



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 21st November 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.

Mrs J Monks (Clerk) and a representative from Warrington Disability Energy savings support for agenda item three.

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, 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. Warrington Disability Energy Saving support

A representative from Warrington Disability Energy savings support team addressed the Parish Council with regards to the services that they provide and the advice that they can provide to members of the public. They also have events such as the annual Warrington Disability awareness day at Walton Gardens and have recently undertaken a successful raffle raising funds for a draw to start the demolition of Fiddlers Ferry.

4. Public Participation

No members of the public were present.

5. Minutes of Parish Council meeting on Tuesday 19th September 2023

RESOLVED that;

The minutes of the Parish Council's monthly meeting on Tuesday 19th September 2023. (Copies of which had been circulated to each Member) were approved and signed by the Chair.

6. Minutes of last Parish Council meeting on Tuesday 17th October 2023 and matters arising

RESOLVED that;

The minutes of the Parish Council's monthly meeting on Tuesday 17th October 2023. (Copies of which had been circulated to each Member) were approved and signed by the Chair.

7. 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 2nd November 2023. (Copies of which had been circulated to each Member) were approved and signed by the Chair).

RESOLVED that;

The following were approved further to the Finance and General Purposes Committee meeting on Thursday 2nd November 2023.

- (a) The Hall master reports were approved.
- (b) The Parish Hall income and expenditure report was approved.
- (c) The review of income and expenditure for the period 1st April 2023 to 30th September 2023 was approved.
- (d) The earmarked reserves were approved.
- (e) Parish Hall fees for 2024/2025. The following was approved;
 - The Parish Hall hire charge was amended from £20.00 per hour to £21.00 per hour from 1st April 2024.
 - The new starter discount was amended from £15.00 per hour to £16.00 per hour (£5.00 off per hour) for a maximum of two months for weekly block bookings at the discretion of the clerk/assistant clerk.
 - The storage charge is increased from £150 to £160, payable as a lump sum in April to existing storage users only.
 - The reason for the increase was due to inflation and increased costs especially with regards to utilities. Councillor J Wheeler asked for an agenda item for March to consider the response from Hall users.
- (f) PCSO Funding for 2024/25. It was approved that the Parish Council continues funding 50% of a PCSO for 2024/2025, subject to confirmation of the amount

nearer the time. The budget for 2024/2025 for PCSO funding is £20,000. No amendments to the proposed contract were required.

- (g) The interim audit was approved.
- (h) The expenses policy was approved.
- (i) The debt collection policy was approved.

8. Air Quality monitors

RESOLVED that;

The Parish Council rents two air quality monitors with the expenditure of up to £10,000 plus VAT.

Councillor P Lewenz will be the lead Parish Councillor for the air quality project and be responsible for the ongoing maintenance and downloading and analysis of data and will liaise with the assistant clerk in establishing an implementation plan for this project to include, confirmation of supplier, confirmation of proposed locations and other details for this project. Councillor P Lewenz will contact Councillor K Critchley and the assistant clerk to set up this project.

9. Planning

RESOLVED that;

The minutes of the Planning Committee on Tuesday 17th October 2023 and Thursday 2nd November 2023. (Copies of which had been circulated to each Member) were approved and signed by the Chair).

10. Accounts for 2023/2024 and Payments Schedules

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

RESOLVED that;

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

RESOLVED that;

The missing receipt for the debit card payment of £1.55 was noted by the Parish Council. This has been noted in the accounts file and signed by the Clerk, Assistant Clerk and Chair.

11. Warrington Foodbank request for a grant for £500 towards running costs

RESOLVED that;

The amount of £500.00 was granted to Warrington Foodbank for a contribution towards running costs.

12. Meeting dates for 2024 and Purdah/Pre-election period

RESOLVED that;

The following dates were agreed for the Parish Council meetings in 2024.

Tuesday 16th January

Tuesday 20th February

Tuesday 19th March

Tuesday 16th April

Tuesday 21st May

Tuesday 18th June

Tuesday 16th July

Tuesday 17th September

Tuesday 15th October

Tuesday 19th November

Tuesday 17th December

Councillor J Wheeler confirmed that she had sought advice from Warrington Borough Council who had confirmed that the Parish Council would only be able to do routine business during the pre-election/purdah period.

The clerk confirmed she had sought legal advice from the Code of Conduct Officer at Warrington Borough Council who had confirmed that the Parish Council could only conduct limited routine business during the pre-election/purdah period to the elections on the 2nd May.

RESOLVED that;

The Parish Council meetings in March and April 2024 would go ahead with limited agenda items with normal routine business only. No new projects will be discussed during this period and Parish Councillor reports will be removed as an agenda item as this could be seen as promoting individual Parish Councillors.

Planning Committee meetings would continue during the pre-election/purdah period as they are a statutory requirement.

All working party meetings would not be held during the pre-election/purdah period.

All Finance and General Purposes Committee meeting would not be held during the pre-election/purdah period.

No events would be held during the pre-election/purdah period.

13. Events working party

RESOLVED that;

The minutes of the events working party meeting on Friday 27th October 2023 were approved.

14. Christmas lights outside the Parish Hall

RESOLVED that;

The quote from City Illuminations for £2170 plus VAT was approved.

15. Purchase of replacement mobile phone for assistant clerk

RESOLVED that;

The expenditure of up to £200 plus VAT was approved for the replacement mobile phone for the assistant clerk.

16. Training

RESOLVED that;

The assistant clerk could attend a Managing Anxiety Training course from the Society of Local Council Clerks at the cost of £30 plus VAT.

17. PCSO / Police report

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

18. Parish Councillor reports and feedback from other meetings

Councillor L Booth reported that she had been appointed as a school governor for Cobbs Infant school and as such she will need to update her declaration of interest form.

Councillor P Lewenz reported that the footpath along London Road was becoming increasingly overgrown and required cutting. He confirmed that this has been reported to Warrington Borough Council for their attention. The clerk was also asked to report to Warrington Borough Council from the Parish Council.

Councillor H Speed reported that for the avoidance of doubt she may need to amend her current declaration of interest form regarding the charity which she Chairs, to clarify its role and would take the advice of the Clerk to the Council on this. The clerk advised it should be changed and will email her the current form and a blank form.

Councillor H Speed reported that she had received complaints that the number 10 bus was speeding in Appleton, and she will be investigating this matter.

Councillor P Walker reported that parts of the wooden platform around the pond off Longwood Road required replacement and that he was liaising with Warrington Borough Council on this matter.

Councillor J Wheeler reported that fly tipping had dramatically increased due to the bin strikes and that there have been issues as Stockton Heath tip were not allowing pedestrian access.

19. Dates and time of next meetings

Thursday 23rd November 2023, 9.30 Environmental Working Group meeting.

Thursday 30th November 2023, 9.15am Planning Committee meeting.

Thursday 30th November 2023, 9.45am Finance and General Purposes Committee meeting.

Tuesday 12th December 2023, 6.30pm Planning Committee meeting.

Tuesday 12th December 2023, 7pm Parish Council meeting.

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

20. National Pay Award

RESOLVED that;

The National Pay Award was approved and that all staff salaries were to be increased from 1st April 2023. The increase and backdate 1st April 2023 will be paid in December payroll.