

Dodleston Parish Council
Annual Parish Council Meeting of the Parish Council
Monday 13 May 2019 - 7.30pm Dodleston Village Hall

MINUTES

Chairman Mike Maughan
Councillors Paul Buchanan, Mike Dix, Rachel Jones, Richard Kitchin, Chris Ward, Cllr Bowden, Roger Taylor

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**
None
6. **Procedural matters**
 - i) Declaration of interests
No declarations.
 - ii) To agree the minutes of the Ordinary Parish Council Meeting held on 11 March 2019. Amendments were made to items 8 and 11. **RESOLVED:** The Chairman signed the minutes as a correct record of the Ordinary Parish Council Meeting held on 11 March 2019

Actions from last Meeting

- 6iii) Actions and matters arising from the meeting held on 11 March 2019 were discussed as part of Item 13 Councillors' updates

Item	Action	Responsible	Update
8i Councillors' update (Previous action) Dog Kennels issue	To meet with Cllr Jones and the Lower Kinnerton resident to discuss the ongoing issues further	Cllr Jones	O/S
6 Field update	Dead tree to be felled and large oak tree to be cut back.	Cllr Maughan and Cllr Dix	One tree has been cut back and the dead tree needs to be felled.
8 i Councillors Update ii Elections – Nominations	To follow up the issues with CwAC on footpaths / potholes Councillors to complete election nominations forms to be ready for collection by 25 March 2019	Cllr Dix All Cllrs and The Clerk	Refer to Councillors update Item 13 Completed

	Meeting to be arranged and attended with CwAC Democratic Services to review and submit election nomination forms.	The Clerk	Completed
9. Open Covenants	To undertake further research on the covenants relating to planning conditions which may have been granted	Cllr Dix	Cllr Dix has been unable to carry out any further research.

7. Letter of Resignation – Cllr Hall

Cllr Maughan advised everyone that Cllr Hall had resigned from The Parish Council. Councillors expressed their thanks for Cllr Hall's contribution to the work of the Parish Council over the past 18 months.

8. Monthly Police Report

Cllr Maughan advised there was no Police report available and PCSO McKeivitt was not in attendance.

9. Public Speaking Time

i. Dropped Kerbs

A resident raised concerns regarding kerbs at Egerton Walk and a large step in Church Croft. Cllr Ward advised he had contacted CWAC Highways and questioned whether work would be undertaken on an adhoc basis or through a plan of action. Cllr Ward has pushed for work on the field entrance at Church Croft although Highways have reservation on this.

ii. Pavements

A resident raised concerns about the general state of the pavements within the village. This caused difficulties for residents using wheelchairs / walking frames. Cllr Bowden commented that cars parking on the pavements in the winter time were causing damage. It was noted that a number of vehicles were parking by the sports field in front of the fencing on the bend which was dangerous. Consideration has been given for road markings and a lay by. **ACTION:** Cllr Ward to take forward with CWAC Highways.

iii. Covenants

A resident stated that an article on covenants had not been included in Local Life. Cllr Taylor advised he had been unsure how to relay this message whilst not causing offence to residents and it had been decided not to include the article. Cllr Maughan noted the Parish Council had no responsibility or authority on the covenants although it supported it and appreciated the open aspects and the benefits to the community and village. Cllr Maughan advised the Parish Council will wait for a response from legal advice being sought from the resident and this will be placed on the next agenda if a response is received prior to the meeting.

10. Field Update

i. Update

Cllr Maughan stated that as mentioned in his annual report, the field has been well used with various events being held. The Never4Get Event held on 13/14 was a success. Cllr Buchanan stated it was well organised from the parking, PA, facilities and refereeing. It has been an aspiration of The Parish Council as to how to manage the field and to purchase its own equipment such as a tractor. Field maintenance is currently undertaken by a contractor, the costs of which are funded through the majority of income from the school and cricket clubs for the use of field. The Parish Council could invest in the purchase of a marquee (cost of £2k inc vat) funded by the VAT from the Never4Get Event. This will allow the Parish Council to hold events throughout the year and raise funds for community groups and toward the purchase of other equipment. Cllr Bowden stated the under 16's would rent the Village Hall. However, the use of the marquee on the field for outdoor/indoor activities would be better. There was a short discussion by Councillors. **RESOLVED:** Councillors agreed to the purchase of a marquee at the costs of £2k inc VAT, in time for the Village Festival.

Cllr Maughan advised a fund raising event to support the Village Festival is being held at the Village Hall on 8 June 2019. This is a "Race Night" and will include chilli food and a bar.

The Village Festival is different this time. Any community group users can have a pitch on the field free of charge and will retain any funds they raise for their own use.

ii. Gym Equipment

Cllr Maughan advised The Parish Council have wanted to install gym equipment on the field for the past 5-6 years and has been working with Meadow Foods for the past 7 months. Meadow Food wishes to support the community and has agreed to fund the equipment of £10k. The school has also offered funding of £3k towards this and there is a meeting with the school W/C 20th to clarify. A resident suggested the installation of a French boules pit.

11. Never4 Get Event

Refer to item 10.

12. Village Festival

Refer to item 10.

13. Parish Councillors Updates

Cllr Ward advised he had contacted Highways concerning the 20mph zones and asked for a review of those areas which fall outside this including the top of Penfold Way to St Mary's Road. The 20 mph restriction is not enforceable and is only a recommendation.

Cllr Taylor requested guidance as to the next issue of Local Life and whether or not to publicise the village event or to delay until after. Cllr Buchanan advised the event is being well publicised and therefore Local Life should be issued after. There was a short debate and Councillors agreed a proposed delivery date of 27 July 2019.

Cllr Bowden reminded everyone that the Bus Survey is out and that only 23 on-line responses had been received. Evidence is required so that Stage Coach and CWAC can be approached. Cllr Maughan stated he would replenish the paper surveys and Cllr Kitchin agreed to repost the on-line link on Face book.

Cllr Maughan thought the timetable published in Local Life was out of date. A resident commented that she had received a response from the MP who is happy with it. Cllr Bowden commented improvements were still required regarding a bus service from Wrexham (Arriva).

Cllr Dix met with CWAC Highways and Street Scene regarding a number of issues. The potholes at Egerton Walk and St Mary's Road are on a schedule of works for repair. The vegetation overgrowth at 66 Penfold Way has to be dealt with by the Parish Council. The letter needs to be sent to the residents requesting a cut back.

Cllr Dix stated that hedge cutting cannot be carried out during the nesting season. It is the resident's responsibility to keep hedges from encroaching on to pavements. However, CWAC will undertake remedial work on the corner hedge along Church Road with the next few weeks and will notify the resident. CWAC have also looked at the fly tipping at Sunken Way which will be cleared within a month.

General footpaths need clearing of moss. At Penfold Way to Church Croft, residents have been asked to cut back any overhanging trees in preparation for this. The fencing at the junction of Church Road and Balderton is a risk and will be dealt with within a month. The dog bin removed by CWAC will be replaced this week.

Cllr Taylor advised there is Japanese Knotweed along the Sunken Pathway. Cllr Dix confirmed this had already been reported to CWAC and he would be checking with CWAC as to a plan of action.

Local Life

Cllr Taylor advised articles for the next edition of Local Life will include a cheque presentation with Meadow Foods for their sponsorship of the gym equipment and a wildlife article from Colin Bollinwood. Cllr Buchanan will provide an article and photographs of The Never4Get event. The Bus Survey will also be included with an extended deadline.

Cllr Maughan advised that following the elections and the resignation from Cllr Hall, there are two vacancies on the Parish Council.

15. Lengths man Services

i. Update

Cllr Maughan advised the Lengths man will walk around the village and the field to check for any works which are required to be undertaken.

16. Planning Applications

Councillor Kitchin provided an update all the Planning Applications stating seven had been approved. There was a reserved matter on Decoy Farm Development. There was no comment by The Parish Council.

ii. Wrexham Road Development

Cllr Kitchin advised the latest Wrexham Road Development application had been approved.

17. Finance

i) To approve income and expenditure since 4 March to 31 March 2019

RESOLVED: Councillors approved all income and expenditure from 4 March to 31 March 2019

ii) To agree forecasted outturn for 2018/19

RESOLVED: Councillors agreed the forecasted outturn for 2018/19

iii) To approve income and expenditure since 1 April 2019

RESOLVED: Councillors approved all income and expenditure since 1 April 2019.

iv) To agree the forecasted outturn for 2019/20

RESOLVED: Councillors agreed the forecasted outturn for 2019/20

v) To review and approve the Annual Return 2018/19(Delegated Cllr Buchanan)

Cllr Buchanan had reviewed the Annual Return 2018/19 in-depth in advance of the meeting and thanked The Clerk for her efforts as this had been well done. Cllr Buchanan advised Councillors this could be approved.

RESOLVED: Councillors approved the Annual Return 2018/19.

vi) To review and approve Financial Contract Procedure Rules and Standing Orders (Delegated Cllr Dix)

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

vii) To review and approve the Risk Assessment 2019/20 (Delegated Cllr Dix)

Cllr Dix reviewed the Risk Assessment 2019/20 in-depth in advance of the meeting. The insurance covering the firework event can be removed. The Clerk will check with the Insurance Company as to whether or not this will decrease the insurance charge. **RESOLVED:** Councillors approved the Risk Assessment 2019/20.

viii) To appoint the internal auditor for 2019/20

RESOLVED: Councillors appointed Sage and Company as the Internal Auditor for 2019/20

ix Pension Regulator - Re-enrolment date and re-declaration of compliance. The Clerk advised the Pension Regulator had submitted details of the re-enrolment and re-declaration of compliance. Final submission date is September 2019.

18. Correspondence

None