

Clerk to the Council: -
Mr. R. J. Hallam
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Minutes of the Annual Parish Council meeting of Walton Parish Council held at St. John's Community Church Hall, Old Chester Road, Walton, on Thursday the 3rd May 2018.

Present Councillor B M Price - Chair
Councillor Y R Shaikh
Councillor D M Karalius
Councillor G J Greenshields
Councillor A Jones
Councillor R Hardie
Councillor R D Bennett
Councillor S A Harris

In Attendance Parish Clerk R J Hallam
Residents 0
PCSO Phillip Wilkinson

The Chairman opened the meeting at 7.30pm.

23. Apologies for Absence

The Chairman reported that three apologies for absence had been received. Councillors Taylor (ill), Meacock (work) and Davies (work commitment).

24. To Receive nominations and elect the Chair of the Council and to receive the Chair's declaration of office

The Chair invited nominations for Chair.

Cllr. Jones nominated Cllr. Price, this was seconded by Cllr. Karalius.

It was resolved that Cllr Price be re-elected as Chair.

Cllr. Price completed the Declaration of Office and continued as Chair.

25. To Receive nominations and elect the Vice Chair of the Council and to receive the Vice Chair's declaration of office

The Chair asked for nominations for Vice Chair.

Cllr. Hardie proposed Cllr. Shaikh.

It was resolved that Cllr. Shaikh be elected as Vice Chair.

Cllr. Shaikh completed the Declaration of Office.

26. To receive nominations for Representatives of outside bodies

The list of representatives had been indicated on the agenda. Everybody agreed to stay on in their positions.

It was resolved that the representatives should be agreed en bloc.

27. To receive nominations for Advisory Groups.

Councillor Greenshields felt that there was a governance issue with some of the groups and had concern that there could be undue influence. He pointed out that Councillor Hardie was a member of all five groups. Councillor Hardie said that he joined the PC to be an active member and provide help wherever he could.

Planning – It was resolved that Cllr Jones would come off this group and Cllr Greenshields be added.

Cllrs. R. Hardie, Meacock, Karalius and Greenshields.

Parish Internal Audit – Cllrs. R. Hardie and Shaikh.

Councillor Greenshields said that he thought that the Internal Audit Group should include governance.

Risk Assessment – Cllrs. R Hardie and Cllr. Taylor.

Village Betterment – Cllrs. Meacock, Hardie and Karalius. Cllrs. Harris and Jones agreed to join.

Donations – Cllrs. Meacock and Price. Cllr Harris agreed to join.

It was resolved that all representatives should be agreed en bloc.

28. To carry out an inspection of deeds and investments, review insurances and confirm Parish Records etc, review internal controls, standing orders and financial regulations and conduct further business appropriate to the APCM.

The Clerk had provided all councillors with a detailed record of all aspects of Deeds, assets, insurance and parish records.

The Clerk confirmed that he now held the Deeds and Land Certificate for the QEII Walton Playground.

The Clerk explained that the Insurance policy with Zurich was up for renewal on the 1st June 2018. The renewal premium was £523.02. The Clerk recommended that this be renewed. This is the 3rd year of the 5 years long term agreement.

It was resolved to accept the renewal premium of £523.02 with Zurich.

The Clerk outlined the existing Internal Controls which are carried out monthly, Quarterly, half yearly and yearly.

It was agreed that these should continue.

The Standing Orders underwent a significant review during 2015.

The Financial Regulations underwent a significant review in 2016.

Action – In line with S/O No 30b, it was agreed that Clerk would write to the new councillors to confirm that they have now read and understand the Standing Orders.

Councillor Greenshields agreed to undergo a review of the Standing Orders and Financial Regulations later in the year.

29. Adjournment

The Chair asked for an adjournment to let Phillip Wilkinson the new PCSO speak.

It was resolved that the meeting go into adjournment. Time 7.50pm.

The PCSO introduced himself and gave some background on his career and personal details. He covers Hatton, Stretton and Walton.

The Chair raised the issue of speeding on the Stag Inn corner and he said he would provide a presence from time to time to deter speeding motorists.

He explained that he did have use of a Trucam speed camera, but it could only be used on what were designated problem roads.

Councillor Greenshields expressed concern about cars entering Walton Road from the A56 and cutting off the corner and whether a mini roundabout could be put there to deter this. Councillor Harris said this was a Highways issue rather than police and she would follow this up with WBC.

Action Cllr Harris to follow up with WBC.

Councillor Greenshields asked about burglaries in the Parish and it was suggested that he email the PCSO who would provide the information.

Action – Clerk to send out the PCSO’s email address.

Following a question from Cllr Hardie the PCSO said that smart water had been a success but that there were no plans to expand the scheme.

The Chair thanked PCSO Wilkinson for giving his time.
The meeting came back into session at 8.12pm.

30. Minutes of the Previous Meeting

The minutes of the Parish Council meeting held on the 6th April 2017 were reviewed.
Cllr Harris pointed out that on page 2, para 5, 3rd line, “Board” should read “team”.

It was resolved that subject to the amendment, the minutes be accepted as a true record.

31. Minutes of the Annual Parish Meeting.

The Clerk reminded councillors that this was an opportunity to review the minutes. The minutes would be approved at the next APM in April 2019.

The minutes of the Annual Parish meeting held on the 5th April 2018 were reviewed and found to be an accurate record.

32. Reports on Matters Arising from the previous minutes

The report had been issued with the meeting documentation.

Parish Warden

The Clerk had provided councillors with a copy of Lee Beardall’s (LB) response to the job spec he had received.

The Clerk outlined a suggestion from Lara Jacob the Clerk at Stockton Heath about the possibility of sharing the use of their Warden.

Both situations were discussed.

It was resolved that Cllrs Karalius and Jones would have a clarification meeting with LB between now and the next meeting and this would involve walking the patch. Councillor Hardie said he would also like to come along if available.

If there were no other applicants prior to the next meeting and all parties were in agreement, then the PC would look to appoint LB as a contractor on a three month probationary basis. At the end of that period, if the probation was a success, then the PC would look to make the arrangement permanent.

Neighbourhood Planning.

Action – Clerk to send out information he has on the subject to councillors

Christmas Tree and electricity supply at triangle at junction of Whitefield and Hill Cliffe Roads.

Action – Clerk to chase up response on cost of supply with Stuart Grundy.

Banners

Councillor Hardie (RH) was dealing with the consent submission and explained he needed some assistance.

Action – RH to meet up with Cllr Bennett in order to pull the information together.

Broadband Issue

Councillor Davies had emailed the Clerk to say that the postcode was not included in Connecting Cheshire’s build. She would be pursuing a contact at BT Openreach.

Action – Clerk to inform Mr. Potter.

33. Report from Borough Councillor.

A significant number of people had signed a petition about the closure of Sandy Lane tip. It is likely to close and it will be going to the Executive Board in the next few weeks.

34. Litter Pick.

It is going ahead on Saturday 5th May, 11am-1pm. Local people will be working together. Councillors are welcome to come along.

Councillor Bennett said that WBC staff who were cutting the grass on A56 had collected litter in bin bags, but dumped them behind the hedge on the A56.

Action – Councillor Bennett to take photo and forward to Clerk.

Action – Clerk to take up with Kevin McCready.

35. Possible Funding Streams.

Clerk went through the grant opportunities that had been researched by Councillor Davies.

After some discussion it was decided to follow up on the War Memorial Grant Scheme.

Action – Cllr Greenshields to provide Clerk with some detail of the plastering and paint work that his daughter had recently used.

Action – Clerk to write to the War Memorial Trust about possible specialist contactors.

Action – Clerk to advise Cllr Davies of outcome, to enable her to establish the requirements of a grant application.

36. WW1 Celebrations.

Appleton Parish Council are still planning a beacon at Hill Cliff.

Action – Chair to talk to Anita about the Church's plans involving the Perspex figures.

Bag pipes being played at the War Memorial at 6am on the 11th November will be considered.

Action – Cllr Jones to check up on the availability of the players.

37. Parking on Old Chester Road.

The possibility of the Parish Council helping to facilitate the provision of a car park alongside the Lady Daresbury pathway was considered. There could be provision for 15 cars.

Action – Chair to ask Anita about the progress made by the architect.

38. Creamfields Donations Spending Plans.

Anita had advised the Chair that currently the people using the Hall had no use for a broadband facility.

39. Local Plan PDO.

Councillor Greenshields gave an update on the last Joint Working Group meeting. Stockton Heath were no longer contributing to planning consultant costs. However, Peter Walker was taking this back to the PC as they reconsider. The cost would be absorbed by the remainder. The next meeting is on the 22nd May. John Groves (GT Planning) had quoted a fee of £16200 and WPC allocation would be £209. This could change if Stockton Heath PC continue with their stance of not contributing.

Action - Clerk to ask Janet Richards for a copy of the minutes of the meeting.

It was resolved to accept the fee proposal and scope of works from GT Planning and the cost allocation of the Joint Working Group.

For information the total fee including contingencies is £25000 and WPC's share of this is £322 as indicated in Janet Richard's letter of the 29th March. The £25000 includes GT Planning's fee which is £16200 of which WPC's share is £209.

After Councillor Greenshields had raised the matter, a discussion took place on whether the PC should use the services of Berrys again, or John Groves (GT Planning). A debate took place, but no decision was made at this time.

40. To receive and accept the report from the Clerk on the Parish Accounts and to formally approve the accounts for payment

The Clerk had issued with the Agenda the Financial Report (FR) and a copy of the Receipts and Payments Account for the current year to date, a copy of which is attached to these minutes.

The Clerk presented: -

Cheque number 001076	payable to R J Hallam	Clerk's Salary	£264.54
Cheque number 001077	payable to HMRC	PAYE/Tax	£66.13
Cheque number 001078	payable to MSCC Ltd	Rents – Easements & Privs	£36.00
Cheque number 001079	payable to WBC	Election Expenses	£3291.11
Cheque number 001080	payable to Air Ambulance	Donation	£100.00
Cheque number 001081	payable to St. John's PCC	Room Hire	£220.00
Cheque number 001082	payable to Zurich Municipal	Insurance Renewal	£523.02

It was resolved that the Financial Report and the Accounts for Payment be approved. The cheques were signed by Cllrs. Shaikh and Hardie.

41. Internal and External Audit.

It was resolved to approve the Receipts and Payments Account for the year ending 31st March 2018.

It was resolved that the Annual Governance Statement is approved.

It was resolved that the Accounting Statements are approved.

The Clerk explained that there now had to be an annual review of the effectiveness of Internal Audit and he explained the Audit Plan put forward by JDH Business Services Ltd.

It was resolved that the Parish Council approved the Audit Plan put forward by JDH Business Services Ltd.

42. Data Protection – GDPR.

The Clerk said that he had forwarded the document entitled “Introduction to the General Data Protection Regulation Guidance for Parish Councillors April 2018” to all councillors. This had been produced by the Business Intelligence Team at WBC.

He also explained that an amendment had been tabled to the Data Protection Bill which meant that Parish Councils no longer had to designate a Data Protection Officer.

The Clerk explained that he would be working on a Personal Data Management and Audit Policy document, which included Data Management and Data Audit. This was a model document provided by ChALC and may need to be modified to suit the needs of WPC.

Action – Clerk to send out to councillors for approval at next meeting.

43. Planning Matters

Councillor R Hardie gave an update on the report that had been issued.

The Porch House Farm application had been refused.

44. Report on Parish Matters

Phone box – No progress.

Police and Crime Commissioner's Meeting – This had been covered earlier in meeting with the PCSO.

Other Parish Matters

Councillor Hardie said that the trees on the Playground were being damaged when the grass is being cut, this is also happening with the street trees as well.

Action – Clerk to raise the matter with WBC.

45. Report from Village Betterment Committee

No meeting.

46. Reports from Appointed Representatives

Church Magazine/Publicity – Cllr Karalius – No magazine

Footpaths – Councillor Price – Nothing to report.

Councillor Hardie asked whether anything had been heard about the improvements to the Walton Towpath.

Action – Clerk to follow this up.

Roads/Traffic and Street Lighting – Councillor Bennett – There is a tree branch severely leaning at the entrance to Underbridge Lane the one nearest to Warrington.

There are low branches also at the other entrance, which when in leaf will obstruct traffic's view.

Action – Clerk to ask Cllr Harris about missing bins at Underbridge Lane.

There is a large pothole at the north end of Osborne Road, close to Ellesmere Road.

Action – Clerk to report these to WBC.

Walton Hall Estate – Cllr. R. Hardie – Nothing to report.

47. Review of Correspondence

Removal of memorial tree on QEII Jubilee Walton Playground – This has been replaced by Cllr. Hardie.

48. Date and time of next meeting

The next meeting of the next Parish Council will be **Thursday 7th June 2018** at **St. John's Community Church Hall, Old Chester Road, Walton, commencing at 7.30pm.**

The Chairman thanked everyone for attending the meeting. The meeting closed at 22.15 hrs.