MINUTES OF A MEETING OF WISTASTON PARISH COUNCIL HELD ON THURSDAY 17th SEPTEMBER 2020 AT 7.30 P.M. AT WISTASTON MEMORIAL HALL, CHURCH LANE, WISTASTON.

Present: Cllr. J. Moore (Chairman)

Cllrs. T. Kilkenny, D. Lucas, D. Millington, R. Moore, G. Roberts, J. Scott, Mrs. V. Smith & R. Squirrell.

In Attendance: Mrs. A. Cross (Clerk) and 5 residents.

One minute silence was taken in respect of John White and John Wood, both former Wistonians of the Year.

114 APOLOGIES

None received.

115 MINUTES

Min. no. 112 be amended - Maintenance of the Recreation land be funded from line 25 not line 27.

RESOLVED: That the minutes of the Meeting held on 20th February 2020 (as amended) and the minutes of the Remote Meeting held on 25th June 2020, be approved and signed by the Chairman as a true record.

116 DECLARATION OF INTEREST

No declarations of interest were made in response of any items on the Agenda.

117 PUBLIC PARTICIPATION / POLICE MATTERS / CHESHIRE EAST COUNCILLORS

A resident raised concern regarding litter, golf balls, car parking and antisocial behaviour occurring on private land near the Brittles pond area. The Chairman replied the Police should provide assistance with this, he suggested she write to the Chief of Police and Kieran Mullan MP. Cllr. Roberts advised if writing to the MP evidence should be backed up with photographs.

A resident raised concern regarding the Council not adhering to their Standing Orders when making comments on his planning application. He proclaimed the Clerk had called him "overdominating" and he regarded her as "rude" and a "racist". He read out the comments made on his planning application "objections be made that the fence is totally out of character with the neighbourhood and is over domineering". He said there have been no minutes published since January, his planning application had been decided by the Clerk rather than discussed fully by Members of the Council, the Clerk changed meeting dates on the website after a meeting took place and there is a "dark shade of racism in this village". The Chairman replied the resident was incorrect, this was unacceptable conduct in a public forum, his comments were out of order and nobody was treated unfairly by this Council. If he had a problem with this Council he should send a letter to the Chairman. Several Councillors explained the written comments made were regarding his planning application not aimed at him personally. The Council are not made aware of the applicant's personal details. The submission to Cheshire East Council Planning Department is a phrase used to be concise in responses made on planning applications.

The Clerk stated that serious accusations have been made against her and she clarified that minutes are not published until they are agreed at Council meetings. The February Meeting and June Remote Meeting minutes have been approved this evening and will be published on the website tomorrow 18th September 2020. There has been no contact between the resident and the Clerk regarding the planning application. The only contact was an email from the resident requesting Audit information, this was duly provided and the resident agreed this was true. Objections were made regarding his planning application by the Planning Subcommittee who have delegated powers to act on behalf of the Council for planning applications which require a decision between Council meetings. This application is included in the planning matters report presented to this meeting. The Chairman requested that the resident make a formal complaint to back up his accusations, which he agreed to do.

118 PLANNING MATTERS

(i) Planning Subcommittee Meeting held on 10th March 2020

The following items were **RESOLVED:**

19/5862N Conversion of existing self-contained annex into single residential dwelling–2 Beech Dr. **OBECTIONS** be made that the proposal is out of character with the surrounding area. Wistaston Parish Council are not in favour of garages being converted into residential use.

20/0726N Ext. of the house at rear of property, demolition of an existing utility area including a bathroom as well as a bay window in existing kitchen – 41 Park Drive.

NO OBJECTIONS be made on the above planning application

New Street Naming Proposal – Application to name 1 new street (19/5699N Land Off, Church Lane) The planning subcommittee suggested names for the new street to be Mallard, Wigeon, Grebe, Shoveler or Gadwall, which are all in keeping with the theme of water birds.

20/0939N Cooling and ventilation upgrade to the ground floor of the telephone exchange as part of a national roll out. Removal of 2nr existing air handling units and replacement with 2nr new adiabatic cooling units. The installation will re-use the existing louvres, however, a further 1 nr new louvre will be required further along the elevation for exhaust air, new louvre will be installed within an existing window opening - Telephone Exchange, Crewe Road.

NO OBJECTIONS be made on the above planning application

(ii) Planning views provided following consultation with the Planning Subcommittee during recess due to the Coronavirus (Covid-19) Pandemic

The following items were **RESOLVED**:

20/1069N Variation of condition 1 & 3 of existing permission 15/5563N – 535A Crewe Road

20/1258N First and ground floor rear and side extension – 5 Kenilworth Close.

20/1364N Convert & change use of disused outbuilding - Wistaston Hall, 89 Broughton Ln.

20/1654N Single & 2 storey rear ext., convert side carport & change roof shape - 68 Valley Road.

20/1738N Rear single storey extension – 4 Wellswood Drive.

20/2338N Front extension to garage beyond principal elevation – 3 White Hart Lane.

20/2660N Proposed rear extension - 19 Waldron Gardens.

20/2951N Two storey extension to rear of dwelling – 64 Millrace Drive.

20/2955N 2 Storey side ext. & 1st floor ext. above existing ground floor area – 36 Broughton Ln.

20/3254N Single storey front, side & rear ext 2 storey front ext & 2 storey side ext–330 Crewe Rd

NO OBJECTIONS be made on the above 10 planning applications.

20/1700N Proposed alterations and two story extensions of semi det. House – 54 Woodside Ave. **OBJECTIONS** be made that the proposal will be out of character with the neighbourhood. 20/1992N Demolition of existing garage building and erection of 2 residential dwelling and new garage building – 558 Crewe Road

OBJECTIONS be made that:-

- 1. The proposal will cause over domination and loss of privacy to 76, 78, 80, 82 and 84 Millrace Dr 2.It is out of character with the existing neighbourhood.
- 3. Over development of the site
- 4. The design is not in keeping with Crewe Road both in appearance and outlook, it over dominates the development and is not within the general building line for the properties along the road.
- 5. When viewed from the direction of vehicular traffic from Crewe the double garage will be an eyesore and detract from the main road vista into Wistaston parish. The garage needs to be moved back into the main house building line. This is important to retain what is an attractive aspect approach on a main access route.
- 6. There is a badger sett in close proximity to the proposed development. The proposal could cause destruction of the wildlife habitat (designated an area of high habitat distinction by Cheshire Wildlife Trust) along the brook.

20/2451N We seek planning permission for erection of a fence around our bungalow. We have received a letter from the development officer dated 10.06.20 requesting us to make a planning permission. We seem to have misunderstood a certain regulation and seek clarity - 6 Braemar Close **OBJECTIONS** be made that the fence is totally out of character with the neighbourhood and is over domineering.

20/3116N Minor modification to Plot 1 and the re-design of Plot 2 to accommodate private gated entrances, courtyards and a clear ownership boundary to the approved application 19/5282N — Land to the rear of 22 Westfield Drive.

OBJECTIONS be made that:-

- 1. The proposal will cause over domination and loss of privacy to properties in Princess Drive and Kings Drive
- 2. It is out of character with the existing neighbourhood
- 3. The proposed development is close to existing protected trees. It is essential that the roots of these tree area protected.

The following planning DECISIONS have been notified from Cheshire East Council 19/5282N Re-submission for proposal of 2 detached dwellings at land to the rear of 22 Westfield Drive, following refusal of app 19/2676N **PERMIT** 19/5699N Variation of Condition 1 on approval 17/6042N for application for approval of details of the appearance, landscaping, layout and scale being reserved matters under appeal approval APP/R0660/W/15/3136524 (planning application 14/3024N) **PERMIT** 20/0437N Prior approval of a single storey lean to rear extension, extending 5m beyond the rear wall, maximum height of 4m and eaves height of 2.5m – 92 Broughton Lane. 20/0726N Ext. of the house at the rear and demolish existing utility area including a bathroom as well as a bay window in existing kitchen – 41 Park Drive. **PERMIT** 20/0738N Single storey extension to side/rear of dwelling – 47 Langdale Rd **PERMIT** 20/0939N Cooling and ventilation upgrade to the ground floor of the telephone exchange as part of a national roll out. Removal of 2nr existing air handling units and replacement with 2nr new adiabatic cooling units. The installation will re-use the existing louvres, however, a further 1 nr new louvre will be required further along the elevation for exhaust air, new louvre will be installed

PERMIT

within an existing window opening - Telephone Exchange, Crewe Road.

20/1069N Variation of condition 1 & 3 of permission 15/5563N–535A Crewe Rd	PERMIT
20/1258N 1 st floor & ground rear & side ext. – 5 Kenilworth Close.	PERMIT
20/1428N Ext. covered ramp walkway/3 disabled parking-Wist Hall, 89 Broughton Ln	PERMIT
20/1654N Single & 2 storey rear ext. convert side carport, change roof – 68 Valley Rd.	PERMIT
20/1700N Alterations & storey ext. – 54 Woodside Ave.	PERMIT
20/1738N Rear single storey ext. – 4 Wellswood Drive	PERMIT
20/2338N Front ext. to garage beyond principal elevation – 3 White Hart Lane	PERMIT
20/2451N Retention Boundary Fence Kings Dr/Braemar Cl elevation – 6 Braemar Cl	REFUSED
20/2660N Proposed rear extension – 19 Waldron Gardens	PERMIT

119 CHAIRMAN'S REPORT

The Council considered the Chairman's Report

(i) Parish Projects

Clarification on the specification and price for a playground light and installation of a post for the Council's Speed Indicator Device have been awaited from Cheshire East Council (CEC), since March 2019. Thanks to the efforts of Borough Cllr. Mrs. Simon, progress has been made this week, with a promise that the information will be sent by Friday 18th September 2020.

RESOLVED: That if the clarification on the specification and price for a playground light and installation of a post for the Council's Speed Indicator Device are not received as stated, a formal request be made to CEC's Chief Executive, CEC Senior Highway's Executive and Kieran Mullan MP for a committed plan to implement the projects.

The Chairman's Report was received by Council.

120 CLERKS REPORT

The Council considered the Clerks Report

(i) Annual General Meeting

Due to Coronavirus (Covid-19) restrictions the National Association of Local Council's confirmed there is no requirement for Parish Council's to hold an Annual General Meeting. The Chairman and other positions will remain in post until 2021/22.

(ii) Request for Financial Assistance - Allotments

RESOLVED: That the grant request from Mr. Bolt, Site Representative of Wistaston Green Allotments, be presented to the Budget Working Group for consideration.

(iii) Subsidence Claims

a) 103 Field Lane

As approved by the Council, the crown reduction of an oak tree near to the rear of 103 Field Lane, was carried out by Mercia Tree Care on 14th August 2020.

b) 74 Beech Drive and 111 Field Lane

Subsidence claims have been made for 74 Beech Drive and 111 Field Lane. The Council's Insurance Company Zurich, strongly advise a crown reduction be made to reduce the uptake of moisture to T3 Oak tree near 74 Beech Drive and T3 Oak tree near 111 Field Lane, to avoid risk of additional costs and other fees. The Clerk informed Members this is a mitigation claim, by not undertaking any work the Parish Council is opening the door to a weak defence if a liability claim is submitted. The settlement would be around £75,000 which could affect the insurance premium. The Clerk advised she was concerned that this Council could become uninsurable.

The meeting was closed to allow a resident to report that in his work, he has noticed that insurance premiums are rising and he enquired whether an independent expert could take the issue back to the Council's insurers. The Chairman replied several experts have already been involved in this issue. The meeting reconvened.

RESOLVED: That the Council's Insurance Company Zurich be informed that Wistaston Parish Council do not agree to crown reductions being made to T3 Oak tree near 74 Beech Drive and T3 Oak tree near 111 Field Lane.

(iv) Parking at the Eric Swan Sports Ground

Members considered an email received from a resident requesting motorists attending Church Lane School be allowed to park at the Eric Swan Sports Ground.

RESOLVED: That

- a) A response be sent to the resident stating that Wistaston Parish Council Lease the Eric Swan Sports Ground to Wistaston Sports and Leisure Association, who manage the facility and the Council are not involved in the day to day running. He be requested to telephone the Chairman of Wistaston Sports and Leisure Association Cllr. Kilkenny, to discuss the matter.
- **b)** Cllr. Kilkenny Chairman of Wistaston Sports and Leisure Association agreed to investigate appropriate signage to try to alleviate the problem of parking.

(v) Kissing Gate – Willow Crescent

Members were notified that Kieran Mullan MP requested a delegated decision regarding a disabled resident unable to access Joey the Swan Recreation land through the kissing gate near Willow Crescent, in his wheelchair. He is now requesting the full Council's decision.

RESOLVED: That a response be sent to Kieran Mullan MP stating that this matter has been discussed with the full Council who agree with the previous response. He be invited to attend a site visit to assess the difficulties.

(vi) Scam Emails - Councillor Contact Information

Following scam emails received by three Parish Councillors, Cllr. Mrs. Smith contacted a local IT Consultant who provided advice.

RESOLVED: That Cllr. Squirrell investigate the possibility of generic email addresses for all Councillors and the Clerk, a report will be brought to a future meeting.

(vii) Litter at Joey the Swan

Members received a copy email from Mrs. Booth regarding litter during Lockdown, requesting signage, additional bins, or any other solution to improve the situation.

RESOLVED: That a thank you email be sent to Mrs. Booth for collecting litter during Lockdown, informing her that Wistaston Parish Council have recently purchased new bins for the area.

(viii) Risk Assessment – Annual Review

The Council reviewed the Annual Risk Assessment, Playground Risk Assessment and Council Meetings Risk Assessment. The Clerk reported the maximum number of attendees in the Memorial Hall should be 18 not 20.

RESOLVED: That the Annual Risk Assessment, Playground Risk Assessment and Council Meeting Risk Assessment be approved by the Council, as amended.

(ix) Actions Taken During Recess Due to Coronavirus (Covid-19) Pandemic

The Council **ENDORSED** the following actions taken during recess by the Clerk in consultation with the Chairman and Vice Chairman: -

- a) Payments normally made by cheque have been paid by Bank Transfer where possible, due to difficulty having cheques signed.
- b) The quotation received from Crewe Road Nurseries for the supply of plants and maintenance of the village flower beds was accepted in the sum of £5,290+VAT, being the only quotation received from four requested. (Funded from line 18 Wistaston in Bloom)
- c) The Chairman's Chain of Office was repaired and refurbished by the original supplier Toye, Kenning & Spencer Ltd. at a cost of £155 plus carriage and VAT. (Funded from Line 17 Administration / Room Hire)
- d) The Annual Tree and Woodland Inspection Survey was received from Treewise Solutions and several items of work were recommended. Three quotations were received and the quotation from Mercia Tree Care in the sum of £2,655.00+VAT was accepted being the lowest quotation received compared to STS Contractors Ltd. in the sum of £3,980+VAT and Border Tree Care in the sum of £4,655.00+VAT. (Funded from line 28 Env. Gen) Additional tree work was also required and carried out by Mercia Tree Care at the same time as the main tree work in the sum of £260 +VAT (Funded from line 28 Env. Gen.) Following a resistograph test a tree required dismantling and due to recent storm damage, two trees required attention in the sum of £650 and £450 retrospectively, total of £1,100 +VAT. Mercia Tree Care Services were requested to carry out this work at the same time as the main tree work. (Funded from line 28 Env. Gen.)
- e) A box containing used syringes and broken glass was reported at Joey the Swan recreation land. Cheshire East Council removed it at a cost of £ 38.56+VAT (Funded from Line 28–Env Gen)
- f) One of the Park Ranger's duties to empty the bin at the Scout Centre was being carried out by Cheshire East Council for 3 months during the Coronavirus (Covid-19) pandemic at a cost of £9.79+VAT per occasion. The Park Ranger then recommenced emptying the bin with PPE after 3 months. Cheshire East Council will resume emptying this bin from 8th September 2020 (Funded from Line 28 Env Gen)

- g) Three more volunteers have joined the litter picking group, it was necessary to purchase new personalised Hi-Viz vests at a cost of £22.02+VAT (Funded from Line 28 Env Gen)
- h) Two new padlocks were purchased for the barriers at Beech Drive car park costing £51.22+VAT (Funded from Line 28 Env Gen)
- i) In accordance with the Council's decision when approving its Budget for 2020/21, letters confirming the amount of grant awarded for the year have been issued to the respective organisations, the amounts approved are as follows: -

£
850
2,000
2,750
350
250
500
500
300
750
425
8,675

The following amounts are not required:-

Wist Community Council – Due to Coronavirus Covid-19 the firework display is cancelled £850 Shavington Youth Club – Due to Coronavirus Covid-19 the Club closed in March, they gave notice and will vacate the building on 31/08/20 £300 Wistaston Young Drama Group – Due to Coronavirus Covid-19 the group did not meet for six months and only required half the donation towards room hire £250

- j) The registration as data controller under the Date Protection Act 1998 (DPA98) expired on 20th May 2020. Failure to pay the fee will be addressed through a fixed penalty. The fee of £40 has therefore been paid to the Information Commissioners Office (Funded from Line 4 Association Fees and publications).
- k) The Council's insurance was renewed on 1st June 2020 at a cost of £1131.71. The Council are in a long tern agreement with Zurich. This is within the Budget provision of £1135. (Funded from Line 6 Insurances)
- 1) The Annual subscription for 2020/21 was paid to Cheshire Association of Local Council's at a cost of £1,470.04 (No increase from last year). Four copies of the Local Council Review Magazine were ordered at a cost of £13.50 each per annum for Cllrs. Moore, Millington, Squirrell and the Clerk (Funded from line 4 Association Fees and Publications)
- m) The open top waste bin at the Church Lane entrance to Joey the Swan Recreation land was consistently overflowing with rubbish. It was therefore agreed to replace the bin with a larger closed top bin recommended by ANSA at a cost of £403.16+VAT (Funded from Line 28–Env Gen)
- n) The Council's signs at Joey the Swan Recreation land required renewing. A quotation was received from Zero Signs in the sum of £28.83 +VAT per sign (16 signs in total). Two social distancing signs were required for Beech Drive car park at a cost of £25.01+VAT per sign. Two hand hygiene signs were required for the children's playground at a cost of £38.00 +VAT per sign. Total of 20 signs costing £587.30. (Funded from Line 28–Env Gen)
- o) That agreement was given to fund £129.50 50% of the cost of a planning application for a portacabin (donated free of charge from Bellway Homes) to be installed at the allotment site. A thank you letter has been received from Mr. Bolt the Allotment Site Representative. (Funded from Line 21 Contribution to Voluntary / Other Bodies)

p) Two quotations were received to remove a wasp nest from the hedge adjacent to the Children's Playground at Joey the Swan from Pestco in the sum of £120 and TNT Pest Control in the sum of £50. The lowest quotation was accepted and work was carried out on 20th August 2020. (Funded from Line 28 – Env Gen)

(x) Cheshire Pension Fund

The Council **ENDORSED** the Pension contribution increase from 1st April 2020 from 21.8% to 22.6%. until March 2023.

(xi) Unauthorised Planting / Objects on Grass Verges

Members received a copy email from Andrea Bickerton Senior Highway Officer of Cheshire East Council (CEC), regarding unauthorised planting and placing objects on the Highway grass verges. A response has been sent informing her that Wistaston Parish Council have not or would not give permission for anything to be planted or placed on highway grass verges as all Members are aware these are CEC Highways responsibility.

(xii) Motorcyclists at Joey the Swan Recreation land

Members were notified that during May, June and July motorcyclists were riding recklessly at Joey the Swan. The Police were informed, the culprits identified and the motorcycles seized by the Police.

(xiii) Cancellation of the North West in Bloom Competition

The North West in Bloom competition has been cancelled following the Government's guidance regarding Coronavirus (Covid-19) pandemic. The application form and entry fee of £120, be retained for next year's competition.

(xiv) Thank You Letters

Thank you letters have been received from Mr Bancroft Principal of Wistaston Church Lane Academy, Wistaston Conservation Group and Wistaston Community Council, for the Council's donations.

The Clerk's Report was accepted by Council.

121 CO-OPTION OF CASUAL VACANCY

The Co-option of Mr. Jay Revell be **APPROVED**

122 REPORTS FROM OTHER BODIES

(i) WSLA Report

Cllr. Kilkenny stated that Wistaston Sports and Leisure Association are open. The Multi Use Games Area now has regular bookings. Duties previously carried out by volunteers will now have to be paid roles. He will talk to the Farmer regarding the problems of parking and consider signage.

123 FINANCE

(i) Schedule of Accounts and Receipts and Payment Statements

RESOLVED: That the Accounts be accepted and the Schedule of Accounts for payment:-

March 2020 (as per attached totalling 4,551.09) be approved

April 2020 (as per attached totalling £4,576.70) be approved

May 2020 (as per attached totalling £3,372.95) be approved

June 2020 (as per attached totalling £6,051.09) be approved

July 2020 (as per attached totalling £3,276.86) be approved

August 2020 (as per attached totalling £5,937.60) as amended, be approved

September 2020 (as per attached totalling £5,948.59) be approved

(ii) Internal Auditors Report

Members received a copy of the Internal Auditor's report from JDH Business Services Ltd. There were two issues raised. **RESOLVED:** That the action required by Wistaston Parish Council as detailed below be **APPROVED.**

AUDITORS ISSUES RAISED	AUDITORS RECOMMENDATION	ACTION REQUIRED BY THE COUNCIL
Expenditure sample testing identified items which should be classified as fixed assets if they are owned by the council: - Replacement Play Table £ 709 - Laptop £665.83 - Replacement Bin £308.95 However, the fixed asset register shows no additions (or disposals where there has been replacement of obsolete items) for 2019/20 with the same value disclosed as in 2018/19.	The council should review expenditure at the end of the financial year and identify all items of capital spend and include these in the fixed asset register as addition and remove any items replaced at carrying value. The council should review and the 2019/20 fixed asset register and amend the AGAR fixed asset figure.	The expenditure at the end of the financial year was identified and all items of capital spend have now been included in the fixed asset register as addition and items removed at carrying value. These amendments increased the Councils assets by £545 from 373,526 to £374,071 and the AGAR was amended accordingly.
The risk assessment was reviewed and applied during the financial year. However, it was not approved by full council in the programmed March 2020 meeting as it had to be cancelled due to the global pandemic.	The council should approve the annual risk assessment at the next available meeting.	The risk assessment was approved at the meeting of Wistaston Parish Council held on 17 th September 2020.

124 ENVIRONMENTAL REPORT

The Environmental Report for May, June, July, August and September 2020 were received by Council.

125 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the Press Public be excluded during consideration of Item 13 on the Agenda. Pursuant of Section 100a(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 7 of part 1 of Schedule 12A of the Act.

126 EXCLUSION OF PRESS AND PUBLIC REPORT BY CLLR MOORE CHAIRMAN

(i) Clerk Salary Review

RESOLVED: That the revised Salary Scale LC2 SCP 25 be implemented to the Clerk for 2020-21 back dated to 1st April 2020.

(ii) Park Ranger

The Chairman reported the Park Ranger has resigned and asked Members to consider a replacement Park Ranger. The job description requires updating to include a working relationship with Wistaston Conservation Group and the rate of pay should be amended to go on a pay scale.

RESOLVED: That the Park Ranger position be advertised at 12 hours per week at £9.27 per hour (NJC SCP1) and the job description be amended to include a working relationship with Wistaston Conservation Group.

(iii) Clerk to the Council

The Chairman reported the Clerk has given advance notice of her retirement from the Council. Members are to consider a replacement Clerk. The job description requires updating, the hours should be rounded up to 21 hours per week, with effect from 1st October 2020.

RESOLVED That

- a) The Clerk to the Council position be advertised at 21 hours per week and the job description be updated.
- b) The Clerk to the Council's hours be rounded to 21 per week from 1st October 2020.

(iv) Facebook

Cllr. Scott stated when comments are made on Facebook regarding Wistaston Parish Council he believes the Council should address them. The Chairman replied the Clerk does not comment on Facebook. Cllr. Mrs. Smith suggested the Council consider whether Wistaston Parish Council should have their own Facebook page.

RESOLVED: That Cllr. Mrs. Smith bring a report to a future Council meeting for a discussion on whether Wistaston Parish Council should have their own Facebook page.

The meeting closed at 8.55 p.m.