



Walton Parish Council

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Minutes of the Parish Council Meeting held at St John's Church Community Hall, Old Chester Road, Higher Walton, on Thursday 4 August, 2025.

Present Councillor S Harris – Chair

Councillors: C Hewitt (Deputy-Chair, arrived at 19:03), V Lacey, R Hardie, D Hazeldine, J Greene, S Saberi, R Bennett (arrived 19:04), Borough Councillor Matt Scott (arrived 19:12)

Attending Clerk- Madison Brotherton-Baker.

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

75 Apologies for absence

The Chair advised apologies were received from Cllr Williams and Cllr Cooke.

76 Declarations of Interest

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

77 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.

78 Public Participation

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

78.1 PCSO Report – Report for August, 2025 was received and circulated prior to the meeting. Cllr Hazeldine asked if more information could be added to item 1 of the report. Clerk to action.

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

Cllr Hewitt arrived at the meeting.

78.3 Borough Councillors – No report received. Cllr Harris advised the group that the next Borough Council meeting will be regarding Devolution, and that she will feedback to the group.

Cllr Bennett arrived at the meeting.

79 Approval of Minutes

The Minutes of the meeting held on Thursday 3 July, 25 were **Resolved** to be a true record and signed by the Chair.

80 Policies

80.1 It was **Resolved** to adopt the Revised Data Retention Policy. Clerk to date the Policy and upload to the WPC Website.

80.2 The revised Home Visits Policy wording was discussed. For safeguarding it was agreed that Councillors would always attend any visits with another Councillor. Clerk to amend the policy to reflect discussed changes and issue to Councillors.

81 Creamfields

Cllr. Bennett declared his interest in Creamfields due to being the landowner but stayed in the room due the event having already taken place.

The group noted the overall positive approach to the management of the Creamfields event this year and the general improvement in regards to the impact of the event in the Walton area. Particular note was made to the effective security team and traffic / crowd management.

Cllr Bennett noted the lack of toilets available for staff and public on the areas outside on the event space. Clerk to log feedback.

Clerk to liaise with Cllr Harris to arrange a debrief meeting for November with residents to make a log of feedback from the event.

Cllr Greene requested further detail on the information received from the PCSO team in regards to incidents locally linked to the Creamfields event. Clerk to action, ready for the November meeting.

82 SEWUE Meeting / Homes England Press Release

The SEWUE meeting minutes from 17.06.25 were noted, no comments were made.

83 Risk Assessment Group

83.1 It was noted that the Risk Assessment Group had not yet elected a Chair, or updated Terms of Reference. The Chair requested that the group meet prior to the next meeting.

83.2 Cllr Lacey noted that the first draft of the review of the previous risk register was underway, and the group will report back next meeting. Cllr Hazeldine noted the CHALC Public Event Framework, which may be of use to the group, Clerk to review and issue to the Risk Assessment Group.

83.3 Cllr Greene advised the council on the benefits of having a H&S policy for WPC, noting good practice. Cllr Greene noted that the risk register discussed in 83.2 covers broad business relating matters. Whereas a H&S Policy notes potential risk in council activities, that could cause physical harm. Cllr Greene to review potential risk items and feedback to the group.

84 War Memorial group

It was **resolved** that a War Memorial working group shall be formed. Cllr Greene, Cllr Lacey, Cllr Allison, Cllr Hazeldine 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 October.

85 Strategic Plan

85.1 Cllr Saberi discussed his paper: The Pollution Threat from Port Warrington Phase 2 and the Western Links Projects, the group shared their praise and thanks for a informative report. Cllr Harris with agreement from Cllr Saberi will share the paper with Stephen Hunter from WBC. Cllr Harris to liaise with Cllr Saberi and Lacey to review air quality in the area.

85.2 Cllr Lacey noted the Strategic Plan is in update, and that she is importing information received from the Betterment Committee. Update to follow.

86 Finance

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

Proposed payments:

- Lally Tree Management Invoice INV-2375_2183- £500.00
- Gardenia Invoice 10023- £486.00
- Gardenia Invoice 10250- £513.00
- Clerk August Salary £433.20
- Clerk September Salary £433.20
- HMRC PAYE- £9.52
- Print Shop Invoice 20883 (sign board inserts) - £282.00
- Clerk reimbursement for Postage- £8.50
- Clerk Office Expenses (Ink colour/ black and paper) - £57.98
- Cllr Hardie Reimbursement for Wood Oil for bench refurbishment- £12.29

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

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

87 Internet Banking

87.1 It was noted that the online Lloyds account fees are free for 12 months and £8.50 a month following.

87.2 It was **Resolved** to proceed with the Lloyds online banking account and for their to be a review after 8 months to ensure that the account is providing a suitable service.

87.3 The Clerk noted that there was one signatory left to sign the new banking mandate. Clerk to action and post completed documentation to Lloyds.

88 Employment Committee

Cllr Harris noted that she was pleased that the appraisal process had been completed and that the Clerk had passed her probationary period. Cllr Harris noted a positive appraisal meeting and thanked the Clerk for contributions to the workings and governance of the Parish Council.

89 Walton Roads and Bridges

Cllr Harris advised that she is in contact with Mark Tune (WBC), reviewing numerous traffic issues in the area. Cllr Harris advised that there is an upcoming meeting with Mark Tune and Councillors to identify problematic areas and discuss resolutions. Further updates to follow.

90 Reports from Advisory Groups

90.1 Planning

90.1.1 It was noted that the Planning Group had not yet elected a chair, or updated Terms of Reference. The Chair requested that the group meet prior to the next meeting.

90.1.2 The following planning applications were discussed:

2025/01036 1 Old Hall- Discharge of conditions set following granting of a previous application (2024/00807).
No comments.

2025/00829 Walton Arms- 2nr Internally illuminated post signs, Illuminated fascia sign and car park entrance sign.
No comments.

2025 /01047 TPOCA Walton Arms – Work on trees and felling of a self-seeded tree.

2025/01096 13 Brookwood Close- Single storey front and rear extensions.
For information only at this point. Cllr Hardie noted the large increase in footprint.

90.2 Betterment Advisory Group

90.2.1 The contents of the report circulated to the group prior to the meeting were noted, following the Betterment Group meetings held on 28 July, 25 and 19 August, 25.

Cllr Allison noted that the bench refurbishments were now complete and that a replacement steel bin is getting put in at Hough Lane.

The Chair expressed her thanks to Cllr Williams, Cllr Green and Cllr Hazeldine for their work on organising the new noticeboard and inserts, which are now in place on the QEII field.

90.2.2 Cllr Harris asked that during the next Betterment Group meeting if the location of the planting tubs on Park Lane could be reviewed. Cllr Harris also asked if the area of the Moore / Walton boundary could be looked at.

90.2.2 The Clerk advised group that there had been a positive meeting between herself, Cllr Hewitt and Gardenia Gardens on 21 August, 25. It was noted that the Clerk is currently updating the Gardenia Contract to reflect Gardenia's current schedule of works.

90.2.3 It was **Resolved** for the Betterment Group to spend up to £750 to clean and paint the War Memorial.

90.2.4 It was **Resolved** for the Betterment Group to spend up to £120 on new winter bedding plants.

90.2.5 It was **Resolved** for the Betterment Group to spend up to £3,500 on a tree surgeon contractor to complete the suggested works to the QEII field.

90.3 Events Advisory Group

90.3.1 Cllr Hewitt updated the group that Cllr Cooke has been Elected as Chair and updated Terms of Reference for the Events Group had been discussed and updated.

90.3.2 The contents of the report circulated to the group prior to the meeting were noted, following the Events Group meetings held on 19 August, 25.

Cllr Hewitt advised that the date of the Walton Christmas event will be Saturday 29 November, 25. Cllr Hewitt noted that the licensing service for the new Vicar, Reverend Jo Mackriell, for St Johns Walton and Daresbury All Saints, will be Thursday 11 September 2025 at All Saints Church Daresbury 7:15pm.

90.4 Donations

90.4.1 It was noted that the Donations Group had not yet elected a chair, or updated Terms of Reference. Cllr Harris to organise a date for the next Donations Group meeting.

90.4.2 It was noted that the donations application form from St Johns Church was received 28.07.25. The group noted that the limit for a single donation or grant is £200.

91 Grassed Triangle Area for Higher Walton Group

91.1 It was noted that the Grassed Triangle group had not yet elected a chair, or updated Terms of Reference.

91.2 It was noted that there was a meeting held 02.09.2025, Cllr Hazeline to circulate notes of the meeting.

92 Reports from Portfolio Holders and Outside Representatives.

92.1 Footpaths/Towpaths

The Councillor Contact tracker was noted. No comments were made.

92.2 Highways, Vegetation and Street Lighting

Cllr Bennett noted that the road signs on Park Lane, were no longer in place. Clerk to report to WBC.

Cllr Bennett noted that following Untied Utilities completing work on Holly Hedge Lane, grass hadn't been reinstated. It was agreed for the Clerk to liaise with Gardenia Gardens to get the area seeded.

Cllr Bennett noted that alongside the curbs at the traffic light island on the A56 / Runcorn Road junction, large weeds are overgrowing. Clerk to report to WBC.

Cllr Harris noted alongside Runcorn Road on the approach to Underbridge Lane there is a large hedging overgrowing. Clerk to report to WBC.

92.3 Walton Hall Estate

Cllr Green provided the group with a verbal update. 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.

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

The Clerk noted the correspondence tracker sent in the agenda pack. The Clerk noted an email received from a resident concerned about speeding on Walton Lea Road. Cllr Harris advised that she is liaising with Mark Tune (WBC) to review the concerns.

94 Position of Chair

Cllr Harris confirmed that for personal reasons, she will be stepping down as Chair at the October meeting and that a new Chair will then need to be elected.

95 Items for inclusion on the next agenda

Suggestions were made by the group to include Matters Arising, Creamfields de-brief, Residents Parking Permits on Old Chester Road, Donations, and Walton Gardens upcoming Events with Neil Simpson.

96 Set date and time of next meeting

The next meeting will be held on **Thursday 2 October 2025** at St. John's Community Church Hall, Old Chester Road, Walton commencing at 7.00pm.

The Meeting closed at 20:56.