

## 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 Council meeting of LYMM PARISH COUNCIL

**Held on Tuesday 9<sup>th</sup> July 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)

#### **73. Welcome, Introductions and Housekeeping**

Cllr Geoff Hawley opened the meeting at 7.30pm.

#### **74. To Receive and Accept Apologies for Absence**

Apologies were received and accepted from Cllrs Carter and Bamforth.

#### **75. Code of Conduct – Declaration of Interests**

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.

Cllr Buckley arrived at 7.38pm.

#### **76. Public Open Forum**

76.1. Ben Selwood mentioned that Lymm in Bloom judging will take place on July 16<sup>th</sup> 2019 starting at the Sunken Gardens. The Council staff will attempt to paint the railings (dark green paint) at the Lower Dam/Sunken Gardens before the judging takes place. Ben also raised the planter at the Lower Dam which needs repairing. The

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green bin is also full. Clerk to chase the sticker as the annual licence has been paid for.

76.2. Grass verges are being cut by Warrington Borough Council too infrequently and the long grass cuttings are causing further issues with drains. Clerk to contact Warrington and request more regular cutting.

76.3. DMC meeting agendas are not appearing on the Warrington Borough Council website in good time for the meetings.

### 77. Report from PCSOs

PCSO Phil Redshaw was in attendance and gave a verbal update on the June report. The statistics for the month of June were:

- 1 x Burglaries
- 5 x Criminal Damage
- 15 x RTCS (minus motorway)
- 2 x Theft from motor vehicle
- 9 x Thefts or Shoplifting (including drive off offences)

A discussion followed about the statistics and some of the detail behind them.

An Anti-Social Behaviour incident was raised where a young person was cycling dangerously through the village, weaving amongst traffic whilst on a mobile phone. PCSO Redshaw clarified how they will deal with such incidents that they witness.

The young person who started the fire at Lymm High School has been expelled, cautioned and has been referred to the Youth Offending Team. The incident where PCSO Redshaw had to leave the Youth and Community Centre drop in session in an emergency involved a person on the motorway viaduct.

Parking on Eagle Brow was discussed and tickets will continue to be issued for dangerous parking.

Double yellow lines need following up with Warrington Borough Council.

### 78. Minutes of the Previous Meeting

Proposed: Cllr Gowland  
Seconded: Cllr Johnstone

**RESOLVED:** The minutes from the meeting on 11th June 2019 were approved as accurate. All councillors present at the July meeting who were present were in agreement.

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### 79. Actions from the Previous Meeting

<i>Agenda item</i>	<i>Action point</i>	<i>Lead</i>	<i>Chair's Notes</i>
25	Arrange for follow up to emergency declaration with Council and public	Clerk	COMPLETED AND REMOVED This appears on the agenda in the meeting.
39	Contact Lymm High re: successful grant application	Clerk	COMPLETED AND REMOVED
41	Village hall roof – source 3 quotes and action the repairs	Clerk	PENDING
43	The Look of Lymm follow up	Clerk and Cllr Marks	COMPLETED AND REMOVED This appears on the agenda in the meeting.
45.1	Contact Business Hub re: Signage approval	Clerk	COMPLETED AND REMOVED  Issues with the legal documentation between Warrington and Livewire continue. The viability of the business hub and the library are imperative Several Borough and Parish Councillors have been contacting WBC to push it ahead. Cllr Barr to contact Tony Higgins, Cllr Marks to contact Steven Broomhead.
45.2	Contact Peel Holdings re fly tipping issue	Clerk	COMPLETED AND REMOVED

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	Contact Warrington Borough Council	Cllr Barr	Pending reply from Peel. COMPLETED AND REMOVED
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### 80. Minutes of Committee Meetings

#### 80.1. Planning Committee

80.1.1. Minutes from the meetings on June 25<sup>th</sup> 2019

Proposed: Cllr Griffiths    Seconded: Cllr Fradgley

**RESOLVED: The minutes of the meeting on June 25<sup>th</sup> 2019 were approved as accurate.**

Update on Planning Committee was given for the meetings from the Chair, including Sutch Lane agricultural land and a Pool Lane development.

The South Warrington Partnership Group highlighted that they are taking legal advice regarding the Stobart application.

80.1.2. Trafford applications for up to 800 new houses in Warburton will be discussed at the next Planning Committee.

#### 80.2. Staffing Committee

80.2.1. The minutes from the Staffing Committee meeting held on June 24<sup>th</sup> 2019 were **RESOLVED** as accurate.

80.2.2. Council received a Staffing Committee update including the appointment of the new Assistant Clerk, Robert Tucker. Rob was welcomed to the meeting.

No keyholder applications or interest have materialised. A plan will need to be put in place for when the current staff member retires. The Youth and Community Centre system was discussed and a quote is to be sourced from the same company. The system is a fob system that is managed remotely by computer. 2 further quotes will be sourced.

**RESOLVED:** That authority for the new system is delegated to the Chairman and the Chair of the Resources Committee to progress over the summer.

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80.2.3. **RESOLVED:** To source new phone contracts for the Environment Officer and the new Assistant Clerk as the current handset is old and unreliable. Proposed by Cllr Gowland and seconded by Cllr Fradgley.

### 80.3. Resources Committee update

80.3.1. **RESOLVED:** The previous two meetings Minutes on June 11<sup>th</sup> and 19<sup>th</sup> were approved as accurate.

80.3.2. The advice from Warrington Borough Council re: village hall licensing issue of third party hirers needing a TENS to give free alcoholic drinks at events/meetings is still in dispute. Cllr Gowland will pursue this directly with Warrington Borough Council's Licensing Department.

80.3.3. Draft Annual Accounts for 2018-19 have been submitted within the timescale specified by the external auditors. Draft figures, comments and documents were circulated in advance of the meeting – no comments or questions were made from Councillors.

80.3.4. Finance training on July 10<sup>th</sup> will be attended by Cllrs Barr and Powell from the Resources Committee. Annual Governance and Accountability Return (AGAR) has brought changes to the auditing of accounts and to Parish Councillors in terms of responsibilities. It is recommended that ALL councillors receive training/a briefing in the future.

### 80.4. Environment Committee update

80.4.1. The Environment Working Group meeting on June 18<sup>th</sup> was discussed and an update given.

80.4.2. It was noted that the working party has approved the purchase of signs for Lymm in Bloom at a cost of £300.

80.4.3. The Terms of Reference were amended for the Environment Working Group and Committee to include the climate and ecosphere as well as the physical environment. The changes were **RESOLVED** and approved for future meetings.

80.4.4. Documents for a Climate and Environmental Emergency Motion were discussed. Standing Orders were suspended at 8.47 and reopened at 8.50 for an update from a Member of the Public for the Climate and Environment Emergency Motion. Following this, Council heard that Warrington Borough Council has passed two climate change motions. A Motion was **RESOLVED** to:

“Adopt a Climate and Environmental Emergency and commit the necessary funding to assess the carbon impact of Lymm Parish Council and implement a plan to manage it by the end of the current term of the Parish Council.”

In addition, a budget of up to £1000 for an energy audit of the village hall and a budget of up to £1500 for a full structural survey of the village hall roof by a

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chartered surveyor was proposed by Cllr Gowland and Seconded by Cllr Cooper. All were in favour.

It was noted that tree planting does not have to take place in Lymm and can be anywhere on the planet to have the necessary impact of neutralising carbon emissions. It was also noted that tree planting alone is not sufficient action for the Parish Council to take. More long term, robust action is needed.

Thanks were given from the Council to the Members of the Public who have worked on the motion and the detail behind it.

The village hall audit is to be taken to the Environment Working Group in September and the Full Parish in October.

### **81. Schedule of Accounts**

The schedule of accounts for June will be presented at the next meeting. The Clerk has been on leave for a week so has not had the opportunity to put the accounts schedule together.

### **82. Dog Waste Bins Presentation – deferred to next meeting**

### **83. Elms Farm and Sow Brook Allotments**

Several complaints regarding imposing trees have been made on both Sow Brook and Elms Farm allotment sites. The trees are blocking light and causing issues with the roots for allotment holders.

RESOLVED: If the Tree Officer at Warrington is in support, replace the trees with more appropriate ones up to a budget of £1200.

### **84. Warrington Borough Council and Lymm Parish Council – Festivals and Events / Road Closures**

2019 events have been problematic in terms of liaising with Warrington Borough Council and having the correct approvals in good time. A meeting needs to be arranged with the appropriate officers from Warrington (Dave Vasey and John Ansell) in the autumn. Clerk to organise a meeting.

### **85. The Look of Lymm**

Cllrs Marks and Johnstone and the Clerk revisited the Look of Lymm report and an update was made. The Clerk will now address the issues with the Environment team and Warrington Borough Council where necessary, including the trees at Limefield Avenue.

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**RESOLVED:** The initial suggested £100 budget was deemed too small. A budget of up to £250 was approved to purchase the necessary power washing equipment for the road signs in Lymm. All were in agreement.

The Clerk will contact Risley Forge regarding the metal work for the fallen soldiers in Limefield Avenue. The weathering to the feature is not as expected. Once the area has been corrected, the Friends group will be organised to care for the plants and the site.

### **86. Operation London Bridge**

Councillor Hawley will work on this matter with a sub-group and report back at the next meeting in September.

### **87. Grant Application Form – May Queen Festival**

**RESOLVED:** The application for £3000 for the May Queen Festival was approved. All were in favour. Proposed by Cllr Fradgley and seconded by Cllr Powell.

### **88. Grant Application Form – Playability**

**RESOLVED:** The application was not approved however the Council wishes to support the charity with their work in the future.

### **89. Chair's Communications**

89.1. Chairman's Regalia

These have been updated with the names of the previous five Council Chairs.

89.2. VE day

The Chair will form a small sub-group to look at how Lymm will commemorate the 75<sup>th</sup> anniversary of VE Day.

89.3. The Chairman has received a thank you letter from Sue Williams

89.4. The Chairman has received a thank you letter from Oughtrington Community Centre for the Xmas Meal grant.

### **90. Clerk's Communications**

**Finance – A document listing all payments was circulated at the meeting**

90.1. **Approval of Payment of Invoices**

90.1.1. Chairman's regalia reimbursement £40

90.2. **Notice of Payment of Invoices**

**RESOLVED:** That all invoices and payments were approved, proposed by Cllr Powell and seconded by Cllr Fradgley.

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### 90.3. Recommendations from Internal Audit

The four points raised by the Internal Auditors were addressed and the Clerk is dealing with each item.

- *Ensure that the minutes taken provide an accurate reflection of the discussions held/decisions made (Particularly with regard to scrutiny of the accounts/any anomalies with the payments made by Direct Debit)*
  - *Ensure that the Clerks' Contract of Employment is updated with current/relevant details to accurately reflect the role/duties/terms & conditions.*
  - *For future cases ensure that a record of all quotes / analysis of costs to be retained including details of discussion regarding the contractors being considered and decision to award.*
  - *Ensure that appropriate consideration to awarding maintenance work to contractor - particularly in relation to any instance where the repairs/maintenance work required was identified by the officer undertaking the checks of the PC assets/asset register.*
1. Clerk's updated contract has been issued and signed at the meeting by the Chair of the Staffing Committee
  2. It was noted that the Asset Registers are carried out by the same person who carries out the repair work. The Council noted this for future reference.

### Village Hall

- 90.4. Councillors received a roof update – the leak in the chair store has been temporarily repaired however a long-term solution is needed. Clerk to prepare a report for the September meeting.
- 90.5. Councillors received a licence update (earlier in the meeting)
- 90.6. Councillors were updated on the Grower's Day event on July 13<sup>th</sup> from 11-3pm

### Marketing Communications

- 90.7. Visit Cheshire website update  
The Clerk will provide an update for the website.

### 91. Reports from Outside Bodies

No updates were made from:

- 91.1. Lymm Youth and Community Association
- 91.2. Oughtrington CCA Management Board
- 91.3. PCSO/Police
- 91.4. South Warrington Parishes Working Partnership (took place earlier in the meeting)



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- 91.5. Manchester Airport – there will be no updates until September
- 91.6. Neighbourhood Planning Working Group
- 91.7. Business Watch
- 91.8. Neighbourhood Watch

### **92. Date of Next Meeting**

The next Full Council meeting will take place on September 10<sup>th</sup> at 7.30pm in the Council Chambers.

The next Planning Committee meeting will take place on July 16<sup>th</sup> 2019 at 6.30pm in the Council Chambers.

**Meeting closed at 9.55pm**

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### New Actions July 2019

<b>Agenda item</b>	<b>Action point</b>	<b>Lead</b>	<b>Chair's Notes</b>
76.1	Chase green sticker, Lower Dam planter and painting of Lower Dam railings	Clerk	
76.2	Grass verges – check frequency of mowing with WBC	Clerk	
77	Follow up double yellow lines on Whitbarrow Road with WBC	Clerk	
80.2.2	Source and cost new access system to the village hall	Cllr Griffiths / Clerk	
80.2.3	New mobile phone and contracts for the new Assistant Clerk and the Environment Officer	Clerk	
80.3.2	Pursue licensing issues for the village hall	Cllr Gowland	
80.4.4	Arrange for an energy audit of the village hall	Clerk	
80.4.4	Arrange for a full structural survey of the village hall roof	Clerk	
83	Tree replacement at Elms Farm Allotment – contact Tree Officer about suitable replacements and timing of replacing current tree	Clerk	
84	Arrange a meeting with WBC officers for the remaining festivals of 2019 and for improvements to the communication and procedures for 2020	Clerk	
85	Look of Lymm – arrange for the relevant work to be carried out by LPC Environment Team	Clerk	
	Purchase a pressure washer for sign cleaning	Clerk	
	Contact Risley Forge re: ironworks repair / improvement at Limefield Avenue	Clerk	
86	Operation London Bridge – arrange a plan for Lymm	Cllr Hawley	

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87	Arrange for May Queen Grant acceptance documents and payment	Clerk	
88	Contact Playmobility on the outcome of their grant application	Clerk	
89.2	VE Day 75 <sup>th</sup> commemoration - planning sub group	Cllr Hawley	