**Dodleston & District Parish Council**

 **Annual General Meeting of the Parish Council**

**Monday 13 May 2013 - 7.30pm Dodleston Village Hall**

### MINUTES

**Chairman** Mike Maughan

**Vice Chairman** Paul Buchanan

**Councillors** Chris Ward, Karen Tilston, Richard Ward, Fiona Lewis, Sarah Parker

**Clerk** Anna Jones and Kate Lloyd

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

1. **Election of Chairman**

 Chairman Nomination’s - Cllr Mike Maughan First Cllr Chris Ward

 Second Cllr Karen Tilston

 **RESOVLED :** Agreed for Cllr Maughan to continue

 **2** Signing of the Declaration of Acceptance of office of Chairman

 **ACTION** – Forms to be signed

 **3 Vote for Vice-Chairman**

Vice-Chairman Nomination - Cllr Paul Buchanan First Cllr Karen Tilston

 Second Cllr Sarah Parker

 **RESOLVED**: Agreed for Cllr Buchanan to continue

 **4**  Signing of Declaration of Acceptance of office of Vice Chairman

 **ACTION:** Forms to be signed

1. **Apologies for absence:**

Cllr Mike Dix

 **Not Present:**

Cllr Annette Hutt

 Cllr John Blythin

 **6 Procedural matters**

1. Declaration of interest

Cllr Maughan declared a non-prejudicial interest in the Bonfire Night Event in item 15.

1. To agree the minutes of the ordinary meeting held on the 11th March 2013.

**RESOLVED** –The Chairman signed as a correct record, the minutes of the ordinary meeting held on the 11th March 2013.

**7 Actions from last Meeting**

Action and matters arising from the ordinary meeting held on 12 January 2013 and March 3013 were discussed

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Responsible** | **Update** |
| 7ii) Finance  | Chris Ward to speak with CWC about the 30 mph signs  | Chris Ward | Cllr Chris Ward contacted Cheshire West Council Highways concerning the flashing 30 mphs signs. To date, there had been no further progress. The Parish Council have requested another speed survey is undertaken on Pulford Lane. Cheshire Highways have agreed to this if the Parish Council advised where.**AGREED** – By the entrance of Bellis Farm It was agreed the school flashing speed light near the shop should be raised. Councillor Ward will be requesting that it should be moved and will advise Highways that the speed light at the bottom of Penfold Way is not working**ACTION** – Councillor Ward to contact Highways to request the school speed light is moved and speed sign lifted to ensure it is activated.  |
| 3.Public Speaking  | Clerk to speak to Environment Agency/Saltney Town Council regarding Balderton Brook at Carlton Avenue/Norton Avenue. | Clerk | Action outstanding  |
| 4. Field Update | Parish Council to write to the DVF informing them that the Council is going to continue with its original development i.e. Cricket pitch and pavilion, woodland walk, duck pond and meadow. | Paul Buchannan | Cllr Buchanan, in a personal capacity, has written to Dodleston Village Foundation (DVF) stating that the pledged £15,000 Meadow Foods is donating to DVF to purchase storage could be better utilised for the long term repair of the village car par.DVF responded advising the DVF voted unanimously that the storage is required and is a priority. The DVF would be prepared to assist the Parish Council to raise funds for the long term repair of the car park. At the meeting, Richard Lloyd (DVF Chair) clarified that the DVF could try to access funds to do repairs through its charitable status or possibly make a cash donation. Cllr Buchanan asked for consideration of selling the Car Park to the DVF. Councillor Maughan stated the Parish Council could complete the works but this would require an increase in Parish Council precept. Richard Lloyd requested the Parish Council obtain updated quotes for the DVF to consider.**AGREED -** Item for next agenda |

**8 Public Speaking Time**

Resident Richard Lloyd congratulated the Parish Council on their successful grant application of the field development.

Dr Nuttall raised the question as to why the Parish Council no longer has wardens. Councillor Maughan confirmed that Paul Roberts was still responsible for looking after footpaths. It was acknowledged that the Parish could benefit from a tree warden. Councillor Maughan confirmed that the Parish Council will consider if this could be taken forward possibly by Councillor Dix

**ACTION** – Councillor Maughan to speak with Councillor Dix

A resident updated the meeting on the flooding issues on Church Road due to blocked drains. This has been reported to Cllr Mark Williams (CWAC) and the matter has been rectified.

**9 Field Update**

Councillor Buchanan briefed the meeting on the progress with the field development since the last meeting. The grant application for funding from the Sports England's Protecting Playing Fields Fund has been successful. Also, The Parish Council has had informal discussions with three other grant providers and should these be successful, a total funding in excess of £150,000 will be achieved.

The Parish Council has engaged with four contractors who will all visit the development site shortly to cost works of; Woodland Walk, Pavilion, meadow and football pitch.

Contractor Bob Bradshaw has been appointed to undertake the drainage and hedge work. This should be completed within the next few weeks at a cost of £1,500 approx.

**10 DVF Update on Village Hall**

There has been various correspondence between the Parish Council and Dodleston Village Foundation (DVF) in relation to the proposed Joint Village Hall Venture.

 At the meeting, Richard Lloyd (Chair of DVF) confirmed that the DVF were unable to meet the conditions for this venture. However, the DVF would be open to being involved in a project in the future and would wish to consult with the community / groups.

 Councillor Buchanan stated the Parish Council would engage with the DFV if it could change its constitution so the DVF committee were able to vote the sale of the Village Hall.

 Richard Lloyd advised that due to the culture of the DFV, the DVF would wish to consult with the community. The plans would be driven by uses groups who would present to the community and be

 subject to a community vote.

 Richard Lloyd stated consideration would be given for a public vote but wished for a concept to be

 presented. He agreed for this to be an agenda item for the next DFV meeting so the concept could be presented to the community. No detailed plans at this stage due to required work and funds.

**11 Telephone Box Area Development**

Karen Ceris from CWC Highways has confirmed that the patch of land near the phone box is unadopted / not owned and the Parish Council may progress the development of the area. Councillor Karen Tilston has agreed to attend the History Group meeting on 23rd May and will inform Bernard Dennis of progress.

 **ACTION –** Cllr Tilston to report at next meeting

**12 Local Life Distribution**

It was agreed the distribution of Local Life should be formalised. Councillor Fiona Lewis agreed to draw up a timetable and summary of which areas councillors will be responsible. This will be circulated to all councillors.

 **ACTION** – Cll Lewis to draw up timetable / summary of areas and circulate to councillors

**13 Chester Southerly Caravan Park Update**

A number of residents had contacted the Parish Council concerning a planning application recently submitted for permanent gypsy pitches at Chester Southerly Caravan Park. Planning permission for this has been refused. There are now more travellers on the site. Councillor Mark Williams was due to attend the Parish Council meeting to provide an update but was absent**.**

**14 Unauthorised Developments / Breaches of Planning Developments**

The Parish Councillors discussed the Council’s approach to reporting of unauthorised developments / breaches of planning Developments. It was agreed the Parish Council has a role to report unauthorised developments it is made aware of.. Councillors will write to enforcement asking for all reports of breaches reported to Cheshire West Council to be acknowledged and responded to. Details of each report and its unique reference number will be logged and retained by the Parish Clerk.

 **ACTION –** Clerk to set up log

**15 Bonfire Night Event**

Consideration was given to whether the event should go ahead this year. It was acknowledged that lessons learnt from last year need to be implemented which could result in fewer spectators thus less revenue. Also, in previous years, the event has benefitted from donations of infrastructure, which cannot be provided this year. Local companies could be approached for infrastructure donations.

 **RESOLVED** – That the event goes ahead subject to a review of lessons learnt and ensuring that sufficient revenue will be raised to at least cover the costs of holding the event.

 First Cllr Karen Tilston

 Second Cllr Richard Ward / Chris Ward

**16 Planning Applications**

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

 Application 13/01782/FUL for a single storey rear extension. Councillor Karen Tilston agreed to speak with the neighbours directly affected to see if there were any issues.

 A pre application Consultation document was received from EP Emery on behalf of Lamberts Woodmill for 30 houses on land by the railway crossing . Cllr Mike Maughan will meet with John Blythin to discuss before commenting and arrange to meet with the developer for more details

**17**  **Finance**

 i To approve income and expenditure since the last meeting.

 **RESOLVED –** All income and expenditure since the last meeting was approved.

 **ii** To note the 2012-13 financial outturn position

 **RESOLVED -** Councillors noted the 2012-13 financial outturn

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

 **RESOLVED –** The annual return for the financial year March 313 was approved and signed by the Chairman.

 **iv** To review the Parish Asset Register

The Parish Asset Register was reviewed and the following items added:

 Two benches

 Two Gritter bins

**18 Correspondence**

The Parish Council considered a request from Dodleston resident Amber Simon for funding towards her Raleigh International Expedition to Borneo.

 **RESOLVED –** Councillors agreed to funding of £1,000.

 **ACTION –** Clerk to request article for Parish magazine and website

The Parish Council considered an application from Dodleston Pre School seeking support towards their advertising campaign to increase numbers and ensure the future of the Pre School / creating local jobs**.**

 **RESOLVED –** Councillors agreed to funding of £500

 **Part II - Exclusion of Press and Public**

 It was RESOLVED, pursuant to the Public Bodies (Admission to Meetings) Act 1960, to exclude the

 press and public from the meeting due to the confidential nature of the business to be transacted in item 19.

**19 Grant Funding**

Subject to Terms and Conditions, an award of £50,000 has been agreed. The total project cost is

 £117,000 (excluding items which do not qualify for funding.

 Further possible applications to be made to WREN, Football Association

 Field Committee to accept offer

 **RESOLVED –** Field Committee accepted offer.

 **Date of next meeting**

Monday, 8th July 2013 - 7**.**30pm