

RIXTON WITH GLAZEBROOK PARISH COUNCIL

Clerk to the Council : I M Lowe

5 Hartley Close
LYMM
Cheshire
WA13 OJJ

13 April 2016

Dear Councillor

I am writing to inform you that the Parish Council Meeting will be held in the Community Hall, Hollins Green, on **Thursday 21 April 2016 at 7.45 p.m.**

I trust you will be able to attend.

Yours sincerely

I M Lowe (Mrs)
CLERK TO THE COUNCIL

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. Matters arising from Minutes
5. Chairman's Report
6. Chairman's Projects :
 - (A) (a) Children's recreation area – update
 - (b) Land adjacent to play area
 - (B) Footpath across recreation area – to consider quotations
 - (C) Benches – to consider replacement programme
 - (D) Footpath Glazebrook Village Green – to look at quote for work of steps to footpath
7. Correspondence
8. Projects Update
 - (a) Recreation Ground
 - (b) Glamis Wood
 - (c) HS2
 - (d) Parish Plan – Operational Group
 - (e) Parish Plan Group Recreation & Leisure
 - (f) Parish Council Website
9. To consider items raised at the Parish Meeting:-
 - by John Eccles – Recreation Ground
 - (i) creation of play area for 8 -14 year olds
 - (ii) installation of Junior Football Pitch
 - (iii) lighting of the path across the village greenPlus any items raised within the Open Forum
10. Accounts for payment
11. 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 17 MARCH 2016.**

Present: Cllr Trenbath, Chairman
Councillors Banner, Barnard, Johnson, Mee & McLachlan
WB Cllr McCarthy

No Members of the Public

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

167. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Clarke, Parish Clerk I M Lowe, WB Cllrs Bretherton and Brinksman.

168. COMMITTEE REPORTS

- **A: Cllr T McCarthy**
- Street light Holly Bush Lane, not working, in such a bad state it is to be replaced.
- Warrington has received £40 million for road repairs, which was suggested, will not be released until after the election.
- Received letter from a Mr Keith Thompson about his proposal for the development of the land sandwiched between the A57 Manchester Rd and Manchester Ship Canal adjacent the dual carriage way.

Question to Councillor McCarthy from Cllr Trenbath

1. Information required on reopening of tip on Chapel Lane:
2. When will it be reopened?
3. How many trucks per day?

RESOLVED:- That the report be received and Cllr McCarthy will check the questions raised.

B: Police – PCSO Steve Dodds.

- Theft of Caravan from site at Warburton Bridge, which has been found and retrieved.
- Criminal damage property on Bank Street
- Hub caps stolen from parked van on Glazebrook Lane.
- Children playing chicken on Manchester Road near traffic lights Warburton Bridge.
- Internet safety lectures being offered by the police.

Question to the police from Cllr Johnson.

1. Dog incident, request for information required from the police for a Mrs Sullivan.

RESOLVED:- That the report be received and the information given by the Police to the Parish Council and Mrs Sullivan.

C: Friends of Hollins Green Cemetery

Nothing to Report.

D: East Area Board Meeting

Nothing to Report.

E: Parish Plan Steering Group Meeting

Nothing to Report.

E. Community Hall

Cllr Barnard attended the Community Hall. Chair and Secretary resigned at the last AGM, informal meeting to be held 21/3/2016 to discuss. It was suggested to Cllr Barnard that she mention that they look for support from the Charities Commission.

RESOLVED:- That the report be received and that Cllr Barnard suggest the Community Hall asks for support from the Charity Commission.

F: Rixton and Woolston Community Meeting

Cllr Trenbath reported on Neighbourhoods in Warrington. WiFi now available at the Community Hall, continuing to look at it being installed at Chapel Lane Methodist Church

RESOLVED:- That the Report be received and noted.

169. MINUTES

The Minutes of the Parish Council Meeting held on 18 February 2016 were submitted to the Meeting. Cllr Johnson asked for the word repair to be changed to remove.

RESOLVED:- That the Minutes of the Parish Council Meeting held on 18 February 2016 be accepted as a true record subject to the word repair being changed to remove in Minute 166 (3).

170. CHAIRMANS REPORT

1. Small piece of land to the side of the play area, we have been given a certificate of use but I need to put together how the land is to be used which I said I would do after this evening's meeting.
2. Rixton with Woolston community meeting 11/02/2016.
3. Discussion around WiFi at the community hall and Rixton Methodist Church, wifi available already available at Community Hall. Training courses to be offered to people to learn how to use WiFi.
4. Discussion around information project during carnival, further help offered by Ruth Whitworth.
Stall requested for the carnival, no payment required as it will be purely for information.
5. Dates for the Collier liaison meeting have been arranged 24/5/16, 23/8/16, 29/11/16 and 28/2/17.
6. Police and Crime Plan 2015-16. Discussions around priorities that public, victims and businesses have stated are important. Protecting vulnerable people of Cheshire, National strategic policing requirements, community safety partnerships, anti-social behaviour, policing roads. Details available at www.cheshire-pc.gov.uk.
7. Update on emergency ambulance cover over the Parish is to be discussed by the Ambulance Authority at strategic level. (Email from Neil McArthur).
8. Parish Council Liaison meeting Council Chamber WBC. 17/3/2016, election briefing meeting.

Key dates

Notice of election	Friday 18 th March
Receipt of nominations	Monday 21 st March to Thursday 7 th April
Close of nomination	Thursday 7 th April

Publication of statement of persons nominated Friday 8th April

Verification Thursday 5th May

Count Saturday 7th May

Council Ward Meeting 12/03/2016

Pauline Hardman, School Lane, there is an electricity pole directly outside their drive which partially blocks the exit from the drive, she asked if it could be moved. I suggested she contact their electrical supplier to find the maintenance company that presently looks after the poles and see if there are plans in alignment with government plans to place all electrical cabling underground.

Alan Domville asked if the area around the new Christmas tree could be made to look more aesthetic, WBC will be re-seeding within the next few weeks.

RESOLVED:- That the report be received and noted.

171. CHAIRMAN PROJECTS

A: Childrens Recreation Area

Cllr Trenbath reported, following discussions with WBC over the use of the piece of waste land to the rear of 66/68 School Lane and to the side of the children's play area on the village green, WBC have granted a licence to the Parish Council.

Cllr Johnson, questioned suitability of the land re past waste disposal or possibility of previous toxic waste disposal from adjacent garage. None of the long serving councillors were aware of any inappropriate use of this land.

Cllr Trenbath to enquire as to insurance, rent for the land and further discussion with Headmistress at St Helen's School as to plan for use for the garden area.

RESOLVED:- That the above be agreed In principle.

B: Footpath across recreation area

That the project be put on hold in light of the recent HS2/HS3 government proposals holding funds in a priority reserve to be used for any legal fees the Parish Council may require in support of the "StopHS2" local campaign.

Cllr Mee proposed that this project be drop altogether which was supported by Cllr's Johnson and Cllr Banner.

Cllr McLachlan proposed that the project be reviewed at the budget meeting in December which was supported by Cllr Barnard and Cllr Trenbath, (Chair using his casting vote).

RESOLVED:- That it is proposed to review this issue at December budget meeting.

C: Benches Replacement Programme

The Chairman reported that the benches have been repaired

D: Footpath Village Green Glazebrook

A quotation from WBC to make steps was submitted to the Meeting the cost is £648.

RESOLVED:- That a decision on the quotation of £648 for the work be deferred until after we find out what the work proposed is to include.

172. Queen Elizabeth II 90th Birthday Coins, The Clerk, Council's Direct, Chalc Bulletin

RESOLVED:- That the aforementioned be circulated.

173. Projects

A: Recreation Ground - The Insurance Company Inspection report was submitted to the Meeting. No action required in relation to the play equipment but a Holly bush growing through the fence needs cutting back.

RESOLVED:- That the report/inspection be received and the Holly bush be cut back.

B: Glamis Wood – Nothing to report.

C: HS2 /HS3

Cllr Trenbath to attend meeting 23/3/2016 at WBC Council Chamber to find out more about the HS3 link from Liverpool to Leeds, incorporating Manchester and Manchester Airport, being planned by Transport for the North.

D: Parish Plan Operational Group – Nothing to Report.

E: Parish Plan Group Recreation and Leisure - Nothing to Report.

F: Parish Council Web Site – Nothing to Report.

G: War Memorial

Members considered the cleaning of the War Memorial. Members also agreed. that following the information received from Warrington Borough Council on the base of the monument, that the PC write to the Shine a Light group informing them that we would not be able to support their request to use the base of the monument to insert lights.

RESOLVED:-

- (a) That costs be requested for the cleaning of the Memorial;
- (b) That the PC write to the Shine a Light group informing them that we would not be able to support their request to use the base of the monument to insert lights.

174. Accounts for Payment

A: RESOLVED:- That the following 6 accounts be paid:-

D Trenbath		
(flowers sweets pots voucher)	£111.60	100331
I M Lowe (1 months salary)	£ 397.31	100332
HM Revenues & Customs		
(1months tax)	£ 99.32	100333
I M Lowe (6 months internet)	£ 45.00	100334
I M Lowe (6 months telephone)	£100.00	100335
I M Lowe (copy charges and stamps)	£ 9.84	100336

B: Internal Audit

The Clerk requested permission to employ JDH as the Internal Auditor for the Parish Council Accounts.

RESOLVED:- That JDH be appointed as the Internal Auditor for the Parish Council.

C: Bank Reconciliation

A bank reconciliation up to cheque Number 100335 dated 17th March was submitted to the Meeting

RESOLVED:- That the bank reconciliation be received and accepted as a true record (Appendix A).

D: Risk Assessment

The Risk Assessment for 2016/2017 was submitted to the Meeting, no alterations were required.

RESOLVED:- That the Risk Assessment for 2016/2017 be agreed (Appendix B).

175. Parish Problems

Cllr McLachlan – soil overgrowing pavement from Warburton Bridge Road to the village.

Drains remain blocked on Swan Brow.

Cllr Barnard – path at Glazebrook Station fencing removed.

Cllr Johnson – Light out Dam Lane No 6 suggested light survey was required along Manchester Road and Brook Lane.

APPENDIX A		
Bank Reconciliation from 01/04/2015 to 17/03/2016		
Presented to Parish Council Meeting 17.03.16		
Checked by Cllr		
Community Account	£28,950.59	
Community Account	£0.00	
Business Savings Account	£67,191.89	
TOTAL	£96,142.48	
Unpaid Cheques	£4,399.71	
TOTAL	£91,742.77	
Balance BF	£82,247.53	
Income	£25,156.19	
TOTAL	£107,403.72	
Expenditure	£15,661.55	
TOTAL	£91,742.17	
the bank made a 60p underpayment		
Signed		
Chairman Councillor D Trenbath		
Signed		
Parish Clerk and Financial Officer		
Date 17/03/16		

RISK ASSESSMENT 2016/2017	Area	Risk	Level	Control
	Assets	Protection of Physical Assets	M	Seats , new notice boards and new bus shelters insured value assessed annually in assets register
		Maintenance	M	Maintained when required - checked by Parish Councillors
		Maintenance of Childrens Playarea and equipment	H	Checked annually by Zurich Municipal Insurance Company, repaired and maintained as necessary,Also insured and valued annually in Assets Register
		Glamis Wood	H	Land and trees part of a scheme of improvement sponsored by the Parish Council the land is in Trust by the Community Hall
		Land and Building Scout Hut	M	Land Parish Councils in Trust Building belongs to the Scouting Association
	Finance	Banking	M	Payments of Precept and VAT from Customs & Excise are paid directly into the Bank via BACS payment
		Loss of Income	L	The PC have no other income other than above except for Bank Interest
		Financial Controls and Records	M	All cheques and stubs are double signed by 2 Councillors. Internal and External Audits take place annually. Quarterly reconcilliation prepared by the Clerk and submitted to the Parish Council Meeting for approval
		Comply with Customs and Excise Regulations	M	VAT claims calculated by Clerk submitted to the Parish Council Meeting for approval and checked by Internal and External Audit
		Budget and Precept	M	Full Parish Council prepare budget December/January each year. Precept derived directly from the budget. Expenditure against budget report four times a year when reconcilliations are considered
		Complying with borrowing restrictions	L	No new borrowing likely at present
	Liability	Risk to 3rd Party, property or individuals	M	Insurance in place. Open spaces checked regularly by Members and trees investigated when damage reported
		Legal liability as consequence of asset ownership (especially playgrounds and recreation area and village green)	H	Insurance in place. Areas monitored by Members. Yearly check by Insurance company of Childrens Playarea
	Employer Liability	Comply with Employment Law	M	Membership of APC and SLCC. Only employee is the Clerk
		Comply with Inland Revenue requirements	M	Internal and External Audit do annual checks
	Legal Liability	Ensuring activities are within legal	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary
		Proper and timely reporting via Minutes	M	Council meets monthly except during August and receives and approves Minutes of Meetings. Minutes made available to public at the 2 Village Post Offices and via the Parish Councils Internet site.
		Proper Document Control	M	Leases and Legal documents with the Clerk
	Councillor Propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest to be completed and given to the Clerk. Gifts and hospitality register is available at each Council Meeting
	PRESENTED TO THE PARISH COUNCIL MEETING			17/03/2016
	SIGNED CHAIRMAN Cllr Trenbath			
	AND CLERK AND FINANCIAL OFFICER I.M.LOWE			