

LYMM PARISH COUNCIL

Clerk to the Council : Kerry Duffin

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Lymm Village Hall, Pepper Street, WA13 0JB



MINUTES OF THE PARISH COUNCIL MEETING

Held on Tuesday 13th November 2018 at 7.30pm
in the Council Chambers, Village Hall, Pepper Street.

Councillors:

- * Cllr A Fradgley (Chairman)
- * Cllr G Hawley (Deputy Chairman)
- * Cllr J Bamforth
- * Cllr R Barr
- * Cllr K Buckley
- * Cllr A Carter
- * Cllr A Cooper
- * Cllr G Gowland
- * Cllr J Griffiths
- * Cllr A Johnstone
- * Cllr I Marks
- * Cllr P Powell

- * denotes attendance

Also attended: Kerry Duffin (Clerk)

118. Apologies for Absence

All councillors were present.

119. Code of Conduct – Declaration of Interests

Members were reminded of their responsibility to declare any personal interest or prejudicial interest that they may have had in any item of business on the agenda no later than when the item was reached.

Item 8. From the agenda was dealt with here.

120. Heritage Centre Grant Application

Representatives from Lymm Heritage Centre attended the meeting following their grant application for £5,000.

Cllr Hawley declared an interest and withdrew from the discussions.

To save time, Cllr Bamforth paraphrased the application. LHC sought £5k to continue the end of a Heritage Lottery Project which has a few month's work remaining however funding

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has come to an end. This grant will allow the organisation to both continue to complete the project and also to apply for further project and core funding.

Cllr Buckley recommended the situation is reviewed annually, especially as elections will take place again in 18 months with the possibility of new councillors being elected.

Cllr Buckley proposed and Cllr Gowland seconded the application and an award of £5,000.

Resolved: To award a £5,000 one off grant to the Heritage Centre.

121. Public Open Forum

121.1. Ben Sherwood showed the Lymm in Bloom Gold Award received this summer, also highlighting the two further awards for Oughtrington Orchard and St Mary's Church. The award will be put on a wall in the village hall and made available for all to see. The Chair thanked Ben as well and Cllr Powell and Fred for all their hard work.

121.2. Ben Sherwood also raised that the Dickensian festival leaflets are now printed and handed them around the chamber. The cost of the leaflet printing was very reasonable and Ben would like to produce an information leaflet about Lymm.

ACTION: Cllrs Gowland and Carter will work with Ben in the new year.

121.2.1. A member of the public raised a query regarding CCTV due to litter issues in the village particularly at The Cross. Cllr Carter provided an update that he has had a verbal acceptance of forms from Warrington Borough Council however there is further progress to make in terms of signage and security of the data/recording unit as well as the correct policies and protocols being in place.

121.2.2. A further update was asked for regarding the wooden fence at the main road towards the dingle and whether this a sign that the knotweed has been contained. Cllr Powell updated that United Utilities feel the issue has been contained however a full answer will not be known until spring.

121.2.3. A final query was raised from a member of the public regarding the fishmonger on The Cross and whether previous actions to remove him were still going ahead. Cllr Marks added that this had been looked into previously and as no organisation owns The Cross, responsibility for The Cross is unclear. All agreed that this situation needed clarifying. Cllr Barr added the not taking responsibility for the area is failing to support the community in case there is an accident.

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Cllr Griffiths added that the lighting at present is poor and is in need of repair. Cllr Fradgley has already raised this with WBC and Cllr Barr has spoken to Dave Vasey at WBC.

ACTION: Clerk to contact WBC solicitors clarifying what would currently happen if a member of the public were to injure themselves there.

ACTION: Cllr Powell to talk to the fishmonger and raise the current concerns.

122. Report from PCSOs

A report was circulated in advance of the meeting and PCSO 6978 Darren Samuel was in attendance. PCSO Samuel shared that PCSO Redshaw was on paternity leave and would most likely be at the next council meeting in December.

Operation Treacle was a success and shops were all made aware of not selling eggs and flour to young people during the Halloween period. The only issue this month was one incident on Halloween resulting in damage to public property on Pepper Street. This is being dealt with by the police.

123. Minutes of the Previous Meeting

The minutes of the meeting held on 9 October 2018 were agreed as a true record by Cllr Gowland and seconded by Cllr Carter.

RESOLVED: Minutes of the council meeting on October 9th 2018 were agreed as accurate.

124. Actions from the Previous Meeting

Agenda item	Action point	Lead	Update
106	Further thought and policies needed for the Neighbourhood Plan		No further discussion about the Neighbourhood Plan took place at this part of the meeting however in the Planning Committee update, the Neighbourhood and Local Plans were discussed in relation to Lymm.
106	Check insurance policy for theft.	Clerk	The new blower had already been purchased on the Clerk's return from leave.

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	<i>Purchase new blower for environment team and make sure it is locked away in future</i>		
107	<i>Follow up CCTV with WBC</i>	<i>Cllr Marks / Clerk</i>	<i>See Open Public Forum where the item was raised by a member of the public.</i>
107	<i>Ridgway Grundy Park Lighting</i>	<i>Cllr Carter</i>	<i>Once the village cameras have been secured, work will start on the applications for the village hall cameras and for Ridgway Grundy Park.</i>
109.1	<p><i>Enquire if youth and community centre available on Friday evenings</i></p> <p><i>Advise how much funding has been spent on youth engagement</i></p> <p><i>Set up a meeting at LYCA to address resolving hiring / using the venue for young people on Friday evenings</i></p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Chair</i></p>	<p><i>The centre was not available.</i></p> <p><i>The Livewire invoice was raised and the budget was confirmed at £800 spent to summer and a further £200 to date in the autumn.</i></p> <p><i>The meeting took place with Cllrs Fradgley, Hawley and Johnstone. The Youth and Community Centre is not available on Friday evenings. The background and context of the work to date with youth engagement needs clarifying and all councillors will be brought up to speed at the next meeting, potentially separately.</i></p> <p><i>Two new sessions for young people have been launched at the youth and community centre on a Monday and Friday evening.</i></p>
110.1	<i>Arrange skip for Star lane</i>	<i>Cllr Hawley</i>	<i>This had been arranged, filled and removed.</i>
113	<i>Budget/resources meeting required</i>	<i>Clerk</i>	<i>Date to be set before the next full council meeting.</i>

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Meeting date	Agenda item	Action point	Lead	Notes
11 Sept 2018		Street naming – Cllr Woodyatt	Cllr Bamforth	No further update from the family at this time. This will be followed up with the family when a new street naming opportunity arises.
		May Queen Field	Cllr Buckley	New timetable needed from WBC. Add to next meeting agenda.
		Lloyds Bank Building	Cllr Carter	Adcott Opticians will be moving across The Cross to the Lloyds Bank building. All agreed this was a positive step for the village.
		Library Head of Terms	Clerk	A 3 year draft has been circulated with some queries regarding shared spaces and upkeep. Signage is also being discussed. Clerk to feedback at next meeting.
		CCTV	Cllr Carter	See actions above
		Public Toilets	Cllr Marks	Addressed with Environment Committee update
		Lymm in Bloom	Cllr Powell	Addressed in Public Open Forum and to be added to the Enviro Committee agenda
		Litter	Cllr Buckley	To be dealt with in the Environment

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				<i>Working Group and Committee</i>
		<i>WW1 Commemorations</i>	<i>Cllr Marks</i>	<p><i>The new installation arrived in perfect time for Armistice Day remembrance service. It still needs work however. Cllr Griffiths has discussed this with Handyman Services Neil Drinkwater and an associate and they will raise the plaque for better viewing in the future.</i></p> <p><i>Enviro Committee to take forward the care of the plaque and be assigned to a new friends' group.</i></p> <p><i>Ben Selwood agreed with Cllr Marks that bulbs and poppy seeds will be a good combination for successful flowering at the plaque.</i></p>
		<i>Clerks resignation / appointments</i>	<i>Cllr Marks</i>	<i>Sarah Morgan, the new Deputy Clerk, will start on December 3rd.</i>
		<i>Amend minutes format</i>	<i>Chair / Clerk</i>	<i>Councillors satisfied with the new format.</i>

125. Matters Arising not covered elsewhere on the agenda

No further matters.

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126. Heritage Centre Grant Application

Addressed in Item 120.

127. Minutes of Committee Meetings

127.1. Plans Committee

127.1.1. The minutes of the Plans Committee held on 9th October 2018 were proposed as accurate by Cllr Johnstone and seconded by Cllr Carter.

RESOLVED: The minutes of the meeting on October 9th 2018 were approved as accurate.

127.1.2. Updates were received with regard:

2018/33239 60 Star Lane

The application has been deferred pending Plot 1 and access road safety issued amendments.

2017/31757 Stobart Distribution Centre

The application was rejected at the DMC hearing which Cllr Barr and attended. There will likely be a resubmission of an application so Parish Councillors will remain vigilant and ensure appropriate community consultation takes place.

Cllrs Marks and Carter attend a group for Parish Councils of South Warrington regarding planning. The update is that the Local Plan is delayed by 3 months due to Governmental changes with a deadline of December 7th 2018 for comments. Cllrs will comment appropriately. Overall, the impact of housing on Lymm Parish is negligible. Cllr Marks added that Lymm community will be made aware of both the Neighbourhood and Local Plans at the right time and in the right way and will start with updating councillors.

127.2. Staffing Committee

Sarah Morgan the new Deputy Clerk, will take up her post on December 3rd.

A staffing committee meeting is planned for December 10th 2018 and will look at several items including the current environment vacancy that has had minimal interest.

127.3. Resources Committee

Cllr Bamforth provided an update on Resources. Both new appointees to Clerk and Deputy do not have SAGE skills so these have been sought externally. A local accountant has been approached and will start working alongside the Clerk asap in order to produce the necessary reports for budget setting for 2019-20. The new business Hub will be used to hire the external support.

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The next resources meeting will take place before the next full council meeting.

Cllr Buckley proposed that the Clerk has external SAGE support for the remainder of the financial year with a training budget going forwards into next year. Seconded by Cllr Cooper.

RESOLVED: External SAGE support for this financial year and training for the Clerk to pick this up fully in 2019-20.

127.4. Environment Committee

The minutes of the working group held on 18th September 2018 were proposed as accurate by Cllr Griffiths and seconded by Cllr Johnstone.

RESOLVED: The minutes of the meeting on September 18th 2018 were approved as accurate.

Further updates were received from the Chair of the Environment Committee.

The Orientation Boards are in their final proofing stage and will go to print imminently.

Toilets at the Dam – costs were discussed for a unit with and without hoarding. The unit with hoarding at a cost of £14,306 and an annual servicing cost of £6,132 were preferred. Further investigation into a pitched rather than flat roof, lighting and evening locking are now being looked into.

ACTION: Cllr Johnstone to further investigate toilet issues.

128. Annexe Furniture Restoration

A quote has been received to restore the furniture in the council chamber of £1800 for the table and in the region of £90 per chair. Options for more flexible furniture and its costs to be presented to the council at the next meeting in December or January. This will be presented alongside the findings of the consultation with the current regular hirers of the hall space, how they use the space and the impact that changes may have on their sessions.

ACTION: Clerk to compile consultation feedback and present alternative furniture options at the January meeting.

129. Youth Engagement

This will be discussed when all councillors have been presented with the context of where the youth engagement situation is. The meeting on November 19th will also add an update to the situation.

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130. Outdoor gym opening

Cllr Marks shared that the green gym in Ridgway Grundy Park will be opened on Sunday November 18th at 11am by David Weir. Representations will be from Round Table, Warrington Borough Council, Active Cheshire, Lymm Runners and more. There is nine pieces of equipment available for use.

Cllr Powell added that two new flower beds have been added to the park.

Cllr Gowland thanked all who had been involved and to Denis McAllister who developed the project.

131. Xmas theme

Cllr Buckley shared that the theme for this year's festival is giving and gifts. She proposed that 11 presents were wrapped with the name of a fallen soldier on each gift.

Cllr Powell raised that road closures are needed for Carols Round the Cross. Cllr Powell will raise these.

Cllr Buckley that the Clerk be approved to purchase new decorations for the trees and hall. Cllr Griffiths seconded.

Cllr Cooper proposed and Cllr Barr seconded that the Clerk source insurance for the event.

Xmas trees will be delivered on November 24th and put up on November 25th. Cllrs Powell and Griffiths will check the festoon lights are in working order.

The Xmas Tree Festival in St Mary's is from November 30th to December 2nd.

The village hall will be decorated on November 30th from 3-5pm.

RESOLVED: Clerk to invest in new decorations for the tree and hall.

RESOLVED: Clerk to secure insurance for the Carols event.

ACTION: Cllr Powell to organise road closures for Carols Around the Cross.

132. 2019-20 Precept

This item is to be added to the next Resources meeting for clarification and agreement at the next Full Council Meeting. There will be an increase in 2019-20 due to WBC funding changes.

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133. Chair's Communications

133.1. Civic Service Feedback

Cllr Fradgley thanked everyone for their support for the service that was enjoyed by all who attended.

133.2. NALC conference

Proposal from Cllr Gowland to add £500 to the next budget for the Deputy Chair to attend in future years in preparation for their period as Chair. Seconded by Cllr Buckley. This year Cllr Barr will attend.

RESOLVED: Deputy Chair to attend NALC conference in future years

RESOLVED: Clerk to book space on the next conference

133.3. Xmas Artisan Fair – December 15th 2018

In the village hall. Lots of stalls booked and lots of social media interest.

133.4. Manchester Airport Funding

The Chair and Clerk will meet the Community Relations Manager in January to look at potential support from the airport.

133.5. Fundraising Event – Life After Loss

No concerns were raised however the dam is not owned by the Parish so WBC approval will also need to be sought as well as united Utilities.

133.6. Bank Account – Authorised Signatory / Debit Card

Cllr Buckley has agreed to remain as the main counter-signature on the bank account. From April, the second authoriser for the bank transactions will be assigned to a post - proposed to be the Chair of Resources by Cllr Fradgley and seconded by Cllr Buckley.

The Clerk has no access to petty cash or any way of purchasing or ordering items for the council. Cllr Gowland proposed that a credit card is applied for as a way of checking expenditure. Seconded by Cllr Cooper. Clerk to check proper financial procedure and whether DBS checks are required.

RESOLVED: Chair of Resources to become counter-signature from April

RESOLVED: Clerk to apply for a credit card for small expenditure items.

ACTION: Clerk to check if councillors and clerk require DBS for financial regulations.

133.7. Great Sankey – food bank cash donations

No donations will be made this year.

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134. Clerk's Communications

134.1. Meeting schedule, deadlines

Deadlines for meeting agendas was circulated for reference.

134.2. Deputy clerk start date

Sarah Morgan will start on December 3rd having fully resigned from her current employment.

134.3. Village hall hire agreement

Current issues have arisen in the village hall with risky activity and damage. Cllrs Buckley and Johnstone do not agree that pellet guns are the kind of activity that should be taking place in the village hall.

The booking contract is to be updated re: bouncy castles needing specific insurance, detailed information of booking activity (with the booking staff making a judgement about the nature of the activity and it's safety), a deposit for all one off hirers of £50. Recent hirer to be contacted to pay for damage to village hall wall. Cllr Gowland proposed the above with Cllr Cooper seconding.

RESOLVED: Contracts for village hall hires to be updated and deposits taken in case of damage. Recent hirer to be contacted.

134.4. Police liaisons confirmation

Cllrs Carter and Griffiths

134.5. NALC liaisons confirmation

Cllr Barr

134.6. Other liaisons confirmation

Councillors to contact Clerk with their roles

134.7. Christmas Toy Appeal – Lymm collection point

Collection point at hall or library

134.8. Get Creative

Not to be taken up this time.

135. Reports from Outside Bodies

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Cllr Bamforth reported back on his attendance at Neighbourhood Watch meeting. He reported that we are one of the few Parish Councils to receive a written report for meetings. There is also further scope for the scheme to be developed in Lymm.

136. Schedule of Accounts

No financial documents were presented.

137. Date of Next Meeting

Full Council Meeting is on Tuesday 11th December 2018 at 7.30pm in the Council Chambers. Planning Committee is confirmed as Tuesday 11th December at 6.30pm in the Council Chambers.

Kerry Duffin
Clerk to the Council

DRAFT MINUTES

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NEW ACTIONS

Agenda item	Action point	Lead	Chair's Notes
120	Clerk to arrange confirmation of grant for Heritage Centre	Clerk	
121	Clerk to contact Ben Sherwood re: working with Cllrs Gowland and Carter in the new year to produce a Lymm leaflet.	Clerk	
121.2.3	Contact WBC solicitors concerning the cross Speak to the fishmonger	Clerk Cllr Powell	
127.4	Further investigation into a pitched rather than flat roof, lighting and evening locking are now being looked into.	Cllr Johnstone	
128	Compile consultation feedback and present alternative furniture options at the next meeting.	Clerk	
129	Councillors to present relevant context and details to Full Council for the next meeting	Relevant councillors	
131	Road closures are needed for Carols Round the Cross	Cllr Powell	
131	Invest in new decorations for the tree and hall.	Clerk	
131	Insurance for Carols around the Cross	Clerk	
133.2	Deputy Chair to attend NALC conference in future years	Clerk / Deputy Chair	
133.2	Clerk to book space on the next conference	Clerk	
133.6	Chair of Resources to become counter-signature from April	Clerk	
133.6	Apply for a credit card for small expenditure items.	Clerk	

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133.6	Check if councillors and clerk require DBS for financial regulations.	Clerk	
134.3	Contracts for village hall hires to be updated.	Clerk	

PREVIOUS ACTIONS CARRIED FORWARD

Meeting date	Agenda item	Action point	Lead	Chair's Notes
11 September 2018	89	<i>Library Heads of Terms</i>	Clerk	<i>A 3 year draft has been circulated with some queries regarding shared spaces and upkeep. Signage is also being discussed. Clerk to feedback at next meeting.</i>

Meeting closed at 9.59pm