**Dodleston & District Parish Council**

 **Ordinary Meeting of the Parish Council**

**Monday 15 July 2013 - 7.30pm Dodleston Village Hall**

### MINUTES

**Chairman** Mike Maughan

**Vice Chairman** Paul Buchanan

**Councillors** Karen Tilston, Fiona Lewis, John Blythin

**County Councillor** Mark Williams

**Clerk** Kate Lloyd

**Also present:** Four members of the public

**1 Apo1ogies for absence:**

Cllr Mike Dix

Cllr Sarah Parker

 Cllr Chris Ward

 Cllr Richard Ward

 **2 Procedural matters**

1. Declaration of interest

Councillor Maughan declared a non-prejudicial interest in the Bonfire Night Event in item 11

Councillor Lewis declared a non-prejudicial interest in the Pre School Nursery in item 5

1. To agree the minutes of the Annual Parish Meeting and Annual General Meeting held on the 15th July 2013.

**RESOLVED** –The Chairman signed as a correct record, the minutes of the Annual Parish Meeting and Annual General Meeting held on the 13 May 2013.

**3 Actions from last Meeting**

Action and matters arising from the ordinary meeting held on 13 May 2013 were discussed

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| **Item** | **Action** | **Responsible** | **Update** |
| 3.Public Speaking (March 13) | Clerk to speak to Environment Agency/Saltney Town Council regarding Balderton Brook at Carlton Avenue/Norton Avenue. | Clerk | Action outstanding  |
| 2 &4  | Declaration of acceptance offers for the Chairman and Vice Chairman to be signed (At the Ordinary General Meeting on 15 July 2013) | Clerk, Mike Maughan and Paul Buchanan | Declaration of acceptance offers signed by Chairman and Vice Chairman |
| 7ii) Finance (May 13) | Chris Ward to speak with CWC about the 30 mph signs  | Chris Ward | CWAC Highways moved and lifted the school flashing speed light. Also, the speed light at the bottom of Penfold Way has been repaired. Both are now fully operational.Confirmation is sought as to whether or not the speed survey at Pulford Lane / Bellis Farm has been undertaken by CWAC. **ACTION**- Chris Ward to seek confirmation from CWAC. |
| 8.Public Speaking Time Tree Warden  | Mike Maughan to speak with Mike Dix concerning the possibility of a Parish Tree Warden  | Mike Maughan  | Action outstanding  |
| 11.Telephone Box Development  | Karen Tilston to attend History Group meeting on 23 May 2013 and to report back at the next ordinary parish meeting  | Karen Tilston  | Karen Tilston was unable to attend. An update was provided by Bernard Dennis (Refer to item 7)  |
| 12 Local Life Distribution (May 13) | Fiona Lewis to devise a timetable and summary of areas for the distribution of Local Life and circulate to all Parish Councillors.  | Fiona Lewis  | A timetable and summary of areas has been completed. **ACTION -** To be circulated to all Councillors  |
| 14. Unauthorised Developments / Breaches of Planning Developments | Set up a log to record all breaches which the Parish Council is made aware of and report to enforcement. Record details of CWAC acknowledgement and response | Clerk  | A log has been set up to record all breaches the Parish Council is made aware of.  |
| 18 Correspondence - Amber Simon | Clerk to request an article for Parish magazine and website from Amber Simon on her forthcoming Raleigh International trip to Borneo | Clerk | The clerk requested and received an article from Amber Simon’s on her forthcoming Raleigh International trip to Borneo. This was reported in the July edition of Local Life and placed on the Parish website |

**4 Public Speaking Time**

a) A resident raised concerns over cutting of hedges for the field. Councillor Maughan confirmed that a Contractor had been instructed to undertake work on Drainage, Hedges and ditches and jetting of land drains.

b) A resident questioned when there would be consultation with the villagers on the Field Development. Councillor Maughan advised there would be no further consultation prior to the submission of plans. The resident was not aware of the Woodlands Walk / Trim Track. Councillor Buchanan advised that this was included in the original plans. Councillor Buchanan also advised that a significant start had been made with funding from Support England and Rural Develops. Councillor Buchanan confirmed there had been no changes since the last plan and there would be no flood lights.

A further update would be provided as part of the Field update (Item 5)

c) Resident Lynne Russell raised a safety issue with trees from a neighbour’s garden and asked whether or not there were any guidance on height restrictions. Another resident confirmed there were no height restrictions with some trees being subject to preservation orders. Councillor Tilston raised concerns with overhanging trees within her own garden and asked to be included within the site visit.

**ACTION** - Clerk to contact CWAC Highways Department and request a site visit for Lynne Russell and Karen Tilston

d) A resident asked if a bench could be provided in the grassed area in Mallory Walk to provide respite of residents. The area is currently maintained by CWAC. Councillor Buchanan questioned whether or not some residents would complain with people congregating in the area.

**ACTION** - Clerk to obtain quotes for bench / installation costs and place as agenda item for the next meeting.

 e) Councillor Williamsraised concerns over the ditch work which had prevented access for people exercising their dogs. (Public Right of Way)

**5 Field Update**

 For the benefit of residents present, Councillor Maughan provided an overview on the Field Development. He confirmed that the Parish Council had approached Dodleston Village Foundation (DFV) with a view of developing new facilities / Village Hall on the field development. As no progress had been made the Parish Council were preceding with the original plans; Football Pitch, Pavilion, Woodland Walk, Trim Track, Meadow and Pond. However, land would be made available to the DVF is they wished.

 Councillor Buchanan confirmed there was a legacy for other groups if the DVF, Pre School Nursery and other community users could decide what development was required and how this was to be funded. As there had been very little progress the Parish Council were progressing with the original plans. Councillor Buchanan also thought the sheds should be postponed as there had been strong objections at the users' group meeting and was a detriment to play space

 Councillor advised that the DVF had placed a hold on their plans so that consideration could be given to cheaper options / mobile facilities and that the legacy had been to replace the sheds.

 Councillor Buchanan expressed that a debate on the interpretation of DVF constitution was required which would have to be legally validated (Solicitor) and prior to any time or money being invested. Councillor Lewis confirmed that the DVF would need to establish the legal issues.

 Councillor Maughan reiterated that the Parish Council wished for a Community facility but that the Parish Council had experienced difficulties in engaging with the DVF.

 A resident stated that in 96/97 plans had been drawn up to create a stage facility at the back of the Village Hall with a large storage area. This was to be funded from grants from the Arts Council. It was thought the plans could possibly be held by John Shanklin / DFV.

 Councillor Tilston commented that the Pre School Nursery required its own room and that current facilities were unsuitable. Councillor Lewis stated that different facilities had been provided at Guilden Sutton Village Hall whereby the Pre School Nursery had a separate room. .

 Councillor Blythin questioned whether plans would be reported within Local Life. Councillor Maughan confirmed an update would be included in Local Life within the next six months.

**6 DVF Update on Village Hall**

There was no formal update provided. However, discussions surrounding the Village Hall were included within item 5.

**7 Telephone Box Area Development**

Resident Bernard Dennis, a member of the Dodleston Local History Group, updated the meeting and advised that the original idea was to replace the telephone box with a water pump. The area by the gas / sub-station would have to be cleared of vegetation /shrubs with the seat and notice board being retained.

 The original intention was for a waterproof history board which would be of interest to visitors to Dodleston (estimated cost of £2,200 plus VAT). However, as a non profit organisation, the History Group had insufficient funds although £1300 had originally been ring-fenced.

 Councillor Tilston advised that the telephone box could not be re-sited and that Richard Faggin may be able to landscape the area. Also, there would be a requirement to establish boundaries.

 **ACTION -** Councillor Tilston to approach Richard Faggin about landscaping the area

 - Bernard Dennis to obtain three quotes for the History Notice board

**8. Election of Parish Councillor – Casual Vacancy**

Councillor Maughan read through the formal process relating to the casual vacancy at Marlston Cum Lache

 **ACTION -** Clerk to notify CWAC of the casual vacancy and to display advert on all Parish notice boards.

**9. Neighbourhood Plans and possible grants**

The clerk mentioned information had been received on Community Plans and possible grant funding. The clerk was unable to obtain the details from the laptop and it was agreed information would be provided at the next Parish meeting.

 **ACTION** - Clerk to provide information on Community Plans and determine whether or not a representative could attend a future meeting to provide further explanation and support.

**10. Christmas Lights**

The Clerk confirmed that an application for a site visit for Christmas lights had submitted to CWAC. Councillor Tilston asked for Christmas Lights to be considered in Kinnerton.

 **RESOLVED** - The Parish Council agreed to the site visit and for the Clerk to be accompanied by Councillor Maughan.

 **ACTION** - Clerk to contact Barry Townhill from CWAC Highways Department to arrange site visit

**11**. **Bonfire Event 2013**

 Members of the Parish Council and firework committee have met to consider the arrangements for the Bonfire event.

 ACTION **-** Councillors to formalise budget

**12 Planning Applications**

 Councillor Maughan talked through the planning applications received since the last meeting. The Parish Council has not passed comment on these.

 The clerk confirmed there was an outstanding response from CWAC relating to planning application 13/01782/FUL. Following a telephone conversation, Planning Officer, David Cowell advised a decision had yet to be reached; however, it was likely to be rejected.

 Councillor Maughan advised that the Parish Council were expecting two planning applications (detailed below). These were discussed with the following comments noted:

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| John Pickering – Agricultural Tracks | 1 Construction should be limited to Agricultural standard2 Should not create an access route  |
| Alec Pickering - Two Mile House  | 1 Construction should be of Agricultural standard  |

**13**  **Finance**

 i To approve income and expenditure since the last meeting and

 (a) agree for the clerk’s pay to be paid on a monthly basis not a four weekly.

 **RESOLVED –** All income and expenditure since the last meeting was approved and Councillors agreed for the clerk’s pay to calculated and paid on a monthly basis

 **ii** To note the 2013-14 financial outturn position

 **RESOLVED -** Councillors noted the 2013 -14 financial outturn

 **iii** To approve the annual return for the financial year March 2013 followingexternal audit

 **RESOLVED –** Following external audit, the annual return for the financial year March 313 was approved by Councillors.

 **ACTION** – Clerk to display the annual return and notice of conclusion of audit on Parish notice boards for 14 days and prior to the 30 September 2013

 **iv** To review the Parish Council risk assessment 2013//14

 **v** To review the Parish Council Standing Orders and Financial Regulations

 **vi** To review pricing policy for Parish magazine articles and formalise procedures

 **RESOLVED** – Items iv, v &vi postponed until next the Parish Council meeting.

 **ACTION** - To be placed as an item on the next agenda

**14 Correspondence**

 **i** The Parish Council considered an application from Children’s Cancer Support Group (CHICS) seeking a donation towards their charity work.

 **RESOLVED –** Councillors agreed to give this full consideration at the next meeting

 **ACTION –** Clerk to send letter of acknowledgement and advise their request will be considered at the next Parish Council meeting

 **ii** The Parish Council discussed the hedgerow / tree obstruction at Church Farm House which had been raised by local resident David Ward. Whilst it was acknowledged the hedgerow had been cut back there were still concerns that the pathway was being obstructed. Councillor Buchanan believed the issue was at ground / root level

 **ACTION** - Clerk to send letter thanking the owner for the action taken and requesting that the hedgerow is cut further back at the ground / route level.

 **iii** The Parish Council received a letter of thanks from Amber Simon following a donation to support her forthcoming Raleigh International Expedition to Borneo. Amber proposed to raise funds on her return with a target of £500 to be returned to the Parish Council to support future voluntary work.

 **ACTION:** Clerk to acknowledge letter and funding raising proposal.

 **iv** The Parish Council considered a letter of application from St Mary’s Rectory to support funding towards the Church clock.

 **RESOLVED -** Councillors have agreed to a further discussion and requested competitive quotes.

 **ACTION** - Letter of acknowledgement to St Mary’s Rectory confirming request will discussed further.

 Competitive quotes to be sought.

1. **Housing Development at Balderton Saw Mills**

Councillor Maughan advised the proposal had been submitted for the derelict land at the Saw Mills to be utilised for housing. Councillor Blythin expressed a view that this was a commercial site. It was accepted that with a

 shortage of housing, the site was more suitable for housing and was likely to be approved by the Planning Department.

 Planning Consultants had detailed the site would be enhanced for the benefit of the whole community and ecological surveys were to be undertaken.

 Councillor Blythin raised the issue that the Saw Mill area could not be a Brownfield site and questioned whether or not some areas of the land was Greenbelt. Also, the issue was raised concerning controls being in place to ensure affordable housing would be for the local community.

 **16** **Any Other Business**

 Councillor Maughan advised that the signage at the adopted corner had been stolen. Councillor Maughan

 thought its replacement may not meet CWAC requirements due to size.

 **Date of next meeting**

Monday, 9th September 2013 - 7**.**30pm