

MINUTES OF THE ANNUAL MEETING OF THE WOOLSTON PARISH COUNCIL HELD AT THE WOOLSTON NEIGHBOURHOOD HUB, HALL ROAD, WOOLSTON ON 13 MAY 2025

Present: Councillor R Tynan (Chairman)
Councillors: M Banner, C Kilgannon, H Klein, D Nowell, G Rushby,
S Rydzkowski, L Sheridan, C Wilcock

C1 Election of Chairman

Resolved,
That Councillor Tynan be elected Chairman of the Council for the ensuing year.
(*Councillor Tynan completed the Declaration of Acceptance of Office*).

C2 Election of Vice Chairman

Resolved,
That Councillor Wilcock be elected Vice Chairman of the Council for the ensuing year.

C3 Notice of resignation

The Chairman reported that he had received notice of resignation on 11 May 2025 for family reasons from Mr J Hunter:

Resolved,

That

1. the report be noted and the required notice be given of the vacancy;
2. the thanks of the Council be recorded to Mr Hunter for his service to the Council.

C4 Minutes of the previous meeting

Resolved,

That the minutes of the meeting held on 29 April 2025 be taken as read and signed as a correct record.

C5 Code of Conduct – declarations of interest

Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

There were no declarations of interest.

C6 Review of the terms of reference for committees 2025-26, including any delegation of powers, and to appoint the Chairman and members to serve on the under-mentioned committees (a) Environment and Amenities;(b) Finance and General

The Council considered a report of the Clerk on the terms of reference for committees for the year 2025-26:

Resolved,

That approval be given to the terms of reference for 2025-26, as set out in the report of the Clerk, and the following committees be established consisting of all members of the Council and to the appointment of Chairmen as follows:

Environment and Amenities Committee – Councillor Rydzkowski

Finance and General Committee – Councillor Banner

C7 Appointment of any new committees

The Council reviewed the arrangements for commenting on planning applications referred for consultation by the Borough Council. The present arrangements for meeting the Borough Council's deadline of 21 days from notification with any submission being subject to confirmation at the next Council meeting were noted:

Resolved,

That

1. no new committees be appointed for the year 2025-26;
2. the Borough Council be requested to offer training to parish councils to ensure that the action required in commenting on applications is met.

C8 Review of procedures

Resolved,

That the Finance and General Committee undertake the following:

- a) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- b) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- c) Review of inventory of land and other assets including buildings and office equipment;
- d) Confirmation of arrangements for insurance cover in respect of all insurable risks;
- e) Review of the Council's and/or staff subscriptions to other bodies;
- f) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation;
- g) Review of the Council's policy for dealing with the press/media;
- h) Review of the Council's employment policies and procedures;
- i) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- j) Review of the Council's complaints procedure;
- k) Review of standing orders and financial regulations;
- l) Review of the Code of Conduct.

C9 Calendar of Council and committee meetings

The Council considered a draft calendar of meetings for 2025-26:

Resolved,

That

1. That the draft calendar of council meetings for 2025-26 be accepted, subject to the next meeting being held on Wednesday 25 June 2025;
2. committee meetings be held as required.

C10 Review of representation on or work with external bodies and arrangements for reporting back to the council and appointment of representatives

Resolved,

That approval be given to the following appointments to outside bodies with reports being made to each meeting of the Council by the representatives:

New Cut Heritage and Ecology Trail Group – Councillor Rydzkowski

Friends of Woolston Park – Councillor Klein

Public Rights of Way Forum – Councillor Nowell

C11 Co-option of members to fill vacancies in the East and West wards

Further to Minute C166 – 29 April 2025 the Clerk reported that no applications had been received by the closing date of 9 May 2025. The Council noted that an expression of interest had been received and that details would be supplied to the prospective applicant:

Resolved,

That

1. the procedure adopted by the Council be continued;
2. notice be given of the vacancies and applicants be invited to attend the next meeting of the Council.

C12 Committee matters

The Council considered matters relating to the undermentioned committees:

(1) Environment and Amenities Committee

1. Parish Path Warden scheme – appointment of Path Warden

Resolved,

That Councillor Nowell be appointed as Parish Path Warden for the ensuing year as part of the Borough Council's Path Warden scheme.

2. Woolston Playing Fields – renewal of management arrangements with the Borough Council

The Council reviewed the present arrangements with the Borough Council for the management of public use of the playing fields after the closure of Woolston High School. Representations had been made to the Borough Council on the need for consideration of revised management arrangements:

Resolved,

That

1. the present arrangements for the operation of the playing fields for all matters relating to their management be continued for 2025-26;
2. the Borough Council be asked for an update on proposed future management arrangements.

3. Ranger Cabin, Woolston Park

The Council noted that there was no information to report on repairs to the Range Cabin.

4. Battery Lane Allotment site – management matters

No matters to report.

(2) Finance and General Committee

1. Review of procedures and documents – Financial Regulations and Standing Orders

The Clerk reported further to Minute C171(2) – 29 April 2025 on the review of Financial Regulations and Standing Orders to apply the 2025 model templates published by the National Association of Local Councils:

Resolved,

That drafts be supplied to members of both documents following amendments to include the current arrangements for both Financial Regulations and Standing Orders.

2. Applications for grant aid

No applications to report.

C14 Matters of report from previous minutes

- Friends of Woolston Park Group

Councillor Klein reported that the Chairman of the FoWP group had provided a report on work undertaken by the group. *(Please see Appendix).*

- planning application no.2025/00253/FUL – Woolston Eyes SSSI Reserve, retrospective approval for installation of viewing platform

Further to Minute C163 – 29 April 2025 the Clerk reported that the Development Management Committee was to determine the above application on 22 May 2025. A copy of the report on the application had been provided to members:

Resolved,

That Councillor Nowell be appointed as the Council's representative to attend the meeting in support of the objection and comments made.

C15 Policing of Woolston – community liaison report

PCSO Roberts attended the meeting and provided an update on matters included in the April monthly report. The Council noted that the area of the Rixton and Woolston Borough Ward in Poulton with Fearnhead PC area was not included in the policing area for Woolston. A monthly report for May 2025 would be provided.

The following issues were raised by members:

Use of motor bikes on public footpaths – the public were advised to make a report using the hotline number listed in the monthly report. A special team of officers responded to incidents. Parking on the grass verge adjacent to Woolston Social Club – this was a matter to be reported to the Borough Council.

Resolved,

That the report be noted and PCSO Roberts be thanked for her attendance.

C16 Borough Council business

To receive reports from Borough Councillors on matters under consideration by the Borough Council relating to the parish and on issues that they had acted on for residents since the last meeting and other issues relating to responsibilities of the Borough Council. (The Council noted that the reports related to the parish council area and not to the wider area of the Rixton and Woolston Borough Ward unless there was an issue of interest to Woolston) – no matters to report:

Resolved,

That the report be noted.

C17 Correspondence – Peak and Northern Footpath Society AGM

The Council received details of the Annual General Meeting to be held in Stockport on 17 May 2025:

Resolved,

That Councillor Nowell be authorised to attend.

C18 Planning Applications and decisions

The Council considered the following notification from the Borough Council:

PLANNING APPEALS		
APPLICATION NO.	LOCATION	PROPOSAL
2024/01534/FULH	14 Greymist Avenue WA1 4AR	RD/25/3365132 Retrospective fencing application. Appeal ref. APP/M0655/3365132

Resolved,

That details of the appeal be noted.

C19 Business raised by Council Members – planning permission for change of use

Councillor Klein reported on action under planning law being taken in respect of hotels used by the Home Office for accommodating persons seeking asylum:

Resolved,

That the report be noted.

C20 Accounts

Resolved,

That the following payments be approved:

Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount £	Purpose	S137
4832	13/05/25	Warrington BC	0.00	42.00	Room hire 3 Dec 2024	
4833	13/05/25	Warrington BC	0.00	42.00	Room hire 25 Mar 25	

4834	13/05/25	Employee 1	0.00	462.43	M2 May2025	
4835	13/05/25	Battery Lane Allotment Association	0.00	403.30	Reimbursement of works on site and track repairs	
4836	13/05/25	Battery Lane Allotment Association	0.00	37.00	Allotment Competition 2024	

C21 Date of next meeting

The Council considered the day and time of the next meeting:

Resolved,

That the next meeting be held at 7.00pm on Wednesday 25 June 2025.

APPENDIX

Report of the Chairman of the Friends of Woolston Park group from the end of March until May 2025.

The Young Friends Group still has up to 12 members attending each session with up to seven adults in support.

In April they did some clearance work by the pond tidying up some of the overgrown fauna that was just outside the Kingfisher play area. Five of the young members attended the EasterEggstravaganza on the 17th of April where they sold raffle tickets and cuddly toys as well as some animal art to adults that attended the event with their children. This raised £147.00 which will be shared between a charity of the Young Friends choice that supports Red Squirrels and the FOWP. They did amazing work and we are immensely proud of their achievements. Last weekend on the 10th May The Young Friends were able to visit Woolston Eyes with the support of two of their members and go bird watching. This was a wonderful morning and all, including some of their Parents and FOWP members enjoyed the visit.

The Friends group have completed the following in the last two months.

The big event was held in April when the FOWP organised and ran the Easter Eggstravaganza for the benefit of the younger children and their parents in our community. The weather stayed sunny and the children were able to take part in craft activities, such as making easter baskets and rolling their eggs down the hill in the park and also take part in an Easter Egg Hunt. This was hard but very rewarding work for all those involved with organising the day and we had approximately 80 visitors to the event. The support of Tesco's on Winwick Road with a donation of Easter Eggs was greatly appreciated. These were distributed on the day to the children who attended. Thank you Tesco

The FOWP still attends every Monday except Bank Holidays and recently they have litter picked, sown Red Campion seeds with Woolston 6th form members (two events), supported the 12th Warrington East Beavers and Cubs (two events) gardening and litter picking, cut back the bushes and trees on the slope down to the pond, reported acts of vandalism to the bridge and pond decking, Tidied up the tree line around the gazebo, planted wildflower seed outside the cabin and held a Bat Walk (May 9th) and Bird Walk (May 12th) on the Park. We have also tidied up the edges of the path going onto the bridge and the entrance and bridge itself of overgrowing branches and weeds. Similar work to this has been carried out on the footpath and bridge on Grosvenor lane.

We have also had a pupil supported by their Parents from Kings Academy completing their Community Service part of their Bronze D of E award

Numerous messages have been sent via our Facebook about the Park and concerns that members of the public have. This includes vandalism and the state of some of the trees, Recently e also warned young boys over riding their e bikes or bikes at speed through the park. They have slowed down and apologised for their behaviour

Future activity planned.

Every Wednesday from 23rd April Woolston 6th Form will be attending the Park to gain experience working in the Park

From Tuesday 13th May the 27th Woolston Scout Group will be spending three sessions working on the Park completing their Foresters Badge

May 29th BUPA Staff working on the Park as part of their Community support programme
W/C June 16th Members of Stantec will be completing three shifts on the Park again as
part of their community support programme
June 18th Giving Support to Warrington 10K run.
September 27th Bat Walk

Chairman.....