

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
Telephone: 07741 877870
Email: clerk@lymmparishcouncil.gov.uk
Address: The Village Hall, Pepper Street
Lymm, WA13 0JB



Minutes of the Full Annual Council meeting of LYMM PARISH COUNCIL

**Held on Tuesday 14th May 2019 at 7.30pm
in the Council Chambers, Village Hall, Pepper Street, Lymm.**

Councillors:

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

Also in attendance: Kerry Duffin (Clerk)

20. Election of the Chairman of the Parish Council

Cllr Geoff Hawley was proposed as Chairman by Cllr Marks and seconded by Cllr Buckley and was carried unanimously. It was therefore **RESOLVED** to elect Cllr Hawley as Chairman until the acceptance of his office by a successor.

Cllr Hawley thanked Cllr Fradgley for her work to date.

21. Election of the Deputy Chairman of the Parish Council

Cllr Bob Barr was proposed as Deputy Chairman by Cllr Powell and seconded by Cllr Fradgley and was carried unanimously. It was therefore **RESOLVED** to elect Cllr Barr as Deputy Chairman until the acceptance of his office by a successor.

22. To Receive and Accept Apologies for Absence

Apologies were received and accepted from Cllrs Gowland and Bamforth.

23. Code of Conduct – Declaration of Interests

The Register of Members Interests was reviewed and no updates were made.

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

24. Public Open Forum

- 24.1. Lymm in Bloom representative, Ben Selwood, updated the Council that the summer bedding will be planted over the first two weeks of June.
- 24.2. Another member of the public thanked Cllr Fradgley for her Chairmanship and all Councillors for their hard work and commitment over the course of the last year.
- 24.3. Item 19 was covered at this point, with a discussion regarding the wording on the Climate Emergency Motion and the deadline for action for the Parish Council.

The Public Open Forum closed at 7.55pm.

25. Climate Emergency

The Council is keen to adopt the most suitable form of words and timeframe for change. It was **RESOLVED** that the motion be taken to the Environment Committee and Working Group for agreement and brought to the next possible Full Council Meeting for a decision.

Clerk to arrange a time for a training session from resident Zoe Cohen with the Parish Councillors and Clerk to invite the two members of the public in attendance to meet the Clerk and then to the next Environment Working Group meeting.

26. Standing Orders 2019

The Standing Orders for 2019-20 were **RESOLVED**, proposed for adoption by Cllr Buckley and seconded by Cllr Cooper.

27. Financial Regulations 2019

- 27.1. Amendment to items:
 - 3.2 To be the month of May
 - 5.1 To state "The Council may seek credit references in respect of members or employees who act as signatories."

The Financial Regulations for 2019-20 were **RESOLVED** for adoption, proposed by Cllr Hawley and seconded by Cllr Buckley.

- 27.2. It was **RESOLVED** that the Clerk be appointed as the Responsible Financial Officer for 2019-20.

28. Financial Risk Assessment

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It was proposed by Cllr Fradgley and seconded by Cllr Buckley that the Financial Risk Assessment be agreed and adopted. It was carried unanimously and therefore **RESOLVED**.

29. Internal Auditor for 2019-20

It was **RESOLVED** to appoint Warrington Borough Council as the internal auditors, proposed by Cllr Marks and seconded by Cllr Cooper and carried unanimously.

30. To appoint Committee Members and Lead Councillors for 2019-20

- **Planning Committee**
 - Cllr J Griffiths (Chairman)
 - Cllr A Carter
 - Cllr A Cooper
 - Cllr A Johnstone
 - Cllr A Fradgley
 - Cllr G Gowland
- **Resources Committee**
 - Cllr J Bamforth (Chairman)
 - Cllr Buckley
 - Cllr Powell
 - Cllr Johnstone
 - Cllr Gowland
 - Cllr Barr
- **Staffing Committee**
 - Cllr Buckley (Chairman)
 - Cllr Fradgley
 - Cllr Marks
 - Cllr Cooper
- **Environment Committee/Working Group**
 - Cllr Johnstone (Chairman)
 - Cllr Powell
 - Cllr Marks
 - Cllr Griffiths
- **Allotments Lead Councillor**
 - Cllr Hawley
- **Neighbourhood Plan Working Group**
 - Cllr Buckley
 - Cllr Fradgley
 - Cllr Barr (as an observer)
- **Strategy Group**
 - Dissolved.

The importance of sending apologies was highlighted in order to ensure that meetings are quorate. Cllr Hawley to attend the Planning Committee if the meeting will not be quorate without his attendance.

The Committee Membership was proposed by Cllr Buckley and seconded by Cllr Marks, carried unanimously and **RESOLVED** for the year 2019-20.

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31. Delegation of Powers

It was **RESOLVED** unanimously that the following delegation of powers be approved for 2019-20:

- 31.1. Planning Committee be authorised to recommend, object or make comment to the Local Planning Authority on all types of applications
- 31.2. Chair of the Resources Committee be authorised to agree ad hoc payments up to the value of £500, that need to be made before authorisation can be granted by the Full Council, in agreement with the Responsible Financial Officer
- 31.3. Environment Committee has delegated spending powers of no more than £300 per project and no more than £1,500 in any financial year

32. Outside Bodies

- | | | |
|-------|--|----------------------------------|
| 32.1. | Lymm Youth and Community Association | Cllr Hawley |
| 32.2. | Oughtrington Community Centre | Cllr Cooper |
| 32.3. | PCSO / Police | Cllrs Bamforth and Carter |
| 32.4. | South Warrington Parishes Working Partnership | Cllrs Marks and Carter |
| 32.5. | Manchester Airport | Cllrs Griffiths and Barr |
| 32.6. | Business Watch | Cllr Carter |

33. To approve Annual Subscriptions for 2019-20

The annual subscriptions were proposed by Cllr Buckley and seconded by Cllr Griffiths and was carried unanimously. **RESOLVED** to pay the following subscriptions:

Payee	Purpose	COST excl VAT
CHALC	Annual membership	1504.04
Society of Local Council Clerks	Annual membership	220
Clerks and Councils Direct	Annual membership	100
SAGE	Finance Software	189.53
Signable	Contracts package for hall bookings and allotments	187.55
Microsoft Outlook	One Drive server	95.88
Moneysoft	Payroll software	68.00
Cybernet Services	Website updates	600.00
	Annual domain	160.00
MRFS Group	Village Hall alarm contract	138.92
Handyman Services	Monthly Asset Checks	960.00

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Warrington Borough Council	Commercial waste - recycling	166.92
	Commercial waste – other	600.60
	Green bin waste	32.00
	Elms Farm Garage rental	400.00
	Elms Farm allotment rental	
Community for the Protection of Rural England	Annual membership	36.00
Trans Pennine Trail Supporters	Annual membership	10.00
The Allotment Society	Annual membership	55.00
Cheshire Community Action	Annual membership - Community Buildings	50.00

34. Charges 2019-20

The Village Hall Hire Costs of:

Regular	£12.50 per hour
Casual	£17 per hour
Annexe	£10.50 per hour

Increased charges apply outside of the license times for the provision of additional licensing for alcohol and music. All hirers that provide activities for children or vulnerable adults must provide a copy of their Safeguarding Policy or risk assessment.

Allotments

Tenancy Agreements and invoicing are to run from January to December instead of April to March to allow handover of plots before the end of the main growing season.

	2019-20	April to December 2019
Star Lane	£38 per year	£28.50
Sowbrook	£40 per year	£30
Ashcroft Road	£26 per year	£19.50
Elms Farm	£26 per year	£19.50

It was **RESOLVED** as proposed by Cllr Buckley and seconded by Cllr Carter and all were in favour, that the above charges and tenancy periods be approved.

35. Report from PCSOs

PCSO Daren Dennis and Paul Manley, the new PC for Lymm, attended the meeting. PCSO Dennis provided a set of up to date statistics and added that he had been working on many other issues including the burglary at Heatley Mere Co-Op, the social event at Lymm

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Youth Club for young people, Business Watch and the Community Safety event in the village hall on June 8th. The PCSOs will be setting up an operation to monitor the HGVs driving through the village.

36. Minutes of the Previous Meeting

Proposed: Cllr Marks
 Seconded: Cllr Griffiths

RESOLVED: The minutes from the meeting on 9th April 2019 were approved as accurate. All councillors present at the 14th May meeting who were present were in agreement.

37. Actions from the Previous Meeting

<i>Agenda item</i>	<i>Action point</i>	<i>Lead</i>	<i>Chair's Notes</i>
212	Contact United Utilities and raise the litter issue at the Dingle gate as a potential community project	Cllr Carter	Pending
12th March 2019 meeting — 220.1	Lymm WI Tree at The Cross	Pass to Enviro Working Group to follow up	Completed and removed - On the agenda for the next meeting A report from Warrington Borough Council's tree inspector will be sought in the autumn.
April 9th 2019			
3.6	Report blocked pavement to Enviro Warden	Clerk	Completed and removed
3.7	Email Cllr Hans Mundry, Warrington Borough Council Transport Lead councillor and Ben Wakerley from Warrington's Own Buses re Bus 4 US issues	Cllr Fradgley	Completed and removed

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	Attend Leader's Forum re Bus 4 Us at LYCA on April 16 th 2019	Cllrs Hawley and Griffiths	Completed and removed
8	Friend's groups – all councillors to forward details of voluntary groups / schemes to Clerk Clerk to forward all information to Cllr Higgins	All Councillors Clerk	Completed and removed Completed and removed
10	Complete loan forms for May Queen Field	Clerk	Pending
11	Find out what is happening to the Cyril Bell bus service Report back to the public	Cllr Fradgley Clerk	Completed and removed Completed and removed
12	Contact Warrington Borough Council re Cllr Woodyatt road naming at Tanyard Farm	Cllr Bamforth	Pending
14	Sign and return the SLA for the PCSO adding the key priorities	Clerk	Pending meeting with Neil Drum and the Councillors with police responsibility
16.1	CCTV –draft policy and procedures for ratification to be brought to a future meeting	Clerk	Pending

38. Minutes of Committee Meetings

38.1. Planning Committee

38.1.1. Minutes from the meeting on 2nd April 2019

Proposed: Cllr Carter Seconded: Cllr Cooper
RESOLVED: The minutes of the meeting on 2nd April 2019 were approved as accurate.

38.1.2. Minutes from the meeting on 23rd April 2019

Proposed: Cllr Carter Seconded: Cllr Johnstone
RESOLVED: The minutes of the meeting on 2^{3rd} April 2019 were approved as accurate.

38.1.3. Update on Planning Committee was given including Tanyard Farm.

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Cllr Marks also raised a leaflet which had been delivered in the Statham area and that he had been made aware of. It is regarding a planning development on Whitbarrow Road stating that Lymm Parish Council was in approval of the project. Clarification was sought from the Planning Committee following the attendance of the architect at the previous Planning Committee meeting. The Committee confirmed that there had been a positive discussion with the architect however, the Committee was shown some images on the screen, with no documents being made available to interrogate. With no planning application being submitted yet, the full due diligence will be completed once a planning application has been made.

It was **RESOLVED** that Cllr Carter will email the developers / architects clarifying this.

Borough wide application for awareness is Stobarts. South Warrington Planning Group will be submitting a response.

38.2. **Staffing Committee**

38.2.1. The Staffing Committee Chair updated that Martin Thacker, the village hall keyholder, has resigned with effect from the end of August. The Chair thanked Martin for all of his commitment over the years.

38.2.2. It was **RESOLVED** that the Staffing Committee be delegated to recruit a suitable replacement for the village hall post. All were in agreement.

38.2.3. It was **RESOLVED** that advertising up to £250 be agreed for the Assistant Clerk role and all councillors were in agreement.

39. **Lymm High Grant Application Form**

RESOLVED to allocate £2,500 to Lymm High School for development of their outdoor pitches. Proposed and seconded by Cllrs Johnstone and Carter, with 5 councillors in favour.

40. **Lymm Parish Council response to Local Plan**

Cllr Marks shares a document for Council to consider and make comment on BEFORE the next meeting. Thanks were given from the Chair to Cllr Marks for all his work on the Local Plan.

41. **Village Hall repairs**

It was **RESOLVED** to budget £1000 to repair the village hall roof. The Clerk will arrange for quotes for the work to be completed.

42. **Dog Poo Bins**

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The item was considered and further information will be brought to the next meeting along with clarification regarding who will empty and maintain them.

43. The Look of Lymm

Cllr Marks and the Clerk to look at the actions and delegate tasks across the Parish Council staffing team.

44. Broomedge Bus Proposal

Cllr Buckley proposed that a new service be trialled – full details will be brought to the next meeting. A meeting the Ben Wakerley from Warrington Own Buses and Cathy Mitchell from Warrington Borough Council will take place in June with the bus4Us group.

45. Chair's Communications

45.1. Lymm Library – it was **RESOLVED** that costs for signage in Lymm Library for Lymm Parish Council office space be approved whilst Borough Councillors will follow up the lease situation with Warrington Borough Council and Livewire.

45.2. Fly tipping on the Canal – continues to be a serious issue with the Bank Holiday litter increasing around the canal and surrounding areas. Letters to be written by the Clerk to Bridgewater Canal/Rivers Trust/Peel Holdings and Cllr Barr to raise the issue with Warrington Borough Council.

46. Clerk's Communications

46.1. Annual Accounts will be presented at the June meeting

46.2. The Local Plan and Local Transport Plan was received

46.3. The future highway works on Birch Brook Road and Rushgreen Road from May 13th 2019 were noted

46.4. The Zurich Insurance Renewal quote was **RESOLVED** at a cost of £861.47 from Community First (insurers Zurich Insurance plc)

46.5. It was **RESOLVED** to make payment for the new Chair's Allowance

46.6. The drawing down of £1000 of Lymm in Bloom's annual grant was **RESOLVED**

46.7. It was **RESOLVED** to pay the following Invoices

- | | |
|---|-----------------|
| i. Keyways – CCTV balance | £6699.67 |
| ii. Heatley Accounting Services – April invoice | £562.50 |
| iii. Paperstone – toner, stamps, envelopes, office supplies, litter pickers for Keep Lymm Kleen | £123.71 + VAT |
| iv. Handyman Services – village hall repairs | £90 |
| v. Handyman Services – asset register – March 2019 | £80 |
| vi. CHALC Chair's training | £35 |
| vii. Duttons Mower World repairs and charges | £83.16 incl VAT |
| viii. Beechwood Electrical Contracting – repair of the security lights at the Village Hall | £220 |

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- ix. Lymm Slate and Tile Roofing Contractors – repair of the village hall roof in December £60
- x. Flower baskets and bedding for 2019 £2915

All councillors were in favour.

47. Reports from Outside Bodies

No reports were made.

48. Schedule of Accounts

April 2019 accounts were circulated in advance of the meeting and were proposed as accurate by Cllr Powell and seconded by Cllr Buckley. All were in agreement.

RESOLVED: April's accounts were approved as accurate.

49. Date of Next Meeting

The next Full Council meeting will take place on June 11th 2019 at 7.30pm in the Council Chambers. Apologies received in advance from Cllr Powell.

The next Planning Committee meeting will take place on June 4th 2019 at 3.30pm in the Council Chambers. Apologies received in advance from Cllr Fradgley.

Meeting closed at 10pm

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New Actions May 2019

Agenda item	Action point	Lead	Chair's Notes
25	Arrange for follow up to emergency declaration with Council and public	Clerk	
39	Contact Lymm High re: successful grant application	Clerk	
41	Village hall roof – source 3 quotes and action the repairs	Clerk	
43	The Look of Lymm follow up	Clerk and Cllr Marks	
45.1	Contact Business Hub re: Signage approval	Clerk	
45.2	Contact Peel Holdings re fly tipping issue	Clerk	
	Contact Warrington Borough Council	Cllr Barr	