



**MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL HELD ON WEDNESDAY 18 MARCH 2020 at 7.30 PM AT WINCHAM COMMUNITY CENTRE**

**Present:**

**Parish Councillors:** I Parr, D Kelly, A Webster, N Morgan and M Caudwell

**Parish Clerk N Morris**

No concerns were expressed during the public forum.

**1. Apologies for absence**

*Apologies had been received from Cllrs K Barker, D May, N Morgan, C Powell and G Olive and N Wright, L Gibbon and P Marshall and PCSO Wiggins*

*Proposed: Cllr Webster*

*Seconded: Cllr Kelly*

**2. Declarations of any**

**(a) disclosable pecuniary interests or**

**(b) other disclosable interests**

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

*Cllr Webster declared an interest in the order of commemorative mugs for VE Day.*

**3. Minutes of the Parish Council Meeting on Wednesday 26 February 2020**

*Resolved that the Minutes for the meeting held on Wednesday 26 February 2020 be confirmed as a correct record*

*Proposed Cllr Kelly*

*Seconded Cllr Webster*

**4. There were no matters arising from Previous Meeting.**

**5. No Unitary Councillors were present, but the clerk relayed the message that Parish Councillors should not hesitate to contact their Unitary Councillors for assistance.**

**6. PLANNING**

**The following were considered:**

**A. APPLICATIONS**

**Site Address: 14 Pheasant Drive Wincham Northwich  
Cheshire CW9 6PX**

**Proposal: Single storey porch extension**

**Reference Number: 20/00809/FUL**

*No comment*

**B. APPROVALS**

- i. **Proposal:** Erection of storage buildings, re-siting of storage containers and alterations to boundary fencing

19/02748/FUL

**Location:** Land opposite 19 Wincham Lane Wincham Northwich Cheshire

**Approval**

ii. **19/04381/FUL**

**Proposal:** Two storey side and single storey rear extension

**Location:** 28 Church Street Wincham Northwich Cheshire CW9 6EP

**Approval**

iii. **19/00273/FUL**

**Proposal:** Single storey rear extension and new pitched roof to existing front porch

**Location:** 24 Pear Tree Drive Wincham Northwich Cheshire CW9 6PP

**Approval**

- 7. The Chair brought forward Item 12 on the Agenda and noted that Wincham Parish Council was now in a position to consider co-option to fill the two vacant seats on the Council. The clerk reported that only one application had been received and circulated details of this applicant.**

*Resolved that George William Shirley be duly co-opted to serve on Wincham Parish Council*

*Proposed Cllr Kelly*

*Seconded Cllr Morgan*

- 8. The requests from Transistion Northwich that the Parish Council consider a Climate Change motion and also whether to set up a sub-committee to address the Climate Change emergency were both deferred to the next face-to-face public meeting of Wincham Parish Council.**

**9. The clerk read out the following report from PCSO Wiggins:**

1 Report of suspicious activity off Earles Lane.

2 burglaries reported.

Unauthorised encampment @ a unit in Wincham.

Visible patrols have been carried out.

Speed monitoring has been carried out.

Reassurance visits to elderly residents in the community .

House to House being carried out in relation to recent burglaries.

Police surgeries held.

*The clerk was asked to enquire of PCSO Wiggins if she knew or learned of any vulnerable relatives needing support.*

*Councillors would also like to know the statistics for the speed enforcement and whether any recent enforcement measures have taken place at the end of Chapel Street.*

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

i. **No dates were known for sub-committee meetings before the next Council Meeting.**

ii. **The Grounds Maintenance Working Party did not have anything to report.**

iii. **The IT Working Party made a report to the meeting.**

*Quotations were being obtained to rebuild the website.*

*GSuite would cost £610/year for eleven licences.*

*Resolved that:*

a) *Wincham Parish Council adopt GSuite*

b) *Wincham Parish Council investigate using some form of Chromebook or equivalent*

*Proposed Cllr Kelly*

*Seconded Cllr Morgan*

iv. **No updates were received from other Working Parties.**

- 11. The remit and membership of all active Wincham Parish Council committees and working parites was reviewed**

*Resolved that:*

a) *Cllr Webster join the Finance Committee*

b) *Cllrs Kelly and Morgan join the Planning Committee*

c) *No changes were needed at this stage for the Personnel Committee*

d) Cllr Kelly will join the Grounds Maintenance Working Committee  
Proposed Cllr Webster  
Seconded Cllr Morgan

**12.** It was noted that in accordance with a resolution at the February Parish Council meeting authorising the clerk to accept any quotation up to the value of £825 for cutting the blackthorn and hawthorn hedges around the Linnards Lane Playing Field, Alan James has been given the contract, as the cheapest quotation received.

*Resolved that Wincham Parish Council confirm the contract for Alan James to cut back the hedges around the Linnards Lane Playing Field for a cost of £825.*

Proposed Cllr Kelly  
Seconded Cllr Morgan

**13.** The rota for the responsibility for inspections was noted:

20/02/2020	Cllr Powell
20/03/2020	Cllr Webster
20/04/2020	Cllr Caudwell
20/05/2020	Cllr May
17/06/2020	Cllr May
15/07/2020	Cllr Kelly
19/08/2020	Cllr Parr
16/09/2020	Cllr Morgan
21/10/2020	Cllr Powell

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

It was noted that because of COVID-19, it may not always be possible for Councillors to conduct inspections.

**14.** Discussion of the planned Neighbourhood Plan was postponed.

**15.** It was noted that the official VE Day logo will be used on the commemorative mugs.

**16.** There was nothing to report on the War Memorial or the Memorial Garden.

**17.** There was nothing to report on progress on displaying the Jet Commemorative Stone.

**18.** It was noted that the request for a s137 donation for Wincham Friends and Family for the school Summer Fayre had been withdrawn because the Summer Fayre had been cancelled.

**19.** The Chair suggested amending the wording of the Agenda item on the impact of the new coronavirus on Wincham and on the Parish Council to read that the Parish Council consider taking steps to allow the work of the Parish Council to continue during the current pandemic including delegating power to the clerk and bank cheque signatories to continue to cover known or expected or routine expenses by signing cheques during the pandemic on the basis that invoices will be circulated via email to Councillors with the option for objection and then the cheques will be signed and invoices paid but on the understanding that all such invoices shall ultimately be brought before full Council at the next available Parish Council meeting held in the usual way after the pandemic.

*Resolved that the proposed amendment be made to the Agenda item on COVID-19*  
Proposed Cllr Kelly  
Seconded Cllr Webster

*Resolved that the Parish Council provides for the work of the Parish Council to continue during the current pandemic by delegating power to the clerk and bank cheque signatories to continue to cover known or expected or routine expenses by signing cheques during the pandemic on the basis that invoices will be circulated via email to Councillors with the option for objection and then the cheques will be signed and invoices paid but on the understanding that all such invoices shall ultimately be brought before full Council at the next available Parish Council meeting held in the usual way after the pandemic.*

Proposed Cllr Kelly  
Seconded Cllr Webster

**20. Re-appointing the same payroll provider, namely Cheshire Community Development Trust (which is in the process of changing its business name) was discussed.**

*Resolved that Wincham Parish Council confirm the re-appointment of the same payroll provider namely Cheshire Community Development Trust (which is in the process of changing its business name)*

Proposed Cllr Kelly  
Seconded Cllr Morgan

**21. It was noted that the application to the FCC Communities Grant Fund had not been successful and therefore the CIL funds of £1097.25 need now be re-allocated to a capital project,**

*Resolved that Wincham Parish Council formally allocate the CIL funds of £1097.25 to the capital project to create a Fit Track at the Linnards Lane Playing Field*

Proposed Cllr Webster  
Seconded Cllr Morgan

**22. It was noted that a list of the Parish Council meetings for 2020 will be posted on the noticeboards and has been posted on the website, formally giving at least a clear three days' notice of all Parish Council meetings.**

**23. (i) It was noted that Wincham Parish Council appreciates the need for a separation of duties within the financial management of the Parish Council and that the Parish Council carries out internal checks and also that the clerk now stamps invoices upon receipt to avoid duplication of payment.**

**(ii) It was noted that the clerk, as authorised in principle, has purchased a Wincham Parish Council stamp for invoices.**

**24. Reports were invited on issues on the streets of Wincham meriting the attention of Cheshire West and Chester Council.**

*The poor state of the pavement on Church Street near the Black Greyhound was noted. The pavement is especially troublesome when wet.*

*The hedge of a property opposite the Spar shop spills out onto the pavement and is a hazard.*

**25. Cllr Kelly reported she had attended at Manchester Airport on behalf of the Parish Council.**

**26. Reports were invited on Village Communication.**

- i. The newsletter – it was noted that it was not known when the next newsletter would be produced.
- ii. The village website – the details of the new Councillor, Will Shirley will be included. There are also some changes needed on the policies displayed on the website because the copying shows inaccuracies.
- iii. Facebook – this is being used to help the vulnerable in the village. It was noted that care had to be taken over GPDR.
- iv. All arts and performances have been cancelled.

**27. Accounts:**

- i. The following payments were considered:

*Resolved to settle the following accounts:*

1. Northwich Town Council for works on Linnards Lane Playingfield and Chapel Street;			
i. Invoice 4098 dated 24/02/2020	£247.00		
VAT	£49.40		
		£296.40	
ii. Invoice 4116 dated 28/02/2020			
for the removal of benches	£171.50		
VAT	£34.30		
		£205.80	

		£502.20
2.	Wincham Community Centre for the annual hire of the PCSO room	£300.00
3.	Alan James:	
	i. For hedge cutting, as per quotation	£825.00
	ii. For tree survey and tagging	£332.15
		£1,157.15
4.	Cllr Kelly reimbursement for petrol to attend Manchester Airport £0.45 x 35 miles	£15.75
5.	The clerk for:	
	i. Reimbursement of Clerk for stationery expenses	£14.98
	ii. Clerk's salary for March 2020 35 hours @ £11.22/hour	£392.70
		£407.68

*Proposed: Cllr Kelly*

*Seconded: Cllr Morgan*

**ii. Current Net Balances were noted:**

**To note Current Net Balances**

**Current Account as at 5.3.2020**

**£200.00**

**Business Reserve Account 1. as at 5.3.2020**

**£36,797.30**

**Business Reserve Account 2. as at 3.1.2020**

**£12,035.49**

- iii. It was noted that the Precept notification for 2020/21 was duly submitted in January 2020.**
- iv. It was noted that Wincham Parish Council settles its liabilities by bank cheque with no petty cash.**

**28. Correspondence**

- 1. Emails concerning the bus shelter on Church Street.**
- 2. Correspondence regarding the annual audit by the Internal and External Auditors**
- 3. Emails regarding potential new Councillors**
- 4. Emails regarding the school railings.**
- 5. Emails regarding damage to the grass on the junction of Green Lane and Linnards Lane.**
- 6. Correspondence regarding the annual tree survey and hedge maintenance.**
- 7. Emails regarding dog mess and dog bins.**

**29. Any Other Business.**

- i. The felling of trees in Christmas Tree Woods was noted.*
- ii. The duties of the Parish Council with regard to the play areas during the COVID-19 pandemic were discussed. A notice will be posted on the noticeboards stating the play areas will be closed until further notice. Similar notification will be on the website.*

**There was no AGENDA PART 2**

**The meeting was declared closed at 9.00pm**

*Naomi Morris*  
1.04.2020