

MINUTES OF THE ANNUAL MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL AT THE COUNCIL OFFICES, BELLHOUSE LANE ON THURSDAY 18 MAY 2017

Present: Councillors Mrs E Welborn (Chair), R Bate, Mrs L Fernyhough, R Fisher, I Fountain, D Hockenhull, Miss W Johnson, H Kazi, J McQuillan, P Warner, G Welborn, P Wenlock and C Worsley.

In Attendance: Janet Richards, Responsible Financial Officer.

Action

1. **Election of Chair**
Resolved that Councillor Mrs E Welborn be elected as Chair of the Council for the year 2017/18. The Declaration of Acceptance of Office was read and signed.
2. **Election of Vice Chair**
Resolved that Councillor Miss W Johnson be elected Vice Chair of the Council for the year 2017/18. The Declaration of Acceptance of Office as Vice Chair was read and signed.
3. **Apologies for Absence**
Councillors M Biggin and C Taylor sent their apologies for absence and it was **resolved that** these apologies be accepted. Councillor A Bennett sent in late apologies for absence.
4. **Dispensation Requests**
None received.
5. **Disclosure of Pecuniary Interests**
No disclosures were made
6. **Update on Local Policing Issues by PCSO Jordan Calder**
Jordan presented members with a useful update on local policing issues and reported the following crime statistics since the April Parish Council meeting:

- Anti Social Behaviour Incidents	10
- Criminal Damage	3
- Road Traffic Collision	4
- Shoplifting	2

Jordan commented that it had been a fairly quiet month, but priorities for the next month would be anti social behaviour and school parking. Discussion then took place with regards to the lack of enforcement in Grappenhall Village with regards to parking. It was **resolved that** the RFO and Councillor Mrs E Welborn would compile a letter to WBC regarding the lack of enforcement. It was also **resolved that** Jordan or Lauren Copeland would produce some crime trend statistics to present to the June Parish Council meeting.
7. **Minutes**
Resolved that the minutes of the Grappenhall Heys Estates Committee on 13th February, the Parish Council meeting on 13th April and the notes from the Resources Committee on 9th May be approved as a true record, and to receive the minutes of the Planning Committee meeting held on 6th April. **JR/EW**
8. **Appointment of Committees, Working Groups and Outside Bodies**
Resolved that appointments to Committees, Working Groups and Outside Bodies be made in accordance with the agreed schedule attached to these minutes. It was recommended that each committee meet at least twice per year and report back to full Council.
9. **Dates of Meetings**
Resolved that the meetings of the Council and Committees be held on the dates set out in the

schedule attached to these minutes.

10. Register of Members' Interests

It was requested that members check their 'Register of Members' Interests' form on the Parish Council website to ensure that the details were correct. The Clerk should be advised if any amendments would be necessary.

11. Correspondence Miscellaneous

The following correspondence had been received from a variety of sources and copies were available from the Clerk:

- a) Cheshire Constabulary – Review of the Financial year 2016/17.
- b) An email from a resident requesting that the speed limit be lowered to 20mph outside Thelwall Junior School, and that signage should be improved. It was **resolved that** the RFO would write to Mark Tune, WBC Traffic Manager to request the change in speed limit and/or suggest other improvements. **JR**
- c) Livewire Community Energy Newsletter May 2017 (and note that the solar panels on GYCA would be fitted during wk/com 22nd May)
- d) Acknowledgement of Declaration of Compliance from the Pensions Regulator – confirming that the Parish Council had complied with the Pensions Regulator under the Pensions Act 2008.
- e) A Letter from Network Warrington to say that they would be unable to change the route of the no.6 bus that travels along All Saints Drive.

12. Information for Noting

- a) A decision on the WREN funding for Diamond Park would be due on 25th May.

13. Litter Issues on Broad Lane

Councillor C Worsley led the discussion of the continuing litter issues on Broad Lane. It was **resolved that** Councillors R Bate and C Worsley would speak to nearby companies with regards to both litter and speeding on Broad Lane. It was also **resolved that** Councillors R Bate and M Biggin would speak to Sharon Walls from WBC to investigate official signage relating to litter (i.e. Please Take Your Litter Home).

RB/CW/MB

14. St Wilfrid's C of E Primary School Road Safety Initiative

Pupils at St Wilfrid's C of E Primary School had produced designs for banners to encourage drivers to slow down and not to park in the village, as part of a road safety initiative. It was **resolved that** the RFO would write to the Head Teacher of the school with a letter of thanks and produce Parish Council certificates to give out to pupils. Councillor C Worsley would speak to the school and advise the RFO on how many certificates to produce.

JR/CW

15. Grappenhall Hall School Update

Councillor R Bate provided an update on the progress with regards to Grappenhall Hall School. In brief, WBC Education Department had been given permission for the disposal of the school/site – thereafter it would no longer be considered an Education asset, but would go into the WBC Estates pot. WBC would create a Planning Brief for the site, to outline options for the site – bearing in mind the sensitive location of the site. This Planning Brief would be subject to a full consultation with residents, Parish Council and other affected parties. It is likely that the consultation would take place in Sep/Oct 2017 and likely that if the site is disposed of, this would be by public tender in the first quarter of 2018. It was **resolved that** Councillor R Bate would liaise with WBC regarding the interim security of the site and grass cutting etc.

Also, **resolved that** the RFO would email WBC Enforcement to establish the current situation with regards to The Rectory on Church Lane.

JR/RB

16. Neighbourhood Plan

All the preparatory work had been completed in order for the Steering Group to go ahead with the production of the Neighbourhood Plan. Since the inception meeting on 15th November 2016, the RFO had applied for the Parish Council to be a 'designated body' to produce the plan – which after consultation was

authorised. The RFO then applied for funding to 'Locality', and this funding request for £4890 was successful. The Steering Group now needs to meet with Kirkwells (Planning/Technical Advisors) to initiate work on the plan. The RFO had agreed to take minutes for the Steering Group meeting, publish them on the Parish Council web, and apply for the next round of funding.

17. Accounts

The RFO presented the annual accounts for 2016/17 and explained the notes attached to the accounts.

Resolved that the accounts are received and approved (see attached) and that Sections 1 & 2 of the Annual Return for the Parish Council for the year 2016/17 be approved.

18. Financial Reporting

The Clerk presented an up to date analysis of 'expenditure to date'. No issues were reported.

19. Accounts for Payment

It was **resolved that** accounts for payment totalling £27451.96 be approved.

20. Consideration of Planning Applications

Nine planning applications had been considered. See list attached.

21. Exclusion of Press and Public

Resolved that the press and public be excluded from the next agenda item as it related to employment matters relating to an individual.

22. Resources Committee 9th May – Administration Assistant

Resolved that Mrs Susan Clements position as Administration Assistant be made a permanent position at the Parish Council. Susan's contract was for 8 hours per week.

Grappenhall and Thelwall Parish Council – Appointments 2017/18

	<i>Appointments 17/18</i>	
Chairman of the Council		Mrs E Welborn
Vice-Chairman of the Council		Miss W Johnson
Committees		
Planning Committee	1	D Hockenhull (Chairman)
	2	R Fisher
	3	I Fountain
	4	P Warner
	5	Mrs E Welborn
	6	M J Biggin & P Wenlock (part time)
Resources Committee	1	Mrs E Welborn (Chairman of the Council)
	2	Mrs L K Fernyhough
	3	D Hockenhull
	4	C G Taylor
	5	C Worsley
	6.	J McQuillian
	7	H Kazi
Recess Committee	1	Mrs E Welborn (Chairman of the Council)
<i>(Chairman, V-Ch, Ch of Planning</i>	2	R Fisher
<i>and Ch of Grappenhall Heys</i>	3	I Fountain
<i>Estate Committee)</i>	4	D Hockenhull
	5	Miss W Johnson
Grappenhall Heys Estate	1	I Fountain (Chairman)
Committee	2	Mrs L K Fernyhough
	3	D Hockenhull
	4	J McQuillian
	5	C G Taylor
	6	B S Johnson (Chairman of Friends Cttee. Co-opted)

	<i>Appointments 17/18</i>	
GYCA Liaison Committee	1	G Welborn (Chairman)
	2	R Bate
	3	Mrs L K Fernyhough
	4	P Warner
Four Year Strategic Plan	1	R Bate (Chairman)
Committee	2	M J Biggin
	3	Mrs L K Fernyhough
	4	Miss W Johnson
	5	J McQuillian
	6	C G Taylor
	7	P Wenlock
Parks and Open Spaces Committee	1	R Bate (Chairman)
	2	M J Biggin
	3	Mrs L K Fernyhough
	4	I Fountain
	5	Miss W Johnson
	6	Mrs E Welborn
	7	Parish Warden - Martin Stuart
Working Groups		
Strategic Review of Assets	1	Mrs L K Fernyhough (Chairman)
Working Party	2	I Fountain
	3	C G Taylor
	4	P Wenlock
	5	
Outside Bodies		
CPRE		Mrs L K Fernyhough
Quays Management Cttee	1	R Fisher
	2	D Hockenhull
	2	C G Taylor

	<i>Appointments 17/18</i>	
Thelwall Parish Hall Mgt Cttee		R Fisher
Rights of Way Forum	1	I Fountain
	2	
Warrington Police Forum		Mrs L K Fernyhough
Police C S O 's Group	1	Mrs L K Fernyhough
	2	D Hockenhull
	3	P Wenlock
	4	C Worsley
	5	Mrs E Welborn

Grappenhall and Thelwall Parish Council

Programme of Meetings 2017-18

01	June	2017	Planning Committee
15	June		Council
06	July		Planning Committee
20	July		Council
17	August		Recess Committee
07	September		Planning Committee
21	September		Council
05	October		Planning Committee
19	October		Council
02	November		Planning Committee
16	November		Council
07	December		Planning Committee
21	December		Council
04	January	2018	Planning Committee
18	January		Council
01	February		Planning Committee
15	February		Council
01	March		Planning Committee
15	March		Council
30	March		Good Friday
02	April		Easter Monday
05	April		Planning Committee
19	April		Council
03	May		Planning Committee
17	May		Annual Parish Council Annual Parish Meeting

N.B. Meetings of Resources, Parks and Open Spaces and Grappenhall Heys Estate Committees to be arranged.

Grappenhall & Thelwall Parish Council
Income & Expenditure Report 2016-2017
By Janet Richards
Responsible Financial Officer

Income

Precept	£146,597.00
Walled Garden Investment Fund Income – Arnold Stansby	£ 71,644.62
Heritage Lottery Grant	£ 30,661.00
Sale of land on Thelwall New Road	£ 17,340.00
Walled Garden Café Income	£ 12,932.29
Donations from Friends of Grappenhall Heys Walled Garden	£ 5,893.52
Walled Garden Income from Outreach activities/visits	£ 1,930.61
Misc.	£ 1,204.21
Bank Interest	£ 44.00
Total	£288,247.25

Expenditure

Parish Council Staff Costs	£ 75,587.11
Walled Garden Running Costs	£ 42,443.30
Walled Garden Staff Costs	£ 31,238.72
Heritage Lottery Fund Project/Staff Costs	£ 30,904.52
Grants/Donations	£ 22,642.80
PCSO Contribution	£ 20,132.06
Grounds Maintenance & environ. improvements (inc. wild flowers/ baskets)	£ 15,035.37
Play Equipment	£ 10,232.97
Walled Garden Café Costs	£ 9,220.21
Insurance and Audit Fees	£ 7,889.18
Parish Council Office Refurbishment	£ 6,700.00
PC Office costs/subscriptions/utilities	£ 4,831.18
Civic/Election Costs	£ 3,523.46
Total	£280,380.88
Total expenditure with adjustments (petty cash/prepayments etc)	£280,432.34
The balance brought forward from 2015/16	£107,518.00
Add income less expenditure i.e. balance carried forward	£115,332.91

Long Term Investments/Fixed Assets

Assets (incl. GYCA, Walled Garden, Glasshouses, all owned items) at cost price	£2,220,754
Purchase price of Arnold Stansby Fund (cost at March 2017)	£1,987,391
Live Wire Investment	£ 15,000
Total	£4,223,145

Notes

- The balance carried forward (£115,533) is split between:
 - £29,982.63 Walled Garden
 - £85,550.37 Parish Council
- Best Practice recommended level of balances is: minimum 25% of precept and maximum 100% of precept. Our balances currently stand at 79% or 55% if the 'ringfenced' monies detailed below are excluded.
- The Walled Garden balances include a sum of £6250 allocated towards completing the works to the rear courtyard – thus leaving an 'actual' balance of £23,732.63
- The Parish Council balances, include the following:
 - £17,340 from the sale of the land at Thelwall New Road which is ringfenced towards play areas
 - A sum of up to £12,500 to be ringfenced towards the costs of the new car park at Bellhouse Lane
- There is a £22,000 recharge from the Parish Council to the Walled Garden. This recharge covers:
 - Parish Council staff time spent on Walled Garden activities (including cleaners expenses)
 - Grounds maintenance, grass cutting, tree works, general upkeep for the Grappenhall Heys Estate
 - Insurance, audit and administration
- The grants/donations expenditure consists of:
 - £20,000 to the Quays Community Centre
 - £2,642.80 local donations
- The Staff Salary costs include:
 - Wages, Tax and National Insurance contributions
 - Pension contributions
 - Travelling/staff expenses
- The Staff Salary costs for the Parish Council are for: Susan Brooks, Janet Richards, Martin Stuart, Lindsay Owen, Ron Berry, Susan Clements and the cleaners
- The Staff Salary costs for the Walled Garden are for Graham Richardson
- The HLF costs include the staff salary costs for Lynn Podmore/Kate Fitch (Community Outreach Officer)
- The Walled Garden running costs include:
 - Equipment
 - Utility Bills
 - Tree works and garden maintenance
 - New Facility contracts (i.e. trade waste, business rates, security etc) and maintenance contracts
- Long Term Investments and fixed assets are always valued for (local government) audit/accountancy purposes at 'cost price'. However, GYCA was valued in July 2015 at £1,910,955 (pre 2002 valuation/cost was £1,159,159). Also note that the Arnold Stansby fund was purchased in 2005 for £1,739,971 but the investment was reviewed and revised in March 2017 at a cost of £1,987,391 – whereby some investments were sold and re-invested. The actual value price at year end 31/3/17 was £2,556,644.
- The estimated 'current valuation' of all Parish Council owned assets and investments is in excess of **£5.5 million** (which does not include the land we own i.e. Jubilee Park, Diamond Park, Land at Grappenhall Heys)