

# WINCHAM PARISH COUNCIL

## MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL HELD ON WEDNESDAY 25 SEPTEMBER 2013 AT 7.30 PM IN WINCHAM COMMUNITY CENTRE

**Present:**

**Parish Councillors:** P O'Halloran, K Barker, D Pugh, A Makepeace, I Parr, R Casson, B Cooke and B Cooke

**Unitary Councillors:** N Wright, D Hammond

**Parish Clerk:** N Morris

**PCSO:** P Hambleton

No concerns were expressed during the public forum.

### 1. Apologies for absence

*Resolved to accept apologies from Councillors L Moss, D Turner and F Smith.  
Ward Councillors Byram also sent his apologies.*

*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 declarations were made.*

### 3. Request for Dispensation

The Clerk invited any members who had a Disclosable Pecuniary Interest in any items on the agenda to provide her with an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.

*No applications were received.*

### 4. Minutes of the Parish Council Meeting on 17 July 2013

*Resolved that the Minutes for the meeting held on 17 July 2013 be confirmed as a correct record:*

*Proposed Cllr Makepeace*

*Seconded Cllr Pugh*

### 5. Matters Arising from Previous Meeting.

*Thanks were extended to the residents who have successfully campaigned to have the broad walk alongside Pickmere Lake repaired.*

### 6. Reports were received from the Unitary Councillors.

### 7. Planning:

a. Permissions granted since the last Council Meeting:

None

b. Permissions refused since the last Council Meeting:

None

c. Applications discussed:-

#### 1. APPLICATION NUMBER: 11/01968/OUT

**PLANNING OFFICER: Mr Paul Friston**

**PROPOSAL:** Residential development of up to 950 dwellings including 30% affordable housing; plus up to 2500 square metres of associated commercial facilities (Use Classes A1 - A5, B1 and D1 - D2). Points of access/egress on to New Warrington Road and Chapel Street.

**LOCATION:** Land South Of Chapel Street And East Of, New Warrington Road, Wincham, Northwich, Cheshire,

*RESOLVED that:*

- i. WPC considers that the proposed changes to be material changes to the outline planning permission necessitating a re-negotiation;
- ii. WPC considers that the link road proposed to be crucial to the viability of the development in order to reduce traffic on Chapel Street, especially since the increased number of visitors expected at the Lion Salt Works will already augment the volume of traffic;
- iii. WPC wishes the construction of early construction of the link road to be made a condition of the Planning Permission;
- iv. WPC considers it essential that a sports pitch, changing rooms and community building be constructed by the developers to serve the new dwellings and to complement the governance and well-being of the village of Wincham;
- v. WPC considers that the sports pitch should be within walking distance of the village, as was on the original plans.

Proposed Cllr Makepeace  
 Seconded Cllr Pugh

**2. APPLICATION NUMBER: 13/03489/FUL**

**PROPOSAL:** Demolition of existing bungalow and erection of dormer bungalow  
**LOCATION:** Cranmore Earles Lane Wincham Northwich

*RESOLVED that WPC has no objection.*  
 Proposed Cllr B Cooke  
 Seconded Cllr Casson

**3. APPLICATION NUMBER: 13/03104/COU**

**PROPOSAL:** Change of use to a dog grooming saloon (retrospective).  
**LOCATION:** Building To Rear Of Concept House Pickmere Lane Wincham Northwich

*RESOLVED that WPC has no objection and welcomes new businesses coming into the village, but that WPC would ask the new business to do all it can to encourage sensible and safe parking by its customers and in particular to ensure that the pavement is clear and safe for pedestrians, wheelchairs and pushchairs.*

Proposed Cllr Barker  
 Seconded Cllr Makepeace

**4. APPLICATION NUMBER: 13/02991/LDC**

**PROPOSAL:** Use of barn as a single residential dwelling  
**LOCATION:** Outbuilding At Rose Farm Church Street Wincham Northwich

*RESOLVED that WPC has no objection.*  
 Proposed Cllr Barker  
 Seconded Cllr Pugh

**8. The Chester West and Chester Draft Local Plan was noted.**

**9. Consideration of the local bus provision around Wincham:**

It was noted that there had been a good response to the questionnaire circulated within the summer newsletter. Full consideration of bus provision around Wincham was postponed to the next meeting.

**10. The RSN Observatory statistics for the area of Cheshire West and Chester and for Wincham in particular were noted.**

**11. The review of Community Governance to be conducted by Cheshire West and Chester within the next year was noted.**

**12. The location for the new village defibrillator was considered. The defibrillator will be supplied with a cabinet designed to be attached to an external wall, but it will require a power supply.**

*The Clerk was asked to approach Wincham Community Centre, Ashwood Park and the local Spar shop to ask if they would be interested in acting as a "host" for the defibrillator.*

**13. Consideration was given to the comments of a resident of the need for Traffic Calming measures near the Red Lion Public House in Pickmere.**

*It was noted that the road is subject to a 30mph restriction for a significant distance before reaching the houses of Wincham. By this stage, many drivers have allowed their speed to drift upwards, making it dangerous for pedestrians and cyclists.*

*Resolved that that clerk should write to Highways explaining the problem and asking for assistance in installing an electronic device to persuade motorists to watch their speed.*

*The PCSO will investigate installing a monitoring device to check the speed of motorists over a 7 day period. The Parish Council will consider using the PPIG to help purchase a speed-reduction device. One of the Unitary Members agreed that this might be a project he could support.*

*The Unitary Councillors left the meeting*

**14. A report was received from PCSO Hambleton.**

**15. A report was received on the children's competition to design a dream play area. The Parish Councillors expressed their delight at the number and enthusiasm of the entries. The Chairman of WPC will arrange to judge the entries, together with Mrs Diane Palin of Wincham CP School.**

**16. Linnards Lane Playing Field:**

- i. The Clerk received the completed inspection sheets of the playing fields for the last month for the inspections conducted by councillors.
- ii. It was noted that the original contractor will not now be able to install new park benches. Cllr Dominic Turner had kindly volunteered to complete the work for the same cost, but the clerk was asked to request a quotation from Northwich Town Council and then to report back to the next meeting.

**17. Sub-Committees:**

- i. No sub-committee meetings were planned before the next Council Meeting.
- ii. The Christmas Tree Working Party reported that it was not practicable to erect a Christmas tree and host an outdoor carol event for Christmas 2013.  
Resolved that:
  - a) This Christmas a carol event be held by the Parish Council inside the Community Centre, led by Pastor Andy Webb of the Pentecostal Church in Barnton;
  - b) A Working Group of councillors should work with members of the public to plan for a Christmas tree and outdoor event for Christmas 2014. Cllr Moss had sent her agreement to join this group and she will meet with other councillors to formalise plans.
  - c) That the Parish Council considers at the next meeting how the erection of a tree in the Linnards Lane Playing Field could perhaps be tied in with an event of remembrance of the dead and potentially with commemoration of WWI. It was suggested that gold or silver stars could be attached to the tree in an act of remembrance. The Christmas Tree Working Group will explore this further.
- i. The Linnards Lane Playing Field Working Party will be applying for a further grant from CW&C during the month of September.
- ii. The HS2 Working Party reported that the political consensus in favour of HS2 is no longer secure.

**18. Consideration was given to the quotation of Zurich Insurance to renew the All Risks insurance for the Parish Council on the basis of the Asset Register agreed by Wincham Parish Council but omitting items of value of less than the excess of £100 and to include the following insurance values given in the policy of**

- a) Play equipment £33,991.24
- b) Two village seats £1,500.00
- c) Two notice boards £1,000.00

*RESOLVED that the Zurich Insurance policy be renewed on the above terms.*

*Proposed Cllr Barker*

**19. It was noted that the Parish Council must account for the grant given for the Parish Improvement Plan.**

*RESOLVED that, once a response has been received from Highways at CW&C, the clerk investigate whether a traffic speed reduction device be purchased with the PPIG money which had originally been intended for purchasing a speed gun which proved unnecessary.*

*Proposed Cllr Barker  
Seconded Cllr Pugh*

**20. Accounts:**

- i. *Resolved to note the bank balances given below:*

*Proposed Cllr Makepeace*

*Seconded Cllr Barker*

Current Net Balances:

Current Account as at 3.9.2013 £200.00

Business Reserve Account as at 3.9.2013 £9,037.43

Bonus Saver Account as at 4.7.2013 £5,805.36

(NB: £20,000.00 has since been transferred into this account, but no bank statement has yet been received showing this credit.)

- ii. *Resolved to execute a letter to NatWest Bank to transfer £4,000 from the Bonus Saver Account in the name of the Parish Council (Account number 67286380) to the Business Saver Account in the name of the Parish Council (Account number 92357601).*

*Proposed Cllr Barker*

*Seconded Cllr D Cooke*

- iii. It was noted that the external auditors (BDO) had returned the annual return with the following remarks to be noted by WPC:

- a) "On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

- b) "Other matters not affecting our opinion which we draw to the attention of the council:

**A. Internal Audit Checks**

*What is the issue?*

The internal auditor has not answered the following test(s) on Section 4 which we consider relevant to the council

Periodic and year-end bank account reconciliations were properly carried out.

*Why has this issue been raised?*

Failure to undertake these tests result in an incomplete internal audit being undertaken and the council could be exposed to risks in these areas.

*What do we recommend you do?*

The above tests should be carried out in future years by the Internal Auditor. The council should ensure he/she provides a full report to the council to ensure all the activities are properly carried out and recorded. The internal auditor should also ensure that the specific answers to each control objective listed in section 4 of the return are completed.

**B. Employment Status**

*What is the issue?*

The council has not reviewed the employment status of staff they engage on a self-employed basis.

*Why has this issue been raised?*

HMRC applies a tight and restrictive definition for employee status and has recently declared that clerks cannot be self employed. You must inform them that you are employed by the Council and also notify them of your pay as you pay it. Real time information has to be supplied to HMRC from April 2013 and is required for all employees.

*What do we recommend you do?*

The council must review the employment status of all individuals employed on a self-employed basis, or at least obtain approval from the Inland Revenue that the people they engage on a self-employed basis are indeed self employed. We understand from HMRC that all previous agreements with clerks/RFOs are now void. All councils should contact HMRC to establish PAYE schemes as soon as possible."

*Resolved to accept the External Auditor's Report and to agree the following plan of action arising from their observations and recommendations:*

- I. *That quarterly bank reconciliations will be written into the cash book for the Parish Council and the internal auditor will be invited to note these and to complete the Annual Return accordingly.*
- II. *That the current PAYE arrangements for the clerk be continued, illustrating that the clerk is no longer self-employed.*

*Proposed Cllr Barker  
Seconded Cllr Pugh*

- i. *Resolved to authorise the payments below:*

*Proposed Cllr Pugh  
Seconded Cllr D Cooke*

1. Wincham Community Centre - Friday 19 <sup>th</sup> July: PCSO - Pizza Evening in Main Hall		£49.00	
2. Simon Roberts Printing) QUESTIONNAIRE x1000	£84.00		
NEWSLETTER x1000 off		£472.00	£556.00
3. Zurich: Local Council Advisory Service membership	£95.00		
VAT		£19.00	£114.00
4. Zurich: Insurance Policy YLL-122011-5783			£1,922.44
5. BDO – Auditing the annual return		£200.00	
VAT		£40.00	£240.00
6. Village People – payment of the balance of Cheshire Rural Arts Grant to cover the latest production in the Community Centre			£214.27
7.			
a) Northwich Town Council Invoice number 050 dated 31.7.13 – £366.60 - Contract work on Chapel Lane & Linnards Lane Playing Field:-			
i. 2 x 0.5 hours push mowers grass cutting	£23.50		
ii. 2 x 2 hours ride on mowers grass cutting	£94.00		
iii. 2 x 0.5 hours strimming	£23.50		
iv. 3 x 1 hours inspection	£70.50		
v. 4x 1 paper picking/empty bins	£94.00		
VAT @ 20%	£61.10	£366.60	
b) Northwich Town Council Invoice number 51 dated 31.8.13 - Contract work on Chapel Lane & Linnards Lane playing fields:-			
vi. 2 x 0.5 hours push mowers grass cutting	£23.50		
vii. 2 x 2 hours ride on mowers grass cutting	£94.00		
viii. 2 x 0.5 hours strimming	£23.50		
ix. 1 x 3 hours inspection	£70.50		
x. 1 x 4 paper picking/empty bins	£94.00		
xi. VAT @ 20%	£61.10	£366.60	£733.20

8. Clerk's salary:
- |                                               |         |         |
|-----------------------------------------------|---------|---------|
| a) August 2013                                | £305.94 |         |
| b) September 2013                             | £305.94 |         |
| c) Work on the summer Wincham Word newsletter | £100.00 | £711.88 |
9. Clerk's expenses:
- |                                            |        |        |
|--------------------------------------------|--------|--------|
| a) 20 x 1st class stamps @60p              | £12.00 |        |
| b) 40 x 2 <sup>nd</sup> class stamps @ 50p | £20.00 | £32.00 |

**21. The offer from Manchester Airport of two free tickets to a concert in the Bridgewater Hall was noted with thanks and the clerk was asked to request tickets for the concert on 20 May 2014 of a piano concert to be given by John Lill.**

*The decision as to whom to give these tickets was postponed to the next meeting.*

**22. Village Communication:**

- i. An update was received on the newsletter.
- ii. There were no changes for the village website.
- iii. An update was received on the Rural Arts Network.

**23. Consideration of the Register of Members' Interest.**

*This item was postponed to the next meeting.*

**24. Receipt of a report of the latest Litterpick organised in the village.**

*This item was postponed to the next meeting.*

**25. The Parish Council welcomed the repairs to the broad walk around Pickmere Lake and expressed its thanks to the residents of Wincham and to the officials of Cheshire West for helping with the campaign.**

*Resolved that the Parish Council would not press for a new bye law over alcohol consumption around the Lake.*

*Proposed Cllr Pugh*

*Seconded Cllr D Cooke*

**26. Consideration as to whether Wincham Parish Council wishes to mark in 2014 the hundredth anniversary of the beginning of WWI.**

*This item was postponed to the next meeting.*

**27. A report was received on WCC.**

**28. Consideration of the current position of the Neighbourhood Plan.**

*This item was postponed to the next meeting.*

**29. The Schedule for Training by ChALC for 2014 (Appendix F) and to consider training for councillors was noted.**

**30. Consideration of:**

- i. Holding an annual performance review of the clerk
- ii. To note the 1% increase for 2013-2014 pay scales for town and parish clerks as supplied by NALC and to consider implementing this increase (back-dated to April 2013), subject to a satisfactory performance review having been held before the next Parish Council Meeting and being reported on at that meeting.

*This item was postponed to the next meeting.*

**31. Correspondence:**

*These were noted.*

**32. Any Other Business**

**Members Note:** The next Parish Council meeting will be held on 20 November 2013 at 7.30 pm in the Community Centre, Wincham.

*The meeting closed at 9.48. pm.*

*Naomi Morris  
Parish Clerk  
9.10.2013*