



## STOCKTON HEATH PARISH COUNCIL

### **MINUTES OF THE MONTHLY MEETING OF STOCKTON HEATH PARISH COUNCIL HELD ON TUESDAY 12 JUNE 2018 AT 7.30 PM AT THE SANDY LANE CENTRE, SANDY LANE, STOCKTON HEATH.**

**Present:** Councillor H J Dutton (Chair)

**Councillors** S Barlow, S W Boggan, S L Dean, A M Fell, C E Jordan, L Murphy, D Robb, P Todd, P J Walker, G Welborn and J C Wheeler.

**Attending:** Mrs. L Jacob (Clerk); one member of the public; PCSOs

#### **18/022 Apologies**

Apologies were received and accepted from Cllrs Bent and Jones.

#### **18/023 Declarations of interest**

No declarations were made.

#### **18/024 Public Participation**

##### **24.1 PCSO Monthly Report**

A report was provided by PCSO Helen Bailey. In May, there were three reports of bicycles being stolen and one theft of a mobile phone; three thefts from motor vehicles; one distraction burglary and two traffic collisions.

Incidents of Anti-Social Behaviour dealt with by PCSO attendance had dropped significantly and the PCSO Team have been working closely with the Youth Engagement Team.

Cllr Jordan asked if comparison figures could be given from the previous month in future reports. Cllr Robb enquired about the follow-up to her report of a speeding tractor. Cllr Murphy enquired about a report of a brick thrown at a car.

##### **24.2 Members of the Public**

A resident brought an update on the WWI Commemoration project being undertaken by the Stockton Heath Scout Group. The group are preparing a bid for a National Lottery Heritage Fund grant and requested that the Parish Council write a letter in support of the group to be submitted with the bid. A press launch is planned for 12 July 2018, where surviving family members of the fallen will be invited to contribute to the project.

Cllr Wheeler reported that Warrington Borough Council were in support of the lighting of a beacon at Fox Covert and had convened a committee to discuss events. Meanwhile, a date for a meeting with the South Warrington Team is awaited where the contribution of the South Warrington parishes to events will be discussed.

#### **18/025 Minutes**

##### **25.1 Parish Council**

**Resolved** that the minutes of the Monthly Meeting of the Parish Council held on Tuesday 8 May 2018 be amended to include Cllr Bent as present and confirmed as a true record and signed by the Chair.

##### **25.2 Land Assets Committee**

**Resolved** that the minutes of the Land Assets Committee held on Thursday 17 May 2018 confirmed as a true record and signed by the Chair.

### 25.3 Village Committee

**Resolved** that the minutes of the Village Committee held on Thursday 17 May 2018 be amended as follows:

V18/008 – replace “Bins purchased can only be located at existing bin locations if WBC are to empty them; new located bins would be the sole responsibility of the parish council.” with “The purchased waste bins can only be positioned at existing sites if Warrington Borough Council are to empty them. Bins in a new location would be the sole responsibility of the Parish Council.”

V18/009 – replace “Kimberley Road” with “Dundonald Avenue”.

and be confirmed as a true record and signed by the Chair.

### 25.4 Planning, Finance and General Purposes Committee

**Resolved** that the minutes of the Planning, Finance & General Purposes Committee held on Tuesday 5 June 2018 be confirmed as a true record and signed by the Chair.

## 18/026 Matters to be resolved arising from the minutes

To consider the recommendations of the Village Committee of Thursday 17 May 2018.

26.1 (minute V18/009) **Recommended** that a bench be purchased for installation at Walton Road.

**Resolved** to accept the recommendation and the design proposed by Cllr Todd.

26.2 (minute V18/013) **Recommended** that the coloured lights on the real Christmas Tree are retained, but supplemented with the mini bulb lights as used on the surrounding real trees (at a cost of £1050 which can be spread over the remaining 2 years of the contract) and that City Illuminations be asked to rehang the real tree lights in order to create a more aesthetically pleasing display with less looping.

**Resolved** to accept the recommendation.

To consider the recommendations of the Planning, Finance and General Purposes of Tuesday 5 June 2018.

26.3 (minute P18/004) **Recommended** that the existing Financial Regulations and Internal Controls be adopted for the Financial Year 2018/19.

**Resolved** to accept the recommendation.

26.4 (minute P18/006) **Recommended** that approval be given for payment of the accounts as detailed on the schedule of payments dated 5 June 2018.

**Resolved** to accept the recommendation.

26.5 (minute P18/010) **Recommended** that the following grants be awarded:

£200 to Warrington Disability Partnership; £50 to Warrington West District Scouts and £250 to fund the Victoria Park Experience (VPX)

**Resolved** to accept the recommendation.

## 18/027 Matters arising from the minutes

The following updates on matters arising from agenda items from the four aforementioned meetings, where the item is not listed under discussion below, were received:

27.1 *Parish Council Tuesday 8 May 2018:*

(minute 18/011) Cllr Barlow reported that a communication from WBC regarding the Forge Car Park stated that the footpath needs to be considered as an integral element of the full car park design and that access for delivery vehicles is also under consideration.

A request to WBC to provide signposting to the footpath at the Sun Centre to be put by the clerk.

(minute 18/013) Cllr Welborn had requested to be a member of the Local Plan Response Group.

(minute 18/019) A written response had been received from the Medical Centre.

#### 27.2 *Land Assets Committee Tuesday 17 May 2018:*

(minute L8/006) David Webster had submitted two quotations; one at £2980 for replacing the handrail and footboards; another at £4200 to include replacement of the cladding. Clerk to contact John Thorpe (WBC Public Rights of Way) for information regarding contractors. This item to be discussed at the July meeting.

(minute L18/008) Cllr Dutton had spoken with the family member who would be delighted for a memorial to be placed on Mill Lane; this item to be discussed further at the next Land Assets Committee meeting.

#### 27.3 *Village Committee Tuesday 17 May 2018:*

(minute V18/005) The summer bedding planting is complete; Northwich Town Council have started the watering contract and have made one additional watering at a cost of £122.50 to date. The clerk is authorised to request additional watering if weather conditions require.

(minute V18/007) The Parish Ranger is on annual leave, returning on 21 June 2108.

(minute V18/008) The additional bins have been ordered for delivery to the Victoria Park depot with subsequent installation by WBC.

(minute V18/010) The cost of a Speed Indicator Device will be approximately £2200 and this item will be discussed at the next Village Committee.

(minute V18/012) Cllr Barlow had spoken at the Promote Stockton Heath meeting regarding Dementia Friendly Places. Traders are confident in their provision of dementia-friendly service. Marks and Spencer have offered to provide training to traders at their next meeting.

#### 27.4 *Planning, Finance and General Purposes Tuesday 5 June 2018*

(minute P18/009) Cllr Murphy gave an update on correspondence received from a resident with regard to planning application 2018/32914 6 Montclare Crescent and requested that the clerk respond to inform the resident that the parish council had based their concern on the paper plans submitted to support the application.

A discussion on a way of working with residents regarding planning applications will be placed on the agenda of the next PFGP.

### **18/028 Resignation of Cllr Emsley**

The receipt of a resignation letter from Cllr Emsley was noted.

Warrington Borough Council were notified on 31 May 2018 and issued the Notice of a Casual Vacancy on 5 June 2018. The Borough Council will notify the Parish Council if it receives an election request (called by at least 10 electors) during the 14 day notification period (not including weekends, Bank Holidays or other designated days) which will run to 25 June 2018.

**Resolved** that a bank mandate will be signed to remove Cllr Emsley as a signatory for the Parish Council accounts held with the NatWest Bank, the Nationwide Building Society and the Mansfield Building Society.

It was also **Resolved** that Cllr Todd and Cllr Walker will be added to the list of signatories for accounts held at the Nationwide Building Society and the Mansfield Building Society and a mandate to this effect be signed.

Cllr Dutton had written to Cllr Emsley on behalf of the Parish Council to thank her for her dedicated thirty years of service. A discussion took place on the most appropriate way to

mark Cllr Emsley's service to Stockton Heath and it was proposed by Cllr Dean and seconded by Cllr Walker and

**Resolved** that Cllr Emsley be awarded the Freedom of the Parish.

Cllr Jordan will speak with Cllr Emsley to establish the nature of a gift to be given by the Parish Council.

**18/029 Review of Standing Orders**

The new Model Standing Orders recently produced by NALC were reviewed and it was **Resolved** that the standing orders be adopted by Stockton Heath Parish Council.

**18/030 Data Protection Policies and Documents**

The Working Group reported that work is still ongoing to review the documents required for compliance with the General Data Protection Regulation. This item to be placed on July's agenda.

**18/031 Annual Governance and Accountability Return 2017/18 Part 3**

Copies of the completed Annual Governance and Accountability Return 2017/18, Part 3, Section 1 and 2 were circulated to all members.

31.1 **Resolved** that Section 1, the Annual Governance Statement 2017/18 be approved and signed by the clerk and the Chair.

31.2 **Resolved** that Section 2, the Accounting Statements 2017/18 be approved and signed by the Responsible Financial Officer and the Chair.

This completes the Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2018, and the documents will be emailed to the external auditor, PFK Littlejohn.

The period of Public Right to View will be announced by the posting of the appropriate notice on 13 June 2018 and the period will run from 14 June 2018 to 25 July 2018.

**18/032 Youth Outreach Work**

The Youth Outreach Project Leader was unable to attend the meeting and will reschedule for July. Cllr Welborn reported that the Project Leader was in regular contact and that the project was having a positive impact, encouraging young people to re-engage with the Broomfields Youth Project on Friday evenings.

Cllr Barlow stated that, as evidenced in the PCSO report, Anti-Social Behaviour incidents had decreased; the clerk to invite the Project Leader to the next meeting and outline the requirement to apply for additional grant funding as the initial grant monies were for a six month period which ends in September.

**18/033 Stockton Heath Parish Council at the Festival**

A copy of the proposed newsletter was circulated. The newsletter is due to go to print on Friday 15<sup>th</sup> June with 5000 copies requested at a cost of £425.00. Distribution will take place during the Festival, and then delivery to households in Stockton Heath Parish will follow.

Councillors volunteered time on the Stall and the clerk to draw up a rota to allocate equitable times over Saturday 7 and Sunday 8 July.

**18/034 Sandy Lane Recycling Centre**

Warrington Borough Council have stated that they will hold a six week consultation on the future of the Recycling Centre but, at this point, no consultation had been launched. Cllr Welborn reported on a visit to a Waste Transfer Station near Preston and stated that the location of such a site was key to its success. A watching brief to be kept on this issue in order for the Parish Council to make a timely response.

### **18/035 Local Plan Response Group**

Cllr Barlow gave a verbal report on the first meeting of the group.

Cllr Murphy has been elected to lead the group and Cllr Walker to take the notes. The meeting agreed that their priority was to consider the impact that the forthcoming Local Plan will have on the residents and businesses of Stockton Heath and to respond on their behalf. The draft notes of this first meeting will be circulated to the Working Party for agreement prior to being circulated to all parish councillors.

### **18/036 Reports from Outside Bodies**

#### **36.1 Walking Day**

Cllr Jordan reported on the Walking Day meeting held on Tuesday 15 May 2018.

Walking Day will take place on Saturday 14 July 2018. St. Thomas' Church, celebrating 150 years, will lead the procession. The theme is Faith. Road closures will be notified to residents; a Facebook page will provide details. Marshals are to be provided by each organisation participating; PCSO Bailey will be on duty and will brief the marshals.

#### **RESOLVED that:**

- a) The manager of the Pizza Express Restaurant, Victoria Square will be asked for permission for the forecourt and seating to be used by the Parish Councillors and their guests to view the Walk; members are requested to gather there by 2.15pm.
- b) Invitations to join the Parish Council for the occasion will include Mr. Faisal Rashid MP, the Mayor, Cllr Karen Mundry, and holders of the Freedom of the Parish.
- c) Cllr Murphy will act for the Chair as Cllr Dutton is partaking in the walk.
- d) The Clerk reported that the Parish Ranger is not available on the day and WBC will be asked to provide a street cleaning service following the Walk.

#### **36.2 Promote Stockton Heath**

Cllr Barlow reported that the group are preparing for the Festival with a competitive word search based on the traders' names listed on the Traders Map being produced and supported by over 60 businesses.

#### **36.3 SWISH Working Group**

Cllr Barlow reported that floor plans for a reconfigured library were well advanced; detailed costings were being discussed; the Partnership Board are meeting on 24 July to finalise plans and budgets; a community engagement leaflet may be produced in time for the Festival to share information. Cllr Barlow also reported that the Friends group had held its first Annual General Meeting and that committee membership remained unchanged.

### **18/037 Clerk's Report**

The Clerk provided information received since the Monthly Parish Council Meeting of Tuesday 8 May 2018.

### **18/038 Councillors' Reports**

The following matters were raised by councilors:

Cllr Robb – had referred the matter of the speeding tractor to the police.

Cllr Dutton – reported that the cabling for the seasonal lights in the tree at St. Thomas' Church had been found loose; that City Illuminations had attended and rectified the situation and reported that the cabling had been removed from a lighting column that was in the process of replacement by WBC Lighting contractors. The clerk to contact WBC and inform them, as a cost has been incurred by the Parish Council.

### **18/039 Date and Time of Next Meeting**

Tuesday 10 July 2018 at 7.30pm.

Meeting ended at 9.21pm