

**MINUTES OF THE ANNUAL MEETING OF THE WOOLSTON PARISH COUNCIL
HELD AT THE WOOLSTON NEIGHBOURHOOD HUB, HALL ROAD, WOOLSTON
ON 23 MAY 2018**

Present: Councillor D Nowell (Chairman)
Councillors: M Banner, J Greenslade, MH Greenslade, B Maher,
A McCarthy, S Rydzkowski

Apologies for absence: Councillors M Creaghan, AJ Hill, D Hill, M Pearce, P Wright

C1 Election of Chairman

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

C2 Chairman's remarks

The Council recorded their thanks to Councillor M Banner for the manner in which she had undertaken the duties of Chairman during the past year.

C3 Election of Vice Chairman

Resolved,
That Councillor M Banner be appointed Vice Chairman of the Council for the ensuing year.
(*Councillor M Banner completed the Declaration of Acceptance of Office*).

C4 Apologies for absence

Apologies for absence were noted from Councillors M Creaghan, AJ Hill, D Hill, M Pearce, and P Wright.

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

Councillor Nowell declared a personal interest in being a member of the Friends of Woolston Park group.

C6 Minutes of the previous meeting

Resolved,
That the minutes of the meeting held on 18 April 2018 be taken as read and signed as a correct record.

C7 Review of the terms of reference for committees, including delegation

Resolved,
That approval be given to the report on the terms of reference and delegation to the Environment and Amenities Committee and the Finance and General Committee for 2018-19 as set out in the report of the Clerk.

C8 Review of the committee structure and to appoint the Chairman and members to committees

Resolved,

That approval be given to the following committees being established consisting of all members of the Council and to the appointment of Chairmen as follows for 2018-19:

Environment and Amenities Committee – Councillor MH Greenslade

Finance and General Committee – Councillor A McCarthy

C9 Review and adoption of standing orders and financial regulations

Resolved,

That approval be given to the standing orders and financial regulations for 2018-19 as supplied to members.

C10 Review of other procedures

Resolved,

That the Finance and General Committee to review the following:

1. arrangements for insurance cover in respect of all insured risks
2. inventory of land and assets including buildings and office equipment
3. the Council's and staff subscriptions to other bodies
4. the Council's complaints procedure
5. the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and the General Data Protection Regulations and any subsequent legislative requirements.
6. the Council's policy for dealing with the press/media
7. the Council's Code of Conduct
8. review of arrangements, including agency arrangements with other local authorities and review of contributions made to expenditure incurred by other local authorities.
9. Risk assessment procedures.

C11 Review of representation on or work with external bodies and arrangements for reporting back to the council

Resolved,

That approval be given to the following appointments to outside bodies:

New Cut Heritage and Ecology Trail Group – Councillor J Greenslade

Friends of Woolston Park – Councillors MH Greenslade and D Nowell

Public Rights of Way Forum – Councillor D Nowell

C12 Committee matters

The Council gave consideration to matters relating to the undermentioned committees:

Environment and Amenities Committee

- a) **Tree condition survey – Martinscroft Village Green and Hillock Lane amenity area**
The Clerk submitted quotations procured by the Environment Partnership (TEP) Ltd on behalf of the Council for works identified as part of the recent tree survey of each site. The Council was recommended to accept the quotations relating to works categorised as a safety requirement and to consider the carrying out of further works later in the year:

Resolved,

That

1. the following quotations from Holly Oak Tree Services, being a contractor included on the Borough Council's list of contractors for tree works be accepted:
 - a. Martinscroft Village Green in the sum of £1,750 plus VAT;
 - b. Hillock Lane amenity area in the sum of £1,200 plus VAT
2. other work categorised as discretionary be considered later in the year.

b) Parish Path Warden scheme – appointment of Path Warden

Resolved,

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

c) Hillock Lane amenity area – improvements to security of car park entrance

The Council gave consideration to the provision of additional fencing at the car park entrance:

Resolved,

That

1. approval be given to the acceptance of a quotation in the sum of £395.83 plus VAT for fencing;
2. additional works be carried out as required to secure the footpath entrance to the site.

d) Development of “old Billy” scheme

Resolved,

That Councillor J Greenslade and the Clerk be authorised to progress the scheme and submit a report to a future meeting.

e) Development adjacent to Thelwall viaduct

No further information to report.

f) Environment Agency scheme – design of plaque for Flood defence scheme

The Council noted the revised design provided by the Environment agency to record the relationship of old Billy to Woolston. Consideration was also given to an event to mark the completion of the works in Woolston:

Resolved,

That

1. the Environment Agency be thanked for the amendments made to the design of the plaque;
2. arrangements be made for an event to mark the completion of the works in Woolston.

g) New Cut Heritage and Ecology Trail Group – issues relating to Woolston

Councillor J Greenslade reported on the business considered by the group at the meeting held on 21 April 2018.

Finance and General Committee

a) General Data Protection Regulations – approval of policies and procedures

The Council gave consideration to policies and procedures to meet the requirements of the new data protection regime. The documents were based on advice provided by the National Association of Local Councils and the Society of Local Council Clerks. These would be kept under review having regard to further advice issued:

Resolved,

That

1. the following policies and procedures be adopted:
 - a) Information and Data Protection Policy
 - a) Privacy Notice
 - b) Email Contact Privacy Notice
 - c) Councillor Privacy Notice
 - d) Social Media and Electronic Communications Policy
 - e) The Management of Transferable Data Policy
 - f) Retention and Disposal Policy
 - g) Data Security Breach Reporting form
 - h) Subject Access Request Form
 - i) Inventory of personal data captured, stored and processed by the council
2. the Clerk be authorised to undertake any further action to meet the requirements of the new regime.

b) Development of website

The Council noted that there were no matters to report.

c) Applications for grant aid

The Council considered an application for grant aid from St Peters RC Church Lourdes Group to support the visit to be made in 2018:

Resolved,

That approval be given to a grant of £300 being made to support volunteers attending the visit.

C13 Calendar of Council and committee meetings

The Council gave consideration to a report on the proposed Calendar of meetings for 2018-19 for the council and committees. The dates included avoided planning committee meetings at the Borough Council in accordance with previous decisions. Councillor McCarthy reported that the dates published by the Council for planning meetings were subject to change following a decision of the Borough Council at the recent annual meeting:

Resolved,

That

1. the calendar of meetings be accepted in principle subject to review to avoid any conflict with meeting dates approved by the Borough Council for planning committee meetings;
2. the dates of the next council and committee meetings be agreed as 20 June and 11 July 2018.

C14 Matters of report from previous minutes

There were no matters to report.

C15 Policing of Woolston – community liaison report

The Council received a report on the policing of Woolston as set out below:

- Anti-social behaviour – 8 reports of ASB mainly related to youth issues at various locations. Three reports related to environmental/nuisance/suspicious behaviour.
- Burglary dwelling – one
- Burglary others – one business and one caravan
- Criminal damage – one vehicle damage

- Theft – phone; garden items.
- Vehicle crime – two thefts of vehicle. No reports of theft from a vehicle.
- Other – high visibility patrols of Woolston Park and Dam Lane shops to continue – officers had been patrolling the park, shop area and spoken with various groups of youths, no offences committed at those times. During the month alcohol had been seized from youths and parents made aware. The Borough Council had been contacted regarding emptying of rubbish bins, broken glass on play areas, particularly at weekend periods. the Friends of Woolston Par group continued to work with local schools and community groups for litter picks and raising awareness. The Borough Council was asked to give details of any feedback from Youth Services for engagement with young people, particularly on Woolston Park and at Dam Lane shops.
- Schools – Fox Wood School – Great Britain Day attended.
- Surgery – Rixton and Woolston PCSO Surgery held at Woolston Neighbourhood Hub on 17 May, 23 May and 31 May 2018.

C16 Borough Council business

Borough Councillor McCarthy reported on matters under consideration by the Borough Council relating to the parish and on issues that the Borough Ward members had acted on for residents including:

- An objection had been made in respect of application 2018/32762 at the proposed change of use of the former abattoir site at New Cut Lane to create one new Showperson's yard consisting of 5 plots and storage area. The site was on land owned by the Borough Council. Objections to the proposed development had been received from residents and businesses in the nearby area.
- Complaints had been received at the temporary closure of Birchwood Way announced for road works. A diversion route had been identified.

C17 Reports from members appointed to local bodies

The Council received reports from members who were appointed by the Council or other organisations on local bodies including:

New Cut Heritage and Ecology Trail Group – Councillor J Greenslade reported on the business considered by the group at the meeting held on 21 April 2018.

- Friends of Woolston Park – Councillor M Greenslade submitted a report on the work of the group:
 - Donations had been received from two of our Borough Councillors and the step father of the FOWP deputy Chairman, following the recent break in and robbery at the Cabin. These donations had been put to good use in replacing some of the lost equipment in order to be ready for volunteer days and the forthcoming young FOWP launch in June. Some lost equipment (the Stihl heavy duty strimmer parts e.g., harness, PPE etc.) will be replaced via Warrington Borough Council, who can obtain the best price, then this cost will be paid back by FOWP to the Borough Council.
 - Work is in progress to increase the current FOWP insurance in order to include equipment stored at the Cabin.
 - Launch of Young Friends of Woolston Park (ages 7-14 years old) will take place on Saturday 9 June. There is already a lot of interest. Some FOWP members have already undergone the required Safeguarding requirements including DBS (Disclosure and Barring Service) checks plus outdoor first aid training with the Carbon Landscape group. PC Simon Dadswell and PCSO Bethan Roberts are in full support of this initiative. PCSO Becky Blackledge has recently been appointed as Youth Liaison Officer and is keen to get involved with this initiative. FOWP await the result of application for Neighbourhood funding for this initiative.

- Volunteer days continue on the first of each month and the two additional “experimental “ Saturday mornings have gone well, and have involved Scouts from the 12th Warrington East Group who concentrated on the Jubilee garden, both weeding and planting. Earlier in April; Scouts and Leaders from the 27th Woolston Group helped clear weeds from the decking on the bridge near the pond. The Jubilee garden is in need of much TLC.
 - Please, should you have no need for the two bags of compost allotted to us all via the Borough Council, as a result of our green bin contributions, then collect your allocation and donate it to FOWP ...the Jubilee garden needs itwe can collect from your home, or drop off at the Cabin ..thank you
 - Sadly, there are still issues with youths within the park. Removal by the Friends of broken glass and graffiti around the gazebo and Kingfisher play area continues on a weekly basis. These incidents are recorded to the Police via 101, however the incidents continue and the Friends deserve many thanks for this work.
- Public Rights of Way Forum – next meeting to be held on 9 August 2018.
 - Other bodies – no report.

C18 Correspondence – consultation and information

- Woolston Weir – hydroelectric scheme

The Council noted details received of a proposed hydroelectric scheme at Woolston Weir. The applicant had been invited to make a presentation to the Council in advance of the submission of a planning application.

-Neighbourhood Bulletin

The Council had received the Neighbourhood Bulletin for March/April 2018. Members noted that no mention had been made of the promotion of the use of the Butterfly Room at the Woolston Neighbourhood Hub that had been supported by the Council. It was agreed that this matter be brought to the attention of the Executive Member.

C19 Planning Applications and decisions

The Council gave consideration to the following planning application submitted for comment by the Borough Council:

2018/32670 – Woolston Recycling and Household Waste Centre, New Cut Lane – Full planning – proposed new carriageway and footway surfacing, new fencing, gates and the installation of a WEEE (waste electrical and electronic equipment) shed. The area to the west of the site will accommodate waste/recycle receiving infrastructure. An area to the south-west of the existing storage will not be utilised by the CRC operations but is to be utilised for storage of materials such as spare lighting columns.

2018/32762 – former abattoir site, New Cut Lane – Full planning – proposed change of use from B2 to create one new Showperson’s yard consisting of 5 plots and storage area.

Resolved,

That

1. no objections or representations be made at this time in respect of application 2018/32670;
2. an objection be made to application 2018/32762 on the following grounds:
 1. Introduction of residential use into an industrial area
 2. Unsuitable location for residential use, especially for those with children:

- because of heavy goods vehicle traffic related to existing premises in the area and light vehicle commercial traffic trading at nearby premises
- conflict between hours of use of existing and any new industrial developments eg potential restrictions for future commercial developments because of nearby residential use
- the application would be made further unsuitable for the area because of other proposed developments by the Borough Council relating to the Woolston Depot and the Woolston Recycling and Household Waste Site.

C20 Business raised by Members

No matters to report.

C21 Payment of Accounts

Resolved,

That approval be given to the following payments:

Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	£137
4321	23/05/18	LiveWire CIC	0.00	33.60	Room hire 21/03/18	
4322	23/05/18	LiveWire CIC	0.00	67.20	Butterfly room hire March 2018	Yes
4323	23/05/18	British Telecom plc (Clerk)	0.00	110.16	Phone Service	
4324	23/05/18	Office Outlet (Clerk)	0.00	191.96	Printing and stationery (£126.97 & £64.99)	
4325	23/05/18	Newsquest Media Group	0.00	172.37	Annual Parish Meeting notice 2018	
4326	23/05/18	Wolseley UK Ltd (Clerk)	0.00	11.27	Allotment site pipe repairs	
4327	23/05/18	Water Plus Ltd (Clerk)	0.00	103.19	Allotment site meter charge 20/02/18 to 13/05/18	
4328	23/05/18	Warrington Borough Council	0.00	300.00	Christmas lighting installation 2017	
4329	23/05/18	Employee 1	0.00	358.18	Month 2 May 2018	
4330	23/05/18	LiveWire CIC	0.00	67.20	Butterfly Room hire April 2018	Yes
4331	23/05/18	LiveWire CIC	0.00	67.20	Room hire April 2018	

4332	23/05/18	Society of Local Council Clerks	0.00	108.00	Membership 2018-19	
4333	23/05/18	Cheshire Association of Local Councils	0.00	1470.04	Membership 2018-19	
4334	23/05/18	Friends of Woolston Park	0.00	100.00	Grant replacement equipment	Yes
4335	23/05/18	The Environment Partnership (TEP) Limited	0.00	516.00	Tree surveys	
4336	23/05/18	Office Outlet (Clerk)	0.00	81.38	Printing, stationery and equipment	

Chairman.....