



Walton Parish Council

Website - www.waltonparish.gov.uk

E - Clerk@waltonparish.gov.uk

Minutes of the Parish Council Meeting held at St John's Church Community Hall, Old Chester Road, Higher Walton, on Thursday 12 June, 2025.

Present Councillor S Harris – Chair

Councillors: V Lacey, H Allison, A Williams, R Hardie (arrived at 19:07), D Hazeldine, R Bennett.

Attending Clerk- Madison Brotherton-Baker.

The Chair opened the meeting at 19:00 and welcomed everyone.

24 Apologies for absence

The Chair advised apologies were received from Cllr.Hewitt, Cllr.Saberi, Cllr.Greene, Cllr.Cooke and Borough Cllr.Matt Scott.

25 Declarations of Interest

No declarations of interest were made at this point in the meeting.

26 Matters to be considered with the exclusion of the press and public

[using Public Bodies (Admission to Meetings) Act 1960 s. 2]

To consider if any items on the agenda should be considered in closed session because of the nature of the information to be disclosed, whether pertaining to an individual, a contract or legal advice.

27 Public Participation

In accordance with Standing Orders, members of the public and any visitors in attendance may address the meeting.

27.1 PCSO Report – No member of the PCSO team was in attendance. A report had been received and shared to the group prior to the meeting. No comments were received.

27.2 Members of the Public – No members of the public were present.

27.3 Borough Councillors – No report received. Cllr.Harris gave the group an update that a Best Value Inspection will be happening at WBC, following the CQC Report and that she will feedback to the group once findings have been received.

Cllr.Harris noted that she had sent an email to WBC about the capacity of United Utilities current sewage pump's and the ability to manage increased demand due to the large quantity of new houses in the surrounding areas. Cllr.Harris will feedback to the group once a response has been received.

Cllr.Hardie arrived at the meeting.

28 Approval of Minutes

The Minutes of the meeting held on Thursday 1 May, 25 were **Resolved** to be a true record and signed by the chair.

29 Nolan Principles/ Code of Conduct/Civility and Respect

The Chair reminded Councillors of their pledges.

30 Code of Conduct Policy

Clerk to review the latest copy of the policy dated Dec, 2024.

31 Emails

31.1 Cllr.Hazeldine confirmed that the WPC .Org email domain was no longer active. The migration to the .Gov Email domain has now been completed.

31.2 The group discussed the benefits of using the WPC official .gov emails for Parish Matters, and how the Council is aiming for best practice. Cllr.Hazeldine noted that the 2022 email policy needed updating to reflect the migration to .Gov email. Cllr.Hazeldine to review the document and share to Councillors prior to the next meeting.

Cllr.Hardie requested that the obligations of Councillors to use the .Gov email to be reviewed by the Monitoring Office- Clerk to action.

32 ID Badges for Councillors / Safeguarding for Councillors and Residents

32.1 Cllr.Hazeldine noted the use of ID badges is best practice when undertaking Parish matters and ensures that residents know that the Councillor is a representative of the Parish Council.

32.2 Cllr.Hazeldine proposed to spend up to £50 on making a set of ID Badges for all Councillors. This was seconded by Cllr.Harris. **It was resolved** for Cllr.Hazeldine to go ahead and make ID Badges, with a spend of up to £50.

Cllr.Hazeldine noted that he would use the Councillors pictures from the WPC Website unless informed otherwise by individual Councillors.

32.3 The group discussed the benefits of having a safeguarding policy specifically for WPC Councillors when under taking parish work alongside the public/residents. Cllr.Hazeldine to send over some potential drafts to the group.

33 Creamfields

Cllr. Bennett declared his interest in Creamfields due to being the landowner but stayed in the room and didn't contribute to the discussion.

33.1 The Chair discussed feedback received from Councillor Cathy Humphries of Daresbury Parish Council who attended the Residents meeting held by Creamfields. Feedback was issued to the group prior to the meeting.

33.2 There has been no meeting as of yet for the Creamfields Cross Parish Liaison Group. Clerk to organise a meeting for September.

33.3 The group discussed the use of an online survey for residents to be completed after the Creamfields event, where feedback on how the event went from the view of a resident can be submitted. The aim of the survey would be for all feedback to be shared to the Creamfields organisers. Survey to be shared online and on WPC noticeboards (QR Code)- Clerk to action.

Cllr.Lacey suggested that Halton Borough Council should be included in the feedback process and next years consultation meeting. Cllr.Harris to ask for a contact.

34 Residents Parking Permits Old Chester Road

Cllr. Williams updated the group on 3 emails that she had received from residents of Old Chester Road asking for support in introducing parking permits, due to the increased parking on the road from Walton Gardens.

Cllr. Harris advised that she had been in touch with Mark Tune (WBC) to see if any exceptions could be made for the road. A meeting has been set up with Mark Tune on 02/07/25 at 11am meeting outside St. Johns Church. Cllr. Williams to invite residents. Feedback from the meeting will be passed on to the group during the next meeting.

35 SEWUE Meeting / Homes England Press Release

35.1 Cllr. Harris updated the group that the next meeting for the SEWUE working group is 17/06/25. Cllr. Harris and Cllr. Lacey are to attend the meeting and will feedback to the group.

35.2 Cllr. Harris previously updated the group on the sewage pumps as part of item 27.3.

36 Risk Assessment Group

Item postponed until the next meeting.

37 Strategic Plan

Cllr. Lacey updated the group on progress with the Strategic Plan advising the next focus would be 'preventing harm to the Parish'. Cllr. Lacey advised that Cllr. Saberi is currently working on a draft paper on Airborn Pollution and the effects that the pollution particles have on the parish. This will be sent to Councillors for consultation.

Cllr. Lacey requested feedback from the Betterment Committee on work that has been completed in the area by the group so this can be put into the Strategic Plan.

38 Finance

Finance report was issued to the group prior to the meeting.

Proposed payments:

Gardenia Gardens Invoice 8802- £288.00

VE Day Singer (Mark Struthers)- £100.00

Cllr. Allison Reimbursement for bedding Plants for the Planters- £100.00

Cllr. Allison Reimbursement for VE Day Party Flowers- £33.75

Cllr. Hewitt Reimbursement for Costco Card- £42.00

Mersey Valley Scouts Donation- £170.00

The Print Shop Invoice 20649 for VE Day Posters- £18.00

Clerks Salary- £433.20

Clerks Office Expenses (Printer Ink)- £20.99

Gardenia Invoice 9553- £450.00

Gardenia Invoice 9779- £576.00

Gardenia Invoice 10009- £79.87

Cllr. Williams proposed to accept the report and to pay the proposed payments by cheque, this was seconded by Cllr. Bennett. Councillors unanimously voted in favour.

Resolved for the Clerk to write and send cheques for the payments.

39 To Consider the Internal and External Audit

39.1 The Internal Audit has now been completed for 2024/25 by JDH Business Services Ltd and concludes:

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up recommendations included in the action plan.

39.2 Councillors had been sent copies of Section 1 and 2 of the AGAR for 2024/25, along with copies of the Receipts and Payments Account for Y/E 31/03/25 and the Internal Audit Report.

The Clerk discussed the Internal Audit Report and the Council reviewed the Council's Internal Controls. It was noted that as part of the half yearly financial check of accounts, Cllr. Cooke would be happy to complete this with the Clerk.

It was resolved that the Annual Governance Statement under Section 1 of the Annual Audit Return be accepted and approved.

It was resolved that the Receipts and Payments Account for the Year Ending 31 March, 2025 be accepted and approved.

It was resolved that the Accounting Statement under Section 2 of the Annual Audit Return be accepted and approved.

The Clerk discussed the effectiveness of the Internal Audit, and the report noting the thorough feedback received from JDH Business Services Ltd. The Council expressed their thanks to the Clerk for completing the Internal audit. The Clerk will now work to complete the External Audit information.

40 Subject Access Request

It was noted that the Council received a Subject Access Request on 29 April, 2025. The Clerk confirmed that they had responded with the requested information on 29 May, 2025.

41 Park Lane and Warrington Road Junction

Cllr. Harris gave the group a verbal update, noting that the temporary Traffic lights at the junction will remain in place until the junction has been made into a 'Stop Junction'.

42 Hillcliffe/ Walton Road Junction

Cllr. Harris advised a video survey is being completed to monitor the junction and traffic patterns. Cllr. Harris will report back once completed and results have been received.

43 On going reported issues on Holly Hedge Lane

Cllr.Harris updated the group that she has discussed the issues on Holly Hedge Lane with Steven Hunter (WBC), however there were no updates as of yet.

Cllr.Hazeldine updated the group that WBC had confirmed the pothole on the road had been assessed and shall be filled.

44 Reports from Advisory Groups

44.1 Planning

It was noted that the Planning Group has not yet elected a chair, or updated Terms of Reference. The Chair requested that this be completed when possible.

The following planning applications were discussed:

2025/00305- The Shippon, Porch House Farm. Demolition of a rear single storey extension and the building of a new extension.

The group discussed the effects of the style and size of the extension to the area. It was **resolved** that no comments were to be made. Cllrs Harris and Hazeldine abstained from the vote due to being close neighbours of the house in discussion.

2025/00605- 5 Rutland Avenue. Proposed removal of conservatory. Proposal to build a first-floor side extension (over garage), a single-storey rear extension, and a two story front extension (to provide a full height porch).

No comment.

2024/01031- 1 Warrington Road. Single-storey rear extension and garage conversion.

No comment.

2025/00551 -13 Brookwood Close. Proposed single-storey, front and rear extensions together with an increase in roof height.

No objections, it was noted that WPC would comment in regards to the closeness of the extension to the boundary of No 11 Brookwood Close.

2025/00737 -18 Brookwood Close. Front extension (porch), garage conversion and fenestration amendments.

No comment.

44.2 Betterment Advisory Group

It was noted that Cllr.Williams had been elected as Chair for the Betterment Advisory Group.

The contents of the report circulate to the group prior to the meeting were noted, following the Betterment Group meeting held on 15 May, 25.

Cllr.Williams updated the group on recent work, noting that 4 benches had been refurbished and painted. Tubs had been planted in a new design, and litter picking equipment and hedgehog signs had been ordered.

Cllr.Williams advised that watering patterns would be the groups next focus.

44.3 Events Advisory Group

Report Issued to the group prior to the meeting. No comments were made.

44.4 Donations

It was noted that a donation request by email had been received from St.Johns Church. Clerk to send a donations applications form to the Church for completion.

45 Grassed Triangle Area for Higher Walton Group

No updates.

46 Reports from Portfolio Holders and Outside Representatives.

46.1 Footpaths/Towpaths

Cllr.Hazeldine noted Knotweed had been found at the bottom Underbridge Lane. This has been reported to WBC and Bridgewater Canal.

The Clerk noted that the overgrown vegetation discussed in the previous meeting (item 20.2) had been reported to WBC.

Cllr.Hardie left the meeting (20:55)

46.2 Highways, Vegetation and Street Lighting

Cllr.Bennett noted the overgrown trees/vegetation covering signage on the A56, as well as the signs being green and dirty. The Clerk advised that this has been reported to WBC. Update to follow.

Cllr.Bennett noted the fly-tipping waste on the corner of Park Lane. The Clerk advised that she had reported the issue to WBC, however the case was closed with no action.

Cllr.Harris advised that she would chase this up with WBC.

46.3 Walton Hall Estate

No updates received from Walton Hall Estate. Cllr.Williams noted that herself and Cllr.Greene had been in touch with Neil Simpson from Walton Hall Estate discussing the installation of the Noticeboards. Council to send their thanks- Clerk to action. Cllr.Williams noted that she is reviewing contractors to fit the noticeboards.

47 Report on Actions taken and correspondence received since the previous meeting.

The Clerk verbally updated the group on correspondence received.

48 Items for inclusion on the next agenda

Suggestions were made by the group to include Residents Parking Permits on Old Chester Road, Donations, Safeguarding Policy, Email Policy, Hours undertaking the Subject Access Request, Betterment Committee work for the Strategic Plan, Internet Banking and Mill Lane rockery, WODAC presentation.

49 Set date and time of next meeting

The next meeting will be held on **Thursday 3 July 2025** at St. John's Community Church Hall, Old Chester Road, Walton commencing at 7.00pm.

The Meeting closed at 21:07.

DRAFT