

**THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING
MINUTES
THURSDAY 17th OCTOBER 2019 AT 7.30PM
HELD IN THE COMMUNITY HALL, MANCHESTER ROAD, HOLLINS GREEN**

Present

Name	Position
Council Members	
Liz Clarke	Chairman
Maureen Banner	Vice Chairman
Maurice Johnson	Councillor
Bob Andrews	Councillor
David Trenbath	Councillor
Others	
Nick McCarthy	Clerk to the council
Apologies	
Tony McCarthy	Ward Councillor
David McLachlan	Councillor
Bethan Roberts	PCSO
Absent	
Andrew Hill	Councillor

Item	Discussion	Action
186	Welcome and Apologies The Chair welcomed everybody to the meeting, apologies for absence were noted as above.	
187a	Committee Reports A. Warrington Borough Councillor – Cllr. McCarthy Councillor McCarthy was unable to provide an update for October's meeting, however where possible, the actions have been updated. Items reported to be reported to the ward councillors <ul style="list-style-type: none"> • Flooding issues remain at Warburton Bridge/Caravan park. During heavy periods of rain, it is flooding Manchester Road, and vehicles have been turning back <u>Actions – none</u> 1. Clerk to inform ward councillors over flooding risk at Warburton Bridge	1 - NM
187b	B. Police – PCSO Bethan Roberts provided an updated criminal activity report. Full details can be seen, posted as Annexe A. <u>Action</u> - none	
187c	C. Community Plan Group Meeting – 23rd Sept. Attended by Cllrs. Clarke & McLachlan	

	<p>It was decided that people would bring iPads etc. to the next meeting to save on paper and printing ink as 'every little helps.</p> <p>Next sign cleaning day is Saturday 5th October between 10 and 12.</p> <p>The garden safari raised £416.00 even though the day was terrible.</p> <p>The three-year plan is now finalised and on the Community Plan Website to read or download.</p> <p>WBC have agreed to clear back the pavements on Manchester from between Chapel Land and the Motorway. Will keep emailing.</p> <p>Next litter pick to go from Chapel Lane to Motorway.</p> <p>English Bluebells to be planted under the outer trees in Glamis Wood. 500 to be bought at a cost of approx. £85 which the Parish Council will pay. The areas to be planted will be strimmed before planting.</p> <p>The recent guided walk went really well and the paths had been trimmed back. The next guided walk will be Sunday 5th January.</p> <p>Next meeting 2nd December 8pm</p> <p><u>Action</u> – none</p>	
187d	<p>D. Community Centre Meeting – 30th September</p> <p>Attended by Cllr Clarke</p> <p>David Taylor has now taken over as treasurer.</p> <p>Planning permission has been granted by WBC for the refurbishment.</p> <p>The Big Lottery has been asked for £200,000 but they needed more information. They now have that information and say that they have sufficient details and it should go forward to the panel. They will get an answer in approx. eight weeks. The shop is still undecided whether to move or not. Maintenance is now being done each week by NCD</p> <p><u>Action</u> – none</p> <p>Noted for the minutes, that planning permission has been granted, however the Parish Council did not receive notification of the plans.</p>	
188	<p>MINUTES</p> <p>The minutes of the Parish Council Meeting held on 19th September 2019 were submitted to the meeting.</p> <p>RESOLVED: - On condition of the above, that the minutes of the meeting held on 19th September 2019 be accepted as a true record</p> <p><u>Action</u> – none</p>	
189	<p>MATTERS ARISING FROM THE MINUTES - 19th September 2019</p> <p>Item 172: Yellow lines on Dam Head Lane still not completed, due to difficulty in clearing road from parked traffic. WBC say several attempts have been made, but have been unsuccessful. Remains an ongoing issue.</p> <p>No other matters arising</p> <p><u>Action</u> – none</p>	

190	<p>ACTION PLAN</p> <p>The Action Plan from the meeting of the 19/09/19 has been updated and attached as Annexe B. Any matters unresolved will be added to the next action plan, this will be reviewed and updated at the next meeting.</p>	
191	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • Further discussions relating to the Civic Sunday event in January 2020. Concerns raised with regards to viewing the booklet before going to printing have now been passed on directly to the church • Council agreed for the clerk to attend the CHALC sponsored Local Councils for Clerks & Councillors on 26th November 2019 event at a cost of £35 • Cllr Andrews shared a concern from the resident who owns the post office, and the plans that have been rejected by WBC to change the use of the property to private. The council agreed to support the resident and will write to WBC and Helen Jones (MP) • Council discussed safety issues with regards to the removal of police presence for the Remembrance Sunday service. This has been the case of recent years. No further action required • Quote received from Hollybush Tree service for the removal of five sycamores on the recreation ground. After negotiating the most competitive price, a quote of £4000 has been provided, and the council agreed and accepted. Quotation and procurement procedures in line with The Good Councillors Guide to Finance and Transparency 2018. • Correspondence received from representatives from Cleveland's Farm planning application. The council's response remains in objecting due to localised issues of traffic flow, congestion, rural/narrow roads etc. Clerk informed correspondent (upon request) of parish council meeting dates, and that although welcome to attend, cannot discuss and debate any items on or off the agenda. • Issues relating to overflowing gullies at locations in Glazebrook Lane and outside the Community Hall have been reported. Clerk reported issues to WBC and they have been out to clear. • Latest issue of In the Know booklet due out November. Chairman has provided updates for inclusion. • Price received for the cleansing of the maintenance of the bus shelters. £100 per shelter was quoted and agreed by the Parish Council. Contractor recommended by other parish council. Dates suggested are as follows: An initial/first clean on Oct/Nov, then twice a year March and September 2020. Clerk to contact service provider and obtain details of public liability insurance. • Correspondence was received from WBC with regards to a long overdue request on the breakdown over the local parish council charges on the annual council tax statement. For a property totalling an annual bill of £1747.41, it is broken down as follows. £1436.15 (WBC), £200.44 (police), £77.74 (Fire/Rescue) and £33.08 for the Parish. – Previous year was £31.60 showing an increase of 4.7%. • The police reported back relating to previous correspondence with regards to a civil /neighbour matter. The council agreed that future issues, that are out of the council's jurisdiction will not be reported. 	<p>2 - NM</p> <p>3 – NM/ ALL</p> <p>4 – NM</p> <p>5 – NM</p>

	<ul style="list-style-type: none"> A request was made to WBC with regards to the location of trees behind the Weint. The council agreed these are the trees that are scheduled to be removed in due course. Chairman to check, and inform resident and WBC <p><u>Action</u></p> <ol style="list-style-type: none"> Clerk to book on course for CHALC event Clerk to draft/share and letter with the parish council (to send to WBC/MP) with regards to the support of the planning application to change the use of the post office. Clerk to contact Hollybush tree services to confirm quote and to commence Clerk to contact Alex West to confirm quote and to commence (upon sigh of public liability insurance) Chairman to check trees reported to WBC from resident are the sycamore on the village green. 	6 -LC																					
192	<p>CHARITABLE DONATIONS</p> <p>The council did not receive any correspondence relating to charitable donations. However, the council discussed the possibility of using the money saved by not producing a Christmas Parish booklet, to distribute to local causes. All councillors are to consider and to report back by the next meeting.</p> <p><u>Action</u></p> <ol style="list-style-type: none"> All councillors to consider local charitable donations for the money saved by not producing the Christmas Parish booklet 	7 - ALL																					
193	<p>TRAFFIC / SPEEDING</p> <p>This item is an occasional agenda item and will be added again at a later meeting. Correspondence sent by WBC with regards to a traffic survey via CCTV (Tracsis Quality Management System) was shared for information.</p> <p><u>Action</u> – none</p>																						
194	<p>PROJECTS</p> <p>A. Recreation Ground – Ongoing issues with the ASB incidents around the copse, grass cutting (and the results when the weather is inclement), ‘no dogs sign’, etc.</p> <p>B. Glamis Wood – Council discussed the future grounds maintenance work / weed killer spraying and the bulb planting work. The areas to be strimmed and cleared to improve the look of the area.</p> <p>C. HS2/HS3 – HS2 correspondence added to website as and when available.</p> <p>D. Community Plan Group – See report earlier.</p> <p>E. Parish Council website – No updates.</p> <p><u>Action</u> – none</p>																						
195	<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>100575</td> <td>17/10/19</td> <td>NJ McCarthy</td> <td>0.00</td> <td>4.2</td> <td>Stamps</td> <td></td> </tr> <tr> <td>100576</td> <td>17/10/19</td> <td>PKF Littlejohn</td> <td>0.00</td> <td>288.00</td> <td>Professional services for Audit review.</td> <td></td> </tr> </tbody> </table>	Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137	100575	17/10/19	NJ McCarthy	0.00	4.2	Stamps		100576	17/10/19	PKF Littlejohn	0.00	288.00	Professional services for Audit review.		
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	100578	17/10/19	RwG Community Plan Group	0.00	81.55	Bluebell Bulbs for Glamis Wood	
	100579	17/10/19	RwG Community Plan Group	0.00	425.00	Winter edition of In the Know	
	100580	17/10/19	CHALC	0.00	35.00	Attendance of Clerks training/conference	
	<p>For information: Assurance review from PKF Littlejohn received. Points to note.</p> <p>Prepare a 'notice of conclusion of audit' and publish to website</p> <p><u>External auditor report 2018/19</u></p> <ul style="list-style-type: none"> • AGAR was not submitted (on line) within timescales. • Boxes 2&3 were not addressed as per the previous audit, and should read £22053 and 25401 • Section 2 box 2 annual precept does not agree to figure published by LA. Figures in boxes 2 and 3 should read "22214 and £5164 respectively. All grants should be shown in Box 3 • Cancelled checks were treated as income, should have been treated as negative expenditure. Box 3 should therefore read £7989, with a reduction of £175 in box 6, which should read £11976 <p><u>Other matters</u></p> <ul style="list-style-type: none"> • Council must answer 'no' to assertion 4 of the annual governance statement for 2019/20 and ensure provision is made for the provision of the exercise of public rights during 2020/21 • Should ensure it has regard to the level of reserves held. <p><u>Action</u></p> <p>8. Clerk completed notice and published on website</p> <p>9. Clerk to ensure actions from external auditor report are reflected during closure of accounts 2019/20</p>						8 – NM
196	<p>ADDITONAL ITEMS</p> <p>A. Flooding. Issues to be discussed during future meetings. Council noted issues at 55 School Lane, Warburton Bridge area, and on the recreation ground</p> <p><u>Action</u> – none</p>						
197	<p>PLANNING APPLICATIONS</p> <p>The Council gave consideration to the following planning application:</p> <ul style="list-style-type: none"> • Planning Application No: 2019/35456: Location: 1 and 2, TOWNLEY BROW BARN, DAM LANE, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA3 6LE Proposal: Removal of Conditions - Proposed removal of Condition 3 (Permitted Development) on previously approved application 2013/21899 Applicant: Mr Chris Chisnall. - Objection to the removal of the conditions • Application No: 2019/35837 Location: MOUNT PLEASANT FARM, GLAZEBROOK LANE, GLAZEBROOK, WARRINGTON, WA3 5BN Proposal: Class O Prior Approval - Proposed change of use from offices (Class B1) to 19 Apartments (Class C3) Applicant: Mr Jim Brown – No Objections, subject to WBC planning considerations and laws. 						

	<ul style="list-style-type: none"> • Planning Application No: 2019/35814, the details of which are below: Location: 476, MANCHESTER ROAD, RIXTON-WITH-GLAZEBROOK, WARRINGTON, WA3 6JT Proposal: Householder. Proposed Single Storey Ground Floor Rear Extension Applicant: Mr Simon Moss. No Objections, subject to WBC planning considerations and laws. • MSA J11 M62 – received further notification that plans have been submitted to WBC for Junction 11 services. Noted <p>It was agreed to view future planning applications, in particular the drawing plans, using the screen and projector at the Hall. Current equipment does not connect (laptop and Community Hall projector) it was agreed to research an appropriate solution and procure.</p> <p><u>Action</u> 10.NM to procure adaptor to allow Laptop HDMI cable to connect projector VGA.</p>	10 - NM
185	<p>General Matters</p> <p>Cllr Andrews raised concerns of two pot holes between lampposts 4 and 7, Glazebrook lane</p> <p>Glazebrook Village Green grass cutting not been done.</p> <p>Cllr Johnson reported Lamp post 11, Dam Lane – street light not working</p> <p>Localised flooding junction of School Lane and Dam lane (opposite church entrance)</p> <p>Issues with 4-wheel off road vehicles. To be reported to PCSO as they occur.</p> <p><u>Action</u> 11. Clerk to raise pot hole request on WBC website 12.Clerk to contact WBC / Councillors over Glazebrook Village Green grass cutting schedule 13. Clerk to raise concern over street light with WBC 14. Clerk to contact WBC / Councillors over Glazebrook Village Green grass cutting schedule</p>	11 – NM 12 – NM/ WBC 13 – NM 14 - NM/ WBC

APPENDIX A

Rixton with Glazebrook

October 2019 - Monthly Parish Report

Beat Sergeant PS Stuart Gibbard

Beat Manager PC Alison Edwards

PCSO Bethan Roberts

Anti-Social Behaviour

2 Personal/environmental/youth issues

Burglary

1 Dwelling (Car & Key)

1 Other

.....

Criminal Damage

3

.....

Vehicle crime

0 Theft of vehicle

0 Theft from vehicle *

Other

- Met up with PCSOs from Irlam/Cadishead (GMP) to discuss common issues
- 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 to tackle the issues of off-road

motorbikes across our borders. We continue our patrols and appeal for anyone with information to help us identify these individuals to get in touch (Crimestoppers 0800 555 111)

- Orchid Show attended; Friends of Hollinfare Cemetery, St Helens Church coffee morning

<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/>

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Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub

25 Oct 18:00, 30 Oct 11:00, 6 Nov 18:00, 15 Nov 18:00, 20 Nov 11:00, 26 Nov 18:00

ANNEXE B

THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING
Update on actions from 19.9.19

Minute No	Action	Lead member	Progress/Feedback
	OUTSTANDING ACTIONS 18/07/19 and earlier		
148	1 NM to liaise with parish council and Police Crime Commissioner.	NM	Emailed David Keane, awaiting response. Cllr DT to also raise at next Police Meeting
153	18. Chairman and Clerk to prepare the words and send to the contractor.	NM	Cheque(s) sent – delivered mid-October. Key sent to be installed October/November
158	3. TM to pursue hedges/shrubs needing to be cut back on the recreation ground, to prevent ASB	TM	Ongoing. Progress to be update October meeting.
	4. Upon notification of the traffic assessment, the council agreed to invite Jamie Fisher to a future meeting to discuss traffic problems and solutions.	NM	Ongoing. Progress to be update October meeting.
162	5. Clerk to contact WBC's bus shelter cleaning contractor, and seek other service providers for quotes	NM	Awaiting response. Clerk has contacted WBC supplier and other Parish Councils (to chase up) one quote.
	6. Clerk to continue dialogue with regards the Civic Sunday concerns	NM	Clerk to contact continue dialogue to further ascertain PC involvement etc.
	COMMITTEE REPORTS		
172a	1. NM to liaise with Cllr McCarthy and WBC to ascertain SLA agreements with regards to grass cutting schedule	NM/TM	To check with TMc
	2 TM to update progress on overgrown copse on the Village Green which still needs to be cut back	TM	Already included in outstanding issues from July

	<p>3 TM to contact WBC/Angus Lord with regards to removal of plastic strips and possible damage to the wildlife and ecology of Rixton claypits</p> <p>4 TM to contact WBC/Angus Lord with regards to supplying/fixing permanent metal sign to children's play area</p> <p>5 TM to contact WBC with regards to supplying a quote for the removal of five large sycamore trees.</p>	<p>NM/TM</p> <p>NM/TM</p> <p>NM/TM</p>	<p>Litter reported via Councils website (19/09)</p> <p>To check with TMc</p> <p>To check with TMc</p>
176	CORRESPONDENCE		
	<p>6. Clerk to email DT to attach WBC HS2 response to HS2 webpage.</p> <p>7. Clerk to contact resident with council's discussion of neighbourhood harassment.</p> <p>8. Clerk to email council with links to correspondence and documents from Future Airspace</p>	<p>NM</p> <p>NM</p> <p>NM</p>	<p>Emailed DT for inclusion on website.</p> <p>Clerk contacted resident 21/09</p> <p>Clerk emailed correspondence to councillors</p>
179	WEBSITE		
	<p>9. Cllr Trenbath to provide mentorship, as/when required, during future transition of IT / Webpage management</p>	<p>DT / NM</p>	<p>Ongoing, to be updated as and when required</p>
181	ADDITIONAL ITEMS		
	<p>10. Clerk to contact WBC and Hollybush, for quotes on removing sycamore trees.</p> <p>11. Clerk to contact insurers to ensure current assets are correctly covered.</p>	<p>NM</p> <p>NM</p>	<p>Contacted Hollybush on 21/09, site visit done, quote received Cheque for annual renewal posted. Have left voicemails with insured to discuss details (21/09)</p>

184	<p>PLANNING APPLICATIONS</p> <p>12.LC to enquire about access to the IT equipment to enable projection of plans to assist viewing of documents for councillors. DT and NM too arrive 30 minutes early for next meeting to set up.</p>	NM / LC / DT	In progress
185	<p>GENERAL MATTERS</p> <p>13. Clerk to raise concern of overgrowing Hawthorn with WBC/Cllr. McCarthy</p> <p>14. Any councillors interested in visiting the Police Museum, to contact Cllr Trenbath</p> <p>15. Clerk to raise concern of pot holes with WBC</p> <p>16. Clerk to add flooding to the agenda for September</p> <p>17. Clerk to raise concern over collapsed footpath with WBC/Cllr. McCarthy</p> <p>18. Clerk to raise concern with hedges/grass with WBC/Cllr. McCarthy</p> <p>19. Clerk to raise residents' surgery concerns with Cllr. McCarthy</p>	<p>NM/TM</p> <p>ALL</p> <p>NM</p> <p>NM</p> <p>NM/TM</p> <p>NM/TM</p> <p>NM/TM</p>	<p>To check with TMc</p> <p>Update at meeting (oct)</p> <p>Pot holes reported via Councils website (21/09)</p> <p>Added to agenda</p> <p>To check with TMc</p> <p>To check with TMc</p> <p>To check with TMc</p>