**Dodleston & District Parish Council**

**Ordinary Meeting of the Parish Council**

**Monday 9 September 2013 - 7.30pm Dodleston Village Hall**

### MINUTES

**Chairman** Mike Maughan

**Vice Chairman** Paul Buchanan

**Councillors** Mike Dix,Karen Tilston, Richard Ward, John Blythin

**Clerk** Kate Lloyd

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

**1 Apo1ogies for absence:**

Cllr Sarah Parker

Cllr Chris Ward

**2 Procedural matters**

1. Declaration of interest

Councillor Maughan declared a pecuniary interest in the Bonfire Night Event - item 10

Councillor Dix declared a pecuniary interest in the Firework committee and Bonfire Night Event - item 10

1. To agree the minutes of the Ordinary Parish Meeting held on the 15th July 2013.

- Two amendments were made to the minutes of the meeting in items 11 and 16

**RESOLVED** -The Chairman signed as a correct record, the minutes of the Ordinary Parish Meeting held on the 15 July 2013.

**3 Actions from last Meeting**

Actions and matters arising from the ordinary meeting held on 15 July 2013 were discussed

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| **Item** | **Action** | **Responsible** | **Update** |
| 3. Public Speaking Time (March 13)  Flooding | Clerk to speak to Environment Agency/Saltney Town Council regarding Balderton Brook at Carlton Avenue/Norton Avenue. | Clerk | The Clerk reported that she had spoken with Julie Roberts at Bangor North Wales and had been referred to Peter Ellis at Natural Resources Wales following border changes.  Peter Ellis confirmed a scheme at the Pump House had been completed resulting in normal water flow of the Balderton Brook. Dredging work is scheduled for October 2013  The Clerk was also advised of on going legal issues with residents in maintaining access to the Brook. |
| 7ii Finance (May 13)  Speed Survey | Chris Ward to speak to CWAC to confirm the speed survey has been completed / outcome. | Chris Ward | Outstanding |
| 8 Public Speaking Time (May 13) Tree Warden | Mike Maughan to speak with Mike Dix concerning the possibility of a Parish Tree Warden. | Mike Maughan | Mike Dix confirmed that parish had a liaison / facilitating role with CWAC. He was unable to commit to this role.  ACTION - i Advertise Parish Tree Warden Role  ii Place as an Agenda item |
| 12 Local Life Distribution (May 13) | Timetable and summary of areas for the distribution of Local Life to be circulated to all Councillors. | Fiona Lewis | Fiona Lewis shared a timetable for the production and delivery of Local Life. Paul Buchanan stated the Parish Council had ownership of the newsletter and being responsible for all items within it, required all articles to be proof read.  Mike Maughan advised the newsletter should be subject to review by three members of the Parish Council before being ‘signed off’ and approved for printing.  Paul Buchanan stated the newsletter historically runs a meeting behind.  Karen Tilston proposed a footnote be included in the magazine to inform why the meeting notes are two months in arrears.  Paul Buchanan stated that it should be agreed which items should be included with the magazine and requested for it to be an agenda item for the next meeting  Fiona Lewis stated that after distribution, any remaining magazines would be placed in the shop.    **RESOLVED -**  i Dates of the schedule to be put back a week to allow time for review and approval  ii Items for inclusion to be placed as an item on the next agenda  **ACTION -** Fiona Lewis to contact publishers to establish the next step up level (printing numbers) |
| 4 Public Speaking Time  c Safety Issues (Trees)  d Mallory Walk | Clerk to contact CWAC Highways Department to request site visit for resident Lynne Russell and Karen Tilston.  Clerk to obtain quotes for bench / installation costs and place as an agenda item for discussion at the next Parish meeting | Clerk  Clerk | Completed  Outstanding  ACTION - Agenda item for next meeting |
| 7 Phone Box Area Development | Karen Tilston to approach Richard Faggin to landscape area  Bernard Dennis to obtain three quotes for the cost of a waterproof History notice board | Karen Tilston  Bernard Dennis | Outstanding - refer to item 7 Minutes of Meeting |
| 8 Election of Parish Councillor | Clerk to notify CWAC of the casual vacancy at Marlston Cum Lache and to display advert on all Parish notice boards. | Clerk | Completed |
| 9 Community Plans | Clerk to obtain information on Community Plans and determine whether or not a representative could attend a future meeting to provide further explanation and support. | Clerk | The Clerk provided further information on Neighbourhood Plans – Ref to item 9 of Minutes of Meeting |
| 10 Christmas Lights | Clerk to contact Barry Townhill CWAC Highways Department to arrange site visit. | Clerk | Completed |
| 11 Bonfire Event 2013 | Arrangements to be formalised | All | Work in Progress - refer to item 10 of Minutes of Meeting |
| 12 Planning Applications | Parish Council comments relating to expected Planning Applications from John Pickering and Alec Pickering to be forwarded to CWAC. | Clerk | Completed |
| 13 Finance (iv ,v & vi) | Standing orders and financial regulations and pricing policy to be to be placed as an agenda item. | Clerk | Completed |
| 14 Correspondence  i Children’s Cancer Support Group  ii Church Farm House (Hedgerow obstruction  iii Amber Simon  iv St Mary’s Rectory (Clock) | Clerk to send letter of acknowledgement and advise their request will be considered at the next Parish Council meeting.  Clerk to send letter thanking the owner for the action taken and requesting that the hedgerow is cut further back at the ground / root level.  Clerk to acknowledge letter and fund raising proposal.  Letter of acknowledgement to St Mary’s Rectory confirming request will discussed further.  Competitive quotes to be sought. | Clerk  Clerk  Clerk | Completed  Outstanding  Completed  Outstanding - Refer to item |

1. **Public Speaking Time**

A resident raised issues with flood prevention, reporting that work had been completed on the ditch in Common Lane. There is still an issue with the culvert. The Land belongs to Grosvenor Estates and resident has spoken to Rob Bradshaw in his capacity as a drainage expert. The Forestry Commission has been made aware of the issue although no action taken.

The resident reported that the Brook underneath the Bridge (Norton Avenue/ Carlton Avenue) is blocked. Councillor Tilston advised that with a heavy down pour of rain over Saturday / Sunday, there was surface water on the road at Balderton Cottages.

**5. Mallory Walk**

Item to be postponed until next meeting.

**ACTION -** Clerk to place as an agenda item

**6 Field Update**

Councillor Maughan confirmed that the Parish Council is proceeding with their plans and grant funding of £50,000 has already been committed. A Topographical survey and feasibility study has been undertaken and the outcomes / recommendation will provided in a report. A tender process will begin next year.

Councillor Lewis asked when the report would be available and Councillor Maughan confirmed within the next three weeks.

Two further grant funding applications should be completed and submitted by late September (Football Association and WREN) both of which have been agreed in principle.

Councillor Maughan has met with Alec Pickering over his offer for a strip of land. To alleviate neighbours concerns it is proposed an Agricultural Drainage Ditch will be put in place. Access will be via a double track and not a single track.

**RESOLVED** - Agreed for an Agricultural Drainage Ditch to be in place

Discussions with Dodleston Village Foundation (DVF)

It was reported that Hall Users met on 27 June 2013 to discuss use and facilities of the Village Hall. A unanimous decision was reached to deliver the plan for a new Village Hall within two years.

Councillor Maughan advised that whilst there was support for the DVF this was not an active role

Fiona Lewis advised the DVF were meeting the following week.

Councillor Maughan confirmed the Parish Council is pressing ahead with the development, that the field is available to the DVF and there is no requirement for the DVF to report to the Parish Council just to liaise.

Councillor Lewis advised a working group is investigating / developing a Business Case for proposal.

The Pre School Nursery is meeting on 18 September 2013.

Councillor Buchanan stated all users accepted the storage shed was a poor idea and this had been postponed by the DVF.

Councillor John Blythin asked whether or not there would be a gate entrance for dogs and Councillor Maughan advised this would be considered.

Hedge cutting is being undertaken by Bob Bradshaw but is limited to certain times of the year.

**7 Telephone Box Area Development**

Councillor Tilston reported that CWAC has confirmed the land is unadopted and the Parish Council may progress with the development of the area. Councillor Tilston raised concerns over the Power station.

Philip Harrison from CWAC has confirmed no heavy duty spades should be used to cut back vegetation.

Councillor Tilston has been unable to speak with Richard Faggin concerning landscaping

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

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

CouncillorMaughan confirmed that following the formal process by CWAC there was no call of an election. Councillor Maughan read through the eligibility for office and disqualifications. It was agreed that the interview panel would be formed by three members of the Personnel Committee.

**RESOLVED** - Applications should be submitted within fourteen (14) days of the date of advert

**ACTION -** Clerk to display advert on Parish notice boards.

**9. Neighbourhood Plans and possible grants**

The Clerk provided further information on Community Plans and grant funding. Councillor Dix suggested the Parish Council should explore this further especially with the possibility of grant funding being available.

**RESOLVED -** Councillors agreed to further exploration of Community Plans.

**ACTION** - Clerk to contact Cheshire Community Action to determine whether or not a representative can attend a future meeting to provide further explanation and support on Neighbourhood Planning.

**10 Bonfire Event 2013**

Members of the Parish Council and firework committee plan to meet on 12 September 2013. It is anticipated the event will achieve a profit but much less than in previous years due to infrastructure donations not be available this year.

Councillor Lewis advised a Halloween event would be taking place at Lakelands on 31 October which included a Firework display. This is only two days prior to the Parish Council Bonfire event. Councillor Maughan stated this was a concern.

**11 Planning Applications**

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

Councillor Maughan provided an update from Councillor Mark Williams on New Homes Bonus Funding (NHBF). This will be paid over six years with years 1 and 2 being paid together (£6,777).

Councillor Maughan confirmed the Strategic Housing Land Availability Assessment 2013 had been received.

Councillor Maughan has been approached by Sarah Burton, Owner of the Southerly by Pass Caravan Park over a desire to develop the site and to share this with the Parish Council.

**RESOLVED** - Agenda item for next meeting

**12 Code of Conduct**

Notification of interest forms have been completed and returned by the majority of Councillors.

**ACTION** - Clerk to email electronic version of form to Councillors

**13. Community Governance Review**

The Clerk reported that a review of current Governance arrangements is being undertaken. The review enables local people to influence decisions and shape service delivery. The review is in a phased approach due to the size of the Borough. Two representatives are sought to represent the Parish Council, ideally the Chairman and Clerk. Councillor Maughan stated he would be unavailable due to too many commitments.

**RESOVLED** - No one would be available to represent the Parish Council

**14**  **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 2013-14 financial outturn position

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

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

Councillors reviewed the Parish Council Risk assessment 2013/14. The date of review for Standing orders / Financial Regulation was updated to September 2013 (item 14 iv)

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

There have been no changes to Standing Orders / Financial Regulations

**RESOLVED** - Councillor noted no changes to Standing Orders / Financial Regulations

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

Councillors agreed to the current advertised prices. Due to issues with outstanding invoices

Councillor Buchanan recommended introducing standard Terms and Conditions for adverts.

**ACTION** - Clerk to formalise standard Terms and Conditions for adverts

**vi** Councillors discussed the outstanding invoices relating to Travel Places and the issues raised by the proprietor. It was agreed the Clerk could offer discretion in recovery of the outstanding debt.

**ACTION** - Clerk to contact Travel Places and agree amount for settlement of invoices

**15 Correspondence**

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

**Proposed Cll Buchanan**

**Seconded Cll Lewis**

**RESOLVED -** Councillors agreed to a donation of £100

**ii** The Parish Council discussed St Mary’s Rectory request for a contribution towards the automation of the

clock. The Diocese has already undertaken a competitive process as to which supplier to use and is currently raising funds.

**RESOLVED -** Councillors agreed to consider making a contribution once funds raised through the Bonfire event are known.

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

ii Clerk to forward email address for Lynne Russell to Councillor Maughan

iii - Councillors acknowledged the letter from Cummins Financial Services relating to 2013/14 invoice for adverts in Local Life local.

iv - The Clerk shared the letter from Cheshire Community Development Trust about the provision of payroll services.

**RESOLVED -** Councillors agreed current payroll services are sufficient.

**16 Housing Development at Balderton Saw Mills**

No update was provided

**17** **Other Business Matters**  **(Non Agenda items)**

**i Wreath Donation**

A letter sent by the Church requesting a donation for a wreath for Remembrance Sunday has not been received.

**ii** Cll Tilston raised concern over signage in Dodleston / Pulford Lane which has been destroyed. This was reported to CWAC Highways Department (Ref: 3201572) as a Health & Safety issue.

**RESOLVED -** Councillors agreed for this to be taken forward

**ACTION -** Clerk to take this matter forward with CWAC Highways Department

**18** **Date of next meeting**

4 November 2013- 7**.**30pm