

Dodleston Parish Council
Ordinary Meeting of the Parish Council
Monday 11 May 2020 - 7.30 pm Virtual Meeting

MINUTES

Chairman Mike Maughan
Councillors Paul Buchanan, Rachel Jones, Richard Kitchin, Chris Ward, Welna Bowden, Mike Dix, Mark Williams, Carl Willis

Clerk Kate Lloyd

1. Apologies for absence

Cllr Taylor

2. Procedural matters

i) Declaration of interests

There were no declarations of interest.

ii) To agree the minutes of the Ordinary Parish Council Meeting held on 9 March 2020. Amendments were made to various items. **RESOLVED:** Councillors approved the minutes as a correct record of the Ordinary Meeting of the Parish Council held on 9 March 2020.

3. ii) Actions from last Meeting

Actions and matters arising from the meeting held on 9 March 2020 were discussed:

Item	Action	Responsible	Update
Public Speaking Time 5i Newcomers – Pamphlet	Draft version of pamphlet to be passed to Cllr Bowden for review and update.	Cllr Bowden	Cllr Bowden advised the resident had decided not to forward the draft newcomers pamphlet and for the Parish Council to design its own. ACTION: Cllr Bowden to create a draft pamphlet and to forward to Councillors for review
ii Dog Fouling / Hedges / Pavements	To check with CwAC as to the reason for the pavement not being lowered.	Cllr Ward	Outstanding
iii. Flooding – Lower Kinnerton	Resident to forward photographs of the flooding to Cllr Jones. To take forward the issue with flooding in Lower Kinnerton with CwAC.	Resident Cllr Jones	Cllr Jones confirmed photographs had been forwarded by the resident. These have been sent to CwAC.
	Note to be posted through residents letterboxes to seek views on the grass verge and to provide evidence of their wishes.	Cllr Taylor	Postponed due to COVID 19
13. Community Speeding Project	To ascertain costs of the speed gun.	Cllr Bowden	Ref to item 13
11. Network Rail	To contact Network Rail regarding the notice displayed at the footpath on Penfold Way	Cllr Maughan	Refer to item 11

4. Village Police Report

PCSO McKevitt was not in attendance and there was no Village Police Report available.

Cllr Maughan advised an email had been received from a resident reporting smashed wine bottle on the Dodleston Village Foundation (DVF) field.

5. **Public Speaking Time**

i. Correspondence – Chicken Sheds and Odour issues.

Cllr Maughan advised he had received an email from a resident asking for their concerns with the chicken sheds and odour problems to be shared with the Parish Council. Cllr Maughan read the email to Councillors which also raised concerns with potential additional sheds at the same site in the future. Whilst the Parish Council has met with the farmer the suggestion was there have been teething issues the odour has been caused by slurry. The resident believes the odour is caused by chicken manure as the smell is worse and there have been issues with the cooling system. Although there is The Environment Agency (EA) hotline he questioned whether complaints from residents were being lost in the system and asked for the Parish Council to investigate concerns with EA and enquire with CwAC to establish if the Council is aware of concerns. Cllr Taylor advised he had visited the farmer and there were new teething issue due to a change of chicken supplier and as such a new cycle. Cllr Kitchen questioned whether or not the ground source heating problems/ ventilation issue had been resolved. Cllr Taylor advised he had not received response to his latest emails to the farmer.

Cllr Buchanan advised a whatsapp Group on Kinnerton Road was set up with an EA number to report / explain issues. The number of complaints must be in double figures, with people only reporting when the odour is bad which depends on the direction of the wind. Cllr Taylor suggested the concerns expressed in the email from the resident should be formally presented to The Dodds. Cllr Buchanan stated there had been too many issues and it was time for the Parish Council and CwAC to take action. Cllr Buchanan has retained a record of the times and dates of complaints which he has personally raised with the EA and suggested to the group to do likewise. Cllr Jones stated the EA must have a process as to what happens when complaints are made and will speak with Emma Preston. Cllr Williams suggested that he should be copied in to all emails forwarded to CwAC so he could take the issues forward. **ACTION:** Cllr Taylor to share concerns with The Dodds. **ACTION:** Emails and letter with covering note to be sent to Cllr Williams. **ACTION:** Cllr Jones to speak with Emma Preston regarding the EA complaints process.

Cllr Kitchin stated the odour management was part of the Planning application and questioned whether this was in breach. Cllr Williams advised he will take this forward.

6. **Play Your Part to Thrive**

Cllr Bowden advised there were no updates to report. As part of the conference there was a promise for the Parish Council to take part in the Bus Survey review and for closer working relationships with Parish Councils. Due to COVID 19 invitations will be sent when normal business resumes.

7. **Field Update Update**

Cllr Maughan advised events with Meadow Foods and the perimeter path / tracker were on hold. The two memorial benches are currently in a lockup and ready to be fitted on site when safe to do so.

Cllr Maughan stated the community needed more than just the pavilion and wished to create a Community Hub on the sports field. This second building was something user group were keen on. The vision is for a room for community clubs / user groups for sport / recreational use contained within the new hub which could possibly be licensed. Cllr Williams stated that Huntington Parish Council had visions for a social club. However, there were issues with planning as the potential site was in green belt. Cllr Maughan stated that Parish Council land could be made available to user groups to use provided their plans fitted in with the community although working in collaboration would be preferable. Cllr Bowden asked how much the new facility would cost and Cllr Maughan suggested in the region of £60k - £70k. Phase1 would be to explore with planning what could be achieved. **ACTION:** Cllr Maughan, Cllr Buchanan and Cllr Williams to explore with CwAC.

Cllr Buchanan advised the Parish Council had re-engaged the contractor to undertake the maintenance of the field.

8. **Parish Councillors Updates**

Cllr Ward advised the street lighting in Penfold Way have been reported to CwAC.

Cllr Jones advised that with the Walkes around Dodleston brochure being sent out, more people have been out walking. There has been an increase with people walking with their dogs off lead on Public Rights of Way (PROW) and on the Parish Field. Cllr Jones suggested an article be included in the lock down edition to remind people to keep their dogs on a lead when using PROW. Cllr Bowden advised she had been on a couple of walks on the Parish field and there had been an increase in dog fouling.

Cllr Jones advised that a resident has provided a lot of advice / points on the Chicken sheds and the requirements to submit an order plan to the EA. The Parish Council requires a copy of this. Where plans have been updated a revised plan should have been submitted to the EA. The Parish Council has the ability to contact the EA and ask why there have been no site visits following a number of complaints. It would be helpful to have the involvement of the Chester MP and high level managers from CwAC. As a site of high public interest this should be reviewed more regularly and more closely particularly with any future planning applications. **ACTION:** Email all.

9. Local Life Update

Cllr Taylor suggested a "Lock down" Local Life issue. This would be a normal issue orientated on lockdown and everyone who has contributed to the welfare in Dodleston. The next edition is not until July. Cllr Buchanan questioned whether or not there would be sufficient articles. Cllr Ward suggested photographs from VE Days be obtained from Cllr Willis. The aim would be a date of 1 June and Cllr Taylor will have to check with the printers as to their availability to produce the edition. **ACTION:** Cllr Taylor to check the availability of the printers to produce the Lock down edition of Local Life.

10. Lengthsman Services

Cllr Maughan advised there were no further updates.

11. Network Rail / PROW

Cllr Maughan advised he had emailed Network Rail but had not received a response. Whilst the lines have been upgraded the paths had not and were still closed. **ACTION:** Cllr Maughan to forward emails to Cllr Williams to take forward.

12. Summer Festival

Cllr Maughan advised The Summer Festival is no longer taking place due to COVID 19.

13. Community Speed Project

Cllr Bowden advised Councillors that there had increase of speeding vehicles through the village. The training at planned for 21 April had been cancelled / postponed due to COVID 19. Cllr Taylor questioned whether speed restricting measures could be introduced. Cllr Ward advised this would be unlikely due to not meeting the speed criteria and that the Parish Council had struggled to low the speed limits due to the criteria in the past. Cllr Buchanan advised the Parish Council had tried before with speed gun / CID and that recorded speeds were nowhere near the parameters for speed measures. Wales has a blanket policy which is difficult to implement in England. Speed bumps in Lache Lane have been removed and Cllr Jones advised farmers were against the speed bumps due to difficulties caused to/ with farming vehicles. Cllr Bowden stated the current speed limit did not deter speeding with motorist disregarding the limit. The CID measures actual speed and has proven to be effective in deterring speeding. There has been no official speed gun use in the Parish within the past 18 months. **ACTION:** Cllr Maughan to approach PCSO McKevitt to request the loan a of speed gun. **ACTION:** Cllr Bowden to undertake own survey, collect data and speed with the speeding training officer about the costs of CIDs.

14. Planning Applications

i. Cllr Kitchin read through all the application and approvals. CwAC Planning portal is not currently on line. The Meadow Food application is all internal changes on site.

ii. Chicken Sheds

An application from Dodd's Farm shows the feed bins located in a different position to the original plans, The Parish Council has until 22 May 2020 to comment. Second applications for changes are rarely approval. The screening by trees/ shrubs will be undertaken during the summer.

15. Finance

i) To approve income and expenditure since 1 March to 31 March 2020.

RESOLVED: Councillors approved all income and expenditure from 1 March to 31 March 2020.

ii) To waive an overpayment of £1.31 (The Clerk's pay) and £0.40 (HMRC).

RESOLVED: Councillors agreed to waive the overpayment of £1.31 (The Clerk's pay) and £0.40 (HMRC)

iii) To agree/approve the outturn for 2019/20

RESOLVED: Councillors agreed and approved the outturn for 2019/20.

iv) To approve income and expenditure from 1 April 2020 – 3 May 2020

RESOLVED: Councillors agreed all income and expenditure from 1 April to 3 May 2020.

v. To agree the forecasted outturn for 2020/21

RESOLVED: Councillors agreed the forecasted outturn for 20/21.

vi) To note the Changes to the arrangements for the Annual Governance and Accountability Return 2019/20 (Delegated: Cllr Buchanan) and:

a) Approve the Annual Governance Statement 2019/20

b) Approve the Annual Accounting Statements 2019/20

2020. The Clerk advised the date for submission of the Annual Return 2019/20 has been extended to 31 August

RESOLVED: Councillors noted the changes to the arrangements for the Annual Governance and Accountability Return 2019/20 and approved the Annual Governance and Annual Accounting Statements 2019/20. The Clerk advised the date of the return to the external auditors has been extend

vii. To review and approve Financial Contract Procedure Rules (FCPR) and Standing Orders (Delegated: Cllr Dix)

Cllr Dix advised Councillors the FCPR have been reviewed and there are no changes. In relation to Standing Orders Section 3 Proper Officer 3.b.10, to update the reference to the Data Protection Act 2018 (GPR). Section 10, Disorderly Conduct. There is a suggestion to include a section for vexation complaints.

ACTION: Cllr Dix to draft a vexation complaints procedure relating to how to deal with people acting unreasonably. Cllr Williams advised CwAC is in the process of providing a procedure on virtual meeting / video conferencing. **RESOLVED:** Councillors approved the changes to the FCPR.

viii) To review and approve the Risk Assessment 2020/21 (Delegated: Cllr Dix)

Cllr Dix advised the Risk Assessment 2021/21 had been reviewed. There are some question to be asked at some point in the future with regard to the Asset Register (Line 7) and the adequacy of Precept. In respect of the Public Liability Insurance this is to be amended include events (Summer Festival). **RESOLVED:** Councillors agreed to these recommendations.

viii) To appoint the internal auditor for 2020/21

RESOLVED: Councillors approved Sage & Co as the internal auditors for 2020/21

16. Correspondence

i. Letter raising concerns with the chicken sheds and odour. Refer to Item 5 Public Speaking Time.

ii. Parish Council Face book page.

It was noted a suggestion had been left on the Parish Face book page for a trail around the field in an anti clock wise direction.