

## MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL AT THE COUNCIL OFFICES, BELLHOUSE LANE ON THURSDAY 15<sup>th</sup> JUNE 2017

**Present:** Councillors Mrs E Welborn (Chair), R Bate, A Bennett, M Biggin, R Fisher, Ms W Johnson, J McQuillian, C Taylor, P Warner, G Welborn and P Wenlock.

**In Attendance:** Janet Richards, Responsible Financial Officer.

### 29. Apologies for Absence

It was **resolved that** apologies and reasons for absence from Councillors Mrs L Fernyhough, I Fountain, D Hockenhill, H Kazi, and C Worsley would be accepted.

### 30. Dispensation Requests

No dispensation requests were received.

### 31. Disclosures of Pecuniary Interests

Councillor G Welborn declared an interest in minute reference 40.

### 32. Minutes

**Action**

**Resolved that** the minutes of the Annual Parish Council meeting on 18<sup>th</sup> May and the minutes of the Planning meeting on 1<sup>st</sup> June are approved as a correct record.

### 33. Traffic issues – Mark Tune, Traffic Management, Road Safety & Highway Adoptions Manager

Mark outlined the new ‘schools programme’ which would be rolled out over a number of years across Warrington. The schools programme would be an assessment of the issues in relation to road safety/traffic/parking around an individual school, resulting in a tailored package put together for that school including partnership working with the police, parents, WBC and other bodies in order to reduce road/traffic/parking issues. Bradshaw Lane School was in the initial stages of a ‘schools programme’ and St Wilfrid’s and Thelwall schools would follow in the next 12-18 months.

Councillors also raised the issue of lack of enforcement within Grappenhall Village. Mark agreed to rectify this with the presence of Civil Enforcement Officers, but explained that enforcement in isolation, would not be a long term solution.

Councillors also raised the concerns regarding speeding traffic and parking on Thelwall New Road, particularly near the Infant and Junior School. Mark said that the ‘schools programme’ would be able to assist with this.

### 34. Update on Local Policing Issues by PCSO Jordan Calder and PC Wendy Whitehead

Jordan presented an update on local policy issues and local crime statistics, as follows:

- 10 Anti Social Behaviour incidents (5 at Grappenhall Hall School)
- 4 Criminal Damage incidents
- 2 Road Traffic Collisions (no serious injuries)
- 2 Burglaries
- 4 Shoplifting incidents (all at the Co-op on Knutsford Road)
- 3 Thefts
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The priorities for the next month would be Grappenhall Hall School and school parking. The crime trend statistics were not presented as requested, but would be presented at the July meeting.

### 35. Correspondence Miscellaneous

The following correspondence had been received and copies would be available from the Clerk:

- a) Letter of thanks from Playability for the Parish Council donation of £250.
- b) Letter of thanks from Families United for the Parish Council donation of £250.

### 36. Information for Noting

- a) The RFO had renewed the Parish Councils annual insurance policy with Zurich at a cost of £7057.23.
- b) The WREN grant for Diamond Park for £48,100 was unsuccessful. WREN had recommended further consultation should be carried out and resident petitions should be done, plus an increase in matched funding from the Parish Council which would improve chances of success. The RFO would re-submit an application in August 2017.
- c) A Parks & Open Spaces Committee meeting would take place on 20<sup>th</sup> June.
- d) Further works on the cobbles in Grappenhall Village would resume in July/August. This would involve taking up the cobbles and relaying them on an asphalt base.
- e) A new printer had been installed at the Parish Council Office.
- f) The biennial tree survey at Jubilee and Diamond Parks was carried out on 8<sup>th</sup> June.
- g) A sturdy 'No Dogs' sign had been installed at Jubilee Park and a similar sign would shortly be installed at Diamond Park. Two spare signs were also ordered to keep in stock, in case of vandalism.
- h) A letter of thanks and 20 certificates had been sent to the Head Teacher at St Wilfrid's School in relation to their road safety initiative.

### 37. Internal Audit

The RFO was pleased to report that the Internal Audit had been concluded and the Auditor (John Henry from JDH Business Services) reported that:

*"On the basis of the internal audit work carried out, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan. As part of the internal audit work for the next financial year, we will follow up all recommendations included in the action plan".*

The Action Plan included the following recommendations:

- a) Minor adjustments to the accounts based on Auditor recommendations.
- b) The Council should secure NALC model contract of employment and established signed contracts with all staff.
- c) The Council should periodically retender contracts that are in excess of the threshold in the Financial Regulations (i.e. Countrywide Grounds Maintenance).
- d) Financial Regulations do not stipulate controls to prevent supplier fraud. Model Financial Regulations are available from NALC which reflect best practice. It is recommended that we update the Financial Regulations in line with the NALC regulations.
- e) A payment to RMS was not supported by a VAT invoice, only an 'application for payment' (this has now been obtained and rectified).

JR

### 38. Neighbourhood Plan

Councillor P Wenlock provided members with an update on progress with the Neighbourhood Plan, following on from the latest meeting on 5<sup>th</sup> June. The next Steering Group meeting would take place on 3<sup>rd</sup> July and it is anticipated that parish wide consultation would take place during September. It was **resolved that** the RFO would send all members a copy of the Appleton Thorn Neighbourhood Plan for information.

JR

### 39. PCSOs

Initial discussions, but no formal decision, took place with regard to the provision/requirements for PCSOs from April 2018 onwards. The Parish Council currently has 2 PCSOs, one of which is partly funded by the Parish Council at a total cost to us of £24,765. From April 2018, the cost of this same provision would be £34,000 for year 1 and a likely increase on this for years 2 and 3. The options that were discussed were:

- a) To pay the additional £9,235 (on top of £24,765) to retain 2 full time PCSOs in the parish.
- b) To share the second PCSO with another Parish Council, which would cost £17,000 (i.e. a saving of £7,765 which could be re-allocated).
- c) To retain only 1 (free) PCSO which would result in a saving for the Parish Council of £24,765 which could be re-allocated.

Further clarification on exact funding would be required and thereafter further discussion amongst members would take place. A decision would need to be made by September.

### 40. Stockton Heath Library

Councillor G Welborn provided an update on the current situation at Stockton Heath Library. Due to the usage by members of the public outside Stockton Heath (25% of the users live in Grappenhall & Thelwall), there was a proposal to change the name to 'South Warrington District Library'. The Working Group would be looking at ways for LiveWire to run/finance the library. A discussion took place regarding the funding required and the funding provided by Grappenhall & Thelwall Parish Council to Grappenhall Library. A discussion also took place regarding Lymm Library and it was agreed that Councillor Ms W Johnson would obtain statistics on usage of Lymm Library by residents who live in Grappenhall and Thelwall.

WJ

### 41. Thelwall Rose Queen and Grappenhall Walking Day

Councillor Mrs E Welborn outlined plans for the Parish Council stand at the Thelwall Rose Queen event. The event would be used to carry out further consultation and to ask residents to sign the petitions for the WREN grant re-submission for the refurbishment of Diamond Park. The Walled Garden Outreach Officer would also attend the event and carry out a free children's activity. With regard to Grappenhall Walking Day, it was proposed that the Parish Council would also have a stand in order to start the consultation process for Jubilee Park. Councillors Mrs E Welborn, G Welborn, C Worsley, J McQuillan and the Parish Warden all agreed to assist with this event.

### 42. Request for Financial Assistance

- a) Grappenhall Scout Group requested financial assistance of £500 towards the cost of outdoor activities during a Scout trip to Switzerland. It was **resolved that** a grant of £500 would be awarded.

### 43. Accounts for Payment

It was **resolved that** accounts for payment totalling £32,810.07 be approved.

### 44. Consideration of Planning Applications

The recent planning applications were considered (see attached report).