

## **MINUTES OF THE ANNUAL MEETING OF THE WOOLSTON PARISH COUNCIL HELD AT THE WOOLSTON NEIGHBOURHOOD HUB, HALL ROAD, WOOLSTON ON 16 MAY 2024**

**Present:** Councillor R Tynan (Chairman)  
Councillors: H Klein, S Rydzkowski, PS Smith

### **C1 Chairman's remarks**

The retiring Vice Chairman, Councillor D Hill, welcomed the new members to the Council and congratulated Councillor Tynan on his election as a Borough Ward Councillor for Rixton and Woolston following the elections held on 2 May 2024.

The Council noted that the retiring Chairman, Councillor J Greenslade was unable to attend the meeting through ill-health.

### **C2 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 and Mrs Hill left the meeting).*

### **C3 Election of Vice Chairman**

Resolved,

That consideration be given at a future meeting.

### **C4 Result of elections – 2 May 2024**

The Clerk reported that the Returning Officer had supplied the results of the elections held on 2 May 2024:

East Ward Mr H Klein, Mr PS Smith, Mr R Tynan (three vacancies)

West Ward Mr SJ Rydzkowski (five vacancies)

The members present had completed their Declaration of Acceptance of Office before the meeting.

The vacancies were to be filled by co-option to a process to be approved by the Council:

Resolved,

That the report be noted.

### **C5 Code of Conduct – declarations of interest Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**

There were no declarations of interest.

### **C6 Minutes of the previous meeting**

Resolved,

That the minutes of the meeting held on 24 April 2024 be taken as read and signed as a correct record.

### **C7 Review of the terms of reference for committees 2024-25, 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 2024-25:

Resolved,

That approval be given to the terms of reference for 2024-25, 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 Tynan

### **C8 Appointment of any new committees**

Resolved,

That no new committees be appointed for the year 2024-25.

### **C9 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.

### **C10 Calendar of Council and committee meetings**

Resolved,

That consideration of the dates of meetings for 2024-25 be deferred.

### **C11 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 Smith

Public Rights of Way Forum

### **C12 Co-option of members to fill vacancies in the East and West Wards**

The Clerk reported that the results provided by the Returning Officer required that the three vacancies in the East Ward and five in the West Ward be filled by co-option.

The Council considered the procedure to be adopted in filling the vacancies having regard to advice from the National Association of Local Councils and the Society of Local Council Clerks, and it was

Resolved,

That

1. the two Borough Ward Councillors who are not members of the parish council be invited to be co-opted if they are eligible and willing to do so;
2. members who served on the Council during the previous term of office be invited to be co-opted;
3. any remaining vacancies be filled following public notice and wider publicity and details be prepared for applicants based on model documents.

### **C13 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 Mr D Nowell be appointed as Parish Path Warden for the ensuing year as part of the Borough Council's Path Warden scheme.

##### **2. Completion of the "Old Billy" scheme**

Further to the report to the Council (Minute C110 – 24 April 2024) the Clerk reported on the event held on 3 May at the Woolston Weir viewing area to celebrate the completion of the scheme. The event was attended by representatives of Culture Warrington, the New Cut Heritage and Ecology Trail Group, Warrington Borough Council and the parish council.

Councillor Rydzkowski, as representative from the Poulton with Fearnhead parish council, had been unable to attend because of his attendance at the counting of votes for elections held on 2 May.

In the absence of the Chairman, Councillor J Greenslade, through ill-health, Councillor Banner gave the thanks of the Council to all those bodies who had supported the scheme and to the officers at Culture Warrington and Warrington BC and the volunteers from the Trail Group who had worked to complete the scheme for the Easter holiday period. The information signs could be viewed along the length of the canal from Woolston Weir to Paddington Bank with a QR code providing access to information held on the Culture Warrington website:

Resolved,

That the report be accepted.

### **3. 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 further consideration of revised management arrangements:

Resolved,

That the present arrangements for the operation of the playing fields for all matters relating to their management by the Borough Council be continued for 2024-25.

### **4. Battery Lane Allotment site – maintenance of the track leading to the site**

The Clerk reported that the Borough Council had given approval to the Battery Lane Allotment Association volunteers undertaking maintenance to the track from Battery Lane to the entrance of the allotment site. This approval was subject to the submission of proposed work plans and other procedures. The land is in the ownership of the Borough Council and provides shared access to land adjacent to the River Mersey in that Council's ownership:

Resolved,

That the arrangements be noted.

## **(2) Finance and General Committee**

### **1. Approval of changes to bank mandates including transitional arrangements**

Further to Minutes C110(2) 5 and 6 – 24 April 2024 the Clerk reported on the progress in adding new signatories to the Council's bank accounts:

Resolved,

That the arrangements approved in Minute C110(2) 6 (1) and (2) be continued until the process of including additional signatories has been completed, subject to all members first being provided with details of proposed payments.

### **C14 Matters of report from previous minutes**

No matters to report.

### **C15 Policing of Woolston – community liaison report**

The Council considered the monthly report for May 2024. The Clerk reported that a Police representative was unable to attend the meeting for operational reasons:

Resolved,  
That the monthly report be noted.  
*(Please see appendix for a copy of the report).*

### **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):

Matters raised with the Borough Council:

1. Lincoln Close – matters raised relating to the operation of a care home  
Councillor Tynan gave a report on action being taken and a progress report from the Chief Executive.

Resolved,  
That the report be noted.

### **C17 Correspondence – consultation and information**

#### **– Warrington’s Draft Planning obligations SPD (Education requirement) re-consultation**

The Council noted that during the previous consultation period representations had been made by the Department for Education which had resulted in further proposed changes. Comments were invited on these during the period ending 7 June 2024. Details were available at Time Square offices and libraries across the Borough.

#### **– changes to the Borough Council’s constitution – Development Management Committee**

The Clerk reported notice of changes made by the Borough Council on 15 April 2024 to the Constitution relating to the call-in of planning applications to the Development Management Committee by parish and town councils.

The Constitution now states that:

*d) Any application for development where a notice in writing, and within 21 days of being notified by the Local Planning Authority (21 days is inclusive of weekends and bank/public holidays), has been given to the Director of Growth by a Town or Parish Council, for the*

*relevant ward within which the application site is located, which has expressed a clear view, of either support or objection, view contrary to the subsequent officer recommendation and identifying, to the satisfaction of the Director of Growth, a relevant planning reason(s) for referral;*

Therefore, a definitive view on whether a parish or town council wish to support or object to a proposal will need to be given along with relevant planning reasons within 21 days in order for it to trigger call-in.

The Council’s current procedure provided that following consideration by the Chairman or his nominee of any comments from members on a planning application, the Clerk is authorised to submit representations or objections to the Borough Council. The submission was subject to confirmation at the following Council meeting. This procedure may need to be followed more frequently to meet the change provisions:

Resolved,

That the change be noted and the current procedure be continued.

**– new model financial regulations**

The Clerk reported that the National Association of Local Councils had published revised model financial regulations in April 2024. The Council had agreed to adopt The NALC model with changes required to meet local arrangements:

Resolved,

That approval be given to revised financial regulations being prepared based on the new model.

**C18 Planning Applications and decisions**

The Council considered the following planning applications submitted for comment by the Borough Council:

PLANNING APPLICATION	LOCATION	PROPOSAL
FULL PLANNING-HOUSEHOLDER (HOUSEHOLDER DEVELOPMENT)		
2023/00536/FULH	25 Barnfield Road, WA1 4NR	Proposed ground floor extension to front elevation of existing building.
VARIATION OF CONDITIONS		
2024/00601/VARC	Ninemeister, 12 Chesford Grange WA1 4RE	Variation of condition no.2 (Approved Plans) attached to planning permission 2022/42716 (Extension to create workshop) to allow for new location of first floor storage area and omission of previously approved first floor storage area.

PLANNING APPEALS		
None to report.		

Resolved,  
That no comments be made in respect of the applications listed.

**C19 Business raised by Council Members**

No matters to report.

**C20 Accounts**

No payments to approve.

**C21 Date of next meeting**

The Council considered the day and time of the next meeting to include matters relating to the co-option of members:

Resolved,  
That the next meeting be held at 7.00pm on a Tuesday and members be asked to inform the Clerk of their availability during May and June

**APPENDIX**

**Woolston  
May 2024 - Monthly Parish report**

**Neighbourhood Sergeant PS Ryan Cunliffe  
Neighbourhood Officer PC David Reddington  
PCSO Bethan Roberts**

**Anti Social Behaviour**

2 Youths (0), environmental (2), personal (0)  
Personal/environmental include neighbour, parking/traffic

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**Burglary**

0 Dwelling  
1 Other

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**Criminal Damage**

4

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**Vehicle crime**

1 Theft of vehicle  
2 Theft from vehicle

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**OTHER**

- Speed enforcement 05/05/24 Hillock Lane – range 23 to 30mph
- Speed enforcement 05/05/24 – Gig Lane – range 18 to 24mph
- Speed enforcement 09/05/24 – Gig Lane – range 18 to 28mph
- Woolston Beaver Group – engagement as part of scout badges
- Op Sceptre – knife crime week of action 13–19 May 2024
- [Cheshire’s Roads and Crime Unit make 1,650 arrests in 2023 | Cheshire Constabulary](#)
- [Five men charged in connection to Warrington burglary series | Cheshire Constabulary](#)
- [Police continue to warn Warrington residents to be vigilant against courier fraud | Cheshire Constabulary](#)
- For further information and how to download the Hollie Guard App [Cheshire Constabulary and The Hollie Gazzard Trust working together to keep people safe across Cheshire | Cheshire Constabulary](#)
- 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 continue our patrols and appeal for anyone with information to help us identify these individuals to get in touch (Crimestoppers 0800 555 111)

- The new Warrington Youth Zone opened in Warrington town centre in July 2022, the website provides for further information about membership and sessions  
Website: <https://warringtonyouthzone.org>
- The Environment Agency have a 24hr hotline 0800 80 70 60 for members of the public to report matters such as flooding from rivers/streams, poaching/illegal fishing to them
- <https://www.gov.uk/report-an-environmental-incident>
- 24/7 mental health crisis lines 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 1508 for people living in Halton, Knowsley, St Helens and Warrington
- 0800 051 3253 for people living in Wigan

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

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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/email

Online Reporting portal 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/>

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/>

Advice to help keep your bicycle safe

<https://www.cheshire.police.uk/cp/crime-prevention/theft-of-a-bicycle/how-safe-is-your-bike/>

Whilst the majority of dog owners act responsibly, a few do not always pick up and bin their dog's mess. Residents can use the WBC online reports to provide them with information which could help to identify irresponsible dog owners

<https://www.warrington.gov.uk/dog-fouling>

WBC online reporting portal:-

[Report and Apply | warrington.gov.uk](https://www.warrington.gov.uk/report-and-apply)

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

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

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**Schools & other events**

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**Surgery**

Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub

Dates/times subject to change due to operational commitments

Face to face mobile drop-in surgeries – 16 May 09:00 – 10:00; 6 Jun 13:00 – 14:00

Mobile drop in surgeries advertised on the Rixton & Woolston Police Facebook page

Chairman.....