

**MINUTES OF THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING
HELD IN THE COMMUNITY HALL, MANCHESTER ROAD, HOLLINS GREEN AT
7.45PM ON THURSDAY 21st MARCH 2019**

Present: Cllr. Banner (Chairman)
Cllrs. McLachlan, Trenbath, Johnson, Andrews

**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 their particular circumstances.

The Parish Council will take account of Section 17 of the Crime and Disorder Act in all their discussions and decisions.

At the commencement of the meeting members stood in silence in respect of the memory of the former Clerk, Mrs IM Lowe.

115. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Clarke and Borough Cllr. McCarthy.

116. APPOINTMENT OF CLERK TO THE COUNCIL – PROGRESS REPORT

The Chairman reported that in accordance with Minute 114 – 13th March 2019, Mr N McCarthy had been offered and had confirmed his acceptance of the post of Clerk to the Council effective from 1 April 2019. Mr McCarthy was introduced to members. It was noted that the unsuccessful candidates had been informed of the decision.

A draft contract based on the National Association of Local Council's model had been prepared for Mr McCarthy to review. It was recommended that approval be given for Mr McCarthy to meet with the members who had formed the appointment meeting to finalise the terms of the contract and to overview the provision of services and equipment to the Clerk as agreed in the budget for 2019-20. This meeting would also include the formal handover from the present Clerk:

RESOLVED: - That (1) the report of the Chairman be accepted; (2) the recommendations made relating to the appointment be accepted and the proposed contract be submitted to the next meeting of the Council for approval.

117. COMMITTEE REPORTS

A. Warrington Borough Councillor – Cllr. McCarthy

The Chairman presented the report provided by Councillor McCarthy because of his absence through ill-health.

The Borough Council had advised that

- the waste bin was in place by the post office on Glazebrook Lane.
- A new sign had been ordered to replace the church sign damaged by a vehicle collision.
- Dam Head Lane – waiting restriction. The request for this work was with the Legal service officers and notice of the intended restrictions should be published by the end of March 2019.
- The hedgerows at the top end of both Chapel Lane and Moat Lane had been cut back.
- The street light at The Weint was working but no report had been provided on the removal of the old lighting column. Members reported that the old column required removal.
- No report had been made regarding the Scout Hut light.
- Action was continuing on the removal of the flagpoles outside Glazebrook camp. An issue had emerged regarding the ownership of the land and this was delaying action.

In respect of the litter bin requested for Chapel Lane, it was suggested that this be provided by the Borough Council adjacent to the layby. Members confirmed that the area surrounding the metal grids on Glazebrook Lane had been repaired.

The following matters be reported to Councillor McCarthy:

1. Flooding at the A57 Manchester Road/Glazebrook Lane had recently covered both lanes and was considered to be extremely dangerous. Continuing danger.
2. Glazebrook Lane into Holcroft Lane near to the allotments. Heavy goods vehicle traffic from adjacent land was causing mud and stones on the road resulting in risk to pedestrians.
3. Railway bridge to Culcheth. Branches overhanging and ivy growing the footpath causing hazard to pedestrians, especially during the dark. Members queried who the responsible owner for maintenance of the footpath was.
4. Need for maintenance to the Borough Council's area of the recreation ground including cutting back of bushes. Concern regarding the use of this area previously reported to the Borough Council and the police.
5. A57 Manchester Road – hazard to road safety by vehicles operated by United Utilities plc entering their site for access to the pumping station.

B. Police – apologies for absence received from PCSO Bethan Roberts (Appendix A). Members considered that it would be useful to have more details on incidents, eg to provide background information on those relating to Criminal Damage.

C. Community Hall – no report

D. Community Plan Group – no report

118. MINUTES

The minutes of the Extraordinary Parish Council Meeting held on 13th March 2019 were submitted to the meeting.

RESOLVED: - That the minutes of the meeting held on 13th March 2019 be accepted as a true record.

119. MATTERS ARISING FROM THE MINUTES

21st February 2019

Minute 109 Planning Applications

The Council noted that an objection had been submitted in respect of Application 2019/34423 Collier Tip Moss Side Lane and 2019/34424 Moss Side Farm, Moss Side Lane and that Borough Councillor McCarthy had supported the objection and discussed this matter with officers.

13th March 2019

There were no matters arising.

120. PROJECTS

A. Recreation Ground – Cllr Trenbath submitted the alternative recommended design for the Lectern. The cost of production had been paid and the company had provided a quotation in the sum of £395 for its installation:

RESOLVED: - That approval be given to the design submitted and Cllr Trenbath be asked to liaise with the company on the installation of the sign on the present location in accordance with the quotation received.

B. Glamis Wood – That consideration be given to maintenance at a future meeting.

C. HS2/HS3 – Cllr Trenbath reported that there had been no official updates relating to the project. Additional information had been provided on the website.

D. Community Plan Group – Nothing to report.

E. Parish Council website – additional information had been provided on the website relating to HS2/HS3.

F. Motorway Service Area Group – Cllr Trenbath reported that there was to be a meeting at 6 30pm on 16 May 2019 regarding the new Junction 11 on the M62 and the Nature Reserve.

G. General

1. Additional notice board in Glazebrook – Cllr Trenbath suggested and it was agreed that the Glazebrook Methodist Church be asked to allow council notices to be displayed on their notice board.

2. Holcroft Lane into Culcheth – flooding – Cllr Trenbath reported on incidents of flooding on this length of road. Agreed to report this to the Culcheth and Glazebury Parish Council.

121. INTERIM INTERNAL AUDIT REPORT 2018/19 – REPORT ON IMPLEMENTATION OF RECOMMENDATIONS

The Clerk reported on the implementation of recommendations made further to Minute 103 21st February 2019:

1. Payroll RTI submissions to HM Revenue and Customs. Advice had been provided by HMRC on the submission of information pending access to the electronic records.

2. Fixed Asset Register. Report to be submitted to the Council.
3. Risk assessment. Report to be submitted to the Council.
4. Cash book. Spreadsheet cash book to be used for period January to March 2019 and reconciled accounts prepared for the final quarter and the year 2018-19.
5. Charity Commission to supply new password to allow online update of information including the annual return to be completed.
6. General Data Protection Regulations. Report to be submitted to Council.
7. Registration with Information Commissioners Office. Registration completed.
8. Reserves. The Council has identified earmarked reserves.

RESOLVED: - That the action taken be approved.

122. IDENTIFICATION OF EARMARKED RESERVES – FURTHER REVIEW

Further to Minute 105 21st February 2019, the Council reviewed the earmarked reserves:

RESOLVED: - That no change to the provision be made.

123. ANNUAL REVIEW OF PROCEDURES AND DOCUMENTS

Further to Minute 106 21st February 2019 the Council further reviewed the following procedures and documents:

Risk assessment

General Data Protection Regulations

Fixed Asset Register

Review of adequacy of insurance arrangements

RESOLVED: - That the above procedures and documents be amended as follows:

- (1) Risk assessment - the addition of the following to ensure compliance with the General Data Protection Regulations:

Business continuity and disaster recovery risks including offsite secure storage of data and key information

Computer records backed-up daily.

Offsite security of data and key information procedure.

Risks to personal data and measures in place to protect personal data

The Council has Data Protection and Information Security

Policies and these will be kept under review to meet new statutory regulations and procedures.

- (2) General Data Protection Regulations – approval be given to the adoption of the policies and procedures submitted;
- (3) Fixed Asset Register – approval be given to any further changes required to the Register as at 31 March 2019;
- (4) Review of adequacy of insurance arrangements – noted that changes will be made as required reflecting changes to property etc. No changes required at present to the provision for the Cenotaph pending completion of works.

124. ACCOUNTS FOR PAYMENT

RESOLVED: - That approval be given to the payment of the following:

Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137
100531	21/3/19	Rixton with Glazebrook Carnival Committee	0.00	500.00	Grant – carnival 29 June 2019 (replaces 100529)	Yes
100532	21/3/19	D Lowe	0.00	7244.00	Gratuity payment in respect of former Clerk to the Council, Mrs IM Lowe	
100533	21/3/19	IM Lowe	0.00	415.37	Payment of final salary in respect of former Clerk to the Council, Mrs IM Lowe	
100534	21/3/19	HM Revenue and Customs	0.00	103.80	PAYE in respect of 1 month's salary	
100535	21/3/19	Office Outlet (Clerk)	0.00	87.87	Printing and stationery	
100536	21/3/19	Information Commissioner's Office (Clerk)	0.00	40.00	Annual Registration Certificate	
100537	21/3/19	Employee 01(Clerk)	0.00	1246.11	Salary January to March 2019	
100537	21/3/19	HM Revenue and Customs	0.00	311.40	PAYE in respect of quarterly salary payment	

125. PLANNING APPLICATIONS

The Council gave consideration to the following planning application:

Application reference: 2019/34494

Location: MOSS END CROFT, BROOK LANE, WARRINGTON, WA3 6DT

Description of development : Full Planning - Proposed change of use of buildings (not including residential dwelling) and land to accommodate dog rescue:

RESOLVED: - That an objection be made in regard to the above application on the basis of increased traffic, 24 hour operation and noise.

APPENDIX A
Rixton with Glazebrook
March 2019 - Monthly Parish Report

Beat Sergeant PS Stuart Gibbard

Beat Manager PC Simon Dadswell
PCSO Bethan Roberts
Anti-Social Behaviour
4 Personal/environmental issues

Burglary Dwelling

0

Criminal Damage

1

Theft

0

Vehicle crime

0 Theft of vehicle

0 Theft from vehicle

Other

St Helens CE School Talks – KS1 Roads Safety; Yr 5/6 Internet Safety

Speed enforcement conducted 21/2 Glazebrook Lane – 215 vehicles passed through during monitoring, max 35mph

<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/>

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

Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub: 29 Mar 18:00, 4 Apr 11:00, 9 Apr 18:00, 15 Apr 11:00