

# **-RIXTON WITH GLAZEBROOK PARISH COUNCIL**

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*Clerk to the Council* : I M Lowe

5 Hartley Close

LYMM

Cheshire

WA13 OJJ

8 February 2018

Dear Councillor

I am writing to inform you that the Parish Council Meeting will be held in the Community Hall, Hollins Green, on **Thursday 15 February 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. Replace street light on The Weint
11. Accounts for payment
12. 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 18 JANUARY 2018**

**Present:** Cllr Clarke (Vice Chairman) in the Chair  
Cllrs McLachlan, Johnson, Hill and Andrews  
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.

**87. APOLOGIES FOR ABSENCE** were received from Cllrs Trenbath and Banner.

**88. COMMITTEE REPORTS**

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

1. Hedge Rhinewood – Network Rail are responsible (CRM 807676)
2. Junction School Lane/Chapel Lane – registered with Contact Centre
3. Traffic Lights – Warburton Bridge – looking ok at the moment but no leaves at the moment will monitor
4. Grit bin damage - (CRM 815518)
5. Weed killing takes place twice a year- Parish Council could pay for additional weed killing if thought necessary
6. Road sweeping takes place on main roads every 10 to 12 weeks and other roads 2/3 times per year.
7. Holly Bank Caravan Park – planning applications due to come before Development Control Committee early February.  
Cllr Johnson asked Cllr McCarthy about the new tarmac area around the Cenotaph, it is still holding water which is building up around the corner - Cllr McCarthy will look into this.  
**RESOLVED:-** That the report be received and noted.

**B: Police :**

**Beat Sergeant PS Stuart Gibbard**

**Beat Manager PC Simon Dadswell**

**PCSOs Bethan Roberts & Roger Stevens**

Anti Social Behaviour - none reported

Burglary dwellings – none reported

Burglary others – none reported

Criminal Damage – none reported

Vehicle Crime – theft from a motor vehicle – no witnesses

Cllr Andrews reported that cars parked outside 80 Glazebrook Lane not moved for some time – Police will look into.

RESOLVED:- That the report be received and noted.

**C: Friends of Hollins Green Cemetery**

**Friends of Hollins Green Cemetery AGM – 21<sup>st</sup> November**

Attended by Cllr. Clarke

The years achievements were looked at and the Chair Mandy Eccles, Secretary Pete Higson and all committee members agreed to carry on for a further year. Keep up the good work.

**Friends of Hollins Green Cemetery Meeting – 16<sup>th</sup> January**

Attended by Cllr. Clarke

The moss on the paths has been sprayed with moss killer by Warrington Borough Council Bereavement Department (WBCBD). This needs to be brushed off when the weather improves.

They are also going to lop off any overhanging tree branches.

We have asked WBCBD if they would install a water heater in the shed. The electricity output has been checked and is suitable, so just awaiting further progress.

The friends to identify any more graves which could be improved by weeding, laying weed suppressant material and golden gravel.

A costing has been received from WBCBD for further work on grave refurbishment, to be funded by the friends. The work will be started at the end of January and is the first block on the left as you walk in the cemetery.

The path by the side of the bays is to be extended one flag width. The flags to be donated.

The Heritage Board is still being discussed, photographs and archive information sought and is progressing steadily.

The friends to buy more red geraniums for the front wall as they gave a lovely show last year.

Next meeting 20<sup>th</sup> March 2018

RESOLVED:- That the report be received and noted.

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

**E. Community Hall – Cllr Clarke – nothing to report as yet.**

## **89. MINUTES**

The Minutes of the Parish Council Meeting held on 16<sup>th</sup> November 2017 were submitted to the Meeting.

RESOLVED:- That the Minutes of the Parish Council Meeting held on 16<sup>th</sup> November 2017 be accepted as a true record.

## **90. Matters Arising – no matters arising**

## **91. CHAIRMAN'S REPORT**

### **1. HS2.**

Meeting held with HS2 and the STOPHS2 group 11<sup>th</sup> January 2018. The HS2 group put forward a suggestion to have a tunnel rather than a viaduct, the HS2 representatives suggested that all local businesses and private individuals write to HS2 to make their personal suggestions to get a tunnel instead of a viaduct.

2. We still await dates for the local consultation with HS2.

3. Glamis Wood – no problems.

4. Colliers meeting 28<sup>th</sup> November cancelled awaiting new date.
5. Path Across the Village Green.  
The path was started the 8<sup>th</sup> January and is set to be completed by 26<sup>th</sup> January. I visited the site 16<sup>th</sup> January and spoke to the foreman he told me that their heavy equipment had been vandalised with minor damage to other equipment.

### **Problems around the Parish 18/01/2018**

- Fly tipping A57 - Glazebrook Lane, rubbish tipped at the entrance to waste land to the side of the bridge over river Glaze.
- Fly tipping Dam Head Lane near Rose Cottage.
- Heavy road and path flooding at the junction of Birch Road and Orchard Brow, this has been a problem for some time and needs to be addressed.
- RESOLVED: That the report be received and noted and fly tipping be reported to WBC.

#### **92. Chairman's Projects -None**

#### **93. Air Ambulance, CPRE, Clerks and Councils Direct, The Clerk** RESOLVED:- That the aforementioned be circulated

#### **94. Training Bursary - SLCC**

“At our most recent Branch meeting it was agreed to provide a training bursary. The aim is to ensure that members have access to training opportunities which they otherwise might not. Applications to the bursary can be made at any time during the year by completing the application form and submitting it to me – decisions are made by the branch officers.

The bursary is intended to be a last resort and we expect that councils should provide adequate training for their clerks. However we understand that many councils do not or have budgets which are too small to prevent attendance at certain events which could help you develop professionally.

A bursary may be awarded in full or a contribution towards the costs may be offered. Before applying you are expected to have attended at least one branch meeting in the preceding six months and you are then

expected to write a review of the event you attend for potential publication in The Clerk magazine and on this website.

The full details and rules are on our website:

<http://www.slcccheshire.co.uk/training-bursary>

Speaking of training the SLCC has organised the following CPD course locally in 2018:

How to Run Safe and Successful Community Events 01/02/2018 –  
Middlewich.

<http://www.slcc.co.uk/course/how-to-organise-safe-successful-community-events/47/>

Also on the website are details of the 2018 Branch Meetings. We've got the dates, times and venues booked and a great array of speakers visiting on different topics from cemeteries to entering the community pride awards"

RESOLVED:- That the Parish Council receive the email but do not need to apply for the bursary.

#### **95. Street Light - The Weint**

The Clerk submitted email from WBC informing the Parish Council:-

"I am being told by our day to day team that we carry no spare parts to repair this style lantern as we have replaced all ours with LED.

I did go and have a look at the column condition, which is showing signs of spalling, as such I would recommend renewing the full installation or removing it.

Estimated cost of works is:

Renew column and lantern £1200

Disconnection and removal £700"

RESOLVED:-

(a) That an item be placed on the next Agenda due to the costs involved.

(b) Cllr McCarthy will look into the cost with WBC.

**96. Warburton Toll Bridge**

The following email has been received by the Parish Council:-

“As you may be aware, the Warburton Toll Action Group is working hard to ease the congestion caused by the Warburton Bridge Toll that affects many of your parishioners. We are a very grass routes campaign, working through social media, but had our first group meeting at the Fuse this week. As part of the development of the campaign, I am emailing to ask for a small grant of £200. These funds will be used to pay for banners and signs, as well as other admin expenses. We are a volunteer run group, with over 1,600 local members on social media, and are starting to get some traction.

I do hope you can help with this campaign.

Regards

Mark Broadstock

Group Founder”

RESOLVED:- The Parish Council support the proposed work of the group but are unable to make a grant of £200.

**97. Member Allowances**

The Clerk submitted advice from WBC dated 29<sup>th</sup> November in respect of Member Allowances. The Parish Council have agreed not to increase any of the Member Allowances for the year 2018/19

RESOLVED: That the letter and email be received and noted

**98. NALC –Activity Update December 2017**

The Clerk submitted details of the Legal briefings and advice (Appendix A)

RESOLVED:- That the information from NALC be received and noted.

**99. Bus Shelter Manchester Road**

The Clerk submitted letter from Zurich Insurances Solicitors regarding their claim for recovery of the amount claimed by the Parish Council for the replacement bus shelter. The letter required the signature , on behalf of the Parish Council, to go ahead with this claim.

RESOLVED:- That the information from Zurich Insurance Company's Solicitors be received and the Clerk be authorised to sign the document required by them for action in respect of recovery of the amount of the claim.

**100. WBC Flood and Coastal Risk Management**

The Clerk submitted document relating to the above (Appendix B).

RESOLVED:- That the document be received and noted

**101. WBC Effect of Changes to RWG Parish Tax Base for Council Tax Support Allowance**

The Clerk submitted letter dated 8<sup>th</sup> December 2017 from WBC giving details of the proposed changes to Parish Tax Base, this will be submitted to WBC's Meeting on 26<sup>th</sup> February 2018

RESOLVED:- That the letter be received and result of WBC's Meeting awaited.

**102. Best Kept Village Competition 2018**

The Clerk submitted the following details of entry:-

"BEST KEPT VILLAGE COMPETITION 2018

I have much pleasure in inviting your community to participate in the Cheshire Best Kept Village Competition – which is being sponsored by Essar Oil UK.

We view the Council as the hub for village communications, and if you wish, the entry form can be passed to any group in the village who would be willing to enter the competition on your behalf.

**Maps** It is most important that the judges have up to date maps showing the Parish Boundary and a sketch map, containing a key, showing the main items for judging. This is necessary, as sometimes judges may be strangers to the area. It is also important to make sure that any areas **not under Parish Council control** (including disused telephone kiosks) are mentioned on the entry form.

The Little Gem Award is for any particular area or item which the judges feel needs extra recognition.

Preliminary judging will take place from mid-April to mid-July, intermediate judging end of July-August, followed immediately by final judging in early September”

RESOLVED:- That the details be received but the Parish Council do not wish to enter the completion.

### **103. Meetings**

Please find attached amended flier for the two planning training sessions with John Knight for 2018.

The dates of the sessions are as follows:-

Monday 19<sup>th</sup> February 2018 – Planning 1 – Process, Procedures & Participation

Monday 19<sup>th</sup> March 2018 – Planning 2 – Enforcement, Appeals & Specialist Areas.

We are already taking bookings for both of these sessions which are proving to be very popular, as such book early to avoid disappointment as places are limited.

#### **General Data Protection Regulation (GDRP)**

Please see attached NALC update on GDRP, any feedback should be forwarded to [annwright@chalc.org.uk](mailto:annwright@chalc.org.uk) which will compiled and forwarded to NALC in the new year.

#### **External Auditors – PKF Littlejohn**

PKF Littlejohn LLP was appointed by SAAA as external auditor to all the smaller authorities in Cheshire for 2017/18 onwards.

They wish to introduce themselves and their approach to the limited assurance reviews and to provide some training on the forthcoming changes under the new audit regime.

In order to reach as wide an audience as possible, PKF Littlejohn are running an interactive webinar on Tuesday 23<sup>rd</sup> January at 11am – 12.30pm, which you are able to dial into. The webinar will be recorded and will be made available afterwards as well.

The webinar will include an hours presentation of PowerPoint slides that will cover the following areas: -

- Introduction to the PKF Littlejohn team
- Overview of our approach to the limited assurance reviews
- Common issues that arose during 2016/17
- The new Annual Governance and Accountability Returns and Exemption Certificates
- Other aspects of the 2017/18 approach to our reviews

After the presentation, there will be a half hour slot for an interactive question and answer session. Further questions can be emailed to us for a later response.

To book your place on the webinar please email Rebecca Plane [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

Details of other training courses have been circulated to Members

RESOLVED:- That the details be received and any member interested in attending any course contact the Clerk

That the Clerk be authorised to attend the Audit session at a cost of £40 for the afternoon course.

#### **104. Projects**

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

**B: Glamis Wood** – See Chairman's report

**C: HS2/HS3** See Chairman's report

**D: Parish Plan Groups** – no meeting until February

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

#### **105. Footpath across the Recreation Ground**

See Chairman's Report.

## 106. Accounts for Payment

**A: RESOLVED:-** That the following 9 accounts be paid:-

Woolston British Legion –Poppy Wreath	£ 45.00	100452
I M Lowe (1 month's salary) December 2017	£ 399.80	100453
HM.Revenue & Customs(1 month's tax)		
December 2017	£ 99.94	100454
IM Lowe (3 months Internet)	£ 22.50	100455
IM Lowe (3 months telephone)	£ 50.00	100456
IM Lowe (Printer Ink)	£ 55.98	100457
IM Lowe (1 month's salary)	£ 399,80	100458
HM Revenue & Customs (1 months tax)	£ 99,94	100459
SLCC Annual Subscription	£ 100.00	100460

**B:** The Clerk submitted letter from HMSO regarding the proposed changes to application for repayment of VAT full details to be issued early 2018.

**RESOLVED:-** That the letter be received and full details awaited.

### **C: Bank Reconciliation**

The Clerk submitted bank reconciliation April 2017 to Cheque No 100460.

**RESOLVED:-** That the Bank Reconciliation for the period April 2017 to cheques No 100460 Be agreed (Appendix C).

## 107. PLANNING APPLICATIONS

**The following applications have been dealt with under Delegated powers of the Chair and Vice Chair and comments forwarded to WBC during the Parish Council's recess period:-**

**A: RESOLVED:-**

Application reference: 2017/31618  
Location: 67, SCHOOL LANE, RIXTON-WITH-GLAZEBROOK,

WARRINGTON, WA3 6LN  
Description of development : Householder - Proposed alterations and extensions to existing property

Object consider this to be overdevelopment of the site, very little open space.

Application reference: 2017/31632  
Location: 343, Manchester Road, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA3 6HB  
Description of development : Householder - Proposed Loft Conversion and rear Dormer

No objection

Application reference: 2017/31510  
Location: 61, CLAYDON GARDENS, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA3 6FA  
Description of development : Householder - Proposed extension to front of garage and conversion of existing garage to habitable space.

No objection provided the habitable space is part of the original dwelling house and not as a separate dwelling unit.

Application reference: 2017/31705  
Location: Hollingreave Farm, 77 , Dam Lane, Rixton-With-Glazebrook, WARRINGTON, WA3 6LE  
Description of development : Full Planning - Proposed demolition of existing farmhouse and erection of a replacement dwelling, conversion of two existing agricultural buildings to create 5 dwellings; removal of redundant structures and provision of landscaping.

Defer to Parish Council Meeting on 18<sup>th</sup> January

Application reference: 2017/31752  
Location: 536, MANCHESTER ROAD, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA3 6JT  
Description of development : Householder - Proposed rear garden room to the rear of the garage.

No objection.

\*Application reference: 2017/31745  
Location: 343, Manchester Road, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA3 6HB

Description of development : Section 192 Certificate - Proposed Loft conversion and rear dormer extension

No objection.

Application reference: 2017/31546  
Location: 41, CLAYDON GARDENS, RIXTON-WITH-GLAZEBROOK,  
WARRINGTON, WA3 6FA  
Description of development : Householder - Proposed Single Storey  
Ground Floor Rear Extension

No objection

**B.** Application reference: 2018/31907  
Location: 60, CLAYDON GARDENS, RIXTON-WITH-GLAZEBROOK,  
WARRINGTON, WA3 6FA  
Description of development : Householder - Retrospective extension  
and conversion of garage to form ancillary residential accommodation

No objection provided the habitable space is part of the original dwelling house and not as a separate dwelling unit.

Application reference: 2017/31705  
Location: Hollingreave Farm, 77 , Dam Lane, Rixton-With-Glazebrook,  
WARRINGTON, WA3 6LE  
Description of development : Full Planning - Proposed demolition of  
existing farmhouse and erection of a replacement dwelling, conversion  
of two existing agricultural buildings to create 5 dwellings; removal of  
redundant structures and provision of landscaping.

RESOLVED:- OBJECT – Agricultural land, green belt, premature to  
outcome of the Local Plan, are buildings structurally sound need recent  
structural survey. Concern as onto a narrow unpaved road. Does the  
development provide for affordable housing and the considered affect  
of residents and children in this poor location which is not adjacent to  
the Village.

**C. Trafford**

'Dear Clerk,

Apologies it has been brought to my attention that you may not be  
aware of that the consultation of the draft Housing Strategy is

underway with a deadline of 26<sup>th</sup> January 2018. The link to the draft strategy is attached below and we would particularly welcome your views on the 4 key housing priorities on page 5 as well as pages 37 to 47 and whether these are the right priorities if not what should they be, are there other key actions that need to be included etc.

<https://www.warrington.gov.uk/consultations>

[https://www.warrington.gov.uk/downloads/download/3115/draft\\_housing\\_strategy](https://www.warrington.gov.uk/downloads/download/3115/draft_housing_strategy)

Please note that due to the timing of parish council meetings I will accept your comments if they are emailed to me after this deadline because it will take a couple of weeks to collate all responses.

Should you require any further information please do not hesitate to contact me'.

RESOLVED:- That the report be received.

## **108 PARISH PROBLEMS**

### **Cllr Clarke**

A large puddle of water in front of the houses opposite dual carriageway on Manchester Road, it doesn't seem to be draining away between heavy rain, it's been there quite some time.

### **Cllr Johnson**

1. Orchard Brow to Marsh Brook Close – Street lights 9 and 14 – signs to say public footpath have not been replaced on new light columns.
2. Need for telephone number from WBC should a vehicle hitting a pothole and damaging vehicle – need to report.
3. Pot Holes Dam Lane are situated between lamp posts 7 to 11, 15 to 19 and 20 to little wood by the rifle range. Pot Hole Dam Head Lane/Dam Lane 400 yards from the junction – Cllr Hill will look into.

## APPENDIX C

**Bank Reconciliation from 01/04/2017 to 1/01/2018**  
**Presented to Parish Council Meeting 18.01.18**  
**Checked by Cllr**

<b>Community Account</b>	£40,617.88
Community Account	£0.00
Business Savings Account	£52,419.87
<b>TOTAL</b>	<b>£93,037.75</b>
Unpaid Cheques	£1,961.96
<b>TOTAL</b>	<b>£91,075.79</b>
Balance BF	£60,586.78
Income	£46,637.32
<b>TOTAL</b>	<b>£107,224.10</b>
Expenditure	£16,148.31
<b>TOTAL</b>	<b>£91,075.79</b>

Signed  
Vice Chairman Councillor E Clarke  
Signed  
Parish Clerk and Financial Officer Marilyn Lowe  
Date 18/01/18