



MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL HELD ON WEDNESDAY 15 MAY 2019 at 7.30 PM AT WINCHAM COMMUNITY CENTRE

Present:

Parish Councillors: K Barker, R Casson, D May, G Birbeck and C Powell.

Ward Cllrs N Wright and L Gibbon

Parish Clerk N Morris

No concerns were expressed during the public forum.

A. Election of Chairman

Cllr Parr had indicated his willingness to be elected Chairman. Cllr Parr was proposed by Cllr Birbeck and seconded by Cllr May and was duly unanimously elected as Chairman.



B.

1. Election of Vice Chairman

Cllr Barker was proposed by Cllr Birbeck and seconded by Cllr May and was duly unanimously elected as Vice Chairman.

2. In the absence of Cllr Parr, Cllr Barker assumed the Chair for the remainder of the meeting.

3. Notices of Interests and Declarations of Accepting Office were received from each Member present and from Cllrs Makepeace and Parr, along with confirmation that each Member would return his/her Declaration of Election Expenses within the statutory time-limit.

4. Election of two Footpath Officers (Currently Cllrs Morgan and Parr)

- i. Cllr Birbeck was proposed by Cllr Casson and seconded by Cllr May and was duly unanimously elected as a Footpath Officer.*
- ii. Cllr Powell was proposed by Cllr Casson and seconded by Cllr May and was duly unanimously elected as a Footpath Officer.*

5. Apologies for absence

Apologies had been received from Cllrs I Parr, A Makepeace and N Morgan and from PCSO Wiggins and from Unitary Councillor Phil Marshall.

Resolved to accept the apologies

Proposed: Cllr May

Seconded: Cllr Birbeck

6. Declarations of any

(a) disclosable pecuniary interests or

(b) other disclosable interests

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

No declarations were made.

7. Minutes of the Parish Council Meeting on Wednesday 24 April 2019 and Minutes of the Annual Parish Meeting also held on 24 April were approved

Resolved that the Minutes for the meeting held on Wednesday 24 April 2019 be confirmed as a correct record.

*Proposed Cllr Birbeck
Seconded Cllr Powell*

Resolved that the Minutes for the Annual Parish meeting held on Wednesday 24 April 2019 be confirmed as a correct record.

*Proposed Cllr Birbeck
Seconded Cllr Powell*

8. Matters Arising from Previous Meeting.

No reports were received.

9. The newly-elected Unitary Councillors were welcomed to the meeting and delivered reports.

Cheshire West and Chester Council has split electoral control, following the election, with the Conservative Group having most seats. Cllr Gibbon is now responsible for Housing, Regeneration and Economic Development and is also Deputy Chairman of the Conservative Group.

Phil Marshall is the new Conservative Unitary Councillor for Marbury Ward. His email is phil.marshall@cheshirewestandchester.gov.uk

A few new shops are expected to open at the Baron's Quay development, including a terrace bar. Marks and Spencer is expected to close in August.

There is no news on the Black Greyhound site.

On behalf of Wincham Parish Council, Cllr Barker thanked the Unitary Councillors present for their continued support for Wincham.

10. PLANNING

The following were noted.

A. APPLICATIONS

B. APPROVALS/REFUSALS

- i. **19/00930/FUL Proposal:** Demolition of existing single storey structure and erection of single storey rear extension

Location: 9 Milton Close Wincham Northwich Cheshire CW9 6PR

Approval

No comment

- ii. **18/01621/FUL Proposal:** Increasing the roof of the dwelling, alteration to the roof design and the addition of front and rear dormers.

Location: Shiloh Earles Lane Wincham Northwich Cheshire CW9 6EA

Approval

No comment

11. There was nothing to report on CHAIN, but the recent video was noted.

12. No report had been received from PCSO Wiggins.

13. The Code of Conduct (Appendix J) recommended by ChALC was considered.

Resolved that the Code of Conduct be adopted by Wincham Parish Council

Proposed Cllr Powell

Seconded Cllr Casson

14. The annual ROSPA inspection reports for the playing fields at Linnards Lane and Chapel Street were considered in detail. (Please find the ROSPA reports through this link:

<http://playbase.rosaplaysafety.co.uk/Inspections/index.php?ID=EF5AE4BA-DFBC-FB43-AB6E-1C00DA94258A>

Resolved that the ROSPA reports be adopted by Wincham Parish Council and that the Grounds Maintenance Working Party will use them to create their own review of the Playing Fields and such remedial

actions as are appropriate in accordance with risk. The Working Group will manually inspect the equipment in both Playing Fields and bring back to Council their recommendations for action.

Proposed Cllr Casson
Seconded Cllr Birbeck

15. 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 did not have a report to make to the meeting, but the clerk was asked to request Northwich Town Council to proceed with the reseeded of the football pitch and the filling in of any potholes, but not to secure the goalposts at this stage.
- iii. No further Working Parties had reports to be considered.

16. Linnards Lane and Chapel Street Inspections

The rota for the responsibility for inspections was noted:

13/4/2019	Cllr Morgan
15/5/2019	Cllr Casson
19/6/2019	Cllr Powell
17/7/2019	Cllr Birbeck
17/8/2019	Cllr Barker
18/9/2019	Cllr May

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

17. 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.

18. How many Councillors should be present to make a Parish Council or committee or working party meeting quorate was discussed. The current number for Wincham is three councillors.

Resolved that the quorum for all meetings of the Parish Council or its committees or sub-committees should remain three.

Proposed Cllr May
Seconded Cllr Casson

19. Membership of Wincham Parish Council committees and working parties was reviewed along with delegation arrangements to committees, sub-committees and working parties.

Resolved that membership of Wincham Parish Council committees and working parties should be:

Finance Committee

Chairman: Kenton Barker

Members: Kenton Barker
Ian Parr
Ros Casson
Caroline Powell
Ged Birbeck

Quorum 3

Reasons for formation of Committee

To calculate the draft annual Budget and Precept for the Parish Council and to refer back to the full Council for all decisions.

Planning Committee

Chairman: Kenton Barker

Members: Kenton Barker
Ian Parr
Ros Casson
Annie Makepeace
Caroline Powell
Ged Birbeck

Quorum 3

Reasons for formation of Committee

Commenting on relevant planning guidelines and legislation and commenting on planning applications

Personnel Committee

Chairman: Debs May
Members: Debs May
Ian Parr
Ros Casson
Annie Makepeace
Caroline Powell

Quorum 3

Reasons for formation of Committee

To ensure that all matters relating to staff are in line with current legislation.

As the matters discussed are covered by the GPDA, all meetings are closed to the public.

Grounds Maintenance Working Party

Playing Fields (Linnards Lane and Chapel Street)

Chairman: Kenton Barker
Members: Kenton Barker
Ian Parr
Debs May
Ged Birbeck
Brenda Yates

Quorum 3

Reasons for formation of Group

*To oversee the management of the Playing Fields to ensure facilities available for the village to enjoy.
To improve the Playing Fields.*

Key objectives for 2019-20:

- To review the annual ROSPA report and recommend courses of action.
- To procure a new maintenance contract in line with the report agreed with the Parish Council.
- To agree priorities for new equipment and provision within the playing fields.
- To install new signage.

The Scope (inclusions and exclusions)

The Grounds Maintenance Working Party is responsible for: the management and maintenance of the playing fields and improvements; investigating and initiating alterations following approval of the Parish Council; drawing up or reviewing any policies and procedures as necessary for the Playing Fields.

The Working Party is not responsible for the insurance of the fields as this is the responsibility of the Parish Council as a whole.

All the able Parish Councillors partake in the inspections of the playing fields and this is not the responsibility of the Working Party, although issues raised from the inspections may be looked at by the Working Party.

Proposed Cllr Birbeck

Seconded Cllr Casson

20. Re-adopting the Wincham Parish Governance and Administration Document including the Financial and Procedural Standing Orders was considered.

Resolved that the Wincham Parish Governance and Administration Document including the Financial and Procedural Standing Orders be re-adopted.

Proposed Cllr Powell

Seconded Cllr Casson

21. A Policy on social media was discussed, having been postponed from the last meeting.

Concerns were expressed that some of the provisions might not be suitable for a parish the size of Wincham. Councillors believed that, although voluntary, a policy on social media would be beneficial, but that the policy would have to match more neatly the particular circumstances of Wincham.

One of the Councillors volunteered to re-draft the policy.

22. The amended GDPR Subject Access Policy could not be discussed because the clerk did not have the paperwork with her. It was held over until the next meeting.

23. The present situation regarding the War Memorial, including the name to be added and the graffiti were noted, but no further information was available at the meeting.

24. Arrangements were considered for the unveiling of the Jet Commemorative Stone within the Community Centre on 21 September, including Setting up a Working Group to:

- Research the exact details and background to the Jet Stone;
- To contact Tracey Outram for costings for an information board;
- To make arrangements for the reception to unveil the Stone.

Several Councillors confirmed they were involved in making these arrangements, but there was nothing further required of the full Council at present.

25. It was noted that the defibrillator was back in the cabinet.

26. It was noted that the boardwalk at Pickmere Lake had been repaired a second time.

27. Trees within the parish and tree planting plans within Linnards Lane Playing Field were discussed, including suggestions for street trees made by residents.

- i. *The Clerk was asked to put an item on the agenda for the September 2019 meeting authorising an annual check of the trees in the village.*
- ii. *Some members of the Grounds Maintenance Working Party volunteered to walk around the village to inspect where residents have suggested that street trees be planted. The Parish Council group will select five locations and then list these in the Wincham Word newsletter, inviting comments or objections.*
- iii. *The educational project involving the planting of trees may go ahead, but it depends upon the support of Wincham CP School.*
- iv. *Some of the daffodils outside the School have been mown by CWaC. One of the Councillors volunteered to investigate obtaining signage stating, "These daffodils will not be mown until June".*

28. Arrangements for the Unsung Heroes Event were discussed, including:

- i. **Possible dates such as 7 or 14 September or October;**

A date of 19 October (11-3pm) was suggested and the Clerk was requested to book this at the Community Centre.

ii. Representatives of the Parish Council to be present

Cllrs May and Birbeck volunteered to be present.

iii. Budget

A provisional budget of around £300 was discussed.

Resolved that a provisional budget of £300 be agreed for the Unsung Heroes event

Proposed Cllr Birbeck

Seconded Cllr Casson

29. Arrangements for the Picnic in the Park were discussed for 21 July 2019.

Posters will be drawn up mentioning the Story Telling. The posters will go on the noticeboards and on the website. The Members will design the poster and tell the Clerk how many copies are needed and the Clerk will then laminate the posters.

30. Dates and events for Christmas 2019 were discussed and it was discussed whether Wincham CP School would be willing to participate in a Parish Council Carol Concert as well as a school Santa event, but the meeting was assured that Wincham CP School were eager for all the proposed events:

i. Sat 30 Nov - Chapel Street Tree Lights

It was noted that it would be beneficial if Members could attend this.

ii. Sun 1 Dec - Lantern Parade Linnards Lane which would include lighting the Christmas tree in Linnards Lane

iii. Sat 7 Dec - Carol concert – afternoon

The clerk had booked the Community Centre; Members assured the meeting that Pickmere Methodist Church were happy with the date.

iv. Fri 13 or Sat 14 - Round table Santa on sleigh

v. Sat 14 or Sun 15 - Wincham School Santa event

31. 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, but no declarations were received.

32. Reports were received on Village Communication:

i. The next edition of the newsletter had been distributed.

The meeting expressed delight at the quality of the edition and sent thanks to all those involved. It was noted that there had been a good response from readers over suggestions for street trees.

The newsletter had also resulted in a resident coming forward to help the village litter picking.

ii. The village website

Once the Picnic in the Park poster has been finalised, it must go on the website.

iii. The village Facebook page

The Facebook page is being well-used. Recent items have included missing dogs, cats and guinea pigs.

iv. Arts and performance around the Wincham area

The performance on Saturday, 11 May took place in the Committee Room of the Community Centre and was excellent.

33. Accounts:

i. The following payments were considered:

Resolved to settle the following accounts:

1. Global River for website admin for last 3 years	£100	
Brook Barn	VAT	£20
Chapel Lane		£120.00
Mere		
Knutsford		
WA16 6PP		
2. Playsafety Limited		
Unit 78 Shrivenham Hundred Business Park	175.50	

Watchfield SWINDON SN6 8TY 01793 317470 info@rospaplaysafety.co.uk	VAT	35.10	£ 210.60
3. Cllr Birbeck reimbursement for buying filing cabinet for the Parish Council		£18.00	
Petrol costs in collecting the cabinet 9 x £0.45		£9.00	£27.00
4. Cardiac Science			
Replacement parts for defibrillator		£ 185.00	
Delivery		£20.00	
VAT		£41.00	£246.00
5. Mrs Sue Lawson reimbursement for plants and compost for the Memorial Garden			£49.58
6. Clerk's salary: May 2019: £11.22 x 35 hours per month			£392.70

*Proposed Cllr Casson
Seconded Cllr Powell*

ii. Current Net Balances were noted:

Current Account as at 5.5.2019	£200.00
Business Reserve Account 1. as at 5.5.2019	£58,202.75
Business Reserve Account 2. as at 5.4.2019	£12,017.25

34. Correspondence: the letters and emails received by the Clerk since the last meeting were noted.

*Emails to and from the Police and Crime Commissioner
Emails regarding obstructions in the grass on Linnards Lane
Emails regarding the teen shelter.
Emails regarding the election and the process thereof.
Emails regarding repairs around Pickmere Lake.
Emails relating to the new filing cabinet and moving it into the PCSO room.
Emails regarding the defibrillator.
Emails regarding the Unsung Heroes dates.
Emails relating to a possible Story-telling session.
An email relating to cleaning the gutters in Wincham.
Emails relating to an additional name to be added to the war memorial and the removal of graffiti.
Emails relating to the Black Greyhound site.
Emails relating to audit details.
Emails relating to the Picnic in the Park.
Emails relating to the Tree Charter signed by Wincham PC and from residents suggesting sites for street trees.*

35. Any Other Business

- i. It was noted that the village is looking dirty and unkempt, with grass growing out of footpaths and gutters as a result of the lack of upkeep from CWaC last year.*
- ii. It was noted that there are unauthorised posters around the junction with the Black Greyhound site.*
- iii. The free bus for the Cheshire Show was noted.*
- iv. One Member mentioned she knew two residents who might be interested in joining the Parish Council. The Clerk will send information to the Member.*

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 9.37pm.

*Naomi Morris
01.06.2019*