

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



3rd July 2024

Dear Councillor

You are hereby summoned to attend LYMM PARISH COUNCIL's Full Council Meeting on Tuesday 9th July 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. Welcome, introductions and housekeeping**
- 2. To receive and accept apologies for absence**
- 3. Declaration of Interests**
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.
- 4. Code of Conduct**
To agree to observe the Code of Conduct.
- 5. 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.
- 6. Report from PCSO ****
To receive the recent report from the Police Community Support Officer.
- 7. Minutes of the Previous Meeting ****
To approve the minutes of the meeting held on 11th June 2024.
- 8. 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	
195	Follow up tree work visit at the Sunken Gardens	Clerk	Further follow up email sent 3/7/24
71.4	Open CCLA account and transfer £85k	Clerk	Pending the addition of a fourth Parish Councillor to the current bank accounts
24/29	Arrange for a flagpole location and installation	Clerk	Pending – on the agenda
24/31	Arrange for VAT consultant to resolve the VAT issue from the capital work	Clerk	Pending – on the agenda
24/46	Share updates about Pepper Street resurfacing	Clerk	
24/47	Inform the consultant about the funding decision – Neighbourhood Plan	Clerk	Completed. Remove.
24/53	Inform May Queen volunteers about the grant update	Clerk	Completed. Remove.
24/54	Inform Lymm in Bloom about the additional funding	Clerk	Completed. Remove. Amount paid 3 rd July 2024.
24/55	Pay the invoice and arrange for the electrical updates following the inspection at the hall	Clerk	Completed. Remove.
24/57	Submit the Community Ownership Fund application	Clerk	Pending reopening following the general election
24/58	Renew the insurance on a 3 year policy	Clerk	On the agenda
24/59	Take recruitment of an Environment Warden to staffing committee	Clerk	Completed. Remove.
24/64	Table plant and flower budget at the July meeting	Clerk	On the agenda. Remove.

(Committee Minutes are approved at the relevant Committee)

8.1. Planning Committee

- 8.1.1.** To receive draft minutes from the last meeting
- 8.1.2.** To receive updates from the Chair and from Borough Councillors on planning issues

8.2. Staffing Committee

- 8.2.1.** To receive draft minutes from the latest meeting
- 8.2.2.** To receive an update from the Chair or other Councillors

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8.3. Environment Committee

- 8.3.1. To receive draft minutes from the latest meeting
- 8.3.2. To receive an update from the Chair or other Councillors

8.4. Resources Committee

- 8.4.1. To receive draft minutes from the latest meeting
- 8.4.2. To receive an update from the Chair or other Councillors

8.5. Events Committee

- 8.5.1. To receive draft minutes from the latest meeting
- 8.5.2. To receive an update from the Chair or other Councillors.

9. Finance

9.1. Schedule of Accounts **

April, May and June's accounts will be presented for approval.

9.2. Approval of Payment of Invoices **

Council to consider payment of invoices and receive the latest direct debits.

Recommendations from Staffing Committee:

10. Clerk's Overtime

That the Clerk is paid for the 64 overtime hours accrued due to the current reduction in staffing up from January to May 2024.

Recommendations from Environment Committee:

11. Public Rights of Way applications

Four applications for the registering of rights of way in Heatley have been submitted to the Borough Council, so far without a response. Council to consider delegating the decision to contact the Secretary of State should the 12-month deadline be passed without a response.

Recommendations from Events Committee:

12. Carols from The Cross

Parish Council to consider delegating the power for organising Carols from The Cross to the Events Committee, along with the £25,000 budget approved for events and road closures.

13. Winter village decorations

Parish Council to consider delegating the power for organising the winter festive decoration of the village to the Events Committee along with the £6,000 budget.

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New agenda items to consider:

14. Speed Indicator Device (SID) repair

The mobile speed device is faulty. Council to consider a quote of £200 to test and diagnose the device. Council to also consider a budget of up to £200 for the necessary repairs and parts from the Environment Projects budget.

15. CB3 – village hall design**

Parish Council to consider the quote of £1,540 + VAT to design and cost the capital works at the village hall in preparation for the Community Ownership Fund grant application.

16. QEII Memorial Tree plaque

Council to decide a size for the memorial tree plaque in Spud Wood plus a stage at a cost of £62.90 + VAT from the Environment Projects budget.

Size	Cost
178mm x 128 mm	£124 + VAT
228mm x 178mm	£206 + VAT
305mm x 255mm	£236 + VAT

17. Planning Committee

Council to consider a budget of £500 to pay for a support Clerk to cover Planning Committee until a new Assistant Clerk is in post. From the Staffing budget.

18. Village hall key cards

Due to loss and damage, Parish Council to consider resetting the keycard system at the village hall and purchasing another set of key cards for issue to hirers, at costs of £75 + VAT for the system reset (making key cards not returned unusable) and £99 + VAT for a new set of 50 pairs of key cards. From the Village Hall Misc budget.

19. Village hall vacuum cleaner

Parish Council to ratify the purchase of a new vacuum cleaner and accessories at a cost of £159.38 + VAT. From the Village Hall Misc budget.

Update on previous items:

20. Flagpole**

The possibility of volunteer involvement with the installation of a new flagpole has not been realised. Council to consider the quote of £2,745 + VAT to install a new base and provide a new 10 metre flagpole. From the Events, village decoration budget.

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21. Insurance Policy renewal**

The renewal cost tabled at the last meeting of £2,573.03 was incorrectly detailed on the offer letter. The insurance company has revised this to amount to £2,629.20.

22. May Queen grant application **

Updated application form and bank statements have been provided. Council to consider whether the information is sufficient to release the grant payment of £2,894.

23. Plants and flowers budget**

Council to receive an updated budget detailing how the funding has been apportioned between summer and winter planting and the various areas of the village.

24. VAT and capital works**

Council to consider accepting a quote of £750 + VAT to advise on a VAT reclaim for the replacement of the village hall roof and a quote of £1,500 + VAT for advice and a recommendation for phase 2 of the capital works and the possibility of becoming VAT registered. A budget of up to £2,500 was approved at the May Annual Parish Council meeting.

25. Lymm Dam Crossing **

Warrington Borough Council has sent an update to the query submitted about the crossing site at Lymm Dam. Council to consider a response.

26. Toll Bridge response regarding WA13 postcode discount scheme**

A response has been received from Peel Holdings. Council to consider any further action.

27. Chair's Communications

28. Clerk's Communications

- 28.1. Community Ownership Fund – pending opening of final round
- 28.2. Davies Way car park recycling bins

29. Date of next meeting and items for the next agenda

Resources Committee	Tuesday 3 rd September 2024 at 7pm
Full Council	Tuesday 10 th September 2024 at 7.30pm
Environment Committee	Wednesday 18 th September 2024 at 7pm
Planning Committee	TBC