

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 2nd May 2019.

Present

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

In Attendance

- Parish Clerk R J Hallam
- Residents

The Chairman opened the meeting at 7.30pm and welcomed everybody.

17. Apologies for Absence

The Chairman reported that three apologies for absence had been received. Councillors Taylor (health matter), Meacock (family commitment) and Davies (Halton BC election duty).

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

The Chair invited nominations for Chair.

Councillor Shaikh nominated Councillor Karalius, Councillor Hardie nominated Councillor Shaikh.

Councillor Shaikh explained why he couldn't accept the nomination.

Councillor Harris seconded Councillor Karalius's nomination.

It was resolved that Councillor Karalius be elected as Chair.

Councillor Karalius completed the Declaration of Acceptance of Office and took over the Chair.

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

The Chair asked for nominations for Vice Chair.

Councillor Greenshields proposed Councillor Shaikh and this was seconded by Councillor Price.

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

Councillor Shaikh completed the Declaration of Acceptance of Office.

20. To receive nominations for Representatives of outside bodies

The list of representatives had been indicated on the agenda. Councillor Karalius should have read Councillor Bennett (Church magazine). It was decided to re-introduce Walton Hall Estate and Councillor Price agreed to be the representative. Everybody else agreed to stay on in their positions.

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

21. To receive nominations for Advisory Groups.

Planning – Councillors Hardie, Meacock, Karalius and Greenshields.

Parish Internal Audit – Councillors Hardie and Shaikh.

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

Risk Assessment – Councillors Hardie and Taylor.

Village Betterment – Councillors Meacock, Hardie, Karalius and Jones. Councillor Harris should also have been included

Donations – Councillors Meacock, Price, Harris and Davies.

It was resolved that all representatives should be agreed en bloc, subject to agreement by those councillors who were absent.

22. 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 £527.01. The Clerk recommended that this be renewed. This is the 4th year of the 5 years long term agreement.

It was resolved to accept the renewal premium of £527.01 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.

At the suggestion of Councillor Greenshields and after some discussion it was agreed that the current Parish Internal Audit Group should be expanded to include governance as part of its remit. It would look at reviewing things like Internal Controls and the Internal Auditors report, Standing Orders and Financial Regulations. One of the initial tasks of the new Group would be to agree a written Terms of Reference. The new Group will be made up of Councillors Hardie, Shaikh Greenshields and Price.

A time to meet will be agreed by members of the Group, but this is likely to be after the consultation period for the 'Proposed Submission Version' (Local Plan), owing to the heavy workload and involvement of Councillor Greenshields.

23. Adjournment

There was no adjournment.

24. Minutes of the Previous Meeting

The minutes of the Parish Council meeting held on the 4th April 2019 were reviewed.

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

Councillor Hardie asked if the number of Chairs attending from other parishes could be included in the minutes.

The following information did not form part of the Meeting. For the record the attendance of the Civic Service by other parish councils is detailed below.

18 Parish Council Chairs were invited, which included Daresbury and Moore from Halton BC. 7 did not respond at all. 7 were unable to attend for varying reasons, and 4 attended (Appleton, Stockton Heath, Stretton and Moore).

25. 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 2020.

The minutes of the Annual Parish meeting held on the 4th April 2019 were reviewed and found to be an accurate record.

26. Reports on Matters Arising from the previous minutes

The report had been issued with the meeting documentation. The Clerk advised that all of the sections in the Matters Arising Report had been updated with the latest actions.

Formal Complaint about Walton Parish Councillor.

The Clerk confirmed that all councillors had been copied in to Mr Priestner's (PP) email of the 29th April. As requested in this email, PP had been sent the formal complaint form along with the process to be followed.

27. Report from Borough Councillor.

No report.

28. Local Plan PDO.

Councillor Greenshields gave an update.

Some councillors had not received the leaflet produced by the South Warrington PC Group. The Clerk said he would re-forward the email with the leaflet attached. The leaflet detailed the briefing sessions taking place. 100 had attended the first meeting and 70 the second. It was agreed that Councillors Greenshields and Taylor would prepare Walton PC's own leaflet for distribution within the Parish. A specimen letter would also be drafted that residents could use to help them with their own responses to the consultation.

The Western Link has been approved in principal, but a final business case was still to be submitted. It will be key to prove that the Plan is unsound and it is likely that we will be very much reliant on the Inspector.

The leaflet and letter will be ready and delivered two weeks before the deadline.

Councillor Shaikh wanted his view made clear, that he was not against development, but very much against building on greenbelt.

Action – Clerk to re-forward email with leaflet attachment.

29. 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 001141	payable to R J Hallam	Clerk's Salary	£272.47
Cheque number 001142	payable to HMRC	PAYE/Tax	£68.11
Cheque number 001143	payable to R J Hallam	Office Expenses	£19.97
Cheque number 001144	payable to Karen Dakin	Two years website hosting & back up	£128.27
Cheque number 001145	payable to MSCC Ltd	Rents – Easements & Privs	£36.00
Cheque number 001146	payable to Zurich Municipal	Insurance Renewal	£527.01

The following Accounts had been received following the completion of the Report and the Clerk requested that they be added to the above list.

Cheque number 001147	payable to Gardenia Gardens Ltd	Warden	£360.00
Cheque number 001148	payable to R J Hallam	Office Expenses	£20.49

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

30. Internal and External Audit.

It was resolved to approve the Receipts and Payments Account for the year ending 31st March 2019.

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.

31. Planning Matters

There were no planning matters to report on.

32. Warden/Ranger Contract.

The Clerk had emailed a copy of the draft contract prepared by Councillor Shaikh to all councillors. Councillor Shaikh went through the draft contract with councillors. A detailed discussion followed, with various points of view being aired.

The control is that Gardenia must submit a programme of work to the Clerk at the beginning of each month, but this does not need to be prescriptive.

A principal is that Gardenia can only be paid for what has been done, otherwise this could be construed that they are receiving public money without giving value. The system of paying a set amount each month will no longer be used after May 2019's payment.

Several councillors made the point that the Parish had benefitted from the work done by Gardenia and that the Parish was looking much better for their efforts. Residents had also commented positively.

Gardenia will bill us each month for the work that has been done and will then be paid accordingly, but over a 12 month period, hours should not exceed 288 hours.

Gardenia will be asked to consider the draft contract. If there are any minor alterations to the contract then these can be agreed between the Clerk and the Chair.

Anything significant would need to come back to the full council.

It was resolved that the Parish Council accept the contract drawn up by Councillor Shaikh, subject to any minor amendments being agreed by the Clerk and the Chair. The contract should run from the 1st June 2019.

33. Report on Parish Matters

Moore Parish Council and HGVs using Hobb Lane.

Councillors Price and Karalius had met with a councillor from Moore PC and Councillor Price had attended a Moore PC meeting. They are looking for the entrance to Hobb Lane being narrowed to deter HGVs. They will write to Highways but are unlikely to get agreement. If this does fail then they will approach Peel Holdings about better educating the HGV drivers.

Superfast Broadband.

The Clerk confirmed the contents of Councillor Davies's (SD) email which explained how Moore PC and Hatton PC had been upgraded.

SD still maintains that the way forward is to have all the interested postcodes registered in order to generate a quote from Openreach. Openreach cover 50% of cost and each household is entitled to a £500 voucher.

Action – Clerk will discuss further with SD and contact the residents group.

New Waste Bins.

A new waste bin has been supplied by Neil Simpson at Walton Hall Estate. It is hoped that it can be placed on the pavement near to the Lychgate, in order to help prevent the build up of litter deposited by people who park on Old Chester Road, when visiting WHE. The existing smaller bins are to remain.

Action – Clerk to check with Highways whether bin can be placed at this location and confirm that it will be included on emptying schedule.

If the new bin will not fit on the pavement then it may be necessary to pursue other options, i.e. larger bins that could be fitted to wall or posts.

Creamfields Crime Figures.

The Clerk had sent out a link to all councillors to enable them to view the figures. If councillors had any queries having viewed the figures, then this could be brought up under Matters Arising at June's meeting.

Other Parish Matters

QEII Walton Jubilee Playground Boundary Hedge. The occupier of 135 Walton Road had responded to the PC's request for a privet hedge. He found they were only available in a small size and suggested a mixed hedge in keeping with the existing hedge. Councillors agreed to this as long as it was kept in proportion.

Action – Clerk to email the occupier.

Offer of shrubs and plants. A resident of Callands had contacted the Clerk and offered various shrubs and plants from his garden for the Parish. Councillors felt that the logistics of collecting, moving and replanting were too difficult to overcome and it was suggested that he contact Walton Lea as they may have the manpower and equipment to handle this.

Action – Clerk to contact resident.

Interest in Joining the Parish Council. The Clerk had been contacted by Jill Evans who had recently moved in to Brookwood Close and expressed an interest in becoming a parish councillor. The Clerk had promised to keep her informed if any vacancy came up.

34. Report from Village Betterment Committee

Replacement Trees on the A56.

It was resolved that the PC agree to the replanting and replacement of trees on the A56 at the start of this year's next planting season and contribute the sum of £1000 towards the cost.

Action – Clerk to advise Simon Twigg the WBC Tree and Woodlands Officer.

Signs for Tubs and other areas of the Parish.

It was agreed that this should be referred back to the VBC.

Summer Bedding Plants

It was resolved that the PC would agree to spend up to the sum of £250 on the purchase of summer bedding plants to replant the tubs and beds.

35. Report from the Donations Advisory Group.

Donation to St Johns for the refurbishment of the Community Church Hall.

In view of the fact that it was the intention of St. Johns to generate income following any refurbishment of the Hall, it was agreed that the matter should be referred back to the DAG for further consideration.

36. Reports from Appointed Representatives

Church Magazine/Publicity – Cllr Bennett – Magazine issued.

Footpaths – Councillor Price – Nothing to report.

Roads/Traffic and Street Lighting – Councillor Bennett – There are branches hanging over from Furness Rigby.

The hedge is overhanging from Walnut Tree Farm.

The hedge is covering all the cycle signs at Walton Turf Farm.

Construction woodwork has been left on the middle section of the TRB.

Action – Clerk to notify occupants and WBC as necessary.

Walton Hall Estate – Cllr. Price – Nothing to report.

37. Review of Correspondence

Police and Crime Commissioner Meeting.- Councillors Price and the Chair to attend.

38. 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 22.01 hrs.

DRAFT