

MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL AT THE COUNCIL OFFICES, BELLHOUSE LANE ON THURSDAY 21st JUNE 2018

Present: Councillors Mrs E Welborn (Chair), R Bate, M Biggin, Ms S Chisholm, D Hockenhull, R Fisher, Ms W Johnson, G Welborn and P Warner

In Attendance: Janet Richards, Clerk to the Council/RFO

Action

31. Apologies for Absence

It was **resolved that** apologies and reasons for absence from Councillors Mrs L Fernyhough, H Kazi, J McQuillan, C Taylor, P Wenlock and C Worsley be accepted.

32. Disclosures of Pecuniary Interests

Councillor Mrs E Welborn declared an interest in item 41 (being the current Chair of the Parish Council).

33. Minutes

Resolved that the minutes of the Annual Parish Council meeting on 17th May and the Planning Committee meeting on 7th June be approved as a correct record.

34. Dispensation Requests

No dispensation requests were made.

35. Correspondence Miscellaneous

- a) Notification from Cheshire Pension Fund regarding the requirement for employers to provide membership and contribution data on a monthly basis from October 2018.
- b) Notification from Neil Drum, LPU, Inspector, Cheshire Constabulary, that from 17th May the PCSO's serving with Warrington South Beat Management Team would be stationed at Stockton Heath Police Station.
- c) Letter of thanks from Warrington East Scouts for the Parish Council donation of £300.
- d) Letter of thanks from the Thelwall Rose Queen Committee for the Parish Council donation of £250.

36. Information for Noting

- a) A meeting of the Grappenhall Heys Estate Committee had taken place on 18th June 2018.
- b) The Clerk had attended the Cheshire Pension Fund Employer Meeting on 11th May.
- c) The new Parish Council website was up and running and the Walled Garden website was under development. A link to the Walled Garden website would be circulated to all Councillors for comments as soon as the requested corrections/amendments were complete.
- d) The Parish Council's insurance policy with Zurich (via Community First) had been updated and renewed on 1st June at a cost of £7663.12. The updated policy incorporated the assets held in the Asset Register and also included the new play equipment.
- e) The vacancy for new Assistant Clerk to the Council had been advertised on the WBC Jobs website, Cheshire Association of Local Councils website and on the Parish Council website/Facebook page. The closing date was Monday 25th June.
- f) The refurbishment of Diamond Park and Jubilee Park was now complete. Discussion took place regarding the re-opening/launch events, as follows:

Diamond Park – suggestions for re-opening event:

- Suggested date of Saturday 4th August 1pm to 3pm
- Teddy Bears Picnic
- Proludic would provide goody bags
- Invite Deputy Mayor (Wendy Johnson)
- Invite Rev'd Douglas Black and congregation plus Rose Queen
- Advertise in local schools

Jubilee Park – suggestions for re-opening event:

SB

- Suggested date of Saturday 28th July in the afternoon 1pm to 3pm
- Mad Hatters Tea Party theme – with optional fancy dress (possible competition?)
- Treasure Hunt
- Proludic would provide goody bags
- Invite the Mayor of Warrington
- Invite Thelwall Morris Men to provide entertainment
- Invite Rev'd Jane Proudfoot and congregation plus Rose Queen
- Invite Woolfie and some Warrington Wolves Players
- Ice Cream Van
- Advertise event in local schools

GW
SB

37. Update on South Warrington Parish Councils Local Plan Working Group

Councillor Bate provided an update for members and reported that the project was progressing well.

38. Update on Neighbourhood Development Plan

Councillor Wenlock had stood down from Chairing this project, due to illness. It was **resolved that** Councillor Bate would become the Acting Chairman. Councillor Ms Sally Chisholm would also become a member of the working group. A meeting would take place on 25th June to agree on a way forward with this project.

39. Annual Accounts for 2017/18

It was **resolved that** the annual accounts for 2017/18, presented by the Clerk/RFO would be accepted. The Clerk would complete the Annual Return as per the agreed accounts.

JR

40. Internal Audit for 2017/18

The Clerk had presented the Internal Audit report and Action Plan, as completed by JDH Business Services. The Clerk would progress the Action Plan as required.

JR

41. Chair's Allowance

Discussion took place as to whether to increase the Chair's allowance. The allowance currently stood at £350 per year and had remained at this level since 2002. It was **resolved that** the allowance would be increased to £700 per year – payable £350 in June and £350 in December. This increase was justified due to the increasing workload that the Chair had to undertake. It was also **resolved that** the allowance would be reviewed bi-annually in future. The Planning Chair's allowance would remain at £150 per year.

JR

42. General Data Protection Regulation (GDPR)

The Clerk outlined steps taken to date to comply with the new General Data Protection Regulation. This included an 'inventory of personal data captured, stored and processed' (data audit) and a review (still ongoing) of new policies/documents/forms required. The Clerk would provide updates at future meetings.

JR

43. Amendment to Standing Orders

It was **resolved that** the minor amendments to the Standing Orders regarding the two year chair model (resolved at the May 2018 meeting), would be accepted.

JR

44. Accounts for Payment

Resolved that accounts for payment totalling £ 35,333.96 be approved.

45. Expenditure to Date

The Clerk presented the 'expenditure up to end of June 2018'. No issues reported.

46. Consideration of Planning Applications

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