

MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL AT THE COUNCIL OFFICES, BELLHOUSE LANE ON THURSDAY 15th NOVEMBER 2018

Present: Councillors Mrs E Welborn (Chair), R Bate, R Fisher, D Hockenhull, Ms W Johnson, H Kazi, P Warner, G Welborn and P Wenlock

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

129. Apologies for Absence

It was **resolved that** apologies and reasons for absence from Councillors A Bennett, M Biggin, Ms S Chisholm, Mrs L Fernyhough, J McQuillan, C Taylor and C Worsley would be accepted.

130. Disclosure of Pecuniary & Personal Interests

No disclosures were made.

131. Minutes

Resolved that the minutes of the Parish Council meeting on 18th October and Planning Committee meeting on 1st November be approved as a true record.

132. Dispensation Requests

No dispensation requests were received.

133. Correspondence Warrington Borough Council (WBC)

a) Letter from Michael Bell (Planning Policy Manager) responding to the letter that G&TPC had sent to Professor Broomhead regarding the prematurity of the Stobart application in relation to the draft Local Plan.

134. Correspondence Miscellaneous

a) Letter from Great Sankey Parish Council requesting that Grappenhall & Thelwall Parish Council (and all other Warrington Parish Councils) considered providing ongoing support for Warrington foodbank.

135. Information for Noting

- a) As noted last month, Ron Berry (Caretaker for Jubilee Park) had now left the Parish Council after 43 years' service. Paul Wenlock would arrange for a painting of the park to be undertaken, as a gift.
- b) A meeting of the Parish Council/Friends Liaison Group would take place on Monday 19th November.
- c) A Parks & Open Spaces meeting had taken place on Thursday 8th November. (The results/comments from the Best Kept Village Competition would be discussed at the next meeting of this Committee in January 2019).
- d) The Assistant Clerk attended a Chalc training session on 7th November - 'Introduction to Local Councils for Clerks and Councillors'.
- e) The Clerk, Assistant Clerk, Outreach Officer, Walled Garden Visitor Warden and Councillor Worsley attended a free Heartstart Emergency First Aid Training Course on Tuesday 30th October.
- f) The Clerk attended a Code of Conduct Training Session on 22nd October at the Town Hall.
- g) Councillor Fisher attended the Best Kept Village Awards Evening on 1st November. Grappenhall & Thelwall Parish Council came 3rd in our category out of 6 entries.

136. Conclusion of External Audit

The Clerk/RFO was pleased to report that the External Audit had been concluded by PKF Littlejohn. Only one issue was raised (which had been raised to all other Parish Councils in Warrington), as follows:

“Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £135,367 and £132,561 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR”

In the section ‘Other matters not affecting our opinion which we draw to the attention of the authority: NONE.

137. Neighbourhood Development Plan (NDP)

Councillor Bate provided an update on progress to date with this project:

A leaflet/survey had been compiled, which would be delivered to each household in the parish on 19th November. A presentation/ Q&A for residents would take place on the evening of 29th November at GYCA, at which volunteers would be recruited to get involved in this initiative. It was also **resolved that** overtime would be granted to staff, to facilitate the inputting of completed hard copy surveys into Survey Monkey – to enable the Planning Consultant to analyse all the data electronically.

138. Update on the South Warrington Parish Councils Local Plan Liaison Group

Councillor Bate and the Clerk provided an update on progress to date with this project:

It had recently been announced by WBC that the issue of the draft Local Plan had been delayed until March/April 2019. However, in January 2019, the Planning Consultant employed by the Parish Councils (John Groves), would be running a briefing/training event for Parish Councillors to prepare members for the release of the Local Plan. As soon as the Local Plan is issued, John Groves would analyse the content and a communication would be compiled and sent to each household in South Warrington. The aim of this would be to arm residents with the key points and advise on how to respond effectively to the consultation.

139. Budget for the Financial Year 2019/2020

The Clerk presented a draft budget for discussion and drew members attention to the fact that the Council Tax Support Allowance had been removed from the precept calculations – thus resulting in a reduction of £6,055 precept from this financial year. It was **resolved that** the precept for 2019/2020 would be increased by 10% from 2018/2019 to a figure of £164,221. See budget attached. The Clerk would write to WBC with our precept requirements.

140. Accounts for Payment

It was **resolved that** accounts for payment totalling £24,618.63 be approved.

141. Expenditure to Date

The Clerk presented ‘expenditure to date’ and reported a minor overspend. An ‘on target’ spend as of November (month 8) would be 67% of the budget, however the ‘actual’ spend was 70% of the budget.

142. Consideration of Planning Applications

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

GRAPPENHALL & THELWALL PARISH COUNCIL			
AGREED Budget for 2019-2020			
<i>(All figures are net)</i>			
		2018/19	2019/2020
		<i>Actual</i>	<i>Agreed</i>
Parish Council Staff Costs			
Salaries	£	79,500.00	£ 76,500.00
Travelling Expenses	£	1,000.00	£ 1,000.00
Staff & Parish Councillor Training	£	750.00	£ 750.00
Cleaners			£ 6,000.00
Sub Total	£	81,250.00	£ 84,250.00
Running Costs			
Utilities/Phones/Internet	£	2,300.00	£ 2,500.00
Insurance	£	7,250.00	£ 7,850.00
Audit Fees	£	1,800.00	£ 2,000.00
Subscriptions	£	725.00	£ 800.00
Admin/IT/Postage/Office Maint/Petty Cash	£	2,500.00	£ 3,000.00
Website Maintenance Charges	£	2,000.00	£ 2,000.00
PC Office Kitchen Refurbishment	£	1,500.00	£ -
Sub Total	£	18,075.00	£ 18,150.00
Section 137			
Quays Grant	£	20,000.00	£ 10,000.00
Local Donations/Matched Funding	£	1,972.00	£ 5,000.00
Sub Total	£	21,972.00	£ 15,000.00
Environment			
Hanging Baskets/Office Garden	£	1,500.00	£ 1,500.00
Wild Flower Meadows	£	1,800.00	£ 1,500.00
Environmental Improvements	£	19,000.00	£ 16,471.00
General Maintenance	£	500.00	£ 500.00
Sub Total	£	22,800.00	£ 19,971.00
Playing Fields			
Equipment & Site Maintenance	£	3,500.00	£ 10,000.00
New Play Equipment	£	5,000.00	£ 5,000.00
Grounds Maintenance	£	15,000.00	£ 15,000.00
Sub Total	£	23,500.00	£ 30,000.00
Civic Expenses			
PC & Planning Chairmans Allowance	£	750.00	£ 850.00
Regalia	£	250.00	£ 250.00
Civic Service	£	850.00	£ 850.00
Sub Total	£	1,850.00	£ 1,950.00
Contingency			
General	£	500.00	£ 500.00
Elections	£	500.00	£ 500.00
Professional Fees (i.e Planning Consultants)	£	4,500.00	£ 12,500.00
Neighbourhood Plan	£	-	£ 1,000.00
Sub Total	£	5,500.00	£ 14,500.00
PARISH COUNCIL TOTALS		£ 174,947.00	£ 183,821.00
Walled Garden			
Gardener, Outreach Officer & Warden Salaries	£	50,000.00	£ 56,500.00
Additional warden/gardening Assistant	£	4,500.00	£ -
Travelling Expenses	£	500.00	£ 500.00
Utility Costs/Bus Rates/Office Running Costs	£	9,500.00	£ 11,375.00
Maintenance contracts (alarm, fire, heating, security etc)	£	4,750.00	£ 4,750.00
Contingency for maintenance/repairs	£	2,000.00	£ 2,000.00
Sinking fund for future repainting/works etc	£	3,000.00	£ 3,000.00
Equipment Purchase/Hire/Repairs	£	2,000.00	£ 2,000.00
Tree/Hedge/Ground Works	£	2,250.00	£ 2,250.00
Plants/Bulbs/General Gardening Expenses	£	500.00	£ 500.00
Professional Fees	£	500.00	£ 875.00
Outreach/Room Hire Expenses	£	500.00	£ 1,250.00
Recharge to Parish Council	£	19,000.00	£ 19,000.00
WALLED GARDEN TOTALS		£ 99,000.00	£ 104,000.00
GRAND TOTAL		£ 254,947.00	£ 268,821.00