



MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL HELD ON WEDNESDAY 27 FEBRUARY 2019 at 7.30 PM AT WINCHAM COMMUNITY CENTRE

Present:

Parish Councillors: I Parr, K Barker, A Makepeace, D May, N Morgan, R Casson, C Powell and G Birbeck

PCSO Wiggins

Parish Clerk N Morris

Members of the public spoke to Councillors during the Public Forum, before the start of the Parish Council meeting.

The Chairman explained that no form of recording was permitted during the Public Forum before the start of the Parish Council meeting.

The Parish Council meeting commenced at 7.42pm

1. Apologies for absence

Apologies had been received from Cllrs Brown and from

Unitary Cllrs N Wright, L Gibbon and D Hammond. No apologies had been received from Cllr D Turner.

Resolved to accept the apologies and note the absence.

Proposed: Cllr Makepeace

Seconded: Cllr Casson

2. Declarations of any

(a) disclosable pecuniary interests or

(b) other disclosable interests

As are required under Chapter 7 of the Localism Act 2011.

No requests were received.

3. Minutes of the Parish Council Meeting on Wednesday 16 January 2019

Resolved that the Minutes of the Meeting of 16 January 2019 be a true and complete of the meeting.

Proposed Cllr Birbeck

Seconded Cllr May

4. Matters arising from Previous Meeting.

The Clerk reported:

- i. The family of three brothers who had been found to be without heating or lighting were now under the care of CWaC Social Services and significant efforts had been made by Cllr Gibbons to oversee their well-being.*
- ii. Mr John Robinson had asked his thanks be extended to Wincham Parish Council for the improvement in the bus service achieved along Earles Lane.*

5. Correspondence since the previous meeting was noted:

- a) Correspondence regarding a proposed 20mph zone within Wincham.**
- b) Correspondence regarding the order of picnic tables and benches in the Linnards Lane Playing Field, the delivery of the same and their installation**
- c) Emails regarding the Police and Crime Commissioner's Safer Communities Fund**
- d) Emails and telephone conversations regarding bus services around Wincham**
- e) Emails regarding regular maintenance at the playing fields and about quotations for ad hoc work on the same**

- f) Emails and telephone conversations regarding the 2019 elections and the arrangements pertaining to these
- g) Numerous emails from a non-Wincham resident requesting support from Wincham Parish Council in relation to his disagreement with Cheshire West and Chester Council and specifically asking that Wincham Parish Council write to the Cheshire Constabulary requesting that action be taken against Cheshire West and Chester Council arising from its alleged treatment of him.
- h) Emails and correspondence regarding Manchester Airport
- i) Emails and telephone conversations regarding highway matters around the parish
- j) Emails and correspondence regarding the setting of the 2019/20 precept
- k) Emails regarding the boardwalk at Pickmere Lake
- l) Emails regarding the football pitch and applications to have it upgraded
- m) Emails and correspondence regarding the second teen shelter
- n) Emails regarding advertising in the newsletter
- o) Emails regarding PAYE for the clerk
- p) Emails and corresponding regarding a bid to the Government's Pocket Parks grant scheme.
- q) Emails regarding the FA scheme for investment in village football pitches.
- r) Emails and telephone calls regarding a group of brothers living outside Wincham but with debts outstanding to a business within Wincham
- s) Emails regarding the abortive Grow Wild grant application and emails to the Stanley Smith Horticultural Trust.
- t) Emails regarding door to door salesmen operating in Wincham
- u) Emails regarding events planned for the area around Wincham
- v) Letter from St John Lostock Gralam regarding their church maintenance
- w) Email queries from residents on planning and highways matters

6. No Unitary Councillors were present at the meeting.

7. PLANNING

The following were noted.

i.

A. APPLICATIONS

a) Site Address: Land To Rear of 60 - 66 Church Street Wincham Northwich

Proposal:

Conversion of existing substantially constructed greyhound breeding and training facility to dwelling with associated planting and access works - amendment to application 18/01674/FUL

Reference Number: **18/04845/FUL**

Case Officer: Mrs Katie Richardson

katie.richardson@cheshirewestandchester.gov.uk

<http://pa.cheshirewestandchester.gov.uk/online-applications/>.

Comments by: **28 February 2019**

Resolved that the Clerk should communicate to the relevant authorities the same comments as were made previously on this application

Proposed Cllr May

Seconded Cllr Barker

b) Land At Lostock Works Works Lane Northwich Cheshire

Proposal: **Construction of replacement office building, ancillary facilities and site parking**

Reference Number: **18/04841/FUL**

Case Officer: Mrs Hazel Honeysett

hazel.honeysett@cheshirewestandchester.gov.uk

Parish: Wincham

<http://pa.cheshirewestandchester.gov.uk/online-applications/>.

Comments by: **28 February 2019.**

No comments were made.

B. APPROVALS/REFUSALS

18/03926/FUL

Proposal: Change of Use from Dog Groomers to One dwelling

Location: Building To Rear of Concept House Pickmere Lane Wincham Northwich Cheshire CW9 6EB

Approval

8. A report from CHAIN had been previously circulated to Members.

9. A report was received from PCSO Wiggins:

- Visible patrol had been conducted in Wincham
- Police surgery had been held at the community centre.
- Speed enforcement had been carried out on Church Street.
- Local school visited during opening / closing hours.
- Reassurance visit to member of the community.
- Passing attention given to housing estate after reports of males going from house to house selling household goods. This was placed on social media.

Dates for PCSO surgeries:

Saturday 2nd March 12:30-1:30

Friday 8th March 5-6pm

Friday 15th March 11-12

Saturday 23rd March 12:30-1:30

Friday 29th March 5-6pm

10. **Sub-Committees and Working Parties**

- No dates were known for any sub-committees to be held before the next Council Meeting.**
- The Grounds Maintenance Working Party made a report to the meeting, including the following aspects:**

:

a) *Jet washing the play equipment:*

- Northwich TC has quoted £350; Earth Anchors have quoted £430; Play Safe has quoted £360 and the handyman who painted the railings has not put in a quote although he was invited to do so in January.
- The Members felt that jet washing was ill advisable until the play equipment had first been thoroughly examined: some items required painting, not cleaning.

b) *the diameter of the wetpour around the new roundabout.*

Resolved that the narrower diameter of wetpour was the best value of money for the Parish Council: the Clerk should instruct the supplier and place the order accordingly.

Proposed Cllr Makepeace

Seconded Cllr Casson

c) *the choice of teen shelter and whether to include a hardstanding or whether to locate it for the time being on grass.*

Resolved that the green shelter from Fitness Sports was the best choice. The Clerk was instructed to obtain quotations from Fitness Sports for a grass base and also for a hardstanding base.

Proposed Cllr Barker

Seconded Cllr May

d) *It was considered how to engage members of the public in putting together plans for a project to create a fit track and to create documentation that would assist in grant applications to show that the community is involved and supportive of the project*

Members felt the older residents might be prepared to assist.

- e) *It was considered how to engage members of the public and local football players of all ages in putting together plans to improve the football pitch and to create a hardstanding facility for football within the MUGA and to create documentation that would assist in grant applications to show that the community is involved and supportive of the project*

Members promised to contact local amateur football players and coaches in Wincham.

- f) *It was noted that the application for a grant from Grow Wild for a wild flower patch and bug hotel has been turned down*

The Grounds Maintenance Working Group agreed to consider how plans for a wild flower patch could be taken forward.

iii. No further Working Parties had reports to be considered.

11. Linnards Lane and Chapel Street Inspections

The new rota for the responsibility for inspections was noted:

20/12/2018	Cllr Turner
22/1/2019	Cllr May
20/2/2019	Cllr Parr
16/3/2019	Cllr Makepeace
13/4/2019	Cllr Morgan
11/5/2019	Cllr Brown
15/6/2019	Cllr Powell
20/7/2019	Cllr Birbeck
17/8/2019	Cllr Barker
21/9/2019	Cllr Casson
19/10/2019	Cllr May

Inspections sheets are required for each individual week. Inspection sheets may be scanned and sent to the clerk at winchampc@talktalk.net or sent by post to 22 Churchfields Bowdon WA14 3PJ

- 12. An offer by a resident at his expense to replace the chain link fence on the perimeter of the Linnards Lane Playing Field, to the rear of the War Memorial was discussed, but so far the occupants in the neighbouring house had not been home when Members had called to discuss the idea.**

13. The current position along the boardwalk beside Pickmere Lake was discussed.

No repairs have been done, although it is four months since the problem was reported. This was a health and safety matter. The Clerk was asked to apply pressure and to request support from the Unitary Councillors, if necessary.

The Clerk was also asked to obtain a quotation from the CWaC footpath officer for gritting the boardwalk.

14. Progress on displaying the Jet Commemorative Stone was discussed, including the information board and the draft deed regarding the rights and responsibilities of Mr Gary Olive, who owns the Jet Stone, Wincham Parish Council and Wincham Community Centre.

The Community Centre Committee have confirmed how much they like the plinth. They have yet to decide where the plinth and Stone should be located or the size of the accompanying noticeboard. The Committee are also considering how they want the legal paperwork structured.

The meeting was told of two ladies with information about the Stone who would like to be involved in writing for the noticeboard.

15. A report was received on the present situation regarding the defibrillator.

The defibrillator cabinet is still malfunctioning with the result that the defibrillator cannot be inside the cabinet. A First Responder living in the village is in contact with the manufacturers of the cabinet. In the meantime, it was agreed that a notice should be placed over the non-functioning defibrillator cabinet,

advising members of the public to ring 999. This would connect them with information about neighbouring defibrillators. During school hours, Wincham C Primary School has a defibrillator.

16. It was noted that Council Elections will take place in May 2019 and it was discussed what this will mean for Wincham Parish Council and its Councillors.

17. Trees within the parish and tree planting plans within Linnards Lane Playing Field were discussed.

Dedicated members of the public have completed a programme of winter pruning of the fruit trees in the Linnards Lane Playing Field. Members extended their thanks. A pine tree that had outgrown its position was removed during the pruning.

The plan to replace the dead or missing fruit trees will have to wait until the autumn because Morrey's, the supplier, are out of appropriate stock.

The Mersey Forest have generously offered to provide trees for street planting, but only as part of a larger education project if somewhere in Wincham could also be found to plant 300 whips, with school children helping in the planting process.

The Clerk was asked to approach the Blue Group to see if they would be interested in the 300 whips. Another option would be Thor.

If a field for the 300 whips could not be found, the Parish Council could buy the street trees.

The meeting was told that Alan James should meet the CWaC requirements for a tree professional.

18. Arrangements for the Unsung Heroes event in 2019 were discussed with a suggested date of 27 April, with the Community Centre booked from 11am to 2pm and it was noted that Parish Council events rely on support from sufficient numbers of councillors.

It was noted that since this would be timed for during the election purdah period, the event could only go ahead as a Parish Council initiative, without mention of any individual Councillors by name.

Members were invited to send in names of volunteers within the village who should be invited to the lunch.

Resolved that the Unsung Heroes event should go ahead between 11am and 2pm on 27 April

Proposed Cllr Barker

Seconded Cllr Casson

19. Arrangements for the Picnic in the Park were discussed with a suggested date of 21 July 2019.

It was reported that there will be no school Summer Fayre in 2019.

The Clerk was asked to check with Pickmere Parish Council that they did not have plans for an event on 21 July.

Resolved that the Picnic in the Park should be scheduled for 21 July if the date does not clash with another event planned within the area

Proposed Cllr Makepeace

Seconded Cllr Powell

20. It was considered whether the Parish Council should pay the CRTA annual fee of £50 as permitted by s145 Local Government Act 1972

The meeting was informed that whereas the fee for 2018 had been £50, it was £100 for 2019.

Resolved that the Parish Council should pay the CRTA fee of £100 in order to further the interests of keeping the performing arts within the parish

Proposed Cllr Makepeace

Seconded Cllr Morgan

21. It was discussed whether the Parish Council should provide payment for those involved in producing and editing the newsletter under the powers it holds through s137 and s142 Local Government Act 1972 and s36 Local Government and Housing Act 1989

It was reported to the meeting that three ladies work as volunteers on all aspects of producing and delivering the newsletter. They are pleased to collect the information and to deliver the finished product without payment, but reported to the meeting that the process of editing alone took approximately twenty hours for each edition. Having previously been invited to consider financial payment for this, the ladies had now come to discuss the matter with the Parish Council.

It was noted in the meeting that one of the ladies was a serving Councillor. The Clerk was instructed to ask ChALC whether payment would be permitted to this lady.

Resolved that the Parish Council wished to pay the three editors for their time in editing the newsletter so long as the Parish Council was legally permitted to do this and all three of the editors was permitted to accept payment

Proposed Cllr Birbeck

Seconded Cllr Casson

22. It was discussed whether the village newsletter should accept advertisements from individuals and businesses outside the parish and on which terms

The meeting was informed that the present wording in the newsletter is that Wincham businesses are offered a "special rate" for advertisements placed. The rates are not stated.

Resolved that the wording mentioning a "special rate" should be removed and replaced with "advertisements are accepted subject to space"; all businesses wherever located should be charged the same rates.

Proposed Cllr Makepeace

Seconded Cllr Barker

23. Holding occasional Parish Council meetings at Witton Albion was discussed

Witton Albion social events are under new management.

The Clerk was instructed to make contact and enquire of rates and terms.

24. Re-appointing the same internal and external auditors as for 2019, namely JDH Business Services and PKF Littlejohn was discussed

Resolved that Wincham Parish Council hereby confirms the appointment of JDH Business Services as internal auditor

Proposed Cllr Barker

Seconded Cllr Casson

Resolved that Wincham Parish Council hereby confirms the appointment of PKF Littlejohn as external auditors

Proposed Cllr Barker

Seconded Cllr Casson

25. The Wincham Parish Council Register of Fixed Assets was noted and considered and approved

Resolved that the Wincham Parish Council Register of Fixed Assets was noted and considered and approved

Proposed Cllr Barker

Seconded Cllr Casson

26. The Wincham Parish Council Financial Risk Assessment was noted and considered, examined for risks and approved

Resolved that the Wincham Parish Council Financial Risk Assessment was noted and considered, examined for risks and approved

Proposed Cllr Morgan

Seconded Cllr Barker

27. The Wincham Parish Council Governance documents were noted and considered with the proposed change to item m to the Code of Conduct to take account of a change in the law.
The Clerk was instructed to research further any additional points needing updating in the Code of Conduct and to bring the same back to the next meeting.

28. The Wincham Parish Council Health and Safety Policy was noted and considered and approved

Resolved that the Wincham Parish Council Health and Safety Policy was noted and considered and approved

Proposed Cllr Barker

Seconded Cllr Makepeace

29. The Wincham Parish Council Risk Assessment was noted and considered, examined for risks and approved

Resolved that the Wincham Parish Council Risk Assessment was noted and considered, examined for risks and approved

Proposed Cllr Casson

Seconded Cllr Makepeace

30. The Wincham Financial Calendar was noted and considered and approved

Resolved that the Wincham Parish Council Financial Calendar was noted and considered and approved as provincial, pending confirmation of timings from the internal and external auditors

Proposed Cllr Makepeace

Seconded Cllr Barker

31. The Clerk declared she had attended an information day at Manchester Airport on behalf of the Parish Council since the last meeting. No other events were declared as having been attended on behalf of the Parish Council.

32. Members considered executing the hire agreements for the PCSO room and the rent of the Committee Room within Wincham Community Centre for Parish Council meetings.

The Clerk was asked to put the question of using the PCSO room for storage purposes on the next agenda.

Resolved that Wincham Parish Council should execute the hiring agreement for the PCSO room under s31 Local Government and Rating Act 1997 and the Committee Room of Wincham Community Centre for Parish Council meetings by virtue of s87 Local Government Act 1936

Proposed Cllr Barker

Seconded Cllr May

33. The issue of overgrowing vegetation to be reported to CWaC was raised but no instances were reported.

34. The meeting received an update on the recipient of the Bridgewater Hall tickets donated by Manchester Airport.

The tickets had been won in a ballot of volunteers who deliver the newsletter. The Clerk will inform and thank Manchester Airport for the tickets.

35. To receive a report on Village Communication.

i. The newsletter

The next edition is expected in March or April.

Members thanked all those involved in the newsletter and noted how many positive comments were received about it.

ii. The village website

There were no changes or additions, although it was noted that the Memorial Booklet has yet to be posted on the website.

- iii. **The village Facebook page**
The Facebook page is being well-used.
- iv. **Arts and performance around the Wincham area**
The next event is on Saturday, 11 May. Tickets are on sale.

36. Accounts:

i. The following payments were considered:

Resolved to settle the following accounts

1. Northwich Town Council for works on Linnards Lane and Chapel Street

i.	Invoice 3293 dated 16/1/2019	£238.80	
	VAT	£47.76	
		£286.56	
	Less credit of £321	(£321.00)	-£34.44
ii.	Invoice 3322 dated 01/02/2019		
	for work on Linnards Lane and Chapel Street	£171.50	
	VAT	£34.80	
			£205.80

£171.86

2. PlayQuest Adventure Play Ltd
Bethania Chapel
Main Road
Fyonnengroew
Flintshire
CH8 9SW

5 x Traditional 3-seat Recycled Plastic Benches (brown) with extended legs for installation into grass. Delivered	1,950.00	
2 x Recycled Plastic Adult Picnic Tables (black) Delivered	820.00	
VAT	554.00	£3324.00

- 3. Wincham Community Centre
Annual hire of the PCSO Office. £300.00
- 4. Open Community Innovations Limited: making plinth for Jet Stone £150.00
- 5. Wincham C Primary School photocopying for Remembrance Booklet £15.60
- 6. Simon Roberts printing of the newsletter £482.00
- 7. Cheshire Rural Touring Arts £100.00

- 8. Reimbursement of office supplies for clerk

2X lever arch files @ £4.02 each	£8.04	
1X ream of copy paper (& delivery)	£4.99	13.39
- 9. Clerk's salary for February 2018 35 hours @ £10.72/hour 375.20 £388.59

*Proposed Cllr May
Seconded Cllr Birbeck*

ii. Current Net Balances were noted:

Current Account as at 5.2.2019	£200.00
Business Reserve Account 1. as at 5.2..2019	£39,575.46
Business Reserve Account 2. as at 4.1.2019	£12,011.46

37. Any Other Business.

- i. *The Clerk was instructed to ask the village First Responder whether she would be prepared to run a First Aid session after the election purdah period had passed.*
- ii. *The meeting was informed that the war memorial wreaths have been removed because they had begun to deteriorate. The Parish Council had been contacted regarding this. A policy will be set up, including an apparatus for members of the public to obtain permission for the laying of additional tributes. The policy will go into the newsletter and be on the noticeboard.*

AGENDA PART 2 The remainder of the agenda was held in closed session not open to the public or press and related to updating personnel matters.

The meeting was declared closed at 9.26pm.

*Naomi Morris
10.03.2019*