

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 14th July at 7.30pm
By Zoom

Councillors:

- * Cllr G Hawley (Chair)
- * Cllr B Barr (Deputy Chair)
- * Cllr J Bamforth
- * Cllr K Buckley (arrived at 7.40)
- Cllr A Carter
- * Cllr A Cooper
- * Cllr G Gowland
- * Cllr J Griffiths
- * Cllr A Johnstone
- * Cllr I Marks

* denotes attendance

Also in attendance: Kerry Duffin (Clerk)
Rob Tucker (Assistant Clerk)

The meeting started at 7.30pm.

1. Cllr Hawley was re-elected as Chairman

2. Cllr Barr was re-elected as Deputy Chairman

Emergency Scheme of Delegation is now cancelled and Standing Orders resume

3. Apologies for Absence

No apologies were received.

4. 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. Members were also reminded to check their Register of Interests on the Lymm Parish Council website and update where necessary.

5. Public Open Forum

2 Members of Public were present at the meeting. No issues were raised.

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6. Agenda Item 23 was taken at this point – The Cross

Additional seating in the village was discussed as a way of supporting local businesses following closures during lockdown. Lymm Parish Council fully supports enabling local businesses to be able to operate in a new way as long as it is with the correct approval and is safe and legal to do so.

7. Standing Orders

The document was updated and it was **RESOLVED** as approved for immediate adoption.

8. Financial Regulations

Questions from Council to The Clerk regarding the changes from 2019-20. **RESOLVED:** The updated document was approved for immediate adoption.

9. Financial Risk Assessment

It was **RESOLVED** that the risk assessment be approved and adopted without query and that the Clerk assumes the role of Responsible Financial Officer for 2020-21.

10. To appoint an Internal Auditor for 2020-21

Warrington Borough Council was appointed.

11. Committee Members and Lead Councillors

Planning Committee – meet every 3 weeks

Cllr J Griffiths (Chairman)
Cllr A Cooper
Cllr A Johnstone
Cllr G Gowland

Resources Committee – minimum of 4 meetings

Cllr J Bamforth (Chairman)
Cllr Buckley
Cllr Johnstone
Cllr Gowland
Cllr Barr

Staffing Committee

Cllr Buckley (Chairman)
Cllr Marks
Cllr Cooper

Environment Committee/Working Group

Cllr Johnstone (Chairman)
Cllr Marks
Cllr Griffiths

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Allotments Lead Councillor

Cllr Hawley

Neighbourhood Plan Working Group

Cllr Buckley

Cllr Barr

12. Delegation of Powers

It was **RESOLVED** that the:

- Planning Committee be authorised to recommend, object or make comment to the Local Planning Authority on all types of applications
- 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 Finance Officer
- Environment Committee has delegated spending powers of no more than £500 per project and no more than £2,500 in any financial year

13. Outside Bodies

It was **RESOLVED** that:

- Lymm Youth and Community Association Cllr Hawley
- Oughtrington CCA Management Board Cllr Cooper
- PCSO/Police Cllrs Barr & Bamforth
- South Warrington Parishes Working Partnership Cllrs Marks, Carter & Buckley as reserve
- Manchester Airport Cllrs Griffiths & Barr
- Neighbourhood Planning Working Group Cllrs Buckley & Barr

14. Annual Subscriptions

It was **RESOLVED** that the following annual subscriptions have been / will be set up:

Payee	Purpose	COST excl VAT
CHALC	Annual membership	1470.04
Society of Local Council Clerks	Annual membership	254
Clerks and Councils Direct	Annual membership	100
SAGE	Finance Software	417.60

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Signable	Contracts package for hall bookings and allotments	228.00
Microsoft Outlook	One Drive server	100.00
Moneysoft	Payroll software	86.40
Cybernet Services	Website updates	300.00
Cybernet Services	Annual domain	160.00
Terrain	Health & Safety	400.00
MRFS Group	Village Hall alarm contract	discussion needed
Warrington Borough Council	Commercial waste - recycling	175.24
Warrington Borough Council	Commercial waste – other	309.40
Warrington Borough Council	Green bin waste	35.00
Warrington Borough Council	Elms Farm Garage rental	400.00
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	Community Buildings	50.00
Cheshire Community Action	Annual membership - Community Buildings	100.00

15. Review the Complaints Procedure

There was discussion of the document with the differences between the Disciplinary Policy and Complaints Procedure clarified. It was **RESOLVED** to add the clause “If the complaint concerns the Clerk, then approach the Chairman or Deputy Chairman” and then adopt the procedure.

16. Hall Hire Charges 2020-21

The Clerk has successfully applied for a £10k grant from Warrington Borough Council.

Due to COVID 19 and the impact on small businesses, it was **RESOLVED** to hold the 2019-20 hourly hall hire charges for the current year.

Regular - £12.50
Casual - £17
Annexe - £10.50

17. Report from PCSOs

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Neither PCSO could attend the meeting due to inability to access Zoom however PCSO monthly reports were distributed to Council in advance of the meeting.

Council thanked the PCSOs for all their hard work throughout the COVID period.

PCSOs to be invited to future meetings re: additional seating in the village.

18. Minutes of the Previous Meeting

RESOLVED: The minutes from the meeting on March 10th 2020 and the Extra-Ordinary Meeting on March 20th 2020 were approved as accurate.

19. Actions from the Previous Meeting

Agenda item	Action point	Lead	Chair's Notes
80.4.4	Structural survey of the village hall roof	Clerk	Survey completed during lockdown and awaiting written report
106	Lymm Dam Crossing Source initial reports and timing for the crossing. Pending a response from Warrington Borough Council.	Clerk	Completed – remove
167	Contact WBC regarding the dropped kerb by Adcotts	Clerk	Follow up
168	CCTV policy and implementation	Clerk	On agenda - remove
168	Contact Warrington parking team re: wardens checking more than car parks for illegal parking	Clerk	Completed - remove
171.3.3	Contact WBC Licensing for clarification of alcohol and licences at the hall	Cllr Gowland / Clerk	Follow up with Cllr Gowland and Clerk
175	Follow up double yellow lines on Whitbarrow Road	Clerk	Complete – remove
190	Send bin copy to the Clerk to share and approve	Cllr Buckley	Complete – remove
192	Enquire about costs to insure toilets on current policy	Clerk	Pending reply from insurers
193	Inform St Mary's about the funding decision re: St Mary's Church Hall	Clerk	Complete – remove

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208	Lorry watch – check: 1) Weight restriction through the village 2) Bridge load weights HGV sat nav systems for Lymm	Clerk	Covid changes may remove some of the traffic
211.1.2	Enquire about the allocation of S106 funding from Lymm Hotel	Cllr Marks	Carry forward. Comments were made about the lack of progress on site for some time.
211.4.1	Enquire about electric car charge points in Lymm car parks	Cllr Fradgley / Cllr Barr	Carry forward. Sub station to be contacted re: able to support car charging points in the village. Cllr Barr to follow up with Lymm Community Energy.

20. Minutes of Committee Meetings

20.1. Planning Committee

20.1.1. Minutes from the meetings on 17th March 2020 and June 20th 2020 were approved as accurate and **RESOLVED**

20.1.2. Update was given on various applications including The Church Green.

20.2. Staffing Committee

20.2.1. Staffing Committee update was given and Part 2 will deal with current HR issues.

20.3. Environment Committee

20.3.1. There will be a working group meeting by Zoom in September.

21. Schedule of Accounts

The updated layout for the monthly accounts was presented. April, May and June accounts were presented. A question was raised re: costs for road closed and it was clarified that these were costs for 2019-20. **RESOLVED: April to June's accounts were approved as accurate.**

22. Burford Lane Speeding Update

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Update was given including that the area's speed limits will be re-evaluated. Another update will be made at the next meeting.

23. Slitting Mill

A resident has raised that the area is very overgrown and needs some attention. The Environment team will meet with WBC Ranger and make a plan to address the situation.

24. Toilets at Lymm Dam

The unit will be installed towards the end of summer. **RESOLVED:** Council approved an increase to the budget for cleaning, supplies, insurance etc of £10k per annum. Opening hours, a cleaning contractor and keyholders to be agreed at a future date. The Council will also be kept up to date regarding the toilet tax, or business rates currently charged for public conveniences.

25. Code of Conduct 2020-21

It was **RESOLVED** to approve the draft Code of Conduct for 2020-21.

26. Co-Option Policy, Procedure and Application Forms

One change was requested in order to clarify policy point 8 - At the Co-option Meeting.

The policy, procedure and forms were **RESOLVED** and adopted.

27. CCTV Policy

RESOLVED: To accept and adopt the CCTV policy.

28. Outstanding amount for CCTV damage and repair

RESOLVED: Council agreed to give another 28 days for the monies to be repaid.

29. Annual Accounts 2019-20

The reports and timescales for public inspection will be presented at the next meeting.

30. Data Protection Policy

It was **RESOLVED** to accept and adopt the policy for 2020-21.

31. Monthly Asset Checks

It was **RESOLVED** that asset checks to now be completed by the Environment team. An image bank and all locations to be plotted and stored centrally and each asset to be checked once each month, saving £960 annually using an external contractor.

32. Village Hall Opening – post COVID 19

Council **RESOLVED** that the village hall will reopen in September as long as it is safe to do so. A budget of £500 was approved for the necessary signage, sanitising stations and floor

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markings. Hirers agreement to be amended and updated following the completion of the LPC risk assessment. Future decisions delegated to the Clerk following Government updates, with the final decision to re-open to be made by the Clerk, as long as it is safe to do so.

33. Village Hall Roof Update

An update will be made at the next meeting.

34. Village Hall Intruder Alarm

It was **RESOLVED** to stop using MRFS to service the intruder alarm at the village hall. The system will not be used on account of the fact there is no impact on insurance and it is not connected to the emergency services.

35. PCSO SLA 2020-21

It was **RESOLVED** to approve the SLA for 2020-21.

36. Chair's Communications

- 36.1. A Member of the Public thanked the Council for all its efforts during lockdown.
- 36.2. Trees on the Cross were discussed and Clerk to bring three quotes for work for a short-term solution to the next meeting. A longer-term solution of replacing the trees will also be looked at in consultation with the WBC Tree Officer.
- 36.3. It was **RESOLVED** to send gifts to Peter Powell and Cllr Kath Buckley up to the value of £40 each.
- 36.4. VJ Day celebrations may be taking place on The Cross. Cllr Gowland to contact Peter Powell re: plans.

37. Clerk's Communications

- 37.1. It was **RESOLVED** to accept the quote from Zurich Insurance for assets. The increase from 2019-20 is due to extra items being added to the asset register.
- 37.2. Chairman's Allowance was approved but will not be paid into the Chairman's account until such time as it is needed.
- 37.3. **RESOLVED:** The invoices were approved for payment, with a query about road closure payments which related to 2019-20.
- 37.4. New calendar system will be introduced for hall bookings and maintenance, securing the Parish Council shared documents.
- 37.5. Hall Hire – Floral Art – the new hive system will resolve future heating issues. **RESOLVED:** Council approved a reduced rate for the cold sessions.

38. Reports from Outside Bodies

No reports were made.

39. Date of Next Meeting

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The next meeting was confirmed as Tuesday 8th September 2020 by Zoom.
 Planning Committee confirmed as July 21st, August 11th and September 1st at 6.30pm by Zoom.

Meeting closed at 10.15pm

New and updated actions July 2020

Agenda item	Action point	Lead	Chair's Notes
80.4.4	Chase structural report of the village hall roof	Clerk	
167	Contact WBC regarding the dropped kerb by Adcotts	Clerk	
171.3.3	Contact WBC Licensing for clarification of alcohol and licences at the hall	Cllr Gowland / Clerk	
211.1.2	Enquire about the allocation of S106 funding from Lymm Hotel	Cllr Marks	
211.4.1	Enquire about electric car charge points in Lymm car parks	Cllr Fradgley / Cllr Barr	
6	The Cross – Councillors to meet to look at seating options	Cllr Hawley	
15	Amend the Complaints Procedure	Clerk	
17	Invite PCSOs to future Full Council meetings by Zoom	Clerk	
23	Arrange Environment Manager to meet at Slitting Mill	Clerk	
24	Toilets at Dam – insurance quote	Clerk	
26	Amend the Co-option Policy	Clerk	
31	Delegate Asset Checks to Environment Manager	Clerk	
32	Carry out necessary checks, risk assessments and updates to the hall to open COVID securely	Clerk	
34	Contact MRFS re: village hall intruder alarm	Clerk	

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36.2	Bring 3 quotes for trees at The Cross to be trimmed to the September meeting	Clerk	
36.3	Arrange for gifts for Peter Powell and Cllr Buckley	Clerk	

Part 2

The recent HR issue was discussed. Staffing Committee to review the Smoking Policy, Lone Working Policy and Disciplinary Policy. CHALC representative to be invited to the meeting.

Staffing Committee will also meet to review management of the Environment Team.

Meeting closed at 10.50pm