

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

Present

Name	Position
Council Members	
Liz Clarke	Chairman
Bob Andrews	Councillor
David McLachlan	Councillor
Maureen Banner	Vice Chairman
Maurice Johnson	Councillor
Others	
Nick McCarthy	Clerk to the council
Apologies	
David Trenbath	Councillor (COVID19 rules only allowed 6 people together)
Tony McCarthy	Ward Councillor (COVID19 rules only allowed 6 people together)
Absent	

Item	Discussion	Action
295	<p>Welcome and Apologies</p> <p>The Chair welcomed everybody to the meeting, apologies for absence were noted as above. Current COVID-19 rules only allowed 6 people together.</p>	
296a	<p>Committee Reports</p> <p>A. Warrington Borough Councillor Councillor Tony McCarthy had no updates</p> <p><u>Actions – none</u></p>	
296 b	<p>B. Police – PCSO Bethan Roberts provided an updated criminal activity report (via email) for July and Aug. Full details can be seen, posted as Annexe A.</p> <p><u>Action – none</u></p>	

296c i	<p>C. Community groups</p> <p>Friends of the Cemetery Meeting</p> <p>Pete Higson's Garden – 21st July 2020</p> <p>Paths need spraying by WBC as they are covered in moss and are dangerous to the public. No work has been done on the memorials as although the money is available from the friends, Bereavement Services have no labour due to covid.</p> <p>Border edges need cutting back.</p> <p>Guttering needs fitting to shed.</p> <p>The Gazebo and Notice Boards need cleaning.</p> <p>The majority of the above has been carried out at the clean ups at the end of July and August.</p> <p>The next meeting October 20th. Covid rules permitting</p> <p><u>Action</u> – none</p>	
296c ii	<p>Community Centre Zoom Meeting</p> <p>Monday 17th August 2020</p> <p>The meeting was specifically to discuss the refurbishment of the Hall. The new plan and business plan in particular. Various small items were discussed, nothing major. The refurbishment should start later in the year Oct/Nov.</p> <p><u>Action</u> – none</p>	
297	<p>MINUTES</p> <p>The minutes of the Parish Council meeting held on 16th July 2020 were shared with the Parish Council – an amendment was required on the wording with regards to an update about the cenotaph lighting, and once amended, were agreed as a true record. These minutes will be signed by the Chair for Audit purposes when possible, and published on the council website in September.</p> <p><u>Action</u> – none</p>	

298	<p>MATTERS ARISING FROM THE MINUTES – 16th July</p> <p>No other matters arising</p> <p><u>Action</u> – none</p>	
299	<p>ACTION PLAN</p> <p>The Action Plan from the ‘meeting’ of the 17th July 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> <p><u>Action</u> – none</p>	
300	<p>CORRESPONDENCE</p> <p>Items of correspondence (urgent) have been shared with the Parish Council (17th July to 17th September). Other non-essential items will be shared at the next meeting.</p> <p>A resident has approached the Parish Council querying the possibility for a bench with a plaque to commemorate a deceased relative who lived in the area. The council agreed this could be fitted on an area of the park, however this would be at the applicant’s expense</p> <p><u>Action</u></p> <p>1 Clerk to contact respondent to advise of the council’s decision regarding a commemorative bench and plaque.</p>	1 NM
301	<p>CHARITABLE DONATIONS</p> <p>Several months ago, the Village Hall approached the Parish Council with regards to funding being raised to refurbish and improve the existing facilities and structure of the building. The council recognises the value of the community asset and has previously discussed contributing to the funding of a specific element of the project. In order to maintain correct auditing / finance protocols and to ensure transparency and accountability of the parish council’s financial assets, a copy of the Business Plan and other relevant supporting evidence has been viewed by the councillors. The Parish Council agreed to contribute the sum of £15k towards the project, on the following conditions: That the Community Centre remain a Charity and run by the committee who are the trustees (as stated in their aims and objectives in their Charity Commission document). The contribution would fund a particular aspect of the development (i.e. kitchen and bar area) and would require a receipt to show this. If the funding provided is more than the cost, then an additional receipt of where the funding is to be used would</p>	

	<p>also be required. This money would come from the Parish Council's earmarked reserves. Clerk to notify the village hall.</p> <p>No other new charitable donations/requests were received.</p> <p><u>Action</u> 2 Clerk to contact Village Hall lead officer with the council's decision of the funding.</p>	2 NM
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302	<p>PROJECTS</p> <p>A. Recreation Ground – Tree stumps (removed in March) have been ground down and roots poisoned. Further work required to maintain overgrowth of copse on recreation ground.</p> <p>B. Glamis Wood – No further updates</p> <p>C. HS2/HS3 – HS2 correspondence added to website as and when available.</p> <p>D. Community Plan Group – no updates</p> <p>E. Parish Council website – no updates</p> <p><u>Action</u> 3 Clerk to contact WBC/Councillor to maintain and cut back copse on recreation ground</p>	3 NM
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303	<p>ACCOUNTS FOR PAYMENT RESOLVED: - That approval be given to the payment of the following:</p> <table border="1" data-bbox="199 1456 1300 2016"> <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>100625</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>Cancelled</td> <td></td> </tr> <tr> <td>100626</td> <td>20/08/20</td> <td>Reimburse Employee1</td> <td>0.00</td> <td>4.56</td> <td>Stamps</td> <td></td> </tr> <tr> <td>100627</td> <td>20/08/20</td> <td>Reimburse Employee1 (Asda)</td> <td>0.00</td> <td>3.99</td> <td>Stationary</td> <td></td> </tr> <tr> <td>100628</td> <td>20/08/20</td> <td>Reimburse Employee1 (HP)</td> <td>0.00</td> <td>2.99</td> <td>Printing contract charges (Jul)</td> <td></td> </tr> <tr> <td>100629</td> <td>17/09/20</td> <td>Employee1 Salary (Jul-Sep)</td> <td>0.00</td> <td>802.78</td> <td>Salary (Jul-Sep)</td> <td></td> </tr> <tr> <td>100630</td> <td>17/09/20</td> <td>HMRC Salary (Jul-Sep)</td> <td>0.00</td> <td>202.78</td> <td>Tax payments (Jul-Sep)</td> <td></td> </tr> <tr> <td>100631</td> <td>17/09/20</td> <td>Reimburse Employee1 (EE Telephone)</td> <td>0.00</td> <td>52.50</td> <td>Mobile telephone costs (Jul-Sep)</td> <td></td> </tr> </tbody> </table>	Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137	100625	N/A	N/A	N/A	N/A	Cancelled		100626	20/08/20	Reimburse Employee1	0.00	4.56	Stamps		100627	20/08/20	Reimburse Employee1 (Asda)	0.00	3.99	Stationary		100628	20/08/20	Reimburse Employee1 (HP)	0.00	2.99	Printing contract charges (Jul)		100629	17/09/20	Employee1 Salary (Jul-Sep)	0.00	802.78	Salary (Jul-Sep)		100630	17/09/20	HMRC Salary (Jul-Sep)	0.00	202.78	Tax payments (Jul-Sep)		100631	17/09/20	Reimburse Employee1 (EE Telephone)	0.00	52.50	Mobile telephone costs (Jul-Sep)		
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100632	17/09/20	Reimburse Employee1 (SKY Broadband)	0.00	32.00	Broadband costs (July-Sep)	
100633	17/09/20	Reimburse Employee1 (HP)	0.00	1.99	Printing contract charges (Aug)	
100634	17/09/20	Reimburse Employee1 (EBAY)	0.00	6.69	Optical Mouse	

NALC have published the 2020/21 National Salary award. In line with this guidance, it was agreed that Employee1 would have the hourly rate increased accordingly (from £11.45 to £11.76 p/h)

303 AUDIT UPDATE

AUDIT UPDATE

Clerk updated the parish council on the finalised year accounts for internal and external audit purposes. Key documents (AGAR 1 and 2) previously sent to councillors and the letter of exemption. All documents are on Council website and relevant information sent to the external auditors.

Based on advice from the internal audit, the clerk recommend that the parish council should review expenditure more closely, and to discuss on a quarterly basis. This will ensure the council understands its finances better and will help assist the allocation of annual budget. The September accounts discussed, highlighted potential underspend (no costs for village carnival, no newsletters etc) and it was agreed that this funding could be used to improve the upkeep for the look of the parish. This will be added as an agenda item next time and councillors are urged to consider possible areas of work.

Clerk informed the council that it is intended to use WBC as the internal auditors for 2021/22 (after contacting all local parish councils to seek their opinions). It was suggested to arrange an interim internal audit to ensure all is correct for the year end accounts closure.

Action

4 Clerk to add 'Look of the Parish' to the next agenda and councillors to consider areas that could use small funding.

5 Clerk to contact WBC internal audit to arrange interim audit.

4 NM

305	<p>AD HOC AGENDA ITEMS</p> <p>Recent local news article has confirmed the deselection of Andrew Hill due to non-attendance of meetings. WBC have been in contact to discuss advertising the vacancy. Clerk to liaise with the elections team to discuss next steps, and how current lock down restrictions may have an effect.</p> <p><u>Action</u></p> <p>8 Clerk to liaise with elections team with regards to the councillor vacancy</p>	8 NM
306	<p>GENERAL MATTERS</p> <p>General matters discussed, not picked up earlier, are noted below</p> <p>The parish council has concerns over the feasibility and safety of the 2020 Remembrance Sunday arrangements, due to current, and potential, Covid19 restrictions. Clerk to contact the church with the concerns and all to follow national and local guidance as it becomes available.</p> <p>The Parish Council reviewed the feasibility of holding the October meeting and agreed a Zoom call would be best due to the current restrictions. The clerk will ensure all councillors have sight of the agenda and can feedback any comments or concerns to the clerk.</p> <p>Chapel Lane litter bin reported as broken/missing (location opposite layby, just past Claydon Gardens – near the entrance to the tip. Clerk to contact insurers.</p> <p>Report of fly-tipping (plasterboard) on Chapel Lane. Clerk to report on WBC website.</p> <p>Report of 20mph sign damaged on School Lane. Clerk to report on WBC website.</p> <p>Report of two lights at the cenotaph (ground level) pointing the wrong way due to traffic running over them. Clerk to report on WBC website.</p> <p>Moss Lane (Brick yard to Chapel Lane), School Lane up to Marsh Brook and Glazebrook Lane up to the station are overgrown with ground level hedge growth. Clerk to contact WBC for quote to treat with pesticide.</p> <p>Should any future meeting be cancelled due to Corona outbreaks, the councillors will remain in contact with each other and follow the latest government advice on social distancing.</p> <p>Parish Councillors can be contacted by email, but local surgeries will be postponed.</p> <p>Councillor and residents are encouraged to use the WBC contact service for issues such as pot holes, fly tipping, street lights etc.</p> <p>https://www.warrington.gov.uk/report-and-apply</p>	<p>9 NM</p> <p>10 ALL</p> <p>11 NM</p> <p>12 NM</p> <p>13 NM</p>

<p>For information regarding Corona Virus information updates from Warrington Borough Council check the website below https://www.warrington.gov.uk/coronavirus-covid-19-warrington</p>	
<p>There were no elections in May 2020. The local elections have been postponed by one year. The local authority will keep in contact with further news and information on this matter.</p>	14 NM
<p>A message to all councillors, colleagues and residents of our community, please keep safe and well, and follow government guidance with regards to the Corona Virus.</p>	15 NM
<p><u>Action</u></p> <p>9 Clerk to contact the church with regards to the safety of having a remembrance Sunday.</p> <p>10 Clerk to ensure all councillors have time view agenda and provide feedback due to Zoom restrictions for online meetings.</p> <p>11 Clerk to contact insurers with regards to a replacement bin in Chapel Road.</p> <p>12 Clerk to report fly-tipping on WBC website</p> <p>13 Clerk to report damage to traffic sign on WBC website</p> <p>14 Clerk to report damage to cenotaph floor lights on WBC website</p> <p>15 Clerk to contact WBC for quote on pesticide for hedge growth in areas of concern and request cut.</p>	

Rixton with Glazebrook

August 2020 - Monthly Parish Report

Beat Sergeant PS Stuart Gibbard

Beat Manager PC Alison Edwards

PCSO Bethan Roberts

Anti-Social Behaviour

3 Personal (0), environmental (2), youth issues (1)

(2x vehicle ASB – both flagged up for Operation Scrambler)

Burglary

0 Dwelling

0 Other

Criminal Damage

1 Unoccupied building

Vehicle crime

0 Theft of vehicle

0 Theft from vehicle

Other

- Speed enforcement Glazebrook Lane – 30/07 max 35mph, 215 vehicles during observed period (208 travelling 30mph or less)
- Speed monitoring – Chapel Lane 08/08 – 11 vehicles in 30min, max 34mph. 10 vehicles were 22-29mph (in 30mph area)
- Speed monitoring – School Lane 08/08 – 20 vehicles in 30min, max 28mph. In total 9 vehicles 21+ with the majority 21-24mph. All others below 20mph with lowest 13mph
- Lates/Nights officers additional patrols following another spike in incidents of vehicle interference and shed breaks in Rwg area. Early hours of 25/07 officers on patrol in area made an arrest in relation to numerous driving offences, a vehicle was also seized
- St Helens CE Primary – Maintained contact, whilst observing social distancing

- 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).

- Coronavirus Pandemic – Up to date guidance/advice on social distancing and social interactions is available on the Government website: - <https://www.gov.uk/coronavirus>
- 24/7 mental health crisis lines now free to call

North West Boroughs Healthcare has upgraded its existing 24/7 mental health crisis lines to Freephone numbers. This means they are now free to call from both landlines and mobile phones.

The new dedicated phone numbers are:

- 0800 051 3253 for people living in Wigan
- 0800 051 1508 for people living in Halton, Knowsley, St Helens and Warrington

The crisis lines provide support 24 hours a day, seven days a week to people of all ages, including children and young people, who need urgent mental health support. You do not need to be known to our services to contact our crisis lines; they are available for patients and public.

Please be assured, anyone who dials the original local numbers will still reach our mental health crisis teams first time, without the need to be diverted. However, calls made to the original numbers will be charged.

Please advise people reporting an incident/crime to ring Cheshire Constabulary on 101 (999 in case of emergency) so it can be recorded correctly - not via Facebook/twitter/email

Online Reporting is available via the Cheshire Constabulary website to report certain crimes, incidents, issues: -

<https://www.cheshire.police.uk/ro/report/>

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Useful Links offering advice and information: -

Online safety and advice

<https://www.cheshire.police.uk/advice/advice-and-information/fa/fraud/useful-contacts-for-fraud-cyber-crime-advice/>

<https://www.getsafeonline.org/safeguarding-children/>

<https://www.friendsagainstscams.org.uk/>

Advice & information regarding risks of substance abuse available on FRANK

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

Home/Business safety and security information

<https://www.cheshire.police.uk/cp/crime-prevention/residential-burglary/>

<https://www.cheshire.police.uk/cp/crime-prevention/non-residential-burglary/>

<https://www.cheshire.police.uk/cp/crime-prevention/theft-from-a-vehicle/vehicle-safe-and-sound/>

[Water safety advice from Cheshire Fire & Rescue](#)

<https://www.cheshirefire.gov.uk/public-safety/outdoor-safety/water-safety>

If you or someone you know needs advice and support regarding domestic abuse

<https://www.openthedoorcheshire.org.uk/>

Cancelled – until further notice

Rixton with Glazebrook

September 2020 - Monthly Parish Report

Beat Sergeant PS Stuart Gibbard

Beat Manager PC Alison Edwards

PCSO Bethan Roberts

Anti-Social Behaviour

1 Personal (0), environmental (1), youth issues (0)

(For BTP awareness)

Burglary

1 Dwelling Burglary Team are investigating

0 Other

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Criminal Damage

0

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Vehicle crime

0 Theft of vehicle

0 Theft from vehicle

Other

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- St Helens CE Primary – Will maintained contact, whilst observing social distancing
- 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).
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Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub

Cancelled – until further notice

ANNEXE B

THE RIXTON WITH GLAZE BROOK PARISH COUNCIL MEETING Update on actions from 16.07.20

Minute No	Action	Lead member	
	OUTSTANDING ACTIONS 18/06/20 and earlier		
172a	1. NM to liaise with Cllr McCarthy and WBC to ascertain SLA agreements with regards to grass cutting schedule	NM	Ongoing. Clerk contacted Clerk contacted and work has been done and work has been done public
234	4 TM to contact WBC/Angus Lord with regards to supplying/fixing permanent metal sign to children's play area	NM/TM	Information now investigation if ownership.
277	12. Clerk to liaise with WBC for more information on lights for cenotaph and add to agenda.		
279	1 – Clerk to report to WBC to clear branches and foliage that was felled during the clearing of the shrubs. In addition, the clerk to contact WBC with regards to tree stump grinding, as branches are starting to grow	NM	Clerk contacted work has been done
	2 – Clerk to report flooding issue at Smithy/Dam Lane to WBC	NM	Clerk contacted
	CHARITABLE DONATIONS		
288	1 Clerk to contact Village Hall lead officer to request business plan/details and share with parish council	NM	Clerk contacted and shared with
	PROJECTS		
289	2 Clerk to report to PCSO the damage to fields from people using metal detector and digging	NM	Clerk contacted

<p>291</p>	<p>AUDIT UPDATE</p> <p>3 Clerk to submit documents to Ext. Auditor and publish on website.</p> <p>4 Clerk to ensure all outstanding audit recommendations are corrected.</p>	<p>NM</p> <p>NM</p>	<p>Submitted to Ex Int Auditor sent published all do</p> <p>Ongoing, throug spending and to</p>
<p>293</p>	<p>PLANNING</p> <p>5 Clerk to place objection to planning application Glazebrook Meadows</p> <p>6 Clerk to place partial objection/comment to planning application Glazebrook Meadows</p> <p>7 Clerk to contact WBC/Cllr McCarthy with concerns over numbers of housing projects in the village and the Councils Development plan</p>	<p>NM</p> <p>NM</p> <p>NM</p>	<p>Clerk sent objec</p> <p>Clerk sent objec</p> <p>Clerk contacted 01/08</p>