

Clerk to the Council: -  
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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 7<sup>th</sup> June 2018.**

**Present** Councillor B M Price - Chair  
Councillor D M Karalius  
Councillor S Davies  
Councillor A Jones  
Councillor R Hardie  
Councillor R D Bennett  
Councillor S A Harris  
Councillor D A Meacock

**In Attendance** Parish Clerk R J Hallam  
Residents 0

The Chairman opened the meeting at 7.32pm.

**49. Apologies for Absence**

The Clerk reported that three apologies for absence had been received. Councillors Taylor (family reasons), Greenshields (family reasons) and Shaikh (work commitment).

**50. Adjournment**

There was no adjournment.

**51. Minutes of the Previous Meeting**

The minutes of the Parish Council meeting held on the 3<sup>rd</sup> May 2018 were reviewed.

**It was resolved that the minutes be accepted as a true record.**

**52. Reports on Matters Arising from the previous minutes**

The report had been issued with the meeting documentation.

**Church Car Park** – No progress but Chair will be seeing Anita at WW1 meeting next week.

**Christmas Tree Electricity Supply on Triangle at Junction of Hill Cliffe Road/Whitefield Road.**

**Action – Clerk to continue to follow this up.**

**Walton Towpath** – Councillor Hardie expressed concern that no progress was being made with upgrading the towpath.

**Action – Councillor Hardie to draft a strongly worded letter to be sent to the Bridgewater Trust.**

**53. Report from Borough Councillor.**

There have been three to four thousand signatures on a petition to save the Stockton Heath tip, but consultation documents have still not been produced. Both Gateworth and Woolston have had plans approved. It seems likely that Stockton Heath tip will be closed.

Walton Hall's CCTV planning application was approved at the DMC meeting. Final plans have been drawn up for the modernisation of Stockton Heath Library to make it more usable and capable of generating further income streams. The future of Broomfield's Care home could be in jeopardy.

#### **54. Data Protection GDPR**

The Clerk referred to the documentation he had sent out to councillors covering the impact of GDPR on the Parish Council and councillors and the responsibilities they have under the legislation. In particular, he stressed the importance of the document "Introduction to the GDPR Guidance for Parish Councillors April 2018" which had been produced by the Business Intelligence Team at WBC. This outlined the Role of a Councillor, how to comply with GDPR and the six principles. The Clerk also went through the "Personal Data Management and Audit Policy" that he had prepared. ***It was resolved that the Parish Council adopt the Personal Data Management and Audit Policy document for Walton Parish Council as issued to councillors by the Clerk on the 23<sup>rd</sup> May 2018.***

The Clerk went through the Privacy Notice which would be provided to any person who contacts the Parish Council.

Prior to the next meeting the Clerk said he would produce a Document Retention Policy for councillors to consider.

#### **Action – Clerk to produce Document Retention Policy.**

#### **55. 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 001083	payable to R J Hallam	Clerk's Salary	£264.54
Cheque number 001084	payable to HMRC	PAYE/Tax	£66.13
Cheque number 001085	payable to R J Hallam	Office Expenses	£32.00

The following account had been received by the Clerk after the report had been produced and he asked if this could be added to the list of accounts for payment.

Cheque number 001086	payable to JDH Business Services Ltd	Internal Audit	£144.00
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***It was resolved that the Financial Report and the Accounts for Payment be approved. The cheques were signed by Cllrs. Meacock and Hardie.***

#### **56. Internal Audit.**

The Clerk had sent out to councillors prior to the meeting, copies of the Annual Internal Audit Report 2017/18 (page 3 of Annual Return), which had been signed off by JDH Business Services Ltd, along with copies of pages 1 and 2 of the Internal Audit Report for Walton Parish Council 2017/18, produced by JDH Business Services Ltd.

The Clerk went through page 1 and then read out the Issues and Recommendations outlined as No.1 on page 2. These were all references to GDPR and it was agreed that the Clerk would implement the recommendations documented.

#### **Action – Clerk to implement recommendations.**

#### **57. Parish Warden Update.**

A discussion took place on the meeting with Lee Beardall of Gardenia Gardens. Councillors Karalius, Hardie, Meacock and Jones had been in attendance.

*It was resolved that the Parish Council will use Gardenia Gardens Ltd to carry out 3 days of garden/tidy up work in the Parish as discussed during the walk through on the 31<sup>st</sup> May 2018 at a cost of £360 plus VAT.*

#### **58. Planning Matters**

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

#### **Banners**

Councillor Hardie explained that the planning application had still not been completed. Conversations had taken place with Enforcement and there was concern that the delay could bring the Parish Council into disrepute.

*It was resolved that all banners will be taken down until planning permission had been obtained.*

Councillors Karalius and Bennett wanted it recording that they had abstained from the vote.

**Action – Councillors Bennett and Meacock will take down all banners.**

#### **Porch House Farm**

All councillors had received copies of Mr. Priestner's email of the 17<sup>th</sup> May, along with the Clerk's reply of the 23<sup>rd</sup> May and Mr. Priestner's subsequent email of the 4<sup>th</sup> June.

A discussion took place on the issues involved.

**Action – The Clerk to prepare a response to Mr. Priestner's email with the help of information provided by Councillor Hardie.**

#### **59. WW1 Celebrations.**

Councillor Jones had approached the piper about his availability, but he needed to check as he may have other commitments. If unavailable, then Councillor Jones would pursue an alternative.

**Action – Councillor Jones to pursue further.**

**Action – The Chair and Councillor Harris to speak to Anita to discuss the Perspex figures and the possibility of obtaining up to ten silhouettes free of charge.**

Councillor Davies had advised that the Armed Forces Covenant had just announced a fund where up to ten silhouettes could be obtained for free.

#### **60. War Memorial.**

A discussion took place on the possible options.

Councillor Meacock referred to the possibility of a jet wash and repainting being done free of charge.

**Action - He would bring more information on this back to the next meeting.**

**Action – Councillor Davies would get more information on the grants available.**

#### **61. Report from the Donations Advisory Group.**

The Group had met on the 31<sup>st</sup> May and had prepared a minute of the meeting, copies of which were issued at the meeting.

#### **St. John's Church upkeep of church grounds.**

It was recommended to the PC that £300 is donated for the upkeep of the Church Grounds.

**Action – Clerk to include a proposal on next month's agenda.**

#### **St. John's PCC Improvement of cobbled pathway and disabled access ramp.**

**Action – Clerk to write to PCC for more information on costings, details of church funds for project and availability of grants and possible matched funding arrangement.**

#### **VPX 2018 (Victoria Park Experience)**

**Action – Clerk to write to Michelle Butterworth for copy of accounts and participation of youth from South Warrington.**

**Mobility Scooter**

Not discussed as hadn't seen email.

**Action – Clerk to forward email.**

DAG will look at the Terms of Reference for the Group and consider an application form during September.

**62. Local Plan PDO**

Councillor Greenshields unable to be at meeting so update on JWG not available and proposal not considered.

**63. Report on Parish Matters**

**Phone box** – No progress.

**Litter Bins Underbridge Lane** – Councillor Harris will continue to follow this up.

Councillor Hardie said that the PC should consider a sign asking people to take their litter home.

**Other Parish Matters**

None.

**64. Report from Village Betterment Committee**

*It was resolved that the PC spend up to £600 on the replanting of the tubs and beds.*

**Village Triangle** – A discussion took place on the email received from Mr. Kenyon.

It was agreed that the PC would take steps to tidy up this area, but would not take on any responsibility for the trees.

**Action – Clerk to advise Mr. Kenyon.**

**65. Reports from Appointed Representatives**

**Church Magazine/Publicity** – Cllr Karalius – Magazine distributed.

**Footpaths – Councillor Price** – The Mill Lane footpath was now defined and no problems with any other footpaths.

**Roads/Traffic and Street Lighting – Councillor Bennett** – reiterated the problem of the growth at the bottom of the tree at the junction of Hobb Lane and Chester Road. This growth was badly obscuring the view of traffic exiting Hobb Lane and was a real danger to motorists.

**A56 Cycle/footpath from border to the Toast Rack Bridge** – Trees overhanging on to the path and interfering with cyclists and walkers.

**A56 grids and gullies** – blocked by vegetation.

**Overgrown vegetation** – All round the golf course boundary, Park Lane and Hough's Lane.

**United Utilities Land opposite the Reservoir** – Overgrown vegetation needs cutting back.

**Action – Clerk to report to WBC and United Utilities.**

**Walton Hall Estate – Cllr. R. Hardie**

**Action – Clerk to follow up email to David Boyer.**

**66. Review of Correspondence**

**Litter picking by young resident for Duke of Edinburgh Award.** – Resident to carry out litter picking for 3 months. He will attend our July meeting to provide us with background information.

**Request for Memorial Plaque on War Memorial bench.** It was agreed to give permission for plaque on this bench, in memory of a resident of a nearby nursing home who frequently visited the bench.

**Action – Clerk to respond to Chris Bluck at WBC.**

**67. Date and time of next meeting**

The next meeting of the next Parish Council will be Thursday 5<sup>th</sup> July 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 22.05 hrs.

DRAFT