due in January 2024.

Councillor P Lewenz reported that Warrington Borough Council had not yet finished footpath number 20 and the developers had installed a footpath onto Green Lane.

The owners of the land adjacent to Orchard Meadows housing development are looking to protect all the trees on this site with tree preservation orders.

Councillor P Walker reported that all the wooden bridges over streams had now been inspected by Warrington Borough Council and these have now been repaired.

21. Dates and time of next meetings

Friday 27th October 2023, 1pm Events working party via teams.

Thursday 2nd November 2023, 9.15am Planning Committee meeting.

Thursday 2nd November 2023, 9.45am Finance and General Purposes Committee meeting.

Tuesday 21st November 2023, 6.30pm Planning Committee meeting.

Tuesday 21st November 2023, 7pm Parish Council meeting.

Part Two – This contains confidential information and only Parish Councillors were present for this agenda item. The clerk left the meeting.

22. Staffing Review

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