**BURTONWOOD & WESTBROOK PARISH COUNCIL**

Minutes of the Annual Parish Council Meeting held on Wednesday, 21 May 2025 at

7.30 pm – Gullivers World, Conference Suite

Present Chairperson Ward

\* J Webb (IND) Old Hall

Vice Chairperson

\* N Catlow (IND) Westbrook

Council Members

J Guthrie (L) Burtonwood

T Murray (IND) Burtonwood

\* K Burgess (L) Burtonwood

\* J White (IND) Burtonwood

\* K Cox (IND) Burtonwood

\* C Mitchell (L) Burtonwood

\* B Gallagher (L) Westbrook

\* M Rufus (L) Westbrook

\* K Eglinton (L) Westbrook

\* Barrie Morgan-Scrutton (L) Westbrook

\* Brian Morgan-Scrutton (L) Westbrook

D Peers (IND) Westbrook

\* A Guthrie (L) Westbrook

\* D Gallagher (L) Westbrook

\* Denotes Councillor present at Council

Also present Clerk to the Council – Julie Pickles

Anne Doyle

C1 Apologies

An apology for absence had been received from Councillors Dan Peers, Theresa Murray and Judith Guthrie.

C2 Election of Chairperson

**Resolved that Councillor Jason Webb be elected to act as Chairperson for the ensuing year 2025/2026**

C3 Election of Deputy Chairperson

**Resolved that Councillor Nigel Catlow be elected to act as Deputy Chairperson for the ensuing civic year 2025/2026**

C4 Appointments to Finance Sub-Committee

**It was resolved that the following members serve on the Finance Sub-Committee for the ensuing civic year 2025/2026**

Chairperson - Councillor Jason Webb

Vice Chairperson - Councillor Nigel Catlow

Councillor Alan Guthrie

Councillor Ceri Mitchell

Councillor Jan White

Councillor Theresa Murray

C5 Appointments to Planning Sub-Committee

**It was resolved that the following members serve on the Planning Sub-Committee for the ensuing civic year 2025/2026**

Councillor Dan Peers

Councillor Kevin Cox

Councillor Marc Rufus

Councillor Kate Eglinton

C6 Appointments to Risk Assessment Sub-Committee

**It was resolved that the following members serve on the Risk Assessment Sub Committee for the ensuing civic year 2025/2026**

Councillor Nigel Catlow

Councillor Theresa Murray

Councillor Kevin Cox

Councillor Jason Webb

C7 Code of Conduct - Declarations of Interest

Councillor Kevin Burgess declared an interest in minute reference (C11.3), Councillor Burgess did not speak to or vote on the item.

C8 Community / Policing Issues

PCSO Stephen Heaps was not in attendance, but his emailed reports had been circulated prior to the meeting.

C9 Minutes of the Previous Meeting (16 April 2025)

**It was resolved by the Council that the minutes from the meeting held on 16 April 2025 were read and approved as a correct record**

C10 Matters Arising

Nil

C11 Finance Sub-Committee - Agenda (21 May 2025)

The Chairperson (Cllr Ceri Mitchell) reported verbally on the Finance Sub-Committee meeting attended by himself, Councillors Jason Webb, Alan Guthrie, Brian Morgan-Scrutton and Jan White

**Resolved that the following recommendations of the Finance Sub- Committee be adopted as resolution of the Council.**

C11.1 Apologies

Apologies for absence had been received from Councillor Theresa Murray.

C11.2 Code of Conduct - Declarations of Interest

Councillor Kevin Burgess declared an interest in minute reference (C11.3), Councillor Burgess did not speak to or vote on the item.

C11.3 Application(s) for Grant

Burtonwood in Bloom and it was

**Recommended by the Finance Sub-Committee that a grant of £750 be awarded**

C11.4 Accounts Approved for Payment (Chairman using delegated powers between meetings

Nil

C11.5 Accounts Requiring Payment (May 2025)

Winwick Parish Council – Litter Picker £2020.00

Protec Fire Detection – Kingswood £ 672.07

WBC Print £ 38.40

Ionos Website - April £ 12.00

C Fellows – Production of Accounts and Asset Register £ 750.00

D Platt Landscapes – Burtonwood Hedges £ 117.00

Clerks Expenses – May £ 108.25

**Recommended by the Finance Sub-Committed that all payments be made**

C11.6 Monthly Accounts & Bank Reconciliation (April 2025)

The Clerk had produced a report detailing the payments, receipts account and reconciliation for the month of April 2025 and it was

**Recommended by the Finance Sub-Committee that the balance be noted and the report be accepted**

C11.7 End of Year Accounts (Annual Governance Statement – Agar Section 1) 2024-2025

The Clerk reported that she was in the final stage of the compilation of documents that the external auditor required.

The Clerk presented the annual external audit return and went through in particular Section 1 – The Annual Governance Statement and it was

**Resolved by the Council that the statement be completed with “yes” responses and signed by the Chairman and Clerk**

C11.8 End of Year Accounts (Accounting Statements – Agar Section 2) 2024-2025

The Clerk presented an Annual Income and Expenditure Account for the year ending 31 March 2025 showing the carried forward balance and it was

**Resolved by the Council that the Statement of Accounts for the Year (Agar Section 2) ending 31 March 2025 be signed and accepted as a correct record**

C11.9 Asset Register

The Clerk produced a report detailing the assets of the Parish Council as at 31 March 2025 and it was

**Resolved by the Council that the balance be noted and the report be accepted additionally, it was noted that the format of the asset register may change next year by way of not documenting items less than £100**

C11.10Internal Audit

The Clerk reported that the internal audit would be completed by 7 June 2025 by Mrs J Ashcroft.

C11.11External Audit

The Clerk reported that the external audit documents were to be returned as directed by 1 July 2025.

C11.12Chairmans Allowance 2025/2026

**Recommended by the Finance Sub-Committee that the Chairmans Allowance for Civic Year 2025/2026 be set at £250**

C11.13Kingswood Community Centre

Nil

C11.14Pavilion Centre

Main Agenda.

C11.15Play Area – Pavilion

Nil

C11.16Play Area – Collins Green

Nil

C11.17Play Area Inspections

Nil

C11.18Fir Tree Community Ground

Nil

C11.19Pitches

Nil

C11.20Quotations Received

A quotation had been received in relation to pruning the Hedgerows and trees on Alder Lane, Burtonwood and it was

**Recommended by the Finance-Sub Committee that the quotation to the value of £2933.96 + vat** **be accepted and an order for the works be placed**

A quotation had been received in relation to Burtonwood footpaths (28, 29, 30, 33 and 34) and it was

**Recommended by the Finance Sub-Committee that the quotation value of £1800 + vat be accepted and an order for the works be placed**

C12 Planning Agenda (21 May 2025)

Councillor Kevin Cox reported verbally on the Planning Sub-Committee meeting also in attendance was Councillors Kate Eglinton and Marc Rufus.

**Resolved that the following recommendations of the Planning Sub- Committee be adopted as resolution of the Council.**

C12.1Apologies

Apologies for absence had been received from Councillor Dan Peers.

C12.2 Code of Conduct - Declarations of Interest

No Declarations of Interest had been received or recorded.

C12.3 Documents Received

1.

Councils and Clerks Direct

2.

WBC

–

Comm Review Update

–

emailed to all

3.

Intermodal Logistics Park North

–

sent to

all

4.

Tritax Big Box

–

Intermodal Logistics Park North (ILP North)

5.

Horse Welfare Concern

6.

Cllr T Murray

–

Information request

7.

Horse Welfare Concern

8.

LUF Workshop Slides

–

emailed to all

9.

Cllr A Guthrie

–

LUF

–

Financial Matters

–

Separation of Parish

–

Emailed to all

10.

Cllr B Gallagher

–

Support of Cllr A Guthries email (no 9

–

above)

–

Emailed to all

11.

WBC John Davies

-

LUF Update

–

Transportation

–

emailed to all

12.

Email

–

John Bibby

–

Possible Westbrook Library Closure

–

emailed to

all

13.

Email Cllr H Patel

–

Westbrook Library

–

emailed to all

14.

Email Cllr T Higgins

–

Westbrook Library

–

emailed to all

15.

Email Cllr B Gallagher

–

Renaming of the Pavilion

–

emailed to all

16.

Email Cllr A Guthrie

–

Reply to Cllr H Patel

–

Westbrook Library

–

emailed to all

17.

Email Cllr T Murray

–

Modular Units

–

LUF

18.

Email Cllr J White

–

Modular Units

–

LUF

19.

Email

–

Wasps

–

Room Hire

20.

Email

–

WBC Corporate Strategy

–

emailed to all

21.

Email

–

WBC

–

Westbrook Library

–

emailed to all

22.

Email

–

Police Reports

–

emailed to all

23.

Tritax Big Box Intermodal Logistics Park

1 General Item of Correspondence

5 Domestic Planning Application

1 Non-Domestic Planning Application

0 Prior Notifications under Schedule 2, Part 24 of the Town, and Country Planning – (General Permitted Development Order) 1995 (1)

0 Notice of Withdrawal of Planning Application

0 Notice of Decision – Permission Granted

0 Notice of Decision – Permission Refused

0 Notice of Certificate of Lawful Use

0 Notice of Permitted Development

0 Notice of Decision – Approved

0 The Planning Inspectorate

0 Notice of Appeal By Way of Informal Hearing

0 Notice of Appeal By Way of Written Representation

0 Notice of Appeal By Way of Public Inquiry

6 Enforcement Notices Received and Closed

0Town and Country Act 1991 – Appeal Under S78 Against Refusal of House Holder Application

0 WBC Development Control Agenda

0 WBC Cat D Listing

0 Ward List

Recommended by the Planning Sub-Committee that the above documents received be noted

C13 Correspondence

1. The Clerk – Magazine
2. WBC – Bold Forest Garden Village
3. Clerks and Councils Direct
4. WBC – Precept Remittance

**Resolved by the Council that all correspondence be noted**

C14 Burtonwood Reports / Updates

Councillor Ceri Mitchell reported on the latest updates in relation to the new build on the Gorsey Lane Site.

It was noted that since the last meeting of the Parish Council, the Borough Council had been tasked with contacting several modular building companies gaining further quotes and specifications. The outcome being that a modular design could be gained more competitively than a smaller brick build.

The Members discussed at some length the following;-

* Keeping to the footprint of the existing building
* Funding Costs – the costs must be kept within the allowed budget
* Mindful of what other facilities were currently on offer within the village
* New Sports Showers to be installed at the Community Centre (part of their bid)
* What was needed in the new build, meeting space, small kitchen, toilets, storage for the Junior Football teams (balls, nets etc)
* Staffing costs

**Resolved by the Council that the Borough Council proceed with plans for a modular building rather than a brick building, for the above reasons**

Councillor Jan White reported on the following matters;-

* St Micheals roof repair – Burtonwood Community Primary School had raised £3300 towards the repair (fun run)
* Land between Green Lane and Rushton Close – it was noted that the Parish Council had not been made of any current planning applications
* Fourth newsletter due out in a couple weeks

**Resolved by the Council that Councillor J White’s report be noted**

Councillor Kevin Burgess reported on the following matters;-

* New HGV, litter and fly tipping signs to be erected
* New sign for Tan House Lane for motorists warning about pedestrians and horses
* Speeding – Police Enforcement
* Path on Lumber Lane tarmacked last year now has grass growing through it
* School Parking nuisance on Green Lane, now working with Head Teacher and partnership team
* No parking yellow lines on Gorsey Lane (to apply only at weekends)
* Burtonwood in Bloom – planters to be filled next week

**Resolved by the Council that Councillor K Burgess’s report be noted**

C15 Old Hall Reports / Updates

Nil

C16 Westbrook Reports / Updates

Councillor Kate Eglinton reported on the following matter; -

* The consultation for the Westbrook Library service had now been completed and hopefully the outcome would be known mid June
* Cllr J Webb had attended the last meeting of Great Sankey Parish Council and the matter of the library closure had been discussed at that meeting, it was further noted that 40% of the Westbrook library users resided in Great Sankey
* Councillor N Catlow suggested meeting with Members of Great Sankey Parish Council and the Friends of the Library Group

**Resolved by the Council that Councillor K Eglinton report be noted**

Councillor Diane Gallagher reported on the following matter; -

* Councillor D Gallagher wanted to know whether the Parish Council would be ordering the wild flowers planning for the Parish area, it was noted that Clerk had already placed an order with WBC

**Resolved by the Council that Councillor D Gallagher’s report be noted**

The meeting closed at 8.35pm.

Signed as a true record……..…………….

Cllr Jason Webb

Chairperson

18 June 2025