

**Dodleston Parish Council**  
**Ordinary Meeting of the Parish Council**  
**Monday 10 July 2017- 7.30pm Dodleston Village Hall**

**MINUTES**

**Chairman** Mike Maughan  
**Councillors** Paul Buchanan, Richard Kitchin, Mike Dix, Chris Ward, Roger Taylor, James Clarke, Mike Hall

**Clerk** Kate Lloyd

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

**1. Apologies for absence**

Cllr Rachel Jones

**2. Procedural matters**

i) Declaration of interests

Cllr Dix declared an interest in all planning matters (item 12).

ii) To agree the minutes of the Annual Parish Council meeting and the Annual General Meeting held on 15 May 2017. **RESOLVED:** The Chairman signed the minutes as a correct record of the Annual Parish Council meeting. An amendment was made to the wording in item 16 of the minutes of the Annual General Meeting; The Chairman then signed this as a correct record.

**3. New Councillor Appointment**

i) Councillor Maughan advised that following the advert of the vacancy for co-opted Councillor role a number of enquiries had been received. With Councillor Richard Ward standing down from his role, there were two vacancies. The Personnel Committee met with interested parties and appointed James Clarke (previously on the Parish Council) and Mike Hall.

ii) **Letter of Resignation**

Councillor Maughan read out the letter of resignation from Councillor Richard Ward who is unable to fulfil his obligation due to future commitment. Councillors accepted this and acknowledged the efforts and contribution made by Councillor Richard Ward over a number of years. **RESOLVED:** Councillors agreed for two bottles of wine to the value of £35 to be purchased and sent to Councillor Richard Ward. **ACTION:** The Clerk to purchase and send two bottles of wine to Councillor Richard Ward.

**3. Actions from last Meeting**

i) Actions and matters arising from the meeting held on 15 May 2017 were discussed

<b>Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Update</b>
Annual Parish Meeting 3. Chairman's Report	To publish the Chairman's Report on the website and Face book Page	The Clerk / Cllr Richard Ward / Cllr Chris Ward	Outstanding Cllr Maughan to forward Chairman's report to Cllr Chris Ward to publish
Previous Actions: v. Warren Wood Kennels	To speak with CWAC about a more community focus.	Cllr Jones	Cllr Maughan read out the feedback provided by Cllr Jones. An officer from CWAC made an unannounced visit and the kennels were in order. The officer gave on line diary sheets to residents to complete if there are any issues to report. The number of dogs on site was within the limits and all records were correct. The kennels hold a license for the burning of waste. It

			was suggested it could be burnt further away but this cannot be enforced. Should there be issues in future these should be reported to Cllr Jones.
Annual General Meeting 13. Telephone Box removal consultation	To contact Dr Nuttall to establish which is the historic water pump for possible relocation	Cllr Jones	There was a short discussion on the location of the historic water pump. Dr Nuttall's view is it is not the one in the Cummings garden.
13. Telephone Box removal consultation	Walk about the Telephone Box area to review possible location History Board	Councillor Maughan and Philip Harrison	O/S
12v Certificate in Local Council Administration	To advise the Parish Council whether CWAC have agreed to fund CLCA qualification	The Clerk	The Clerk advised Councillors that CWAC had not agreed to fund the CLCA qualifications. This will be funded by the Parish Council as previously agreed
9. Field Development	To design a notice for the village day event stating the Dodleston Sports field is being used for the event free of charge	Councillor Jones	Completed
11. Local Life	An article for Local Life and note of thank to long standing members who have recently stepped down from their community positions (Parish Council, PTA, Pre School Nursery)	Councillor Jones	These are to be included in the September edition of Local Life
15. Community Bus	To bring interest parties together to form a working Group	Councillor Dix and Councillor Chris Ward	Agenda item refer to Item 14

#### **4i Monthly Police Report / PCSO Tom Norton**

Councillor Maughan read through the Village Police report for May 2017. Councillor Maughan advised he had received an update from PCSO Tom Watson advising that Autumn Crombie has been appointed the new PCSO for the area. Councillor Buchanan commented that the report was for May and that the June report should be made available for the meeting.

#### **5. Public Speaking Time**

##### **i. Resident involvement**

A resident from Dodleston Village introduced himself and advised he wished to be actively involved in the community and as such was volunteering to work with the Parish Council. Councillor Maughan thanked him and welcomed the offer advising that some aspects of responsibility were not owned by Councillors and there may be a role he could undertake or be involved with.

##### **ii. Hedges**

A resident expressed concern on the overgrown state of hedges within the village and the car park. There are six mobility users in the community and this is restricting their access. There is no space on the path outside Rose Cottage which is causing problems for push chair users and School children. In previous years, before Village Day, all hedges were trimmed. Councillor Maughan advised the car park hedge will be trimmed once nesting season has ended.

##### **iii) Local Life**

A resident stated that since the spring edition of Local Life there has not been any dates of meetings and that the email addresses are incorrect. It was confirmed these are being updated and will be included in the next edition.

##### **iv). Entrance to Car Park**

The lengthsman commented that the entrance to the Car Park (vehicle and pedestrian) hedges have been cut but require further cut back.

**v). Dropped Kerbs**

A resident raised the issue about having more dropped kerbs in the village. Councillor Chris Ward advised these were being replaced with two or three being completed each year. Councillor Chris Ward will take this forward with CWAC.

**6. Field Update**

**i. Update**

Councillor Buchanan provided an update and advised that an electronic scoreboard was now in situ and working with a special note of thanks to 'Freddie' There are a number of items still to be purchased which depends upon finances. Councillor Maughan advised there is a plan for the planting of shrubs in and around the pond and that the School has a grant to fund trees. The next stage is for a plan for landscaping / costings and to find funding through grants.

There has been a number of inquires for the BMX track and Councillor Maughan is arranging a site visit with a BMX specialist. Councillor Maughan is still awaiting a response from Network Rail on public footpaths through the field. Ongoing maintenance of the field requires volunteers and there is an issue with dog fouling. CCTV to cover the pond area is required with a Technical solution being worked on.

**7. i Councillors' Update**

Councillor Chris Ward advised there had been a number of notices placed on Lamp post by Cheshire West and Chester Council. A resident reported a speed /traffic survey has been conducted. **ACTION:** Councillor Chris Ward to find out about the speed / traffic survey being undertaken and follow up on dropped kerbs.

Councillor Kitchin advised the school were looking to purchase CCTV with some possible funding towards this from Councillor Williams.

Councillor Buchanan asked whether any payments had been made by the school for the use of the field. Councillor Dix agreed to check with the school and confirm the amount payable. Councillor Dix will notify The Clerk so an invoice can be raised. **ACTION:** Councillor Dix to check with the school to confirm the amount payable and notify The Clerk. **ACTION:** Invoice to be raised by The Clerk.

**ii) Review of Councillors roles and responsibilities**

Councillor Maughan advised that every aspect of areas of responsibilities needed to be owned by Councillors. A proactive approach is required to ensure the Parish Council makes a difference to the community. There are a number of areas which are not covered, too broad or are vacant due to a recent resignation. Councillors discussed the roles and agreed to responsibilities. Refer to separate table.

The Bus Service is under threat again and Dr Nuttall volunteered to be involved with this, working with a Councillor on this issue. The Parish Council is seeking a volunteer from the Parish to be responsible for Field Paths. This will involve liaising with The Ramblers Association and building relationships / networks.

**8. Review of Dodleston Village Festival**

Councillor Maughan advised the event was well attended. This was an event organised by Dodleston Village Foundation (DVF). The Parish Council had requested that the event price be lowered. The Parish Council donated the use of the field and pavilion for no charge and received no remuneration from the event . Tickets were charged for with proceeds being donated to two charities. There were a number of negative comments on the charge and the lack of program. Comments were expressed that the Parish Field was too large for the event and that it should have held on the DVF field. This was a different event from ones held previously.

**9. Community Defibrillators**

Councillor Maughan advised that the Head of the school had been contacted by someone raising funds for defibrillators. The Parish Council should have defibrillators in public places including The Pavilion, Village shop and Village Hall. **ACTION:** Councillor James to investigate and report back.

**10a. Home watch Dodleston – Ant Social Behaviour**

Councillor Maughan advised the Home watch co-ordinator June Bagot has stepped down from the role following an incident. The Parish Council expressed their thanks to June for her efforts over the past thirty years. Councillor Maughan is aware of the root cause and encouraged everyone to report all incidents to either himself, Cheshire Police through telephone number 101 or the PCSO. **RESOLVED:** Councillors agreed for a bouquet of flowers to be sent to June Bagot in thanks for all her efforts. **ACTION:** The Clerk to arrange flowers for June Bagot.

**10b. Local Life**

Councillors considered articles for the next edition of Local Life and agreed for the following : Firework event, Hedge / Pathways, obituary for John Shanklin, Photographs of Councillors, email addresses, Headlines from Chairman's report , Finance pie chart on how funding was spent in 2016/17, new members , old members , Councillor responsibilities. The magazine will be published in late September.

**11. Lengths man Services**

**i. Update**

Councillor Maughan provided an update and advised there were a number of tasks to be undertaken within the village such as path clearing / hedge trimming. Councillor Maughan will liaise with the Peter Troughton.

**12. Planning Applications**

**i) Planning Applications**

Councillor Kitchin advised on the planning applications since the last meeting and confirmed all had been approved without comment.

**ii) Wrexham Road Development**

Councillor Kitchin provided an update on the Wrexham Road Development. Councillor Buchanan stated this would have an impact on the Roads and asked what infrastructure would be in place to accommodate the development. Councillor Maughan stated it would have an impact on the community. Councillor Buchanan suggested an extension to deadline for the Parish Council to comment. This is to allow time for the community to meet and discuss the development. **ACTION:** Councillor Kitchin to request an extension. **ACTION:** To be placed as an agenda item for the next meeting and to agree a Public meeting or Drop in session(s).

**iii) Community Infrastructure Levy (CIL)**

The Clerk advised Councillors on the changes to the CIL. These were approved by CWAC Full Council on 20 July 2017 and will be implemented from 1 September 2017. A schedule of chargeable areas and levels is available on CWAC website.

**13. Finance**

**i.** To approve income and expenditure since 13May 2017

**RESOLVED:** Councillors approved all income and expenditure since 13 May 2017.

**ii.** To agree the of forecasted outturn position for 2017/18.

**RESOLVED:** Councillors agreed the forecasted outturn for 2017/18

**iii.** Outcome of the internal Audit – Annual Return and Accounts 2016/17

The Clerk advised Councillors that the internal audit for the Annual Return and Accounts 2016/17 was completed on 2 July 2017 and these had been approved.

**14. Community Bus**

Councillor Chris Ward provided an update and that the working group would be meeting to identify issues and gap in the service.

**15. Electoral Review**

Councillor Chris Ward provided an update on the Electoral Review and advised the Boundary Commission would be issuing their draft recommendations. The next stage will be a consultation period from 5 September to 13 November 2017, allowing time for the Parish Council to comment on proposals.

The Parliamentary Boundary Review is not progressing.

**16. Correspondence**

None

**17. Other**

**Firework Event**

Councillor Buchanan advised that Chester Lakes wished to host the firework event. The Bonfire committee will meet. **RESOLVED:** Councillors agreed for the Bonfire event to be held this year. **ACTION:** To be placed as an agenda item for the next meeting,

**Apologies**

Councillor Hall offered his apologies in advance for the next meeting.