



MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL HELD ON WEDNESDAY 20 MARCH 2019 at 7.30 PM AT WINCHAM COMMUNITY CENTRE

Present:

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

*Members of the public spoke to Councillors during the Public Forum.
The formal meeting began at 7.40pm.*

1. Apologies for absence

*Apologies had been received from Cllr Morgan and
Unitary Cllrs Wright, Gibbon and Hammond.
No apologies had been received from Cllrs Turner and Brown*

*Resolved to accept the apologies and note the absences.
Proposed: Cllr Barker
Seconded: Cllr Makepeace*

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 27 February 2019

*Resolved that the Minutes of the Meeting of 27 February 2019 be a true and complete of the meeting.
Proposed Cllr May
Seconded Cllr Barker*

4. Matters arising from Previous Meeting.

The Clerk reported that despite several attempts, no response had yet been received from Witton Albion with regard to holding Parish Council meetings.

5. No Unitary Councillors were present at the meeting.

6. PLANNING

The following were noted.

A. APPLICATIONS

- a) Site Address: 37 Shores Green Drive Wincham Northwich CW9 6EE**

Proposal: **Erection of first floor side extension and porch and garage conversion**

Reference Number: **19/00549/FUL**

This fell within the domestic exemption and no comments or objections were made.

B. APPROVALS/REFUSALS

None received

C. APPEAL

a) **Site Address:** Land To Rear of, 60 Church Street, Wincham, Northwich

Description of development: Demolish greyhound training facility and build one single storey dwelling with associated landscape works and driveway.

Application reference: 18/01674/FUL
Appellant's name: Curbishley Holdings
Planning Inspector ref: APP/A0665/W/19/3221572
Appeal reference: 19/00027/REF
Appeal start date: 1 March 2019

All representations must be received by 5 April 2019. All representations must quote the reference APP/A0665/W/19/3221572.

It was noted that the Appeal mentioned both the first application for this property (which had been refused) and the second application (which had yet to be determined). The Appeal should only deal with the first application.

The Clerk was asked to request amendment to the appeal narrative and argument to remove reference to the second application.

7. There was nothing to report on CHAIN.

8. The following report had been received in advance from PCSO Wiggins:

- I have conducted visible patrol of the area.
- Police surgeries held.
- Visit made to vulnerable resident in the community.
- Visit made to local school.
- Police surgery dates placed around the village.
- Regular visits made to business park and Ting Dene park homes.
- Whilst on late shift regular patrols have been carried out. Nothing of note all very quiet.
- Speed enforcement has been carried out on Church Street Wincham.

The Clerk was asked to request PCSO Wiggins to monitor the situation around Witton Albion where late night disturbances had been reported.

9. Sub-Committees and Working Parties

- i. **No dates were known for any sub-committees to be held before the next Council Meeting.**
- ii. **The Grounds Maintenance Working Party had no report to make to the meeting.**
- iii. **No further Working Parties had reports to be considered.**

10. Linnards Lane and Chapel Street Inspections

11. To note the rota for the responsibility for inspections:

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 remained outstanding and was postponed to the next meeting.

13. The current position along the boardwalk beside Pickmere Lake was that the repairs, although promised, had not been implemented despite a long delay. The Clerk was asked to check and then involve the Unitary Councillors.

14. The death of Frank Smith who was a Councillor on Wincham Parish Councillor for many years and served the village with distinction in many ways was noted with sadness and condolences

expressed to his family. The meeting explored whether the Parish Council wished to mark his life.

The Clerk was asked to research costings for a plaque to go on one of the new benches.

The proposed wording was:

“ In Memory of Cllr Frank Smith, who faithfully served the community and Wincham Parish Council for many years.”

15. Progress on displaying the Jet Commemorative Stone was discussed, including:

- i. An event to unveil the Jet Commemorative Stone within the Community Centre on 4 May and arrangements for this.**

The Lady Mayor of Northwich has accepted an invitation and Rolls Royce will be represented.

Resolved that teas and small cakes should be provided

Proposed Cllr Barker

Seconded Cllr Makepeace

- ii. The legal paperwork necessary for the Jet Stone remaining in the Community Centre**

It was noted that the Parish Council has third party insurance.

- iii. The dimensions of the information board and the arrangements for this to be created and installed.**

The Council was sanguine with the size of board proposed by the Community Centre, but would prefer an information board to a glass noticeboard.

16. The Clerk reported that repairs to the defibrillator were still awaited.

17. 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.

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

There was a proposal to plant a tree in memory of the life of the former vicar of Lostock Gralam and another to remember Cllr Frank Smith.

The Clerk had not had any response from Blue Group regarding having whips planted in their grounds.

The Clerk was asked to write to Mr David Hewitt of Thor to thank him for installing the kissing-gate onto the canal and to enquire whether he would be prepared to allow school children to plant whips on his land. If the answer is no, then Wincham Parish Council could buy the street trees.

19. Arrangements for the Unsung Heroes event in 2019 were discussed with a suggested date of 27 April, but insufficient Councillors would be available and the purdah arrangements because of the Local Government election would mean no Unitary Councillors could attend.

The Clerk was asked to cancel the booking with the Community Centre.

The Parish Council would consider a later date, after the election.

20. Arrangements for the Picnic in the Park were discussed with a suggested date of 21 July 2019, which does not clash with a date of an event organised by Pickmere Parish Council.

The timing of 2-4pm was proposed.

Cllr May would not be available, but the meeting was keen to set a date.

The Clerk was asked to approach Northwich Library because previously they have read stories at the Picnic in the Park.

21. It was discussed whether the Parish Council should provide payment for those involved in producing and editing the newsletter but it was noted that no serving Councillor may be paid for editing a parish council newsletter. The view was expressed that if the work becomes too onerous, it must be commercially out-sourced to non-Councillors.

22. Re-appointing the same payroll provider, namely Cheshire Community Development Trust was discussed.

Resolved that the Parish Council wished to re-appoint Cheshire Community Development Trust as its payroll provider.

Proposed Cllr Barker

Seconded Cllr Makepeace

23. It was discussed whether to adopt the new NALC model Standing Orders with or without the amendments suggested.

Resolved to adopt the new NALC model Standing Orders with the amendments suggested

Proposed Cllr Barker

Seconded Cllr Casson

24. It was discussed whether to adopt the revised NALC Code of Conduct with one amendment highlighted by the Clerk.

Resolved to adopt the new NALC model Code of Conduct with the amendments suggested

Proposed Cllr Barker

Seconded Cllr Casson

25. The revised Wincham Parish Council Register of Fixed Assets to take account of the new benches and picnic benches was noted and considered and approved

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

Proposed Cllr Barker

Seconded Cllr Birbeck

26. The following were considered:

- i. **a denoted area for members of the public to sit if they declare they intend to record a parish council meeting.**

Resolved that a denoted area be used for members of the public who declare they intend to record a Parish Council meeting

Proposed Cllr Casson

Seconded Cllr May

- ii. **A Policy on filming, audio-recording or photographing a Parish Council or committee or sub-committee meeting.**

An amendment was suggested and consideration was postponed until the next meeting.

27. The following policies and notices were discussed:

- i. **General Privacy Policy**

Resolved that the General Privacy Policy be approved with agreed changes.

Proposed Cllr May

Seconded Cllr Barker

- ii. **General Privacy Notice**

This was decided to be a duplication and not necessary.

- iii. **Subject Access Policy**

Amendments were suggested and consideration was postponed until the next meeting.

- iv. **ICO Model Publication Scheme which it is recommended should be adopted**

v. *This was decided to be a duplication and not necessary.*

- vi. **Wincham Parish Council Publication Scheme**
Resolved that the Wincham Parish Council Publication Scheme be approved with agreed changes.
Proposed Cllr May
Seconded Cllr Barker

- vii. **Freedom of Information Policy.**
Resolved that the Freedom of Information Policy be approved with agreed changes.
Proposed Cllr Barker
Seconded Cllr Birbeck

28. The following optional policies were considered:

- i. **Policy clarification in relation to photographs displayed in the newsletter and on the website**
This item was deferred to the next meeting.

- ii. **Complaints Procedure**
Resolved that the Complaints Procedure be approved with agreed changes.
Proposed Cllr Casson
Seconded Cllr Makepeace

- iii. **Policy on data protection and information security**
This was decided to be a duplication and not necessary.

- iv. **Policy on social media**
This item was deferred to the next meeting.

- v. **Policy on the Parish Council website**
Resolved that the Policy on the Parish Council website be approved with agreed changes.
Proposed Cllr Barker
Seconded Cllr Makepeace

- vi. **Policy on equality and diversity**
Resolved that the Policy on equality and diversity be approved with agreed changes.
Proposed Cllr Barker
Seconded Cllr Casson

- vii. **Policy on dealings with the press**
Resolved that the Policy on dealings with the press be approved with agreed changes.
Proposed Cllr Barker
Seconded Cllr Casson

29. Councillors and the clerk were invited to declare any events attended in an official capacity and to note all such events for the internal auditor.

Cllr Parr, as Chairman of the Parish Council, represented the Council at the funeral of former Councillor Frank Smith.

Cllrs Parr and Birbeck visited Mrs Joan Webb on behalf of the Parish Council to discuss the Jet Stone.

30. Locating a cabinet in the PCSO room and using it for Parish Council storage was considered.

A three-drawer cabinet could be used to store copies of previous editions of the Wincham Word and other archives.

The Clerk was asked to enquire whether PCSO Wiggins was agreeable to having a cabinet in the PCSO room in the Community Centre.

Resolved that a three-drawer filing cabinet be purchased to stand in the PCSO room if PCSO Wiggins agreed

Proposed Cllr May

Seconded Cllr Barker

31. Correspondence: the appendix of letters and emails received by the Clerk since the last meeting was noted.

- *Emails concerning the war memorial and its wreaths*
- *Emails regarding grant applications*
- *Emails regarding a property on Linnards Lane*
- *Emails regarding NALC Standing Orders and Code of Conduct*
- *Emails regarding the approach taken by other parishes to data protection and Freedom of Information and the policies required.*
- *Emails regarding the installation of the roundabout.*
- *Emails regarding the teen shelter.*
- *Emails regarding the new benches and picnic benches.*
- *An Email from a member of the public regarding the conduct of the Parish Council meeting and the filming thereof.*
- *Emails regarding the election and the process thereof.*
- *Emails regarding PAYE.*
- *Emails from the internal auditor.*
- *Emails regarding Pickmere Lake.*
- *An email regarding the Mersey Forest offer to supply whips.*
- *Emails to Witton Albion.*

It was also reported that an appreciative message had been received on Facebook from Mr Jim Bate regarding the contribution to the village from the late Frank Smith.

- 32. Reports were received on Village Communication:**
- The next edition of the newsletter is being prepared.**
 - The village website**
It was suggested that the new diary be included on the website.
 - The village Facebook page**
The Facebook page is being well-used.
 - Arts and performance around the Wincham area**
The next event is on Saturday, 11 May. Tickets are on sale.

33. Accounts:

- The following payments were considered:**

Resolved to settle the following accounts:

- Earth Anchors Ltd
15 Campbell Road
Croydon
CR0 2SQ

SAPT/ROUND/BLK SURREY ADULT ROUND PICNIC TABLE - ALL BLACK		
Date Promised: 14/02/2019		565.00
ADULT ACTIVITY TABLE - BLACK, TOP SPEC: CHESS/SNAKES & LADDERS		
AAPT/BLK		
Date Promised: 14/02/2019		510.00
EA2 ANCHORED FIXING KIT + TOOLS		
Date Promised: 14/02/2019		49.00
EA1 ANCHORED FIXING KIT		
Date Promised: 14/02/2019		34.00
	VAT:	251.20
	Delivery:	98.00

£1,507.20

- Cheshire Community Development Trust
Waterside House payroll services for 2018/19 140.00
Navigation Road
NORTHWICH
Cheshire
CW8 1BE VAT 28.00

£168.00

3. Northwich Town Council for works on Linnards Lane and Chapel Street;			
i.	Invoice 3365 dated 01/03/19	£171.50	
	VAT	34.30	£205.80
ii. Invoice 3372 dated 07/03/19 (work on play equipment)			
	To install 1 picnic bench supplied by Wincham Parish Council to Linnards Lane Play	£220.50	
	To install 5 benches provided by Wincham Parish Council onto grass	588.00	
	To install 3 picnic benches supplied by Wincham PC	£98.00	
	VAT	£181.30	
			£1087.80 £1293.60

4. The Clerk			
i.	Reimbursement of Clerk for postage:		
	2 nd class large envelope	£0.79	
	24 x standard 2 nd class stamps	£13.92	£14.71
ii.	Clerk's salary for March 2019 35 hours @ £10.72/hour	£375.20	
			£389.91

*Proposed Cllr May
Seconded Cllr Barker*

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

- 34. Any Other Business.**
- i. It was asked if any progress had been made on the Fitness Track for the Linnards Lane Playing Field;
 - ii. The Clerk was asked to report to CWaC that the gutters on John Frier Avenue require cleaning. (*Reported with reference number 4863247.*)
 - iii. Private Isaac Buckley has been found to be an additional soldier from Wincham who died in action. He was born in Wincham, but his family subsequently moved to Knutsford. The Clerk was asked to research whether the Parish Council had the power to add a name to the war memorial.
 - iv. The Clerk was asked to write to Thor to thank them for providing access to the canal.
 - v. The Clerk was asked to email Mr Graham Stone to thank him for his help pruning the trees in the Linnards Lane Playing Field.

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 9.50 pm.

*Naomi Morris
03.04.2019*