

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

**WEDNESDAY 19th JUNE 2024, 7.00PM
MEETING HELD AT COMMUNITY HALL, MANCHESTER
ROAD, HOLLINS GREEN.**

Present

Name	Position
Council Members:	
Julie Eastty	Chair
Liz Clarke	Vice Chair
Julie Givvons	Councillor
David McLachlan	Councillor
Johne Silke	Councillor
Others:	
Nick McCarthy	Clerk to the council
Apologies:	
Jayne McKay	Councillor
Keith Whittam	Councillor
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>	
032	<p>1 APOLOGIES Attendance and apologies were detailed as above.</p> <p><i>Actions - none</i></p>	
033	<p>2 DECLARATIONS OF INTEREST None</p> <p><i>Actions - none</i></p>	
034	<p>3 COMMITTEE REPORTS</p>	
034a	<p>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 invited to attend meetings. Cllr H Cooksey: No updates. Cllr L Sheridan: No updates. Cllr R Tynan: No updates.</p>	1 NM

	<p>Actions – 1 Clerk to escalate outstanding council queries to Councillors</p>	
034 b	<p>B. Police – A written update on criminal activity report for May/June (with the latest actions and issues during the month) was provided for the meeting from PCSO. This is shown as <i>Annex A</i>.</p> <p>Action – none</p>	
034c	<p>C. Community groups</p> <p>Friends of Glazebrook Railway Station: J Easty / J Silke Successful D-Day Event on Glazebrook Village Green 8th June raising £176. New fence erected and grounds work continue.</p> <p>Action – none</p>	
035	<p>4 MINUTES & MATTERS ARISING</p> <ul style="list-style-type: none"> The minutes of the Parish Council meeting held on 15th May 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 June. Cllr J Easty proposed the minutes to be moved, seconded by Cllr Clarke. No additional matters arising were received for the meeting on 15th May. <p>Action – none</p>	
036	<p>5 ACTION PLAN</p> <p>The Action Plan from the meeting of the 15th May has been updated and attached as <i>Annex B</i>. 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>	
037	<p>6 CORRESPONDENCE</p> <p>Items of urgent correspondence have been shared with the Parish Council (16th May to 19th June) and dealt with as appropriate. Additional items brought to the attention of the Parish councillors for noting/action, are detailed below.</p> <p>Cllr Whittam reported overgrown hedges on A57 at Warburton Bridge Road, traffic lights</p> <p>Grass cutting schedules update by councillors, Glazebrook cut 30/05 and Recreation Ground has been cut twice since 5th June. Clerk contacted WBC on 4th June</p> <p>WBC do not appear to have planted wild flower seeds at Glazebrook, and possibly Hollins Green. WBC have been contacted 4th June.</p> <p>Resident contacted Parish Council with concern over missed deliveries due to street sign placement on housing estate. Clerk contacted council 6th June. WBC responded as it is sufficiently signed. However, a damaged street sign for Warburton View will be replaced.</p> <p>Cllr Clarke reported overgrown weeds coming from the farm on the lefthand side of A57 going into Warrington, past the Hall. Clerk reported to WBC and work completed.</p> <p>Cllr Givvons reported damaged wooden guard rail at Sycamore Crescent. Clerk contacted WBC and referred to Torus.</p> <p>Request made to Parish Council to make a representation to the Post Office to restore the Friday service 10am-2pm. Clerk to contact PO.</p>	<p>2 NM</p> <p>3 NM/ ALL</p> <p>4 NM</p> <p>5 NM</p> <p>6 NM</p> <p>7 NM</p>

	<p>A request was made if bus timetables can be printed and posted on notice boards and left at Community Hall, for residents unable to access electronic timetables. Clerk to print and locate</p> <p><u>Action</u> 2 Clerk to contact WBC to report overgrown hedges on A57/ Warburton Bridge Rd Traffic Lights 3 Clerk to contact WBC on wild flower seeding and to ensure not charged if service not provided. 4 Clerk to contact WBC with request for more signage/street name signs, at Orchard Brow 5 Clerk to contact WBC to report overgrown weeds on verge. A57. 6 Clerk to contact WBC/Torus to report broken guard rail at Sycamore Cres. 7 Clerk to contact PO to request re-opening of popup PO at the church 8 Clerk to locate and print bus timetables (100, 3, Rural Rider)</p>	8 NM
038	<p>7 CHARITABLE DONATIONS / GIFTS AND HOSPITALITY 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>A request was made to fund the printing costs of the Parish Newsletter for £120. This was agreed by all.</p> <p><u>Action</u> – none</p>	
039	<p>8 PROJECT UPDATES</p> <p>A. Recreation Ground – Parish Council agreed to pay the costs to have the weeds/shrubs cut back on the recreation ground to Holly Oak (£1600). Quote received for two damaged pieces of apparatus (caused by a dog) plus flooring issue, approx. £4.5k. Cllr Silke to attend site and make safe if possible. Clerk to contact playground flooring contractor to quote for repairs. Holes reported on the recreation ground – Cllr Silke to inspect and fill with soil Holes reported on village green (WBC land) - Cllr Clarke/Clerk to liaise and contact WBC Cllr Clarke has worked on fixing netting on goal posts with new cable ties.</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. Clerk requested additional storage for One Drive (to preserve iCloud storage past, present and future) which was agreed by all. 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 installed outside the Community Hall. Cllr Clarke reported work to commence on filling the planters with flowers.</p> <p><u>Action</u> – 9 Clerk to contact service provider and arrange work on recreation ground 10 Cllr Silke to inspect and repair/make safe playground equipment that has been chewed. 11 Clerk to contact playground floor repair company 12 Cllr Silke to fill holes on recreation ground with soil. 13 Cllr Clarke/Clerk to liaise and report back to WBC concern on hole on recreation ground. 14 Clerk to arrange iCloud storage payment (one year/6tb) with Microsoft OneDrive</p>	9 NM 10 JS 11 NM 12 JS 13 NM/ LC 14 NM
040	<p>9 ACCOUNTS FOR PAYMENT RESOLVED: - That approval be given to the payment of the following:</p>	

Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137
000021	19/06/2024	Reimburse employee 1		£ 4.75	Paper	
000022	19/06/2024	Reimburse employee 1		£ 11.99	Printing contract charges May/Jun	
000023	19/06/2024	Reimburse Employee1 (Three network)		£ 85.16	Apr - Jun payment for Mobile Telephone / Data	
000024	19/06/2024	Reimburse Employee1 (SKY Broadband)		£ 75.75	Apr - Jun payment for Broadband/Internet	
000025	19/06/2024	Employee 1 Salary		£ 1,354.75	Apr - Jun Salary	
BANK TF (tbc)	19/06/2024	HMRC		£ 338.69	Apr - Jun Salary HMRC	
100964	19/06/2024	Rixton with Glazebrook Parish Council		£ 24,884.00	Transfer to Lloyds Bank	
100964	19/06/2024	Rixton with Glazebrook Parish Council		-£ 24,884.00	Transferred from Barclays Received	
000026	19/06/2024	Payment to Chair		£ 400.00	Chair's allowance	
000027	19/06/2024	RwG Community Plan Group		£ 120.00	Newsletter donation	
000028	19/06/2024	David Ogilve		£ 2,283.60	New Bench	
000029	19/06/2024	Tree Works		£ 2,856.00	Tree work on Glazebrook Village Green	
000030	19/06/2024	Warrington BC		£ 474.00	Internal Audit for 2023/24	
000031	19/06/2024	Irlam Handy Man		£ 45.00	Fixing gate	
000032	19/06/2024	Warrington BC		£ 937.63	Jetwash playground	
000033	19/06/2024	Reimburse Cllr		£ 18.75	Plants	
000034	19/06/2024	Reimburse employee 1		£ 79.99	Microsoft Annual One Drive Storage	

Q4: List 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 Annex C. Q1 to be presented July

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 SCP25 (£17.64 p/h), the next review will take place June 2025. Continuing objectives include

	<ul style="list-style-type: none"> • Maintain new website/social media • Liaise with community groups within the parish, and external bodies as required • Continue to ensure the parish council maintains its transparency and governance in accordance with local and national policies <p>Action none</p>	
041	<p>10 AUDIT / BUDGET / FINANCIAL STATEMENTS</p> <p>Internal audit</p> <ul style="list-style-type: none"> • Clerk liaising with internal audit 22nd May 2024. Audit AGAR statement now published on website and Audit Report (for 2023/24) shared with councillors. <p>Actions from Audit</p> <p>Ensure Precept is recorded accurately and consistently across all Parish Council documents.</p> <p>Noted. Figures were different due to provisional identified amount and actual bank payment. Difference was £2. NM to ensure future notifications and actual precept match.</p> <p>Ensure all cancelled/spoilt cheques retained on file have been crossed through/marked as cancelled</p> <p>One cheque was returned/filed, NM now wrote cancel on cheque, and will ensure any future cheques returned are cancelled by writing over front.</p> <p>Procedures to verify that the details of all cheque payments made are accurately recorded in the Parish Council meeting minutes.</p> <p>Early draft of transaction had wrong payee name. This has been updated. Payment was correct.</p> <p>Provide clarity in the Parish Council meeting minutes to accurately reflect that there is no debit card facility on the new bank account.</p> <p>Minutes updated from Nov 2023 to remove the wording of debit card, which the PC does not have a debit card.</p> <p>Procedures in place will ensure relevant sections of the AGAR are appropriately signed, as per the stated guidelines, prior to publication.</p> <p>Clerk to ensure AGAR RFO signature before meeting</p> <p>AGAR – Section 3 (audit Report) signed and published on website (Jun 2024)</p> <ul style="list-style-type: none"> • Next internal audit due end of May 2025, update in June 25 meeting • AGAR submissions to be completed by 30/06/2024 and sent to external audit <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"> • Q1 2024/25 Monitoring to be shared and discussed (July) • Q1 2024/25 Bank reconciliation to be shared and discussed (July) • Earmarked Reserves Year End review May 2024 – See Annex C. Interim Review for due Jan 2025. • Precept for 2024/25 paid May 2024. 2025/26 payment due April/May 2025 • 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. 	<p>15 NM</p> <p>16 NM</p> <p>17 NM</p>

	<ul style="list-style-type: none"> • 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> 15 Clerk to publish AGAR Audit Statement 2023/24 by Jun 2024 16 Clerk to ensure actions completed from Audit statement by June 2024 17 Clerk to send AGAR statements to external auditor by end of July 2024.</p>	
042	<p>11 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 reviewed and all agreed to adopt new version. Next Review Apr 2025. • 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>Cllr reported main pathway very overgrown. Clerk to contact KW to pursue with WBC.</p> <p>No other Public Rights of Way updates as at <i>Jun 2024</i></p> <p><u>Action –</u> 18 Clerk to contact Cllr Whittam with report of overgrown weeds on main pathway</p>	18 NM/ KW
043	<p>12 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>May 16th to Jun 20th 2024</i>)</p> <p>Application No: 2024/00740/HPA, the details of which are below: Application Type: Householder Prior Approval (Householder Development) Location: 34 Claydon Gardens, Rixton-with-Glazebrook, Warrington, WA3 6FA Proposal: Single storey rear extension to extend beyond the rear wall by 4m, height of 3.30m and height of the eaves to be 3m This application is for information only</p> <p>Application No: 2024/00327/FULM, the details of which are below: Application Type: Full Planning (Major) Location: Warrington Compressor Station Moat Lane, Rixton-with-Glazebrook, Warrington, WA3 6EY Proposal: Change of use from a gas compressor station to above ground installations, training facilities, offices, depot, stores and works The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</p>	19 NM

	<p>Application No: 2024/00561/ADV, the details of which are below: Application Type: Advertisement Consent Location: Mount Pleasant Glazebrook Lane, Rixton-with-Glazebrook, Warrington, Proposal: Display of 2 no. V shaped advertising boards The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</p> <p>Application No: 2024/00217/FUL, the details of which are below: Application Type: Full Planning Location: The Oaks Holly Bush Lane, Rixton-with-Glazebrook, Warrington, WA3 6DY Proposal: Change of use from dwellinghouse (C3 use) to a children's care home (C2 use) The Parish Council maintains its objects to this application, due concerns on safeguarding that have not been addressed. Clerk to contact WBC to enquire if this is a delegated authority application</p> <p>WBC informed Parish Council of an appeal on 106 Glazebrook Lane, no objections were made at the time</p> <p>Resident contacted WBC to enquire if parish council raised an objection to School Lane application. It did. Clerk to contact WBC to ask them to include in the planning documents.</p> <p><u>Action –</u> 19 Clerk to make any necessary comments to planning team as detailed above 20 Clerk to contact planning over Delegated Authority status on Oaks, Holly Bush Farm 21 Clerk to contact WBC as parish council planning objection is not shown on available documents</p>	<p>20 NM</p> <p>21 NM</p>
<p>044</p>	<p>13 SPECIAL AGENDA ITEMS</p> <p><u>Pathway on Recreation Ground</u> Councillors agreed the best solution to improve the pathway was to tarmac the additional areas that boggy. Clerk to seek quotes and report back, Cllr Givvons to assist with provisional measurements.</p> <p><u>Community Projects</u> Councillors discussed larger projects for the community. Cllr Eastty to report back on health/wellbeing options. All endorsed the revival of the community post office</p> <p>No other additional agenda items added</p> <p><u>Action –</u> 22 Clerk to seek quotes for small tarmacking project, Cllr Givvons to assist with sizing 23 Cllr Eastty to report back to parish council on health/wellbeing community options that could be facilitated by the Parish Council</p>	<p>22 NM/ JG</p> <p>23 JE</p>
<p>045</p>	<p>14 GENERAL MATTERS General matters discussed, not picked up earlier, are noted below</p> <p>Cllr Givvons reported ASB and overgrown shrubs/weeds on WBC land near the school at the rear of the village green. Cllr Givvons suggested the purchase of a gift to thank a resident who has provided building services to the community, free of charge. This was agreed by all, clerk to purchase a suitable gift to the value £20-£30.</p> <p>Cllr McLachlan reported overgrown tall weeds on the A57 (Glazebrook Lane to the bridge at the River Glaze, east bound), Clerk to report to WBC.</p> <p>Cllr Clarke requested a gift of thanks to be sent to former Councillor and Chair, Maureen Banner. This was agreed by all, clerk to purchase a suitable gift to the value £50.</p>	<p>24 NM</p> <p>25 NM</p> <p>26 NM</p> <p>27 NM</p>

Cllr J Easty requested the purchase of small but established tree to replace the felled trees on Glazebrook Village Green. Clerk to make enquiries

The next Annual Parish Meeting will be held at 7:00pm, 16th April 2025 (tbc)
Members of the community are invited to attend.

The next parish council meeting will be held at 7.00pm, 17th July 2024

Parish Councillors can be contacted by email and local surgeries are planned throughout the year.

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>

Action – none

24 Clerk to contact WBC to report overgrown shrubs/weeds on WBC field, near the school

25 Clerk to purchase gift to thank volunteer for recent work in fixing goalposts and bench

26 Clerk to contact WBC to report tall weeds encroaching on pathway

27 Clerk to purchase gift to thank former Councillor and Chair Maureen Banner

28 Clerk to enquire on costs of replacement trees

ANNEX A

**Rixton with Glazebrook
June 2024 - Monthly Parish Report**

**Neighbourhood Beat Sergeant PS Ryan Cunliffe
Neighbourhood Beat Officer PC David Reddington
PCSO Bethan Roberts**

Anti-Social Behaviour

1 Personal (0), environmental (1), youth issues (0)

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

Burglary

1 Dwelling

1 Other Business premises

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Criminal Damage

3

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Vehicle crime

0 Theft of vehicle

0 Theft from vehicle

Other

- Speed enforcement Glazebrook Lane – 11/05/24 – range 24 to 36mph
- Speed enforcement Glazebrook Lane – 15/06/24 – range 22 to 36mph
- Speed monitoring School Lane 25/05/24 – range 15 to 34mph (7 - 8 vehicles seen)
- Op Sceptre – knife crime week of action 13–19 May 2024
- [Police appeal for information following burglary in Warrington | Cheshire Constabulary](#)
- [Football fans encouraged to celebrate responsibly during Euros 2024 | 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)
<https://www.warrington.gov.uk/dog-fouling>

[WBC Online reporting portal to log various issues including flytipping](https://www.warrington.gov.uk)

[Report and Apply | warrington.gov.uk](https://www.warrington.gov.uk)

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Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub
Face to face drop-in surgeries – 27 Jun 13:00 – 14:00, 11 Jul 18:00 – 19:00, 14 Aug 18:00 – 19:00

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 15.05.24

Minute No	Action	Lead member	Progress/Feedback
365	OUTSTANDING ACTIONS 2023/24 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
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. Clerk contacted R Tynan 16/05/24. Cllr Starling to contact resident. Clerk to c
395	10 Clerk to report trees/light blocking on School playground.	NM	Clerk reported to WBC 24/02/24 WBC-TEQ-589744346
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 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 15/05/24 meeting		
018	1 Clerk to update WBC with documentation, and parish council website	NM	Clerk to send documents to WBC Clerk updated PC website on 16/05/24
023	2 Clerk to update website homepage with new image	NM NM	Clerk updated website 15/05/2024

	<p>3 Clerk to contact WBC on re-siting missing litter bin on Manchester Rd (opp. Village Shop)</p> <p>4 Clerk to contact sports team requestor about use of the field.</p> <p>5 Clerk to contact WBC and respond to carnival committee</p>	<p>NM</p> <p>NM</p>	<p>Clerk reported bin request to WBC 16/05/24 WBC-STSV-615006499. 13/06 The work has been added to our schedule. we have no bins in stock at the moment once we have the bins in this will be fitted and put in place. 10/06/24 This will be resolved when we receive replacement litter bins.</p> <p>Clerk contacted requestor with decision 16/05/24</p> <p>Clerk contacted WBC officer with request for grass cutting before carnival and updated Carnival Committee.</p>
025	6 Clerk to contact playground apparatus supplier and Insurer.	NM	<p>Clerk contacted supplier, to be inspected w/c 27th May. Quote received to be discussed June meeting</p> <p>Clerk contacted Zurich Insurer to damaged play equipment caused by dog. Not covered</p>
026	7 Clerk/Cllr Easty to liaise and update bank mandate with new signatory	NM	Clerk/JE to update details on bank account (in progress)
027	<p>8 AGAR statements and documents to be uploaded on to website</p> <p>9 Clerk to add Community Projects for June Agenda</p> <p>10 Clerk to write cheque from old account to new, and confirm with WBC.</p>	<p>NM</p> <p>NM</p> <p>NM</p>	<p>Clerk uploaded AGAR documents to website 16/05</p> <p>Clerk to add Community Projects to June Agenda</p> <p>Clerk to write cheque to move Precept payment to correct a/c</p>
028	11 Clerk to review new Financial Regulations Policy, update and share with councillors to be adopted at June meeting.	NM	Clerk to review, update and share new financial regulations for June meeting
029	<p>12 Clerk to make any necessary comments to planning team as detailed above</p> <p>13 Clerk to contact planning over concerns over Section 106 payments</p> <p>14 Clerk to contact planning enforcement/Env Services over noise/opening hours of local business</p> <p>15 Clerk to inform residents of planning enforcement update at Owls Hoot</p> <p>16 Clerk to contact WBC on behalf of resident for planning application at 11a School Lane</p>	<p>NM</p> <p>NM</p> <p>NM</p> <p>NM</p> <p>NM</p>	<p>Clerk updated WBC planning portal as required</p> <p>Clerk contacted WBC 16/05 WBC-GEQ-615061140. Forwarded to planning, 21/05. WBC replied £105k Rixton for clay pits, and a local LEAP (local equipment area for play)</p> <p>Clerk contacted WBC 16/05 WBC-ENPP-615066069 (noise) and emailed enforcement team 16/05. Informed resident 16/05</p> <p>Clerk contacted resident with WBC response 15/05</p> <p>Clerk sent objection to WBC 16/05</p>