

Dodleston Parish Council
Annual General Meeting of the Parish Council
Monday 15 May 2017 - 7.30pm Dodleston Village Hall

MINUTES

Chairman Mike Maughan
Councillors Paul Buchanan, Richard Kitchin, Chris Ward, Rachel Jones, Richard Ward, Roger Taylor, Roger Taylor, Mike Dix
Clerk Kate Lloyd

Also present: Four Members of the public

1. Election of Chairman

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

2. Signing of the declaration of acceptance of office for Chairman

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

3. Election of Vice-Chairman

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

4. 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. Apologies for absence

Cllr Mark Williams

Cllr Richard Ward

6. Procedural matters

i) Declaration of interests

Cllr Mike Dix declared a non pecuniary interest in all Planning matters (item 13).

ii) To agree the minutes of the Ordinary Parish Council meeting held on the 15 March 2017.

RESOLVED: The Chairman signed as a correct record the minutes of the Ordinary Parish Council meeting held on the 15 March 2017.

Actions from last Meeting

iii) Actions and matters arising from the meeting held on 15 March 2017 were discussed

Item	Action	Responsible	Update
Previous Actions: v. Warren Wood Kennels	To investigate who is responsible / license and to progress this forward on behalf of the Parish Council	Cllr Jones	Cllr Jones advised the kennels were not exceeding the number of dogs permitted. The Kennels have a license for the burning of waste. An officer from CWAC will visit the site and suggest waste is burnt as far away from housing as possible. It was suggested a more community focus was required and to speak with CWAC. ACTION: Cllr Jones to take forward with CWAC.
13. Telephone Box removal consultation	To approach the owners of the water pump with a view to it being relocated	Cllr Jones	Cllr Jones advised she had approached the owner of the water pump who pointed out there another one next door. Cllr Jones will speak with Dr Nuttall to ascertain which the correct one is. A resident asked when the telephone

			box would be removed but this was not known by Councillors.
New Actions: 2a Letter of Resignation	Vacancy for co-opted Councillor role to be placed on the website / face book page and parish notice board. Flowers to be sent to Councillor Tilston	The Clerk / Councillor Chris Ward / Councillor Richard Ward The Clerk	Completed. Cllr Maughan advised two applications had been received. The two applicants will be interviewed for consideration. Completed. Refer to Item 18i
13. Telephone Box removal consultation	Walk about the Telephone Box area to review possible location History Board	Councillor Maughan and Philip Harrison	O/S
Public Speaking Time 5ii Crossing Closure	Crossing closure notices on the Parish website / face book page.	Councillor Chris Ward / Councillor Richard Ward	Cllr Maughan advised notices are being placed on the Parish website / facebook page as soon as these are received. Cllr Buchanan raised concerns that the barrier was staying down for several minutes once trains have passed which is causing traffic jams.
6ii/iii Paypay	Paypal transaction and booking details to be sent to the The Clerk on a monthly basis.	Councillor Richard Ward	To be sent once bookings have been received
6iv Commemorative Benches	Notice on benches to be forwarded to Councillor Roger Taylor for the next edition of Local Life.	Councillor Maughan	Notice on benches to be placed in the next edition of Local Life
8. Community Bus	Working Group to be established to establish interested parties	Councillor Chris Ward	On going. Refer to agenda item 15.
11. Planning Application	To check with CWAC planning Department that notifications are being sent by email	The Clerk Councillor Richard Kitchin	Completed
12v Certificate in Local Council Administration	Details of the qualification and costs to be forwarded to Councillor Maughan	The Clerk	Completed. The Clerk advised that she will approach CWAC to fund this as part of CPD and will advise the Parish Council.
15. Transparency Code	To seek guidance from The Cheshire Association of Local Councils and place as an agenda item for the next meeting.	The Clerk	Completed. Refer to agenda item 17
16iii / vi Correspondence	Reply to be sent to the resident in Lower Kinnerton on fibre broadband Response to be sent to the resident in Rough Hill concerning dog waste , the ditch and speed restriction	Councillor Maughan Councillor Maughan	Completed Completed

7i Village Police Report

Councillor Maughan advised PCSO Norton had transferred to Chester City. The replacement PCSO has been shadowing PCSO Norton.

8. **Public Speaking Time**

i. A resident raised concerns with persons on the DVF field. Councillor Maughan raised concerns with children playing curby on the road. CCTV on the field is being used to monitor activity and report any issues.

ii.Pond

A resident advised a member of the community is emptying their pond and offering plants for the Parish pond. Councillors agreed these would be welcomed as part of the Field Development.

9. **Field Development**

Councillor Maughan provided an update. General work has begun with contractors pitch cutting and volunteers undertaking work around the pond and pavilion. The internal fit out of the pavilion has also been completed and a second store room installed. Ladies cricket team; Boughton Hall ladies second team, Lower Kinnerton and Dodleston are using the pitch and the school is also regularly using the field. There has been informal football practice although the plan for a formal team has not been progressed due to the requirement of a qualified care officer. The process for registration with the Football Association has begun.

The Community requested a village day / sports event and interested groups met last September. The combined event to raise funds for the community is planned for 24 June 2017. This is not a Parish Council event and the field is being donated free of charge. Chester Lakes has an event on the same day / weekend. Councillor Buchanan suggested notices be placed on boards / Pavilion to state the Parish Council if not receiving any funds from the event. **RESOLVED:** Councillors agreed for notices to be displayed on Parish Noticeboards and pavilion to advertise the field is being used for the event free of charge. **ACTION:** Councillor Jones to design notice for display.

Councillor Maughan advised there are a number of projects to focus on this year including the pond, BMX track and outside gym equipment. The Pond requires a plan of action and a member of the community has volunteered to design a plan. The Parish Council will approach another member of the community about landscaping. The Parish Council will be looking for funding opportunities. The mounds on the field may be used for BMX /scooter track and this will be investigated as to useable or whether it is not feasible in terms of costs / insurance issues. Councillor Buchanan suggested seeking funding for this and the outdoor gym equipment through WREN. The Parish Council was unsuccessful in its application for funding of the outdoor gym equipment last year.

Councillor Maughan the Parish Council is investing £400 a year in dog waste bags and that some of these are not being discarded in the bins. There are 10 cameras on and around the pavilion and various activities are being captured and reported on. There is quite a distance from the Pavilion and pond to the kissing gate is. The Parish Council will contact CWA for power to the kissing gate area. A sign is now in place displaying Dodleston Sports Field.

10. **Parish Councillors' update**

None further updates.

11. **Local Life**

Councillor Taylor suggested the summer issue is published before the end of term. Councillor Buchanan stated it was normally issued in September to promote the firework event. The next edition will include Councillors names and address and personal email addresses and the Parish Council website address included. An up to date DB1 (as at the time of printing) will be included. Councillor Maughan stated the next editions needed to be delivered on time.

Councillor Jones advised that several people had commented that several members of the community with long standing positions had left including PTA, Pre School and Parish Council. **ACTION:** Councillor Jones agreed to write an article for Local Life on this together with a note of thanks.

12. **Lengths man Services**

Councillor Maughan advised a footpath in the village requires clearing and will liaise with Peter Troughton about the work.

13. **Planning Applications**

Councillor Kitchin went through the applications since the last meeting and confirmed none required comment by the Parish Council.

14. Finance

Councillors commented on the number of pages of finance information and suggested that for future meetings a projector could be used.

i. To approve income and expenditure since 5 March to 31 March 2017.

RESOLVED - All income and expenditure since the 5 March to 31 March 2017 was approved. Councillors agreed for the £0.31 discrepancy from the 2016/17 accounts to be written off.

ii. To agree the Outturn for 2016/17.

RESOLVED: Councillors agreed the Outturn for 2016/17

iii. To approve Income and Expenditure from 1 April to 13 May 2017.

RESOLVED: Councillors approved the income and expenditure from 1 April to 13 May 2017

iv. To agree the forecasted outturn for 2017/18.

Councillors reviewed the expenditure to date and forecasted expenditure making several adjustments to the field and assets. The Clerk advised the pay award of 1% from the 2016/17 settlement had not been implemented and asked Councillors to agree this. **RESOLVED:** Councillors agreed the Outturn for 2017/18 and for the 1% pay award. Councillors also agreed for the outstanding invoices to be paid by bank transfer.

v. To review and approve the Annual Return 2016/17.

RESOLVED: Councillors reviewed and approved the Annual Return 2016/17 (Annual Governance Statement) and (Annual Statement of Accounts). Councillors agreed for part two to be delegated to Councillor Buchanan for review of capitalised items.

vi. To Review and approve Financial Contract Procedure Rules (FCPR) and Standing Orders. The clerk advised these had been reviewed in full by Councillor Dix. Councillor Dix stated the standing orders detailed that cheque stubs are initialled but this was not happening in practice. The Clerk suggested where bank transfers are actioned an email is sent to signatories to approve this and that this is then ratified at the next meeting.

RESOLVED: Councillors agreed to and approved the Financial Contract Procedure Rules and Standing Orders and for the changes suggested to be implemented.

vi. To review and approve the Risk Assessment 2017/18.

RESOLVED: Councillors reviewed and approved the Risk Assessment 2017/18.

viii. To appoint the external auditor 2017/18

RESOLVED: Councillors agreed to continue with Sage and Co Accountants as the internal auditors for 2017/18.

15. Community Bus

Councillor Mike Dix provided an update and advised three members of the community had contacted him following the article in Local Life. The plan of action is to bring interested parties together to form a working group. **ACTION:** Councillor Dix and Councillor Chris Ward to take forward

16. Electoral Review

Councillor Chris Ward provided an update and advised the Ward Councillor review recommended by the Local Government Boundary Commission in consultation with CWAC is to reduce the number of Councillors from 75 to 69. There was a lengthy discussion a resident stated the ward review was to bring about equal representation. There is various stage of consultation.

17. Transparency Code

The Clerk read through details of the Transparency Code and its requirements. The Clerk confirmed the Parish Council did not qualify for funding towards implementing the requirements as expenditure for the past three years exceeded the limit of £25k. **RESOLVED:** Councillors agreed not to implement any changes to the finance or minutes of the meeting process.

18. Correspondence

i. Email from KarenTilson thanking the Parish Council for flowers

The Clerk advised that an email had been received from Karen Tilston to thank the Parish Council for sending flowers.

ii. Letter from Royal British Legion

The Clerk advised a letter from the Royal British Legion had been received to thank the Parish Council for its ongoing support and to keep the Parish Council informed of the work being undertaken in Merseyside and Cheshire.

iii) Letter from Cheshire Community Action seeking membership renewal for 2017/18.

RESOLVED: Councillors agreed not subscribe membership for 2017/18.