

Dodleston Parish Council
Ordinary Meeting of the Parish Council
Monday 11 July 2016 - 7.30pm Dodleston Village Hall

MINUTES

Chairman Mike Maughan
Councillors Paul Buchanan, Richard Kitchin, Roger Taylor, Richard Ward,
Clerk Kate Lloyd

Also present: Seven Members of the public
PCSO Tom Norton

1. Apologies for absence

Cllr Karen Tilston Cllr Rachel Jones
Cllr Rachel Jones Cllr Mark Williams
Cllr Mike Dix Cllr Chris Ward

2. Procedural matters

- i) Declaration of interests
None declared
- ii) To agree the minutes of the Annual Parish meeting held on the 9 May 2016. **RESOLVED:** The Chairman signed as a correct record the minutes of the Annual Parish Council meeting held on the 9 May 2016.
- iii) To agree the minutes of the Ordinary General Meeting held on the 9 May 2016. **RESOLVED:** The Chairman amended the Annual to Ordinary on the minutes and signed the minutes as a correct record of the Ordinary General Meeting held on 9 May 2016.

3. Actions from last Meeting

- i) Actions and matters arising from the meeting held on 9th May 2016 were discussed

Item	Action	Responsible	Update
8ii Dropped Curb	Dropped curb required on both sides of the gate. Sunken Pathway / Penfold Way.	Cllr Mike Dix	Refer to Item 5i
12. Local Life	To contact printers to discuss reducing costs	Cllr Karen Tilston	Outstanding. Refer to item 12
Public Speaking Time			
9 i Balderton Crossing and Bus Service	Contact CWAC concerning changes to the Bus Service	Cllr Mark Williams and Cllr Chris Ward	Outstanding – Both Councillors' absent from meeting.
iv) Curb Lowering in the Village	Curb Mapping of the village to be undertaken	Cllr Chris Ward	Outstanding – Councillor Ward absent from meeting
11. Amenities Site entrance – Saltney / Boundary Lane	Cllr Mark Williams to be copied in to all future emails / correspondence relating to this	Cllr Chris Ward	Completed
19 Planning Applications	To arrange a meeting with the consultant to provide professional advice / report on behalf of the Parish Council in response to the planning appeal for the Poultry Farm application	Cllr Rachel Jones	Completed
	To attend the meeting with appointed Consultant	Cllr Mike Maughan and Cllr Paul Buchanan	Completed

4i/ii Monthly Police Report / PC Tom Norton

PCSO Tom Norton provided a short report advising of incidents which have taken place since the previous meeting. This included a personal nuisance telephone scam in Dodleston, and criminal damage to a wall with no lines of inquiries. In Lower Kinnerton, cattle were removed from the road and there had been a theft of ladders from a van.

Councillor Maughan advised the electrical power box on the lamp post outside the church had been damaged and now repaired.

5. Public Speaking Time

i Lowering of Curbs in Village

A resident raised the issue of the lack of dropped curbs within the village making access for wheelchair and mobility scooters difficult. Councillor Maughan advised this was being dealt with by Councillor Chris Ward who agreed to map the curbs within the village. Councillor Maughan also advised a dropped curb had been installed at the new disabled access gate to the field on Penfold Way. Councillor Maughan suggested the resident could email Councillor Chris Ward with suggestion of where dropped curbs were required. Another resident volunteered to join Councillor Chris Ward in reviewing curbs although Councillor Richard Ward advised this had already been undertaken.

ii. Overgrown Hedges

A resident raised the issue of overgrown hedges within the village with the example of the Car Park hedge. Councillor Maughan advised this was an annual problem and hedges were cut after the nesting season. A resident stated hedges were usually cut prior to Village Day. Councillor Maughan suggested that where resident had issues with particular overgrown hedges they advise Councillor who will approach the home owner and remind them to cut the hedge. A resident raised issues with the pathway between Church Croft and Penfold Way which requires clearing. This is the responsibility of CWAC. **ACTION:** Councillor Mike Dix to take forward with Highways. .

A resident requested permission to cut a branch off a tree overhanging the field. Councillor Maughan advised this was not within the remit of the Parish Council and the resident should submit an application to CWAC.

6. Speed Limit – Lache Lane

In Councillor Chris Ward absence, Councillors agreed for this to be deferred until the next meeting.

7. Amenities Site Entrance - Saltney – Sandy Lane / Boundary Lane

In Councillor Chris Ward's absence, Councillors agreed for this to be deferred until the next meeting. Councillor Buchan suggested that any Councillor who will be absent from the next meeting and is required to provide an update on any previous action or agenda item should provide an update prior to the meeting so it can be reported by the Chairman.

8. New Homes Bonus – Outcome

Councillor Maughan provided an update and confirmed Cheshire West and Chester Council (CWAC) Cabinet formally approved the write of the outstanding loan on 8 June 2016. The call-in period has now ended and the decision is final. **RESOLVED:** Councillors agreed to accept the write-off of the loan and under Clause 5 of the loan agreement, accepts it is no longer required to pay any instalments or the repayment of loan, in whole or in part, under any other provision of the loan agreement. Additionally, Councillor agreed that all other provisions of the loan agreement including the obligations on the Parish Council in Clause 4 of the agreement remain in place and enforceable. Councillors agreed for the interest paid on the loan to be reclaimed from CWAC.

ACTION: The Clerk to write to The Head of Finance accepting the write off of the loan (Clause 5), accepting its obligations under Clause 4 and to request the repayment of the interest paid on the loan since October 2014.

9. i Field Update

Councillor Maughan provided an update. Substantial work has been undertaken with the Pavilion in place and three cricket teams using the pitch. The Sess pit, water supply and electrics should be in place by 17 July 2016. There are approved users for gate access and a padlock in situ for the other gate. The School have reviewed the site with a view to using facilities next year.

ii CCTV on field

Councillor Maughan advised CCTV is required to protect the Pavilion / cricket wickets from damage, vandalism or theft. Councillor Maughan provided details of the requirements for CCTV. This included Scheme registration (£10), management of the system with detailed conditions and controls for the central storage and access of data, CCTV policy and nominated officers. There would be six to seven high definition cameras with

infra red spots for night use located to cover The Car Park, cricket and football pitches, pavilion and access. The CCTV and associated costs would be in the region of £1200 - £1500. Councillor Richard Ward raised the issue of residents being concerned with CCTV. Councillor Maughan advised there would signage at the entry to the field to publicise CCTV. **RESOLVED:** Councillors agreed to the installation of CCTV and all associated requirements.

Councillors Buchanan, Councillor Maughan and Councillor Richard Ward agreed to be the operators of the CCTV system.

Councillor Buchanan advised the field banner has been vandalised. **RESOLVED:** Councillors agreed to the purchase of a new signage.

- iii) Charging Policy for use of hire of field
To be taken forward by Councillor Mike Dix
- iv) Process for PayPal transactions / Transfer and reconciliation
To be taken forward by Councillor Mike Dix

10. **Parish Suggestion Box**

Councillor Maughan advised the Parish Suggestion Box has temporarily being removed. It will be replaced by a smaller box outside next to the Parish Notice board,

11. **Parish Councillors' updates.**

Councillor Richard Ward advised Ellie Park messaged on the Parish Facebook page to say she had left for Swaziland and to thank the Parish Council for its support.

A chemical on the grass has resulted in several dogs' coats being covered in a harmless blue dye.

Councillor Maughan advised a Give Way sign on the corner of Lester's Lane is damaged. **ACTION:** Councillor Roger Taylor to report this to CWAC.

Councillor Richard Kitchin advised that Councillor Williams is unable to support the funding of the school fence as CWAC have advised this is an inappropriate use of funds. The school is obtaining three quotes and may approach the Parish Council for financial support.

12. **Local Life**

Cllr Maughan advised that Councillor Tilston is currently unable to continue in her role as the editor for Local Life and a volunteer is required. Councillor Taylor agreed to take on the role. **ACTION:** Councillor Taylor to liaise with Councillor Tilston for a hand over. The Clerk to provide details of items for the next edition.

13. **War Memorial**

No further update.

14. **Lengths man Services**

Councillor Maughan provided an update advising work has been undertaken including; re-oiling of the new notice board, regular field maintenance and the replacement of a spring on the gate. The Lengths man, Peter Troughton advised an unknown person has been cutting the hedges around the bungalows in Penfold Way. Councillor Maughan will liaise with Peter Troughton on any works to be completed.

A resident asked if they would be able to purchase a bench to be located on the Pavilion veranda. Councillor Maughan advised other requests from residents have been received and requested copy details of the bench being considered. The Parish Council is in agreement to this in principal although a uniform approach is required.

15. **Planning Applications**

Councillor Kitchin advised all the planning applications since the last meeting had been approved.

Cllr Maughan provided an update on the Poultry Farm appeal. The Parish Council sought Professional Advice at a cost of £435 plus VAT and submitted a report. The applicant is allowed to submit a final response. It is not clear when the appeal is heard and no date has been set. All the documentation relating to the Poultry Farm has to be reviewed by the appointed Planning Inspectorate. The Planning Inspectorate decision is final and there is no recourse.

16. Finance

i. To approve income and expenditure since 30 April 2016

RESOLVED - All income and expenditure since the 30 April 2016 was approved.

ii. To agree the Outturn for 2016/17.

RESOLVED: Councillors agreed the forecasted Outturn for 2016/17 to be agreed once adjustments for additional expenditure raised at the meeting have been accounted for.

iii. To note the outcome of internal audit and sign off of the Annual Return 2015/16

The Clerk advised Councillors the internal audit had been concluded and the Annual Return 2015/16 signed off.

The accounts for the previous financial year (2014/15) had been re-audited due to Box 9 figures being restated.

The external auditors had given written permission for the restatement.

RESOVLED: Councillors noted the outcome of the internal audit and sign off of the Annual Return 2015/16.

17. Correspondence

i) Letter from Christian Matheson MP

The Clerk confirmed a letter had been received from The MP for Chester. This related to a question raised in The House of Commons concerning New Homes Bonus.

ii) Donations from Meadow Foods Ltd and Chester Lakes

Councillor Maughan advised Meadow Foods Ltd and Chester Lakes have made donations to the Parish Council.

ACTION: The Clerk to send letters of thanks to Meadow Foods Ltd and Chester Lakes.

18. Other

The Clerk advised Councillors she would be unable to attend the meeting scheduled for 12 September 2016.

RESPOVLED: Councillors agreed for the meeting to be brought forward to 5 September 2016. **ACTION:** The Clerk to rearrange the booking of the Village Hall for 5 September 2016 and update posters to be displayed on Parish notice boards.