



STOCKTON HEATH PARISH COUNCIL

MINUTES OF MONTHLY MEETING OF STOCKTON HEATH PARISH COUNCIL WHICH HELD ON TUESDAY, 10 MAY 2018 AT 7.30PM. IN THE SANDY LANE CENTRE, SANDY LANE, STOCKTON HEATH.

Present: Councillor P J Walker (presiding as Chair for the first item)

Councillors S Barlow, N Bent, S W Boggan, H Dutton, A M Fell, C E Jones, C E Jordan, L Murphy, D Robb (departed 9 pm), and J C Wheeler (arrived 8.15 pm).

Attending: Mrs L Jacob – Parish Clerk, 2 members of the public

Cllr Walker, as retiring chair, thanked members for their support during his two consecutive terms. Cllr Dutton returned with a vote of thanks to the retiring chair.

18/001 Appointment of Chair for the ensuing year

The Clerk reminded members of the agreed voting procedures as per Standing Orders 12. It was proposed by Cllr Walker and seconded by Cllr Jordan and, in the absence of any other nominations, a vote was taken and the proposal was carried unanimously.

RESOLVED that:

Cllr. Dutton be appointed Chair of the Parish Council for the ensuing year.

Cllr. Dutton accepted the Chain of Office and signed the Declaration of Acceptance of Office.

18/002 Apologies

Received from Cllrs S L Dean, W S Emsley, P Todd and G Welborn.

18/003 Appointment of Deputy Chair for the ensuing year

It was proposed by Cllr. Walker and seconded by Cllr. Jones and, in the absence of any other nominations, a vote was taken and the proposal was carried unanimously.

RESOLVED that:

Cllr. Murphy be appointed Deputy Chair for the ensuing year.

18/004 Members' Acceptance of the Code of Conduct, update to Register of Interests and Declarations of Interest

Members agreed to undertake to observe the Code as to the Conduct which is expected of members. The Parish Council's adopted Code of Conduct is that adopted by Warrington Borough Council under section 27 of the Localism Act 2011.

Members reviewed their Register of Members' Interest forms, signing and dating them.

18/005 Public Participation

5.1 Presentation by Barbara Parratt, South Neighbourhood Team

Barbara Parratt, Marketing Manager for Community Centres, Warrington Borough Council, outlined the support that the South Area Team, co-located with Stockton Heath Parish Council, can provide in supporting the parish council in its ambition to build a connected, supportive and resilient community in Stockton Heath. The team has been successful in supporting initiatives with Appleton Parish Council, including a family themed Lantern Walk and a project at Stockton Heath Library on Digital Inclusion.

The team is currently working on ideas for the WWI Centenary Commemoration, including hosting Blighty Clubs during the week of Remembrance. Support for a South Warrington Parishes response to the Commemoration events was offered wholeheartedly.

When Cllr Wheeler joined the meeting, this item was further discussed and Cllr Wheeler agreed to act as liaison for furthering discussions with the team and those members of the public in attendance who were speaking in support of events. Cllr Wheeler had already made enquiries regarding support for the lighting of a beacon at Fox Covert Cemetery and stated that there was strong support and enthusiasm for the initiative.

Barbara also reminded council of the role the parish council can play in encouraging community groups to apply to the Community Initiative Fund.

5.2 PCSO Monthly Report

No PCSO was present and a report had not been received prior to the meeting.

5.3 Members of the Public

A member of the public representing the 4th Warrington Scouts outlined a project which the Beaver Scouts are undertaking in relation to the WWI Commemoration. It is intended that a National Lottery Heritage Fund grant application will be made. The group is interested in working collaboratively with other community groups, including the parish council.

A member of the public gave details of a bag pipe player and bugler being organised for aspects of the WWI event and also provided an update on preparations for the Stockton Heath Festival.

18/006 Appointment of Committees and Working Parties

RESOLVED that:

the following Members be appointed to the respective Committees and Working Groups for 2018/19 with the Chair and Deputy Chair being ex-officio members of all committees and working groups:

Planning, Finance and General Purposes Committee (PF&GP)

Cllrs. S W Boggan, W S Emsley, C E Jones, L Murphy, D Robb, P Todd and P J Walker

Village Committee

Cllrs. S Barlow, S L Dean, A M Fell, C E Jones, C E Jordan, L Murphy, P Todd and G Welborn

Land Assets Committee

Cllrs. S L Dean, A M Fell, C E Jones, H J Dutton and P Todd.

Employment Committee

Chair and Deputy Chair plus Chair of PF&GP plus Chair of Village Committee

Communications Group

Cllr. S Barlow, P Todd, PJ Walker and G Welborn

Local Plan Response Group

Cllr S Barlow, H J Dutton, C E Jordan, L Murphy, P Todd and P J Walker

Peel Ports, Waterways and Bridges Working Group

It was agreed to stand this group down.

18/007 Appointment of representatives on Outside Bodies

RESOLVED that:

the following Members be appointed to represent the Parish Council on the following organisations for the year 2018/2019:

Campaign to Protect Rural England (CPRE)

Cllr. A M Fell

Warrington Public Rights of Way Forum

Cllr. H J Dutton

Parish Footpath Wardens

Cllrs. S Barlow and H J Dutton

Police and Crime Commissioner Surgery Meetings

Cllr. P J Walker and G Welborn

Stockton Heath Walking Day Representative

Cllr. C E Jordan

Friends of Alexandra Park

Cllrs. S Barlow, C E Jones and C E Jordan

Fred Pendlebury Trust Legacy

Chair and Deputy Chair

Stockton Heath Primary School (Appointed by Warrington Borough Council)

Cllr. C E Jordan - Additional Governor / Community Link Governor

Promote Stockton Heath

Cllr S Barlow

South Warrington Libraries in Stockton Heath (SWISH) Working Group

Cllr D Robb

South Warrington Libraries in Stockton Heath (SWISH) Friends Group

Cllr S Barlow and A M Fell

18/008 To confirm the date and times of the Meetings of the Parish Council and the Planning, Finance and General Purposes Committee.

RESOLVED that:

- 8.1 Monthly meetings of the Parish Council be held on the second Tuesday of each month at 7.30pm with the exception of August when there will be no meeting.
- 8.2 The Planning, Finance and General Purposes Committee be held on the first Tuesday of each month at 7.30pm with the exception of August when there will be no meeting. The meeting that will fall on Tuesday 1 January 2019, being a Bank Holiday, be rescheduled to Wednesday 2 January 2019. The Chair and one other member of the PF&GP Committee are authorised to review planning applications that require consideration outside of the monthly PF&GP meeting.

18/009 Minutes

9.1 Parish Council

Resolved that the minutes of the Monthly Meeting of the Parish Council held on Tuesday 10 April 2018 to be confirmed as a true record and signed by the Chair.

9.2 Planning, Finance and General Purposes Committee

Resolved that the minutes of the Planning, Finance & General Purposes Committee held on Tuesday 1 May 2018 to be confirmed as a true record and signed by the Chair.

18/010 Matters to be resolved arising from the minutes

10.1 (minute PFGP 109) **Recommended** that approval be given for payment of the accounts as detailed on the schedule of payments dated 1 May 2018.

Resolved that the recommendation be accepted.

10.2 (minute PFGP 112) **Recommended** that insurance cover is arranged through Community First on the basis of the three year quotation.

Resolved that the recommendation be accepted.

10.3 (minute PFGP 115) **Recommended** that the stated NJC pay increases be applied to staff salaries with effect from 1 April 2018.

Resolved that the recommendation be accepted.

18/011 Matters arising from the minutes

Parish Council Meeting 10 April 2018

11.1 (minute 139.5) It was noted that there had been no further progress apparent at the Forge Car Park. Clerk to request an update.

11.2 (minute 139.6) The lawful development application at 53 Denbury Avenue had been refused by the planning officer. This application will now require a full planning application. The proposal at 6 Montclare Crescent had been refused by the planning officer. Plans submitted had not clearly shown that adjacent properties had conservatories that would be adversely affected by the proposal.

11.3 (minute 143.3) Quotations for the planting had been sought from several contractors. Two contractors had indicated that they would not be submitting a quotation for the works. Northwich Town Council submitted a quotation of £4720 for two seasonal plantings plus 16 weeks watering and feeding May – September.

Resolved to accept the quotation from Northwich Town Council.

No matters were raised.

18/012 Terms of Reference

- 12.1 **Resolved** that the terms of reference for the Planning, Finance and General Purposes Committee be adopted.
- 12.2 **Resolved** that the terms of reference for the Village Committee be adopted.
- 12.3 **Resolved** that the terms of reference for the Land Assets Committee be adopted with the addition of reference to Risk Assessment Documentation.
- 12.4 **Resolved** that the terms of reference for the Employment Committee be adopted.

18/013 South Warrington Parishes PDO Working Group

- 13.1 A report on the meeting held on Monday 23 April 2018, attended by Cllr Walker.

Cllr Walker summarised the proceedings of the group to date. The feeling that the other parishes were not sympathetic to the concerns regarding traffic congestion and air quality that Stockton Heath will face from the proposals of the Local Plan were refuted by Cllr Wheeler. Discussion took place on the possibility of requesting traffic surveys and air quality surveys from Warrington Borough Council, from John Groves or another consultant and whether directing expenditure to such would yield meaningful data that could be used to support Stockton Heath Parish Council's response to the Local Plan.

- 13.2 The proposal to invite the planning consultant to attend a meeting of the Parish Council was discussed.

This item was deferred.

- 13.3 The proposal for the establishment of a Stockton Heath Parish Council Local Plan Response Group was discussed.

Resolved that a group would be established with the following councillors as members: Cllrs S Barlow, H Dutton, C E Jordan, L Murphy, P Todd and P J Walker.

18/014 General Data Protection Regulation

A report and supporting information on the progress towards compliance with the Regulation, which comes into force on 25 May 2018, was received.

Resolved that the recommendations of the report be accepted, being that a Task and Finish Group will be convened, comprising Cllr Walker and Cllr Murphy, to review the policies and procedures to be implemented in order to move towards compliance; that future training will be undertaken by the clerk and any members who wish to partake.

18/015 Review of Policies

Resolved that the following policies of the council be adopted:

- 15.1 Complaints Procedure
- 15.2 Freedom of Information Policy
- 15.3 Press/Media Policy

18/016 Revised quotation for Mill Lane Bridge Repairs

The revised quotation of £4385 for bridge repairs, following the discovery that the majority of the wood on the bridge is rotten, was discussed.

Clerk to seek further quotations and make enquiries about other sources of funding.

18/017 Reports from Outside Bodies

To receive and discuss reports from attendance at other meetings:

16.1 Public Rights of Way, Thursday 12 April 2018, attended by Cllr Dutton. John Thorpe will arrange for repairs to the footpath at Greenbank Gardens.

16.2 PCSO Meeting with Inspector Neil Drum at Appleton Parish Hall on Monday 23 April 2018, attended by Cllr Barlow.

The meeting dealt with lines of communication. The Stockton Heath based PCSOs have a Facebook page and they will respond to messages. However, incidents should primarily be reported through the 101 service as calls are logged and resources appropriately allocated. Inspector Neil Drum will accept direct emails from councillors.

16.3 Police and Crime Commissioner Parish Liaison Meeting, attended by Cllr Welborn. Cllr Welborn was not present to give a report.

18/018 Clerk's Report

The Clerk provided information received since the Monthly Parish Council Meeting of Tuesday 10 April 2018.

18/019 Councillors' Reports

Councillors reported the following matters that have been raised since the Monthly Parish Council Meeting held on Tuesday 10 April 2018:

Cllr Jordan – the flower displays were fantastic and thanks were due to Cllr Dutton for her choices of flowering bulbs; issues were raised regarding the difficulty patients were finding in accessing the services of the Stockton Heath Medical Centre and it was suggested that a representative should be invited to attend a future parish council meeting to provide an update; Cllr Barlow said that she would highlight these issues with the surgery through the Patient Participation Group. Delivery vehicles to village premises were parking on the pavement verges which might cause deterioration to the surface.

Cllr Boggan – reported that potholes on the Cantilever Bridge posed dangers to drivers; an additional bench at London Bridge had been requested; a more suitable location for the taxi rank should be investigated.

Cllr Dutton – police had attended at Ackers Pit following reports of a male acting suspiciously.

Part II

18/020 Staffing

The clerk left the room during this item.

Resolved that the pay scale of the clerk should be adjusted from SCP 33 to SCP 34 effective from 1 May 2018, in recognition of the attainment of the Certificate in Local Council Administration.

18/021 Date and time of next meeting

Tuesday 13 June at 7.30 pm

The meeting closed at 9.39 pm.