Stockton Heath Parish Council

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Dear Councillor

I hereby summons you to attend a **MEETING OF THE PARISH COUNCIL** which will be held at **STOCKTON HEATH LIBRARY**, ALEXANDRA ROAD**,** STOCKTON HEATH on **TUESDAY 13 SEPTEMBER 2022,** commencing at **7.30pm** for the consideration of the subjects mentioned below.

Yours sincerely

Lara Jacob

Clerk to the Council 7 September 2022

AGENDA

22/066 Apologies

To receive and accept apologies given for non-attendance**.**

22/067 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.

22/068 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.

068.1 PCSO Monthly Report
068.2 Members of the Public
068.3 Presentation by WBC officer from Smarter Travel Choices

22/069 Minutes

The minutes are circulated with the agenda and will be taken as read.

069.1 Parish Council
The minutes of the Monthly Meeting of the Parish Council held on Tuesday 12 July 2022 to be confirmed as a true record and signed by the Chair.
069.2 The minutes of the Planning, Finance and General Purposes Committee held on Tuesday 2 August 2022 and of the extra Planning Meeting held on the 23 August 2022 and of the ordinary meeting of 6 September 2022 to be confirmed as a true record and signed by the Chair.

22/070 Matters to be resolved from minutes

070.1 *Planning, Finance and General Purposes Tuesday 2 August 2022* (minute P22/0**32**) **Recommended** that a grant of £288 be awarded to Tuesday Litter Team, part of the Warrington Litter Network.

070.2 *Planning, Finance and General Purposes Tuesday 6 September 2022* (minute P22/050) **Recommended** that the parish council accept the appointment of the External Auditor by the Smaller Authorities Audit Appointments.
(minute P22/051) **Recommended** that having reviewed the Risk Management Register as presented, the parish council adopt it as the Register applicable to the financial year 2022 to 2023.
https://stocktonheathpc.org.uk/wp-content/uploads/simple-file-list/Policies/Risk-Management-register-Sept-2021.pdf

22/071 Report on actions from previous minutes and on correspondence received

To receive and note the above reports (enclosed)

22/072 Councillors' Reports

To report any matters that have been raised to councillors since the Monthly Parish Council Meeting held on Tuesday 12 July 2022.

22/073 Working Groups

To receive and consider any recommendations or actions from the following Working Groups:

073.1 Communications
073.2 Climate and Ecological Emergency
073.3 Queen's Jubilee Parish Events
073.4 Local Plan Response
To receive an update from attendance at the Public Inspection Enquiry.

22/074 Reports from Outside Bodies

To receive and **discuss** reports from attendance at other meetings.

22/075 External Auditor Report

To note that the external auditor has sent a report, that no actions were necessary and that the Notice of Conclusion of Audit has been posted on the parish council's website and on the noticeboard at Clarks (auditor letter and report enclosed)

22/076 Forge Car Park Charge Increases

To note and discuss the information provided by Warrington Borough Council on the proposed increase in parking charges at the Forge Car Park (information enclosed)

22/077 Grant to Broomfields Youth Project

To retrospectively approve a grant of £600 made to the Project to run a summer scheme. Approval was given by the Chair and Deputy Chair under the recess arrangements agreed at the July full council meeting (minute 22/056) as the funding was required in August.

22/078 Internal Control Check

To nominate a councillor who is not Chairman, Chair of a Committee, or a cheque signatory, to act as the internal control checker to carry out the control check of the parish council's finances in October.

22/079 Well-being of residents

To discuss any actions the parish council can take to ensure the well-being of residents in the face of cost of living increases and rises in energy costs.

22/080 Ukrainian visitors

To discuss a response to the request from the Warrington Borough Council Wellbeing Service for the following **:**befriending; transport to support groups and appointments; ESOL teaching; childminding/babysitting; extra-curricular activities.

22/081 Christmas Lights

To discuss the quotations received for the provision of a Christmas Lighting Scheme (emailed to councillors)

22/082 Cheshire Railings Refurbishment

To discuss the quotations received to clear the ground and **to discuss** the quotations received to refurbish the railings that adjoin the Bethesda Church building on Lumb Brook Road and accept the recommendations by the Planning, Finance and General Purposes Committee. (P22/046).

22/083 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.

22/084 Planning Applications

To discuss a response to the following planning applications received:

2022/41962

37 Ellesmere Road, Stockton Heath, Warrington, WA4 6DZ Single storey extension to rear to replace conservatory
https://tinyurl.com/3p38bw29

2022/42142 28 Whitefield Road, Stockton Heath, Warrington, WA4 6LZ
Single Storey Rear Extension
https://tinyurl.com/2p82xck7

2022/41827 Piccolino Restaurant 85-87, Warrington, WA4 6SG
Glass balustrade to first floor terrace
INFORMATION ONLY

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.

22/085 Date and Time of Next Meeting

Tuesday 11 October 2022, 7.30pm

Stockton Heath Parish Council

MINUTES OF THE MEETING OF STOCKTON HEATH PARISH COUNCIL HELD AT STOCKTON HEATH LIBRARY ON TUESDAY 12 July 2022 AT 7.30PM.

Present: Cllr P Todd (Chair)
Cllrs Barlow, Dean, Harrison, Murphy, Jones (arrived 7.38pm), Jordan (left 8.46pm), and Walker (arrived 8.05pm)

Attending: I Derbyshire – Assistant Clerk;
one member of the public (left 8.05pm); a representative from Broomfields Youth Project; PCSO Jordan Burke.

22/047 Apologies

Apologies were received and accepted from Cllrs. Dutton, Gillibrand, Harris, North, Taylor and Wheeler. Councillor Olsen was absent.

22/048 Declarations of Interest

No declarations of interest were made.

22/049 Public Participation

049.1 PCSO Monthly Report

The PCSO attended and the report, previously circulated, was discussed. It contained details of incidents of theft and anti-social behaviour. There were no thefts from motor vehicles, no criminal damage and no burglaries. Policing questionnaires had been posted on Brian Avenue, (a new initiative, whereby a different road is chosen each time) offering property marketing kits to residents. Engagement activities have been completed with St Thomas and Stockton Heath schools and support was given to the Stockton Heath Festival and Walking Day. Councillors asked about speeding on Ellesmere Road and Whitefield Road. Comments gathered from residents during the Festival were discussed with the PCSO including concerns on speeding at night, parked cars too near corners and junctions and parking on pavements.

Resident Voice Surveys. There is a currently a big emphasis on promoting this survey to residents. They will use it to prioritise their day to day activities if receiving multiple reports of a similar nature.

Item 22/058 was then discussed.

049.2 Members of the Public
A resident commented on lack of response from Warrington Borough Council regarding a request to trim back some trees. The Parish Council will contact Warrington Borough Council.

049.3 A representative from Broomfields Youth Project presented information in support of a grant application request for £600 towards running an Activity Week during the school holiday break.

(The representative left the meeting.)

22/050 Minutes

050.1 Parish Council
The minutes of the Monthly Meeting of the Parish Council held on Tuesday 14 June 2022 were confirmed as a true record and signed by the Chair.
050.2 The minutes of the Land Assets Committee held on Tuesday 21 June 2022 were confirmed as a true record and signed by the Chair.
050.3 The minutes of the Village Committee held on Tuesday 28 June 2022 were confirmed as a true record and signed by the Chair.
050.4 The minutes of the Planning, Finance and General Purposes Committee held on Tuesday 5 July 2022 were confirmed as a true record and signed by the Chair.

22/051 Matters to be resolved from minutes

051.1 *Land Assets, Tuesday 21 June 2022*
(minute 22/007) **Recommended** that, with minor corrections of spelling to the Tree Management Policy the policies (Memorial Bench, Pest Control, Tree Management) be adopted by the full council.
Resolved to accept the recommendation.

051.2 *Planning, Finance and General Purposes Tuesday 5 July 2022*
(minute P22/022) **Recommended** that membership of Cheshire Community Action is not renewed.
Resolved to accept the recommendation.

(minute P22/023) **Recommended** to install a noticeboard at Pilling Gardens, Stockton Heath. A lockable post mounted weatherproof dual door is recommended in either black or racing green. Stockton Heath Parish Council to be included in the heading, with a footboard to mark the Queen's Platinum Jubilee year. Maximum cost £2000 (to be taken from general reserves) to cover the purchase, installation and fees associated with planning permission.
Resolved to accept the recommendation in the colour of racing green.

22/052 Report on actions from previous minutes and on correspondence received

A report had been circulated of actions from previous minutes.

In addition, the following were noted:

Cheshire Railings – the Land Trust who had provided contact details for companies who renovate heritage railings; Bethesda Church had advised that they have convened a working party who are happy to work with the Parish Council and liaison will take place.

FDR Law are transferring their business to Taylor Rose MW on 1 July 2022 and arrangements will be made for the future handling of any matters, transfers of monies and valuable document. The transfer does not involve a change of staff. FDR Law's office in Warrington will remain operational but partly updated with Taylor Rose MW signage.

22/053 Councillors' Reports

The following reports were received:

Cllr Barlow provided a written summary of comments received during the Festival and thanked those councillors who supported the Parish Council's stall. Cllr Jordan commented on how well the Parish Council display had been received. It had been lively, interesting and engaging for the community.
A range of comments, compliments and complaints had been received ranging from parking and speeding issues, cleanliness of the village and maintenance on open land.

An invitation to Red Lane Allotments on either 22 or 29 July was discussed, with a preference for 29 July 2022.

A letter of thanks to Pizza Express for their hospitality on Walking Day was requested and it was noted that the event had brought a sense of community and pride to the village, missed during the event's absence during covid restrictions.

A report to Warrington Borough Council of a liveried van speeding had revealed that trackers installed in vehicles advise on travelling speeds and the van, although perceived to have been speeding, had not broken the speed limit.

A complaint had been received about the flowers on lower Mill Lane.

The difficulty of exiting from Bridgewater Mews onto London Road due to parked cars obscuring vision had been raised again. Warrington Borough Council will be asked to progress the promised extension of double yellow lines at this junction.

22/054 Working Groups

054.1 Communications
No meeting had taken place.
054.2 Climate and Ecological Emergency
No meeting had taken place.
054.3 Queen's Jubilee Parish Events
No meeting had taken place.
054.4 Local Plan Response
John Groves had been appointed and will attend the enquiry on 6 September to raise four issues of concern put by Stockton Heath Parish Council.

22/055 Reports from Outside Bodies

The report from the Community Group on Jubilee Events was received.

22/056 Recess Arrangements

Arrangements for dealing with business during the August recess were discussed and it was also noted that the Planning, Finance and General Purposes committee will convene a meeting on 2 August 2022.

Resolved that urgent business will be referred to the Chairman and Deputy Chairman (and in their absence to the Chairman of the PFGP or the Chairman of the Village Committee) for consideration.

22/057 Air Quality Monitor

Resolved to defer this item to the October meeting, following the inspection of the Local Plan by the Planning Inspectorate.

22/058 PCSO Reporting Format Consultation

The present format of the reports provided enough detail and the Parish Council were content to continue on this basis.

22/059 Ukrainian Guests

The Parish Council had established a link with the Borough Council regarding guests from the Ukraine and the offer of help would be reiterated.

22/060 Christmas Lights

This item to be deferred to the September meeting.

22/061 London Road Swing Bridge

061.1 It was noted that a consultation on an upgrade to the Transpennine Way had opened. The Parish Council did not wish to make a response at this stage.
061.2 Cllrs Harrison and Dean were nominated as representatives of Stockton Heath Parish Council to attend the Peel Port Bridge Reference Group.

22/062 Planning Applications

Cllr Walker, as a substitute member of the Development Management Committee did not speak on any planning matters.

The following planning applications were considered:

2021/40713 62, Whitefield Road, Stockton Heath, Warrington, WA4 6NA
Construction of one detached infill dwelling with associated access
Amendment

Response: Objection
The previous objection made on the grounds of parking and the compromising of safety at the junctions of Belvoir Road, Red Lane and Whitefield Road remain and the objection is reiterated. The substantive issues in previous objections need to be addressed. The parish council requests that this planning application is referred to the Development Management Committee for full consideration.

2021/40714 62 & 64 Whitefield Road, Stockton Heath, Warrington, WA4 6NA
Demolition of single-storey rear extension and construction of one detached infill dwelling with associated accesses
Amendment
Response Objection
The previous objection made on the grounds of parking and the compromising of safety at the junctions of Belvoir Road, Red Lane and Whitefield Road remain and the objection is reiterated. The substantive issues in previous objections need to be addressed. The parish council requests that this planning application is referred to the Development Management Committee for full consideration.

2022/41639 8 Bedford Street, Stockton Heath, WA4 6LY
Orangery style infill extension between existing outriggers of 7 & 8 Bedford

Street. Extension to be carried out as one build.
Information Only

2022/41640 7 Bedford Street, Stockton Heath, WA4 6LY
Orangery style extension infill between existing outriggers of 7 and 8 Bedford Street to be constructed as one build with party wall to boundary. Flat roof with rooflights.

Information Only.

22/063 Tree Survey

It was noted that a ground level survey of the trees on Mill Lane Fields, Ackers Pit and Red Lane Allotments was carried out on 24 and 27 June 2022. There were no issues of immediate concern, but it should be noted that ash trees at Red Lane Allotments and on Mill Lane fields show signs of ash-die back and that chestnut trees show extensive signs of horse chestnut leaf miner damage.

22/064 Future Agenda Items and Items for Publicity

Cheshire Railings – September Meeting

Christmas Lights – September Meeting

Air Quality Monitor – October Meeting

22/065 Date and Time of Next Meeting

Tuesday 13 September 2022, 7.30pm

The meeting closed at 9.00pm.

Stockton Heath Parish Council

Minutes of a meeting of the Planning, Finance & General Purposes Committee held on Tuesday 2 August 2022, commencing at 7:30pm at Stockton Heath Library.

Present: Cllrs. Dutton, Todd, Harris and Walker (left 8pm)
Attending: I Derbyshire (Assistant Clerk)

P22/026 Apologies
Apologies were received from Cllrs. Jones and Gillibrand.
Cllrs. North and Wheeler were absent.

P22/027 Declarations of interest
Cllr Walker as a substitute member of the Development Management Committee declared that he would not take part in the planning discussions and would leave the room.

P22/028 Public Participation
No members of the public were present.

P22/029 Accounts for Payment
029.1 **Resolved** to approve the payment of the accounts as detailed on the schedule of payments dated to 27 July 2022. Cllrs. Todd and Dutton to authorise the payments via internet banking.

029.2 **Noted** the PCSO Service Level Agreement for 2022/23 has not been signed and returned to the Parish Council.
Recommended to pay the first quarter invoice when received.

P22/030 Receipts
The following receipt of monies into the National Westminster account for the period 1 July 2022 to 31 July 2022 was noted:

Refund of VAT Apr – Jun 2022	£867.59

P22/031 Statement of Receipts and Payments to date
The Statement for the period to 31 July 2022 was noted.

P22/032 Grant Application
Cllr Harris declared an interest as Chair of Walton Parish Council which has a litter team and comes under the umbrella of the Litter Network.

Recommended a grant of £288 be awarded to Tuesday Litter Team.

(Cllr Walker left the meeting at 8pm.)

P22/033 Planning Applications
033.1 Responses to planning applications received are detailed in the appended table.
033.2 There were no notifications of refused planning applications.
033.3 Five planning applications had been received after the issue of the agenda and a decision taken to respond to them at this meeting in view of the deadlines. Responses are included on the appended table.

P22/034 Date and Time of Next Meeting
Tuesday 6 September at 7.30pm

The meeting closed at 8.19pm.

P22/029 Schedule of Payments

The following accounts are submitted for approval and payment from the agreed budget for 2022/23

Method	Payee	Goods or Service provided	Budget Heading	Net	VAT	Gross
Bank Transfer	Staff Costs	Staff Salaries (July)	People Costs	4640.52	0.00	4640.52
	The Print Shop	Printing Costs Newsletter	Office Costs	343.00	0.00	343.00
	Livewire	Room Hire Jan - Jun 2022	Office Costs	624.00	0.00	624.00
	Livewire	Office Rental Apr - Jun 22	Office Costs	750.00	0.00	750.00
	Bellfield Landscapes	Mowing Ackers Pit	Land Assets Ackers Pit	175.00	35.00	210.00
	SafetySigns4 Less	Cycling Signs	Land Assets Ackers Pit	31.29	6.25	37.54
	SafetySigns4 Less	Cycling Signs	Land Assets Ackers Pit	93.87	18.77	112.64
	Livewire	Stockton Heath Library Grant	Grants	1,281.00	0.00	1,281.00
	P Morris	Newsletter Delivery	Office Costs	150.00	0.00	150.00
	Pixel and Type	Jubilee Poster Design & Printing	Village	641.00	0.00	641.00
	Avanti	Printing Costs Apr - Jul	Office Costs	24.71	4.94	29.65
	Northwich Town Council	Watering June	Village	367.50	73.50	441.00
	Broomfields Youth Project	Grant	Grants	600.00	0.00	600.00
	ChALC	Planning Training	People Costs	240.00	0.00	240.00
	Empire Groundcare	Treatment for Japanese Knotweed	Land Assets Other	150.00	30.00	180.00
Debit Card	Royal British Legion (Paid June)	Jubilee Plaque for St Thomas School	Village	99.99	20.00	119.99
Standing Order/ Direct Debit	Cloudnext	Advanced Hosting	Office Costs	149.99	29.99	179.98
	Wavenet	Annual Email Scanning	Office Costs	31.46	6.29	37.75
	Nat West	Bank Charges	Office Costs	3.15	0.00	3.15
	Nat West	Bank Charges	Office Costs	28.55	0.00	28.55
			Total	**10425.03**	**224.74**	**10649.77**

P22/033 Planning Applications

Date received	Planning Application Number	Address	Proposal	Response
13/07	2022/41259	Stockton Heath Christian Fellowship, The Lighthouse Chapel Lane, Stockton Heath, Warrington, WA4 6LL	Partial demolition to front/side/rear and proposed two storey rear/side extension and conversion to form 5 no. Apartments together with parking, landscaping and associated works	No comment
14/07	2022/41469	24 Ackers Road, Stockton Heath, Warrington, WA4 2DH	Full Planning (Householder Development) Extension to front, side and rear of house, partly under enclosed passageway. Driveway to be extended.	No comment
14/07	2022/41574	9 Swanage Close, Stockton Heath, Warrington, WA4 2YZ	Full Planning (Householder Development) FIRST FLOOR SIDE EXTENSION	No comment
19/07	2022/41585	5 Farrell Road, Stockton Heath, Warrington, WA4 6LR	Retrospective application for rear patio and steps	No comment
21/07	2022/41724	11 Ellesmere Road, Stockton Heath, Warrington, WA4 6DS	Single storey rear extension. Information Only.	Information Only
25/07	2022/41616	21 Hillfoot Crescent, Stockton Heath, Warrington, WA4 6SB	Single storey front extension, part single storey and part two storey rear extension, new pitched roof to side and rendering of whole house	No comment
26/07	2021/40713 Not on agenda	62, Whitefield Road, Stockton Heath, Warrington, WA4 6NA	Construction of one detached infill dwelling with associated access Amendment	OBJECTION The previous objection made on the grounds of parking and the compromising of safety at the junctions of Belvoir Road, Red Lane and Whitefield Road remain and the objection is reiterated.

				The substantive issues in previous objections need to be addressed. The parish council requests that this planning application is referred to the Development Management Committee for full consideration.
28/07	2022/41887 Not on agenda	1 Gibson Street, Stockton Heath, Warrington, WA4 2UQ	Proposed single storey kitchen extension to rear elevation	No comment
1/8	2021/38510 Not on agenda	23 Hillfoot Crescent, Stockton Heath, Warrington, WA4 6SB	Householder - Proposed porch, garage conversion and side extension to form new garage. Elevational alterations including two storey front extension and render. Amended Plans	No comment
1/8	2022/41963 Not on agenda	37 Ellesmere Road, Stockton Heath, Warrington, WA4 6DZ	Single-storey rear extension to replace conservatory. Prior Approval	No comment
31/7	2022/41722 Not on agenda	49 Denbury Avenue, Stockton Heath, Warrington, WA4 2BW	Proposed repositioned conservatory, extended driveway and new detached outbuilding to form double garage and gym garden room	No comment

Stockton Heath Parish Council

Minutes of an extra ordinary meeting of the Planning, Finance & General Purposes Committee held on Tuesday 23 August 2022, commencing at 11.00am at Stockton Heath Library.

Present: Cllr. C Jones (Chair)
Cllrs. H Dutton, P Todd, S Harris.
Attending: I Derbyshire (Assistant Clerk)

P22/035 Apologies

Apologies were received and accepted from Cllrs. North and Gillibrand. Councillors Wheeler and Walker were absent.

P22/036 Declarations of interest

No declarations of interest were made.

P22/037 Public Participation

No members of the public attended.

P22/038 Planning Applications

038.1 Responses to planning applications received are detailed in the appended table.
038.2 There were no notifications of refused planning applications.
038.3 There were no updates on any other planning issues.

P22/039 Date and Time of Next Meeting

Tuesday 6 September 2022 at 7.30 pm

P22/038.1 Planning Applications

Date received	Planning Application Number	Address	Proposal	Response
03/08	2022/41654	34 Grappenhall Road, Stockton Heath, Warrington, WA4 2AG	Single storey rear kitchen extension, linking kitchen with existing utility room	No comment
05/08	2022/41558	Clarks, 46 London Road, Warrington, WA4 6HN	Display of 1 no. Internally illuminated fascia sign and 1 no. Set of non illuminated wall Mounted letters	No comment
08/08	2022/41750	99 Walton Road, Warrington, WA4 6NR	Erection of attached single garage to side of existing house. New rear extension to replace existing bay and store.	No comment

Stockton Heath Parish Council

Minutes of a meeting of the Planning, Finance & General Purposes Committee held on Tuesday 6 September 2022, commencing at 7:30pm at Stockton Heath Library.

Present: Cllrs. Jones, Todd, Walker, Gillibrand, Harris, Wheeler
Attending: I Derbyshire (Assistant Clerk)

P22/040 Apologies

Apologies were received from Cllr. Dutton
Cllr. North was absent.

P22/041 Declarations of interest

Cllr Wheeler, as a member of the Development Management Committee, declared she would not take part in the planning discussions and would leave the room.

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

P22/042 Public Participation

No members of the public were present.

P22/043 Accounts for Payment

043.1 **Resolved** to approve the payment of the accounts as detailed on the schedule of payments dated to 30 August 2022. Cllrs. Todd and Dutton to authorise the payments via internet banking.

043.2 No updates on other financial matters.

P22/044 Receipts

The following receipt of monies into the National Westminster account for the period 1 August 2022 to 30 August 2022 was noted:

Refund of overpayment to Wavenet due to an error made by Wavenet - £15.19

P22/045 Statement of Receipts and Payments to date

The Statement for the period to 31 August 2022 was noted.

P22/046 Cheshire Railings

Recommended to accept the quotation from ELM Consultants for vegetation management of the area around Bethesda Church on Lumb Brook Road at a cost of £360 plus VAT.

Recommended to accept the quotation from Bagnalls Painting and Decorating to paint Cheshire Railings at a cost of £1875 plus VAT.

Recommended that these costs to be deducted from the Jubilee budget.

If resolved, prior to any work being carried out, Cllr Wheeler will liaise with Bethesda Church and also contact Bagnalls regarding the method of painting.

P22/047 Noticeboard

Asst Clerk advised that the Parish Council is waiting for Warrington Borough Council to carry out a survey of underground services prior to them suggesting where it would be advisable to site the noticeboard at Pilling Gardens. Cllr

Wheeler will advise the Asst Clerk of a contact number for Warrington Borough Council to pursue the matter.

P22/048 Cumulative Impact Assessment

Resolved to draft a letter to Warrington Borough Council in response on how this could affect Stockton Heath. All councillors were encouraged to respond personally. Closing date for the survey – 14 September 2022

P22/049 Budget (2023/24) Timetable

The timetable for preparing the budget for 2023/24 was noted.

P22/050 External Auditor

Recommend to continue as part of the SAAA sector led auditor appointment regime. (No further action will be required by the Parish Council).

P22/051 Risk Management Register

Recommend the adoption of the Risk Management Register following an annual review. (No amendments to the previous year).

P22/052 SLCC National Conference

Resolved that the clerk can attend the National Conference on 2 and 3 November 2022. Expenditure agreed at £385 plus VAT (silver option for a member.)

Cllrs. Wheeler and Walker left the meeting (20.38)

P22/053 Planning Applications

053.1 Responses to planning applications received are detailed in the appended table.
053.2 There were no notifications of refused planning applications.
053.3 There were no updates on any other planning issues.

P22/054 Date and Time of Next Meeting

Tuesday 27 September at 7.30pm

The meeting closed at 20.55.

P22/043 Schedule of Payments

The following accounts are submitted for approval and payment from the agreed budget for 2022/23

Method	Payee	Goods or Service provided	Budget Heading	Net	VAT	Gross
Internet Banking Transfers	Staff Costs	Staff Salaries	People Costs	4640.32	0.00	4640.32
	Nat West	Bank Charges	Office Costs	0.70	0.00	0.70
	Nat West	Bank Charges	Office Costs	26.75	0.00	26.75
	Glasdon	Seats x 2 Ellesmere Road	Village	1,237.24	247.45	1,484.69
	Pest Protect	Pest Control Ackers Pit	Land Assets Ackers Pit	260.00	0.00	260.00
	Northwich Town Council	Watering July 22	Village	980.00	196.00	1,176.00
	Warrington Borough Council	Grass Cutting Q1 Mill Lane	Land Assets Mill Lane	160.80	32.16	192.96
	Bellfield Landscapes	Grass Cutting Ackers Pit	Land Assets Ackers Pit	175.00	35.00	210.00
	Eyelid Productions	Annual Website Support	Office Costs	100.00	0.00	100.00
			Total	**7580.81**	**510.61**	**8091.42**
Debit Card Transactions	Amazon	Paper	Office Costs	54.32	10.86	65.18
	RSPB	Bat Detectors	Land Assets Other	233.33	46.67	280.00
			Total	**287.65**	**57.53**	**345.18**
Standing Orders/Direct Debits	Wavenet	Computer Charges	Office Costs	9.40	1.88	11.28

P22/053 Planning Applications

Date received	Planning Application Number	Address	Proposal	Response
06/09	2022/41909	1 Summerville Gardens, Stockton Heath, Warrington, WA4 2EG	A single storey rear and part double part first floor, side extension.	No comment
26/08	2022/41670	Bright Futures Care, 82 Ackers Road, Stockton Heath, Warrington, WA4 2BP	Proposed remedial work to x1 tree TPO	No comment

Item - Report on actions taken since the previous meeting

Meeting	Minute Reference	Action/Update	Next Action
FULL COUNCIL APRIL 2022	21/192	Street lamp at Vicarage Walk – STILL waiting WBC to decide if they will move the lamp to their own asset register	
	21/193	The bench at the Forge Shopping Centre – order for Jubilee Plaque placed	Affix the plaque
	21/050	Jubilee Events Poster – was completed and framed and displayed in library from Saturday 28 May 2022	Decide where to display/when to send to archive
FULL COUNCIL JUNE 2022	22/030	Request for litter-picking Duke of Edinburgh placement COMPLETED Resident given contact details for Litter Network	To contact high school and enquire about process for possible future placements
	22/034 22/035	Policies	Update with adopted dates and load to website – COMPLETED
	22/039	Jubilee Commemoration for Schools Another Queens Canopy Plaque purchased Cllr Harris liaising with Stockton Heath Primary School	Order a tree for St Thomas (clerk) and progress ideas with Stockton Heath Primary (Cllr Harris)
FULL COUNCIL JULY 2022	22/049.2	A report on the trees that were overgrown was made to WBC via the reporting portal. The trees did not meet the threshold for cutting in line with WBC's Tree Management Policy and therefore it was advised that no action would be taken and the case was close out on the system.	Cllr Wheeler followed up and trees due for cut in 2024

Report on Correspondence received since the last update issued on 12 July 2022

Date	**Subject of correspondence**	**Actions**
	ChALC and NALC weekly bulletins	Forwarded to all
17/07	Resident asking for advice on action an individual can take regarding the closure of a bank	Advised resident to write to the bank
17/07	Resident reporting that weedkiller had been sprayed up to head height on canal side pathway on Fairfield Road. Also asked for advice on how weeds are dealt with by WBC and the Parish Council	Sent explanation to resident; contacted Peel Ports regarding maintenance on canal side pathways
18/07	Resident asking for replacement street tree	Forwarded to Cllr Barlow re: WASH
19/07	Solicitor advising that the proposed lease has been sent to the Allotment Association	To note
25/07	Resident reporting caravan parked on Highway	Reported to WBC via Portal; informed borough councillors – matter was resolved possibly by the owner of caravan
28/07	Call regarding taking down of Jubilee Flags	Informed all councillors
08/08	Resident reporting an abandoned car and neglected surrounds of a private home	Referred to borough councillors and reported via WBC Portal

08/08	Resident sent batch of photos of Jubilee High Street for the archive	To note
15/08	Cheshire Constabulary – survey on Police Race Action Plan	Forwarded to all
16/08	Confirmation from a resident that a pothole that had been reported to WBC had received attention	To note
22/08	Cheshire Police – alert of overnight road closures on Northwich Road, Stretton running until mid-October	Forwarded to all
22/08	Via Cllr Wheeler – decision of M and S not to provide an ATM	To note
22/08	Cheshire Police August Newsletter, detailing speeding statistics	Forwarded to all
23/08	Resident commenting on the speeding report from the above newsletter	Passed to borough councillors
25/08	Police and Crime Commissioner explaining the rationale on the closure of Stockton Heath Police Station Front Desk	Forwarded to all
25/08	Solicitor confirming that the draft lease is with the Allotment Association's legal advisor	To note
27/08	Cheshire Police – notification of police surgeries	Forwarded to all
31/08	Cheshire Police – advising of closure of Police Help Desks and nearest ones available (Warrington Police Station)	Forwarded to all
01/09	Cadent – notification of public consultation on Hydrogas pipeline	Forwarded to all
05/09	Police and Crime Commissioner asking for feedback on the Police Plan	Forwarded to all
06/09	Festival of Running road closure advance notice for 25 September	Forwarded to all

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Stockton Heath Parish Council – CH0187**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

• summarises the accounting records for the year ended 31 March 2022; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority: None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature SIGNATURE REQUIRED Date 25/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Mrs Lara Jacob
Stockton Heath Parish Council
Stockton Heath Library
Alexandra Road
Stockton Heath
WA4 2AN

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
29 August 2022

Our Ref:
CH0187

SAAA Ref:
SB08067

Stockton Heath Parish Council
Completion of the limited assurance review for the year ended 31 March 2022

Dear Mrs Jacob

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Stockton Heath Parish Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

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15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://saaa.co.uk/fees.html. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: **PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference CH0187 or Stockton Heath Parish Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Stockton Heath Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Stockton Heath Parish Council** for the year ended 31 March 2022 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Stockton Heath Parish Council** on application to:	
(a) _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Mrs Lara Jacob
Stockton Heath Parish Council
Stockton Heath Library
Alexandra Road
Stockton Heath
WA4 2AN

Our ref CH0187

SAAA Ref SB08067

Invoice No. SB20221069

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 29 August 2022

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£400.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£400.00
VAT @ 20%	£80.00
TOTAL PAYABLE	£480.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://saaa.co.uk/fees.html

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include CH0187 or Stockton Heath Parish Council as the reference.

For account queries, contact creditcontrol@pkf-l.com

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Invoice No. SB20221069

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 29 August 2022

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£400.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
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Item 76 Increase in Parking Charges on the Forge car park

Dear Councillors,
I am writing to inform you that as part of the councils Medium Term Financial Plan (MTFP) savings, which were approved by both Cabinet and Full Council in February 2022 as part of the 2022/23 budget setting process, that it is proposed to increase the parking charges on the Forge car park from October onwards. The reason for this is that in order for a balanced budget to be set as part of the savings needed to achieve this it has been necessary to revise the charges which have remained unchanged since they were first introduced in 2014. Since that time due to inflation the council's costs to manage and operate the car park have increased considerably.

In undertaking this review of prices we have recognised how important it is to residents, visitors and shoppers who use the car park that parking remains 'free after 3pm' which was part of the agreement reached in 2014; so this is to continue and also it is important to note that the planned increases have been kept in line with the increase in Consumer Price Index (CPI) since 2014 – 2022 which equates to 17.6%, rounded up to the nearest 10p. The existing and proposed charges are shown below and we are planning to start the statutory consultation in late August for the revised charges to be introduced from October.

If you have any comments on these planned changes please could you contact my colleagues, Steve Hunter and Scott Clarke who are copied into this email as I am on leave until 11th August. Please could any questions / comments be submitted by Friday 12th August latest.

Existing Charges

Forge car park		
Charging 9 am – 3pm Mon- Sat (Free on Sundays & Bank Holidays)	0 – 15 mins	Free
	15 mins – 3 hrs	£1
	Over 3 hrs	£2

Proposed Charges

Forge car park		
Charging 9 am – 3pm Mon- Sat (Free on Sundays & Bank Holidays)	0 – 15 mins	Free
	15 mins – 3 hrs	£1.20
	Over 3 hrs	£2.40