

2. Committee Reports
3. Minutes & Matters arising from Minutes (errors and omissions to be reported back to the clerk before meeting)
4. Action Plan
5. Correspondence
6. Charitable Donations
7. Traffic/Speeding
8. Website
9. Project Updates
 - (a) Recreation Ground
 - (b) Glamis Wood
 - (c) HS2
 - (d) Community Plan Group
 - (e) Parish Council Website
10. Accounts for payment
11. Audit Return (July agenda item)
12. Planning Applications
13. General Matters

**THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING
MINUTES
THURSDAY 20th JUNE 2019 AT 7.45PM
HELD IN THE COMMUNITY HALL, MANCHESTER ROAD, HOLLINS GREEN**

Present

Name	Position
Council Members	
Liz Clarke	Chairman
Maureen Banner	Vice Chairman
David McLachlan	Councillor
Maurice Johnson	Councillor

Bob Andrews	Councillor
Others	
Nick McCarthy	Clerk to the council
Tony McCarthy	Ward Councillor
Bethan Roberts	PCSO
Apologies	
David Trenbath	Councillor

Item	Discussion	Action
147	<p>Welcome and Apologies</p> <p>The Chair welcomed everybody to the meeting, apologies for absence were noted as above.</p>	
148	<p>Committee Reports</p> <p>A. Warrington Borough Councillor – Cllr. McCarthy Councillor McCarthy provided updates on the following issues and concerns.</p> <ul style="list-style-type: none"> • The damaged bin on the village green (to the rear of the Red Lion) with its top canopy broken is still due to be replaced. Will report back to WBC with location details. • The street light at The Weint has been replaced and the removal of the old lighting column has happened. Payment has now been sent to WBC • Grass has been cut on the playing fields. • WBC have been notified to ensure the grass is cut prior to the carnival. • Road sign for 'The Weint' has been damaged and requires replacing. Issues with ownership, but it is hoped WBC will replace the sign. • Signage on the A57 (Rhinewood Hotel) to be 'painted' over to correct. • Dual Carriageway Road sign on A57 (coming from Cadishead) to be replaced. • In respect of the litter bin requested for Chapel Lane, adjacent to the layby, it was previously suggested that this may be provided by the Borough Council and be funded by the Parish Council, however, WBC are no longer issuing new bins, as they are unable to cover the cost of emptying additional bins, due to reductions in environment staff. Further debate with WBC will be pursued on this matter. • The overgrown hedgerows on the Village Green still need to be cut back, WBC have inspected the area, but in the wrong location. Cllr McCarthy to ensure correct location is reported. Cllr Johnson reiterated concerns of anti-social behaviour, and drug/criminal activity in this overgrown spot. • A request for double yellow lines from a resident in Dawlish Close has been received. Cllr McCarthy discussed potential impacts on the shop's business, and potential adverse effects to residents of the close, who may lose parking rights outside their own properties. • Cllr Banner suggested the Parish Council invite the Crime Commissioner to walk round the parish to view certain hotspots. 	1 – NM

	<p>The following matters have been reported to Councillor McCarthy:</p> <ul style="list-style-type: none"> • Chairman raised a question about a road sign for the Village Shop, Cllr. McCarthy informed the council that there is no obligation for WBC to provide this type of notification. • Overhanging trees/overgrown shrubs on the footpaths, Glazebrook Lane up to railway station. • Cllr Johnson raised a concern over parking by non-residents, who are leaving cars locally, to then car-pool to work. A question was raised over the feasibility of a resident's parking scheme. Cllr McCarthy discussed difficulties in pursuing this, due to certain criteria of current parking availabilities on residential roads not likely to be met. • Hedges overgrown on School Lane, near the brickworks – who owns these? May belong to egg farm • Question was asked who cuts/maintains the public pathways, believed to be Mersey Valley, twice a year. • A blue wheelie bin has been abandoned close to the scout hut and to be reported as a fly tipping incident. • Hedges need to be cut back by the road heading to the vets. Cllr Andrews to speak to owner of nearby hedges that have been cut to a high standard. • Hedges overgrown on School Lane/Ash Road. <p><u>Actions</u></p> <ol style="list-style-type: none"> 1. NM to liaise with parish council and Police Crime Commissioner 2. TM to pursue trees/overgrown shrubs on the footpaths, Glazebrook Lane up to railway station. 3. TM to pursue who owns hedges overgrown on School Lane and Moss Side Lane up to the brickworks 4. TM to pursue blue wheelie bin has been abandoned close to the scout hut and to be reported as a fly tipping incident. 5. TM to pursue hedges need to be cut back by the road heading to the vets. 6. TM to pursue hedges overgrown on School Lane/Ash Road. 	<p>2 – TM</p> <p>3 – TM</p> <p>4 - TM</p> <p>5 - TM</p> <p>6 - TM</p>
<p>148 Cont.</p>	<p>B. Police – PCSO Bethan Roberts provided an updated criminal activity report. Copy posted as Annexe A to the meeting. Details included</p> <ul style="list-style-type: none"> • 5 ASB reports (Personal/Environmental) • 1 Incident for burglary (other) • 1 Criminal Damage • 1 theft of motor vehicle • Garden Safari attended <p>Woodside Day Nursery visited Work continues to tackle nuisance off-road motorbikes.</p> <p>Concerns were raised with drug use in overgrown shrubs. Cllr Johnson raised concerns with ongoing issues about the red flags at the shooting range. A concern was raised about an incident involving a mini-quad bike, that is churning up the field (particularly after inclement weather. Details to be passed on to the PCSO.</p>	

	<p>PCSO informed the Council that residents can report anti-social behaviour on the telephone number 101. This should be called to report crime and other concerns that do not require an emergency response. For example, if: Your car has been stolen, your property has been damaged, you suspect drug use or dealing in your neighbourhood. Or to: Give the police information about crime in your area, speak to the police about a general enquiry. You can ask to remain anonymous, and residents should ask for Cheshire Control Room.</p> <p><u>Action</u></p>	
148	<p>C. Community Hall Meeting – 20th May Attended by Cllr Clarke They still need a new Treasurer, but there is now somebody collecting monies and banking it. Gemma Taylor although she has resigned as Treasurer is still helping out where she can. Quite a few payments are now being paid directly into the bank account. The Planning Application for the refurbishment has been sent to WBC w/c 13th May. Funding applications have been sent to various bodies. An application is to be sent to the PC shortly. The refurb is expected to start mid-August 2020. Pre School are moving premises from St Helen's School to Glazebrook Methodist Chapel in September. They have asked for the gates at the Community Centre which were originally paid for by Pre School to be taken away and re-used at the new venue. That was OK'd by the committee. The defibrillator needs looking at as the light is not working and the pads are now out of date and need replacing. Maintenance – The radiators need looking at and the grass outside needs cutting. It was thought that the grass cutting should go on the regular maintenance list. Next Meeting 29th July 2019.</p> <p>Parish Council discussed impacts of closure to current customers, who have an extended notice period to make temporary arrangements</p> <p><u>Action</u></p>	
148 Cont.	<p>D. Friends of Hollins Green Cemetery Meeting – 28th May Attended by Cllr. Clarke Money was received off WBC and PC for the work to be carried out in the Storeroom. It is expected that work will start around 4th July. The fundraising afternoon tea will be held on 25th July. Thanks go again to Neil & Anne McArthur for the use of their facilities and garden. The memorial which is to be paid for by anonymous benefactor is in its final draft and the stone has been ordered. This memorial is for all people young and old that have been buried in the cemetery but have no memorial or headstone. Tree maintenance by WBC is required over plot 6 where the memorial is to be placed. A quote has been received by WBC Bereavement Services for memorial improvements on Plot 1 row 2/8 and two individual graves. It was decided that they would go ahead with rows 2,3 and the two individual graves, although a donation is being offered for one of these. The grave collation of Hollins Green Cemetery done by Joan Hill needs to be put on a data base. Pete Clarke has found one already up and running called Find a Grave, which is worldwide. Hollins Green Cemetery is already</p>	

	<p>on the site so it was decided to put all Joan's information onto that data base. A new five-year plan is being put together to keep the friends on track. Christchurch Padgate requested information regarding the grave cleaning service and general set up by the friends, which has been passed on. Date of AGM is 19th November Date of next meeting 17th September.</p> <p><u>Action</u></p>	
148 Cont.	<p>E. Hamilton Davies Trust AGM Attended by Cllr Clarke and the clerk Nick McCarthy As usual this was a lovely evening. A rundown of all the help HDT have given to the local communities, including grants to community projects, education grants and regeneration projects, to name but a few. Then the awards which are given to people giving outstanding service in the community were handed out. Afterwards there was a buffet and drinks and people were introduced to our new clerk, a good time was had by all. Congratulations to Hamilton Davies for yet another successful year. The annual report brochure was shared with the Parish Council Members.</p> <p><u>Action</u></p>	
148 Cont.	<p>F: Community Shop 4th AGM Attended by Cllr. Clark This took place at the Irlam Station venue and was very well attended. The shop is now in a profit situation, but they need to start paying back the original loan to HDT and money needs to be put aside for new equipment. Priorities for 2019 are to grow revenue without the fundraising income, capture new customers, improve signage around the local area, develop new product lines, recruit more volunteers, plan maintenance in and around the shop. The chairman's report was passed around the Parish Council Members. Well done to all the people who help to run our lovely village shop.</p> <p><u>Action</u></p>	
148 Cont.	<p>G: Community Plan Group – No updates/meetings</p> <p><u>Action</u></p>	
149	<p>MINUTES The minutes of the Parish Council Meeting held on 16th May 2019 were submitted to the meeting. RESOLVED: - On condition of the above, that the minutes of the meeting held on 16th May 2019 be accepted as a true record</p> <p>Proposal to review minutes sent with the agenda and refer Proposal to capture matters arising as key tasks Ensure all Councillor email addresses are correct</p> <p><u>Action</u> 7. for future meetings, councillors to review the minutes prior to the next parish council meeting, and send comments, errors, omissions etc. to the clerk.</p>	<p>7 – ALL 8 – NM 9 – NM/ALL</p>

	<p>8. Clerk to provide a list of key tasks/actions (Action Plan) to be reviewed for updating in each meeting.</p> <p>9. Clerk to test all councillor's email addresses</p>	
150	<p>MATTERS ARISING FROM THE MINUTES - 16th May 2019</p> <ul style="list-style-type: none"> • 139 Clerk requested copies of the police Social media regarding the use of off-road motorbikes • 140 Clerk amended working of section 135 of April's minutes • 141 Clerk investigated other alternatives suppliers for 'No Dogs Allowed' signage after no response from WBC. • 142 No places available for the Chairman's Training event in June. However, it was agreed that this would not be required in future. Clerk now distributing relevant e-documents by email. Traffic/Speeding to be an agenda item in July. Wicksteed contact details have been passed to the clerk. Charitable donations presented to the agreed parties, and letters of thanks received. Charities now included as a standing agenda item. No response received about cleaning contract for bus shelter. Further discussion about the annual Civil Sunday event (26th January 2020) <p><u>Action</u></p> <p>10. Chairman Clarke identified an alternative provider and will arrange procurement and installation of signage</p> <p>11. Clerk to pursue Warrington Transport.</p> <p>12. Clerk to liaise with the chairman and send letter/email to the church warden to ensure clarification of roles and duties, from the Parish Council and the school for Civic Sunday.</p>	<p>10 – LC</p> <p>11 – NM</p> <p>12 – NM/LC</p>
151	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • Clerk shared Polling District and Places Review 2019, all agreed they are happy with existing arrangements within the parish council area. • Council discussed a concern from a resident over the state of disrepair of residential property in School Lane, believed to belong to a housing association. • Email shared with council received from HS2, regarding consultation on proposed changes (nothing relevant to Rixton with Glazebrook). Email content noted by all. • Clerk shared request from other Parish Councils with regards to donations to the Warrington Foodbank. Cllr Banner responded to say this is an issue relating to personal contributions, and not a collective of the Parish Council. • Clerk shared information relating to the requirement to share the Notice of Public Rights. • Notice of road closures (Sunday 23rd June) due to the Hollins Green 5k running event, was shared and noted. • Clerk shared notification from SLCC / Audit Return that the annual governance and Accountability Return (AGAR) needs to be approved and published on website before 1st July. <p><u>Action</u></p> <p>13. Clerk to complete and return survey to WBC.</p>	<p>13 – NM</p> <p>14 – NM</p> <p>15 – NM</p> <p>16 – NM/DT</p> <p>17 – NM/DT</p>

	<p>14. Clerk to contact Warrington Housing Association, to establish ownership. Further follow up and action to follow.</p> <p>15. Clerk to reply to request on foodbank</p> <p>16. Clerk to locate and share the notice of Public Rights on website</p> <p>17. Clerk to obtain signed AGAR notification, copy and send to Cllr Trenbath to add to website.</p>																																				
152	<p>CHARITABLE DONATIONS</p> <p>Printing of the “In the Know” magazine, summer 2019 edition. This is a quarterly publication and previously agreed for the full year. 400 units, total payable £425</p> <p><u>Action</u></p>																																				
153	<p>LECTERN SIGNAGE</p> <p>The Council discussed the recent installation of the lectern, and as has been previously discussed, it was proposed (Cllr Banner) and seconded (Cllr Johnson) to reword the information, using clearer phrasing and the amendment of a few small errors. Group approved wording</p> <p>Send the cheque to the supplier.</p> <p><u>Action</u></p> <p>18. Chairman and Clerk to prepare the words and send to the contractor.</p> <p>19. Once agreed, send cheque £85, plus VAT.</p>	<p>18 - NM/LC</p> <p>19 - NM</p>																																			
154	<p>PROJECTS</p> <p>A. Recreation Ground – No updates</p> <p>B. Glamis Wood – No updates</p> <p>C. HS2/HS3 – See note under correspondence.</p> <p>In addition, Cllr Banner expressed concern that Warrington Borough Council supported the HS2 and how this reflects on the views of the residents.</p> <p>D. Community Plan Group – No updates.</p> <p>E. Parish Council website – No updates. Council discussed business continuity plans with regards to the website, and future maintenance.</p> <p><u>Action</u></p> <p>20. Clerk to liaise with Cllr Banner, and send a letter to the Chief Executive of WBC</p> <p>21. Clerk to add to agenda for next meeting</p>	<p>20 – NM/MB</p> <p>21 -NM</p>																																			
155	<p>ACCOUNTS FOR PAYMENT</p> <p>RESOLVED: - That approval be given to the payment of the following:</p> <table border="1"> <thead> <tr> <th>Cheque No</th> <th>Date expenditure incurred</th> <th>Payee</th> <th>VAT not recoverable</th> <th>Amount</th> <th>Purpose</th> <th>S137</th> </tr> </thead> <tbody> <tr> <td>100553</td> <td>20/06/19</td> <td>N McCarthy</td> <td>0.00</td> <td>3.1</td> <td>Stationary</td> <td></td> </tr> <tr> <td>100554</td> <td>20/06/19</td> <td>HMRC/N McCarthy</td> <td>0.00</td> <td>184.80</td> <td>TAX for Salary (Apr-Jun)</td> <td></td> </tr> <tr> <td>100555</td> <td>20/06/19</td> <td>N McCarthy</td> <td>0.00</td> <td>739.20</td> <td>Net Salary, Apr-Jun (replaces Apr100542 and May 100548)</td> <td></td> </tr> <tr> <td>100556</td> <td>20/06/19</td> <td>JDH Business Services</td> <td>0.00</td> <td>408.00</td> <td>Audit and Return</td> <td></td> </tr> </tbody> </table>	Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137	100553	20/06/19	N McCarthy	0.00	3.1	Stationary		100554	20/06/19	HMRC/N McCarthy	0.00	184.80	TAX for Salary (Apr-Jun)		100555	20/06/19	N McCarthy	0.00	739.20	Net Salary, Apr-Jun (replaces Apr100542 and May 100548)		100556	20/06/19	JDH Business Services	0.00	408.00	Audit and Return		
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	100557	20/06/19	Notice Boards on line (withheld until installation complete)	0.00	102.00	Replacement wording on lecturn		
	100558	20/06/19	Rixton with Glazebrook Community Plan Group	0.00	425.00	Summer edition of "In the Know" magazine		
	<p>Clerk shared Audit return and highlighted key areas.</p> <ul style="list-style-type: none"> • Notice Board to be added to fixed asset register. • Internal Audit certificate completed by clerk – required to be blank for completion of the auditor • New legislation. Notice of Public Rights publication (see action 16 under correspondence) and AGAR returns are shown on website/or notice boards in lieu of 2019/20 Audit • (interim audit) All HMRC annual returns to be reported and produced through the year within HMRC deadlines. <p>Clerk discussed ongoing issues with HMRC and online payment tool. This issue is still unresolved and has led to a delay in the clerk being able to submit 2019/20 salaries, this has been rectified to receive salary costs by quarter, rather than monthly.</p> <p>Remittance received for £85.00.</p> <p><u>Action</u></p> <p>22a. Audit Return. Clerk to locate paper copy of latest fixed asset register and create electronically and update with relevant acquisitions</p> <p>22b. Ensure Notice of Rights and AGAR are published on website before 1st July</p> <p>22c. HMRC returns for 18/19 to be completed.</p> <p>23. Clerk to check bank statement for payment</p>							22a – NM
								22b - NM
								22c - NM
								23 – NM
156	PLANNING APPLICATIONS							
	The Council gave consideration to the following planning application:							
	Notification of Application for Works to a Protected Tree(S)							
	Application No. 2019/35095							
	Location: Bordering A57 Manchester Rd/ entrance to Rixton New Hall Farm							
	Proposal: Works to Trees Covered by Tpo - Acer pseudoplatanus (T4): Remove all basal growth that has formed a hedge; clear vegetation around tree to enable inspection; remove all arising from site.							
	Applicant: Mr Peel							
	Application Number: 2019/34949							
	Application Date:08-May-2019							
	Registration Date:29-May-2019							

	<p>Decision Date:</p> <p>Application Type:</p> <p>Full Planning</p> <p>Parish: RIXTON-WITH-GLAZEBROOK</p> <p>Ward: Rixton and Woolston</p> <p>Main Location: RIXTON WITH GLAZEBROOK COMMUNITY HALL, MANCHESTER ROAD, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA3 6JZ</p> <p>Proposal:</p> <p>Full Planning - Proposed construction of single storey front extension for A1 Use & side extension with terrace to front & rear (with external seating) access ramps, including external treatment to hall with hard & soft landscaping, increased parking provisions and alterations to vehicle access</p> <p>Status: All consultation letters sent.</p> <p><u>Action</u></p>	
157	<p>General Matters</p> <p>Chairman reported ongoing issues remain with bank and signatories. New letter to be sent to hopefully rectify the situation.</p> <p>Cllr Johnson reported issues of flooding in School Lane / Dam Lane</p> <p>Cllr McLachlan reported overgrown hedges, Glazebrook Lane (dividing line, near the bridge).</p> <p>Council discussed and agreed to commence future meetings at 7.30pm (15 minutes earlier).</p> <p><u>Action</u></p> <p>24. Chairman to pursue bank for correct signatories</p> <p>25. Clerk to inform Cllr McCarthy</p> <p>26. Clerk to inform Cllr McCarthy</p> <p>27. All, to amend and calendar/diary times for future meetings.</p>	<p>24 - LC</p> <p>25 – NM</p> <p>26 – NM</p> <p>27 – ALL</p>

APPENDIX A

Rixton with Glazebrook June 2019 - Monthly Parish Report

Beat Sergeant PS Stuart Gibbard
Beat Manager PC Alison Edwards
PCSO Bethan Roberts

Anti-Social Behaviour

5 Personal/environmental issues

Burglary

- 0** Dwelling
- 1** Other

.....
Criminal Damage

- 1**

.....

Vehicle crime

- 1** Theft of vehicle (vehicle subsequently re-classed as not stolen)
- 0** Theft from vehicle

Other

Garden Safari attended

Woodside Day Nursery – visited as part of People who Help Us

- To tackle nuisance off-road motorbikes, we need the following information - detailed descriptions of the bikes and riders, where the bikes are kept (lock-ups, garage locations), names if possible. Please quote ‘Operation Scrambler’ when you call Cheshire Police on 101. We are also work with GMP (our neighbouring police force) to tackle the issues of off-road motorbikes. We continue our patrols and appeal for anyone with information to help us identify these individuals to get in touch
- 2x arrested by our Burglary Investigation Team regarding recent spate of burglaries across Warrington East

<https://www.cheshire.police.uk/advice-and-support/home-safety-and-security/>

5Cs guide to staying safe online: -

<https://www.cheshire.police.uk/advice-and-support/internet-safety-and-security/our-5cs-guide-to-staying-safe-online/>

FRANK offers honest information and advice about the risks of various substances, including nitrous oxide

<https://www.talktofrank.com/>

Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub: 27 Jun 11:00, 2 Jul 18:00, 12 Jul 18:00, 18 Jul 11:00, 23 Jul 18:00

THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING
Update on actions from 20.6.19

Minute No	Action	Lead member	
148	<p>COMMITTEE REPORTS</p> <p>1 NM to liaise with parish council and Police Crime Commissioner 2. TM to pursue trees/overgrown shrubs on the footpaths, Glazebrook Lane up to railway station. 3. TM to pursue who owns hedges overgrown on School Lane and Moss Side Lane up to the brickworks 4. TM to pursue blue wheelie bin has been abandoned close to the scout hut and to be reported as a fly tipping incident. 5. TM to pursue hedges need to be cut back by the road heading to the vets. 6. TM to pursue hedges overgrown on School Lane/Ash Road.</p>	<p>NM</p> <p>TM</p> <p>TM</p> <p>TM</p> <p>TM</p> <p>TM</p>	
149	<p>MINUTES</p> <p>7. for future meetings, councillors to review the minutes prior to the next parish council meeting, and send comments, errors, omissions etc. to the clerk. 8. Clerk to provide a list of key tasks/actions (Action Plan) to be reviewed for updating in each meeting. 9. Clerk to test all councillor's email addresses</p>	<p>ALL</p> <p>NM</p> <p>NM/ALL</p>	
150	<p>MATTERS ARISING FROM THE MINUTES – 16.05.19</p> <p>10. Chairman Clarke identified an alternative provider and will arrange procurement and installation of signage 11. Clerk to pursue Warrington Transport. 12. Clerk to liaise with the chairman and send letter/email to the church warden to ensure clarification of roles and duties, from the Parish Council and the school for Civic Sunday.</p>	<p>LC</p> <p>NM</p> <p>NM/LC</p>	
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