

**MINUTES OF THE MONTHLY MEETING OF APPLETON PARISH COUNCIL HELD ON TUESDAY 17 JUNE 2014 AT 7.30PM IN THE PARISH HALL**

**PRESENT:-** Mrs. D Edwards (Chairman)

Mrs. S J Bengner (Deputy)

Dr. I Axccl, Mrs. V P Davies, Mrs. S A Harris and Ms. J C Wheeler

Mr. K J Arnett and Dr. B P Axccl

Mrs. L E Parker (Clerk)

*At the commencement of the meeting, Mrs. D Edwards congratulated Ms. J C Wheeler on being elected for the Appleton Ward in the Warrington Borough Councillor elections held on 22 May 2014.*

**1. Apologies**

Apologies had been received from Mrs. J M Walker and Mr. J L Price, Mr. B K Smith, Mr. T M Stansfield & Mr. P J Walker.

*Mr. P J Walker had attended the prior Planning Committee meeting however had to leave due to family commitments.*

**2. Code of Conduct – Declaration of Interests**

No declarations of interest were made at the start of the meeting.

**3. Police Community Support Officer (PCSO)/Police Report**

PC Dave Mahon (DM) had previously given his apologies for non-attendance at the meeting due to prior work commitments however a copy of a report including the crime statistics had been provided to Mrs. S J Bengner which included the following:

Reported incidents in Appleton for the period 1 June to 16 June -

3 criminal damage, 1 fraud, 2 concerns for safety, 3 highway disruption, 2 suspicious persons, 1 ANPR (automatic number plate recognition) of a stolen vehicle, 1 abandoned vehicle, 2 road traffic collisions, 1 missing person, 1 assault, 2 vehicles speeding and 1 anti-social behaviour act.

Also DM's report included a note advising that:

- There would be an increase in Police patrol on the Appleton Thorn Trading Estate.
- Speed enforcement would be carried out on Blackcap Road
- Four PCSOs would be on duty for the Bawming of the Thorn event on 21 June.

**4. Public Participation**

No member of the public wished to speak.

## 5. – 6. Planning

### 5. Current Planning Applications

The recommendations of the Planning Committee on applications received since the last meeting were accepted and it was Resolved that the following recommendations be forwarded to the Development Control Manager, Environment and Regeneration, WBC:

#### **Planning applications to 17 June 2014**

a) NO OBJECTION to the following applications:

2014/23808 Mr. Noel Kelly - Householder - Proposed single storey rear extension at 54 Highfield Avenue, Appleton.

2014/23869 Mrs. Nicky Pratt – Full Planning – Proposed replacement glazing to existing canopy porch and replacement fencing at Grappenhall Heys Community Primary School, Stansfield Drive, Grappenhall.

b) OBJECTIONS to applications:

2014/23584 Mr. & Mrs. K Critchley - Householder - Proposed 2 storey side and rear extensions, single storey rear and front extensions including porch and construction of detached garage. Including new access and hardstanding at Four Winds, Firs Lane, Appleton.

Consideration needs to be given as to whether the garage will breach the 45 degree code in respect of the adjacent property, Freshfields. The height of the garage at 6m (approx.) appears to be excessive and its proposed position seems inappropriate and unneighbourly.

2014/23826 Mr. J Bryan - Full Planning - Proposed construction of new bungalow at Birch Tree Farm, Red Lane, Appleton. (Resubmission of 2014/23158)

This application is a resubmission of 2014/23158 and therefore the Parish Council refers to the Refusal decision by Warrington Borough Council dated 25 March 2014. The Parish Council is unsure why this application has therefore been resubmitted.

The Parish Council again strongly objects as follows to this application on the same grounds which were previously documented to you:

The proposed construction of a new bungalow would result in visual harm in appearance in the green belt and conflict with one of the purposes of including land in the green belt, in that it safeguards the countryside from visual encroachment. In particular, the creation of the independent residential dwelling adjacent to the Bridgewater Canal and in front of the existing barns would result in domestic paraphernalia/parked vehicles in an otherwise open/unused area which would have a materially greater visual impact than the present openness of the site. The proposed development therefore conflicts with Policy GRN1, GRN6 and paragraph 90 of the National Planning Policy Framework.

Due to the comments above, the proposal appears to be contrary to the emerging policies under the Warrington Local Planning Framework - Local Plan Core Strategy on the following grounds:

- Protect and enhance the character of the countryside - Objective G14.
- The siting and design of the development does not relate satisfactorily to its rural setting and does not respect the local landscape character, in terms of impact or from the view across the Bridgewater Canal - Policy CC 2 Protecting the Countryside.

Also consideration needs to be given as to whether the proposal will damage amenity to walkers along the canal towpath – Policy QE 6 Environment and Amenity Protection of the emerging Local Plan Core Strategy.

Mr. Bryan has already benefited from planning permission at the site for the following:

2010/16097 Mr. John Bryan – Proposed alterations to existing outbuilding to facilitate use as a self-contained granny annex (ancillary residential accommodation) at Birch Tree Farm, Red Lane, Appleton.

and

2012/20609 Mr. J Bryan - Proposed change of use of existing barn to create two new dwellings at Birch Tree Farm, Red Lane, Appleton.

Whilst the Parish Council is sympathetic to the health concerns of both Mr. and Mrs. Bryan, this is not relevant to planning policy.

Concerns are raised on access to and from the busy Red Lane, the suitability of the visibility splay of the access drive due to the ever increasing usage from this ‘development’ and whether there is compliance with the Design Guide for private drives.

The Parish Council wishes to strongly object to the proposed construction of a new bungalow at Birch Tree Farm and the overdevelopment of the site on the above grounds.

If the application is considered by the Planning Applications Sub-Committee/Development Management Committee it is requested that a site visit is undertaken by Members of the Committee before any decision is made.

c) CONCERNS to applications:

2014/23671 Mr. Julian Hurst - Householder - Proposed two storey extension to side and single storey extension to rear forming roof top balcony. Conversion of loft space and construction of new dormer windows to front and rear at 332 London Road, Appleton.

The proposal for a two storey extension to the side of the property will unbalance the pair of semi-detached properties and will affect the street scene. The dormer windows to the rear and front will also dominate the property and those to the rear could affect the amenity of residents of the adjoining property and those on Hillside Road.

2014/23830 Mr. Richard Shadwell - Householder – Proposed single storey extension to rear and part single, part two storey extension to side to replace garage (Re-submission of 2014/23383) at 19 Broomfields Road, Appleton.

The Parish Council raised concerns to the previous planning application 2014/23383 on the 45 degree code and these comments remain - consideration needs to be given as to whether the extension will breach the 45 degree code in respect of the attached property 17 Broomfields Road.

d) TREE PRESERVATION ORDERS (TPOs):

2014/23840 Mr. Darren Gidman - TPO - Proposal to fell T44 (Beech) at 32 Lyons Lane, Appleton.

*Due to Dr. B P Axcell being a substitute member on the WBC Planning Applications Sub Committee/Development Control Committee, he did not participate in the planning discussions or the recommendations agreed.*

## **6. Previous Planning Applications**

### **6.1 Refused**

2014/23420 Mr. Geoff Page - Householder - Proposed garage conversion and construction of new garage to front of existing dwelling at 10 Chiswick Gardens, Appleton.

## **6.2 Other**

2014/23332 Hensmill Property - Full Planning (Major) - Proposed construction of subterranean car storage facility (Sui-Generis Use Class) with ancillary office development and associated demolition and landscaping accessed from Crowley Lane at Former Stretton Airfield, Appleton Thorn. (Amended plans.)

Mr. P J Walker had previously reported that the decision on the application was deferred by the Development Management Committee meeting held on 5 June and the Clerk added that the time limit of the determination of the application has been extended to 1 August 2014.

2014/23641 Mr. David Horrocks - Householder- Proposed two storey extension to front and single storey extension to rear at 37 Thorntree Green, Appleton Thorn.

Mr. P J Walker had previously advised that the decision on the application was deferred by the Planning Applications Sub Committee for a site visit (scheduled for 20 June) and will now be considered by the Sub Committee on Wednesday 25 June 2014.

## **7. Bloor Homes**

Email dated 3 June plus telephone call from a Planning Consultant on behalf of Bloor Homes and subsequent letter dated 3 June from the Strategic Planning Director, Bloor Homes advising of a proposal for a new residential development on land at Stretton Road, Appleton Thorn. A two stage public consultation has been arranged at Appleton Parish Hall - Monday 16 June (2pm to 7pm) and 28 July. An invitation leaflet to the first Public Consultation Event from Bloor Homes has been delivered to all residents of Appleton.

## **8. Warrington Local Plan Core Strategy**

Email dated 29 May from the WBC Planning Technician (Planning Policy) advising that WBC has now received the Inspectors' Report into the examination of the Warrington Local Plan Core Strategy (LPCS).

A copy of which can be found at:

[http://www.warrington.gov.uk/info/200586/local\\_plans/1012/examination\\_news](http://www.warrington.gov.uk/info/200586/local_plans/1012/examination_news)

WBC received the Inspector's Final Report on 23 May 2014 (corrected for minor typographical changes after initial receipt of the report on 12 May 2014). The report concludes that, subject to the recommended main modifications set out in the Appendix to the report being made, the Warrington Local Plan Core Strategy satisfies the requirements of Section 20(5) of the Planning & Compulsory Purchase Act 2004 and provides an appropriate basis for the planning of the borough to 2027. The Inspector's recommended main modifications will be incorporated into the Local Plan Core Strategy, and it is intended that the final version will go before Full Council on the 21 July 2014, subject to receiving Executive Board approval earlier in the month. If approved for adoption by Council, the Local Plan Core Strategy will become the overarching strategic policy document at the heart of the Local Planning Framework and supersede the existing Warrington Unitary Development Plan.

## **9. Cheshire East Local Plan Strategy**

Email dated 4 June from Director of Prosperity and Economic Growth, Cheshire East advising that the Cheshire East Council Local Plan Strategy has been submitted to the Secretary of State.

Further information regarding the Local Plan Strategy can be obtained from the Cheshire East website [www.cheshireeast.gov.uk/localplan](http://www.cheshireeast.gov.uk/localplan) or by email [localplan@cheshireeast.gov.uk](mailto:localplan@cheshireeast.gov.uk) or telephone 01270 685893.

## **10. Planning Committee Terms of Reference**

A copy of the draft Planning Committee Terms of Reference had been previously distributed to Members at the Planning Committee meeting on 20 May.

Resolved that the Planning Committee Terms of Reference document be approved.

## **11. - 12. Clerk's Report**

### **11. Correspondence**

The following correspondence was noted and resolutions made where appropriate:

- a) Letter dated 28 May from the Director, Playability thanking the Parish Council for the £250 grant cheque.
- b) Neighbourhoods Area Board Bulletin – June 2014.
- c) Email dated 2 June from the Democratic Services Officer, WBC advising of the ELGIN software which collates highway network information and displays it on an interactive map accessible by following [www.warrington.gov.uk/elgin](http://www.warrington.gov.uk/elgin).
- d) Email dated 6 June from the Management Team, The Lumb Brook Millennium Green attaching the Spring 2014 newsletter and letter advising of the Music in the Park event to be held on 12 July.

The letter requests financial assistance towards the event and it was agreed by Members that the item be placed on the agenda for 15 July. Subsequent poster received on 12 June advertising the event and now displayed on the Notice Board in the Parish Hall.

- e) Email dated 11 June from the PA to the Assistant Director, Regulation & Public Protection, WBC attaching a letter from the Building Control Manager and information on the Warrington Building Control Service for the Parish Council.
- f) Article in the June 2014 edition of South Warrington News advising of a new book 'A Most Remarkable Family – A History of the Lyon Family.' Two copies have been ordered – 1 for the Parish Office and 1 for the Community Library.
- g) Email dated 16 June from the Administration Manager, Prevention, Family Support and Youth Division, Families and Wellbeing Directorate, WBC sent on behalf of the Service Manager advising that a letter from the Executive Director is being delivered to residents who live near to children's centres in Appleton, Birchwood, Callands and Culcheth. The letter to residents is titled 'Children's Centre consultations – have your say' and requests completion of a consultation survey at [www.warrington.gov.uk/childrenscentresurvey](http://www.warrington.gov.uk/childrenscentresurvey).

The consultation document is being launched from 16 June to 22 August and further information is available online.

- h) Email dated 16 June from Corporate Communications, Cheshire Constabulary requesting completion of a short on line survey on “how you think communities can benefit from having PCSOs working with them” and advising that the closing date is 29 June.

Mrs. S J Bengier advised that she had completed the survey on 17 June on behalf of the Parish Council.

## 12. Accounts

### 12.1 Statement of Receipts and Payments for the Financial Year 2014/2015

The Members noted the Statement as at 31 May 2014 with the reconciliation to the Bank Statements undertaken by the Chairman.

### 12.2 Accounts for the Year to 31 March 2014 – Internal Audit

The Clerk advised that the Internal Audit had been undertaken by JDH Business Services Limited (JDH) on 16 May 2014 who confirmed that all the ‘Internal control objectives’ have been met with Page 5 Section 4 of the Annual Return completed accordingly.

In addition the Clerk advised that the covering report from JDH detailed the following Issues and Recommendations:

<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
Total staff costs on the annual return is £29261, we could not agree this to headings within the receipts and payments analysis.	<i>An analysis should be provided showing how staff costs has been calculated.</i>	The discrepancy was due to the Employer’s National Insurance cost for the Clerk for March of £64.14 not being included in the Staff costs figure on the Annual Return. The Internal Auditors subsequently confirmed by email dated 20 May that the Annual Return should not be amended prior to submission to the External Auditor. Systems subsequently put in place to ensure such an error does not reoccur. Monthly check of R&P ledger tallies with salary/wage costs and at year end annual figures agreed with HMRC returns.
<b>Guidance note for 2014/15</b> Following the repeal of section 150(5) of the Local Government Act 1972 in March 2014, Councils now are not required by law to have cheques or other orders for payment signed by two elected members.	<i>If the Council decide they would like to make any changes to how payments are made it is important that they review the recent guidance issued by SLCC and ensure that any new internal controls meet these requirements. Any changes to internal controls over payments in light of the repeal will be reviewed in future audits.</i>	Issue / recommendation noted. The Parish Council is applying procedures documented within its internal controls.

Resolved that the comments detailed under ‘Follow Up’ be noted and agreed.

### **12.3 Accounts for the Year to 31 March 2014 – External Audit**

The Clerk provided Members with a copy of Page 3 Section 2 - ‘Annual governance statement’ of the Annual Return.

Resolved that items numbered 1 to 8 be confirmed as “Yes” and the page be signed on behalf of the Council by the Chairman of the meeting and the Clerk prior to submission to the External Auditor by 7 July 2014.

### **13. Purple Flag in Stockton Heath**

Following a presentation at the Annual Meeting of the Parish Council on 20 May by the Chairman of the Stockton Heath Purple Flag Association, it was agreed that the request for financial assistance be considered at the Parish Council meeting on 17 July.

During the discussions held, Mr. K J Arnett suggested the first ‘Purple Flag’ awarded should be kept safely and perhaps stored in Warrington museum.

It was proposed, subsequently agreed and then:

Resolved that a grant of £200 be given from the 2014/15 Grants Budget.

### **14. Model Publication Scheme**

The Clerk had previously forwarded a copy of the proposed Model Publication Scheme to Members by email for review and a copy of the subsequently amended document was provided.

Dr. B P Axcell suggested under Class 3 the addition of:

“Representing the views and concerns of local people.”

Resolved that the amended Model Publication Scheme be approved.

*Mrs. S A Harris arrived at 8.10pm and had sent an email earlier to the Clerk apologising that she would be late for the meeting due to the earlier birth of her granddaughter and congratulations were offered.*

### **15. Committee Reports**

#### **15.1 Environment**

- a) The Clerk confirmed that the 4 planters had been installed outside the Bridge Lane shops and the summer bedding planted on 11 June. An information note has been added to the website under ‘News’ together with photographs and an article will be included in the forthcoming newsletter.
- b) A meeting has been arranged between City Illuminations, Mr. K J Arnett, Chair of the Environment Committee and the Clerk for Thursday 26 June at 1pm to obtain quotations for Christmas lights in other areas of Appleton such as the Thorn Tree and on the tree outside the Dudlow Green shops adjacent to the Parish Hall.

- c) Concern was raised by a resident on the condition of the bench at the lily pit therefore Mr. K J Arnett carried out an inspection of all 5 Parish Council benches: Wright's Green - Lily Pit & nr. Brick Bus Stop and Thorn Tree - Appleton Thorn, Lych-gate, Warren Drive/London Road.

Mr. K J Arnett suggested that all the benches required cleaning and that the bench at Wright's Green needed moving due to the encroachment of the hedge.

Discussion ensued on the bench at the junction of Clydesdale Road and Bridge Lane, however Mrs. V P Davies advised that this was not owned by the Parish Council but had been installed by a resident.

It was agreed that several Councillors would clean the Parish Council owned benches and then consideration would be given to future maintenance repairs.

- d) The Clerk handed out a draft Terms of Reference document for consideration by Committee Members at their next meeting.

## **15.2 Finance & General Purposes**

- a) The Clerk reported that the fence to the side and rear of the Parish Hall car park was painted on 29 May however the painter included the rear fencing and several Councillors agreed that this was an improvement.

The initial quotation agreed was £95 for one coat of paint to side fencing however final charge is £180 to include the two coats of Forest Green paint to rear fence – labour and materials.

Resolved respectively that the additional work and cost be approved.

- b) Kitchen Work Surface

Quotation dated 16 June from Bridgewater & Sons Ltd for a replacement work surface in the kitchen (on the hob/sink side) for £460 excluding VAT.

Resolved that the quotation for £460 be agreed.

## **16. Minutes of Last Meeting**

Resolved that:

The Minutes of the Annual Meeting held on 20 May 2014 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

## **17. Matters Arising for Updating and Noting Only**

### **Minutes of the Monthly Meeting of the Parish Council 20 May 2014**

#### **17.1 Dale Lane Resident**

Ms. J C Wheeler advised that she had met with the concerned Dale Lane resident.



## **17.2 Speeding on Lumb Brook Road, Wrights Green**

Email dated 30 May from the Engineering Consultant, WBC Traffic Management & Road Safety confirming that WBC would arrange an Automated Traffic Count (ATC) survey to be undertaken to determine the current traffic flow to enable the matter to be investigated further. The Clerk advised that the ATC had already been installed at Wright's Green.

## **17.3 Parish Council Manchester Airport Meeting**

Mr. K J Arnett advised that he was still awaiting confirmation on the date for the removal of the bridge over the M56 motorway at junction 5.

## **17.4 Parish Council Website**

Mr. K J Arnett suggested that the 'WBC Useful Direct Links' be also listed on the 'Contact' page and the Clerk would add this to the list of alterations to be carried out shortly.

## **17.5 Parish Council Newsletter**

Mr. B K Smith had provided the Clerk with a copy of the proposed forthcoming Newsletter distribution to Members for consideration.

## **17.6 Dingle Woods and Fords Rough**

Ms. J M Wheeler advised that contact from HMP & YOI Thorn Cross was still awaited.

## **17.7 Grass Verges**

Concern was raised by Dr. I Axcell on the grass verges not being cut frequently and the visibility issues at junctions. Members agreed that the unkempt appearance of the verges including the hedges was a poor impression for Warrington.

Due to grass growing in pavements, kerbs and roads, Mrs. D Edwards added that it was a false economy not to maintain the grass.

Dr. B P Axcell agreed to send Members via the Clerk an email from the Chief Executive concerning the reduction in the grass cutting schedule.

The Clerk added that no response had been received from WBC to the issue raised previously on 21 May however it was agreed to write again to WBC with the Parish Council's concerns.

## **18. Parish and Borough Councillor Reports**

- a) Dr. B P Axcell:
  - i. Raised the issue of defibrillators in the Parish and the issue was referred to the Finance & General Purposes Committee to consider.
  - ii. Suggested a meeting with Councillors of other Parish Councils to discuss ideas.

- b) Mr. K J Arnett referred to Police alerts that were available.
- c) Dr. I Axcell reported on issues already advised by Councillors and the Clerk to WBC such as:
  - i. Kingsley Drive pavement and road surface.
  - ii. Delphfields street name plate needs replacing.
  - iii. Mitchell Street, Stockton Heath street name plate.

and added that a request be made to WBC to provide a plan of action following issues raised by the Parish Council / Parish Councillors.

- d) Ms. J Wheeler advised that she had already reported to WBC the issue of the overgrown hedge obstructing the pavement outside Broomfields Junior School.
- e) Mr. P J Walker had previously advised that a request had been made to WBC's solicitor for the decision made by the Executive Board for the closure of the Stockton Heath Recycling & Waste Centre, Sandy Lane to be "called-in."
- f) Mrs. D Edwards advised that the hedges including brambles and nettles were overgrowing the footway adjacent to Lumb Brook Road from the Bridge Lane junction up towards Appleton Thorn and on Grappenhall Lane/Pepper Street.

## **Part II**

*Items of a "Confidential or other special nature" during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100I of the Local Government Act, 1972.*

### **19. Joint Employment Committee**

Mrs. S J Bengel on behalf of Cllr. Walker, Chair of the Joint Employment Committee, reported on a meeting of the Committee held on 3 June as follows:

Pensions

- a) Retirement Policy

The Members again reviewed the Retirement Policy for the jointly employed staff and amendments were made accordingly.

- b) Employer Discretionary Policy Statement

The Members reviewed the document for the jointly employed staff and amendments were made accordingly.

Resolved that copies of both agreed documents be sent to the Pension Administrator and once approved, copies of both documents be provided to the staff.

The meeting ended at 8.40pm.