



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 19th September 2023 at 7pm at Appleton Parish Hall

Present: -

Councillor L Booth, Councillor K Critchley, 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.

Mrs J Monks (Clerk).

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 and welcomed the two new Parish Councillors, H Speed and L Booth following the election. Councillor C Critchley sent her apologies for the meeting.

2. Acceptance of Office and declaration of interests for new Parish Councillors

Following the elections on 7th September 2023, Councillor L Booth and Councillor H Speed signed the acceptance of office and completed the declaration of interest forms.

The clerk confirmed that she would display the declaration of interest forms on the Parish Council's website and send copies to the Monitoring Officer at Warrington Borough Council.

3. 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.

4. Public Participation

No members of the public were present.

5. Members of committees and working parties

RESOLVED that;

The members of the committees and working parties were amended as follows;

Planning Committee – Councillor G Chapman (Chair), Councillor K Critchley, Councillor C Critchley, Councillor M Jervis, Councillor L Chapman, Councillor L Booth, Councillor P Lewenz and Councillor M Delaney.

Finance and General Purposes Committee – Councillor L Chapman (Chair), Councillor K Critchley, Councillor G Chapman, Councillor M Jervis, Councillor M Marshall, Councillor H Speed, Councillor C Critchley, Councillor M Delaney and Councillor P Lewenz.

Working Parties

Environment Working Party –Councillor K Critchley (Chair), Councillor P Lewenz, Councillor C Critchley, Councillor G Chapman, Councillor J Wheeler, Councillor L Chapman, Councillor H Speed and Councillor M Browne.

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

Events Working Party – Councillor G Chapman (Chair) Councillor C Critchley, Councillor L Booth 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.

Councillor J Wheeler reported that she could not attend any meetings during the day. Councillor K Critchley reported that he could not attend any evening meetings.

6. Minutes of last Parish Council meeting and matters arising

RESOLVED that;

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

7. Planning

RESOLVED that;

The minutes of the Planning Committee on Tuesday 18th July 2023, Thursday 3rd August 2023 and Thursday 31st August 2023. (Copies of which had been circulated to each Member) were approved and signed by the Chair).

8. Accounts for 2023/2024 and Payments Schedules

The July and August 2023 statement of Receipts and Payments for the Financial Year 2023/2024 was noted, and the Members noted the bank reconciliation of 31st July and 31st August 2023.

RESOLVED that;

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

9. Annual Governance and Accountability Return for financial year 2022/2023

The clerk had received a letter email dated 27th August 2023 from the External Auditor advising that the Audit had now been completed. The approved Annual Return was received which included their report as follows;

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority: none.

The clerk confirmed that the notice of conclusion of audit had been displayed on the Parish Council noticeboard at Appleton Parish Council's office and a copy of this had also been displayed on the Parish Council's website.

RESOLVED that;

The Annual Governance and Accountability Return (AGAR), including the certificate by External Auditor be approved and accepted by the Parish Council and the charge of £630.00 plus VAT for the External Audit was approved.

10. Internal audit for 2023/2024

RESOLVED that;

The fee of £649.00 plus VAT was approved for JDH Business Services for the internal audit for 2023/2024.

The clerk reported that they may be additional expenditure required depending on the restating of the accounts from receipts/payments to income/expenditure.

11. Annual subscription to the Countryside Charity Cheshire

RESOLVED that;

The Parish Council would renew the membership for the Countryside Charity Cheshire at the annual cost of £36.00.

12. Fire system at Parish Hall

To retrospectively approve the expenditure for the faults and repairs necessary to the fire system at the Parish Hall.

RESOLVED;

The call out charge of £50.00 plus VAT was approved for the call-out charge on Friday 25th August.

13. Feminine Hygiene Disposal for Parish Hall

The clerk reported that the contract for the feminine hygiene disposal units for the Parish Hall expired on 19th August 2023. As the meetings had been cancelled due to the purdah/pre-election period the Chair, Deputy Chair, clerk, and assistant clerk were consulted and the contract with VR Sani was renewed for one year at the cost of £214.50 plus VAT.

RESOLVED that;

The amount of £214.50 plus VAT for the annual charge for the four-weekly service was approved.

14. RAAC concrete survey for Appleton Parish Hall

The clerk confirmed that she had contacted ACRE who had provided some guidance with regards to RAAC concrete which had been circulated to all the Parish Councillors for their attention.

The clerk has got a copy of the original plans for the building. The Parish Hall was built in 1968. The plans do not detail the type of building material used in the construction of the Parish Hall. Refurbishment work was undertaken in October 2018.

The clerk confirmed that the flat roofs at the side of the Parish Hall had been replaced in January 2018 and the main roof had been replaced in July 2023.

The clerk has contacted the Building Control Department of Warrington Borough Council who confirmed that they could not provide a RAAC concrete survey. The clerk confirmed she had asked Building Control to check their building control records to see if any work contained RAAC concrete, however Building Control have confirmed that their records only go back to 1990.

RESOLVED that;

The clerk was asked to try and obtain three quotes from a specialist surveyor and the clerk was asked to contact the builder to see if he had any plans for the Parish Hall.

Once the quotes have been obtained this will then be an agenda item at the Parish Council meeting for a decision.

15. Cheshire Community Action Community Action Network event

RESOLVED that;

The assistant clerk could attend the free event on Wednesday 25th October.

16. Society of Local Council Clerks membership for Assistant Clerk

RESOLVED that;

The Parish Council would approve the expenditure of £220.00 for the annual renewal of the Society of Local Council Clerks membership for the assistant clerk.

17. Minutes of Dingle and Fords Rough Working party meeting on Monday 3rd July and matters arising.

RESOLVED that;

The minutes of the Dingle and Fords Rough Working party meeting on Monday 3rd July 2023 were approved.

18. Parish Van fine

RESOLVED that;

No further action was necessary as the fine had now been paid by the garage owner. The garage will no longer be used by the Parish Council.

19. Warrington Disability Energy Saving support

RESOLVED that;

The clerk was requested to invite Warrington Disability to the next Parish Council meeting to undertake a short ten-minute presentation with regards to energy savings.

20. PCSO / Police report

The clerk had circulated the PCSO reports to all the Parish Councillors for their attention. There were no PCSOs in attendance. It was noted that no compensation had been awarded to Lumb Brook Millennium Green for criminal damage from the authorised encampment by the Magistrates court following the conviction.

21. Parish Councillor reports and feedback from other meetings

Councillor P Lewenz reported that the disabled bays at the Co-op needed repainting. Councillor J Wheeler stated that the owners have stated that these will be re-painted.

The clerk reported that no public waste bins in Appleton had been collected in the last week and every single public waste bin was overflowing. The clerk had submitted a complaint to Warrington Borough Council, and they had confirmed that there was a staff shortage, and it will be resolved in the next couple of weeks. Councillor L Chapman, as the Chair of the Parish Council will write a formal letter of complaint to Warrington Borough Council.

Councillor M Jervis reported that the Public Inquiry for the Six 56 development will commence from 9th October 2023.

Councillor M Jervis reported that Warrington Borough Council were commencing five weeks of repairs on a roundabout in Appleton.

Councillor K Critchley reported that he has met with a representative from the Highways Department of Warrington Borough Council with regards to the installation of average speed cameras in Appleton Thorn and this may require funding from the Parish Council.

Councillor P Walker stated that he was investigating the condition of bridges in the area with Warrington Borough Council and organising repairs.

22. Dates and time of next meetings

Thursday 21st September 2023, 9.30 informal meeting at Appleton Parish Hall with Warrington Borough Council regarding Air Quality monitors.

Wednesday 27th September, 2pm Dingle and Fords Working party meeting via teams.

Wednesday 4th October 2023, 1pm Environmental Working Party meeting, at Appleton Parish Hall.

Wednesday 4th October 2023, 2pm Employment Working Party meeting at Appleton Parish Hall.

Thursday 5th October 2023, 9.15 am Planning Committee meeting, at Appleton Parish Hall.

Thursday 5th October 2023, 9.45am Finance and General Purposes Committee meeting at Appleton Parish Hall.

Tuesday 17th October 2023, 6.30pm Planning Committee meeting at Appleton Parish Hall.

Tuesday 17th October 2023, 7pm Parish Council meeting at Appleton Parish Hall.

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

23. Nomination for MBE

RESOLVED that;

Councillor J Wheeler will submit the form to nominate a resident for an MBE.