



STOCKTON HEATH PARISH COUNCIL

A meeting of the Planning, Finance & General Purposes Committee was held at Stockton Heath Library, Alexandra Road, Stockton Heath on Tuesday 5 June 2018, commencing at 7:30pm.

Present: Councillor L Murphy (Chair)
Councillors S W Boggan, H J Dutton, P Todd and P J Walker.
Attending: Mr P Briggs (Assistant Clerk)

P18/001 Appointment of Chair of Committee

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

RESOLVED that

Cllr. Murphy be appointed Chair of the Planning, Finance & General Purposes Committee for the ensuing year.

Cllr. Murphy thanked the Members of the Committee.

P18/002 Apologies

Apologies were received and accepted from Cllrs C E Jones and D Robb.

P18/003 Terms of Reference

The Terms of Reference for the committee, as adopted by full council on 8 May 2018, were noted.

P18/004 Annual Review of Financial Regulations and Internal Controls

The NALC adopted Financial Regulations were reviewed and, being unchanged from those currently adopted by Stockton Heath Parish Council, it was **recommended** that they be adopted as the Financial Regulations under which Stockton Heath Parish Council will operate.

The internal controls were reviewed and it was **recommended** that the following internal controls will be applied:

- a) Schedule of payments to be provided at each meeting to include agreed direct debit payments, with supporting documentation available, checked for accuracy by at least two members of the committee.
- b) All cheques/standing order mandates require three authorised signatories, two members of the committee and a countersignature of the Clerk OR Assistant Clerk.
- c) Receipts received are detailed and checked for accuracy by at least two members of the committee.
- d) Receipts and Payments schedule issued at each meeting confirming the items reported at a) and b). Year to date figures provided with comparison to agreed budget.
- e) Bank reconciliation undertaken and confirmed at each meeting by the signature of the Chair of the Planning, Finance and General Purposes Committee.

- f) One member, who is not a signatory or Chairman of the Parish Council, to verify, by signature, bank reconciliations and bank statements for all accounts held, once every quarter and at the end of the financial year and such shall be noted in the Minutes of the Committee.

P18/005 Annual Governance and Accountability Return 2017/18 Part 3 Annual Internal Audit Report

The Assistant Clerk reported that the Annual Internal Audit Report 2017/18 page 3 had been completed by JDH Business Services Limited (JDH) on 29 May 2018, confirming that all internal control objectives had been met.

In addition, the Assistant Clerk advised that the covering report from JDH detailed the following issue and recommendation:

ISSUE	RECOMMENDATION	FOLLOW UP
<p>Data Protection Law changed significantly on May 25th 2018 due to the 2016 EU Directive General Data Protection Regulation (GDPR) taking effect.</p> <p>GDPR replaces the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provides enhanced rights for individuals. Compliance with GDPR could have resource implications for local councils.</p>	<p><i>The impact of GDPR on the council should be identified through review of ICO guidance and the Data Protection policy, risk assessment and internal controls should be updated accordingly.</i></p> <p><i>A GDPR compliant data protection policy and an updated document retention policy should be adopted. Privacy notices should be developed internally for all staff, members and volunteers, and externally for residents. Data processing agreements should be established where external data processors are used.</i></p>	<p>All GDPR policies are currently drafted and being reviewed by a Working Group who will be reporting their recommendations to the full council on 12 June 2018. Thereafter agreed policies (Data Protection, Retention and Disposal and updates to Standing Orders, Financial Regulations and the Risk Management Register will be in place) with privacy notices available to view and all other requesting and recording documentation and processes in place.</p>

P18/006 Accounts for Payment

- a) **Recommended** that approval be given for payment of the accounts as detailed on the schedule of payments dated 5 June 2018.
- b) A Standing Order form for the payment of employer/employee monthly pension contributions was signed following increases in staff salary payments.

P18/007 Receipts

The following receipts were noted:

For the period 2 May 2018 to 5 June 2018

£

P18/008 Statement of Receipts and Payments for the Financial Year 2018/19

The Statement for the period to 5 June 2018 was noted.

P18/009 Planning Applications

a) Planning applications received were considered and responses are detailed on the appended table, including responses to those already notified to meet deadline dates.

It was confirmed and agreed that Cllr. Walker would not participate in the discussions or any of the decisions as he is now a Member of the Development Management Committee, Warrington Borough Council.

b) Refused planning applications and applications which have been referred to or decided by the WBC Development Management Committee were noted and are appended.

P18/010 Grant Applications

The following grant applications were considered and it was **recommended** that:

a) A grant of £200 to be made to Warrington Disability Partnership towards funding a MAYAN AC All Terrain Mobility Scooter.

b) A grant of £50 be made to Warrington West District Scouts towards funding nine local children in taking part in the World Scout Jamboree in West Virginia in 2019.

c) A grant of £250 be made to Victoria Park Experience (VPX) towards funding of the VPX event for young people held at Victoria Park over four days throughout the school summer holidays.

P18/011 Sandy Lane Office

To date, no invoice for the rental due on the Sandy Lane office has been issued by Warrington Borough Council. The Clerk has raised this issue with the WBC Estates Office, who have again stated that they will contact the relevant department to issue the invoice.

Discussion ensued on the notice period required to vacate the office. The Assistant Clerk advised that the Lease will lapse on 4 January 2019.

Communication with Warrington Borough Council will need to take place before this date to establish the terms of any new lease agreement, dependant on the proposed relocation of the Parish Council office to a rental room at Stockton Heath Library.

P18/012 Date and Time of Next Meeting

Tuesday 3 July 2018 at 7.30 pm.

The meeting ended at 9.10 pm

18/009

a) That the Development Manager, Development Management, Warrington Borough Council (WBC) be informed of the Parish Council responses to the following applications for planning permission:

Date received	Planning Application Number	Address	Proposal	Stockton Heath Parish Council comments
17/05/2018	2018/32825	12, Raymond Avenue, Stockton Heath, Warrington WA4 2UZ	Householder - Retrospective application for a single storey rear extension.	No Objection
21/05/2018	2018/32853	52, Alexandra Road, Stockton Heath, Warrington, WA4 2AN	Householder - Proposed Part single storey and part two storey extension to side to replace garage	No Objection
30/05/2018	2018/32914	6, Montclare Crescent, Stockton Heath, Warrington, WA4 2BN	Householder - Proposed two-storey side and rear extension, partial single-storey rear extension and demolition of garage.	Concerns – The plans submitted appear to be similar to those presented on application 2018/32359 which was REFUSED by Warrington Borough Council for the reasons detailed in the Decision Notice dated 2 May 2018. The Parish Council has received a letter of objection from the residents of 4 Montclare Crescent, with which the Council sympathises, indicating that the new application does not address the previous concerns or the previous refusal reasons. The correspondence also points out that the plans do not show the conservatories to both Number 2 & 4 Montclare Crescent and indicating the required separation distances between 4 Montclare Crescent and the proposed extension are not achieved.
31/05/2018	2018/32894	Land adjacent to, 10, Heath Street, Stockton Heath, Warrington, Cheshire, WA4 6LP	Full Planning - Proposed two storey two bedroom detached house.	No Objection

01/06/2018	2018/32937	41, Ellesmere Road, Stockton Heath, Warrington, WA4 6DZ	Householder - Proposed detached garage	No Objection
01/06/2018	2018/32889	Ego, Units 1 And 2, Church Farm Shopping Precinct, Walton Road, Warrington, WA4 6NJ	Advert - Proposed internally illuminated aluminium sign	No Objection
04/06/2018	2018/32789	53, Denbury Avenue, Stockton Heath, Warrington, WA4 2BW	Full Planning - Proposed detached dwelling	Concern – It is felt that the proposed bungalow is an over-development of the plot.

18/009 a) Planning applications already responded to, to meet deadline dates:

Date response sent	Planning Application Number	Address	Proposal	Stockton Heath Parish Council Comments
23/05/2018	2018/32794	84b, Ackers Road, Stockton Heath, Warrington, WA4 2EA	TPO Application seeking permission to works on -T1 Elm (50% of crown dead with deadwood over highway) & Felling of Dutch Elm, tree in severe decline with disease	Information Only
23/05/2018	2018/32764	5, Brookside Avenue, Stockton Heath, Warrington, WA4 2XG	Householder- Proposed Front garage and porch, First Floor extension and single storey rear extension.	Concern regarding the effect on the streetscene as the extension is to a semi-detached property and will impact on the symmetry presented to the street which is facing on to open land.
12/05/2018	2018/32766	92, Walton Road, Warrington, WA4 6NP	Householder - Proposed two storey side extension with balcony as approved under application 2016/27647 and loft conversion included dormer extensions	No Objection

18/009 b) Planning applications **refused** by WBC:

Planning Application Number	Address	Proposal	Reason for Refusal
2018/32250	IB Burnside Avenue, Stockton Heath, Warrington WA4"AR	Householder – Proposed single storey front extension	Loss of bay window and the development relates poorly to the street scene as a result.
2018/32358	Unit 1, West Avenue, Stockton Heath, Warrington WA4 6HT	Full Planning - Proposed awning with a sliding glass front and side over the existing outside eating area.	Inappropriate and obtrusive addition which would appear out of character with the original property and streetscene, and would undermine the overall attractiveness of the Stockton Heath District Centre
2018/32723	15, Hillfoot Crescent, Stockton Heath, Warrington, WA4 6SB	Non-Material Amendment - Non-Material Amendment following application 2017/30895 to alter front elevation from render fascia of existing building and extension (approved) to wetherboard facia from mid-way on whole front elevation to roof	The proposed alteration of the materials at first floor introduces a new design of the front elevation to that previously approved, introduces additional material considerations to those of the original scheme. It is therefore considered these changes are to be material changes to the approved scheme and therefore do not constitute a non-material variation to the approved scheme.

18/009 b) Planning application referred to WBC Development Management Committee for decision:

Planning Application Number	Address	Proposal
2018/31993	Land to the rear (North East) of, 110, London Road, Stockton Heath, Warrington, WA4 6LG	Full Planning - Proposed construction of new residential building comprising 2 No. apartments with associated parking access and landscaping/amenity space.