

**MINUTES OF THE ANNUAL MEETING OF THE WOOLSTON PARISH COUNCIL  
HELD AT THE WOOLSTON NEIGHBOURHOOD HUB, HALL ROAD, WOOLSTON  
ON 22 MAY 2019**

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

**Apologies for absence:** Councillors M Creaghan and M Pearce

**C1 Election of Chairman**

Resolved,

That Councillor J Greenslade 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 Nowell for the manner in which he 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 and M Pearce.

**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 1 May 2019 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 2019-20 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 2019-20:

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 2019-20 as supplied to members.

### **C10 Review of other procedures**

Resolved,

That the Finance and General Committee 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, the Data Protection Act 2018 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
10. Procedure and policy for the determination of applications for grant aid.

### **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

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**

Resolved,

That

##### **a) 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 subject to review before April 2020.

##### **b) Woolston Playing fields and Hillock Lane amenity area**

Resolved,

That approval be given to the use of the car park by Woolston Rovers club for a special event to reduce the need for on-street parking.

**c) Development of “old Billy” scheme**

Councillor J Greenslade reported and the Council noted that information was to be supplied by the Borough Council relating to the scheme.

**d) Development adjacent to Thelwall viaduct**

No further information to report. That this item be deleted as a standing item to meetings of the Committee.

**e) Environment Agency flood defence scheme and Weir Lane viewing area – arrangements for event**

The Council noted a report of the Clerk on liaison with the Borough Council and the New Cut Heritage and Ecology Trail Group for an event to mark the completion of the works in Woolston and the viewing area at Weir Lane.

**Finance and General Committee**

**a) Approval of Accounts 2018-19**

Resolved,

That approval be given to the accounts for 2018-19 subject to consideration of the report of the internal auditor.

**b) Speed control equipment**

Resolved,

That approval be given to liaison with the Borough Council on the use and advice on speed control equipment.

**c) General Data Protection Regulations – approval of policies and procedures**

The Council noted that there were no matters to report.

**d) Development of website**

The Council noted that there were no matters to report.

**e) Applications for grant aid**

The Council noted that there were no applications to report.

**f) Rates of pay and review of employee contract**

The Council noted that following discussions between the Chairman of the Committee and the Clerk the model contract agreed jointly by the National Association of Local Councils and the Society of Local Council Clerks was to be used as the basis for the Clerk’s contract and that a report was to be submitted to the Committee.

**C13 Calendar of Council and committee meetings**

The Council gave consideration to a report of the Clerk on the proposed calendar of meetings for 2019-20 for the council and committees. The dates included avoided Development Management Committee meetings of the Borough Council in accordance with previous decisions:

Resolved,

That the calendar of meetings be accepted.

**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 presented by PCSO Roberts and Beat Manager PC Edwards:

**May 2019 - Monthly Parish report**

**Beat Sergeant PS Stuart Gibbard**  
**Beat Manager PC Alison Edwards**  
**PCSO Bethan Roberts**

**Anti Social Behaviour**

4 Relate to Youths (2), environmental (1), personal (1)

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**Burglary**

2 Dwelling

1 Other

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**Criminal Damage**

4 2x vehicle damage

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**Vehicle crime**

1 Theft of vehicle

2 Theft from vehicle

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**OTHER**

<https://www.cheshire.police.uk/advice-and-support/home-safety-and-security/looking-after-your-home-and-neighbourhood/>

<https://www.cheshire.police.uk/advice-and-support/bicycle-safety-and-security/how-to-prevent-bicycle-theft/>

5Cs guide to staying safe online:-

<https://www.cheshire.police.uk/advice-and-support/internet-safety-and-security/our-5cs-guide-to-staying-safe-online/>

Woolston Park – Joint patrols with County Fire continue

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**Schools**

Woolston WASPS Link Club – Roads Safety Input

The Warren Pre-School – Roads Safety Input

Woolston CE – Yr 5/6 ASB Talks

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**Surgery**

Rixton & Woolston PCSO Surgery at Woolston Hub – 31 May 18:00, 6 Jun 11:00, 11 Jun 18:00, 17 Jun 13:00

Resolved,  
That the report be noted.

**C16 Borough Council business**

Borough Councillors A Hill, McCarthy and Wright 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:

- Approval had been given to the introduction of waiting restrictions on the eastern side of New Cut Lane on the approach to the Community Household Waste site.
- The open space at Nottingham Close had been cut following the repair of the mowing machine.
- Resurfacing of Hall Road from Laburnum Avenue to the Hub car park was scheduled for Autumn 2019.
- Representations had been made by residents in respect of planning application 2019/34923 Forward Works Bridge Lane. Objections had been made to similar applications by Ward Councillors and the council.
- Ward Councillors were continuing with their representations in respect of the operation of industrial premises at Centre 21 and New Cut Lane.
- A meeting was to be held with Borough Council officers relating to road safety adjacent to the three primary schools and the high school. The situation on Hillock Lane at the junction to Epping Drive would be affected following notice of the retirement of the School Crossing Patrol warden who was not to be replaced.
- Representations continued to be made by residents regarding the traffic congestion on Gordon Avenue through the number of vehicles using the adjacent business premises.
- Borough Council officers were to produce a scheme to protect the highway verge on Somerset Way adjacent to the entrance to Woolston Park to help prevent the parking of vehicles. Details of the scheme would be provided before confirming a contribution by the council to the scheme.

### **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 – no meeting of the group held since the last council meeting.

Friends of Woolston Park – Councillor M Greenslade submitted a report on the work of the group:

- Volunteer days continue (1st of month plus Monday mornings). Work progressing on Jubilee Garden plus area around pond which will become a wildlife flower area.
- Large number of nitrous oxide cylinders recovered in Park - reported to police.
- Recent Eggstravaganza day very successful and raised £85 for FOWP via donations and raffle (offset costs of materials used and added to FOWP funds).
- Young Friends of Woolston Park continue to meet and carry on their projects - including the "bug house" which is now in place in the Park.
- Planning for the Show continues.
- Cafe cake and cuppa day Sunday 26th May 10 - 2pm arranged to raise money for FOWP.

Public Rights of Way Forum – no report.

Other bodies – no report.

### **C18 Correspondence – consultation and information**

**- (1) Warrington Borough Council's Proposed Submission Version Local Plan**

**- (2) Warrington Borough Council's draft fourth Local Transport Plan**

The Council gave consideration to the consultation documents published by the Borough Council:

Resolved,

That no comments be made by the Council and it be noted that members may submit their own comments.

### **- Walk around with the Police and Crime Commissioner**

Members noted that the Police and Crime Commissioner had agreed to have a walk around the parish with members on 13 June 2019. This formed part of the liaison arrangements with parish councils across Cheshire.

### **C19 Planning Applications and decisions**

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

Application reference: 2019/34923

Location: Forward Works, Bridge Lane, Woolston, Warrington, WA1 4BA

Description of development : Full Planning (Major) Retrospective application for the construction of a concrete mixing plant with ancillary plant including storage bays, overhead conveyors, weighing bins, water storage tank, extension of existing concrete pad and road way; retention and subdivision of existing offices, staff toilet and kitchen and change of use of land to B2 Use Class (general industry).

Resolved,

That the previous objections to applications relating to these premises (including 2019/34251) be maintained.

### **C20 Business raised by Members**

No matters to report.

### **C21 Payment of Accounts**

Resolved,

That approval be given to the following payments:

<b>Cheque No</b>	<b>Date expenditure incurred</b>	<b>Payee</b>	<b>VAT not Recoverable</b>	<b>Amount</b>	<b>Purpose</b>	<b>S137</b>
4370	26/9/18	The Environment Partnership (TEP) Ltd	0.00	400.80	Aboricultural works supervision 25 June to 26 August 2018	
4371	VOID					
4372	26/9/18	HM Revenue and Customs (Clerk)	0.00	268.60	PAYE Months 4 to 6 2018	
4373	27/9/18	Employees 1	0.00	358.18	M6 September 2018	
DD	14/10/18	British Telecom plc	0.00	47.16	Broadband service 4828 October 2018	
4391	14/12/18	Employee 1	0.00	358.18	M9 December 2018	

4392	14/12/18	LiveWire CIC	0.00	67.20	Butterfly room – weekly community event November 2018	Yes
4393	14/12/18	HM Revenue and Customs (Clerk)	0.00	268.80	PAYE M7 to 9 2018	
4394	14/12/18	British Telecom plc (Clerk)	0.00	113.28	Phone service 9481December 2018	
4395	14/12/18	Fox Wood School	0.00	50.00	Grant	Yes
4396	14/12/18	Woolston Church of the Ascension	0.00	50.00	Grant	Yes
4427	22/5/19	LiveWire CIC	0.00	67.20	Butterfly room – weekly community event March 2019	Yes
4428	22/5/19	Employee 1	0.00	358.18	M2 May 2019	
4429	22/5/19	Costco (Clerk)	0.00	31.77	Stationery	
4430	22/5/19	Amazon (Clerk)	0.00	33.48	Printing toner	

Chairman.....