Stockton Heath Parish Council

Stockton Heath Library, Alexandra Road, Stockton Heath WA4 2AN
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Dear Councillor

You are summoned to attend a meeting of the **PARISH COUNCIL** on **TUESDAY 9 FEBRUARY 2021,** commencing at 7.30 pm for the consideration of the subjects mentioned below.

The meeting will take place via Zoom:
https://us02web.zoom.us/j/81555387847?pwd=UklmTGljTmtPZEhEQWRYOXl4bmhmZz09

Meeting ID: 815 5538 7847 Passcode: 205503

Dialing in by telephone options (call charges apply):
There are five possible numbers to try
0203 901 7895 0203 051 2874 0203 481 5237 0203 481 5240 0131 460 1196

Enter the Meeting ID: followed by # and Password: followed by # when prompted.

Yours sincerely

Lara Jacob

Lara Jacob, Clerk to the Council 3 February 2021

AGENDA

20/168 Apologies
To receive and accept apologies for absence.

20/169 Declarations of interest
Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each Member to decide and the decision to declare, or not, is the responsibility of the Member based on the particular circumstances. Dispensations on any declarations of pecuniary interest made either before or during the meeting to be then considered by the Parish Council and any dispensations documented accordingly.

20/170 Public Participation
In accordance with Standing Order 3 (d,e,f,g,h,i) - The meeting shall be adjourned for a maximum of 30 minutes for Public Participation. Speeches will not last more than 3 minutes. No elector will be allowed to speak more than once on any one subject.
170.1 PCSO Monthly Report
170.2 Members of the Public

20/171 Minutes
171.1 **Parish Council**
The minutes of the Monthly Parish Council Meeting held on Tuesday 12 January 2021 to be confirmed as a true record and signed by the Chair (enclosed on yellow).

171.2 **Planning, Finance and General Purposes Committee**
The minutes of the Planning, Finance & General Purposes Committee held on Tuesday 2 February 2021 to be confirmed as a true record and signed by the Chair (enclosed on pink).

Information only items:

20/172 Clerk's Report on Correspondence
The Clerk to provide information received since Tuesday 12 January 2021, for council **to note** (enclosed to 3 February 2021 and update to be provided by email on the morning

of the meeting.)

20/173 **Updates on actions from the previous minutes**
To receive updates only on matters arising from agenda items from the aforementioned meetings, where the item is not listed under discussion below.
Parish Council, Tuesday 12 January 2021
(minute 20/164.2) A laptop has been purchased for use by the Assistant Clerk.

20/174 **Councillors Reports**
To note any matters that have been raised to councillors since the Monthly Parish Council Meeting held on Tuesday 12 January 2021 where the item is not listed under discussion below.
The following information was made available prior to the meeting:

Items for discussion and decision:

20/175 **London Road Swing Bridge**
To consider a draft letter to be sent to Peel Ports regarding the London Road Swing Bridge (attached).

20/176 **Red Lane Allotments**
To discuss any action regarding the drainage issues highlighted by the Association's recent health and safety report.

20/177 **Parish Rangers**
To receive a verbal update on the parish rangers.

20/178 **Digital Advertising sign at 26 London Road**
To discuss a parish council response to the Planning Inspectorate following the granting of permission and subsequent installation of the digital advertising sign.

20/179 **Planning Application 20/38587**
To discuss the response to the planning application to ensure the 21 day response deadline is met.

17, Summerville Gardens, Stockton Heath, Warrington, WA4 2EG
Single storey side extension with external alterations to existing opening and new rear dormer extension with juliet balconies

20/180 **Reports from Outside Bodies**
To receive and **discuss** reports from attendance at other meetings.

20/181 **Future Agenda Items and Items for Publicity**
To agree, as a result of discussions during the meeting, any items to be placed on a future agenda.
To agree as a result of discussions during the meeting any items to be publicised through the website, newsletter or by report to the press and media.

Matters for discussion in closed session
Public Bodies (Admission to Meetings) Act 1960 s.2
A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

20/182 **Community Governance Qualification**
To note that the clerk has now completed the two-year Level 4 qualification in Community Governance and **to consider** when the award of an additional scale point, as per the employment contract, is to be applied.

20/183 **Date and Time of Next Meeting**
Tuesday 9 March 2021, 7.30pm

Stockton Heath Parish Council

MINUTES OF THE MEETING OF STOCKTON HEATH PARISH COUNCIL HELD ONLINE via ZOOM ON TUESDAY, 12 JANUARY 2021 AT 7.30PM.

Present: Councillor L Murphy (Chair)
Councillors S Barlow, S L Dean, H J Dutton, C E Jones, C E Jordan, D Robb, SH Taylor, P Todd, P J Walker, G Welborn and J C Wheeler.

Attending: Mrs L Jacob – Clerk; Mrs I Derbyshire – Assistant Clerk; Mr P Hanlon – Census Engagement Manager; 4 members of the public

20/151 Apologies

Apologies were received and accepted from Cllrs. N Bent and S W Boggan.

On opening the meeting, the Chairman informed members of the death of Mr Peter Warburton, former clerk to the parish council. Tributes were paid to Mr Warburton, with councillors fondly remembering his professionalism in the role, his hard work and efficiency, his tactful and pleasant nature. Cllr. Jordan agreed to send a card on behalf of members.

20/152 Declarations of interest

Cllr Wheeler and Cllr Walker, as member and substitute member of the Development Management Committee did not speak on any planning matters.
Item 163 - Cllr Taylor declared that he knew one of the candidates, did not take part in the discussion and abstained from the vote on the item.

20/153 Public Participation

153.1 PCSO Monthly Report

The monthly report contained three reports of thefts of property, two reports of thefts from motor vehicles and two reports of anti-social behaviour, one involving a gathering of youths and the other of drunk and disorderly behaviour. The team had also dealt with several incidents of covid-related anti-social behaviour, involving gatherings of people at business premises offering alcohol take away. The speed camera was deployed on Fairfield Road (no activations), Walton Road (no activations) and Thelwall New Road where there were 5 activations. A request was made for deployment of the speed gun on Whitefield Road.

153.2 Census Engagement Manager

This item was taken before the police report.

A presentation on the Census 2021 was given, which will take place on 21 March 2021. This will be the first digital census with the aim of a 75% completion online. Those in the community who cannot access the census digitally will receive paper copies of the census questions. Local councils are being asked to support the census through positive communication using channels appropriate for their communities. The officer will provide the clerk with an information pack for distribution to councillors.

The officer left the meeting at 7.56pm.

The next item to be taken was the PCSO Report. The order of the agenda as presented was then followed.

153.3 Members of the Public

A member of the local traders group reported that an incident in which a person purporting to offer pest control services obtained money from traders by deception. The traders are supporting each other through digital communications and So Stockton Heath, a digital platform, has provided a listing

of the services which the traders are operating during lockdown as well as highlighting “heroes”. The member left the meeting at 8.04pm.
Two members of the public outlined issues of concern they had raised with Peel Ports and the Bridgewater Canal Trust, regarding the removal of ancient hedgerow on the canal towpath closest to Red Lane, the erection of tall wooden fences and encroachment on the boundaries by homeowners. The organisations are investigating the occurrences to establish rights and ownership of the boundaries. The residents asked that the parish council support a request that the organisations contact all houseowners whose properties lie on the boundary with the canal path, along its length, to advise them that the hedgerows do not fall within the boundary of their properties. The members of the public left the meeting at 8.11pm.
Another member of the public observed the meeting, leaving when the closed session was reached.

20/154 Minutes

154.1 **Parish Council**

The minutes of the Monthly Parish Council Meeting held on Tuesday 8 December 2020 were confirmed as a true record and will be signed by the Chair at the next physical meeting of the Council.

154.2 **Extra Ordinary Meeting of the Parish Council**

The minutes of the Extra Ordinary Parish Council Meeting held on Thursday 17 December 2020 were confirmed as a true record and will be signed by the Chair at the next physical meeting of the Council.

154.3 **Planning, Finance and General Purposes Committee**

The minutes of the Planning, Finance & General Purposes Committee held on Tuesday 6 January 2021 were confirmed as a true record and will be signed by the Chair at the next physical meeting of the Council.

20/155 Clerk’s Report on Correspondence

The Clerk provided information received since Tuesday 8 December 2020 to 6 January 2021, for council **to note** and an update was provided by email prior to the meeting.

20/156 Updates on actions from the previous minutes

The following updates on matters arising from agenda items from the aforementioned meetings were noted:
Parish Council, Tuesday 8 December 2020
156.1 (minute 20/131) On a second observation, it was noted that not all low-level branches had been removed from the pathway parallel to the canal on Fairfield Road.
(minute 20/144) The assistant clerk, Irene Derbyshire, was welcomed by members.
Extra Ordinary Meeting of the Parish Council, Thursday 17 December 2020l
156.2 (minute 20/149) The parish council’s response to the planning application (Forge Car Park) was detailed to councillors who had not been present at the meeting. The demolition of the toilet block in the lower Forge Car Park had taken place.

20/157 Councillors Reports

157.1 The following matters were raised by councillors prior to the meeting:
Lack of service to bins outside of the main shopping area in Stockton Heath had resulted in overflowing bins and associated littering. The Christmas lights at Whitefield Road had failed during the festive lighting up period. Litter bins had been thrown into Ackers Pit.

157.2 The following matters were raised by councillors at the meeting:
It was reported that streetlamp no. 24 at Whitefield Road, to which the power source to the Christmas lights was obtained, had developed a fault and that Warrington Borough Council were aware. Litter bins in the centre of Stockton Heath had been serviced over the Christmas period, but staffing had resulted in outlying bins not receiving as frequent servicing as usual. WBC had responded quickly in the first week of January to rectify the situation and had placed signs requesting that rubbish should be taken home. A councillor asked that the incident regarding the bins being thrown into Ackers Pit be reported to the police. A takeaway retailer had placed A-boards on a narrow pathway. However, it was explained that there had been a relaxation on advertising introduced to assist businesses during covid restrictions which might make this more permissible.

Items for discussion and decision:

20/158 Statement of Receipts and Payments for the Financial Year 2020/21
The statement was received and noted.

20/159 Planning Applications
The following planning applications received since 6 January 2021, were considered in order to meet the 21 day deadline response:

2020/38421 17 Hill Top Road, Stockton Heath, Warrington, WA4 2ED
TPO - T1 Oak, Proposed crown reduce throughout by 1.5-2m
Response – No comment

2020/38375 57, Westbourne Road, Stockton Heath, Warrington, WA4 6SE
Householder - Proposed single storey rear extension
Response – No comment

2020/38346 62, Whitefield Road, Stockton Heath, Warrington, WA4 6NA
Householder - Proposed single storey rear extension, dormer roof lights and relocation of driveway access
This application, having been advised on the agenda of the PFGP of Tuesday 6 January 2021 but where no plans had been available on the planning portal, was also discussed.
Response – no comment

20/160 Bridgewater High School
Resolved that the parish council will respond in support of the increase in roll in 2023 from 300 to 360 students.

20/161 Removal of hedgerows on Bridgewater Canal
Resolved that the parish council will support the residents' request that Peel Ports and the Bridgewater Canal Trust write to all homeowners on the canal path urging them to insist that homeowners must not remove hedgerow or erect fencing beyond their property's legal boundary. Additionally, the organisations will be urged to take enforcement action to protect the hedgerow and requested to reinstate their duty to make an annual maintenance cut to both sides of hedgerow.

20/162 London Road Swing Bridge
To consider a draft letter to be sent to Peel Ports regarding the London Road Swing Bridge.
This item was deferred to a future agenda.

20/163 Parish Ranger
Resolved that this item be discussed in closed session.

20/164 Parish Office

164.1 It was noted that under the national lockdown restrictions, officers will only attend the parish office when necessary; that the office telephone is diverted to be received by the clerk and that the clerk and assistant clerk are currently working from home.

164.2 **Resolved** that a laptop be purchased for use by the Assistant Clerk, with an estimated cost of £650 and payment made on the clerk's personal credit card to facilitate ordering.

20/165 Reports from Outside Bodies

Cllr Todd had attended the recent Pendlebury Trust meeting.

20/166 Future Agenda Items and Items for Publicity

It was agreed, as a result of discussions during the meeting, that the following items will be placed on a future agenda: invitation to WBC Tree Officer to present on tree planting initiatives; London Road Swing Bridge.

It was agreed that official information about Census 2021 will be publicised through the website.

A member of the public left the meeting.

Matters for discussion in closed session

Parish Ranger

Mr David Allan and **Mr Russell Thomas** were appointed as Parish Rangers to the Parish Council based on a majority decision by the Interview Panel.

The contracted terms of employment are 12 hours per week at a salary based on the National Joint Council (NJC) salary scales at SCP 17 pro rata for the hours contracted with a start date week beginning 25 January 2021.

Resolved that Mr David Allan and Mr Russell Thomas be appointed to the role of Parish Ranger as detailed above.

20/167 Date and Time of Next Meeting

Tuesday 9 February 2021, 7.30pm

The meeting ended at 9.11pm

STOCKTON HEATH PARISH COUNCIL

A meeting of the Planning, Finance & General Purposes Committee was held on Tuesday 2 February 2021, commencing at 7:30pm via Zoom.

Present: Cllr. P Todd (chair)
Councillors H J Dutton, C E Jones, L Murphy, D Robb and P J Walker.

Attending: Mrs L Jacob (Clerk); Mrs I Derbyshire (Assistant Clerk)

P20/073 Apologies

Apologies were received and accepted from Cllr S W Boggan and S H Taylor.

P20/074 Declarations of interest

Cllr Walker, as a substitute member for the Development Management Committee, did not take part in Planning discussions.

P20/075 Public Participation

There were no members of the public present.

P20/076 Accounts for Payment

Resolved that approval be given for payment of the accounts as detailed on the schedule of payments dated to 2 February 2021 (appended below), with arrangements for cheques to be signed by Cllrs.Todd and Robb following the COVID-19 procedure.

Resolved to agree a salary payment by cheque for the Parish Rangers covering the period 25 January to 5 February 2021. This payment will show on the next pay advice slip as a deduction from the total net pay for the payroll period. The payment is necessary to avoid a non-payment of salary for the first six weeks whilst payroll and standing order arrangements are put in place. The following month's salary will be paid in full by cheque on 3 March 2021 and then the usual method of the bulk of salary due paid directly into the employees account on the 20th of each month, with a cheque for the balancing amount presented to the April meeting as part of the monthly payment schedule.

Resolved that an authority for the transfer of £20,000 from the Nationwide Building Society to the Nat West Current Account to cover future payments, with Cllrs. Todd and Robb to sign the document following Covid-19 procedures.

P20/077 Receipts

The receipt of monies into the following accounts was noted:

31 December 2020	Mansfield Building Society	£654.70

P20/078 Statement of Receipts and Payments for the Financial Year 2020/21

The Statement of Receipts and Payments for the period to 2 February 2021 was noted.

P20/079 Bank Signatories

Resolved that Irene Derbyshire (Assistant Clerk) be a signatory on the following accounts in the name of Stockton Heath Parish Council: National Westminster Bank plc, Mansfield Building Society and Nationwide Building Society and that Peter Briggs be removed as a signatory from the same accounts.
Resolved that, for the National Westminster Bank, the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3 of their change of

signatories mandate, be changed in accordance with the section Authorised Signatories, and the current mandate will continue as amended.

P20/080 **Accounting Software Spreadsheet**

Resolved to approve a payment of £200 for the purchase of a new computerised integrated cashbook provided by JDH Business (internal auditors). The new cash book will be utilised from the new financial year and can be adapted for future years.

P20/081 **Planning Applications**

a) Responses to planning applications received from 5 January 2021 are detailed in the appended table.

b) Responses to plans received after the agenda was issued are detailed in the appended table.

P20/082 **Date and Time of Next Meeting**

Next scheduled meeting Tuesday 2 March 2021 at 7.30 pm.

Meeting ended at 7.50pm

P20/076

STOCKTON HEATH PARISH COUNCIL

PLANNING, FINANCE AND GENERAL PURPOSES COMMITTEE

Date: 2 February 2021

PAYMENT OF ACCOUNTS

The following accounts are submitted for approval and payment by the Committee from the agreed Budget for 2020/2021

Cheque Number/ D/D / STO	Payee	Goods or Service	Amount	Net Amount	VAT
STO/CHQ	Staff Salary	Staff Salaries February 2021	2672.86	2672.86	
CHQ	Staff Salary	Advance on Ranger Pay	300.00	300.00	
CHQ	Staff Reimbursements	New Laptop for Asst Clerk	678.99	565.83	113.16
CHQ	Staff Reimbursements	Zoom Standard Membership 6/1/20 to 5/2/21	£14.39	£11.99	£2.40
CHQ	Staff Reimbursements	Payroll Annual Fee Moneysoft	88.80	74.00	14.80
STO	Cheshire West Pension Fund	Employer and Staff Pension Contributions – January 2021	902.85	902.85	
CHQ	Cheshire West Pension Fund	Balance of Staff Pension Contributions – January 2021	63.63	63.63	
CHQ	HM Revenue & Customs	PAYE/NI for Staff for January 2021	680.06	680.06	
CHQ	Warrington Borough Council	Job Advert	118.80	99.00	19.80
DD	Wavenet	Internet Charges	£11.28	£9.40	£1.88
CHQ	Avanti	Printer Copying Charge 1 Oct 20 to 1 Jan 21	£13.35	£11.13	£2.22
CHQ	Northwich Town Council	Bin emptying through town and Ackers Pit and Jubilee Field 30 Nov	£147.00	£122.50	£24.50
		December bin emptying	£1,176.00	£980.00	£196.00
CHQ	SLCC	Practitioners Conference	£90.00	£75.00	£15.00
CHQ	The Police and Crime Commissioner for Cheshire	PCSO October 2020 to December 2020	£4,160.00	£4,160.00	
			£11,118.01	£10,728.25	£389.76

P20/081

a) Planning applications considered

Date received	Planning Application Number	Address	Proposal	Comments
12/01	2020/38403	19, Algernon Street, Stockton Heath, Warrington, WA4 6EA	Householder - Proposed single storey rear extension	No comment
13/01	2020/38389	89 London Road (located over 89 & 91 (Expedition & Bistrot Pierre), Stockton Heath, Warrington	Full Planning - Proposed rooftop terrace dining area with a retractable roof awning	No comment
15/01	2020/38418	6-8, Walton Road, Stockton Heath, Warrington, WA4 6NL	Full Planning - Change of use Mixed Use Restaurant/Takeaway, including proposed extraction system through the roof	No comment
18/01	2020/37847	9, East Avenue, Stockton Heath, Warrington, WA4 2BA	Lawful Development Certificate - Single storey extension and porch	Info only
18/01	2021/38510	23, Hillfoot Crescent, Stockton Heath, Warrington, WA4 6SB	- Proposed porch, garage conversion and side extension to form new garage	No comment
19/01	2021/38531	46, Brian Avenue, Stockton Heath, Warrington, WA4 2BG	Lawful Development Application Section 192 - Proposed loft conversion	Information only
20/01	2021/38552	3, Cambridge Close, Stockton Heath, Warrington, WA4 6SF	42 Day Householder prior approval- Single storey rear extension measuring 4.00 metres beyond the rear wall, a maximum height of 4.00 metres and 3.00 metres height at the eaves.	Information only
01/02	2021/38440	86, London Road, Warrington, WA4 6LE	Class C Prior Approval - Proposed change of use from A1 to Restaurant and Cafes (Class A3)	No Comment
01/02	2021/38610	10, Bedford Street, Stockton Heath, Warrington, WA4 6LY	Section 192 Lawful Development Certificate - Proposed Rear Extension	Information only