Stockton Heath Parish Council

Parish Council Office, Stockton Heath Library, Alexandra Road
Stockton Heath, Warrington, Cheshire WA4 2AN
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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 8 NOVEMBER 2022** commencing at **7.30pm** for the consideration of the subjects mentioned below.

Yours sincerely

Lara Jacob

Clerk to the Council 1 November 2022

AGENDA

22/086 Apologies

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

22/087 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.

22/088 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.

088.1 PCSO Monthly Report
088.2 Members of the Public
088.3 Warrington Borough Council Smarter Travel Choices

22/089 Minutes

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

089.1 The minutes of the Monthly Meeting of the Parish Council held on Tuesday 11 October 2022 to be confirmed as a true record and signed by the Chair.
089.2 The minutes of the Land Assets Committee held on Tuesday 18 October 2022 to be confirmed as a true record and signed by the Chair.
089.3 The minutes of the Planning, Finance and General Purposes Committee held on Tuesday 25 October 2022 and the extra meeting held on 11 October 2022 to be confirmed as a true record and signed by the Chair.

22/090 Matters to be resolved from minutes

090.1 *Land Assets Committee Tuesday 18 October 2022*
(minute L22/026.3) 026.3 **Recommended** that the proposed paragraphs relating to memorial trees be inserted into the Memorial Benches Policy (enclosed)

090.2 *Planning, Finance and General Purposes Tuesday 25 October 2022*
(minute P22/076) **Recommended** that a regular donation of £1,000 per quarter, payable November, February, May and August be made to Warrington Foodbank, the payment to be set up as a standing order from the bank account and reviewed annually.

22/091 Report on actions from previous minutes and on correspondence received

To receive and note the above reports (enclosed)

22/092 Councillors' Reports

To report any matters that have been raised to councillors since the Monthly Parish Council Meeting held on Tuesday 11 October 2022.

22/093 Working Groups

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

093.1 Communications

093.2 Climate and Ecological Emergency

093.3 Queen's Jubilee Parish Events

093.4 Local Plan Response
To receive and **consider** an update from attendance at the Public Inspection Enquiry.

22/094 Reports from Outside Bodies

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

22/095 Internal Control Check

To receive the report from Cllr Olsen on carrying out the Internal Control check on Monday 7 November 2022 (to follow).

22/096 Planting of trees

To discuss the quotation of £510 received to plant and to supply and install water irrigation systems to one oak tree at Mill Lane field and two crab apples at Ackers Pit (quote enclosed).

22/097 Remembrance Sunday

To discuss the reimbursement of travel costs for the bugler to attend the Remembrance Service.

22/098 Christmas Lights Switch On

To receive an update on the date of the event following a request to hold it on a day other than 25 November 2022 because a World Cup Football match is being held on that evening.

22/099 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.

22/100 Employment Committee

To nominate at least two additional members for this Committee.

22/101 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.

22/102 Planning

To discuss a response to the following planning applications received:

2022/42408 9 Swanage Close, Stockton Heath, Warrington, WA4 2YZ
First Floor Side Extension
https://tinyurl.com/4jpdzcc3

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.

22/0103 Date and Time of Next Meeting

Tuesday 13 December 2022, 7.30pm

Stockton Heath Parish Council

MINUTES OF THE MEETING OF STOCKTON HEATH PARISH COUNCIL HELD AT STOCKTON HEATH LIBRARY ON TUESDAY 11 October 2022 at7.30PM.

Present: Cllr P Todd (Chair)
Cllrs Barlow, Dean, Dutton Jones, North and Olsen

Attending: L Jacob – Clerk;

22/066 Apologies

Apologies were received and accepted from Cllrs. Gillibrand, Harris, Harrison, Jordan, Murphy, Taylor, Walker and Wheeler.

22/067 Declarations of Interest

Cllr Jones declared an interest in agenda item 077.3, left the room taking no part in the discussion or the vote.

22/068 Public Participation

068.1 PCSO Monthly Report
The PCSOs were unable to attend the meeting. A monthly report had been circulated before the meeting and contained a report of a stolen motorcycle (subsequently recovered by the police) and two neighbour disputes.
068.2 Members of the Public
No members of the public were in attendance.

22/069 Minutes

069.1 The minutes of the Monthly Meeting of the Parish Council held on Tuesday 12 July 2022 were 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 and 27 September 2022 were confirmed as a true record and signed by the Chair.
069.3 The minutes of the Village Committee meeting held on Tuesday 4 October 2022 were 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.
Resolved to accept the recommendation.
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.
Resolved to accept the recommendation.
(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.
Resolved to accept the recommendation.
070.3 *Planning, Finance and General Purposes Tuesday 27 September 2022*
(minute P22/063) **Recommended** that the proposed amendments to the Reserves

Policy and to the Policy and Statement of Internal Controls and Checklist be accepted and that the parish council adopt the policies.
Resolved to accept the recommendation.
Recommended that with the proposed amendment below**,** the Procurement Policy is adopted.
Point 7.1 of the Policy to read:
"*three written quotations will be obtained from different suppliers, unless the nature of the goods, services or works is that only one contractor or supplier would be suitable. Orders will only be placed following a resolution of the budget-holding committee or the full council, or if time is of the essence, where such a budget has already been set aside, by agreement with the Chair of the Parish Council and the Chair of the budget-holding committee."*
Resolved that the PFGP reconsider the wording to provide clarity on the occasions when falling short of obtaining three quotations is acceptable.
070.4 *Village Committee Tuesday 4 October 2022*
(minute V22/023) **Recommended** to full council that funding of up to £5000, payable to WBC, for the provision and maintenance of street trees is agreed in principle but that no payment is made until further information on the number and location of further new tree planting is provided.
Resolved to accept the recommendation.

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

The reports were received and noted.

22/072 Councillors' Reports

The following matters were reported:

A skip that had been reported on Derby Road had been removed.

22/073 Working Groups

To receive and consider any recommendations or actions from the following Working Groups:
073.1 Communications
The group proposed that an Instagram account should be created to help publicise the work of Stockton Heath Parish Council.
Resolved that Cllr Olsen will create and manage the account for a trial period of 12 months.
073.2 Climate and Ecological Emergency
No report
073.3 Queen's Jubilee Parish Events
No report
073.4 Local Plan Response
Cllr Walker was absent therefore there was no report from attendance at the Public Inspection Enquiry.

22/074 Reports from Outside Bodies

074.1 Peel Ports Reference Group, Thursday 28 September 2022.
Cllr Wheeler had attended the meeting and provided a written report which had been circulated.

22/075 External Auditor Report

It was noted 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)
Councillors expressed thanks to the Assistant Clerk for the continued attention to detail which had resulted in a "no action required" External Auditor Report.

22/076 Forge Car Park Charge Increases

The information provided by Warrington Borough Council on the proposed increase in parking charges at the Forge Car Park was noted.

22/077 Grants/Donations

077.1 **Resolved,** the retrospective approval of the grant of £600 made to the Broomfields Youth Project to run a summer scheme. Approval had been 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.
A positive report on the outcome of the project had been received
(Cllr. Jones left the room at 8.09pm)
077.2 **Resolved** to donate £600 to support the work of Warrington Open Door at Christmas (WODAC).
(Cllr Jones returned to the room at 8.12pm)
077.3 The grant application from Broomfields Youth Project to support two Youth Outreach Workers was considered.
Resolved to provide a grant of £4101 for the provision of two Youth Outreach Workers, by making one full payment.
Resolved to explore a Service Level Agreement for the provision of this service at the end of the grant period (October 2023).

22/078 Internal Control Check

Cllr. Olsen who is not Chairman, Chair of a Committee, or a cheque signatory, was nominated 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

Borough councillors were putting a question to WBC Full Council on provision of warm hubs in Stockton Heath.
Resolved to defer this item to the next agenda when more information is available.

22/080 Ukrainian visitors

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 was discussed.
Cllr. Barlow outlined the process that WBC follow when volunteers come forward. This includes a DBS check and an invitation to attend meetings at the Orford Hub. In addition, there are established hubs for Ukrainian visitors in Lymm, Grappenhall and Great Sankey.
Resolved that the request from the borough will be publicised to the community through the Parish Council's website and social media platforms.

21/081 Remembrance Sunday 2022

081.1 The Remembrance Sunday gathering at the War Memorial will be on Sunday 13 November 2022.
081.2 Councillors will respond individually to an invitation from the Mayor of Warrington to attend the Act of Remembrance at the Cenotaph in Warrington.

22/082 Christmas Lights

082.1 The quotations received for the provision of a Christmas Lighting Scheme were discussed, together with the recommendation of the Village Committee that the quotation by Blachere is the preferred choice as the company's products are marketed as being eco-friendly and the proposal would provide a good display of lighting at Victoria Square. The three big trees at the parish boundaries will be lit with existing light strings this year if these are operational.
Resolved that the contract to provide a Christmas Lighting scheme is awarded to Blanchere. The contract is over four years and includes the supply and install of lighting to the five real trees in Victoria Square and provision of, install and removal of lighting to the real Christmas tree (Year 1 - £6191.25); with lights to two of the large trees on the boundary supplied and installed in Year 2 (£5957.92); the third boundary tree lights supplied and installed in Year 3 (£6050.00) and a final balancing payment in Year 4 (£2438.33)
082.2 The Christmas Lights Switch On event will be held on Friday 25 November 2022, at 6pm.
082.3 It was noted that an event notification, event management plan and risk assessment have been submitted to Warrington Borough Council.
082.4 **Resolved** that the Christmas Tree for the Square and five pole-mounted trees for the charity shops will be provided and installed by Tim Stansfield at a cost of approximately £1500.
082.5 **Resolved** that the provision of sound equipment and staging will be provided by ACTS Sound and Lighting for approximately £340 plus VAT.

22/083 Cheshire Railings Refurbishment

The recommendations of the PFGP on the quotations received to clear the ground and the quotations received to refurbish the railings that adjoin the Bethesda Church building on Lumb Brook Road were discussed.
Resolved that the quotation from ELM Consultants for the clearing (£360) and the quotation from Bagnalls for refurbishing the railings (£1875) be accepted.

22/084 Future Agenda Items and Items for Publicity

The following items will be publicised: request for assistance by WBC**,** the Christmas Lights Switch On Event.
The following items will be placed on a future agenda: the King's Coronation (January agenda); Well-being of residents; Foodbank referred to PFGP.

22/085 Date and Time of Next Meeting

Tuesday 8 November 2022, 7.30pm

Stockton Heath Parish Council

MINUTES OF THE LAND ASSETS COMMITTEE held at Stockton Heath Library on TUESDAY 18 OCTOBER 2022 AT 7.00PM.

Present: Councillor H Dutton (Chair)
Councillors Barlow, Dean, Jones, North and Todd.

Attending: L Jacob – Clerk; M Monks, A Young; 3 members of the public

L22/020 Apologies

Apologies were received and accepted from Cllr. Jones

L22/021 Declarations of interest

No declarations of interest were made.

L22/022 Public Participation

A member of the public asked if the parish council had any information which might help identify the status of Alexandra Park from a photograph obtained which showed the park being used as a municipal tip.
(one member of the public left at 7.13pm)

L22/023 Budget

023.1 The payments made and balances across the budget headings over which the Land Assets Committee has oversight were noted.
023.2 The status of projects planned for financial year 2022-23 (FY 22/23), their progress and impact on the budget was noted. Budgets are currently showing an under spend and this is likely to so by the year end on current forecasts.
023.3 The appended sheets provide a summary of the proposed budget discussions (FY23/24), which will be discussed during the budget setting at full council in December 2022.
The figures presented were accepted, with the following amendments (shown on the appended sheets):
an increase in the Pest control budget from £1100 to £1800 to accommodate more visits in the summer months;
an increase in the Grass and verge maintenance budget from £800.00 to £1800.00 to allow hand hoeing of the pathways at Ackers Pit on at least two occasions;

L22/024 Ackers Pit

024.1 The following updates were noted:
there had been some minor instances of littering;
damage to the arm of a memorial bench had been repaired;
pest control visits had taken place in June and August;
four rectangular No Cycling signs had been installed and the two existing round signs mounted on gates;
undergrowth clearance for establishing an open glade had begun;
the outside of the hedging had been cut in July and the autumn cut had also taken place in October, with the contractor reducing the height of the hedging by as much as possible.

path edging had been mown in June and August
the ranger had kept the hedging on Mill Lane trimmed to reduce the vigour of the bracken that had taken root under the hedge;
a visit had taken place to Christleton Pit.
024.2 The costs for the flail cutting of the perimeter hedging at £471.50 (Warrington Anglers Association to reimburse this cost) and £103.50 for the hand cutting of the hedging on the boundary with Swanage Close were agreed.
The request from a resident to trim the back of the hedge on Mill Lane where it meets the fencing of the houses on Swanage Close.
Agreed that a site visit with the resident will take place and that, if works are to be undertaken, the decision to instruct the works is delegated to the clerk.
024.3 The parish rangers will be asked to keep the pathways at Ackers Pit clear of leaves.
024.4 **Resolved** the purchase, at a cost of £40.51, of a replacement piece of Perspex for the lectern near the weir. The water bailiff will help to install it.
024.5 A resident will provide a suitable planting list for the open glade area, which the contractor will be asked to provide and plant as part of the ongoing work to establish the glade. The contractor will be asked if they will carry out all works associated with maintaining the glade and associated costs will be agreed at a meeting of the full council.

L22/025 Mill Lane

025.1 **Updates** - two benches that needed some maintenance to secure loose slats had been repaired (at a cost of £160 which included the repair of the bench at Ackers Pit); the bin on the smaller field had been installed close to the log seating area; the wildflower planting on the smaller field was flourishing after a difficult start due to dry conditions just after sowing.
025.2 **Resolved** the cost of mowing the rough perimeters of Mil Lane at a cost of £310.50.
025.3 The annual sowing on the lower Mill Lane Field had been very successful. The contractor had reported that it had not been possible to get access for the equipment necessary to sow on Calderfield Close on to the area and therefore it had not been sown.
The perennial sowing on the main Mill Lane field had had another disappointing year from the point of view of a good show of flowers. The presence of burdock was seen as a hinderance to the well-balanced establishment of a “meadow look”. The contractor is due to mow the area and will provide a costing to include spraying twice, power harrowing, seeding with a mix of perennial and annuals to enhance the visual appeal and rolling. The contractor will be asked if he will remove the cuttings from the area.
025.4 **Resolved** that a new plaque commemorating Tudor and Joan Pole’s contribution to Stockton Heath Festival will be purchased and installed (up to a maximum of £30) and the original plaque given to a family member.

L22/026 Trees

The following updates were noted:
026.1 The contractor reinstated the original price for the additional felling of willow

trees at Ackers Pit and payment was made.
026.2 A ground level tree survey had been carried out and reported at the full council meeting on 12 July 2022 (minute 22/066), as follows:

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.

026.3 The proposed paragraphs relating to memorial trees to be inserted into the Memorial Benches Policy were considered.
Recommended that the policy with amendments be adopted by the full council.
026.4 **Resolved** that a contractor who will be asked to plant the trees and install the correct drainage and watering systems to ensure optimum conditions for survival. After planting, a small dedication ceremony will be organised.

L22/027 Stockton Heath Allotments

027.1 The update report submitted by the Association was received and noted.
A motion was put and **resolved** to discuss the following item with the exclusion of the press and public as it pertained to legal advice. This item was taken after Item 33.
027.2 The responses of the Allotments Association and the Parish Council's solicitor to the proposed lease were discussed.
(Two members of the public and two non-councillor members of the committee left the meeting)

L22/028 Table Tennis Table

It was noted that Warrington Borough Council had confirmed that there would not be permission to install a table tennis table within Alexandra Park.
Resolved that the project will no longer be pursued.

L22/029 Annual Review of Land Assets

Councillors reviewed the assets situated on parish council land on 22 September 2022.
It was agreed that quotations will be sought for the following:
Removal of the metal gate that leads from Brookside Avenue to the lower Mill Lane Field; repair to chain-link fencing on Brookside Avenue; renewal of wooden "bicycle" access gate at Ackers Pit, end of Mill Lane pathway (Ackers Road end); renewal of metal paling at the weir entrance to Ackers Pit.

L22/030 Events

030.1 The Bat Talk and Walk event continued to be popular with residents.
Agreed to repeat the event next September.
030.2 **Resolved** retrospectively the purchase of five bat detectors at a cost of £350, the expenditure having been agreed with the Chair of the Land Assets Committee and the Chair of the Parish Council under the recess arrangements agreed at full council on 12 July 2022 (minute 22/056) and **resolved** retrospectively the payment

of £100 to the expert guide of the Bat Walk.
030.3 **Agreed** to hold another bat box making event in February half-term and to investigate the possibility of offering swift boxes.

L22/031 Reports from attendance at outside groups

There were no reports from attendance at outside bodies.

L22/032 Publicity

Councillors were encouraged to send photographs to Cllr. Olsen for uploading to the parish council's Instagram account.

L22/033 Matters for next agenda

To receive requests for items for the next agenda.

Matters for discussion in closed session

(Two members of the public and two non-councillor members of the committee left the meeting)

Item 27.2 was discussed

L22/034 Date and Time of Next Meeting
Tuesday 17 January 2022 at 7pm

The meeting closed at 9.21pm

Item L22/023.3 Proposed budget for Financial Year 20223 2024	**Budget Allocation 2022/23**	**Suggested amount for 2023/24**	**What the suggestion is based on**
Ackers Pit **Maintenance costs**			
Hedge cutting	700.00	600.00	Usual costs plus a bit – and taking into account the Anglers pay for the biggest cut
Tree maintenance (Ackers Pit)	1000.00	0.00	Any absolute emergency spending can be drawn from the General Reserves and there is money left over in the EMR
Grass and verge maintenance	1000.00	1800.00	Allows for an increase in cost and for up to 4 cuts in one year; also two visits to hoe weeds from pathway edges
Pest control	1000.00	1800.00	Allowing for up to 3 extra visits in spring/summer
Water Easement	120.00	120.00	Don't expect this to change
Assets maintenance (Ackers Pit)	1500.00	300.00	Small repair pot (Big emergencies from General Reserves)
Renewal of bench slats	300.00	300.00	General maintenance, such as restaining
Repairs to banking	2500.00	0.00	If anything is amiss – pull from General Reserves
Biodiversity Fund	1500.00	500.00	To pay a contractor to maintain the glade
Purchase of Assets			
Marginal Planting	600.00	0.00	Not expecting any more planting
Floating Island	2000.00	0.00	Either have completed the project or not be taking it forward
Signs	0.00	0.00	Shouldn't need any more and if we do we'll pull form the General Reserve
Trees	600.00	70.00	Bare rooted trees not as expensive as we thought when we set the original budget
Tree maintenance (Mill Lane)	1000.00	0.00	Any emergency spending can be drawn from the General Reserves
Grass cutting	750.00	750.00	WBC price hasn't changed over the years
Verge maintenance	400.00	400.00	Annual cost, not expecting an increase
Wildflower Planting	2500.00	1000.00	Cost for maintaining the perennial area and includes an annual sowing on lower Mill Lane field
Assets maintenance (Mill Lane)	1500.00	300.00	Small repair pot (Big emergencies from General Reserves)
Purchase of Assets			
Bluebell wood	0.00	0.00	Take this budget line out?
New bins	500.00	0.00	If we have any bin emergencies then we are insured and just need to cover any excess – come out of general reserves
Table tennis table	0.00	0.00	? would we? Decided not to pursue this project as WBC won't put it on their land in Alexandra Park
New bench	350.00	0.00	No plans to purchase additional benches

Red Lane allotments	1000.00	0.00	Suggest that we deal with any emergencies from General Reserve in future rather than having a separate line
Events	2000.00	1000.00	Make a provision for more bat detectors; animal houses will need to be replenished for Feb 2024 event
TOTALS	**22820.00**	**8940.00**	
EARMARKED			
Tree Work	3200.00	1425.00	What is left from spending this year, so just keep it at that level.
Repairs to Assets	2500.00	2500.00	Keep it at the same level, not adding to it
		3925.00	

Stockton Heath Parish Council

Minutes of a meeting of the Planning, Finance & General Purposes Committee held on Tuesday 11 October 2022, commencing at 7:30pm at Stockton Heath Library.

Present: Cllrs. C Jones (Chair), H Dutton, A North, K Gillibrand and P Todd
Attending: L Jacob (Clerk)

AGENDA

P22/066 Apologies

Apologies were received and accepted from Cllrs. Harris, Gillibrand, Walker and Wheeler.

P22/067 Declarations of interest

No declarations of interest were made.

P22/068 Public Participation

No members of the public attended.

P22/069 Planning Applications

069.1 Responses to planning applications received are detailed in the appended table.

069.2 No other updates were discussed.

P22/070 Date and Time of Next Meeting

Tuesday 25 October 2022 at 7.30pm

P20/069.1 Planning Applications to consider

Date Received	Application Reference	Address	Proposal	Comment
23/09	2022/41840	Stockton Heath Sun Centre World, Ivy House Egerton Street, Stockton Heath, Warrington, WA4 6DT	Advertisement consent Installation of single sided digital LED advertising screen	OBJECTION The proposal is adjacent to the Stockton Heath Conservation area; the proposal is part of a route taken by school children to reach Stockton Heath Primary School and if the illustration in the plans is indicative of the style of advertisement it may not be appropriate in this situation. The parish council request that the application is referred to DMC.
27/09	2022/41585	5 Farrell Road, Stockton Heath, Warrington, WA4 6LR	Retrospective application for rear patio and steps including proposed privacy screens adjacent to No.3 and No.7 Farrell Road.	No comment
29/09	2022/42395	26 Hawthorne Road, Stockton Heath, Warrington, WA4 6JP	Householder Prior Approval (Householder Development) Single storey rear extension extends 3.2m beyond the original dwellinghouse, 3.29m maximum height and 2.45m in height to the eaves.	INFORMATION ONLY
29/09	2022/42387	9 Marlborough Crescent, Stockton Heath, Warrington, WA4 2EE	TPO Conservation Area T1 1 x Lime Re pollard to previous pollard points T2 Remove new growth	No comment
05/10	2022/41693	31 East Avenue, Stockton Heath, Warrington, WA4 2BA	Section 192 Proposed single storey rear and single storey side extension and decking	INFORMATION ONLY

Stockton Heath Parish Council

Minutes of a meeting of the Planning, Finance & General Purposes Committee held on Tuesday 27 September 2022, commencing at 7:30pm at Stockton Heath Library.

Present: Cllrs. C Jones (Chair), H Dutton, A North, K Gillibrand and P Todd
Attending: L Jacob (Clerk)

AGENDA

P22/066 Apologies

Apologies were received and accepted from Cllrs. Harris, Gillibrand, Walker and Wheeler.

P22/067 Declarations of interest

No declarations of interest were made.

P22/068 Public Participation

No members of the public attended.

P22/069 Planning Applications

069.1 Responses to planning applications received are detailed in the appended table.

069.2 No other updates were discussed.

P22/070 Date and Time of Next Meeting

Tuesday 25 October 2022 at 7.30pm

P20/069.1 Planning Applications to consider

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Stockton Heath Parish Council

Minutes of a meeting of the Planning, Finance & General Purposes Committee held on Tuesday 25 October 2022, commencing at 7:30pm at Stockton Heath Library.

Present: Councillors C Jones, H Dutton, P Todd, J Wheeler and P Walker
Attending: I Derbyshire (Assistant Clerk)

P22/066 Apologies
Apologies were received from Councillor S Harris.
Cllr. A North was absent.

P22/067 Declarations of interest
Cllr Wheeler, as a member of the Development Management Committee, declared she would not take part in the planning discussions.

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

P22/068 Public Participation
No members of the public were present.

P22/069 Accounts for Payment
069.1 **Resolved** to approve the payment of the accounts as detailed on the schedule of payments dated to 19 October 2022.
The following changes to the payment schedule that had been issued with the agenda were agreed:

The addition of a payment to Blachere Illuminations for £2305.50 for purchasing Christmas lighting products prior to installation;

the removal of a reimbursement of a train fare as a train strike meant uncertainty over whether the full cost would fall due;

the change in budget allocation from Grants to Youth Provisions of the payment to Broomfields Youth Centre.

Cllrs. Jones and Dutton to authorise the payments via internet banking. Cllr Jones, having declared an interest, would not authorise the payment to WODAC and this was authorised by Cllrs H Dutton and P Todd.

069.2 **Agreed** that the quarterly bank reconciliation to 30 September 2022 matched the bank and building society statements and was signed by Cllr K Gillibrand who is not Chairman of the parish council nor a bank signatory.

P22/070 Receipts
Noted that no monies had been received into the Parish Council's bank and building society accounts for the period 1 September 2022 to 30 September 2022.

P22/071 Statement of Receipts and Payments to date
Noted the Statement for the period to 25 October 2022. It was noted that the variance figure quoted for earmarked reserves should have shown 88% and not 100%.

P22/072 Budget Review 2022/23

Noted the financial position of the council across budget headings to end of September 2022, the half year position.

P22/073 SLCC Annual Membership

Approved the cost of £78, being one third of the Assistant Clerk's annual membership, the residual of £156 being paid by Appleton Parish Council.

P22/074 SLCC Conference

Approved an extra amount of £29.00 for the clerk to attend the National SLCC Conference on 2 and 3 November. The original amount quoted by SLCC had been incorrect (£385 plus VAT at £60 silver package).
It was agreed to defer the payment of travel costs.

P22/075 Cadent Hydrogen

Agreed that no comment on the consultation would be made.

P22/076 Foodbank

Recommended that a regular donation of £1,000 per quarter, payable November, February, May and August be made to Warrington Foodbank, the payment to be set up as a standing order from the bank account and reviewed annually.

Cllrs P Walker and J Wheeler left the meeting 8.25pm

P22/077 Planning Applications

077.1 Responses to planning applications received are detailed in the appended table.
077.2 There were no notifications of refused planning applications.
077.3 Warrington Borough Council had advised that comments from consultees were not uploading and visible on the planning portal.
The Planning Department will be requested to forward consultee comment by email to the clerk until the problem is rectified.

P22/078 Date and Time of Next Meeting

Tuesday 22 November 2022 at 7.30pm

The meeting closed at 8.45pm

P22/069.1 Schedule of Payments

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

Payee	Goods or Service provided	Budget Heading	Net	VAT	Gross
Internet Banking Transfers					
Staff Costs	Staff Salaries (October)	People Costs	4640.32	0.00	4640.32
Northwich Town Council	Litter Pick and Litter Bins	Village	122.50	24.50	147.00
Warrington Borough Council	Grass Cutting Q3 Mill Lane	Land Assets Mill Lane	160.80	32.16	192.96
Warrington Borough Council	Election Instalment 2nd part	Office Costs	1,300.14	0.00	1,300.14
SLCC	Clerk to attend National Conference	People Costs	414.00	65.80	479.80
Avanti	Printing Costs	Office Costs	18.74	3.74	22.48
Handyman Services	Repairs to Benches	Land Assets Other	160.00	0.00	160.00
Handyman Services	Install Benches	Village	280.00	0.00	280.00
Lubbe & Sons	Bulbs	Village	350.00	70.00	420.00
Northwich Town Council	Watering September	Village	122.50	24.50	147.00
Councillor Reimbursement	Christleton Pit and Walking Day Refreshments	People Costs	48.45	0.00	48.45
~~Staff Reimbursement~~ **CANCELLED**	~~Train Fare to National Conference~~	~~People Costs~~	~~57.69~~	~~0.00~~	~~57.69~~
WODAC	Donation	Grants	600.00	0.00	600.00
Broomfields Youth Project	Grant	Grants	4,101.00	0.00	4,101.00
Tuesday Litter Team	Grant	Grants	288.00	0.00	288.00
Unipart Domain	Speed Indicator Device Repair/Service	Village	529.80	105.96	635.76
Blachere Illuminations **ADDITIONAL**	Dressing of Trees Instalment 1	Village	1921.25	384.25	2305.50
		Total	**15057.50**	**710.91**	**15768.41**
Debit Card Transactions					
Duttons MowerWorld	Leafblower	Village	229.17	45.83	275.00
RSPB	Bat Detector	Land Assets Other	70.00	0.00	70.00
		Total	**299.17**	**45.83**	**345.00**
Standing Orders/Direct Debits					
Wavenet	Computer Charges	Office Costs	9.40	1.88	11.28
Nat West	Bank Charges	Office Costs	28.55	0.00	28.55
		Total	**37.95**	**1.88**	**39.83**

P22/077.1 Planning Applications

Date received	Planning Application Number	Address	Proposal	Response
10/10	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
10/10	2022/41592	2 Raymond Avenue, Stockton Heath, Warrington, WA4 2UZ	Part single storey / part two storey side and rear extension	No comment
10/10	2022/42066	341 Thelwall New Road, Grappenhall And Thelwall, Warrington, WA4 2LS	Proposed rear dormer window and alteration to existing rear facing windows	Information Only
11/10	2022/42278	65 Mill Lane, Stockton Heath, Warrington, WA4 2DE	Single storey side, rear and porch extension	No comment
17/10	2022/41907	34 - 36 London Road, Warrington, Bavette	Pergola made of light aluminium and glass to prevent sun and rain.	Objection. The photos enclosed suggest that once the pergola is in situ it will eventually lead to tables and chairs being set out underneath. This will compromise pedestrian safety and accessibility.
17/10	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

Stockton Heath Parish Council

Memorial Bench and Memorial Tree Policy

This policy is supplemental to, and does not in any way override, the Parish Council standing orders and/or Financial Regulations.

This policy was adopted by the full parish council at its meeting on 13 July 2021.

This policy will be reviewed annually.

1. Introduction

1.1 This policy describes how Stockton Heath Parish Council will manage requests for and the subsequent upkeep of memorial benches and trees placed on land that it owns.
1.2 The policy will ensure that each request is treated fairly and transparently.

2. Scope

2.1 The policy and its procedures will be applied when a request is made from a member of the public for the placing of a memorial bench or tree on land that is owned by the parish council.
2.2 The policy will be followed by the Clerk, any other relevant employees and all councillors.

3. Dissemination and training

3.1 The council will issue this policy to all employees as part of their induction and the policy will be included in the Employee Handbook, available on the Parish Council website.
3.2 The council will issue this policy to all its members as part of their induction and the policy will be included in the Councillors Handbook.
3.3 For members of the public, volunteers and contractors the policy will be available on the council's website.
3.4 This policy will be highlighted to anyone who makes an enquiry regrading memorial benches or trees.

4. Monitoring and review

4.1 A review of the policy shall be undertaken annually; necessary amendments will be advised by the parish clerk and reviewed by the full council for approval.
4.2 Changes in the law will be monitored and, if necessary, amendments/reviews made to the policy.

5. General Statement

5.1 Stockton Heath Parish Council supports the principle of memorial bench installations and memorial tree plantings within the open spaces it owns and controls, but is mindful that these are shared spaces and therefore it is appropriate to manage and regulate such installations and plantings.

6. Requests for Memorial Benches and Memorial Trees

6.1 Requests for memorial benches or trees will be delegate to the Land Assets Committee for inclusion on the next available agenda.
6.2 All requests will be considered and where possible a positive response will be given if a suitable site is available.
6.3 As sites are limited, priority will be given to requests where the individual(s) can demonstrate a strong connection to the local area.
6.4 A request for a particular location for a memorial bench or tree may be made but the final decision will rest with the Committee according to the perceived impact that siting a bench on a

particular location might have (for example, placing a bench close to a residential property might result in noise nuisance), or the suitability of the tree to the planting position requested.

7. Procedure for purchase and installation

7.1 The requestor is responsible for meeting the full cost of the bench and its installation or for the tree and its planting.

7.3 To ensure uniformity in style of bench, the parish council will procure the bench and arrange for its installation. Once the request has been granted and the location of the bench agreed, the parish council will request full payment from the requester prior to ordering the bench.

7.4 To ensure that the right tree is planted in the right place at the right time, the parish council will advise the requestor of the type and cost of the tree and once agreed, with full payment received, will procure the tree from a preferred supplier and arrange the planting of the tree with a preferred contractor.

7.5 The parish council will advise the requestor when the bench has been installed or the tree has been planted.

8. Memorial plaques

8.1 The requestor may mount a small memorial plaque on the bench, the wording of which should be advised to the parish council for approval prior to mounting. The parish council will not withhold permission unless the wording used is unsuitable.

8.2 For memorial trees, the requestor may arrange for a ground level plaque to be installed, the wording of which should be advised to the parish council for approval prior to installation. The plaque cannot be affixed to the tree itself and the requestor should note that the parish council cannot be responsible for the condition of the plaque.

8.3 No additional mementoes e.g. vases, statues, flowers or wreaths shall be permitted on or around the bench or the tree.

9. Maintenance of Memorial Benches and Memorial Trees

9.1 The parish council will be responsible for general maintenance of benches to ensure they meet health and safety requirements and will review the condition of benches on at least an annual basis.

9.2 Benches are expected to have a serviceable life of 10 years. If the bench is still serviceable after this period then it will be retained with the memorial plaque in situ until such time as it does reach the end of its serviceable period.

9.3 On reaching the end of its serviceable life, a bench will unfortunately have to be removed. If the original requestor can be contacted, then the memorial plaque will be returned to them and they will be informed that the bench is to be removed due to its condition.

9.4 The requestor may make a request for a new replacement bench to be purchased and installed at their cost.

9.5 Memorial trees will be inspected in line with the parish council's Tree Management Policy and any works undertaken will follow that policy. Memorial trees would be expected to remain in situ throughout the natural life of the tree, subject to any advice received regarding the health of the tree or any risk it might pose to public safety. The requestor will be contacted if the parish council are advised to remove a tree completely or to a different location.

10. Repositioning of Benches

10.1 The parish council reserves the right to relocate any benches or trees where there is a need to do so. This may be temporary (in the case of a bench) to allow works to be carried out or may be permanent where a particular issue with the siting of a bench or tree becomes apparent over time.

Item 91 Report on actions taken since the previous meeting

Meeting	Minute Reference	Action/Update	Next Action
FULL COUNCIL OCTOBER 2022	070.2	Risk Management Register loaded to website	COMPLETED
	070.3	Amendments to Reserves Policy and Internal Control check document made and loaded to website	COMPLETED
	070.4	Changes to Procurement Policy prepared	Present for PFGP consideration at 22 Nov meeting
	073	Cllr Olsen has opened an Instagram account for the Parish Council	Cllrs to send any photos or videos for use on the account
	080	Notice directing any offers of help for Ukrainian visitors on front page of website	COMPLETED
	083	Orders for vegetation removal and painting of Cheshire Railing at Lumb Brook placed with contractors	Awaiting contractor confirmation of work to begin – vegetation removal wk beg 16 Nov 2022

Report on Correspondence received since the last update issued on 3 October 2022

Date	**Subject of correspondence**	**Actions**
	ChALC and NALC weekly bulletins	Forwarded to all
12/10	Resident enquiry regarding use of Police Station as a community hub as understood it had closed	Advised that station is still in use and it is only the Front Desk facility that has closed
15/10	Traffic Notice – Kimberley Drive to be closed on 17 November	Forwarded to all
18/10	Organiser of Litter Pick Teams sending acknowledgement and thanks for grant	To note
21/10	Confirmation that an SHPC councillor may attend the Peel Ports Reference Group meetings	Cllr Harrison and Dean advised
22/10	Request for an allotment	Passed to Allotment Association
23/10	Resident requesting advice on bus changes through Stockton Heath towards Lymm	Passed to borough councillors
26/10	Information from WBC on street tree planting	Forwarded to Village Committee
29/10	PCSO Surgery Dates	Forwarded to all; displayed on website

Northwich
town council

Quote No 1343

25th October 2022

Dear Lara,

Many thanks for your enquiry, taking the time to meet with me to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Stockton Heath Parish Council.

Please find our quotation as follows –

To supply and install 3 x water irrigation systems to 3 x root ball trees	£360.00
To plant 3 x 5ft root ball trees supplied by SHPC	£150.00
Total Cost	**£510.00**

I hope that the above meets with your approval and I await your instruction; should this quotation be acceptable, we would be able to start at your earliest convenience and upon receipt of a written instruction. I trust that we have interpreted your requirements correctly, however should you require any additional Information or would like to discuss the above further then please do not hesitate to contact me.

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

Yours sincerely

Stephanie Astbury

Operations Manager