



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 3 July, 2025.

Present Councillor S Harris – Chair

Councillors: C Hewitt (Deputy-Chair), V Lacey, A Williams, R Hardie, D Hazeldine, J Greene, J Cooke, S Saberi (arrived 19:29). 1 Member of the Public.

Attending Clerk- Madison Brotherton-Baker.

The Chair opened the meeting at 19:01 and welcomed everyone.

50 Apologies for absence

The Chair advised apologies were received from Cllr Allison, Cllr Bennett and Borough Councillor Matt Scott.

51 Declarations of Interest

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

52 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.

53 Public Participation

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

53.1 PCSO Report – No report received. The Clerk advised once a report had been received, she would send to all Councillors.

53.2 Members of the Public – 1 Member of the public was present who spoke as part of item 53.2.1. With prior agreement with the Chair, the member of the public was given 15 minutes for the presentation and questioning.

53.2.1 WODAC Presentation- The Council received a presentation from invited guest Louise Addley WODAC Vice-Chair. Louise discussed the work WODAC undertakes, and thanked the Council for their donation from last year. Following the presentation the group asked questions. Louise left the meeting at 19:25 and the Chair thanked her for the presentation.

53.3 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 Saberi arrived at the meeting.

54 Approval of Minutes

The Minutes of the meeting held on Thursday 12 June, 25 were **Resolved** to be a true record and signed by the Chair.

55 Code of Conduct Policy

It was **Resolved** to adopt the updated Code of Conduct Policy. Clerk to date the Policy and upload to the WPC Website.

56 Emails

56.1 Cllr Harris advised the group that the use of the WPC official '.Gov' email address was not mandatory. However, as elected members of the Council there is an expectation for all Councillors to use this email address for all email correspondence in order to ensure that the Parish Council follows 'Best Practice' as recommended by CHALC.

The Clerk advised that Cllr Hardie's request for the Monitoring Office to be contacted regarding .Gov email usage had been completed, but no response had yet been received.

The updated email policy was discussed, wording was altered to reflect '.Gov' not being mandatory, but there is an expectation it should be used in future. The updated email policy was then **Resolved** to be adopted. Clerk to liaise with Cllr Hazeldine to alter the discussed wording, date and upload to the WPC website.

56.2 Cllr Hazeldine explained the need for a Retention Policy alongside the updated Email Policy due to GDPR compliance. Cllr Harris requested an addition to the policy, adding archiving of signed meeting minutes every 6 months. Cllr Hazeldine to liaise with the Clerk to update. The updated policy is to be presented for adoption at the next meeting.

57 ID Badges for Councillors / Safeguarding for Councillors and Residents

57.1 Cllr Hazeldine circulated the new ID Badges around to all Councillors. The Group thanked Cllr Hazeldine for making the ID Badges.

57.2 Cllr Hazeldine proposed to spend up to an additional £15 to complete the ID Badges with new lanyards that have a safety latch. It was **resolved** for Cllr Hazeldine to purchase the new lanyards, with a spend of up to £15.

57.3 Cllr Hazeldine advised that the Home Visits Policy was for discussion rather than adoption. The group discussed wording. Clerk to contact CHALC to discuss the policy and liaise with Cllr Hazeldine. The amended Policy is to be presented as part the September Agenda.

58 Creamfields

Clerk to check that the Creamfields contact details for residents to use during the event are up to date and on the WPC website.

59 Residents Parking Permits Old Chester Road

Cllr Williams updated the group on a meeting held on 02/07/25 with herself, Cllr Harris, Mark Tune (WBC) and 3 Residents. It was noted that the meeting was positive and that 6 of the properties on the road have no off-street parking. Cllr Williams advised the next

steps would be for a Traffic Survey to be completed and then to next identify how many cars would require off-street parking. Updates are to follow.

60 SEWUE Meeting / Homes England Press Release

60.1 Cllr Harris updated the group on a SEWUE working group meeting she attended on 17/06/25, noting it was an encouraging meeting. However, at this point there were no meeting minutes to share. Meeting minutes and details on infrastructure are to be advised in due course.

60.2 Cllr Harris is currently awaiting a written response from WBC on the UU/Sewage pump capacity.

61 Risk Assessment Group

61.1 It was **resolved** that a Risk Assessment working group shall be formed. Cllr Greene, Cllr Lacey, Cllr Hewitt and Cllr Hardie agreed to join the group. Name, Chair and Terms of Reference to be decided and reported to the council during the next meeting in September. Clerk to issue last years Risk Assessments to the group for information.

61.2 The Clerk advised that Risk Assessments should be completed for tasks carried out by Councillors on behalf of WPC.

62 Strategic Plan

62.1 Cllr Saberi updated the group on progress of his paper reviewing the harms section of the Strategic Plan, noting the intention to include the effect of devolution on WPC. Cllr Saberi noted that the draft paper reviewing air quality and pollution in the area was now complete, and shall be issued to all Councilors to review over the summer.

62.2 Cllr Lacey advised that she is liaising with Cllr Williams in regards to the work the Betterment Committee has completed in order to input into the Strategic plan, updates are to follow.

63 Finance

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

The Clerk updated the group that she is currently working on the new bank account with Lloyds Bank with online banking.

Proposed payments:

- Manchester Ship Canal Company- £36.00
- Community First Trading (insurance) £340.01
- Wayne Aylesbury (Benches) David £475.00
- Cllr Hazeldine reimbursement for ID Badges £39.07
- Clerk Salary £433.20
- Cllr Williams reimbursement for Litter Picking Equipment £16.89
- Cllr Williams reimbursement for Hedgehog signs £12.68
- Cllr Hazeldine reimbursement for ID Badge Lanyards £24.68

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

It was **Resolved** for the Clerk to write and send cheques for the payments.

64 Internet Banking

Discussed as part of item 63.

65 Subject Access Request

It was noted that the Clerk spent 9 Hours completing the SAR and Councillors spent 32 hours collectively. The total spent on the request was 41 hours. The Clerk thanked the group for their help in completing the SAR.

66 Park Lane and Warrington Road Junction

Cllr Harris noted that the temporary Traffic lights at the junction are to remain in place until the junction has been made into a 'Stop Junction' and road markings are in place. Clerk to ask Mark Tune (WBC) the cost of the temporary lights at the junction.

67 Hillcliffe/ Walton Road Junction

Cllr Harris noted that a survey of the junction is currently in progress. Updates to follow once the survey has been completed.

68 On going reported issues on Holly Hedge Lane

Cllr Hazeldine noted that the reported potholes, have been filled in. It was also noted that the bridge on the lane, is damaged. Cllr Harris advised that the damaged bridges on Holly Hedge Lane, Hobb Lane and Warrington Road have been reported to WBC. Updates to follow.

69 Reports from Advisory Groups

69.1 Planning

The following planning applications were discussed:

2025/00812 17 Worsley Road – Prior approval for a single-storey rear extension.

No comments.

2025/00807 2 Brookwood Close – Single-storey rear side and front/porch extensions.

No comments.

2026/01100 Warrington Sports Club- Padel Court application.

Noted for information only of that this application will go to appeal.

69.2 Betterment Advisory Group

69.2.1 The contents of the report circulate to the group prior to the meeting were noted, following the Betterment Group meeting held on 19 June, 25.

Cllr Williams noted that the Hedgehog sign has been installed and the Betterment Committee is currently reviewing the previously adopted Red Phone box, and will update the group in due course.

69.2.2 It was **Resolved** for the Betterment Committee to spend up to £500 to repair and refurbish the remaining wooden benches.

69.2.3 It was **Resolved** for the Betterment Committee to spend up to £150 on the new spring bulbs.

69.2.4 Cllr Greene noted the poor appearance of the War Memorial, and the priority of getting it refurbished ready for November. Then once the initial refurbishment has been completed, the long-term responsibility of the memorial should be considered. Clerk to find the owner/custodianship paper work for the memorial and send to Cllr Greene. The Chair advised further information regarding the memorial should be sent to Cllr Greene.

69.3 Events Advisory Group

Cllr Hewitt noted that due to no upcoming events. There were no updates on behalf of the group. Item to be reviewed as part of the next meeting in September.

69.4 Donations

No applications received. It was noted that the completed Donations form from St. Johns Church had not yet been received. Clerk to review.

70 Grassed Triangle Area for Higher Walton Group

No updates from the group. To be reviewed as part of the September meeting.

71 Reports from Portfolio Holders and Outside Representatives.

71.1 Footpaths/Towpaths

The Clerk advised that Councillor Contact should be shared with the Clerk so a log of actions can be maintained and reviewed.

Cllr Hazeldine noted that it is advised that all contact to the WBC should be done using the WPC .Gov official email and noted as being sent on behalf of WPC.

71.2 Highways, Vegetation and Street Lighting

Cllr Hazeldine noted the reported knotweed on Underbridge lane had been sprayed.

71.3 Walton Hall Estate

No updates. Cllr Greene noted the positive response from Walton Gardens with parking restrictions on Lychate green during a recent event. Cllr Greene to invite Neil Simpson from Walton Hall Estate to the next WPC meeting to discuss upcoming events that are to be held at Walton Gardens.

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

The Clerk verbally updated the group on correspondence received, specifically noting an email from a resident who has an overhanging tree in their property boundary. Cllr

Williams has reported to WBC. Clerk to liaise with Cllr Greene regarding the response to the resident.

73 Items for inclusion on the next agenda

Suggestions were made by the group to include Residents Parking Permits on Old Chester Road, Donations, Data Retention, War Memorial refurbishment, Walton Gardens upcoming Events.

74 Set date and time of next meeting

The next meeting will be held on **Thursday 4 September 2025** at St. John's Community Church Hall, Old Chester Road, Walton commencing at 7.00pm.

The Meeting closed at 21:22.