

**Dodleston Parish Council
Annual General Meeting of the Parish Council
Monday 14 May 2018 - 7.30pm Dodleston Village Hall**

MINUTES

Chairman Mike Maughan
Councillors Paul Buchanan, Mike Dix, Rachel Jones, Richard Kitchin, Chris Ward, Mike Hall
Clerk Kate Lloyd
Also present: Five 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 Mike Hall
 PCSO Downey
6. **Procedural matters**
 - i) Declaration of interests
 Cllr Jones declared a non pecuniary interest in item 19.
 - ii) To agree the minutes of the Ordinary Parish Council Meeting held on 12 March 2018. An amendment was made to item 5v and 6i. **RESOLVED:** The Chairman signed the minutes as a correct record of the Ordinary Parish Council Meeting held on 12 March 2018.

Actions from last Meeting

6iii) Actions and matters arising from the meeting held on 12 March 2018 were discussed

Item	Action	Responsible	Update
1 Vacancy	An advert to be displayed for a co-opted member.	The Clerk	Completed
4i Monthly Police Report	Bike marking event to be added to the next meeting's agenda.	The Clerk	Completed
5i Public Speaking Time Kennels	Cllr to speak with CWAC	Cllr Jones	Completed – Refer to item 11i
	Draft letter to be prepared for the Parish Council to raise concerns with Warren Wood Kennels and Cattery	Cllr Jones	Completed – Refer to item 11i

v. Prescription Service	Details to be included in Local Life and the Parish Council website / Face book page.	Cllr Maughan / Cllr Ward / Cllr Taylor	To be included in the next edition
ii Field	To view Muddy Paws website and contact company	Cllr Maughan	Completed
8 Defib	To take forward	Cllr Dix	Completed – Refer to item 13
11iii. Meadow Foods Ltd	To approach Meadows Food Ltd for further details on CHP.	Cllr Maughan	Completed
12iii Insurance quotes	Provide a summary of details and copy of the insurance quotes to Cllr Buchanan.	The Clerk	Completed. Ageas insurance taken over a three year contract
15. Footpath / Closures	To contract Mid Cheshire Footpath Society to encourage engagement with Network Rail.	Cllr Maughan	Ref to Item 19

7i Monthly Police Report

Cllr Maughan read through the March to May Homewatch News Bulletin in PCSO Downey's absence. This included the importance of reporting incidents to the police when a victim of crime either by 101 or 999. There have not been any incidents of note since March 2018. Parking outside the school continues to be an issue and will be monitored. Residents are encouraged to look up the Cheshire Alert and sign up.

8. Public Speaking Time

i. Bus Service

A resident raised concerns on the Bus Service. The concessionary (free) bus pass can only be used after 9.30am. Users with a pass therefore cannot use the first service at unless they pay the fare. Users in Westminster Park are able to use the 9.18 service as it arrives at 9.30 am. Concerns have been raised with MP and Charlie Seward, Deputy Chief Executive. It has been suggested users pay for the Bus Service and travel free on the way back. Concessionary passes are operational all over the Country and several Councils have changed the time to allow greater flexibility. Refer to item 18

ii. Hedges

Residents raised concerns with overgrown hedges which are causing difficulties for pedestrians and wheelchair users. One resident has been asked to trim back their hedges. **ACTION:** Cllr Maughan to draft letter to be sent to resident requesting hedges are cut back.

iii. Vehicles

A resident raised concerns with vehicles for sale outside the wood yard by Balderton Crossing.

iv. Fly Tipping

A resident raised concerns with fly tipping at the Sunken Path Way. This is behind 28 St Mary's Road. Cllr Maughan confirmed a resident had reported this matter to him. **ACTION:** Cllr Maughan to draft letter for The Clerk to send to the resident.

v. History Board

A resident thanked the Parish Council for the support with the History Board. The frame is currently being manufactured although there is an issue with the artwork. The Clerk acknowledged a cheque had been received from the History Group as its contribution towards the costs. The resident advised a Water Pump had been located in Mold which could possibly be purchased by the History Group and requested permission for it to be located by the old telephone box at the site to the original well. **RESOLVED:** Councillors agreed to this request.

vi. Time of Parish Council Meeting

Cllr Taylor advised he was finding the late finishing time of meetings difficult. He suggested bringing the time of meetings forward to 6.30 pm or 7 pm. There was a brief discussion. **RESOLVED:** Councillors agreed for future Council Meetings to be commence at 7 pm. the meeting

9. **Field Update**

i. Update

Councillor Maughan provided an update and advised the field is being used by the school and cricket club. The grass is being regularly mowed although it needs further work. Grants are being sought for bin storage and picnic benches to be located by the pond. The Pre School Nursery and Woodland Trust are raising funds for the pond and hope to plant the year after next. A meeting with Welma Bowden has taken place to look for sport / grant funding for the Outdoor gym equipment. This is progressing and consideration is being given to match fund with WREN support.

10. **Parish Councillor Vacancy**

Cllr Maughan confirmed the Parish Councillor vacancy has been advertised and no responses have been received at present.

11 i **Councillors' Updates**

Cllr Jones advised a letter has been sent to Cheshire West and Chester Council (CWAC) and Lower Kinnerton Kennels. Noise pollution equipment will be installed in two residents' gardens to monitor noise levels and take further action if appropriate. The licence has been renewed and there has been no evidence of the burning of waste.

Cllr Ward provided an update on dropped kerbs and shared maps showing where changes will be made. Cllr Ward also advised there had been some damage to tarmac which can hopefully be replaced when the kerbs are installed. The plan for kerbs will be added to the schedule of works and Cllr Ward will ask about the timeframe.

Cllr Williams advised he had raised concerns with CWAC on hedges not being cut and weeds not being cleared from gutters. Cllr Williams will be the Deputy Lord Mayor and has offered to officially unveil the History Board.

12. **Community Bike Marking Scheme**

Cllr Maughan advised the Community Bike Marking Scheme has been shared on the Parish Council's face book page. There is a cost involved with this. A day will be arranged to promote the event and will be free of charge for residents and community users. **RESOLVED:** Councillors agreed for the Parish Council to fund this event. Date to be agreed.

13. **Community Defibrillators**

Cllr Dix advised the application to the National Heart Foundation for a Community Defibrillator had been successful. The Parish Council has made a £600 donation toward the cost. The Defibrillator will be placed outside the shop in an unlocked cabinet and is secured by CCTV. The Parish Council has registered this with the North West Ambulance Service by Memorandum of Understanding. A training pack for CPR is included and sessions will be held within the village. The Parish Council is looking for another defibrillator to be located at The Pavilion. The cabinet to store the Defibrillator is to be sourced at trade price by Councillor Maughan if this is cheaper. **RESOLVED:** Councillors agreed to the cabinet to be sourced at trade price by Cllr Maughan if this is the cheapest option.

14. **Local Life**

Councillors discussed articles for the next edition of Local Life. This will include Community Bike Marking Scheme and CPR training. Members of the Womens' Institute have offered to deliver Local Life. A PDF copy of Local Life is to be placed on the website. **ACTION:** Cllr Taylor to forward copy to Cllr Kitchin for the website.

There have been distribution issues with the last edition. Cllr Taylor volunteered to co-ordinate future distribution of Local Life.

15. **Lengths man Services**

i. Update

Cllr Maughan provided an update and advised work had been undertaken on the field and Life Buoy post. Various other works will be undertaken as and when required.

16. **Planning Applications**

Councillor Kitchin provided an update all the Planning Applications.

ii. Wrexham Road Development

Cllr Kitchin advised there was no further update on the Wrexham Road Development.

iii. Meadow Foods Ltd

Cllr Maughan advised the Meadow Foods application had been approved and Laurel bushes had been planted.

17. Finance

i) To approve income and expenditure since 6 March to 31 March 2018

RESOLVED: Councillors approved all income and expenditure from 6 March to 31 March 2018

ii) To agree forecasted outturn for 2017/18

RESOLVED: Councillors agreed the forecasted outturn for 2017/18

iii) To approve income and expenditure since 1 April 2018

RESOLVED: Councillors approved all income and expenditure since 1 April 2018.

iv) To agree the forecasted outturn for 2018/19

RESOLVED: Councillors agreed the forecasted outturn for 2018/19

v. To review and approve the Annual Return 2017/18

Councillors reviewed the Annual Return 2017/18. **RESOLVED:** Councillors approved the Annual Return 2017/18.

vi. To review and approve Financial Contract Procedure Rules and Standing Orders

Cllr Dix reviewed the Financial Contract Procedure Rules and Standing Orders in-depth in advance of the meeting with several amendments agreed and updated. **RESOLVED:** Councillors approved the updated Financial Contract Procedure Rules and Standing Orders.

vii To review and approve the Risk Assessment 2018/19

RESOLVED: Councillors reviewed and approved the Risk Assessment 2018/19.

viii To appoint the internal auditor for 2018/19

RESOLVED: Councillors appointed Sage and Company as the Internal Auditor for 2018/19

ix To approve the NALC pay award 2018/19 – 2019/2020

RESOLVED: Councillors approved the NALC pay award 2018/19 - 2019/2020

18. Community Bus

No further update

Current Bus Service

Cllr Maughan read through an email from a parent raising concerns on the current Bus Service. A complaint has been made to CWAC and issues raised with Queens Park High School. A response from CWAC stated the new Service is not commercially viable and requires financial support from the Local Authority. The new service has been rationalised to protect it and maximise coverage within limited resources. There was a discussion on the issues. **ACTION:** Parish Council to take the issue forward with internal contact within CWAC and the Transport Cabinet Member. The concessionary bus pass issue will also be taken forward to change the time restriction.

19. Footpath Closures / Network Rail Updates

Cllr Maughan provided an update. Mid Cheshire Footpath Society (MCFS) have objected to the plans and the proposal is to leave the footpath as it is. There was a discussion by Councillors. Cllr Dix suggested the Parish Council contact MCFS to establish the basis of their objections. **ACTION:** Cllr Maughan to raise concerns with CWAC and to contact MCFS again.

20. Correspondence

i Cllr Maughan advised he has received a refund for the electricity supply at The Pavilion. Despite numbers calls to the energy supplier, the revised cheque has still been made payable to Cllr Maughan. **RESOLVED:** Councillors agreed for the cheque to be presented for payment and for Cllr Maughan to reimburse the Parish Council.