

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



8th May 2024

Dear Councillor

You are hereby summoned to attend the Annual Meeting of LYMM PARISH COUNCIL on Tuesday 14th May 2024 at 7.30pm in Lymm Village Hall for the purpose of transacting the business set out in the agenda below.

Yours sincerely

KDuffin

Kerry Duffin
Clerk to the Council and Responsible Financial Officer

AGENDA

***denotes associated documents*

1. Election of the Chair
2. Election of the Deputy Chair
3. To receive and accept apologies for absence
4. Welcome, Introductions and Housekeeping
5. Delivery of Acceptance of Office forms
6. Declaration of Interests
 - 6.1. Councillors to submit an up-to-date Register of Member's Interests
 - 6.2. Members are required to declare any personal or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.
7. Code of Conduct **
 - 7.1. To review and adopt the Code of Conduct
 - 7.2. To agree to observe the Code of Conduct throughout the year
8. Civility and Respect Pledge
 - 8.1. To agree that members will treat all Councillors, Clerk, staff, members of the public, representatives of partner organisations and volunteers with civility and respect

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- 8.2. To agree to attend training and development opportunities, continually learning from best practice
- 8.3. To ensure that there is a good governance system in place
- 8.4. To commit to seeking professional support in the early stages should civility and respect issues arise
- 8.5. To commit to calling out bullying and harassment if and when it happens
- 8.6. To support the continued lobbying for the change in legislation to support the Civility and Respect pledge, including sanctions for elected members where appropriate.

See NALCs [Civility and Respect](#) for further information.

9. Standing Orders **

To review and adopt Lymm Parish Council's Standing Orders.

10. Financial Regulations **

- 10.1. To review and adopt the Financial Regulations.
- 10.2. To move that the Clerk is appointed as the Responsible Financial Officer for 2024-25.

11. Financial Risk Assessment **

To review and adopt the Financial Risk Assessment for 2024/25.

12. Asset Register for 2024-25 **

Council to review the Parish Council Asset Register.

13. To appoint an Internal Auditor for 2024-25

To consider Warrington Borough Council be appointed as the internal auditors.

14. Finance

14.1. Chair's Allowance

Council to consider the allowance of £1000 for 2024-25 and to consider how/when the payment is made.

14.2. Bank Signatories

14.2.1. Council to approve bank signatories for the term of the current Parish Council. Current Councillors include Cllrs East and Marks with Cllr Barr needing to be removed from the bank mandate.

14.2.2. Council to decide which Councillor will be the lead Councillor for the authorisation of future bank payments.

14.3. Annual Subscriptions 2024-25 **

Annual Subscriptions to be considered for approval.

14.4. Parish Council Regular Payments **

Council to confirm regular payments and direct debits.

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15. Delegation of Powers and Terms of Reference **

15.1. To approve the Terms of References for the following Committees:

- a) Staffing Committee
- b) Planning Committee
- c) Resources Committee
- d) Events Committee
- e) Environment Committee

15.2. To approve the Terms of References for the following Working Groups:

- a) Neighbourhood Plan
- b) Keep Lymm Kleen / Gulley Watch
- c) Village Hall Capital Project
- d) Traffic and Speeding
- e) Events
- f) Footpaths and Public Rights of Way
- g) Sunken Gardens
- h) Martyn's Law

16. Committee members, working groups and external body lead Councillors

16.1. Council to review the appropriateness of committees, working groups and lead Councillor roles and to assign Councillors to all the necessary roles.

16.2. Council to appoint Councillors to all areas.

Committee / Working Group /Lead Councillor	Regularity of Meetings – minimum 1 per year	Number of Councillors
Planning Committee	Meetings every 3 weeks	4-6
Resources Committee	A minimum of 4 meetings a year	3-5
Environment Committee	Meetings as required	3-6
Staffing Committee	Meetings as required	4
Events Committee	Meetings as required	3-5
Neighbourhood Plan Working Group	Meetings and updates as necessary	2
Events Working Group	Meetings and updates as necessary	2
Traffic and Speeding Working Group	Meetings and updates as necessary	2
Sunken Gardens Working Group	Meetings and updates as necessary	2
Martyn's Law Working Group	Meetings and updates as necessary	4
Keep Lymm Kleen Working Group / Gulley Watch	Meetings and updates as necessary	1
Footpaths and PROW Working Group	Meetings and updates as necessary	2

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Village hall capital project Working Group	Meetings and updates as necessary	4
Airport Lead Councillors	Meetings and updates as necessary	2
Library and Hub partnership Lead Councillor	Meetings and updates as necessary	1
South Warrington Parishes Partnership	Meetings and updates as necessary	2
Allotments Lead Councillors	Officer meetings and site inspections	2
Business / Traders Lead Councillors	Meetings and updates as necessary	2
Oughtrington Community Centre	Trustee of the charity – set by Trustees	1

17. Eligibility to exercise the General Power of Competence

The Clerk will complete the CiLCA qualification during the financial year.

18. Full Council meeting dates

Determination of the time and place of ordinary meetings of the Council up to the next annual meeting of the Council, usually every second Tuesday of the month at 7.30pm.

19. Policies **

Council to review and adopt the following policies:

- 19.1. Data Protection
- 19.2. Publication Scheme
- 19.3. Retention Policy
- 19.4. Press and Media Policy
- 19.5. Scheme of Delegation
- 19.6. Complaints Procedure
- 19.7. Employment Policies and Procedures

20. 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.

21. Report from PCSO **

To receive the recent report from the Police Community Support Officer.

22. Minutes of the Previous Meeting **

To approve the minutes of the meeting held on 13th April 2024.

23. Update on Actions from Previous Meeting

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Agenda item	Action point	Lead	Update
99	Draft Defibrillator Policy to be tabled at the next available meeting	Clerk	Pending
188	Take the Jubilee Legacy meeting to the Events Committee	Clerk	Completed. Remove.
195	Follow up tree work visit at the Sunken Gardens	Clerk	Pending response
324	Register Oughtrington Community Centre as an asset of community value – prepare the map	Clerk	Submitted 7.5.24. Remove.
43	Set next Business Liaison meeting	Clerk	Completed. Remove.
71.4	Open CCLA account and transfer £85k	Clerk	Pending new signatories
162	Chase Peel Holdings and query the decision to offer discounts based on the WA13 0 or WA13 9 postcode	Clerk	
282	Write to Warrington Borough Council about funding from HS2 being cascaded to Parish Councils for projects. Cllr Towndrow to send a draft to the Clerk	Clerk and Cllr Towndrow	Completed.
298	Contact the working group and the consultants with the decision about the Neighbourhood Plan	Clerk	Completed. Remove.
299	Sign up to Zero Hour	Clerk	Completed. Remove.
300	Set up the first Martyn's Law working group	Clerk	Completed. Remove.
301	Arrange a meeting with the Chair and Clerk to plan the flowers for the year	Clerk	Completed. Remove.
302	Contact Lymm in Bloom about the signage	Clerk	Completed. Remove.
303	Arrange a site visit from Harrison's about the flagpole – visit booked for 17 th May 2024	Clerk	Completed. Remove.
304	Delegate ill health insurance to the Staffing Committee	Clerk	Completed. Remove.
307	Write to Baroness Lea	Clerk and Cllr Stansfield	Completed and included on this agenda.

(Committee Minutes are approved at the relevant Committee)

- 23.1.** Planning Committee
 - 23.1.1.** To receive draft minutes from the latest meetings
 - 23.1.2.** To receive updates from the Planning Committee
 - 23.1.3.** To receive updates from the Borough Councillors on planning issues
- 23.2.** Staffing Committee
 - 23.2.1.** To receive draft minutes from the latest meeting
 - 23.2.2.** To receive an update from the Chair or other Councillors

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- 23.3.** Environment Committee
To receive an update from the Chair or other Councillors
- 23.4.** Resources Committee
To receive an update from the Chair or other Councillors
- 23.5.** Events Committee
 - 23.5.1.** To receive draft minutes from the latest meetings
 - 23.5.2.** To receive an update from the Chair or other Councillors.

24. Finance

- 24.1. Schedule of Accounts ****
March's accounts are presented for approval.
- 24.2. Approval of Payment of Invoices ****
Council to consider payment of invoices and receive the latest direct debits.
- 24.3. Unspent monies from 2023/24**
Council to consider a report with allocated reserve and general reserve amounts to be carried forward from 2023/24 into 2024/25.

Monthly accounts for April 2024 onwards will be tabled at the earliest possible meeting due to the transfer of financial software from 2023/24 to 2024/25.

Recommendations from Staffing Committee:

25. Ill health insurance

To consider that the Parish Council pays an ill health insurance premium at a unit rate of £1.25 per £100 of total pensionable earnings, currently at an approximate cost of £1270 for the year. This insurance premium will protect the Parish Council from and future costs of early retirement due to ill health.

26. Restructure and recruitment review

Council to consider the following recommendations from the advice from ChALC:

- 26.1.** Increase the Admin Assistant's pay band from LC1 (7-12) to LC2 lower substantive (18-23) and pay the difference backdated to 1st January 2024.
- 26.2.** Amend the Admin Assistant's job title to better reflect the role – delegate to Staffing Committee
- 26.3.** Review and balance the hours and job descriptions for the Admin Assistant and Assistant Clerk roles – delegate to Staffing Committee
- 26.4.** Recruit a new Assistant Clerk – delegate to Staffing Committee.

Recommendations from Events Committee:

27. Summer decorations

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The bunting will be put up through the village on Thursday 9th May 2024 in preparation for D-Day, May Queen and Lymm Festival. No flags will be installed this year as many poles and flags are not fit for purpose. From the £5k budget, £3k will be used for the installation and removal of the bunting and £2k for the flagpole.

28. Flagpole

That £2k is earmarked for:

- 28.1.** A new flagpole location
- 28.2.** A new base in the new location
- 28.3.** A refurbished or replaced flagpole, depending on the inspection results.

Harrisons flagpole specialists will look at the options to relocate the flagpole to a different site on The Cross which will allow for the Christmas Tree and the flagpole to be in use simultaneously, also preventing damage to the flagpole with its regular removal for the Christmas Tree installation. Harrisons inspected the flagpole and base on May 8th 2024 from which a full quote will follow.

New items to consider:

29. AGAR (Annual Governance and Accountability Return)

The timetable for the process is set for:

Internal audit	28 th May 2024
Resources Committee – review of end of year accounts documents	5-7 th June 2024
AGAR documents presented to Full Council	11 th June 2024
Submission to external auditors	Deadline of 1 st July 2024
Period of right to inspect notification	12 th June 2024
Period of right to inspect to commence	14 th June 2024
Period of right to inspect ending	26 th July 2024
Publish AGAR with the external auditor’s report and dates for exercise of rights for inspection	No later than 30 th September 2024

30. VAT consultant

The VAT implications of the village hall roof replacement are complicated. Council to consider a budget of £500 to seek specialist advice on how much of the £38k VAT can be reclaimed and how VAT implications will impact phase 2 of the village hall redevelopment project.

31. South Warrington Parishes

Council to consider a budget of £4,000 to be used for the South Warrington Parishes working group to provide a consultant and barrister to challenge the proposal at the SIX:56 inquiry in June.

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Lymm Parish Council to continue paying the consultants and barrister and recharge the other involved parishes for their agreed rates of:

SWP 2024-25			
Parish	Precept 24-25	Recharge Percentage	Parish totals of £10000
Lymm	328,022	39.61	3,961
G&T	277,360	33.49	3,349
Appleton	178,947	21.61	2,161
Walton	16,500	1.99	199
Hatton	5,581	0.67	67
Stretton	21,680	2.62	262
	828,090	100	10,000

32. Environment Team mower

Council to consider the purchase of a new mower – Hayter Harrier 48 Pro at a cost of £1082.50 + VAT. £150 of discount has been applied from Duttons Mowers Ltd. There is currently only one mower between the environment team of three staff.

33. Star Lane allotment track

Ratification of the purchase of 2 bags of stones to make the path safe following the rain, at a cost of £71.50 + VAT.

Council to also consider the purchase of 2 additional bags of stones to complete the path at a further cost of £71.50 + VAT.

34. Clerk's laptop

Council to consider a budget of £500 to replace the Clerk's failing laptop (purchased in 2020).

35. Oughtrington Community Centre – 6 month review from the Chair**

Council to receive a report from the Chair of Trustees.

Update on previous items:

36. Baroness Ruth Lea response**

A response has been received from Baroness Lea of Lymm. Council to consider if and how to reply.

37. Chair's Communications

38. Clerk's Communications

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- 38.1.** SCRIBE finance software update
- 38.2.** Bunting update
- 38.3.** Plants and flowers plan for the village update

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

Full Council Tuesday 11th June 2024 at 7.30pm in Lymm Village Hall