

Dodleston Parish Council
Annual General Meeting of the Parish Council
Monday 9 May 2022 - 7.30 Dodleston Village Hall

MINUTES

Chairman Mike Maughan
Councillors Richard Kitchin, Welna Bowden, Chris Ward, Carl Willis, Rachel Jones

Clerk Kate Lloyd

Members of the Public: Four

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: Declaration of acceptance of office to be signed by Cllr Maughan before the next meeting.
3. **Election of Vice-Chairman**
Cllr Maughan advised that Cllr Buchanan had offered to stand as Vice-Chairman if no one else was put forward for the role. **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: Declaration of acceptance of office to be signed by Cllr Paul Buchanan before the next meeting.
5. **Apologies for absence**
Cllr Mark Williams (Other commitments)
Cllr Mike Dix (Work Commitments)
Cllr Paul Buchanan (Annual Leave)
6. Procedural matters
 - i) **Declaration of interests**
Cllr Maughan declared an interest in item 20 planning
 - ii) To agree the minutes of the Ordinary Parish Council Meeting held on 14 March 2022. There was a minor amendment to item 9. **RESOLVED:** Councillors approved the minutes as a correct record of the Ordinary Meeting of the Parish Council held on 14 March 2021.
3. ii) **Actions from last Meeting**
Actions and matters arising from the meeting held on 14 March 2022 were discussed:

Item	Action	Responsible	Update
Action from Previous meeting Item 7. Highways Issue	To send a letter via email to The Chief Executive of CWAC concerning the outstanding highways issues. Cllr Williams to be copied so he can forward to the appropriate Director for action.	Cllr Maughan / Cllr Williams	O/S
	To forward funding form to The Clerk (Support Pond project)	Cllr Williams	Completed

Item 7. Cllrs Update Easter Eggs	To advise Cllr Bowden on the purchase of Easter eggs for The Foodbank.	Cllr Maughan / Cllr Bowden	Completed – Refer to item 7
Item 13. Insurance	To provide details of the quotes received to Cllr Buchanan for decision on which provider to use.	The Clerk / Cllr Buchanan	Completed – Refer to item 13
Item 19. Planning Solar Farm Consultation	To attend the Solar Farm Consultation depending on work commitments. If unable to attend, Cllr Maughan to attend on behalf of The Parish Council instead	Cllr Kitchen / Cllr Maughan	TBC
Item 21. Ukraine Appeal	To purchase refreshments for Ukraine Appeal volunteers	Cllr Buchanan	To be confirmed at next meeting

4. Village Police Report

None

5. Public Speaking Time

i. Red Lion Public House

A resident asked whether the results of the questionnaire on The Red Lion Public House would be published. Cllr Maughan advised that details would be at a summary level with the information being passed on to the brewery. Refer to item 9

ii. Pathways

A resident raised concerns on the weeds along the pathway between Castle Way and the DVF field. The DVF has not yet been cut and the question was raised as to who was responsible for this. A resident approach Cheshire West and Chester Council (CWAC) but no action has been taken. Cllr Maughan suggested it may be due to No Mow May.

Cllr Maughan advised the Parish Council has purchased a mower to cut its own field. This needs a small repair and once completed The Parish Council may be able to help cut the DVF field. Cllr Kitchen requested that a 3 metre perimeter is left around the pond to protect wildlife.

iii. Lowered Kerbs

A resident advised Councillors that a letter had been sent to the Chester MP regarding the ongoing issues with dropped kerbs.

iv. Benches

A resident raised issues on the bench requiring maintenance located in Moor Lane. Refer to Lengthsman Services item 12.

6. i Field Update

Cllr Maughan provided an update advising the sporting season had started again with four teams making use of the nets. The Football teams have started to use the pitch as well as the school, Woodlands Trust and brownies. The Groundsman responsible for cutting the Parish field is stepping down and the Parish Council has purchased a second hand mower to undertake this.

ii Pond Development Update

Cllr Jones advised Councillors that the master plan for the pond project had stalled due to lack of funds. Cllr Williams has donated £2.5 k from his rural localities budget. A bid for National Lottery funding of £10k was rejected as additional information was required. A second bid is being prepared and has to be resubmitted within one month. Cllr Bowden proposed to send information used to support the sport / gym equipment bid to Cllr Jones as this may be help with the second bid.

Cllr Jones advised Councillors that the Dragon Fly sculpture for the pond should be in place for the Jubilee weekend. Cllr Kitchen asked if the sculpture may disturb pond life. A zoom meeting will be held to discuss dipping platform, disabled access, planting and floating islands. Cllr Bowden advised that at the Parish Conference held before lockdown, CWAC had a stall with people looking after ponds. Cllr Bowden suggested CWAC may be able to provide support with some of aspects of the pond. Cllr Jones advised there would be a Community day for the cutting of hedges and clearing. Cllr Jones also advised The Localities Team may be able to provide some advice on the Fibre to the Premises and provide a digital plan.

Cllr Maughan advised kit from the bar (coke machine) has been sold for £200. Cllr Maughan proposed these funds be donated to the pond project. **RESOLVED:** Councillors agreed for £200 to be donated to the pond project.

7. Parish Councillors Updates

Cllr Jones advised Councillors that an email had been sent to CWAC asking for confirmation action has been taken to address all the flooding issues raised. Cllr Jones will email again.

Cllr Ward advised Councillors that speed limit assessment reports had been completed in December 2021. Moor Lane fits the criteria for a 20mph zone and consultation with residents will be required. For Main Road in Lower Kinnerton average speed was recorded at 32 mph and does not meet the criteria. Cllr Kitchen advised it had a through traffic function.

Cllr Ward has been asked by CWAC to identify two priorities of dropped kerbs which will be completed this year.

Cllr Bowden advised Councillors that the foodbank had given at talk at WI meeting. There had been several speakers and further donations on the day. A certificate from the Food bank for 2021 showed 656.77 kg of food had been donated supporting 51 people. Since 31/10/22, 1451.65 kg of food has been donated. The Parish Council donated 46 Easter eggs to the food bank.

Cllr Bowden advised Councillors £295 of vouchers had been raised for the Community Corner Garden including a donation of £50 from the Parish Council. These were presented to Brian for his voluntary work on this.

Cllr Willis advised Councillors the sunken path way is in a poor state of repair. Cllr Ward to follow up with Cllr Dix and CWAC Highways (Street scene).

ii. Co-opted Vacancy

Cllr Maughan advised Councillors that following Cllr Taylor's resignation from the Parish Council, two applications had been received for the Co-opted vacancy. One of these applications was made two days after the closing date. Councillors met to discuss the applicant from Lower Kinnerton and approved this appointment. **RESOLVED:** Councillors approved the appointment of Tim Rahill into the co-opted vacancy.

8. Queens Jubilee

Cllr Maughan advised a subcommittee had been set up for the Queen's Jubilee event. Day one will involve a procession from the Church car park to the Parish Field with a Village Queen and King. There will be a free picnic, stalls on the field and music in the evening. Day two will involved the WI and dog show, similar to Village Day. The subcommittee is working with the school. The intention is for individual groups to setup on the field and any profits from the event overall will be allocated to the Village Hall project.

9. Red Lion Public House – Community Concern

Cllr Kitchen advised Councillors that 120 questionnaire responses had been received. The questionnaire was to identify if concerns were more commonly shared by the wider community. Responses included some from people outside of the Parish. There were many positive and negative responses and covered a diverse age group range. The Parish Council is not publishing any responses but forwarding feedback to the operators. Cllr Maughan advised that a member of the public not within the community had raised a complaint with the press and the Parish Council side had not been presented well. An anonymous email had been forwarded on to the brewery and had received a response.

Cllr Maughan advised a Freedom of Information (FIO) request had been made and read through the details. Cllr Kitchen advised that the Parish Council cannot do anything with the questionnaire results only pass on the information to the brewery. Cllr Bowden commented that the Red Lion should be a focal point and meeting

point for the village. Cllr Maughan advised he would keep the Parish Council updated and offered the brewery the opportunity to discuss the findings.

10. Car Park Barrier

Cllr Maughan advised Councillors the car park barrier which arrived 8 weeks earlier was damaged and its replacement had just been received. This will be fitted with the help of the Lengthsman and a suitable day will be arranged. This should prevent people from blocking the access.

Cllr Bowden asked who was responsible for the locking of the Church car park as it was being locked by 6.30 pm and on occasions earlier. With the light evenings there is the potential for the gate to be open for longer.

ACTON: Cllr Maughan to speak with Andrew Bettley about leaving the gate open over the summer.

11. Local Life Update

Cllr Maughan advised The Parish Council was still without an editor for Local Life. An advert asking for a volunteer has been placed in The Shop.

12. Lengthsman Services

The Lengthsman advised Councillors that two notice boards had been repaired and would be looking at repairing the one in Moor Lane. The glass fronted notice boards need to be taken down for repair. Every other Thursday work will be undertaken on the Parish field with strimming etc. The field bench is currently being repaired and the bench by the Pump needs painting.

13. Insurance 2022/23

The Clerk advised Councillors that three insurance quotes had been received and forwarded to Councillor Buchanan for review and approval (Delegated responsibility). BHIB Insurance was the chosen insurance provider and The Parish Council has entered into a three year contract.

14. Chicken Sheds

Cllr Maughan advised Councillors there was nothing to report.

15. Village Hall

Cllr Maughan advised Councillors that this had been passed to Vanessa Owen a structural engineer for ideas.

16. Community Speed Project

Cllr Bowden advised Councillors a speed session had been held on 22 April. The speed banners appear to have fallen off the action list. Warning signs indicating a speed watch area is required and initial thoughts are banners similar to the ones used to advertise the pantomime. Proper signs in a frame could be located at the entrance to the village at the 30mps signs. Agreement from the land owner of the field coming into Dodleston will be required. The speed signs will alert people to the fact a speed scheme is in place and help raise its profile.

17. PROW

Cllr Maughan advised Councillors that everything was fine on the Bellis side. On the Chicken shed side, the farmer had marked out a strip of land and the gate had been repaired.

18. Training Crossing Closures

Cllr Maughan advised Councillors there have been no further updates from Network Rail.

19. Balderton Broadband Upgrade Campaign

Cllr Maughan advised Councillors he had contact with CWAC and Open reach and is waiting for the digital plan from Cllr Jones. Fibre to the Premises is being upgraded at Higher Kinnerton which will include Dodleston except for outlying properties. Balderton residents have written to the Chester MP. The community scheme is now closed.

20. Planning Applications

Cllr Kitchen provided Councillors with an update advising that an application had been received for a separate dwelling in a conservation area within the owners' garden. A previous application had been refused. The Parish Council will not be objecting on this occasion as the policies the Council uses for objections have not changed. Another application related to the removal of a fir tree.

Cllr Bowden read out a request for blue and yellow sticker on lamppost to support Ukraine. There was a query on the permanency of these and the Parish Council agreed it could not be supportive of this.

21. Finance

i To approve income and expenditure since 9 March to 31 March 2022

RESOLVED: Councillors approved all income and expenditure from 9 March to 31 March 2022.

ii To agree the outturn for 2021/22

RESOLVED: Councillors agreed and approved the outturn for 2021/22

iii) a) Approve the Annual Governance Statement 2021/22 (Review Delegated - Cllr Buchanan)

b) Approve the Annual Accounting Statements 2021/22 (Review Delegated - Cllr Buchanan)

RESOLVED: Councillors approved the Annual Governance Statement 2021/22 and the Annual Accounting Statement 2021/22

iv). To review and approve Financial Regulations and Standing Orders (Review Delegated - Cllr Dix)

RESOLVED: Councillors approved the Financial Regulations and Standing Orders

v) To review and approve the Risk Assessment 2021/22 (Review Delegated - Cllr Dix)

RESOLVED: Councillors approved the Risk Assessment 2021/22

vi) To review the Managed Contract Policy

To be reviewed at the next meeting.

vii) To appoint the external auditors for 2022/23

RESOLVED: Councillors appointed Sage and Co as the internal auditor for 2022/23

viii. To approve income and expenditure from 1 April to 2 May 2022

RESOLVED: Councillors approved the income and expenditure from 1 April to 2 May 2022

ix) To agree the forecasted outturn for 2022/23

RESOLVED: Councillors approved the forecasted outturn for 2022/23

x) To seek ratification on CHALC membership for 2022/23

REVOLVED: Councillors ratified CHALC membership for 2022/23

xi) To consider opening two further bank accounts – Funds to be held below the Fidelity Guarantee Level

ACTION: The Clerk to investigate whether the Fidelity Guarantee Level affects the Parish Council.

22. Correspondence

i Letter of thank from St Mary's Church

The Clerk advised Councillors a letter had been received from St Mary's Church to thank the Parish Council for its donation towards the annual church clock maintenance.

ii. Email from resident – damage to property and risk by silage contractor

Cllr Maughan read out the email from the resident concerned with damage to their property by the silage contractor. Cllr Ward suggested Highways could put bollards in place. **ACTION:** Cllr Maughan to forward email to Cllr Ward to take forward with CWAC Highways.