

Dodleston Parish Council
Ordinary Meeting of the Parish Council
Monday 9 July 2018 - 7.00pm Dodleston Village Hall

MINUTES

Chairman Mike Maughan
Councillors Paul Buchanan, Mike Dix, Richard Kitchin, Roger Taylor, Mike Hall

Clerk Kate Lloyd

Also present: Six members of the public

1. Apologies for absence

Cllr Chris Ward
 Cllr Mark Williams
 Cllr Rachel Jones
 PCSO Downey

2. Procedural matters

- i) Declaration of interests
 There were declarations of interest

- ii) To agree the minutes of the Annual Parish and the Annual General meeting of the Parish Council held on 14 May 2018. An amendment was made to item 8iv, 11i and 16iii. **RESOLVED:** The Chairman signed the minutes as a correct record of the Annual Parish and the Annual General Meeting held on 14 May 2018.

Actions from last Meeting

- 3i) Actions and matters arising from the meeting held on 14 May 2018 were discussed

Item	Action	Responsible	Update
Public Speaking Time 8ii Hedges iii Fly Tipping	Cllr Maughan to draft letter for The Clerk to send to the resident requesting hedges are cut back. Cllr Maughan to draft letter for The Clerk to send to the resident.	Cllr Maughan The Clerk	Cllr Maughan shared a draft letter with Councillors for their review. Several amendments were made and approved as the official letter.
14. Local Life	Cllr Taylor to forward copy to Cllr Kitchin for the website.	Cllr Taylor	PDF copy of Local Life to be forwarded to Cll Kitchin
18i. Current Bus Service	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.	Cllr Maughan	Cllr Maughan advised the issues are being pursued with The Chester MP Chris Matheson. Drop in Sessions are being arranged for : Dodleston - Saturday 14 July Westminster Park - Saturday 21 July.
19. Footpath Closures/Network Rail updates	Cllr Maughan to raise concerns with CWAC and to contact MCFS again.	Cllr Maughan	Completed. Refer to item 18.

4i Monthly Police Report

Cllr Maughan read through the Home watch News Bulletin in PCSO Downey's absence. This included a number of incidents of items being stolen from vehicles and damage to the cricket pitch nets. A number of speed enforcements have been carried out and parking outside of the school remains an issue. A number of traffic calming measures could be considered.

5. Public Speaking Time

i. Dropped Kerbs

Cllr Maughan read through an email updated provided by Cllr Chris Ward. Dropped kerbs are now on the schedule of works to be undertaken by CWAC. Cllr Buchanan suggested estimated dates of when the works will commence and be completed should be provided. **ACTION:** Cllr Ward to request estimated dates of works.

ii. History Board

A resident advised the art work for the History Board is in the design process and should be completed by the end of July. An unveiling date has been set for 18 August at 11 am outside The Red Lion. This will be undertaken by the Deputy Lord Mayor of Chester and Mr Philip Harrison. The History Group is currently looking for a water pump to be located by the old telephone box at the site to the original well.

iii. Hedges and Sunken Path Way

A resident stated the hedges on Church Road had been cut. There are still issues with fly tipping at the Sunken Path Way.

iv. BMX / Scooter Track

Two younger members of the community raised the question of when the BMX / Scooter track would be replaced as the current one is overgrown with weeds and not suitable for scooters. Cllr Maughan confirmed he had received a letter regarding the issue. Cllr Maughan and other Councillors asked what the young members wished to have. They advised the track at Westminster Park was not suitable. However, The Millstone Skate Park at Penyffordd was ideal. Cllr Maughan advised the Parish Council is seeking grant funding for this and that a survey will be included in the summer edition of Local Life. **ACTION:** Cllr Maughan to liaise with the two younger members of the community regarding the BMX / Scooter track.

6. Field Update

i. Update

Councillor Maughan provided an update and advised there are a number of items and activities which will be funded from the members award, this includes benches and patio. The bin stores are now in situ. The Parish Council has received support from a number of volunteers to mow the lawn. An event by the Pre School Nursery will take place on the 15 July with further work on the woodlands area. The Brownies wish to do a 'cook out' and a number of cricket teams are using the pitch. There has been an incident involving youths causing damage to the cricket nets, which have now been partially repaired. Welma Bowden is progressing with the grant funding for the outdoor gym equipment.

A survey made up of ten questions will be printed and included in the next edition of Local Life which is due to be delivered. The survey will be posted on the website and Facebook page. The comments box will be available in the Post Office. **ACTION:** Cllr Maughan to print 450 copies of the survey which will be delivered with the next edition of Local Life. The survey will be published on the Parish Council website and Facebook page and the suggestion box made available in the Post Office.

7. Parish Councillor Vacancy

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

8 i Councillors' Updates

i Rubbish on Access Road at rear of St Mary's Road

Cllr Taylor advised rubbish on the access road appears to have been cleared. On a much larger scale, bags of rubbish have been dumped further down. Cllr Maughan advised this had been reported on line and an officer from Regulatory Services (CWAC) had approached a resident and issued a warning letter. All incidents should be reported on line.

ii. Cllr Hall suggested a Statement of Account for 2017/18 is compiled which can be published on the website and Facebook page. Cllr agreed for Cllr Hall to prepare a Statement of Accounts 2017/18 to be compiled

ready for review at the next meeting. **ACTION:** Cllr Hall to prepare a Statement of Accounts for 2017/18 for review at the next meeting, prior to being published.

9. Community Bike Marking Scheme

Cllr Maughan provided an update on the Community Bike Marking Scheme and shared details of costs. **RESOLVED:** Councillor agreed to £200 from the Community Fund to support this event.

10. Local Life

i Discussion of articles for next edition

Refer to Item 11

ii. Delivery Issues

There was a discussion on the issues with deliveries of the last edition of Local Life. Cllr Hall volunteered to have a share of the round delivered by Cllr Ward and to act as reserve for when other Councillors were away on holiday. Councillors agreed the distribution for Lower Kinnerton / Gorstella and Rough Hill / Balderton.

Cllr Maughan advised an incident of Japanese Knotweed had been report to CWAC.

11. PC Press and Media Policy to Cover Local Life and Facebook

i. Agree Purpose of PC Media (Local Life and Facebook and any others)

Cllr Maughan advised that as articles are submitted for inclusion in Local Life and adverts on Face book, the Parish Council requires a Policy and should agree the purpose of the Parish Council media.

ii. Discuss and agree Media Policy for PC

Cllr Dix shared the Draft Editorial Policy with Councillors and advised he had reviewed other Councils' policies on this, drawing out relevant points. The Draft Policy covers; The Legal Framework, Parish Council Magazine – Its purpose and contents, Political Neutrality, Commercial Advertising and Annual Review date. Cllr Dix also stated articles for inclusion in Local Life should be interesting and relevant to the Parish Council and the Community. Cllr Kitchin stated a separate more focused policy would be required for The Parish Council face book/website.

There was a lengthy discussion on this and on an article written by a resident. Cllr Hall stated there was a shortage of articles for Local Life. **RESOLVED:** Councillors agreed to the Editorial Policy which will be subject to review at the Annual General Meeting in May 2019.

There was some suggestion to commissioning articles of particular interest through organisations subject to agreement. Cllr Maughan made the point that as a vocal and public critic of The Chairman, Vice Chairman and The Parish Council, Mr John Lloyd should not be given space in Local Life for articles he submits unless as per the guidelines The Parish Council asks for any articles.

12. CCTV

i. License renewal

Cllr Maughan advised the annual CCTV license has been renewed.

ii. License and Policy review

Cllr Maughan advised the CCTV License and Policy from the previous year has been reviewed and adopted for this year. Cllr Richard Ward will be removed as an officer from the policy.

13. Meadow Foods

Cllr Maughan advised that after the latest planning application from Meadow Foods, The Parish Council were invited to a meeting, where an overview of the business and products were provided. There has been a change in ownership and emphasis and Meadow Foods have a sustainability plan and wish to engage with the community. This may involve support through funding.

14. Lengthsman Services

Cllr Maughan provided an update and confirmed the hedges at the Car Park and the Field had been trimmed. Further work will be undertaken as and when required.

15. Planning Applications

i. Councillor Kitchin provided an update all the Planning Applications. There has been an amendment to an application. The elevation drawings are the same as the approved application. There is no comment from the Parish Council.

ii. Wrexham Road Development

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

16. Finance

i) To approve income and expenditure since 1 May 2018

RESOLVED: Councillors approved all income and expenditure from 1 May to 2 July 2018

ii) To agree forecasted outturn for 2018/19

RESOLVED: Councillors agreed the forecasted outturn for 2018/19

iii) To note the outcome of the internal audit 2017/18

The Clerk advised the internal audit for 2017/18 had been completed and the Annual Return 2017/18 signed off without comment. **RESOLVED:** Councillors noted the outcome of the internal audit for 2017/18

17. Community Bus

No further update

18. Footpath Closures / Network Rail Updates

Cllr Maughan provided an update advised there has been no further progress. Network Rail is considering reopening the footpath without a bridge. The Parish Council cannot support this without a bridge to mitigate the danger. There will be ongoing communication.

19. Correspondence

i. The Clerk advised Councillors a letter of thanks had been received from North West Air Ambulance for the recent donation of £50.

ii. Pre School Nursery Request for Funding Support

Cllr Maughan advised Councillors a request had been received from the Pre School Nursery requesting support to fund a 5 tablets and license. Councillors discussed this and requested further financial information as to the costs. **ACTION:** Pre School Nursery to provide costing information for the Parish Council to consider at the next meeting.