

# RIXTON WITH GLAZEBROOK PARISH COUNCIL

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*Clerk to the Council* : I M Lowe

5 Hartley Close  
LYMM  
Cheshire  
WA13 OJJ

Dear Councillor

I am writing to inform you that the Parish Council Meeting will be held in the Community Hall, Hollins Green, on **Thursday 18 January 2018**.

I trust you will be able to attend.

Yours sincerely

I M Lowe (Mrs)  
CLERK TO THE COUNCIL

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Code of Conduct – Declarations of Interest  
Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012  
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. Whilst officers will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on the particular circumstances.

/SEE AGENDA ATTACHED

## **A G E N D A**

1. Apologies

2. Committee Reports
3. Minutes
4. Chairman's Report
5. Chairman's Projects
6. Matters arising from Minutes
7. Correspondence
8. Projects Update
  - (a) Recreation Ground
  - (b) Glamis Wood
  - (c) HS2
  - (d) Parish Plan – Groups
  - (e) Parish Council Website
9. Footpath across Recreation Ground updates
10. Accounts for payment
11. Planning Applications

**MINUTES OF THE RIXTON WITH GLAZEBROOK PARISH COUNCIL  
MEETING HELD IN THE COMMUNITY HALL, MANCHESTER ROAD,  
HOLLINS GREEN AT 7.45 P.M. ON THURSDAY 16 NOVEMBER 2017**

**Present:** Cllr Trenbath (Chairman)  
Cllrs Clarke, Banner, McLachlan, Johnson and Hill  
WB Cllr McCarthy  
Parish Clerk I.M. Lowe

Code of Conduct – Declarations of Interest  
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The Parish Council will take account of Section 17 of the Crime & Disorder Act in all their discussions and decisions.

**66. APOLOGIES FOR ABSENCE**  
No apologies received.

**67. COMMITTEE REPORTS**

**A: Warrington Borough Councillor – Cllr McCarthy**

Warburton View – rubbish has been removed.

Chapel Lane/School Lane – problem sent via the Contact Centre.

Glazebrook Lane – hedge needs cutting asking developer to agree payment.

Traffic lights Warburton Bridge – ok now leaves have fallen.

Moss Side Lane street lights – no new lights planned.

Claydon Gardens – Mr Broadstock complained about the Toll Bridge delays – told ownership is Peel Holdings – asked if new technology could be put in to speed up the process - the charge is only 12p so not thought cost effective – WBC only have agreement to close if there are severe problems on the M6.

Church signs agreed.

WBC Surgery list is due in January.

Cllr Trenbath asked if Cllr McCarthy could help regarding information the Parish Council has requested regarding weed spraying programme - Cllr McCarthy thinks the programme is twice a year.

Cllr Banner asked about sequence for gritting the roads.

Cllr McLachlan reported that the grit bin lid M'ter/Birch Road.

RESOLVED:- That Cllr McCarthy look into issues raised.

## **B: Police**

Beat Sergeant PS Stuart Gibbard

Beat Manager PC Simon Dadswell

PCSO Bethan Roberts & Roger Stevens

Anti-Social Behavior

3 Reports of ASB. All relating to the group of motorcycles that are coming from Manchester onto Warrington committing various offences.

Theft of motor vehicle.

3 vehicles reported, only one recovered, found by another Force's area.

Burglary Others

1 shed break

Drug offences

1 male arrested for class A and other vehicle related offences.

Cllr Trenbath reported that a local resident had been unable to contact the Police via 101 – Bethan stated that this is 101#and ask for Cheshire.

Cllr Trenbath thanked the Police for attending the Remembrance Service and for the traffic control.

RESOLVED:- That the report be received and noted.

## **C: Friends of Hollins Green Cemetery**

Nothing to report.

**D: Parish Plan Meeting** – no meeting.

## **E. Community Hall**

Cllr Clarke attended meeting re refurbishment of the Community Hall – nothing to report as yet.

**68. MINUTES**

The Minutes of the Parish Council Meeting held on 19 October 2017 were submitted to the Meeting.

RESOLVED:- That the Minutes of the Parish Council Meeting held on 19 October 2017 be accepted as a true record.

**69. Matters Arising**

Cllr Johnson reported that the light by the Scout is working but the Wient is not – asked if we had any further information regarding the pot holes Dam Lane. The Clerk had received no information to date.

**70. CHAIRMAN'S REPORT**

Cllr Trenbath thanked the Scouts for their guard of honour and their attendance at the Remembrance Day service.

1. HS2, we still are waiting for dates of the community meetings to be held at the community Hall. I contacted Gilly West this last week following the receipt of an email that suggested HS2 were to hold a meeting with the Scouts, apparently, it's for a National debating week to hone their skills rather than an information session.
2. Glamis wood, large fallen tree branches have been removed. Looking through the wood from the A57 they look well maintained and it sets of the Black Swan.
3. Remembrance Sunday was very well attended, we thank the Scouts and Beavers for their fantastic guard of honour, the Police for control of the traffic, St Helens Church choir, and all those involved in organising the service.
4. Chairman's apology, in my September response to the Local Plan, I failed to mention both Post Offices.  
RESOLVED:- That the report be received and noted.

**71. Chairman's Projects**

Nothing to report

**72. The Clerk, SLCC Mag, Clerks and Councils Direct, CPRE Christmas Celebration, Wicksteed, Glasdon, Cheshire Fire Authority Supplementary Proposals, WBC Guidance Notes on Casual Vacancies, In the know.**

RESOLVED:- That the aforementioned be circulated

**73. Work on Bank Street**

The Clerk submitted letter from a resident regarding works that had taken place on Bank Street. The Clerk has reported this to WBC Enforcement Section for investigation

RESOLVED:- That the letter be received and noted and the Clerk's action be approved.

#### **74. Conservation Areas – Protection**

The Clerk submitted the following email which requests support and if possible a donation of £50 towards the works involved.

“There are now 512 conservation areas at risk, facing common problems such as unsuitable replacement windows, doors and extensions, poorly maintained streets and neglected green spaces. But is this number accurate?

Civic societies, community groups and conservation officers have been in touch with Civic Voice querying this number saying that they believe the number to be higher.

We are hearing that local authorities have been reluctant to highlight conservation areas "At Risk", for reasons, including:

- It would reflect badly on the Council, in appearing as if it has failed in its duties to protect and enhance the area
- With a lack of resources such as the loss of conservation officers, they have no way to turn around a deteriorating conservation area.

I have sympathies for local authorities on both points, but it has got me thinking... If we know the 512 "at risk" areas, should we not also be identifying the 512 most outstanding conservation areas.

This is not a new idea.

Did you know in the 1970s the Government started identifying "outstanding conservation areas". If you know anything about this initiative, do tell the Civic Voice team. If you think you have the "best conservation area", tell Civic Voice, I am sure they would like to see the examples to celebrate good practice across the civic movement.

**Donate now to protect Conservation Areas**

I am pleased that Civic Voice is trying to revert the changes and to celebrate

the impact of Conservation Areas. A key step towards effective long term management of conservation areas is appropriate resource. That requires national campaigning.

We need your help.

Will you, Mrs I Lowe and Rixton with Glazebrook Parish Council donate £50 to help fund a Parliamentary event for Civic Voice so that we can discuss the long term future of conservation areas. Will you donate to help us make the case to MPs for appropriate investment into conservation areas?

We need to raise £5000 to help us publish a report on the impact of loss of conservation officers. Will you help us?

- £250 will allow us to meet 5 MPs
- £1000 will allow us to organise an All Party Parliamentary Group for Civic Societies event to discuss the future of conservation areas
- £5000 will help fund a publication explaining the impact of funding cuts across the country.

Some people are saying the situation will never change. We disagree. With your support today, Civic Voice can become the national voice for conservation areas to make sure as a country we continue to say "My Conservation Area Matters".

RESOLVED:- That the email be received and a donation of £50 be not made.

#### **75. Parish Carnival 2018**

The Clerk submitted the following email 'Dear Parish Council Members

"Last year's village carnival was a wonderful success and I would like to ask the Parish Council for their permission in staging the 2018 Rixton with Glazebrook Parish Carnival, to be held on **Saturday 23rd June 2018** on Hollinfare Village Green.

Details of the carnival will be in keeping with last year's event, evolution rather than revolution. As last year, I will keep the Parish Council informed of our progress in organising the event.

The staging of the event will also require the permission of Warrington Borough Council and we will soon be contacting them with our application to hold the event as well as asking their permission to use their land.

Based on the Carnival Committee's experience of and learnings from staging previous carnivals we will update our application accordingly and I will also send a copy to the Parish Council.

Once again we will be applying for funds to support the carnival from various sources; however as in previous years, I would also like to ask the Parish Council for a grant to help fund the 2018 Carnival.

Your support is greatly appreciated'

Members discussed the request.

RESOLVED:- That the email be received and that agreement to the carnival being held on the recreation ground and a donation of £500 be made.

**76. Meetings**

WBC Parish Council Liaison Meeting 9<sup>th</sup> November

WBC Code of Conduct Meeting 6<sup>th</sup> November

Planning Training Meeting 10<sup>th</sup> January 2018 (course already full)

RESOLVED:- That WBC be asked to arrange a Meeting/Training for Parish Councils relating to Planning.

**77. Projects**

**A: Recreation Ground** – Nothing to report.

**B: Glamis Wood** – The Clerk reported that works to the damaged trees had taken place at a cost of £144.00

RESOLVED:- That approval be given to pay Holly Oaks Services £144.00

**C: HS2/HS3**

The Clerk submitted the following email from WBC

' Please find attached for your information, an extract of a traffic survey schedule provided to us by transport consultants working on behalf of HS2 Ltd. The plans show a large number of locations in the vicinity of the HS2 alignment at which HS2 Ltd wish to assess current traffic conditions.

The surveys are to be used to inform a Transport Assessment being produced by HS2 Ltd to support its Hybrid Bill process. Notwithstanding the Council's strong opposition to the route as currently confirmed, we are encouraged to cooperate with HS2 Ltd to ensure that we can make the case for the highest level of mitigation possible, should the route proceed as proposed. We understand the surveys will inform the assessment of impact both during construction and of the completed scheme.

The surveys are made up of ATCs (passing counts) or MCC (turning counts). We understand surveys are planned for the three weeks commencing Monday 6<sup>th</sup> November.'

RESOLVED:-

(a) That the email and details be received and noted

(b) That the Clerk ask Alan Dickin WBC whether Manchester Road/Warburton Bridge area had a unit installed to check traffic flow as this is a particularly heavily used highway area.

**D: Parish Plan Groups** – nothing to report

**E: Parish Council Website** – nothing to report

**78. Works to Benches**

The Clerk submitted quotation from WBC in the sum of £893 + £40 for paint, the work also includes strim and weed kill around the benches. A colour for the paint is also required.

RESOLVED:- That the quotation in the sum of £893 + £40 be agreed and the colour required is green.

**79. Footpath across the Recreation Ground - Update**

The Chairman reported on the Meeting held with the Contractor.

The Clerk submitted the following email from the Parish Council's Insurance Company:-

'Thank you for your email.

I have noted our policy. This does not affect the premium, but you need to ensure that this figure and your precept/maximum bank balance does not exceed the £100,000 Fidelity Guarantee Limit of Indemnity.'

Cllr Trenbath reported that he had a Meeting with the Contractor and work is to start on 8<sup>th</sup> January 2018 a confirmation email is required by the Contractor. It is possible that the bottom end could be left open for part of the time for use by the Scouts. The rear access to the school will be closed so rear fire access cannot be used. Signs need to be posted on the accesses to the site, the Notice Boards, the Post Offices, the Community Shop and a notice will also be included in the Parish Council Christmas Newsletter re siting of the bin and seat to be agreed. Cllr Trenbath has also received a complaint about the access strip owned by WBC

RESOLVED:-

(a) That the report, email and letter be received and noted

(b) That the siting of the Posters and issue of them via the Christmas Newsletter be agreed.

(c) That a confirmation email be sent to the Contractor.

## **80. Precept and Budget**

**(A) Budget** – The Clerk supplied details of previous budget and spend to date this financial year. Members considered the monies that had to be allocated and the areas of additional spend and the budget was set at £24,620 (Appendix A).

RESOLVED:- That the Rixton with Glazebrook Parish Council budget for 2018/2019 be set at £24,620.

**(B) Precept** – The Clerk submitted letter from WBC regarding the setting of the Precept for 2018/2019. Members referred to the budget already set.

RESOLVED:- That the Rixton with Glazebrook Parish Council Precept be set at £24,620 and the Clerk notify Warrington Borough Council accordingly.

## **81. Inventory and Assets Register – 2017/2018**

The Clerk submitted the updated register which now includes the alteration to the value of one of the bus shelters and the addition of a USB Hard drive for backup to the Computer system.

RESOLVED:- That the amended Inventory and Assets Register 2017/2018 (Appendix B) be agreed.

## **82. Risk Assessment 2017/2018**

The Clerk submitted the Risk Assessment, no changes required.

RESOLVED:- That the Risk Assessment for 2017/2018 (Appendix C) be agreed.

## **83. The Pensions Regulator**

The Clerk submitted letter dated October 2017 giving details of proposed increase. As the Parish Clerk is not required to enter the scheme this is for information only.

RESOLVED:- That the letter be received and noted.

#### 84. Accounts for Payment

A: RESOLVED:- That the following 7 accounts be paid:-

I M Lowe (1 month's salary)	£ 399.80	100445
HM.Revenue and Customs(1 month's tax)	£ 99.94	100446
I M Lowe (works to computer and purchase of USB for backup of computer system)	£ 109.00	100447
Holly Oak Tree Services (tree work Glamis Wood)	£ 144.00	100448
RWG Carnival Committee (donation)	£ 500.00	100449
M Banner (Poppy Wreath)	£ 45.00	100450
WBC (wild flowers)	£ 703.08	100451

#### 85. Planning Applications

A: RESOLVED:-

**Applicationreference:2017/31286**

**Location: IVY COTTAGE, DAM LANE, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA36LE**

Description of development : Householder - Proposed demolition of existing single storey side of property and build 2 storey side extension following Original application reference - 2016/29082

No objection

**Applicationreference:2017/31567**

**Location: 1, CLAYDON GARDENS, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA36FA**

Description of development : Householder - Proposed side extension, proposed Conservatory and proposed disabled ramped access

No objection

**2017 Glazebrook Rail Station Glazebrook Lane**

Listed Building application for new waiting shelters to both platforma and installation of ticket vending machine.

No objection

**B: Notice of Information regarding public Inquiry – Modification Order Footpath No 10**

The date for the Inquiry is set at 5<sup>th</sup> December 2017 10a.m.

**C. The Clerk submitted the following email which offers advice on Planning Issues if required by the Parish Council:-**

Hello Mrs Lowe

Hope this out of blue contact is not too much of a surprise - and no jacket sleeves require adjustment at the moment thank you!!!

Actual a formal approach in your parish clerk role as I have decided finally to get out of the machinations of local government and have a go at things on my own. As the note below suggests and given everything that's taken place at the moment I had thought that some parish councils - alone or collectively might be looking for professional consultant input into their responses to the planning applications and development plan proposals currently circulating and whether in my new role I might provide such assistance. Be great if you would table the attached with your chair and members as you see fit.

JG

RESOLVED:- That the Parish Council register an interest as or when required.

**86. PARISH PROBLEMS**

**Cllr Johnson** – submitted letter received from a resident regarding access to recreation ground from Birch Road.

**Cllr Clarke** – Could the possibility of bins on old Manchester Road be chased up.

**Cllr Andrews** – Has been asked about a light on the telegraph pole which since new lighting is no longer in use.

Asked if grass on Glazebrook Village Green could be cut prior to Carol Service on 20/12/2017.

For information: Ex Cllr Delaneys wife has died and also David Richardson.

Cllr Trenbath asked if Members felt there was a need for a Meeting in December, all important matters have been dealt with this evening – Vote taken 6 in favour of not holding a Meeting and 1 abstention.

Inventory - Asset Register						
RIXTON WITH GLAZEBROOK PARISH COUNCIL						
Responsible Officer			Marilyn Lowe			
This inventory was reconsidered by the Parish Council at the Meeting on 16th Novemebr 2017						
Description	Serial no	Replacement Cost	Location	Acquisition date	Disposal/ write off details	Annual check by
play equipment		37800	Recreation Green Manchester Rd Hollins Green	Mar-06		Zurich Insurance
<i>*refurbishment by end 2015</i>			Recreation Green Manchester Rd Hollins Green	Oct-15		
fence surrounding play area		5000	Recreation Green Manchester Rd Hollins Green	Jan-97		
Recreation Ground				land held charitable trust		
Benches, Village Green		4500	Village Green Bank Street Glazebrook	1996		
Holly Bush Lane		377		over 10 yrs		
Dam Lane		377		over 10 yrs		
Eagle & Child Manchester Rd		377		over 10 yrs		
Community Hall Manchester Rd		377				
Dam head Ln Rose Cottage (no back)		241		May-06		
Bank Street/Dam Head Ln		377		over 10 yrs		
Glazebrook Lane (opp Brush Farm)		377		May-12		
Glazebrook Lane (Temple House)		377				
Recreation Ground (no back)		241				
Notice Boards		2652	Church Green Manchester Road	Nov-13		
			Bank Street Glazebrook Lane Village Green			
replacement of 1 of the bus shelters through insurance claim		3500	Manchester Road/Chapel Lane	replaced August 2017		
1 New Bus shelters Same location		1	One side Manchester Road/Chapel Lane	donated 2014		
Chain of Office		3549		2011		
Laptop, replacement of printer and USB hard drive Printer		1000		2014 laptop November 2017 printer and USB hard drive		
Christmas tree trunking – 2 sites		2000	Bank Street and Manchester Road	over 10 yrs		
Gates and Fencing		10000	Village Green Bank Street Cenataph	over 10 yrs		
Troughs		225		over 10 yrs		
Village Signs 5@£250		1250		over 10 yrs		
Parish Map		1000		over 10 yrs		
Chelsea Bower		2811		2013		
<b>TOTAL SPEND</b>		<b>78409</b>				

<b>RIXTON WITH GLAZEBROOK PARISH COUNCIL</b>						
<b>BUDGET 2018/2019</b>						
<b>Estimated Income not known</b>						
<b>Precept £ 24,620</b>						
<b>Estimated Expenditure</b>	<b>2015/2016</b>	<b>2016/17</b>	<b>to date</b>	<b>2017/18</b>	<b>to date &amp; c/f</b>	<b>2018/19</b>
Maintenance of Village Green -grass cutting and maintenance	2,000.00	2,500.00	0.00	2,500.00	730.00	2,500
Tree Maintenance Transfer from previous year	3,000.00	2,000.00	1,800	2,000.00	1,230.00	2,500
Glazebrook Village Green	c/f 255 +310	0	c/f 1565	c/f 565	c/f 565	300
Clerk's Salary	6,000.00	6,100.00	6,100	6,100.00	6,100	6,100.00
Hire of Hall	300	300	330	400.00	165	250
Subscriptions	700	750.00	625	750.00	605	750.00
Audit	360	300	417	450.00	549.60	600
Insurance	1,200.00	880.00	914.00	914.00	1,021.96	1,050.00
Bench maintenance or new?	1,000.00	500	138	500.00	0	700
Printer	0	0.00	0	0.00	195.95	500.00
Stamps/Copy Charges/Stationery	990	900	168.44	500.00	82.63	160
Chairman's Allowance	400	400.00	400	400.00	400	400.00
Chairman's Chain of Office Repair & Maintenance	10	0	0	20.00	0	20
Civic Sunday	800	900.00	950	1,000.00	0	1,000.00
Telephones	200	200	200	200.00	200	200
Wreath & Donations	150	1,000	500	1,000.00	45	1,250.00
Street Furniture maintenance	1,500.00	0	c/f 1500	c/f 1,500	c/f 1500	500
Notice Boards	0	100	c/f 100	c/f 100	c/f 100	0
Play Equipment maintenance + new equipment	c/f 15,500 +4,500	5,000	27,377.98	500.00	730.4	500
Newsletter - Hand delivered	800	1,000.00	1,260	1,260.00	0	1,300.00
Cenotaph	500	1,500.00	c/f 2,000	c/f 2,000	c/f 2,000	0
Broadband access + web site	90	90	90	90	410.09	90
Elections	4,427.00	0	309.13	c/f 4,117	c/f 4117	0
Councillors expenses	100	200	0	c/f 200	435	250
Flower Beds	2,500.00	0	c/f 2,500	c/f 2,500	c/f 1,700	0
Street Lighting - The Weint and Access to Recreation Ground	727	0	50	c/f 677	50	1,000
Training & expenses	170	0	c/f 170	c/f 170	c/f 170	0
Glamis Wood	1,000	0	c/f 225	c/f 225	1476	700
Project Works of improvements to highway verges M'ter Rd Glazebrook Lane				6,036.00	0	1,000.00
HS2	6,600.00	0	c/f 6,600	c/f 6,600	c/f 6,600	0
Expenses elating to footpath works						500
maintenance of bus shelters						500
	<b>23,910.00</b>	<b>£24,620.00</b>		<b>£24,620.00</b>		<b>£24,620.00</b>
<b>Signed Chairman CII Trenbath</b>						
<b>Signed Clerk and Financial Officer I M Lowe</b>						
<b>Dated 16th November 2017</b>						

Area	Risk	Level	Control
<b>Assets</b>	Protection of Physical Assets	M	Seats , new notice boards and new bus shelters insured value assessed annually in assets register
	Maintenance	M	Maintained when required - checked by Parish Councillors
	Maintenance of Childrens Playarea and equipment	H	Checked annually by Zurich Municipal Insurance Company, repaired and maintained as necessary,Also insured and valued annually in Assets Register
	Glamis Wood	H	Land and trees part of a scheme of improvement sponsored by the Parish Council the land is in Trust by the Community Hall
	Land and Building Scout Hut	M	Land Parish Councils in Trust Building belongs to the Scouting Association
<b>Finance</b>	Banking	M	Payments of Precept and VAT from Customs & Excise are paid directly into the Bank via BACS payment
	Loss of Income	L	The PC have no other income other than above except for Bank Interest
	Financial Controls and Records	M	All cheques and stubs are double signed by 2 Councillors. Internal and External Audits take place annually. Quarterly reconcilliation prepared by the Clerk and submitted to the Parish Council Meeting for approval
	Comply with Customs and Excise Regulations	M	VAT claims calculated by Clerk submitted to the Parish Council Meeting for approval and checked by Internal and External Audit
	Budget and Precept	M	Full Parish Council prepare budget December/January each year. Precept derived directly from the budget. Expenditure against budget report four times a year when reconcilliations are considered
	Complying with borrowing restrictions	L	No new borrowing likely at present
<b>Liability</b>	Risk to 3rd Party, property or individuals	M	Insurance in place. Open spaces checked regularly by Members and trees investigated when damage reported
	Legal liability as consequence of asset ownership (especially playgrounds and recreation area and village green )	H	Insurance in place. Areas monitored by Members. Yearly check by Insurance company of Childrens Playarea
<b>Employer Liability</b>	Comply with Employment Law	M	Membership of APC and SLCC. Only employee is the Clerk
	Comply with Inland Revenue requirements	M	Internal and External Audit do annual checks
<b>Legal Liability</b>	Ensuring activities are within legal	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary
	Proper and timely reporting via Minutes	M	Council meets monthly except during August and receives and approves Minutes of Meetings. Minutes made available to public at the 2 Village Post Offices and via the Parish Councils Internet site.
	Proper Document Control	M	Leases and Legal documents with the Clerk
<b>Councillor Propriety</b>	Registers of Interests and gifts and hospitality in place	H	Register of interest to be completed and given to the Clerk. Gifts and hospitality register is available at each Council Meeting