**Dodleston Parish Council**

 **Annual Parish Meeting of the Parish Council**

**Monday 18 May 2015 - 7.00 pm Dodleston Village Hall**

### MINUTES

**Chairman** Mike Maughan

**Vice Chairman** Paul Buchanan

**Councillors** Mike Dix**,** Karen Tilston, Richard Ward, Richard Kitchin

**Clerk** Kate Lloyd

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

1. **Welcome**

Cllr Maughan welcomed the three members of public / Councillors to the meeting. Cllr Maughan explained that due to a constitutional change the Ordinary Parish Council meeting would be held as a separate meeting.

1. **Apologies**

Cllr Chris Ward

**3.** **Election of the Chairman**

 **RESOLVED:** Cllr Mike Maughan was elected as chairman. All voted in favour.

 **i. Signing of the declaration of acceptance of office for Chairman**

 **RESOLVED:** Cllr Mike Maughan signed the declaration of acceptance of office of Chairman

 **4. Election of Vice-Chairman**

 **RESOLVED:** Cllr Paul Buchanan was elected as Vice-Chairman. All voted in favour.

 **i. Signing of declaration of acceptance of office of Vice-Chairman**

 **RESOLVED:** Cllr Paul Buchanan signed the declaration of acceptance of office of Vice-Chairman.

 **5. Adoption of the Code of Conduct**

**RESOLVED**: Councillors agreed to adopt the Code of Conduct for Members adopted by Cheshire West and Chester Council on 26 July 2012 under Section 27(2) and 27(3) of the Localism Act 2011.

 **6. Standing Orders**

 **RESOLVED:** Councillors agreed the adoption of the Council’s Standing Orders

 **7. Financial Arrangements**

 **i. Adoption of the Financial Regulations**

 **RESOLVED:** Councillors agreed the adoption of the financial regulations

 **ii. Appointment of Responsible Financial Officer**

 **RESOLVED:** Councillors agreed the Clerk as the appointed Responsible Financial Officer

 **iii. Appointment of the Internal Auditor**

 **RESOLVED**: Councillors approved Sage and Co as the appointed Internal Auditorsof the ParishCouncil

 **iv. Bank Account, Appointment of Signatories and Rules for the Transfer of Funds**

**RESOLVED:** Councillors agreed to Santander continuing as the Parish Council bank provider. Councillors agreed for a change of bank signatories. Cllr Maughan will be removed as a signatory , Cllr Dix to continue as bank signatory , Cllr Kitchin and Cllr Buchanan to be added as signatories on the account. The rules for the transfer of funds will remain unchanged. **RESOLVED**: Councillors approved the changes to the bank signatories and for the rules for the transfer of funds to remain unchanged. **ACTION:** The Clerk to arrange necessary forms for change of bank signatories and; change name on the account to Dodleston Parish Council

**v.** **Insurance for Council, Members and employees**

**RESOLVED:** Councillors agreed to for Zurich Municipal insurance to continue as the insurer for the Parish Council. **ACTION:** Clerk to notify the Insurance Company of the change of name of the Parish Council.

**vi.** **Appropriate Risk Assessments**

**RESOLVED:** Councillors accepted the Risk Assessments under the new constitution of Dodleston Parish Council.

**8.** **Co-option of Members**

Cllr Maughan advised that as a result of the uncontested election, there are currently three vacancies on the Parish Council. Five names have been received for consideration, two of whom are former members. Councillors considered and agreed a selection process. **RESOLVED:** The Personnel Committee to meet with individual candidates to discuss the roles and report at the next meeting.

**9. Consideration of Committees**

**Finance**

**RESOLVED:** Councillors agreed for the current process to continue with Cllr Paul Buchanan as lead.

**Planning**

**RESOLVED:** Councillors agreed for Cllr Maughan, Cllr Tilston and Cllr Kitchin to be the members of the Planning committee, with Cllr Kitchin being the designated contact for CWAC. **ACTION:** The Clerk to notify CWAC of change of designated contact.

**Field**

**RESOLVED**: Councillors agreed for the field committee to remain unchanged for continuity with Cllr Kichin undertaking an adhoc role when required.

**Personnel**

**RSOLVED:** Councillors agreed for Cllr Tilston, Cllr Richard Ward and Cllr Maughan to be the members of the Personnel Committee.

**Communication**

**RESOLVED:** Councillors agreed for Cllr Richard Ward and Cllr Chris Ward to be the members of the Communications Committee.

**10. Chairman’s Report**

**RESOLVED:** To be placed as an agenda item for the meeting on 1 June 2015.

**11. Public Speaking Time**

**i. Bus Service**

A resident raised continuing concerns with the threat to the Bus Service and asked for an appeal to be submitted from the Parish Council to CWAC requesting the Bus Service is subsidised and retained. The deadline is 25 May 2015. Cllr Maughan advised that Cllr Mark Williams has a meeting with the Saltney Town Council Clerk. Flintshire Council is refusing to subsidise their part of the service. Cllr Maughan has emailed the Chester MP and Leader of the Council. Cllr Maughan advised there is a rigorous process to be completed for a reduction or cessation of the DB1/2 Bus Service.

**ii. Vehicles**

A resident raised concerns with large vehicles driving through the village and questioned whether there is a weight restriction of 7.5 tonne on the Gorstella side of Balderton Bridge. This led to a lengthy discussion on weight restrictions. There was a suggestion of speed humps being introduced. Cllr Maughan advised that traffic through the village may reduce once the A483 road improvements have been implemented and will be reviewed after.

**iii. Gate Access**

A resident asked for an update on the Gate Access between Castle Way and the DVF Field. The Clerk confirmed the matter is being dealt with by Richard Ankers – Public Rights of Way, CWAC. **ACTION**: The Clerk to follow up with Richard Ankers.

**iv. History Group Board and War Memorial**

A resident advised quotes are being sought for a sign notice board for the History Group. There is a concern about gas /electricity and fuse boxes services under the telephone box site which needs to be investigated. There were suggestions the proposed war memorial should be situated by the Church / Lynch Gate. Cllr Buchanan opposed this view and stated it should be a focal point and be located in the centre of the village. Cllr Tilston suggested this decision should be taken by a public vote. **RESOLVED:** Councillors agreed for Cllr Dix, Cllr Tilston and Cllr Kitchin to meet with the History Group to determine a way forward. Cllr Dix to contact utilities to establish services in the location / site.

**12.0 Approval of the Annual Return 2014/15**

The Clerk provided details and supporting statements for the completed Annual Return 2014/15.

**RESOLVED:** Councillors approved the Annual Return 2014/15