

## 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 10<sup>th</sup> December 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 (arrived at 7.36pm)
- 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)  
Robert Tucker (Assistant Clerk)

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

Cllr Geoff Hawley opened the meeting at 7.30pm.

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

Apologies were received and accepted from Cllrs Bamforth, Gowland and Carter.

#### **166. 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.

#### **167. Public Open Forum**

The village clock is now showing the wrong time. Clerk to contact the restaurant to change it.

The kerb near the steps by Adcotts have dropped and are a trip hazard. Clerk to report to Warrington Borough Council.

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### 168. Report from PCSOs

The on duty PCSO gave the statistics from the previous month -

Burglary dwelling – 5  
Burglary otd – 2  
Personal nuisance and environmental, ASB – 7  
Suspicious person, vehicle, activity – 17  
Violence – 9  
Criminal damage - 3  
Theft from motor vehicle – 6  
Theft other – 6. 4 drive offs, theft of Xmas trees

The damage to the CCTV camera at the hall has been dealt with and the member of public has agreed to pay for the repair costs.

Firework incident has also been dealt with – a young person admitted the actions. The outcome has yet to be decided.

CCTV – PCSOs need access to the cameras. Clerk to arrange.

Van parked on Church Road damaging the grass. PCSOs to look when next in the area.

Burford Lane speed cameras been successful and residents appreciative of police input.

Police parking notices will be displayed re the opening of the new chip shop.

Request to Warrington Borough Council re: parking/traffic wardens checking parking in pavements and double yellow lines as well as car parks. PCSOs have powers to deal with cars blocking pavements.

SID discussion and PCSO recommendations is that the mobile devices offer further flexibility to those permanently attached to posts.

### 169. Minutes of the Previous Meeting

Proposed: Cllr Buckley  
Seconded: Cllr Fradgley

**RESOLVED:** The minutes from the meeting on 12<sup>th</sup> November 2019 were approved as accurate. All councillors present were in agreement.

### 170. Actions from the Previous Meeting

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<b>Agenda item</b>	<b>Action point</b>	<b>Lead</b>	<b>Update</b>
80.4.4	Structural survey of the village hall roof	Clerk	Additional funding approved for survey to be completed
97.1	Dog poo bins Cllr Buckley to bring the planned locations and an update will be brought to the next meeting.	Cllr Buckley	Designs to be brought to the next meeting. WBC have approved these bins as a trial for the borough.
106	Lymm Dam Crossing Source initial reports and timing for the crossing. Pending a response from Warrington Borough Council.	Clerk	Carry forward
108	Sandy Lane Phone Box Source a written estimate for repair to the base for the box to cost out a replacement. Clerk to share these with the Insurance Company.	Clerk	All costs for the replacement, repair and installation will be brought to the next meeting.
112	Cobbles on Pepper Street Contact WBC regarding repair/relaying - Follow up with Warrington Borough Council as the winter weather will further deteriorate the setts.  Clerk to contact Jim Turton and also the Grappenhall Clerk re: their recent repairs	Clerk	Photos have been reported  COMPLETED AND REMOVED FROM AGENDA
125.1.3	Ensure website copy is useful for the public regards planning and raising objections	Clerk	PENDING collection of data from other council websites
125.4.iv	Contact Warrington Borough Council regarding lighting complaints in Longbutt Lane	Clerk	COMPLETED AND REMOVED
130	Check Financial Regulations re: investing outside the parish	Clerk	COMPLETED AND REMOVED
	WW1 memorial update	Cllr Marks	Work agreed in principle. Clerk to make plan for work to be completed.  COMPLETED AND REMOVED

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146	Dickensian Festival leaflets to be passed to the Clerk and Assistant Clerk for placing in the hall and annexe	Dickensian Volunteers	COMPLETED AND REMOVED
150.3.2	PCSO / warden funding models from other Parishes to be investigated	Clerk	On the next meeting agenda  COMPLETED AND REMOVED
154	LYCA to replace / repair the light outside the building with a budget of up to £100	LYCA	<b>RESOLVED:</b> Installation costs up to £190 to be covered by LPC and all future running costs to be covered by LYCA.  COMPLETED AND REMOVED
155	Implement the H&S policy	Clerk	COMPLETED AND REMOVED
162	Add marching practice to the future actions for Remembrance Day Parades	Clerk	COMPLETED AND REMOVED
162.1	Write to Bright Futures complimenting them on their allotment	Assistant Clerk	COMPLETED AND REMOVED

### 171. Minutes of Committee Meetings

#### 171.1. Planning Committee

171.1.1. **RESOLVED:** The minutes from the meeting held on November 19<sup>th</sup> 2019 were approved as accurate.

Proposed: Cllr Cooper

Seconded: Cllr Johnstone

171.1.2. Update on Planning Committee was given including Higher Lane. Clerk to contact Warrington Borough Council enforcement regarding the shutters at Adcotts and future developments moving them inside.

Clerk to remedy the Planning Committee objections for Grammar School Road not appearing on the DMC agenda.

#### 171.2. Staffing Committee

171.2.1. **RESOLVED:** The minutes from the meeting held on October 8<sup>th</sup> 2019 were approved as accurate.

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171.2.2. An update was provided from the Chair of the committee including the success of the new hall keyholders. The new door system will be looked at in the next Staffing and Resources Committees which will meet jointly in January.

### 171.3. Resources Committee update

171.3.1. The Chair of the committee gave a brief update – the next meeting will be in January.

171.3.2. It was **RESOLVED** that the extra £100 costs for the additional village hall roof surveys will be approved and the surveys are to take place as soon as possible. Other options were discussed including finding a new surveyor but continuing with the current surveyor was agreed to be the most efficient way to progress.

171.3.3. It was **RESOLVED** that a new clause will be added to the village hall hirers contract to deal with those who arrive especially early for their bookings or leave much later than the booked time (over 15 minutes for either). All were in favour, agreeing that it was important for booking times to be accurate. Those currently overstaying their booked slots by more than an hour is unacceptable. A £25 admin fee will be charged as well as a minimum of one hour for the appropriate hourly rate.

Clarity is also sought regarding the licensing for events at the hall.

### 171.4. Environment Committee update

- i. The Working Group met on November 27th. There has been a shift in the way the group runs and is taking a lot of the Clerk's time. This matter will be looked at and a solution brought forward. The next working group meeting is on January 29<sup>th</sup> 2020 at 7.30pm in the Village Hall Council Chambers / annexe.
- ii. A community event regarding Climate Change and how individuals can respond will be planned by the group and will take place in the village hall.

## 172. Schedule of Accounts

**RESOLVED:** The schedule of accounts for November was approved as accurate.

Cllr Fradgley queried the costs for the elections and it was explained that this is a cost for the Parish Councillor elections, not general elections, and the full cost is split across the 4 years of the accounting period for the same council period.

## 173. Carols at the Cross

173.1. The Council was given an update on the planning for the event and thanks were given to the Clerk and Assistant Clerk for their input. The size of the event (over 3000 attending) means that a more formal set of documents needs to be provided to Warrington Borough Council including a lost and found child policy, an emergency

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plan and the normal event plan. A more formal way of arranging stewards is needed as well as improved emergency first aid procedures.

Live streaming of the event will be arranged on social media. The carols booklet will also be made available on social media and the website.

173.2. **RESOLVED:** The Lost / Found Child Policy was approved for adoption.

### 174. Lymm Allotments

It was **RESOLVED** that:

174.1. The new costs for 2020 are:

Sow Brook	£41
Elms Farm	£26.50
Star Lane	£39
Ashcroft Road	£26.50

174.2. A full review of the allotments will take place during the year with recommendations for 2021 including potential rates for the actual size of plots. Advice will be sought from The Allotment Society.

174.3. A new tenancy agreement and grounds for inspection were approved.

The Chairman thanked the Clerk and Assistant Clerk for all their time invested in the allotments and bringing the allotments up to standard.

### From Warrington Borough Council:

### 175. Notification of Traffic Regulations

A notice was shared for several areas around Lymm.

Double yellow lines on Whitbarrow Road opposite the former Lymm Hotel need to be followed up.

The meeting date regarding safety on Eagle Brow will be followed up.

Burford Lane issues are being collated (including inconsistent speed zones, inconsistent double yellow lines and white lines, lorries and accessing the bridge). A survey has been sent to all the residents.

### 176. Chair's Communications

176.1. A letter was received from COGS thanking the Parish Council for the grant awarded.

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- 176.2. A resident's email regarding accessing their driveway was discussed and several joint Parish and Borough Councillors are dealing with this. Cllr Fradgley will arrange a meeting with Steven Hunter from Warrington Borough Council's traffic team.

### 177. Clerk's Communications

#### Finance

- 177.1. Notification of Payment of Invoices – tabled at the meeting  
177.2. Approval of Payment of Invoices – tabled at the meeting

It was **RESOLVED** that all payments were approved, proposed and seconded by Cllrs Powell and Barr.

#### Village Hall

Council was informed that:

- 177.3. The roof work has been completed.  
177.4. Thanks were given to the Xmas decoration team for making the hall look festive.

### 178. Reports from Outside Bodies

- 178.1. Allotment Lead – update was made earlier in the meeting  
178.2. Lymm Youth and Community Association – the Xmas lunch will take place on Wednesday December 11<sup>th</sup>  
178.3. Oughtrington CCA Management Board – no update was made  
178.4. PCSO/Police – update was made earlier in the meeting  
178.5. South Warrington Parishes Working Partnership – an update was made regarding the Stobart application  
178.6. Manchester Airport – runway maintenance was circulated and an update that no funding is available for Lymm following current flight paths  
178.7. Neighbourhood Planning Working Group – another grant has been secured from AECOM. The Chair and Secretary were praised for their involvement and commitment.  
178.8. Lymm Festivities updated that all the trees are up and working  
178.9. St Mary's Xmas Tree Festival was a success and thanks to the team at St Mary's.

### 179. Date of Next Meeting

The next Full Council meeting will take place on January 14th 2020 at 7.30pm in the Council Chambers. Cllr Fradgley sends apologies in advance of the meeting.

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The next Planning Committee meeting will take place on January 14th 2020 at 6.30pm in the Council Chambers.

**Meeting closed at 9.05pm**

**New actions from December meeting.**

<b><i>Agenda item</i></b>	<b><i>Action point</i></b>	<b><i>Lead</i></b>	
167	Contact Grill on the Cross to change the clock time	Clerk	
167	Contact WBC regarding the dropped kerb by Adcotts	Clerk	
168	CCTV policy and implementation	Clerk	
168	Contact Warrington parking team re: wardens checking more than car parks for illegal parking	Clerk	
171.1.2	Contact WBC Planning re: former Adcott's premises shutters being moved internally	Clerk	
171.1.2	Contact WBC Planning re: Parish Council's Grammar School Road objections not appearing on DMC agenda	Clerk	
171.3.2	Contact surveyor and get next roof survey work completed	Clerk	
171.3.3	Update the village hall contract for the overrunning / early start sessions	Clerk	
171.3.3	Contact WBC Licensing for clarification of alcohol and licences at the hall	Clerk	
175	Follow up double yellow lines on Whitbarrow Road	Clerk	
174	Update allotment tenancy agreement	Assistant Clerk	