Stockton Heath Parish Council

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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 14 March 2023** commencing at **7.30pm** for the consideration of the subjects mentioned below.

Yours sincerely

Lara Jacob

Clerk to the Council 8 March 2023

AGENDA

22/156 Apologies

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

22/157 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.

22/158 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.

158.1 PCSO Monthly Report (*report to follow*)
158.2 Borough Councillors
158.3 Members of the public

22/159 Minutes

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

159.1 The minutes of the Monthly Meeting of the Parish Council held on Tuesday 14 February 2023 to be confirmed as a true record and signed by the Chair.

159.2 The minutes of the Village Committee held on Tuesday 7 February 2023 to be confirmed as a true record and signed by the Chair.

159.3 The minutes of the Planning, Finance and General Purposes Committee held on Tuesday 28 February 2023 to be confirmed as a true record and signed by the Chair.

22/160 Matters to be resolved from minutes

160.1 *Village Committee Tuesday 7 February 2023*
(minute V22/050.3) **Recommended** that the Action Plan drafted by the Committee be accepted (enclosed)
160.2 (minute V22/054) **Recommended** that Contractor 2 be awarded the contract, subject to the provision of an acceptable detailed contract (enclosed)
160.3 (minute V22/055) **Recommended** that the date and time of the Christmas Lights Switch On Event be set as Sunday 3 December at around 4.30pm to mitigate risks associated with peak travel times.
160.3 (V22/055) **Recommended** that the Festival Stall Working Group be reconvened to discuss arrangements for the parish council stall.
Planning, Finance and General Purposes Tuesday 28 February 2023
160.4 (minute 22/118) **Recommended** that the quotation from Whitehills is accepted at £718.04 plus VAT, once planning permission has been granted (enclosed)
160.5 (minute 22/119) **Recommended** that no changes are made to the current grant policy. (https://stocktonheathpc.org.uk/wp-content/uploads/simple-file-list/Policies/Internal-Control-Statement-and-Checklist-October-2022.pdf)

22/161 Report on actions from previous minutes and on correspondence received

To receive and note the above reports (enclosed)

22/162 Councillors' Reports

To report any matters that have been raised to councillors since the Monthly Parish Council Meeting held on Tuesday 14 February 2023.

22/163 Working Groups

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

163.1 Communications

163.2 Climate and Ecological Emergency
The notes from the meeting to be held on Tuesday 7 March are enclosed.
The Working Group wishes the council to consider the following **recommendations**:

That a Focus Group event is held to draft a Climate Action Plan and, following agreement of the Draft by the parish council, a community consultation takes place to produce a final Plan.

That a Climate focused event is planned, provisionally on Sunday 10 December 2023, to coincide with the COP28 (30 November to 12 December 2023)

163.3 King Charles III Coronation
The notes from the meeting held on Tuesday 28 February 2023 are enclosed.
The Working Group wishes the council to consider the following **recommendations**:

That flags and bunting are purchased to decorate the village centre.
That consideration is given to the purchase of mementos for the primary school children of the village.
That consideration is given to the purchase of a commemorative bench or tree.
That the parish council host a litter pick event on Monday 8 May from 9am until 11am.

163.4 Local Plan Response

22/164 Reports from Outside Bodies

To receive and **consider** reports from attendance at other meetings.
Victoria Square meeting, Monday 20 February 2023
Peel Ports Reference Group, Tuesday 21 February 2023

22/165 Annual Parish Meeting and Annual Parish Council Meeting

To confirm the date and time of the Annual Parish Meeting as 11 April 2023 at 7.00pm and the Annual Parish Council Meeting as 9 May 2023 at 7.30pm.

22/166 Civility and Respect Pledge

To consider signing the NALC/SLCC Civility and Respect Pledge and working towards fulfilling the eight statements outlined (https://www.slcc.co.uk/news-publications/civility-respect-pledge/)

22/167 ChALC Membership

To consider the offer of membership of the Cheshire Association of Local Councils and by affiliation to the National Association of Local Councils (NALC) (enclosed)

22/168 Staffing

168.1 To receive the report on staff appraisal and discuss recommendations **(**confidential report enclosed)
168.2 To receive information on a staffing matter.

22/169 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.

22/170 Planning

To consider responses to the following planning applications:

2022/41163
34 Ellesmere Road, Stockton Heath, Warrington, WA4 6DZ
Full Planning (Householder Development)
Retrospective single storey rear extension

https://tinyurl.com/2scp3bum

2023/00227/FULH
31 Sandy Lane, Stockton Heath, Warrington, WA4 2AY
Two Storey Annexe Side Extension, Porch Extension and Façade Upgrades.

https://tinyurl.com/3nzbfkzj

2023/00252/TPOCA
TPO Conservation Area 6 Marlborough Crescent, Warrington, WA4 2EE
Proposal: Remedial pruning to 1no. tree.
INFORMATION ONLY

https://tinyurl.com/yt6spy6r

2023/00272/FULH 17 Brook Avenue, Stockton Heath, Warrington, WA4 2RY
Single storey extension to side and rear to replace existing extension and new fence across rear boundary.

https://tinyurl.com/3bpjcf8c

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.

22/171 Date and Time of Next Meeting

Tuesday 11 April 2023, 7.30pm

Stockton Heath Parish Council

MINUTES OF THE MEETING OF STOCKTON HEATH PARISH COUNCIL HELD AT STOCKTON HEATH LIBRARY ON TUESDAY 14 February 2023 at 7.30pm.

Present: Cllr P Todd (Chair)
Cllrs. Barlow, Dutton, Gillibrand, Harris, Harrison, Jones, Murphy, North, Olsen (left at 8.33pm), Taylor, Walker and Wheeler (arrived 8.23pm)

Attending: L Jacob – Clerk;
Grappenhall Borough Councillors H Speed and M Browne (arrived 8.23pm)
David Watson (left at 7.40pm); Alison McCormick (left at 8.00pm).

22/139 Apologies

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

22/140 Declarations of Interest

Cllr. Walker declared that as a substitute member of Warrington Borough Council Development Management Committee he would take no part in planning discussions.

22/141 Public Participation

141.1 PCSO Monthly Report
The PCSOs sent apologies and submitted a report prior to the meeting. This contained two incidents of stolen bicycles, one theft of a coat; two reports of items stolen from cars; a report of criminal damage; theft from premises undergoing renovation. Two individuals had been identified as shoplifters and speed enforcement had taken place at various locations. PCSOs had delivered information to schools on Safer Internet Day.

141.2 David Watson, Warrington Borough Council Public Protection
Mr Watson explained that due to changes in legislation, cumulative impact assessments must now have an evidence-base to underpin the decision taken by the Licensing Committee. Three areas of evidence are considered - parking, noise and crime. The evidence-base for Stockton Heath did not support the continuation of a Cumulative Impact Area. The decision will be reviewed annually taking account of latest statistics related to the three areas. The conditions attached to licenses has not altered and the process still allows a parish council to make representation on licensing applications.
(Mr Watson left at 7.40pm)

141.3 Alison McCormick, Warrington Borough Council Electoral Services
Ms McCormick outlined the procedure for a parish council to request a Community Governance Review. Any request received by the borough now would not complete the review process and be implemented before the next parish council elections in May 2024. Any request which might affect shared boundaries should be discussed with neighbouring parishes before submitting a request.
(Ms McCormick left at 8.00pm)

141.4 Members of the Public
No members of the public were present.
141.5 Grappenhall Borough Councillor
Cllr Helen Speed thanked the parish council for the invitation to attend. She was elected as a Warrington Borough Councillor for Grappenhall, along with Cllr Mark Browne, in September 2022 and their ward covers parts of Stockton Heath Parish's East Ward, where the Fir Grove Hotel is located.

22/142 Minutes

142.1 The minutes of the Monthly Meeting of the Parish Council held on Tuesday 10 January 2023 were confirmed as a true record and signed by the Chair.

142.2 The minutes of the Land Assets Committee held on Tuesday 17 January 2023 were confirmed as a true record and signed by the Chair.

142.3 The minutes of the Planning, Finance and General Purposes Committee held on Tuesday 24 January 2023 were confirmed as a true record and signed by the Chair.

22/143 Matters to be resolved from minutes

143.1 *Planning, Finance and General Purposes Tuesday 24 January 2023* (minute P22/107) **Recommended,** that, following the completion of the trial period, the Planning, Finance and General Purposes Committee should continue to meet on the fourth Tuesday of each month.
Resolved to accept the recommendation.
143.2 **Recommended** that the noticeboard to be installed at Pilling Gardens includes a header board that reads "Stockton Heath Parish Council. In commemoration of Queen Elizabeth II."
Resolved to accept the recommendation.

22/144 Report on actions from previous minutes and on correspondence received

The above reports were received and noted.

22/145 Councillors' Reports

The following matters were raised:
Cllr. Wheeler has secured a meeting with Prof. Steven Broomhead to discuss Victoria Square.

22/146 Working Groups

146.1 Communications
The group had not met.

146.2 Climate and Ecological Emergency
Notes from the meeting held on 26 January 2023 had been circulated prior to the meeting and Cllr. Harris also reported a positive meeting with a councillor from Hebden Royd Town Council on their approach to the climate emergency.

146.3 King Charles III Coronation
Information released from the Palace was noted.
The Working Group had not convened yet and it was agreed that the clerk would join the group as a member and convene a first meeting. The group consists of

Cllrs. Gillibrand, Harris, Harrison and Wheeler.
Noted that the oak tree to commemorate the Platinum Jubilee of Elizabeth II had been planted on Mill Lane Field and that a rowan tree, supplied by the parish council, had been delivered to and planted at St Thomas' Church of England Primary School.
Noted that Stockton Heath Primary School had chosen a bench as a Jubilee Commemoration and that this was now on order.

146.4 Local Plan Response
(Cllr. Wheeler and Borough Councillor Browne arrived at 8.23pm)
WBC had submitted a modified plan to the Inspector, specifically dealing with the proposal for the development known as 656 in Appleton. However, the rest of the plan remained unchanged.

22/147 Reports from Outside Bodies

The following reports were received:
Parish Liaison Meeting, Wednesday 18 January 2023.
Cllr. Todd reported on attendance at the meeting highlighting that a fund was available for organisations to help with Warm Hub provision but the deadline for applications was close; that any requests to redact addresses from Register of Interest forms should be directed to the Monitoring Officer.
Police and Crime Commissioner, Monday 23 January 2023.
Cllr, Walker reported on attendance. The number of police officers in Cheshire had recently increased to around 2,375 which represented the levels a decade ago. The arrangements for parish funding of PCSOs will remain for the coming financial year.

22/148 Internal Control Check

Resolved to appoint Cllr Gillibrand to carry out a check on the parish council's financial systems in February/March 2023.

22/149 Community Governance Review

Resolved, on consideration of the information received from Alison McCormick, WBC Electoral Services, that as a Community Governance Review would not be completed by the 2024 election, the parish council will not pursue a review at this time.

22/150 Air Quality Monitor Data

The air quality data that is available to residents on the Parish Council website was considered. Agreed that screenshots of graphical information and accompanying narrative will be prepared and circulated to councillors prior to the information being made available as a news item on the parish council's website. It was also agreed that data from the monitor could be shared with WBC.

22/151 Well-being of residents

Cllr. Wheeler indicated that St. Thomas' Church might be directed to apply for a Warm Hub grant to support their increased energy costs.
Cllr. Barlow provided information on the continued voluntary support being offered to residents at the Fir Grove Hotel by Care UK charity.

22/152 Civility and Respect Pledge

Consideration was given to signing the NALC/SLCC Civility and Respect Pledge and working towards fulfilling the eight statements outlined, with particular discussion focused on the training programme requirement.
This item will be deferred to the next agenda to allow councillors to explore the information that was provided just before the meeting.

22/153 Future Agenda Items and Items for Publicity

The following items were agreed to be placed on a future agenda:
Civility and Respect Pledge; an update from attendance at the Swing Bridge Liaison meeting; an update on the meeting between Cllr. Wheeler and Steven Broomhead about Victoria Square; an update and recommendations from the Festival Stall Working Group.

The following items will be publicised through the website, newsletter or by report to the press and media: Jubilee Commemorations; air quality monitor data.

22/154 Planning

(Cllrs. Barlow, Harrison, Murphy, Taylor, Walker and Wheeler left at 9.10 pm)

To consider responses to the following planning applications:

2023/00088/ADV Warrington Hair Clinic, The Annexe, The Glen Knutsford Old Road, Stockton Heath, Warrington, WA4 2LD
Display of 1 no. non-illuminated projecting sign and 1 no. non illuminated free standing sign
No comment.

2023/00086/FULH 6 Millhouse Avenue, Stockton Heath, Warrington, WA4 2XF
New part 2 storey extension to rear and side
No comment

22/155 Date and Time of Next Meeting

Tuesday 14 March 2023, 7.30pm

The main meeting was concluded at 9.10pm and with planning issues drawing to a close at 9.25pm.

Stockton Heath Parish Council

Minutes of the meeting of the Village Committee held at Stockton Heath Library on Tuesday 7 February 2023 at 7.30pm.

Present: Councillor S Barlow (Chair)
Councillors Dean, Harris, Jordan, Murphy and Wheeler

Attending: L Jacob – Clerk; Cllrs. Todd and Harrison; no members of the public

V22/047 Apologies
Apologies were received and accepted from Cllr. Dutton, North and Olsen.

V22/048 Declarations of interest
No declarations of interest were made.

V22/049 Public Participation
No members of the public were present.

V22/050 Budget
050.1 The payments made and balances across the budget headings over which the Village Committee has oversight were noted.
050.2 The budget headings and allocation for financial year 2023/24 were noted.
050.3 The Draft Action Plan for financial year 2023/24 was discussed and further headings of Active Travel and Victoria Square were added.

V22/051 War Memorial Cleaning
It was noted that the contractor is arranging access to a water supply and then work will commence.

V22/052 Street Tree Planting
The following updates on the Street Tree Planting were received:
WBC had confirmed that the trees funded by the parish council have been delivered and will be planted within five weeks. Both Torus and Warrington Housing Association were working up biodiversity projects for delivery with the community.

V22/053 Marking the Platinum Jubilee /King's Coronation
053.1 It was noted that St Thomas Primary School have received and planted a Queen's Canopy Tree (a rowan).
053.2 The purchase of a bench for Stockton Heath Primary School as a Jubilee Commemoration was discussed.
Resolved to purchase a bench, at a cost of up to £600 and to retrospectively agree the purchase of the Jubilee Commemoration plaque for the bench at a cost of £78.
053.3 Information regarding the King's Coronation was considered. In summary, the state ceremonial aspects of the Coronation will take place on Saturday 6 May; on Sunday 7 May the Queen Consort as patron of the Eden Project's Big Lunch extends an invite to communities to come together for food and fun; on Monday 8 May the focus is on the Big Help Out to encourage volunteers to come together. These aspects will be reference points for the Working Group, with Cllrs Harris, Harrison, Todd and Wheeler as members.

V22/054 **Floral Decorations**

The three quotations for the provision of floral planting through the village were discussed, with the advantages and challenges of each bidding contractor considered.

Recommended that Contractor 2 be awarded the contract, subject to the provision of an acceptable detailed contract.

V22/055 **Events**

055.1 The Christmas Light Switch On event was discussed.

Recommended that the event is changed to Sunday 3 December at around 4.30pm to mitigate risks associated with peak travel times.

055.2 Arrangements for the parish council's Festival stall were considered.

Recommended that a Working Group be convened to provide research, direction and organisation of the stall and its activities.

V22/056 **Litter Management**

056.1 It was noted that the double bins have been received by Warrington Borough Council and will be installed at some point in the future. It was also noted that WBC have replaced the bin at the Forge car park which was removed by the contractors during the upgrade.

056.2 Cllr. Wheeler highlighted the use of positive encouragement posters in Liverpool and will research and bring ideas back to the next meeting.

V22/057 **Cycling Strategy for the village**

Ideas for the encouragement of cycling were discussed.

Agreed that this might be a theme for the Festival and that the Working Group should research and bring forward ideas.

V22/058 **Matters for next agenda**

The following items were requested for the next agenda:

Update on the Action Plan; update from the Festival Working Group and the King's Coronation Group; Floral Decorations.

V22/059 **Date and Time of Next Meeting**

Tuesday 2 May 2023 at 7.30pm

Meeting closed at 9.21 pm

Stockton Heath Parish Council

Minutes of a meeting of the Planning, Finance & General Purposes Committee held on Tuesday 28 February 2023, commencing at 7:30pm at Stockton Heath Library.

Present: Cllr. C Jones (Chair)
Cllrs. H Dutton, K Gillibrand, P Todd, P Walker, S Harris and J Wheeler.
Attending I Derbyshire (Assistant Clerk)

P22/112 Apologies
Cllr. North sent apologies.

P22/113 Declarations of interest
Cllr Wheeler and Cllr Walker, as a member and substitute member of the Development Management Committee, declared they would take no part in the planning discussions.

P22/114 Public Participation
No members of the public were present.

P22/115 Accounts for Payment
115.1 **Resolved** to approve the payment of the accounts as detailed on the schedule of payments dated to 21 February 2023. To be authorised in internet banking by Cllrs Todd and Dutton.
115.2 The direct debit for British Telecom had been cancelled previously by BT and a new one was signed at the meeting by Cllrs. Jones and Dutton. It was noted that there will be a price increase on this bill by 14.4% from April 2023. The price increase is calculated using the CPI rate of inflation which is 10.5% plus an additional 3.9% for investment.

P22/116 Receipts
Noted the receipt of monies into the following accounts
For the period 18 January 2023 to 21 February 2023:

VAT Refund Oct – Dec 2022	£2354.72

P22/117 Statement of Receipts and Payments to date
Noted the Statement for the period to 28 February 2023. General Reserves was indicating a figure of £35,716.54. Cllr Walker requested a review of the General Reserves and Earmarked Reserves at the beginning of the new financial year.

P22/118 Notice Board
Three companies had been contacted with a view to giving a quotation for supply and delivery of the new notice board at Pilling Gardens. Two quotations had been received.

Recommended that the quotation from Whitehills is accepted at £718.04 plus VAT, once planning permission has been granted.

P22/119 Grant Policy
Recommended that no changes are made to the current grant policy.

P22/120 Planning Applications
(Cllrs. Walker and Wheeler left the meeting 7.58pm)
120.1 Responses to planning applications received are detailed in the appended table.

P22/121 Date and Time of Next Meeting
Tuesday 28 March 2023 at 7.30pm

The meeting closed at 8.11 pm

P22/115.1 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 (March)	People Costs	4987.53	0.00	4987.53
	Nat West	Bank Charges (Monthly Charge & Bacs Payments Jan 2023)	Office Costs	28.10	0.00	28.10
	Nat West	Bank Charges (Direct debits & online payments for Jan 2023)	Office Costs	1.05	0.00	1.05
	Nat West	Bank Charges (Monthly Charge & Bacs Payments Feb 2023)	Office Costs	30.80	0.00	30.80
	Nat West	Bank Charges (Direct debits & online payments for Feb 2023)	Office Costs	3.99	0.00	3.99
	Nestbox Company	Bird Box Kits	Land Assets Other	264.50	52.90	317.40
	Northwich Town Council	Water Irrigation and plant 3 root ball trees	Land Assets Ackers Pit	510.00	102.00	612.00
	Cheshire Constabulary	PCSO Q3 Instalment	PCSOs	4,160.00	0.00	4,160.00
	Tim Stansfield	Main Christmas Tree and 5 Small Trees	Village	1,075.00	215.00	1,290.00
	Warrington Borough Council	Grass Cutting Mill Lane Q4	Village	160.80	32.16	192.96
	Warrington Borough Council	Van Hire 1.4.22 - 31.3.23	Village	3,224.00	644.80	3,868.80
	WAP Lawton	Tidy and Cut down of trees	Land Assets Ackers Pit	1,324.00	264.80	1,588.80
	Morreys	Tree Sorbus	Village	26.62	5.33	31.95
	Morreys	Trees	Land Assets Ackers Pit	81.21	16.24	97.45
	Warrington Foodbank	Quarterly Donation	Grants	1,000.00	0.00	1,000.00
	Glasdon	Junior Bench Stockton Heath Primary School	Village	471.34	94.27	565.61
			Total Bank Transfers	**17348.94**	**1427.5**	**18776.44**
Debit Card Transactions	Baker Ross	Bird Boxes	Land Assets Other	62.00	12.40	74.40
	Amazon	Nail Grippers	Land Assets Other	18.00	4.00	22.00
	Earth Anchors	Jubilee Plaque Stockton Heath Primary	Village	73.95	14.79	88.74

	RequestaPlan	Plan drawing for planning application Noticeboard	General Reserves	11.00	2.20	13.20
	Planning Portal	Planning Application Charge	General Reserves	263.20	0.00	263.20
			Total Debit Card	**428.15**	**33.39**	**461.54**
Standing Orders/ Direct Debits	Wavenet	Computer Charges	Office Costs	9.40	1.88	11.28
	Information Commission	Data Protection Fee	Office Costs	35.00	0.00	35.00
			Total Direct Debits	**44.40**	**1.88**	**46.28**
			Total Outlay	**17821.49**	**1462.77**	**19284.26**

P22/120 Planning Applications

Date received		Address	Proposal	Response
07/02/23	2023/00122/TPOCA	11 Grappenhall Road, Stockton Heath, Warrington, WA4 2AH	TPO	The Parish Council is disappointed that a decision has already been made by Warrington Borough Council prior to the expiry of the application and that due process has not been adhered to. Trees should also not be cut down during the bird nesting season.
13/02/23	2023/00051/FUL	Stockton Heath Christian Fellowship, The Lighthouse Chapel Lane, Stockton Heath, Warrington, WA4 6LL	Amendment to include retention.	No comment
15/02/23	2023/00137/FULH	20 Greenbank Road, Stockton Heath, Warrington, WA4 2DW	Alterations to lean to including alterating roof and changes to elevations including internal alterations	No comment
17/02/23	2022/42142	28 Whitefield Road, Stockton Heath, Warrington, WA4 6LZ	Single Storey Rear Extension **Amendment Summary** Movement of extension away from boundary. -Clarification of proposed extension in relation to boundary and neighbouring property.	No comment
17/02/23	2023/00178/CLDP	47 East Avenue, Stockton Heath, Warrington, WA4 2BA	Single storey pitched roof rear extension. **Information Only – 192 Certificate**	Information only

Item 160.1 DRAFT Action Plan for Village Committee

The purpose of the Village Committee is to consider and to recommend action to the Parish Council on village centre matters, with reference to the aims of the Parish Council in its ambition for a safe, clean, pleasant and vibrant area in which to live, work and visit.
The Village Committee has delegated responsibility and may authorise expenditure within its assigned budget headings of up to a maximum of £5,000. Any expenditure above this amount needs to be recommended to full council for a decision.
As a committee with delegated responsibility for spending, the following Action Plan for the Financial Year 2023 to 2024 is presented to Full Council:

Focus - what	Aims - why	Actions - how	Responsibility - who	Costs – how much (Budget headings)	Timeframe - when	Outcomes – so what
Litter and cleanliness	A safe, clean and pleasant place for all	Daily litter picking; Provision of litter bins; supporting and facilitating volunteer events	Ranger Team Volunteers	Van costs; equipment costs; emergency cover; events	Ongoing	Clean and tidy village centre and outlying areas; more compliments than complaints around litter
Maintenance and provision of amenities including custodianship of the War Memorial	A safe, clean and pleasant place for all	Monitoring condition of street benches, litter bins, road signs; lighting columns; pathways; car park; verges. taking appropriate action or liaising with appropriate partners to resolve issues; cleaning of War Memorial	Employees, councillors, residents Liaison with WBC through Councillor Contact	Provision/maintenance of benches; Provision of litter bins; Grass Cutting Contingency; Ellesmere Road seat easement; Victoria Square; War Memorial	Ongoing	Clean and tidy village centre and outlying areas; more compliments than complaints; War Memorial Doff cleaned.

Biodiversity	A clean and pleasant place for all, human and non-human; climate mitigation and adaptation	Identifying and liaising with organisations to achieve planting that will increase biodiversity; Raising awareness in the community of individual and collective actions residents can take	Employees, councillors, residents Liaison with WBC, community groups; other parishes	Spring bulbs; Street Tree Planting; Events-Climate	Ongoing	Additional street tree planting; Additional bulbs planted in village verges.
Floral Decorations	A clean and pleasant place for all; climate mitigation and adaptation	Provision of floral planting through village centre including eco-friendly planting	Contractor; volunteer councillors; rangers	Floral Decorations; Provision of new planters; Spring Bulbs	Summer – new annual planting; winter – winter/spring planting and bulb planting Ongoing – maintenance; watering; weeding	Vibrant, pollinator attracting planters through the village centre
Events	A clean and pleasant place for all	Hosting or facilitating a range of community events across the year	Employees, councillors, contractors, volunteers, rangers	Christmas Lights; Festival; Walking Day; Remembrance Day; Coronation	Throughout the year	Occasions for the parish council to be visible in the community, elicit feedback and develop engagement opportunities
Safety	A safe place for all	Facilitating on areas such as policing,	PCSO Team; WBC and Parking	Speed Indicator Device	Ongoing	Monthly crime report from PCSO to monitor trends

		community speedwatch; parking, traffic issues; air quality.	Wardens; liaison with WBC and residents			and inform preventative actions
Victoria Square	Sense of place; safe place; heritage	Liaise with WBC on parameters for focus on improvement	Village Committee, WBC	Jubilee – supplemented by crowdfunding; Grant funding	Ongoing	Feasibility or design ideas to put to WBC
Active Travel	A clean and pleasant village; addressing issues around safety and climate change	Explore an active travel strategy with the community.	WBC, PCSO Team, councillors, employees	No specific budget set	Ongoing	Outline plan developing in liaison with WBC

Item 160. 2 Summary of quotations received for providing planting and maintenance

	Cost of Planting (spring and summer)	Cost of Watering and maintenance	Total costs
Contractor 1	£2800	£3920	£6720
Contractor 2	£2450	£1884	£4334
Contractor 3	£2760	NO WATERING (£3920)	Potentially c. £6680 as we would need another contractor to water

Whitehills Quotation for Noticeboard

8 A4 landscape post mounted noticeboard

830 x 980 x 30mm

Twin posts 60 x 40 x 2600mm

Arc header with 2 lines of text as requested

Dark Green Finish on frames, posts and Header to RAL 6005 moss green

Supply only

Delivery included

Price £ 718.04

Price ex Vat

Price quoted herein will be valid to 30/4/23

A comparison quotation based on the same specification was received from Greenbarnes (enclosed over) with a total price of £943.22

Greenbarnes Ltd.

Helen Dutton
Stockton Heath Parish Council
Warrington
Cheshire

QUOTATION

Ref No.	27297/1
Dated	21/02/2023
Contact	Helen Dutton
Tel	01925 601 904
Fax	
Mobile	

Dear Helen,

Further to your enquiry, please find below details of our quotation for supply of the items required. Please refer to the foot of the main quotation for details including costs of available options and variations.

Re : AF58/8A4 Single bay 8A4 Aluminium Noticeboard with Posts

Item	Qty	Ref Code	Description	Unit Price	Total
A	1	AF58/8A4/PG/GREEN	AF58 Aluminium Noticeboard 8A4 Landscape Side Hinge O/A size 980 wide x 830 high x 58mm, 4mm Plexichoc Glazing (Back Panel White Internal & Light Grey External) Powder-coated RAL6005 Green Supplied with 8 x 20mm Magnetic Discs in White (as MD2/AF)	£413.74	£413.74
B	1	HEAF58/8A4B/GREEN	External Header Panel for AF58/8A4 Noticeboard, Bow Pattern, (245mm high) Powder-coated RAL6005 Green	£76.25	£76.25
C	59	SLAF	Signwriting for AF headers, Cost per character in vinyl lettering. Stockton Heath Parish Council In Commemoration of Queen Elizabeth II Times or Arial font ? White, Black or Gold vinyl ?	£3.28	£193.52
D	1	APF6040/GREEN	AF 60mm x 40mm x 2600mm aluminium posts, for end fixing to noticeboard, (per pair), Powder-coated RAL6005 Green (not AF58/12, 16, 18 or 21)	£198.46	£198.46
E	1	DELAF58/8A4	Carriage AF58/8A4 Noticeboard	£61.25	£61.25
				Sub Total	£943.22
				VAT	£188.64
				TOTAL	£1,131.86

Terms:

Payment: Net 30 days

Payment Methods Accepted By:

Cheques: Made payable to Greenbarnes Ltd
BACS: Metro Bank, Sort Code 23-05-80. Account No 26585244
Credit/Debit Cards accepted

VAT is charged at 20%.

Delivery: Typically expected approx 8 weeks from receipt of order.
This quotation is valid for 30 days from the date of this document.
Details and sizes as per catalogue.
Installation not included.
Line item prices exclude VAT
E & OE

OPTIONS(ex VAT): None

To order, simply ring, fax or email quoting the reference number at top of this document. Alternatively, if you need clarification, or would like to discuss or a amend your requirements, please do not hesitate to contact our sales team on 01280 701093 or sales@greenbarnes.co.uk.

Yours sincerely ,



Jay Greenaway

Report on Correspondence received since the last update issued on 7 February 2023

Date	Subject of correspondence	Actions
	ChALC and NALC weekly bulletins	Forwarded to all
10/02	Enquiry about ownership of British Legion building on Ackers Road	Referred to Fire Service and WBC
10/02	Enquiry about business premises and opportunities in Stockton Heath	Referred to WBC
16/02	Great Sankey Parish Councillor enquiring about dates of SHPC meetings	Referred to website and advised to sign up for news updates for alerts when agendas are posted
17/02	Invitation from Lymm Parish Council for clerk/ranger to attend a meeting to share tips on environmental work – Wed 5 April	To note
21/02	Invitation to attend Walking Day meeting on Thursday 8 March	Forwarded to Cllr Jordan as representative
22/02	Resident highlighting leaf litter	Ranger request made
22/02	WBC Enforcement apology for lack of Enforcement lists due to technical difficulties	To note
22/02	Resident notifying some damage to undergrowth and trees at Ackers Pit	Land Assets Committee
23/02	Invitation to Air Quality Symposium on 31 March 2023	Forwarded to all
25/02	Request for update on enforcement case raised regarding street furniture	Followed up – planning application currently being decided and therefore no enforcement until the decision is made.
26/02	Future visitor asking for information about origins of Gaskell Street.	Sent information
27/02	Invitation to councillors from Freedom Fibre to coffee event on Wednesday 15 March 2023	Forwarded to all
27/02	WBC Planning advising that a technical “glitch” meant that some comments submitted by the parish council are not published on the Planning Portal	To note
01/03	Invitation to attend WBC Parish Liaison Meeting on 22 March	Forwarded to Chair
06/03	Invitation to councillors to attend a Fairtrade coffee event on Thursday 8 March	Forwarded to all
07/03	WBC informing of residents parking survey in East Ave/Arley Ave	Forwarded to all
08/03	Information and invitation to attend Soup and Chat Sessions	Forwarded to all

Notes from Climate Emergency Meeting held on Teams on Tuesday 7 March, 6.30pm

Attending – Sharon Harris, Helen Dutton, Lara Jacob.
The following members of the group were unable to attend – Sue Barlow, Kevin Gillibrand, Ash North.

Action Plan

Members had reviewed some Action Plans available and felt that the Hebden Royd plan provided a good framework. Notable across the plans was a thematic approach and it was felt that using the themes presented in the Impact Report for Stockton Heath would be a good starting point.
It was noted that partnership working, especially with community groups like Wild about Stockton Heath, and early engagement with the community would bring a sense of collective ownership to an Action Plan.
It was agreed that a focus group could be a good method to bring together a small number of people, drawn from councillors, community members and those with some expertise in the field. That group could meet over one or two sessions to draft a basic Action Plan that could then be out to public consultation. **This will be a recommendation to full council.**

Schools

Consideration was given to how schools might be involved and Sharon will make enquiries about the Climate activities and policies that the two primary schools have in place. If the schools have appointed pupils to "Eco-warrior" positions, it may be possible to invite those pupils to take part in the focus group.

If approved by full council, the next meeting of the Working Group will focus on the practical details.

Climate Game

The deck of cards purchased was not related to the Fresk game and needed further consideration to establish how the game could be used.
Lara will look at workshops for the Fresk game with a view to joining a workshop in order to understand the role of facilitator.

Climate Event

Although the library was available and had been provisionally booked for 8 May, feedback from contacts who might help populate the event was not positive for that date. However there was enthusiasm for an event and it was suggested that aligning it to the COP28 event would be feasible in terms of preparation and opportunity.

This will be a recommendation to full council.

If approved by full council, the next meeting of the Working Group will focus on the practical details.

Other discussion points

Members recognised that the Climate Emergency is an emergency and requires urgency. However, careful approaches and planning were also recognised as necessary in order to manage the lack of time each member of the group can contribute.

The next meeting is planned as a face-to-face meeting on Thursday 4 May 2023 at 6.30pm, subject to confirmation of venue availability.

Notes from meeting of King's Coronation Working Group

Tuesday 28 February 2023

Attending – K Gillibrand, S Harris, , L Harrison, L Jacob, P Todd, J Wheeler
Unable to attend – A North

The group discussed the following:

Saturday 6 May – King's Coronation Day

To organise flags and bunting to decorate the village

Flags from £42 each - https://www.royalcoronationprint.co.uk/products/royal-coronation-official-emblem-flags?variant=43716332355805

Bunting £82.50 per 25 metres - https://cottonbunting.co.uk/union-jack-bunting/

To arrange for the tree lights in Victoria Square to be lit during the Coronation weekend

To ask organisations if they are screening the event or holding other events and to publicise these, perhaps in the form of a poster.

To liaise with the businesses to encourage window displays

To research the costs of providing a memento to school children.
There are about 1150 children on roll at eh two primary schools.
Coin costs are £1.33 each (https://www.insigniapromotions.online-catalogue.net/search/Coronation+Coins)

Bookmarks 52 p each (https://www.insigniapromotions.online-catalogue.net/search/Commemorative+bookmarks)

Mugs are from £2.31 each (https://www.insigniapromotions.online-catalogue.net/search/Coronation+mugs?page=1)

To research a suitable item as a commemoration – bench, tree.

Sunday 7 May – The Big Lunch

To publicise information from WBC on any arrangements residents need to make to hold street parties

To liaise with the WBC Neighbourhood Team and other community groups who may be holding events and to publicise these

Monday 8 May – The Big Help Out

To organise a litter pick event from 9-11am

To publicise any other events being held by groups

To provide grant funding for projects with an ecological or heritage theme

Item 166 – Civility and Respect Pledge

The following information was circulated on 14 February 2023:

I have checked with my professional association with regard to the requirement for a Training Programme that fulfils the spirit of the Civility and Respect Pledge and they have indicated that this is the requirement:

https://www.nalc.gov.uk/our-work/civility-and-respect-project#training-programme

NALC is your professional association. There are three training sessions here – I would think that if we had three people who attended each and then they could disseminate the information to everyone else that would fit the spirit of the pledge.

https://www.slcc.co.uk/news-publications/civility-respect-training/

SLCC is the clerk's professional association and as you can see they are offering the same three sessions but also offering additional training for clerks. So our staff commitment might be that Irene and I attend one or two of the courses that we think might be of relevance to us in our work and then we can also disseminate what we have learned as a result.

The other statements are:

> has signed up to the Code of Conduct for councillors
>
> has good governance arrangements in place including staff contracts and a Dignity at Work policy
>
> will seek professional help at early stages should civility and respect issues arise
>
> will commit to calling out bullying and harassment if and when it happens
>
> will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme
>
> supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate

I do think we can say yes to these.

My recommendations

1. To sign the Civility and Respect pledge
2. To use the official logo on our emails
3. To book some councillors on training and then hold dissemination sessions
4. To display training undertaken by councillors and staff on our website

ChALC exists to support town and parish councils and parish meetings exercise good governance and deliver excellence in services to local communities in a way that complies with the legislative requirements placed upon them

Why should your council be a Member?

Membership gives your council ACCESS to: -

Legal, procedural and financial advisory services

Information, model documents and advice and support are available from the ChALC staff team, or via secure members only access on the ChALC website. More complex queries can also be referred to the Legal Department at the National Association of Local Councils (NALC) at no additional cost.

Employment Support

We provide advice and support on a range of day to day employment issues and have helpful booklets available to assist Local Councils in their role as

employers. We also offer a Clerk's Job Evaluation service, which provides a recommended pay grade matched to the specific arrangements and duties in place for your Clerk at your council

National Association of Local Councils (NALC)

Established in 1947, the National Association of Local Councils is the only national body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils and membership of NALC is included in the ChALC subscription fee.

'Members Only' access in ChALC Website

The ChALC website provides 24/7 access to a range of information, guidance and model documents, which can only be accessed and downloaded by members who sign-in.

Dedicated and friendly ChALC Staff Team support

The ChALC staff team can be contacted for advice, guidance and website password support from Monday to Friday via e-mail or the office phone. A mobile number provides additional support and is an emergency contact outside those times.

Membership gives your council OPPORTUNITIES : -

Influence Consultation and Awareness Raising

ChALC will ask for your feedback and use your local knowledge and experience to highlight emerging issues to the principal authorities or to celebrate achievements. Member councils can submit motions for debate and action at the ChALC Annual Meeting. We will use this information with our partners to agree action plans and good outcomes.

Public Works Loan Board (PWLB) lending facility

We can help local councils to obtain Borrowing Approval from the Ministry of Housing, Communities and Local Government (MHCLG) for capital projects, as all applications to borrow are channelled through the county office.

Royal Garden Party Invitations

In recognition of the service that our local councillors give, we administer the opportunities for the Chairmen of our local councils to attend the annual Garden Party at Buckingham Palace.

Assistance to achieve the Local Council Award Scheme

The Local Council Award Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils meet their full potential. We can provide advice, guidance and practical support to help you submit your award application.

To be a key part of ChALC and NALC

ChALC is run on democratic lines. Member councils can elect the members of the ChALC Board, and that Board in turn electing the ChALC representative on the NALC Council.

Membership gives your council SKILLS and KNOWLEDGE: -

Training and development at a discounted rate

ChALC offers a regular programme of training opportunities covering all aspects of Local Council business. This includes support for those looking to obtain the Certificate in Local Council Administration (CiLCA) and arranging bespoke training for individual councils. All training is offered at a discounted rate for member councils.

Information about Grants and other funding

ChALC signposts opportunities for grants and other funding opportunities and endeavours to attract grant funding for ChALC itself to keep the costs of membership as low as possible.

Access to Up to Date Sector knowledge

ChALC circulates a popular weekly e-bulletin which keeps councils informed about all the latest local government developments and matters of local and national interest.

Membership gives your council better COMMUNICATION : -

Improving strategic relationships with key stakeholders

ChALC works closely with senior members of Principal Authorities and other bodies such as Police, Health and the voluntary sector through active participation on strategic groups. We aim to maintain good working relationships and improve communication and co-operation for the benefit of our member councils and to ensure your views are represented. We also attend parish liaison meetings and events throughout our area. ChALC works closely with NALC and is represented on the regional body for the North West (Joint Northern Group of Local Councils).

Events and Conferences

As well as the ChALC Annual Meeting, ChALC will partner with the principal authorities and others to offer other networking events and conferences, where members can meet together (virtually) to discuss areas of mutual interest, find out about strategic changes and debate challenges and opportunities.

ChALC Affiliation Fees 2023

37p per elector

£37.00 (minimum fee)
£1510.87 (maximum fee)

Existing ChALC members will receive a notice and invoice in early April 2023. If your council wishes to become a member then please contact **Jackie Weaver** to discuss further or **Nikki Roberts** to arrange invoicing.