

December 2018 Birchwood Town Council Meeting:

(1 to 4) Apologies, Declarations of Interest, Public Participation (including the Police Report) and the approval of the October 2018 Council Meeting minutes

Clerks Report to the Council / Part I Finance

(5) Progress Report - Copies of the main correspondence sent out/received since the Council Meeting in October 2018
(6) New Items for the consideration of the Council not otherwise raised in the Progress Report **(7)** Members' Referrals
(8) Planning Matters **(9)** Strategy & Action Plan Update **(10)** Accounts for Payment **(11 to 13)** Part I Finance; including approval of Minutes, main correspondence sent / received (progress) and new items received since the October 2018 meeting **(14) Budget and Precept (including the Precept decision) for 2019/2020**

6 New Items

6.1 Warrington Borough Council (WBC) (majority not copied in papers as A/circ. and/or available in the office)

- 6.1.1 To note issues raised at a partnership meeting with Officers of WBC on 14th November and notes/queries raised from that meeting. It is proposed that the next meeting will take place on 17th January 2019 (tbc).
- 6.1.2 Received – Documentation re: traffic surveys taking place relating to a proposed Motorway Service Area.
- 6.1.3 Sent – details of a resident injury and health/safety concerns re: rear of Oakwood shops. Awaiting a reply.
- 6.1.4 Received – A note from WBC re: their process of handling enquiries/complaints from Councillors.
- 6.1.5 Sent/received – emails following a report re: an incident in the Forest Park when a very large dog jumped up at a resident. We have replies from WBC and the Ranger and are awaiting a response from the police. The resident is not satisfied with the reply from the Borough Council.
- 6.1.6 Received – Copies of slides from presentations given by HS2 at a Members Briefing at the Town Hall.
- 6.1.7 Received – Warrington East Phases 2 and 3 update – Issue 8.
- 6.1.8 Email received from Nicola Attwood re: Oakwood Community Association supporting a new project 'YODI' ((Youth Oakwood Drop In) and asking for volunteers or any help in general. The Clerk has indicated that the Town Council can assist with 'advertising' - putting posters on our notice boards, etc. She also suggested options where the group might be able to find assistance with provision of snacks.
- 6.1.9 Sent – query re: whether the footpaths and bridleways at the Risley (previous landfill) site are now open and whether they will be included on the definitive rights of way map.
- 6.1.10 Received – Details of tree and bush clearance works commencing 6th December 2018 re: Warrington East Phase 3 Scheme.

6.2 Birchwood Forum

- 6.2.1 Received – Notification that Frank Pratley is retiring from his role at Birchwood Forum.
- 6.2.2 Received – Details of various events (that took place in October/November).
- 6.2.3 Received – Information about new gritters from Highways England.
- 6.2.4 Received – Details of 'Meet the Directors of Birchwood Forum' event, 6th December 2018.

6.3 Your Housing Group (YHG)

Sent/received – emails re: various issues that YHG tenants have contacted the Town Council for assistance with.

6.4 Miscellaneous Correspondence (majority not copied in papers – available in the office)

- 6.4.1 Received – Various update/information emails from Warrington Voluntary Action.
- 6.4.2 Received – A note of thanks from an Oakwood resident re: the Town Council's assistance with an issue.
- 6.4.3 Received – the draft Integrated Risk Management Plan (IRMP) 2019/2020 from the Fire Authority. The consultation will run until 4th January 2019.
- 6.4.4 Received/sent – various emails re: the poppy event in Locking Stumps, organised by Thomas Risley Church. We have received several emails from residents, with very positive feedback.
- 6.4.5 Received/sent emails re: the Town Council lending its sleigh to the Elf Hunt. The organisers expressed their thanks for the Town Council's support.
- 6.4.6 Received – Notes from the November Oakwood Community Association meeting.
- 6.4.7 Received – from Thomas Risley Church – Christmas Service times (posted on our boards and Facebook).
- 6.4.8 Received – invitation to the Chair re: Risley with Glazebrook Parish Council's Civic Service in January.

6.5 Cheshire Police (*Alerts already circulated - not copied in papers – available in the office*)

- 6.5.1 Received – copies of various Police Alerts.
- 6.5.2 Sent – email re: meeting dates; requesting a report for the December meeting if no one can attend.
- 6.5.3 Received – Autumn Stakeholder Bulletin & reminder of Nov. PCC meeting with Local Council reps.

6.6 Cheshire Association of Local Councils (ChALC), National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) (*already circulated – not copied in papers – copies available in the office*)

- 6.6.1 Received – ChALC weekly e-bulletins with various attachments.
- 6.6.2 Received - NALC Chief Executive Bulletins, Blogs & Newsletters & draft minutes of the 2018 AGM.
- 6.6.3 Received – SLCC – various News bulletins and details of Branch meetings, conferences, etc.

6.7 Publications Received

Various LGC magazines & e-mail Briefings, Clerks & Councils Direct – Nov. 2018 and The Clerk – Nov. 2018

7 Members’ Referrals made via the Clerk prior to the meeting for consideration at this Council Meeting

There were no Members’ referrals made prior to the publication of the Clerk’s Report.

8 Current Planning Applications for Comment and Observation and Other Related Planning Issues

8.1 Warrington Borough Council

- (a) At the Development Management Committee meeting on 7/11/18 one item specifically related to Birchwood: 2018/33212 Area of vacant land located adjacent to, Daten Avenue, Warrington, WA3 6YN - Proposed Reserved Matters approval is sought following Outline 2015/26044 for the development of five no. industrial units (Use Class B2/B8) with associated office space (expected to be occupied as ancillary accommodation but potentially occupied as Use Class B1a office as part of a mixed B1a/B2 and/or B8 development) and works on the site with landscaping proposals. It was **Approved with Conditions**.
- (b) Notice received that the publication of the draft Local Plan has been delayed until March 2019. WBC is awaiting clarity on Govt. changes to the formula that will establish the minimum number of new homes Warrington will need to plan for; before it can incorporate them into / or amend, its current draft plan.

8.2 Enforcement Cases (*Already circulated if there is a relevant Birchwood item on the list*)

Lists of enforcement cases recently opened/closed have been received.

8.3 Planning Decisions

- (a) Application No. 2018/33551 Birchwood Community High School, Brock Road, WA3 7PT. Proposed discharge of Condition 4 following planning approval 2018/32045. **Condition discharged**
- (b) Application No. 2018/33273 Unit A4 Birchwood Shopping Centre, Birchwood WA3 7PG Proposed change of use from its current state of an A1 hairdressers to an A5-Hot Food Takeaway. **Withdrawn**
- (c) Application No. 2018/33479 21 Woolmer Close, Birchwood, WA3 6TT. Proposed single storey side extension, two storey rear extension with hipped roof, new front porch extension with pitched roof and new 2m high rear boundary fence. **Approved with conditions**
- (d) Application No. 2018/33620 65 Woodhouse Close, Birchwood, WA3 6QP. Proposed single storey garage extension to side elevation. **Approved with conditions**

8.5 Planning Applications (*Already circulated – not copied in papers*) - *all plans can be viewed via:*

http://www.warrington.gov.uk/home/transport_planning_and_environment/Planning/Search_planning_applications/

Certain applications are not Planning Applications; therefore there is no statutory opportunity to allow 21 days for comments, e.g: Non material amendment applications, Lawful development certificates (S192) and 28 day prior approval/determination applications. These types of applications are received for information only.

- (a) Application No. 2018/33767 730 Birchwood Boulevard, Birchwood, WA3 7QY. Proposed change of use for B1 and/or D1 use.
- (b) Application No. 2018/33715 106 Carrington Close, Birchwood, WA3 7QB. Retrospective construction of a 1.75m fence at the side of the property.
- (c) Application No. 2018/33791 72 Woodhouse Close, Birchwood, WA3 6QP. Proposed double storey utility room and bathroom extension to side elevations.
- (d) Application No. 2018/33851 22 Leacroft Road, Birchwood, WA3 6WA. Proposed construction of telecommunications mast attached to existing warehouse on south elevation.
- (e) Application No. 2018/33818 A574 Birchwood Way. Lawful Development Certificate – proposed widening of the A574 Birchwood Way between the junction with Moss Gate and junction 11 of the M62.
- (f) Application No. 2018/33863 Land Bounded by Admirals Road, Linnet Grove and Curlew Grove, Birchwood. Discharge of conditions- Proposed discharge of condition 4 (Validation report for plots 1-20 and 39-66, Condition 12 (Drainage) on previously approved application 2016/28810

- (g) Application No. 2018/33853 420, Birchwood Boulevard, Birchwood, WA3 7WE. Proposed removal of landscape buffers in and around the site boundaries, to facilitate the extension and reconfiguration of the car park, including the relocation of Electric Vehicle Charging points and Lighting Columns.
- (h) Application No. 2018/33944 17 Woodhouse Close, Birchwood, WA3 6QP. Proposed single storey wrap-around extension.

9. STRATEGY & ACTION PLAN UPDATE

To receive any update information relating to the Strategy and Action Plan.

PART I FINANCE ITEMS

10 Payment of Accounts

Members are asked to consider and approve the payment of accounts.

11 To receive the Minutes and recommendations of the Part I Finance, Audit and Personnel Meeting held on 23rd October 2018.

12 Progress Finance, Audit and Personnel Items

12.1 Birchwood Youth and Community Centre

To receive any update if available.

12.2 GDPR

To note that Officers are continuing to work through archived paperwork, etc. re: GDPR Regulations. The majority of identifying personal documentation – such as information in previous employees’ files – has already been destroyed (except that which must be retained by law or has to be retained for a certain length of time).

12.3 Grant Aid Applications/Donations

- (a) Poppy wreaths – to note that a letter of thanks has been received from Birchwood Lions regarding the £100 grant to support the 2018 Community Service of Remembrance, which they organise.

12.4 Banking Signatories on the Town Council’s Co-Operative Bank Account

To receive an update re: progress made on removing/adding banking signatories on the above account.

12.5 General Items for Reporting/Noting

- (a) To note that we have still not received a reply regarding the letter sent to WBC, re: the late payment of the 2018/2019 precept into our account, asking that they consider refunding lost interest that this incurred.
- (b) To note that winter bedding plants (and compost) have been collected and planted (£139.30 +VAT).
- (c) To note the purchase and receipt of the recently published Charles Arnold Baker Local Council Administration – 11th Edition (£110.00 including delivery).

12.6 Christmas Shutdown Reminder

To remind Members it was agreed at the October meeting that maintenance and office operations will shut down at the end of the working day on Friday, 21st December 2018 and re-open on Wednesday, 2nd January 2019. If there is a crisis during the shutdown period, which cannot be dealt with solely by the Borough Council, arrangements will be in place for there to be some Town Council emergency cover.

13 New Finance, Audit and Personnel Items

13.1 Bank Account Reconciliation:

To receive from the BAFO the Town Council’s Income and Expenditure Statements and Bank Reconciliation Schedules for the account periods 1st April 2018 – 31st October 2018 and 1st April 2018 – 30th November 2018. (The November reconciliation sheet will be circulated at the meeting as bank statements have not been received to complete the documents prior to the papers being circulated.)

The payroll figure for September 2018 was £13,579.10, £13,589.17 for October 2018 and £13,529.11 for November 2018.

After consideration and approval by Members the schedules will be signed by the BAFO and the Chair.

13.2 National Living Wage

To ask Members to note the increase in the National Living Wage, as set by the Living Wage Foundation and to consider whether they wish to continue to apply its level of wage increase for 2019/2020. The increase would be applied from April 2019.

13.3 General Items for Reporting/Noting

- (a) Received - a detailed letter from Great Sankey Parish Council asking Birchwood Town Council to consider providing ongoing support for Warrington Foodbank. The Manager of the Foodbank has offered to give a presentation to Members, if they wish. **How do Members wish to respond?**
- (b) Received – (For information at present) - from our current phone system provider – news of BT’s announcement that it will be switching off its ISDN (Integrated Services Digital Network) copper phone lines in 2025. A phase-out will start in 2020, when all businesses will have to migrate to new solutions.
- (c) Received – Request from a company that runs playschemes, asking if the Town Council wishes to receive a presentation on what they can deliver for local children. A reply was sent stating this is not something the Town Council would usually organise – although it has supported local playschemes in the past.
- (d) To note that the Clerk’s membership of the SLCC is due for renewal on the 1st January 2019 (£247).
- (e) Received – the Independent Remuneration Panel Recommendation 2019/2020 re: allowances to Councillors. (Note: with the exception of the Chair – who can take the Chair’s Allowance, at their discretion – no Birchwood Town Councillors receive any allowances.)
- (f) To note that the BAFO attended the Pension Consultative Forum, on 29th November.
- (g) To note that a representative from the Health and Safety Consultancy the Town Council currently has a contract with, will be undertaking our annual fire and health and safety review on 15th December 2018.
- (h) To note the Clerk and the Employment Law and HR specialists that we currently have a contract with, have been reviewing several policies, including the Sickness Absence and a Driving at Work policy.
- (i) To note information has been received from NALC re: accessibility requirements for websites and mobile applications. Our website provider has confirmed he is familiar with the guidelines; there is some work to be done on our website to make it fully accessible by 2020 (with potential financial implications).
- (j) To receive a verbal update from the BAFO regarding a meeting held with a representative of our current insurance company, Zurich, on 4th December 2018.

14 2019/2020 BUDGET AND PRECEPT

14.1 Budget items for consideration/discussion

- 14.1.1 To review the 2018/2019 budget and projections for the year end income & expenditure position, including earmarked reserves and estimated expenditure 2019/2020.
- 14.1.2 To consider the income & expenditure projections for the 2019/2020, 2020/2021, 2021/2022 and 2022/2023 financial years’ (see Schedule A) and service issues arising:
 - The service strategy
 - Staffing levels and costs
 - Income sources (including a one-off receipt in 2018/2019 of £9,500 for the sale of the tractor and a refund of tractor insurance of £613.02)
 - Community development issues – flower displays, barrier planters, bulb planting
 - Potential for a future contribution re: a replacement for the Observation Tower in Risley Moss

14.2 Precept 2019/2020

- 14.2.1 To acknowledge the receipt of the precept notification and calculation details for 2019/2020 (Borough Council letter copied to Members in their papers).
- 14.2.2 To note that for funding purposes the 2019/2020 tax base for Birchwood has been calculated as 3086; down 523 from 3602 for 2018/2019; which equates to a loss in income of £52,371. This significant reduction is mainly due to the removal of Council Tax Support Allowance from the Borough Council.
- 14.2.3 To note that notification of the 2019/2020 parish precept requirement and associated breakdown of parish expenditure documents must be with the Borough Council by Friday 11th January 2019. The precept payment will be made as one payment by the Borough Council by 30th April 2019.
- 14.2.4 To consider and discuss the various further projections of potential precept options, prepared by the BAFO (as requested at the October 2018 meeting) and circulated to Members in their papers.
- 14.2.5 Precept recommendation for 2019/2020.