

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



Members of the Council you are hereby summoned to attend the Meeting of

LYMM PARISH COUNCIL

**on Tuesday 8th October 2019 at 7.30pm
in the Council Chambers, Village Hall, Pepper Street
for the purpose of transacting the following business**

AGENDA

- 1. Welcome, Introductions and Housekeeping**
- 2. To Receive and Accept Apologies for Absence**
- 3. Code of Conduct – Declaration of Interests**
Members are reminded of their responsibility to declare any personal interest or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.
- 4. Public Open Forum**
An opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 5 minutes per person.
- 5. Report from PCSOs**
To receive the September 2019 reports from the Police Community Support Officers and an update from the Police Liaison Councillors
- 6. Minutes of the Previous Meeting (Appendix)**
To approve the minutes of the meeting held on September 10th 2019
- 7. Update on Actions from the Previous Meeting**

Agenda item	Action point	Lead	Chair's Notes
80.4.4	Arrange for an energy audit of the village hall	Clerk	PENDING Audit document has been received and the audit will take place in September.

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80.4.4	Arrange for a full structural survey of the village hall roof	Clerk	PENDING Survey has taken place and awaiting written report.
83	Tree replacement at Elms Farm Allotment – contact Tree Officer about suitable replacements and timing of replacing current tree	Clerk	PENDING
89.2	VE Day 75 th commemoration - planning sub-group	Cllr Hawley	CARRY FORWARD
97.1	Dog poo bins Cllr Buckley to discuss the details with Julie and bring a proposal for locations, future potential costs and an emptying proposition to the next meeting.	Cllr Buckley	
103	Village hall entry system 2 further quotes to be sourced Trial period for new postholders following interviews	Clerk Staffing Committee	
106	Lymm Dam Crossing Source initial reports and timing for the crossing	Clerk	
108	Sandy Lane Phone Box Source a written estimate for repair to the base for the box to cost out a replacement	Clerk	
109	WW1 memorial Contact Risley Forge for repairs and completion of work	Clerk	
112	Cobbles on Pepper Street Contact WBC regarding repair	Clerk	
113	May Queen Field entrance Find out who owns the entrance to the site for repair of the road surface	Clerk	
114.1	Trees in Lymm Ask Neighbourhood Plan group to ensure the future of trees in Lymm is part of the plan	Clerk	See Appendix
114.2	Stocks in Lymm Contact Environment Team about options and costs for securing the wooden panels	Clerk	

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8. Minutes of Committee Meetings

- a. Planning Committee
 - i. To approve the minutes of the Planning Committees held on September 17th 2019 (Appendix)
 - ii. To receive updates from the Chairman of the Planning Committee and Borough Councillors on planning issues
 - iii. To receive one notification of neighbouring Neighbourhood Plans and associated consultations – Eaton Parish Council (Appendix)
- b. Staffing Committee
 - i. To receive an update on staffing matters from the Staffing Committee Chair
 - ii. Update on interviews for Village Hall Keyholder
 - iii. Council to make a decision on providing a phone for one of the new village hall keyholders. An annual contract will cost in the region of £250 each year including a handset and SIM
- c. Resources Committee
 - i. To approve minutes of the Resources Committee held on September 10th 2019 (Appendix)
 - ii. To receive an update from the Resources Committee Chair
- d. Environment Committee
 - i. To receive an update from the Environment Committee Chair
 - ii. To receive updates from the Environment Working Group
 - iii. Following continued vandalism and damage to the roof, the Council to consider installing a CCTV camera at the Heritage Centre
 - iv. Council to consider lighting provision on Longbutt Lane
 - v. Council to consider accrediting as a Plastic Free Parish (Appendix) and agree to:
 - 1. Become an accredited Plastic Free Parish
 - 2. Designate a Councillor to be a part of the steering group
 - 3. Permanently remove single use plastic from all premises
 - 4. Encourage local plastic free initiatives, promote local campaigns and support local events

9. Schedule of Accounts

To approve September's accounts – to be tabled at the meeting

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10. Dickensian Festival Grant Application (Appendix)

Council to consider approving the application for a grant of £3000 for the 2019 Dickensian Festival

11. Lymm Dam Toilets (Cllr Johnson)

Councillors to receive an update regarding the new toilet facilities at Lymm Dam

12. Sandy Lane phone box (Appendix)

Council to receive an update from Cheshire Constabulary stating that the case regarding the fire at the phone box has been closed.

An update will be made regarding the collation of costs for a replacement facility including the repair of the concrete base.

13. South Warrington Parishes Working Partnership (Cllr Marks)

Parish Council to approve a budget of up to £2500 to support the objection to Stobarts' development on greenbelt.

14. Wreaths for Remembrance Day (Appendix)

Council to approve a suggested donation of £17 each for two wreaths to be delivered to the Cenotaph at St Mary's Church on Remembrance Day on Sunday November 10th 2019

15. Bollards at the Lower Dam (Cllr Powell)

Following meetings with Warrington Borough Council, the Lower Dam Planter and its repair, Council is asked to approve the purchase of two cast iron bollards at the Lower Dam - cost to be provided by Warrington Borough Council.

16. Xmas Tree Festival (Appendix)

Council to decide whether to be involved in the St Mary's Xmas Tree Festival 2019 with a theme of 'Christmas is Coming'

17. New Headed Paper Template (Appendix)

Following a Council request to simplify the template and reduce the use of ink, Council to approve a quote of £70 to update the template to a simpler format

Warrington Borough Council:

18. Notification of Possible Parliamentary Election (Appendix)

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Council to note receipt of use of the hall for voting once an election has been called.

19. Licensing Policy Consultation (Appendix)

Council to receive notification of the Consultation Period for Warrington Borough Council's draft revised statement of Licensing Policy and draft Cumulative Impact Assessment. Note the addition of Stockton Heath as a proposed Community Impact Policy Area

20. Request to use CCTV to carry out a Traffic Survey (Appendix)

Council to note received communication requesting installation of camera system to monitor the turning counts, queue lengths and car park counts at Lymm Services between October 1st and 5th

21. Brexit (Cllr Buckley)

Council to consider the impact of leaving the European Union on Parish Council business

22. Chair's Communications

a. Correspondence from the previous Village Hall Keyholder (Appendix)

23. Clerk's Communications

Finance

a. PKF Littlejohn have completed the external audit of 2018-19 Accounts with no final comments or queries. The Clerk will update all the relevant paperwork, website and display the correct documentation (Appendix)

b. Notification of Payment of Invoices (Appendix)

i. PKF Littlejohn – External Audited Accounts	£720
ii. Warrington Borough Council – car park for wedding fair	£20
iii. PHS Group – hall sanitary bins service	£91.80
iv. Paperstone – hall and office supplies	£195.16
v. Kerry Duffin – reimbursement for Microsoft Office etc	£114.38

c. Approval of Payment of Invoices (Appendix)

i. Neil Drinkwater – Asset checks July and August	£160
ii. Dave Chaddock – reimbursement for new tyre, wheelbarrow, paint brushes and diesel	£26.24

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- iii. Tarporley Parish Council – risk assessment training £50
- iv. Heatley Accounting Services – September £87.50
- v. Safeguard – new set of keys for keyholder and set of keys for the cleaning cupboard in the hall (COSHH requirements) £86.24

Village Hall

- d. Electrical Testing on October 22nd to achieve the required certification for future insurance of the village hall
- e. Annual Health and Safety and Fire Risk Assessment is set for November 6th
- f. Fire alarm panel, call points, sounders were tested on 25th September
- g. Extinguishers, fire blankets and emergency lighting will be checked in November – date to be set

24. Reports from Outside Bodies

- a. Allotment Lead Councillor
- b. Lymm Youth and Community Association
- c. Oughtrington CCA Management Board
- d. PCSO/Police
- e. South Warrington Parishes Working Partnership
- f. Manchester Airport (Appendix)
- g. Neighbourhood Planning Working Group
- h. Business Watch
- i. Neighbourhood Watch

Councillors are invited to provide feedback and information from meetings that they have attended as representatives of the Parish Council.

25. Date of Next Meeting and Items for the Next Agenda

Full Council to be confirmed as Tuesday 12th November 2019 at 7.30pm in the Council Chambers.

Planning Committee to be confirmed as Tuesday October 29th at 6.30pm in the Council Chambers.

KDuffin

Kerry Duffin
Clerk to the Council