

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

**WEDNESDAY 15th MAY 2024, 7.00PM
MEETING HELD AT COMMUNITY HALL, MANCHESTER
ROAD, HOLLINS GREEN.**

Present

Name	Position
Council Members:	
Maureen Banner	Chair / Exiting Chair
Liz Clarke	Vice Chair
Julie Eastty	Councillor / New Chair
Julie Givvons	Councillor
David McLachlan	Councillor
Jayne McKay	Councillor
Johne Silke	Councillor (Co-opted)
Keith Whittam	Councillor (Co-opted)
Others:	
Nick McCarthy	Clerk to the council
Apologies:	
Phill Eastty	Councillor (resigned)
Absent:	

Ref	Agenda item number and Discussion	Action
	<p><i>Code of Conduct – Declarations of Interest</i> <i>Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012</i> <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>	
015	<p>1 APOLOGIES Attendance and apologies were detailed as above.</p> <p><u>Actions</u> - none</p>	
016	<p>2 DECLARATIONS OF INTEREST None</p> <p><u>Actions</u> - none</p>	
017	<p>3 Appointment of Chairman and Vice Chairman The parish council appointed Cllr Julie Eastty as Chair for the next 12 months (May 2024 - May 2025). Proposed by Cllr Clarke and seconded by Cllr Givvons.</p> <p>The Parish Council appointed Cllr Liz Clarke as Vice Chair for the next 12 months (May 2024 - May 2025). Proposed by Chair J Eastty and seconded by Cllr Givvons.</p> <p>The Parish Council would like to thank Cllr Maureen Banner for the previous role of Chair, and for the many years of service provided to the village.</p> <p><u>Actions</u> – none</p>	

018	<p>4 Parish Councillor Updates</p> <p>An election was held on 2nd May, 2024, that resulted in Cllrs Phil and Julie Eastty being elected in Glazebrook (with one vacancy) and Cllrs Dave McLachlan, Liz Clarke, Julie Givvons and Jayne McKay elected for Hollins Green.</p> <p>Cllr Phil Eastty informed the PC of his wish to resign from the post, creating 2 vacancies in Glazebrook. The Parish Council would like to thank Phil Eastty for all his work as Ward and Parish Councillor.</p> <p>Two residents have expressed an interest in the vacant councillor roles and were invited to the meeting for discussions with councillors. Both candidates met the criteria, and under the 35-day rule (following an election, with vacancies) the Parish Council has co-opted and welcomes onboard John Silke and Keith Whittam.</p> <p><u>Actions</u> 1 Clerk to update WBC with documentation, and parish council website</p>	1 NM
019	<p>5 Appt. of Representatives to outside bodies.</p> <p>The Parish Council works closely with several organisations and groups, and councillors were invited to provide a lead, and/or liaison role.</p> <ul style="list-style-type: none"> • Civic Functions – Cllr. J Eastty • Community Hall – Cllr. Clarke/Cllr. McKay • Community Plan Group – Cllr. McLachlan/Cllr. Givvons • Friends of the Cemetery – Cllr. Clarke • Friends of Glazebrook Station – Cllr J Eastty/Cllr Silke • Police Liaison and Police Crime Commissioner Group – Cllr. McLachlan/Cllr. Silke • Public Rights of Way – Cllr Whittam <p><u>Actions</u> – none</p>	
020	<p>6 COMMITTEE REPORTS</p> <p>020a A. Warrington Borough Councillors Rixton with Glazebrook Parish Council has no ward councillors in its cohorts. Ward councillors liaise with WBC on issues as reported and required. Ward Cllrs Rob Tynan, Hilary Cooksey and Lawrence Sheridan to be invited to attend meetings. Cllr H Cooksey: No updates. Cllr L Sheridan: No updates. Cllr R Tynan: No updates.</p> <p><u>Actions</u> - none</p>	
020 b	<p>B. Police – A written update on criminal activity report for Apr/May (with the latest actions and issues during the month) was provided for the meeting from PCSO. This is shown as <i>Annex A</i>. Information on knife crime (OP Sceptre week) was shared.</p> <p><u>Action</u> – none</p>	
020c	<p>C. Community groups</p> <p>Friends of Hollinfare Cemetery: 14th May Attended by L Clake Work continuing as normal, planning the next phase of works to the monuments has commenced.</p> <p>Friends of Glazebrook Railway Station: J Eastty Reminder of D-Day Event on Glazebrook Village Green 8th June.</p> <p><u>Action</u> – none</p>	

021	<p>7 MINUTES & MATTERS ARISING</p> <ul style="list-style-type: none"> The minutes of the Parish Council meeting held on 17th Apr 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 Apr. Cllr J Eastty proposed the minutes to be moved, seconded by Cllr Clarke. No additional matters arising were received for the meeting on 17th Apr. <p>Action – none</p>	
022	<p>8 ACTION PLAN</p> <p>The Action Plan from the meeting of the 17th April 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>	
023	<p>9 CORRESPONDENCE</p> <p>Items of urgent correspondence have been shared with the Parish Council (18th Mar to 15th May) and dealt with as appropriate. Additional items brought to the attention of the Parish councillors for noting/action, are detailed below.</p> <p>Request to change parish council homepage image, to avoid confusion over roles of the Parish Council and the Community Hall</p> <p>The bin opposite the village shop has been removed. Cllr Clarke proposed (seconded by Cllr J Eastty) to have a replacement bin sited at the shop.</p> <p>A request was received from a sports team to use the field for rugby training, this was discussed, and refused due to inadequate facilities, parking, and the intended use of the green space as a leisure for all ages.</p> <p>Carnival committee requested grass and hedge trimmings, clerk to contact WBC for grass, however hedges will be the school's responsibility.</p> <p>Action</p> <p>2 Clerk to update website homepage with new image 3 Clerk to contact WBC on re-siting missing litter bin on Manchester Rd (opp. Village Shop) 4 Clerk to contact sports team requestor about use of the field. 5 Clerk to contact WBC and respond to carnival committee</p>	<p>2 NM</p> <p>3 NM</p> <p>4 NM</p> <p>5 NM</p>
024	<p>10 CHARITABLE DONATIONS / GIFTS AND HOSPITALITY</p> <p>No items of gifts/hospitality were received to the parish council/councillors. No other charitable/donation requests were received by the clerk and parish councillors.</p> <p>Action – none</p>	
025	<p>11 PROJECT UPDATES</p> <p>A. Recreation Ground – Insurers have completed annual inspection, and identified three areas of concern. Wooded log (this has now been replaced) and two damaged pieces of apparatus (caused by a dog). Clerk to contact equipment provider and Insurer.</p> <p>B. Glamis Wood – No additional updates</p> <p>C. Parish Council website – Clerk to maintain 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 - www.facebook.com/RixtonWithGlazebrookParishCouncil The Parish Council website is being regularly updated, website below. https://rixtonwithglazebrook-pc.gov.uk</p> <p>D. Look of the Parish – D-Day Commemorative bench has been delivered and will be sited outside the Community Hall.</p>	6 NM

	<p>Action – 6 Clerk to contact playground apparatus supplier and Insurer.</p>																																																																					
026	<p>12 ACCOUNTS FOR PAYMENT RESOLVED: - That approval be given to the payment of the following:</p> <table border="1"> <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>000013</td> <td>21/04/2024</td> <td>Reimburse Chair</td> <td></td> <td>£15.66</td> <td>Sundry costs for Chair's Celebration event</td> <td></td> </tr> <tr> <td>000014</td> <td>21/04/2024</td> <td>Reimburse Chair</td> <td></td> <td>£10.00</td> <td>Sundry costs for Chair's Celebration event</td> <td></td> </tr> <tr> <td>000015</td> <td>21/04/2024</td> <td>Longbarn Ukelele</td> <td></td> <td>£50.00</td> <td>Donation (St Rocco's) for performance</td> <td></td> </tr> <tr> <td>000016</td> <td>15/05/2024</td> <td>Reimburse employee 1</td> <td></td> <td>£11.99</td> <td>Printing contract charges Apr/May</td> <td></td> </tr> <tr> <td>000017</td> <td>15/05/2024</td> <td>Festival of Food</td> <td></td> <td>£935.00</td> <td>Catering costs for Chair's Celebration event</td> <td></td> </tr> <tr> <td>000018</td> <td>Void</td> <td>Void</td> <td></td> <td>-</td> <td>Void</td> <td></td> </tr> <tr> <td>000019</td> <td>15/05/2024</td> <td>RwG Community Hall</td> <td></td> <td>£84.00</td> <td>Hall Hire 21/04 queried invoice</td> <td></td> </tr> <tr> <td>000020</td> <td>15/05/2024</td> <td>Reimburse Cllr</td> <td></td> <td>£30.00</td> <td>Flowers for Chair</td> <td></td> </tr> </tbody> </table> <p>Q4: Llist of transactions 01/04/23 to 20/03/24 presented to the Parish Council and demonstrated to match opening/closing bank statements, providing financial assurance of the cashbook April 2024 and shown as <i>Annex C</i>. Q1 to be presented June/July</p> <p>Clerk to add new signatory to bank mandate (J Eastty)</p> <p>Action none 7 Clerk/Cllr Eastty to liaise and update bank mandate with new signatory</p>						Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137	000013	21/04/2024	Reimburse Chair		£15.66	Sundry costs for Chair's Celebration event		000014	21/04/2024	Reimburse Chair		£10.00	Sundry costs for Chair's Celebration event		000015	21/04/2024	Longbarn Ukelele		£50.00	Donation (St Rocco's) for performance		000016	15/05/2024	Reimburse employee 1		£11.99	Printing contract charges Apr/May		000017	15/05/2024	Festival of Food		£935.00	Catering costs for Chair's Celebration event		000018	Void	Void		-	Void		000019	15/05/2024	RwG Community Hall		£84.00	Hall Hire 21/04 queried invoice		000020	15/05/2024	Reimburse Cllr		£30.00	Flowers for Chair		7 NM
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027	<p>13 AUDIT / BUDGET / FINANCIAL STATEMENTS</p> <p>Internal audit</p> <ul style="list-style-type: none"> Next internal audit due end of May 2024, update in June meeting AGAR documents (and supporting statements) reviewed May 2024 (Section 2 Accounting statements and Section 1 Annual Governance statement). Agreed and signed by Chair. Clerk to publish on website. Next review, May 2025. <p>External audit</p> <ul style="list-style-type: none"> Notification received that the next external audit (PKF Littlejohn) to be completed 31st July 2024 <p>Budget Allocation and expenditure updates</p> <ul style="list-style-type: none"> Q4 2023/24 Draft Budget monitoring shared and discussed. Final version shared for review Q4 (April 2024) and shown as <i>Annex D</i> Earmarked Reserves Year End review May 2024 – See Annex C. Interim Review for due Jan 2025. Clerk to add Community Projects to June Agenda Precept for 2024/25 paid May 2024 – into wrong account (WBC mistake), cheque to transfer into correct a/c to be raised June. 2025/26 payment due April/May 2025 						8 NM 9 NM 10 NM																																																															

	<ul style="list-style-type: none"> • Draft Annual 2024/25 budget shared and discussed with councillors Nov23 and agreed, subject to final precept confirmation from WBC and month end transactions. • Final Budget for 2024/25 confirmed January 2024 meeting attached as Annex F. Clerk updated council on recent conversations with WBC finance team, PC able to request increase in precept for cost of living/inflation, to be reviewed next budget. • Next annual budget review (2025/26) due Nov 2024, then Jan 2025. • Insurance Policy for 2023/24 agreed, commencing 01/08/2023, new policy quote expected Jul 2024 <p>Asset Register</p> <ul style="list-style-type: none"> • Full year Review agreed March 2024 – See Annex C. Next interim review July 2024: Next Full Year Review March 2024 <p>Risk Assessment Register</p> <ul style="list-style-type: none"> • Year-end reviewed and agreed March 2024 - See Annex D. Next Review March 2025. <p>Income</p> <ul style="list-style-type: none"> • VAT Claim submitted for £1480.85 (April 2023-Feb 2024) and paid into new a/c. • Next VAT Claim, March 2025 <p><u>Action –</u> 8 AGAR statements and documents to be uploaded on to website 9 Clerk to add Community Projects for June Agenda 10 Clerk to write cheque from old account to new, and confirm with WBC.</p>	
028	<p>14 Policy Updates / Public Rights of Way (PROW)</p> <ul style="list-style-type: none"> • Standing orders reviewed and accepted for 2024/25, next review Apr 2025 • Co-Opt policy document reviewed and accepted April 2024, next review Apr 2025 • Code of Conduct policy reviewed and accepted April 2024, next review Apr 2025 • Financial Regulations policy reviewed and accepted April 2024, next review Apr 2025. New information released from NALC, clerk to review and update policy for June 2024 • Terms of Reference reviewed and accepted April 2024, Next Review Apr 2025 • Charity status Return to HMRC November/Dec 2023 (by 31/01/24) <p>No other Public Rights of Way updates as at <i>Apr 2023</i></p> <p><u>Action –</u> 11 Clerk to review new Financial Regulations Policy, update and share with councillors to be adopted at June meeting.</p>	11 NM
029	<p>15 PLANNING APPLICATIONS</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>April 1st to May 15th 2024</i>)</p> <p>Application No: 2024/00497/FULH, the details of which are below: Application Type: Full Planning - Householder (Householder Development) Location: 57 Claydon Gardens, Rixton-with-Glazebrook, Warrington, WA3 6FA Proposal: Convert existing front roof dormer to small balcony The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</p> <p>Application No: 2022/42710, the details of which are below: Application Type: Full Planning</p>	

	<p>Location: Clevelands Farm Moss Side Lane, Rixton-with-Glazebrook, Warrington, WA3 6HQ Proposal: Change of use of buildings to create 9no. workshop/storage units, including the recladding of the buildings and associated development The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</p> <p>Application No: 2024/00423/FULH, the details of which are below: Application Type: Full Planning - Householder (Householder Development) Location: 11a School Lane, Rixton-with-Glazebrook, Warrington, WA3 6LJ Proposal: Side and rear double storey extension, single storey front extension and rear Dormer The Parish Council strongly objects to this application, due its size/scale, parking concerns, and neighbourhood consideration.</p>	12 NM
	<p>WBC updated Local Plan consultation review (Education Requirement only) councillors discussed for information, no action required.</p>	
	<p>Cllr Easty requested clerk to contact WBC with regards to Section 106 planning monies that have been received by neighbouring parishes, but not Rixton with Glazebrook.</p>	13 NM
	<p>A resident contacted the Parish Council with concern over noise/opening hours from BAS on School Lane. Clerk to pursue with WBC enforcement.</p>	14 NM
	<p>A resident has concerns over Airsoft Games at Owls Hoot, hours in use. WBC have confirmed this is allowed under permitted development, however, cannot exceed 28 days per year.</p>	15 NM
	<p>A Resident has concerns over planning application (2024/00423/FULH) 11a School Lane, Clerk to contact Planning on their behalf.</p>	16 NM
	<p><u>Action –</u> 12 Clerk to make any necessary comments to planning team as detailed above 13 Clerk to contact planning over concerns over Section 106 payments 14 Clerk to contact planning enforcement/Env Services over noise/opening hours of local business 15 Clerk to inform residents of planning enforcement update at Owls Hoot 16 Clerk to contact WBC on behalf of resident for planning application at 11a School Lane</p>	
030	<p>16 SPECIAL AGENDA ITEMS</p> <p>No other additional agenda items added</p> <p><u>Action</u></p>	
031	<p>17 GENERAL MATTERS</p> <p>General matters discussed, not picked up earlier, are noted below</p> <p>Cllr Clarke reported overgrown shrubs on Recreation Ground, clerk to contact Holly Oak.</p> <p>Cllr McKay queried ownership of small parcel of land next to entry on Birch Road. Clerk confirmed WBC response on 20th Dec 2023. <i>“Please see information passed from Landscapes, it appears that the footway is owned by the Parish Council. I’ve checked our adoption plans and it’s not shown as highway land.”</i> Map from WBC shown as Annex D</p> <p>Cllr McKay raised a concern on litter bin placement. Parish Council discussed that WBC are unwilling to empty new bins (even if cost is funded). However, there is an existing bin on Glazebrook Lane (under used) that could be re-sited. Clerk to contact WBC.</p> <p>The next Annual Parish Meeting will be held at 7:00pm, 16th April 2025 (tbc) Members of the community are invited to attend.</p> <p>The next parish council meeting will be held at 7.00pm, 19th June 2024</p>	17 NM 18 NM 19 NM

<p>Parish Councillors can be contacted by email and local surgeries are planned throughout the year.</p> <p>Councillors and residents are encouraged to use the WBC contact service for issues such as pot holes, fly tipping, street lights etc. https://www.warrington.gov.uk/report-and-apply</p> <p><u>Action</u> – none 17 Clerk to contact Holly Oak to request shrub maintenance on Recreation Ground 18 Clerk to provide WBC response on ownership of land on Recreation Ground 19 clerk to contact WBC to re-site bin from Glazebrook lane, to School Lane</p>	
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ANNEX A

Rixton with Glazebrook

May 2024 - Monthly Parish Report

Neighbourhood Beat Sergeant PS Ryan Cunliffe

Neighbourhood Beat Officer PC David Reddington

PCSO Bethan Roberts

Anti-Social Behaviour

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

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

Burglary

0 Dwelling

2 Other

.....
Criminal Damage

0

.....
Vehicle crime

0 Theft of vehicle

0 Theft from vehicle

Other

- Speed monitoring School Lane – 14/04/24 30mph section – range 18 to 30mph
- Speed enforcement Glazebrook Lane – 24/04/24 – range observed 12 to 36mph
- Speed enforcement Glazebrook Lane - 11/05/24 – range 24 to 36mph
- Rixton with Glazebrook Coffee morning attended 15/04/24
- Rixton with Glazebrook Parish Council meeting attended
- [Cheshire’s Roads and Crime Unit make 1,650 arrests in 2023 | Cheshire Constabulary](#)
- [Five men charged in connection to Warrington burglary series | Cheshire Constabulary](#)
- [Police continue to warn Warrington residents to be vigilant against courier fraud | Cheshire Constabulary](#)
- For further information and how to download the Hollie Guard App [Cheshire Constabulary and The Hollie Gazzard Trust working together to keep people safe across Cheshire | Cheshire Constabulary](#)
- 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 online via the Report portal on the 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

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/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>

[WBC Online reporting portal to log various issues including fly tipping](#)

[Report and Apply | warrington.gov.uk](#)

Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub
Face to face drop-in surgeries – 16 May 09:00 – 10:00, 6 Jun 13:00 – 14:00

Dates/times subject to change at short notice due to operational commitments

Mobile surgeries advertised on Rixton and Woolston Police Facebook page

ANNEX B

THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING
Update on actions from 17.04.24

Minute No	Action	Lead member	Progress/Feedback
337	OUTSTANDING ACTIONS 2023/24 7 Clerk to contact other suppliers for apparatus and place order accordingly, in agreement with the parish councillors	NM	Replacement apparatus ordered. Agreed quote from Sovereign 20/01/23. Due to complete 16-04-24, Clerk chased up work 18/04/24.
365	4 Cllr Givvons to provide evidence of flooding issue on recreation ground path and clerk to report to WBC.	JG/NM	Reported 09/12 WBC-HWY-568195258. WBC-HWY-568195258. The footway is owned by the Parish Council. WBC checked adoption plans and it's not shown as highway land. Clerk pursued repair options. Further discussion required. Add to June Agenda
371	1 Clerk to report floor lights at cenotaph to inspect/review current illumination timings.	NM	Clerk reported to WBC Nov/Dec WBC-GEQ-568191500. Awaiting WBC response on investigation and repair estimates. Clerk reported again 18/04/24 WBC-GEQ-607073667. WBC completed
379	10 All -report and evidence blocked gullies to Clerk. Clerk to report to WBC 11 Clerk to report fly-tipping on A57	ALL NM	Blocked gullies to be reported to clerk and passed to WBC 21/02/24 WBC-HWY-589705883 27/02 We have inspected the above case and will now raise an order to complete the necessary work. We will contact you again shortly to confirm when this work will take place. Clerk reported to WBC 20/01/24. WBC-FYT-579120341. Closed by WBC 24/01/24. Clerk to open again 21/02/24 WBC-FYT-589704043. WBC closed again. Relates to 519 Manchester Rd.
395	8 Cllr P Eastty to provide ref number for yellow lines/black swan, clerk to contact WBC 10 Clerk to report trees/light blocking on School playground.	PE/NM NM	Cllr P Eastty updated Parish Council. Petition completed and sent to WBC. Clerk reported to WBC 24/02/24 WBC-TEQ-589744346
402	3 Clerk to contact Community Hall and subject to approval, the supplier for D-Day memorials	NM	Clerk contacted A Eaves 21/03/24. Approval given and bench ordered 3 rd April (8 weeks lead time). Clerk updated supplier with final details 19/04/24. Delivered 13 th May, to be installed 20 th May

407	5 Clerk to contact tree service provider regarding future tree maintenance and accept quotes for work.	NM	Clerk contacted Holly Oak Services 21/03/24 – work progressing (TPO submitted to WBC) and to be completed 12/06/24
408	8 Clerk to report overgrown hedges on property at Birch Rd/Manchester Rd.	NM	Clerk reported to WBC 21/03/24 WBC-STSV-598411824. WBC aim for an inspection to take place within 10 working days 22/03. Your new case reference is WBC-HWY-598639535 as at 04/04.
	ACTIONS to be completed from 17/04/24 meeting (minute reference numbers reset)		
003b	1 Clerk to add documents provided from the Police on to Parish Council website	NM	Clerk updated on 18/04/24
006	2 Clerk to contact WBC to inform of damage/mess left on Manchester Rd, after recent Road Works on A57. 3 Clerk to contact resident, to update concerns on H&S issues at The Weint.	NM NM	Clerk reported to WBC 18/04/24. WBC replied 18/04 and they will liaise with contractor. Cones removed Clerk contacted resident on 19/04/24
008	4 Clerk to liaise with WBC for quote and agreement to clean playground flooring and apparatus.	NM	Clerk contacted WBC and agreed on price, work to commence between 1 st and 17 th May. Completed 15 th May
012	5 Clerk to make any necessary comments to planning team as detailed above	NM	Clerk updated WBC planning portal as required
013	6 Clerk/Cllr Clarke to post Election notices on website, notice boards etc.	NM/LC	Clerk updated on 18/04, Cllr Clarke to add on notice boards
014	7 Clerk to contact WBC to seek confirmation of grass cutting commencement	NM	Clerk contacted WBC on 18/04/24, WBC responded 19/04 and waiting for a spell of dry weather, to avoid damage to machinery and grass/fields.

Annex C

Earmarked Reserves - Review Q1 May 2024		<i>Next review due January 2025 (interim)</i>					
<i>Bank Statements as at 28/04/24</i>							
Active Saver	£ 53,486.34						
Treasures A/C (Lloyds)	£ 18,154.32						
Community A/C (Barclays)	£ 27,261.13						
		£ 98,901.79				£ 40,438.07	
OS CHQ 2019/20	£ 1,035.00						
OS Chq 2023/24	£ 2,377.13						
OS Chq 2024/25	£ 618.26						
Chqs to be signed 2024/25	£ 946.99						
		£ 4,977.38					
Estimated Balance Y/E			£ 93,924.41				
Earmarked Reserves		2020/21	2021/22	2022/23	2023/24	2024/25*	
Road Calming		£ 30,000.00	£ 30,000.00	£ -	£ -	£ -	
Community Projects		£ 10,000.00	£ 10,000.00	£ 30,274.79	£ 30,787.06	£ 30,986.34	
Bus Shelters		£ 7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00	
Street Furniture		£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	Active Saver
Tree Maintenance		£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 53,486.34
Community Centre Refurb		£ 15,000.00	£ -	£ -	£ -	£ -	Community
General Reserve (DAY TO DAY)		£ 17,641.00	£ 16,183.13	£ 29,907.08	£ 34,738.28	£ 40,438.07	£ 40,438.07
		£ 95,141.00	£ 78,683.13	£ 82,681.87	£ 88,025.34	£ 93,924.41	
Change year on year			-£ 16,457.87	£ 3,998.74	£ 5,343.47	£ 5,899.07	
						* tbc	

Annex D

Email from WBC Angus Lord/Duncan Brindle 20th December 2023

AL: Your description suggests to me it's on the link foot path from Birch Road to Manchester Road which as I understand is owned by the Parish Council and they would be liable for maintenance and management issues

DB: Please see information passed form Landscapes, it appears that the footway is owned by the Parish Council. I've checked our adoption plans and it's not shown as highway land.

