

**THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING  
MINUTES**

**WEDNESDAY 21<sup>st</sup> JUNE 2023, 7.00PM  
MEETING HELD AT COMMUNITY HALL, MANCHESTER  
ROAD, HOLLINS GREEN.**

**Present**

Name	Position
<b>Council Members:</b>	
Maureen Banner	Chair
Liz Clarke	Vice Chair
Julie Eastty	Councillor
David McLachlan	Councillor
Keith Whittam	Councillor
<b>Others:</b>	
Nick McCarthy	Clerk to the council
Rob Tynan	Ward Councillor
<b>Apologies:</b>	
Julie Givvons	Councillor
Phil Eastty	Councillor (and Ward Councillor)
<b>Absent:</b>	

Ref	Agenda item number and Discussion	Action
	<p><b><i>Code of Conduct – Declarations of Interest Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012</i></b>  <i>Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda, no later than when the item is reached. Declarations are a personal matter for each Member to decide. Whilst officers will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on their particular circumstances. The Parish Council will take account of Section 17 of the Crime and Disorder Act in all their discussions and decisions.</i></p>	
297	<p><b>1 APOLOGIES</b>  Attendance and apologies were detailed as above</p> <p><u>Actions</u> - none</p>	
298	<p><b>2 DECLARATIONS OF INTEREST</b>  There were no declarations of interest.</p> <p><u>Actions</u> - none</p>	
299	<p><b>3 COMMITTEE REPORTS</b></p>	
299a	<p><b>A. Warrington Borough Councillors</b>  Rixton with Glazebrook has one ward councillor that works with WBC on issues as reported and required. Ward Cllr Rob Tynan is also invited to attend meetings.</p> <p><b>Cllr R Tynan:</b> Hedges (A57/Warburton Bridge Rd) obscuring traffic lights, reported. Objections planned for new housing development off Manchester Rd.</p> <p><u>Actions</u> – none</p>	

299 b	<p><b>B. Police</b> – A written update on criminal activity report for May (with the latest actions and issues during the month) was provided for the meeting from PCSO. This is shown as Annex A.</p> <p>Action – none</p>	
299c	<p><b>C. Community groups</b></p> <p><b>Friends of Hollinfare Cemetery: Attended by Cllr Clarke, 23<sup>rd</sup> May</b> Work continues in planning for future grave refurbishments</p> <p><b>Community Hall: Attended by Cllr J Eastty, 22<sup>nd</sup> May</b> Discussion on securing funding, new patio area and current vacancy.</p> <p><b>Friends of Glazebrook Station: Attended by Cllr J Eastty, 24<sup>th</sup> May</b> Next action planned, new chair elected and new planters on the platform.</p> <p><b>CHALC: Attended by Cllr J Eastty, 15<sup>th</sup> June</b> Changes to the CHALC board with new co-opted members, with one vacancy left.</p> <p>Action – none</p>	
300	<p><b>4 MINUTES &amp; MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>The minutes of the Parish Council meeting held on <i>17<sup>th</sup> May</i> were shared with the Parish Council. Any errors/omissions were reported to the clerk before the signing of the minutes. The minutes were signed by the Chair for Audit purposes as a true record, and will be published on the council website at the end of <i>June</i>. Cllr Banner proposed the minutes be moved, seconded by Cllr Clarke.</li> <li>No additional matters arising were received for the meeting on <i>17<sup>th</sup> May</i>.</li> </ul> <p>Action – none</p>	
301	<p><b>5 ACTION PLAN</b></p> <p>The Action Plan from the meeting of the <i>17<sup>th</sup> May</i> has been updated and attached as Annex B. Any matters unresolved will be added to the next action plan, this will be reviewed and updated at the next meeting.</p> <p>Action – none</p>	
302	<p><b>6 CORRESPONDENCE</b></p> <p>Items of urgent correspondence have been shared with the Parish Council (<i>18<sup>th</sup> May to 21<sup>st</sup> June</i>) and dealt with as appropriate. Additional items brought to the attention of the parish councillors for noting/action, are detailed below.</p> <p>Cllr J Eastty reported that a new padlock has been placed on the gate at Glazebrook Village Green, keys will be held by the Councillor, The Greenery Coffee Shop and the Parish Clerk.</p> <p>For information, giant hogweed has been cleared in the Woolston area on the public footpaths, bordering on the Rixton area.</p> <p>A resident has asked the parish council to contact WBC with regards to a footpath issue outside the property.</p> <p>Clerk reported overgrown hedges at the traffic lights (A57/Warburton Bridge Rd) and the issue with blocked footpath at the site, due to trimmings.</p> <p>Action – 1 Clerk to contact WBC to report footpath issue in front of resident’s property. 2 Clerk to contact WBC to report overgrown hedges obscuring traffic light at A57/Warburton Rd, and trimmings left on pavement</p>	<p>1 - NM</p> <p>2 - NM</p>

303	<p><b>7 CHARITABLE DONATIONS / GIFTS AND HOSPITALITY</b> No items of gifts/hospitality were received.</p> <p>RwG Community Plan group requested funding of £120 for the printing costs of the Parish News booklet. This was agreed (proposed Cllr Banner, seconded Cllr J Easty)</p> <p>No other charitable/donation requests were received.</p> <p>Action – none</p>																																																																																					
304	<p><b>8 PROJECT UPDATES</b></p> <p><b>A. Recreation Ground</b> – Gate providing entry to the village green from A57 has had the safety hinge/closer deliberately removed/vandalised. Parish Council to monitor as concern for safety of children/dogs that may run out onto the road if the gate closer is not used.</p> <p><b>B. Glamis Wood</b> – No updates.</p> <p><b>C. HS2/HS3</b> – HS2 correspondence added to website as and when available.</p> <p><b>D. Parish Council website</b> – Clerk maintaining website and social media (ongoing). Important events and good news stories to be shared when available. Members of the council and residents are encouraged to follow/like the page - <a href="http://www.facebook.com/RixtonWithGlazebrookParishCouncil">www.facebook.com/RixtonWithGlazebrookParishCouncil</a> The new Parish Council website is being regularly updated, website below. <a href="https://rixtonwithglazebrook-pc.gov.uk">https://rixtonwithglazebrook-pc.gov.uk</a></p> <p><b>E. Look of the Parish</b> – No updates.</p> <p>Action – none</p>																																																																																					
305	<p><b>9 ACCOUNTS FOR PAYMENT</b> RESOLVED: - That approval be given to the payment of the following:</p> <table border="1" data-bbox="199 1104 1300 1966"> <thead> <tr> <th>Cheque No</th> <th>Date expenditure incurred</th> <th>Payee</th> <th>VAT not recoverable</th> <th>Amount</th> <th>Purpose</th> <th>S137</th> </tr> </thead> <tbody> <tr> <td>100896</td> <td>21/06/2023</td> <td>Reimburse Employee 1</td> <td></td> <td>£9.99</td> <td>Printing contract charges (May)</td> <td></td> </tr> <tr> <td>100897</td> <td>21/06/2023</td> <td>Payment to Chair</td> <td></td> <td>£400.00</td> <td>Chair's allowance</td> <td></td> </tr> <tr> <td>100898</td> <td>21/06/2023</td> <td>Reimburse Employee1 (Three network)</td> <td></td> <td>£78.93</td> <td>Apr - Jun payment for Mobile Telephone / Data</td> <td></td> </tr> <tr> <td>100899</td> <td>21/06/2023</td> <td>Reimburse Employee1 (SKY Broadband)</td> <td></td> <td>£53.25</td> <td>Apr - Jun payment for Broadband/Internet</td> <td></td> </tr> <tr> <td>100900</td> <td>21/06/2023</td> <td>Employee 1 Salary</td> <td></td> <td>£1,153.54</td> <td>Apr - Jun Salary tbc</td> <td></td> </tr> <tr> <td>100901</td> <td>21/06/2023</td> <td>HMRC</td> <td></td> <td>£288.38</td> <td>Apr - Jun Salary tbc</td> <td></td> </tr> <tr> <td>100902</td> <td>21/06/2023</td> <td>RwG Community Plan Group</td> <td></td> <td>£120.00</td> <td>Newsletter donation tbc</td> <td></td> </tr> <tr> <td>100903</td> <td>21/06/2023</td> <td>Soccernet</td> <td></td> <td>£970.00</td> <td>Goal posts tbc</td> <td></td> </tr> <tr> <td>100904</td> <td>21/06/2023</td> <td>Reimburse Employee 1</td> <td></td> <td>£2.00</td> <td>Card</td> <td></td> </tr> <tr> <td>100905</td> <td>19/07/2023</td> <td>Reimburse Councillor KW</td> <td></td> <td>£25.00</td> <td>Wood for Planter</td> <td></td> </tr> <tr> <td>100906</td> <td>19/07/2023</td> <td>Reimburse Councillor LC</td> <td></td> <td>£47.50</td> <td>Flowers</td> <td></td> </tr> </tbody> </table> <p>Ongoing issue with bank continues. Clerk to seek options for new bank account Parish Council agreed to move bank (updated last month's Action Plan – minute 247)</p>	Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137	100896	21/06/2023	Reimburse Employee 1		£9.99	Printing contract charges (May)		100897	21/06/2023	Payment to Chair		£400.00	Chair's allowance		100898	21/06/2023	Reimburse Employee1 (Three network)		£78.93	Apr - Jun payment for Mobile Telephone / Data		100899	21/06/2023	Reimburse Employee1 (SKY Broadband)		£53.25	Apr - Jun payment for Broadband/Internet		100900	21/06/2023	Employee 1 Salary		£1,153.54	Apr - Jun Salary tbc		100901	21/06/2023	HMRC		£288.38	Apr - Jun Salary tbc		100902	21/06/2023	RwG Community Plan Group		£120.00	Newsletter donation tbc		100903	21/06/2023	Soccernet		£970.00	Goal posts tbc		100904	21/06/2023	Reimburse Employee 1		£2.00	Card		100905	19/07/2023	Reimburse Councillor KW		£25.00	Wood for Planter		100906	19/07/2023	Reimburse Councillor LC		£47.50	Flowers		
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	<p>Q1 full list of transactions shared (April to June) with opening/closing bank statement balances to show income/expenditure to date, match. This information is not attached as an annex for security purposes.</p> <p>The parish council reviewed the performance of its staff and agreed, that based on successful completion of last year's performance objectives, the salary will move up to SCP21 (£15.02 p/h), the next review will take place June 2024. Continuing objectives include</p> <ul style="list-style-type: none"> <li>• Maintain new website/social media</li> <li>• Liaise with community groups within the parish, and external bodies as required</li> <li>• Continue to ensure the parish council maintains its transparency and governance in accordance with local and national policies</li> </ul> <p>Action none</p>	
306	<p><b>10 AUDIT / BUDGET / FINANCIAL STATEMENTS</b></p> <p><b>Internal audit</b></p> <ul style="list-style-type: none"> <li>• Clerk liaising with internal audit 30<sup>th</sup> May 2023. Audit AGAR statement now published on website and Audit Report (for 2022/23) shared with councillors.</li> </ul> <p><b>Actions from Audit</b></p> <p>One transaction in the cashbook was overstated by 60p due to a typing error. This was corrected for the external audit/final year end, and as insignificant, had no effect on final year information. To ensure this does not occur, clerk to check cashbook amounts compared to statement and mark the cashbook as checked. Completed by 30<sup>th</sup> June.</p> <p>Several transactions in the cashbook had the wrong narrative (due to a copy/paste error) no financial discrepancy. This was corrected for the external audit/final year end and had no effect on final year information. To ensure this does not occur, clerk to check cashbook narrative with when checking the statements and mark the cashbook descriptor as checked. Completed by 30<sup>th</sup> June.</p> <p>RwG Parish Council and Internal Audit discussed the lack of invoices received from WBC for their grass cutting service. It was agreed mutually to add this into the audit report to acknowledge that requests have been made and are awaiting response from WBC. Parish Council budget in place for invoice when received.</p> <p>AGAR – Section 3 (audit Report) signed and published on website (Jun 2023)</p> <ul style="list-style-type: none"> <li>• AGAR submissions to be completed by 30/06/2022 and sent to external audit</li> <li>• Next internal audit due June 2024, update in June meeting</li> <li>• AGAR documents next reviewed May 2024</li> </ul> <p><b>External audit</b></p> <ul style="list-style-type: none"> <li>• Next external audit (PKF Littlejohn) confirmed to be completed 31<sup>st</sup> July 2023</li> </ul> <p><b>Budget Allocation and expenditure updates</b></p> <ul style="list-style-type: none"> <li>• Budget at Q1 reviewed, and attached as Annex C. Next review Q2 (Sep/Oct 2023).</li> <li>• Earmarked reserves next review Jan 2024, interim review for year-end May 2024</li> <li>• Precept for 2022/23 paid May 2023, 2024/25 payment due April/May 2024</li> <li>• Next annual budget review (2024/25) due Nov 2023, then Jan 2024.</li> </ul> <p><b>Asset Register</b></p>	<p>3 - NM</p> <p>4 - NM</p> <p>5 -NM</p>

	<ul style="list-style-type: none"> <li>Year-end reviewed and agreed March 2023 (See Annex E). Next interim review July 2023: Next Full Year Review March 2024</li> </ul> <p><b>Risk Assessment Register</b></p> <ul style="list-style-type: none"> <li>Year-end reviewed and agreed March 2023 (See Annex F). Next Review March 2024. Clerk to review Risk Matrix design and scoring system.</li> </ul> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>VAT Claim submitted for £598.89 (March2022-Feb 23) Next VAT Claim, March 2024</li> </ul> <p><u>Action –</u>  3 Clerk to publish AGAR Audit Statement 2022/23 by Jun 2023  4 Clerk to ensure actions completed from Audit statement by June 2023  5 Clerk to send AGAR statements to external auditor by end of July 2023.</p>	
307	<p><b>11 Policy Updates / Public Rights of Way</b></p> <ul style="list-style-type: none"> <li>Standing orders reviewed and accepted for 2023/24, next review Apr 2024</li> <li>Co-Opt policy document reviewed and accepted April 2023, next review Apr 2024</li> <li>Code of Conduct policy reviewed and accepted April 2023, next review Apr 2024</li> <li>Financial Regulations policy reviewed and accepted April 2023, next review Apr 2024</li> <li>Terms of Reference reviewed and accepted April 2023, Next Review Apr 2024</li> <li>Charity status Return to HMRC November/Dec 2023 (by 31/01/24)</li> <li>Insurance renewal - next review Aug 2023</li> </ul> <p>No other Policy updates as at <i>June 2023</i></p> <p>No Public Rights of Way updates as at <i>June 2023</i></p> <p><u>Action – none</u></p>	
308	<p><b>12 PLANNING APPLICATIONS</b></p> <p>The Council gave consideration to the following planning applications which have been shared electronically. Provisional remarks have been made, which are subject to change following further scrutiny:</p> <p>Received from WBC (<i>18<sup>th</sup> May to 21<sup>st</sup> June</i>)</p> <p>2023/00488/FULH, the details of which are below:  Application Type: Full Planning - Householder (Householder Development)  Location: 2, Railway Cottages Dam Lane, Rixton-with-Glazebrook, Warrington, WA3 6LG  Proposal: ALTERATIONS TO ROOF AND PORCH FORMING PART OF EXISTING FRONT EXTENSION  <b>The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</b></p> <p>2023/00675/TPO, the details of which are below:  Application Type: TPO  Location: 28 Glazebrook Meadows, Rixton-with-Glazebrook, Warrington, WA3 5FQ  Proposal: Remedial pruning to 1no. tree  <b>The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</b></p> <p>2023/00684/FULH, the details of which are below:  Application Type: Full Planning - Householder (Householder Development)  Location: 64 Bank Street, Rixton-with-Glazebrook, Warrington, WA3 5BZ</p>	6 - NM

	<p>Proposal: Demolition of existing conservatory and erection of replacement single storey garden room extension  <b>The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</b></p> <p>2023/00476/FULH, the details of which are below:  Application Type: Full Planning - Householder (Householder Development)  Location: 184 Glazebrook Lane, Rixton-with-Glazebrook, Warrington, WA3 5AY  Proposal: Single storey rear / side extension  <b>The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</b></p> <p>2023/00670/FULH, the details of which are below:  Application Type: Full Planning - Householder (Householder Development)  Location: 30 Manchester Road, Rixton-with-Glazebrook, Warrington, WA3 6DX  Proposal: DEMOLISH EXISTING STABLES AND REPLACE WITH NEW GARAGE AND ASSOCIATED HARDSTANDING, NEW ACCESS GATES WITH MASONRY AND COLUMNS, AND ERECT ACOUSTIC FENCING TO FRONT GARDEN AREA  <b>The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies. However, there are concerns over the removal of hedgerows and the ecological impact on local wildlife, and question if new greenery will be added. The Parish Council would like further information and assurance on the Designated Heritage Asset status of the property and if this includes the Stables set for demolition. Furthermore, that all due consideration is made by WBC to the local greenbelt area.</b></p> <p>2023/00646/FUL, the details of which are below:  Application Type: Full Planning  Location: Tyre Store, Woodend Farm Woodend Lane, Rixton-with-Glazebrook, Warrington, WA3 6EG  Proposal: Demolition of existing tyre store building and erection of Passivhaus dwelling.  <b>The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies. However, it is very concerned that the mitigation of the Barn Owl strategy is closely monitored and successful applied</b></p> <p>2023/00660/OUTM, the details of which are below:  Application Type: Outline Planning (Major)  Location: Land North West of Manchester Road, Hollins Green, Rixton,  Proposal: Outline planning application with all matters reserved except for access; for residential development (Use Class C3) of up to 110 dwellings; plus associated infrastructure and works.  <b>The Parish Council has strong objections to this application and will complete a full response that will be available on WBC planning portal by the end of June.</b></p> <p><b>Clerk to produce leaflets to be distributed at the Carnival notifying residents of concerns over planning application on Manchester Rd, and resident views to be sought</b></p> <p><u>Action</u> –  6 Clerk to make any necessary comments to planning team as detailed above  7 Clerk to draft objection evidence and share with councillors then send to WBC planning.  8 Clerk to produce flyers to be distributed at the Carnival notifying residents of concern over planning application on Manchester Rd, and resident views to be sought</p>	<p>7 – NM/ ALL</p> <p>8 – NM/ LC/MB</p>
309	<p><b>13 SPECIAL AGENDA ITEMS</b>  No additional agenda item added</p> <p><u>Action</u> – none</p>	

<p><b>310</b></p>	<p><b>14 GENERAL MATTERS</b>  General matters discussed, not picked up earlier, are noted below</p> <p>Clerk to update WBC website with contact information on new Chair</p> <p>CLlr Givvons reported parking issues outside the Swan, clerk to contact WBC to request inspection and parking restrictions. Councillors agreed to take photos on future occasions to help evidence the request.</p> <p>CLlr McLachlan reported several blocked gullies around the cenotaph area, clerk to report to WBC</p> <p><b>The next parish council meeting will be held at 7.00pm, 19<sup>th</sup> July 2023</b>  In the event of cancelation due to government instruction, the clerk will book 2 zoom sessions, 7.00-7.45pm and 7.45pm to 8:15pm. The clerk will ensure all councillors have sight of agenda items to discuss and can feedback any comments or concerns.  Parish Councillors can be contacted by email and local surgeries are planned throughout the year.</p> <p><b>The next Annual Parish AGM will be held April 2024</b> – members of the community are invited to attend.</p> <p>Councillor and residents are encouraged to use the WBC contact service for issues such as pot holes, fly tipping, street lights etc.  <a href="https://www.warrington.gov.uk/report-and-apply">https://www.warrington.gov.uk/report-and-apply</a></p> <p>For information regarding Corona Virus information updates from Warrington Borough Council check the website below  <a href="https://www.warrington.gov.uk/coronavirus-covid-19-warrington">https://www.warrington.gov.uk/coronavirus-covid-19-warrington</a></p> <p><u>Action</u>  8 Clerk to update contact details on WBC for new Chair  9 Clerk to contact WBC to request inspection of parking concerns around the Black Swan/A57  10 Clerk to contact WBC to report several blocked gullies around the cenotaph.</p>	<p>9 - NM</p> <p>10 – NM/ ALL</p> <p>11 -NM</p>
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**ANNEX A**  
**Rixton with Glazebrook**  
**June 2023 - Monthly Parish Report**

**Neighbourhood Sergeant PS Nathan Gulam**  
**Neighbourhood Officer PC Victoria Taylor**  
**PCSO Bethan Roberts**

**Anti-Social Behaviour**

**0 Personal** (0), environmental (0), youth issues (0)

Personal/environmental include neighbour, parking/traffic, domestic related

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**Burglary**

**0 Dwelling**

**0 Other**

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**Criminal Damage**

**1**

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**Vehicle crime**

**0 Theft of vehicle**

**3 Theft from vehicle**                      1x items taken; 2x vehicle interference

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**Other**

- Operation Scrambler – Off Road Unit have been active across Warrington East during May/June
  
- To continue tackling nuisance off-road motorbikes we need the following information – detailed descriptions of the motorbikes and riders, where the motorbikes are kept (lock-ups, garage locations), names if possible. Please quote ‘Operation Scrambler’ when you call Cheshire Police on 101 or Report online via Cheshire Police website. Information can be given anonymously to Crimestoppers 0800 555 111
  
- The new Warrington Youth Zone opened in Warrington town centre in July 2022, the website provides for further information about membership and sessions  
Website: <https://warringtonyouthzone.org>
  
- 24/7 mental health crisis lines are free to call

North West Boroughs Healthcare has 24/7 mental health crisis lines, which are free to call from both landlines and mobile phones

The dedicated phone numbers are:

- 0800 051 1508 for people living in Halton, Knowsley, St Helens and Warrington
- 0800 051 3253 for people living in Wigan



The crisis lines provide support 24 hours a day, seven days a week to people of all ages, including children and young people, who need urgent mental health support. You do not need to be known to our services to contact our crisis lines; they are available for patients and public

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Please advise people reporting an incident/crime to ring Cheshire Constabulary on 101 (999 in case of emergency) so it can be recorded correctly - not via Facebook/twitter/email

Online Report portal is available via the Cheshire Constabulary website to report certain crimes, incidents, issues: -

<https://www.cheshire.police.uk/ro/report/>

**Useful Links offering advice and information: -**

Online safety and advice

<https://www.cheshire.police.uk/advice/advice-and-information/fa/fraud/useful-contacts-for-fraud-cyber-crime-advice/>

<https://www.getsafeonline.org/safeguarding-children/>

<https://www.friendsagainstscams.org.uk/>

Advice & information regarding risks of substance abuse available on FRANK

<https://www.talktofrank.com/>

Home/Business safety and security information

<https://www.cheshire.police.uk/cp/crime-prevention/residential-burglary/>

<https://www.cheshire.police.uk/cp/crime-prevention/non-residential-burglary/>

<https://www.cheshire.police.uk/cp/crime-prevention/theft-from-a-vehicle/vehicle-safe-and-sound/>

If you or someone you know needs advice and support regarding domestic abuse

<https://www.openthedoorcheshire.org.uk/>

[Whilst the majority of dog owners act responsibly a few may not pick up and bin their dog's mess. Residents can provide information about irresponsible dog owners and locations where dog fouling is occurring to WBC via their online reporting form](https://www.warrington.gov.uk/dog-fouling)

<https://www.warrington.gov.uk/dog-fouling>

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Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub  
Face to face drop-in surgeries – dates to be confirmed

**ANNEX B**  
**THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING**  
**Update on actions from 17.05.23**

Minute No	Action	Lead member	Progress/Feedback
<b>311</b>	<b>OUTSTANDING ACTIONS 2021/22 and earlier</b> 6 Clerk to contact WBC with regards to sign (30PMH sign on Moss Side Lane)	NM/JD	Clerk reported to WBC 20/02 WBC-TCM-309446090. Clerk contacted WBC director 24/04/21, 10/06/21, 14/07/21, 08/09/21 Clerk escalated to Cllr Dixon 15/09/21, last contacted WBC 13/02. Clerk escalated to Cllr P Easty and also reported to WBC-TCM-438694119 21/07/22 Clerk contacted MP 22/09/22, "Charlotte has raised this matter with Warrington Council and we will be back in touch as soon as we receive a response" 29/09/22
<b>105 &amp; 118</b>	15 Clerk to contact WBC to investigate ongoing drainage issues on Recreation Ground. 5 Clerk to email WBC officers with ongoing flooding concern on the recreation ground.	NM	Clerk contacted WBC 22/01 WBC-GEQ-395296228 and WBC-STSV-396162697. Clerk contacted council officers directly 17/03/22 Clerk contacted WBC 29/08/22 WBC-GEQ-447650869 / WBC-HWY-448281930, to be resolved in 10 days... Clerk contacted MP 22/09/22 "Charlotte has raised this matter with Warrington Council and we will be back in touch as soon as we receive a response" 29/09/22
<b>145</b>	<b>OUTSTANDING ACTIONS 2022/23</b> 9 Clerk/Cllr Easty to email WBC with regards to planting trees on the recreation ground	NM/PE	Clerk contacted WBC officer directly, bounced back 19/05/22, contacted WBC again. WBC-TEQ-424734455. Forwarded to Cllr Dixon 23/06, also raised by Cllr P Easty. Cllr Easty reported directly and to CEX of WBC. Clerk contacted MP 22/09/22 "Charlotte has raised this matter with Warrington Council and we will be back in touch as soon as we receive a response" 29/09/22
<b>150</b>	16 Clerk to report blocked gully on Dam Lane to WBC	NM	Reported to WBC WBC-HWY-423489940. We have inspected the above case and will now raise an order to complete the necessary work. Clerk Requested photo, specific location.

157	2 Clerk to contact WBC with hedge issues on Manchester Road and Chapel Lane	NM	Clerk contacted WBC WBC-STSV-430433888 and WBC-STSV-430435351 on 20/06/22. Clerk contacted WBC 21/07/22 re Manchester Rd (traffic lights). WBC-TCM-438694658 and Chapel Lane WBC-STSV-438700496.21/07/22. Clerk cleared foliage closest to lights. Clerk contacted MP 22/09/22 "Charlotte has raised this matter with Warrington Council and we will be back in touch as soon as we receive a response" 29/09/22
226b	1 Clerk to submit funding request documents to PCC for the installation of goal posts.	NM	Clerk complete forms for funding Jun 23. Awaiting (reduced) funding by end of June 2023. Agreement made on 12' x 6' posts (17/05/23). Clerk to purchase by 21/06/23 – awaiting delivery
246	7 Cllrs Clarke/Givvons to maintain/replace flower box, and plant flowers at cenotaph (later in the year)	NM LC/JG	Cllrs to action as appropriate by spring/summer 2023. Cllrs McLachlan and Whittam agreed to source a new planter for next year. New planter built and flowers added
247	8 Cllr Banner to contact bank to ascertain what documents required for their audit checks	MB	Cllr Banner emailed bank 16 <sup>th</sup> Feb, awaiting response. Clerk emailed bank 27/02 and 07/03. NM to complain to bank. Clerk contacted bank 27/03. Complaint rejected as not account holder. Contacted bank 09/05. Clerk to seek options for new bank account/provider and report to members June 21 <sup>st</sup> Agreed to seek banking change to Lloyds.
258	1 Clerk to contact WBC to report missing road markings on Glazebrook Lane	NM	Clerk reported to WBC 17/03 ref WBC-GEQ-498097436, WBC-HWY-499281906 – to be completed by 14 <sup>th</sup> April. Clerk contacted WBC 19 <sup>th</sup> April
262	4 Clerk to review risk scoring and provide new Matrix (by March 2024)	NM	4 Clerk to review risk scoring and provide new Matrix (by March 2024)
266	8 Clerk/Cllr Clarke to arrange signage for playground to cover incorrect contact details.	NM/LC	Waiting for new email account, estimate Jul/Aug
280	4 Clerk to report uneven kerbstone to on Birch Road to WBC 5 Clerk to report overgrown/dangerous footpath on School Lane to WBC	NM NM	Clerk reported to WBC 20/04 WBC-HWY-509408034. Clerk reported to WBC 20/04 WBC-STSV-509411360. WBC to investigate, may take several weeks (04/05/23) WBC-HWY-514158817, We have inspected the above case and will now raise an order to complete the necessary work (10/05)
	<b>ACTIONS to be completed from 17/05/23 meeting</b>		
285a	1 Cllr Whittam to include work on fixing/cementing gate post, if contract work secured for the installation of gate posts	KW	Cllr Whittam to seek supplier to assemble and fit. Awaiting delivery of goalposts

288	<p>2 Clerk to contact WBC to request grass cutting for Carnival in June</p> <p>3 Clerk to contact WBC to request hedge cutting Birch Road entrance next to the school for Carnival in June</p> <p>4 Cllr Clarke to liaise with Carnival Committee to provide keys for access to the field for the carnival</p>	<p>NM</p> <p>NM</p> <p>LC</p>	<p>Clerk contacted WBC 22/05/2023. Grass Cut</p> <p>Clerk contacted WBC 22/05/2023, WBC-STSV-518086683 22/05/23, WBC-HWY-519194854 26/05 inspect in 10 days</p> <p>Clerk shared email with Cllr Clarke</p>
292	<p>5 Clerk to publish AGAR statements for 2022/23 by Jun 2023</p> <p>6 Clerk to publish 'Notification of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return'</p>	<p>NM</p> <p>NM</p>	<p>Published on website 22/05/23</p> <p>Published on website 22/05/23</p>
293	<p>7 Clerk to amend standing orders to ensure rule on remote attendance is correctly stated.</p>	<p>NM</p>	<p>Clerk updated Standing Orders 17/05/2023</p>
294	<p>8 Clerk to make any necessary comments to planning team as detailed above</p> <p>9 Cllr J Easty to investigate site at Woolden Road for planning concern</p>	<p>NM</p> <p>JE</p>	<p>Clerk to emailed WBC if required</p> <p>Cllr has taken a look at the field behind the house on Glazebrook Lane that backs onto Woolden Road. The field is well kept and has small children's goal posts in it and is possibly owned by the owners of the house. I couldn't see the land on the opposite of Woolden Road as it is obstructed.</p>
295	<p>10 Cllr P Easty to contact WBC over building material work that remain on A57</p>	<p>PE</p>	<p>Some material moved. Awaiting further update for July meeting</p>

