Stockton Heath Parish Council

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Dear Councillor

I hereby summons you to attend the **MEETING OF THE PARISH COUNCIL** which will be held at **STOCKTON HEATH LIBRARY**, Alexandra Road, Stockton Heath on **TUESDAY 11 JANUARY 2022,** commencing at **7.30 pm** for the consideration of the subjects mentioned below.

Yours sincerely
Lara Jacob
Clerk to the Council 5 January 2022

AGENDA

21/134 Apologies
To receive and accept apologies given for non-attendance**.**

21/135 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.

21/136 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.
136.1 PCSO Monthly Report
136.2 Members of the Public

21/137 Minutes
137.1 Parish Council
The minutes of the Monthly Meeting of the Parish Council held on 14 December 2021 to be confirmed as a true record and signed by the Chairman.
137.2 Planning, Finance and General Purposes Committee
The minutes of the Planning, Finance & General Purposes Committee held on 4 January 2022 to be confirmed as a true record and signed by the Chairman.

21/138 Matters to be resolved from minutes
Planning, Finance and General Purposes 4 January 2022
(minute P21/096) **Recommended** that a grant of £1000 towards the project to replace the sheds on the Red Lane Allotment site is made.

21/139 Report on actions from previous minutes and on correspondence

received
To receive and note the above reports (attached)

21/140 Councillors' Reports
To report any matters that have been raised to councillors since the Monthly Parish Council Meeting held on Tuesday 14 December 2021.

21/141 Emergency Tree Work
To note that, following Storm Arwen it was necessary to carry out tree works to a tree on Mill Lane and a tree on Ackers Pit. The quotation received for the work was £420 + VAT and the decision to accept the quotation and instruct the work was taken under emergency delegation by the clerk in consultation with the Chairman and members of the Land Assets Committee. Once work was underway, the contractor advised that the tree on Ackers Pit needed complete removal due to weakening by fungal growth (rather than just the removal of the fallen bough) and therefore the final bill was £550 + VAT.
To approve the additional expenditure retrospectively.

21/142 Street Tree Planting
To consider any information on the Street Tree Planting Project, a WBC and Wild about Stockton Heath initiative.

21/143 Queen's Platinum Jubilee Celebrations 2022
To consider further plans and actions.
To note that the next meeting of the Jubilee Working Group is scheduled for Monday 31 January 2022.

21/144 Remembrance Sunday
To consider any further information relating to road closure planning.

21/145 Climate and Ecological Emergency
To consider any information from the Working Group.

21/146 Reports from Outside Bodies
To receive and **discuss** reports from attendance at other meetings.

21/147 Future Agenda Items and Items for Publicity
To agree any items to be placed on a future agenda, 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.

21/148 Date and Time of Next Meeting
Tuesday 8 February 2022, 7.30pm

Next meeting of the Land Assets Committee is scheduled for Tuesday 18 January 2022.
Next meeting of the Village Committee is scheduled for Tuesday 25 January 2022.

Stockton Heath Parish Council

MINUTES OF THE MEETING OF STOCKTON HEATH PARISH COUNCIL HELD at STOCKTON HEATH LIBRARY ON TUESDAY 14 DECEMBER 2021 AT 7.30PM.

Present: Councillor P Todd (Chair)
Councillors Barlow, Dutton, Gillibrand, Harris, Harrison, Jones, Jordan, North (arrived at 8.01pm), Olsen, Taylor, Walker (arrived at 8.16pm) and Wheeler.

Attending: Mrs L Jacob – Clerk; 5 members of the public

21/117 Apologies

Apologies were received and accepted from Cllrs. Dean and Murphy.

21/118 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.

21/119 Public Participation

119.1 PCSO Monthly Report
The monthly report contained reports of a theft from a purse and two thefts from motor vehicles; three incidents of criminal damage and three burglaries, two from insecure sheds; and one incident of anti-social behaviour. The PCSO had sent apologies, being on annual leave.
119.2 Members of the Public
(Cllr Wheeler left the room)
Three residents raised concerns about a planning application on the grounds that the proposals had an adverse effect on the privacy of neighbouring properties, were an overdevelopment of the property concerned, affected the streetscene and introduced highway hazards as there was inadequate off-road parking available to meet the requirements of the WBC Parking Standards.

The Chair moved that the planning application 2021/40004 at item 130 be taken at this point in the meeting.

Three members of the public left at 8.01pm.

Cllr Wheeler rejoined the meeting.
Cllr North arrived.

A resident wished councillors a Happy Christmas and thanked the parish council for all they do for Stockton Heath.

The resident left the meeting.

21/120 Minutes

120.1 Parish Council
The minutes of the Monthly Parish Council Meeting held on Tuesday 9 November 2021 were confirmed as a true record and signed by the Chairman.
120.2 Land Assets Committee
The minutes of the Land Assets Committee held on Tuesday 23 November 2021 were confirmed as a true record and signed by the Chairman.
120.3 Employment Committee
The minutes of the Employment Committee held on Tuesday 30 November 2021 to be confirmed as a true record and signed by the Chairman.

120.4. Planning, Finance and General Purposes Committee
The minutes of the Planning, Finance & General Purposes Committee held on Tuesday 7 December 2021 were confirmed as a true record and signed by the Chairman.

21/121 Matters to be resolved from minutes

Land Assets Committee Tuesday 26 October 2021

No recommendations

Employment Committee Tuesday 30 November 2021
121.1 (minute E21/006) **Recommended** changes to the Terms of Reference document, as detailed in the minutes.
Resolved to accept the recommendation.
121.2 (minute E21/007.2) **Recommended** changes to staff salary grades as outlined in the confidential report circulated prior to the meeting.
Cllr Taylor declared an interest in the item and did not take part in the discussion or the vote.
Resolved to accept the recommendation.
121.3 (minute E21/008) **Recommended** changes to the Appraisal Policy, as detailed in the minutes.
Resolved to accept the recommendation.
121.4 (minute E21/008) **Recommended** that the appraisal process is scheduled for January 2022.
Resolved to accept the recommendation.

Planning, Finance and General Purposes Tuesday 2 November 2021
121.5 (minute P21/087) **Recommended** that the Nat West Business Reserve Account is closed.
Resolved to accept the recommendation.

21/122 Report on actions from previous minutes and on correspondence received

The Clerk provided information received since Tuesday 9 November 2021 for council to note and an update was provided by email prior to the meeting.

21/123 Councillors Reports

The following reports were made at the meeting:
Work to the Lumb Brook/Grappenhall/Chester Road junction was due to be completed on Wednesday 15 December 2021; WBC had been asked to consider introducing double yellow lines on London Road outside Brindley Court as cars were parking in the area; work to Grappenhall Road footpaths had been scheduled by WBC; residents had raised concerns about the lack of lighting on Parkgate Road and Mill Lane field and it was suggested that the Scout Hut might consider installing brighter lighting on their building; advertising banners on the corner of London Road/Orchard Street will be raised with Enforcement.

Cllr Walker arrived at 8.16pm

21/124 Budget Proposal and Precept for 2022/23

The Budget Proposal and Precept report were discussed. The report outlined an expenditure forecast of £246,850 to fulfill the obligations and projects discussed by the council and its committees; with a forecast carry forward of £66,740 identified, a balancing figure of £180,380 was necessary. It was proposed that a precept of £74 (based on a tax base of 2458 Band D equivalent homes) be requested to achieve the balancing figure.

Resolved that a precept of £181,892, being a charge of £74 per Band D property will be requested from Warrington Borough Council.

21/125 Remembrance Sunday

The Remembrance Sunday event was considered. It was noted that comments had been received about the extent of road closures. Cllr Wheeler will gather further information and the item will be discussed at the next meeting of the council in January 2022.

21/126 Christmas Lights Switch On

126.1 The 2021 event was discussed. Councillors felt that the event had been well received but concerns were raised about the safety aspects.
Cllr Harrison will liaise with the clerk to review the Risk Assessment and Event Management Plan.
126.2 **Resolved** that a donation of £100 to Stockton Heath Primary School and £100 to St. Thomas' Primary School from the Chairman's Allowance Budget in recognition of support at the Christmas Lights Switch On event would be made.

21/127 Queen's Platinum Jubilee Celebrations 2022

A member of the public left the meeting at 8.52pm

127.1 Discussion on specific plans for a Parish Council commemoration of the event took place. A community event on Mill Lane was discussed with the possibility of providing local musical talent. The three schools will be contacted again to enquire if they might be able to contribute. It was suggested that a local artist might be approached to create an art installation.
Resolved that a Picnic or Party in the Park event was desirable and liaison with the Friends of Alexandra Park should take place to avoid duplication; that Cllr North will provide details of local musical talent; that Cllr Jordan will contact the schools in the new year; that Cllr Wheeler will contact a local artist; that this item be a Standing Agenda item of full council.
127.2 The contents of the meeting of the Jubilee Working Group was noted.

21/128 Climate and Ecological Emergency

The contents of the paper submitted by the Working Group was noted.

21/129 Appointment of councillors to the Appraisal Panel

Resolved that Cllrs. Gillibrand, Harrison and Todd will be appointed to the Appraisal Panel and that the clerk will provide training prior to the appraisals taking place.

21/130 Planning Applications

To consider responses to the following planning applications, received after the issue of the PGFP agenda, and included in order to meet the 21 day response deadline:

The following item was taken after Public Participation:

2021/40004 AMENDED PLAN
331, Thelwall New Road, Grappenhall And Thelwall, Warrington, WA4 2LS
Householder - Proposed Flat roof rear dormer to previously approved LDC application (2021/39672) and single storey side and rear extensions
Amendment details - the rear extension would be 150mm from the boundary with

333 Thelwall New Road; the ensuite window has been annoted as obscurely glazed.

The Parish Council object to this application on the grounds that by increasing the number of bedrooms the Parking Standards cannot be met as there is inadequate provision for off-road parking. The parish council also request that the planning application is referred to the Development Management Committee for consideration.

The following plans were discussed after Items 131 and 132 were taken.
Cllrs Walker and Wheeler left the meeting at 9.16pm

2021/40593
134, Fairfield Road, Stockton Heath, Warrington, WA4 2BS
Proposed remedial works to 1 No. tree.

No comment

2021/40601
Hill Top Cottage, Hill Top Road, Stockton Heath, Warrington, WA4 2ED
TPO - Proposed remedial works to x1 tree

No comment

2021/40616
31, Westbourne Road, Stockton Heath, Warrington, WA4 6SE
Proposed Part single storey part two storey rear extension.

No comment

21/131 Reports from Outside Bodies

The following reports were received:
Wild about Stockton Heath had filled five planters near to the BT Exchange off Dundonald Avenue; a Winter Tree event had been held in Alexandra Park. Friends of Alexandra Park had held their Annual General Meeting where plans for a Jubilee event had been discussed. The Friends were supporting the Christmas Eve Carols again this year.

21/132 Future Agenda Items and Items for Publicity

It was agreed that the following items be placed on the next agenda:

Jubilee Celebrations; Remembrance Sunday; lighting at the Scout Hut (through PFGP)

A statement for the press and website to be prepared outlining the details of the proposed budget and precept for 2022/23.

21/133 Date and Time of Next Meeting

Tuesday 11 January 2022, 7.30pm.

The meeting closed at 9.21pm.

The Chairman wished councillors “Seasons Greetings” and invited them to partake in seasonal refreshments.

STOCKTON HEATH PARISH COUNCIL

Minutes of a meeting of the Planning, Finance & General Purposes Committee was held on Tuesday 4 January 2022, commencing at 7:30pm at Stockton Heath Library.

Present: Cllrs. P Walker, H Todd, A North, S Taylor, J Wheeler

Attending: I Derbyshire (Assistant Clerk); One member of the public

P21/090 Apologies

Apologies were received and accepted from Cllrs C Jones, P Todd and L Murphy. Cllr P Walker stood in as Chair for the absence of Cllr C Jones.

P21/091 Declarations of interest

Cllr P Walker as a substitute member of the Development Management Committee and Cllr J Wheeler as a member of the Development Management Committee declared that they would not take part in any planning discussions and would leave the room.

P21/092 Public Participation

Cllrs Walker and Wheeler left the room.

A resident raised issues with the Planning Applications 2021/40713 and 2021/40714 – 62 Whitefield Road and 62 & 64 Whitefield Road.

2021/40713 This property had been bought by a developer who wished now to build dwellings in the garden. The resident stated that there is limited room and appears to break the 13m rule. The windows will overlook his garden. There are no dimensions on the plans which makes the application inadequate. Parking is already a problem in Whitefield Road and this application will add to the issue as well as exacerbating problems at the junction of Red Lane and Belvoir Road.

2021/40714 These new properties are extremely large compared to surrounding buildings and will be squeezed very close together. The upstairs windows will overlook his property, increase parking issues and feels it is an over-development of the plot.

In both applications the scaling looks doubtful and he would urge the Parish Council to look closely at the plans.

The committee thanked the resident for his participation and advised they would be discussing the planning applications at the end of the meeting. The resident left the meeting and Cllrs Walker and Wheeler returned to the room.

P21/093 Accounts for Payment

093.1 **Resolved** that approval be given for payment of the accounts as detailed on the schedule of payments dated to 31 December 2021 and that authorisation will be approved, in internet banking, by Cllrs. Jones and Todd.

It was noted that councillors felt that the Christmas lights had been disappointing this year. The assistant clerk advised that discussion of the lighting contract is due to take place at the next Village Committee.

093.2 **Agreed** that of the following standing orders will be cancelled as payments will now be made through the internet banking facility: Cheshire Pension Fund (after payment of 6 January 2022); Standing Orders relating to staff salary payments. The mandate to authorise the cancellation was signed by Cllrs. Walker and Dutton.

093.3 **Resolved** that the bank reconciliations presented to 30 November 2021 match the bank statements received and Cllr North, who is not Chairman of

the Parish Council nor a cheque signatory, signed the reconciliation and accompanying statements.

P21/094 Receipts

The following receipts were noted:

NatWest monthly bank interest – December 2021	£0.34

P21/095 Statement of Receipts and Payments 2021/22

Noted the Statement for the period to 31 December 2021.

Cllr Walker wished to have an explanation of the Reserves and asked for this to be on the next agenda.

P21/096 Grant Application – Red Lane Allotments

Recommended to approve a grant of £1000 towards the purchase of sheds.

The committee requested that the guide to Grant Applications be reviewed and wished it to be on the next agenda.

P21/097 Red Lane Allotments

Due to the length and complexity of the draft lease, it was considered that this item required more time and that a discussion would be deferred to a future meeting.

P21/098 Practitioner's Conference

Resolved that the assistant clerk attend the Society of Local Council Clerk's Practitioners' Conference taking place virtually on 15, 16 and 17 February 2022, at a cost of £37.50 plus VAT which is a 50% contribution.

P21/099 Bank Charges

The commencement of Nat West bank charges were noted, effective from 1 February 2022, as turnover on the bank account is above £100,000.

P21/100 Planning Applications

Cllrs. Walker and Wheeler left the meeting.

100.1 Responses to planning applications received are detailed in the appended table.
100.2 There were no notifications of refused planning applications and no applications which have been referred to or decided by the WBC Development Management Committee.
100.3 No updates on any other planning issues were received.

P21/101 Date and Time of Next Meeting

Tuesday 1 February 2022 at 7.30 pm.

The meeting closed at 8.38pm

P21/093.1 Schedule of Payment

The following accounts are submitted for approval and payment by the Committee from the agreed budget for 2021/22

Payee	Goods or Service provided	Budget Heading	Net	VAT	Gross
Staff Salaries	Salaries for December 21. Paid by Standing Order 20.12.21 and residual paid by internet banking 4.1.22	People Costs	4496.23		4496.23
City Illuminations	Christmas Lights	Village	2,137.50	427.50	2,565.00
Northwich Town Council	Planters	Village	1,380.00	276.00	1,656.00
Griffin Contracting Services	Bank Cutting Hedges and Pathways	Land Assets Ackers Pit	710.00	142.00	852.00
Griffin Contracting Services	Mowing	Land Assets Mill Lane	270.00	54.00	324.00
Wavenet	Annual Licence and Monthly web hosting	Office Costs	69.40	13.88	83.28
Livewire		Extra Room Rental	256.00	0.00	256.00
British Telecom	Room rental for full council and committee meetings	Phone Bill & Broadband Quarterly	111.55	22.31	133.86
Acts Sound and Lighting	Phone Bill & Broadband Quarterly	Sound System for Christmas Switch On	340.00	68.00	408.00
Councillor Reimbursement	Sound System for Christmas Switch On	Village	134.98	27.00	161.98
Bridgewater Canal Company	Bulbs for planting	Land Assets Ackers Pit	120.00	24.00	144.00
Holly Oak Services	Rents-Easement Ackers Pit	Land Assets Ackers Pit	175.00	35.00	210.00
Holly Oak Services		Land Assets Ackers Pit	200.00	40.00	240.00
Holly Oak Services	Storm Damage Trees Ackers Pit	Land Assets Mill Lane	175.00	35.00	210.00
		Total	**10575.66**	**1164.69**	**11740.35**

P21/100 Planning Applications Considered

Date received	Planning Application Number	Address	Proposal	Response
10/12	2021/40635	108, Fairfield Road, Stockton Heath, Warrington, WA4 2BU	Proposed Single Storey Rear And Side Extension	No comment
10/12	2021/40390	121, Chester Road, Stockton Heath, Warrington, WA4 2SA	Proposed dormer extension	No comment
14/12	2021/40315	38, Grappenhall Road, Stockton Heath, Warrington, WA4 2AG	Proposed new detached garage	No comment
16/12	2021/40674	11, Denbury Avenue, Stockton Heath, Warrington, WA4 2BL	Proposed single storey rear extension	No comment
17/12	2021/40685	Glendale, Balmoral Road, Grappenhall And Thelwall, Warrington, WA4 2EB	Part single storey and part two storey extension to front, side and rear	No comment
22/12	2021/40713	62, Whitefield Road, Stockton Heath, Warrington, WA4 6NA	Construction of one detached infill dwelling with associated access	Objection due to lack of dimensions on the application. The use of scaling does not indicate how this will impact on the surrounding area. It will impact on the existing problem of parking in the road and at the junction of Red Lane and Belvoir Road.
22/12	2021/40714	62 & 64 Whitefield Road, Stockton Heath, Warrington, WA4 6NA	Demolition of single-storey rear extension and construction of two detached infill dwellings with associated accesses	Objection due to over development of the plot. The surrounding houses are much smaller than this new one, affecting the street scene. Loss of privacy to the neighbours as well as exacerbating parking issues.

Item 139 - Report on actions taken since the previous meeting

Meeting	Minute Reference	Action/Update	Next Action
Full Council 12 October 2021	21/082.2	The Financial Regulations will be loaded to the website once the changes have been made	Completed
	21/082.6	Clerk awaiting information from Borough Council on proposed location for the Tommy figure	Still waiting
	21/085	Cllr Walker contacting Earthsense to enquiry if there is a way of allowing members of the public access to the Air Quality Monitor data without entering a password.	Cllr Walker?
	21/088	Bench for Forge Shopping Centre	Bench has been ordered
Full Council 9 November 2021	21/103	Tender exercise for planters	To be scheduled in New Year
	21/104	Bin siting has been agreed close to green grit bin	Monitoring for installation
Land Assets 23 November 2021	L21/036	The female swan had died of suspected Avian Flu and the body collected by DEFRA for testing. A cygnet which had returned to the Pit following dispersal had been put to sleep by the RSPCA following reports that it was observed to be unwell. One cygnet remains on the Pit.	Continue monitoring the cygnet and other waterfowl and report any suspected Avian Flu cases to DEFRA
	L21/037	Works to repair pathways at Ackers Pit, to steps at Mill Lane and to replace the vehicular access gate off Willow Drive had been completed.	A meeting with the contractor to review the banking works at Ackers Pit to be arranged
	L21/038	Obtaining three quotations for tree Health and Safety work	A document specifying the works to be drawn up and agreed prior to sending to contractors.
	L21/040.1	Installation of new bin at lower Mill Lane field by Northwich TC	Norwich TC have ordered the bin and are awaiting delivery prior to installation (estimated 11 weeks)
	L21/040.2	WBC have indicated that they have an outdoor table tennis table that could be considered for installation at Alexandra Park	Awaiting more information from WBC
	L21/040.3	Another tree supplier has been contacted to provide an English Oak and a Golden Crab Apple.	Awaiting a reply
	L21/042	Animal House Building Event	Planning is underway with contact regarding venue; meeting with

			resident who offered to help and orders placed for kits
Employment Committee 30 November 2021	E21/006	Terms of Reference updated and document available on the website	Completed
	E21/007	Increase to staff salaries had been applied.	Completed
	E21/008	Changes to the Staff Appraisal Policy document had been applied.	Completed
	E21/009	Review of Staff Policies by members of the Committee	Policies to be circulated in next few days
Full Council 14 December 2021	21/121.4	Staff Appraisals.	Dates to be agreed with staff and appraisers; paperwork to be circulated
	21/121.5	Letter sent to request closure of the Nat West Business reserve Account	Monitor for response
	21/126	Cllr Harrison to liaise with the clerk to review the health and safety procedures in place for the Christmas Lights Switch On Event	Meeting to be arranged
	21/127	Liaison with Friends of Alexandra Park; Cllr North to liaise with local musical talent; Cllr Jordan with schools; Cllr Wheeler with local artist	Updates at January meeting

Report on Correspondence received since the last update issued on 8 December 2021

Date	**Subject of correspondence**	**Actions**
08/12	Resident – reporting that WBC had advised contact with own car insurance company after a tree had damaged a car	Replied that this would be the correct procedure.
14/12	Resident – regarding road markings at Orchard Street and at Dingle Way.	Forwarded to Cllr Wheeler as Appleton and WBC councillor. Also that clerk would sent rangers to investigate cutting back foliage from traffic No Entry signs
14/12	WBC informing of pavement works to Grappenhall Road to begin on 17 Jan 2022	Forwarded to all for info
17/12	NALC/ChALC bulletins	Forwarded to all
19/12	Resident asking if a Rugby League player from Stockton Heath could be recognised	Advised to contact Rugby League associations.
22/12	Resident – reporting problems with parking and inability for the refuge vehicle to access for bin emptying.	Cllr Wheeler is following up
24/12	WBC to inform that the single lamp post assigned to the parish council as owner has developed a fault.	Replied that would be best for WBC to take ownership and replace with new LED fitting as they advised.
30/12	From Red Lane Allotments – Winter newsletter	Forwarded to all
04/01	From Police and Crime Commissioner – survey on views on police budget for 2022/23	Forwarded to all

04/01	Resident – reporting the result of the DEFRA testing on the female swan – a positive for Avian Influenza (AI)	To note