

**MINUTES OF THE ANNUAL MEETING OF THE WOOLSTON PARISH COUNCIL
HELD AT THE WOOLSTON NEIGHBOURHOOD HUB, HALL ROAD, WOOLSTON
ON 17 MAY 2017**

Present: Councillor M Banner (Chairman)
Councillors: M Creaghan, J Greenslade, MH Greenslade, AJ Hill, D Hill,
B Maher, D Nowell, M Pearce, S Rydzkowski, P Wright

Apologies for absence: Councillor A McCarthy

C1 Election of Chairman

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

C2 Chairman's remarks

The Council recorded their thanks to Councillor J Greenslade for the manner in which he had undertaken the duties of Chairman during the past year.

C3 Election of Vice Chairman

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

C4 Apologies for absence

Apologies for absence were noted from Councillor A McCarthy on the grounds of attendance at a meeting of the Borough Council.

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

No declarations were made at the opening of the meeting.

C6 Minutes of the previous meeting

Resolved,
That the minutes of the meeting held on 19 April 2017 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 2017-18 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:

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 2017-18 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
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 M Pearce

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) Warrington East Phase 2 consultation

The Council received a presentation from the Borough Council's Principal Transport Planner (Capital Delivery) on the Warrington East Phase 2 project. The Executive Board in April 2017 had approved the project for public consultation and details had been provided on the Council's website and exhibitions had been planned in Birchwood.

Representations had been made by the Borough Ward Councillors and members who had attended the exhibition held at Birchwood on the absence of any information to the parish council and the Ward Councillors on the elements of the scheme relating to Woolston. The

officer acknowledged and apologised for the lack of prior notice and reported that in response to representations made exhibitions were to be held at the Woolston Neighbourhood Hub and notice was to be given direct to residents who may be affected by the proposals.

Resolved,

That

1. the report of the officer be noted together with the arrangements being made to consult residents;
2. consideration be given at the next meeting to any representations to be made relating to the project.

b) Martinscroft Village Green – traffic calming scheme

The Council heard representations from Mr Walklett, a resident of Martinscroft Green, on the implementation of the traffic calming scheme. Concern was expressed at the proposed siting of one of the road humps following information received at a site meeting held earlier in the week by an officer of the Borough Council and the contractor. Members responded to the points raised relating to the scheme:

Resolved,

That, subject to the Borough Council confirming that the scheme is to be implemented in accordance with the consultation document, approval be given to proceed with the scheme.

c) Parish Path Warden scheme – appointment of Path Warden

Resolved,

That

1. Councillor Nowell be appointed as Path Warden as part of the Borough Council's Path Warden scheme;
2. the suggestion from the Path Warden that a report be made in future on a two monthly basis be agreed.

d) Development of "old Billy" scheme

Resolved,

That it be noted that details had been provided to the contractor used by the Borough Council for the production of highway information signs on the proposed design of the "old Billy" sign.

e) Development adjacent to Thelwall viaduct

Resolved,

That the Environment and Amenities Committee continue to give consideration to matters relating the development.

f) Security of the Woolston Household Waste Site, New Cut Lane

Councillor J Greenslade reported that at litter picks carried out by the New Cut Heritage and Ecology Trail Group items had been found that were believed to have originated from the household waste site eg televisions. This had raised questions relating to the security arrangements at the site:

Resolved,

That this matter be drawn to the attention of the Borough Council and the Police.

g) Request for waiting restrictions at junction of Epping drive and Longbarn Lane

The Council considered representations from a resident for the extension of the waiting restrictions recently introduced by the Borough Council to include the junction of Epping Drive and Longbarn Lane:

Resolved,

That approval be given to a request being made to the Borough Council for the introductions of no waiting restrictions at this junction.

Finance and General Committee

a) Approval of accounts for 2016-17

Resolved,

That the accounts for 2016-17 as presented to the Council be approved subject to the report of the internal auditor.

b) Development of website

The Council noted that there were no matters to report.

C13 Calendar of Council and committee meetings

The Council gave consideration to a report on the proposed Calendar of meetings for 2017-18 for the council and committees. The dates included avoided planning committee meetings at the Borough Council in accordance with previous decisions:

Resolved,

That the calendar of meetings be accepted subject to the deletion of the date proposed for May 2018 to avoid any conflict with meeting dates approved by the Borough Council.

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 from PC Caswell on the policing of Woolston as set out below. PC Caswell reported that this had been the first opportunity for him to attend a meeting of the Council since being appointed to duties in this area. Members were invited to make direct contact on issues relating to the parish.

Woolston

In the past thirty one days there had been:

Ten reports of anti-social behaviour, but these had been spread across the area and ranged from noise at a house party, to parking obstructions and disputes at trading places, so no area was being specifically targeted.

There had been four reports of damage around the roads that lead off Hillock Lane. These occurred within a four day period and were mainly objects being thrown at the front doors, causing damage to the glass pane

There had been one burglary in a shed.

There had been two thefts from motor vehicles, with Woolston Grange being targeted again. Woolston had seen no traffic collisions.

Details were also reported on action taken by the Police relating to parking obstructions in the vicinity of local schools. The Police continued to have the cooperation of all Head Teachers in this matter. It was noted that the recent introduction of waiting restrictions adjacent to schools had assisted in the control of parking.

The Council thanked PC Caswell for his attendance at the meeting and for the submission of written reports.

C16 Borough Council business

Borough Councillors Hill 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:

- Parking issues adjacent to local schools;
- Housing matters;
- Consultation on the Warrington East phase 2 scheme;
- Maintenance of open space to the rear of houses at the Hillock Lane Amenity area;
- Environment Agency scheme at the lock area for the Woolston New Cut Canal.

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:

- East Warrington Neighbourhood Board – Board disbanded by the Borough Council.
- New Cut Heritage and Ecology Trail Group – the minutes of the group meeting and other information had been provided to members. It was noted that the Group had discussed the provision of seating in the lock area and were to discuss the reopening of consultation on this matter with a view to making representations to the Environment Agency. The Council agreed to reaffirm support for residents who had objected to the installation of seating. The next meeting was to be held on 22 May 2017. Councillor J Greenslade reported on an interview with Radio Warrington that he had given as Chair of the parish council relating to the Environment Agency flood defence scheme in Woolston.
- Friends of Woolston Park – Councillors M Greenslade and M Pearce work undertaken by the Group. The volunteer group were to meet on 1 June 2017;
- Public Rights of Way Forum – no items to report.
- Other bodies – it was noted that the Butterfly Room was open on Wednesdays from 10am to 11.30 am to provide a venue for local people to meet. A charge of £1.50 was being made for tea and coffee.

C18 Correspondence – consultation and information

- Mersey Phase 3b – status of works at Weir Lane

The Council noted a progress report issued by the Senior Project Engineer on behalf of the Environment Agency on works relating to the flood defence scheme issued on 5 May 2017:

It's been a while since I was last in touch and as you will have no doubt seen we have gone beyond the stated completion date of end of April for the works around Woolston Weir. We have made significant progress since I was last in touch but due to delays in material delivery and getting the right trades and skills on site we have been delayed.

The remaining works include the following:

Completion of the timber cladding to the piles upstream of New Cut Lock

Finish footpath upstream of New Cut lock

Reinstatement and landscaping of area on the lock structure

Installation of flood kerbs around Lock Cottage

Installation of coping stones to the wall around Weir Lodge followed by railings and fencing

Reinstatement, landscaping and tidying of area between Weir Lodge and Lock Cottage

More labour will be directed over to Weir Lane next week with the aim of finishing these works by the middle of June. We are expecting a large part of these works will be complete by the end of the month, however, we need to allow some time in June for finishing and snagging works.

The area on the New Cut Lock will be reinstated to a level surface, landscaped and surrounded by a timber fence in the short term. We have spoken to Peel Holdings plc about turning the area into a viewing area with permanent steel fencing which they are not opposed to. Discussions are ongoing with Warrington Borough Council and Peel over the long term maintenance of the area. We expect these discussions to take some time so we will come back to complete this area in its final form when everyone has agreed the way forward. I expect this will be towards autumn time.

Due to the time of year some planting will also be put back to the autumn to give the plants the best conditions to grow.

We very much appreciate your patience with the extended time it is taking to complete the works.

C19 Planning Applications and decisions

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

2017/30413 – Land at Bridge Lane Industrial Estate (MR2) Woolston Weir (MR1 Downstream) the rear of Weir Lane/Edward Gardens (MR1Upstream) and Thelwall Viaduct Warrington – Non material amendment – proposed changes to the alignment of flood defence structures and associated boundary treatments and landscaping application 2016/27683.

Resolved,

That no objections or representations be made in respect of the above application.

C20 Business raised by Members

Councillor J Greenslade reported on the maintenance of the hedgerow adjacent to the War Memorial at Martinscroft Village Green. It was noted that the hedge had been allowed to grow to provide a screen from Manchester Road.

C21 Payment of Accounts

Resolved,

That approval be given to the following payments:

Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137
4261	8/5/17	Cheshire Fencing and Landscaping	0.00	645.00	Timber fencing Hillock Lane car park	
4262	17/5/17	intouchcrm	0.00	72.00	Software training	
4263	17/5/17	LiveWire CIC	0.00	33.60	Room hire April 2017	
4264	17/5/17	Employee 1	0.00	358.18	Month 2 May 2017	

Chairman.....