

**Dodleston Parish Council**  
**Ordinary Meeting of the Parish Council**  
**Monday 5 September 2016 - 7.30pm Dodleston Village Hall**

**MINUTES**

**Chairman** Mike Maughan  
**Councillors** Paul Buchanan, Richard Kitchin, Mike Dix, Roger Taylor, Chris Ward, Rachel Jones, Karen Tilston  
**Clerk** Kate Lloyd  
**Also present:** Four Members of the public

**1. Apologies for absence**

Cllr Richard Ward  
Cllr Mark Williams

**2. Procedural matters**

- i) Declaration of interests  
Cllr Dix declared an interest in all planning matters (item 12).  
Cllr Dix and Cllr Maughan declared an interest in The Bonfire Event (item 14).
- ii) To agree the minutes of the Ordinary Parish Council Meeting held on the 11 July 2016. **RESOLVED:**  
The Chairman signed the minutes as a correct record of the Ordinary Parish Council Meeting held on 11 July 2016.

**3. Actions from last Meeting**

- i) Actions and matters arising from the meeting held on 11 July 2016 were discussed

Item	Action	Responsible	Update
Previous Actions: 12. Local Life	To contact Printers to discuss reducing costs	Cllr Karen Tilston Cllr Roger Taylor	Cllr Taylor has spoken with the printers who are unable reduce current charges for the production of Local Life.
8ii Dropped Curb	Dropped curb required on both sides of the gate. Sunken Pathway / Penfold Way.	Cllr Mike Dix	Refer to 5i
Public Speaking Time 9 i Balderton Crossing and Bus Service	Contact CWAC concerning changes to the Bus Service	Cllr Mark Williams and Cllr Chris Ward	Cllr Chris Ward advised concerns were raised about changes to the bus routes and connecting service to the Countess of Chester Hospital with Frodsham Street being closed. Bus 15a and X2. These routes are available from Grosvenor Street / Pepper Street. Cllr Ward to contact Dr Nuttall to ensure there are no issues
iv) Curb Lowering in the Village	Curb Mapping of the village to be undertaken	Cllr Chris Ward	Refer to item 5i below
11. Amenities Site entrance – Saltney / Boundary Lane	Update	Cllr Chris Ward	Cllr Chris Ward provided an update and advised funding is required to progress this forward.



**4i/ii Monthly Police Report / PC Tom Norton**

Councillor Maughan advised PCSO Tom Norton is unable to attend and has sent his apologies. There has not been anything of significance to report. A resident raised concerns over Phish Scam and advised a notice can be displayed to prevent people calling. A template is available to download from the Martyn Lewis website.

**5. Public Speaking Time**

None

**6. Speed Limit – Lache Lane**

Covered in Action list

**7. Amenities Site Entrance - Saltney – Sandy Lane / Boundary Lane**

Covered in Action list (Above)

**8i. Field Update**

Councillor Maughan provided an update. There has been a season of cricket with matches being played mid week / weekend and also sessions of football. The School will be using the field from September.

The Pavilion has been finished although there is no metre in place (No Power), it should be fully operational shortly. The CCTV will be operating once fitted and the power is connected. The signage on the field has been slashed and a new replacement one produced.

Councillor Buchanan advised Chester Boughton Hall together with the Parish Council have plans for the Grand Opening of the Pavilion. This will take place next year on one of the May Bank Holidays, with a junior tournament. Councillor Maughan advised other project work to be undertaken include planting / landscaping of the pond, work to develop BXM track and Outdoor gym equipment. The Parish Council was unsuccessful in obtaining funding for the gym equipment. The Probation Service will be able to help with painting of the Pavilion and weeding etc once the grass cutting season has ended.

**ii/iii Charging Policy / PayPal transactions / Transfer and reconciliation**

Councillor Dix advised there has been a trial of fees which have been fixed this year. These have been benchmarked against other similar organisations in the North West. There was a brief discussion on a Charging Policy, a mechanism for booking through a calendar on line/ block bookings, payment to PayPal and the transfer and reconciliation process. **ACTION:** Councillor Dix, Councillor Richard Ward and The Clerk to meet to agree Policy and Process. Document to be shared at the next meeting for review and agreement.

**iv 3<sup>rd</sup> Party Commercial Use of Field**

Councillor Maughan provided an update on the use of the field. The field was purchased for public/community recreational use although there is a public right of way. Commercial organisations require permission from the Parish Council to use the field, this includes commercial dog walkers. Councillor Dix advised of the need to formalise a Commercial Use policy. Anyone wishing to use the field on a commercial basis should be charged and at a different rate to the normal hire fee. Councillor Dix advised it was difficult to enforce / prevent commercial organisations from using the field although they may not be covered by insurance if they have not received permission from the Parish Council. All Community/ users of the field need to act responsibly, keeping dogs on a short lead when the sports field is in use. The Parish Council could pursue a bye-law but this is not currently recommended. The Sports Committee will meet to formalise a Sports Event Policy including wording for the signage. **RESOLVED:** Councillors agreed for the Sports Committee to meet to formalise Policy and determine wording for signage. **ACTION:** Sports Committee to meet the formalise Sports Event Policy and determine wording for signage.

**9. Parish Councillors' updates.**

Councillor Chris Ward advised that updates had been made on the Parish Website and Face book including the publishing of Conclusion of the Annual Return notice, information on Sunken Pathway, dropped kerbs, damage to the bus shelter and GHD bus news.

Councillor Roger Taylor advised there were ten articles for the autumn edition of Local Life. Councillor Buchanan suggested the front cover should be a photograph of The Pavilion and should include an article on the field and forthcoming Firework event.

**10. Local Life**

Covered in item 9 (above).

**11. Lengths man Services**

Councillor Maughan provided an update and advised work has been undertaken on trimming the hedge around the field and repair to the damaged bus shelter and notice board in Penfold Way.

**12i. Planning Applications**

Councillor Kitchin advised all the planning applications since the last meeting had been approved.

Balderton Saw Mills has submitted an application for continuation of business (Use). The time for the Parish Council to comment on this has since passed. **ACTION:** Councillor Richard Kitchin to approach Planner for further information.

**ii Poultry Farm Appeal – Update**

Councillor Maughan provided an update on the Poultry Farm appeal. The Inspectorate has requested further information from the appellant. This information has been shared with the Community and is available from the Post Office and Parish Face book Page. The Parish Council is not seeking further professional advice. The appointed Inspectorate has expertise in this area. There is no set timescale

**13. Finance**

**i.** To approve income and expenditure since 10 July 2016

**RESOLVED** - All income and expenditure since the 10 July 2016 was approved.

**ii.** To agree the Outturn for 2016/17.

**RESOLVED:** Councillors agreed the forecasted Outturn for 2016/17 to be agreed once adjustments for additional expenditure raised at the meeting have been accounted for.

**iii.** To note the outcome of external audit and sign off of the Annual Return 2015/16

The Clerk advised Councillors the external auditors had been signed off by the Annual Return 2015/16. A minor issues report had been attached and this was shared with Councillors.

**RESOVLED:** Councillors noted the outcome of the external audit, sign off of the Annual Return 2015/16 and details of the minor issues report.

**iv. Retention of Records**

Councillors discussed the legal requirements for the retention of records. The Clerk confirmed financial records should be retained for a minimum of six years plus the current year. Councillors agreed for prior year records to be securely stored at The Pavilion. It was suggested legal documents should be secured with a Solicitor.

**ACTION:** The Clerk to obtain quotes for the cost of Legal documents being retained by Solicitors.

**14. Bonfire Event 2016**

Councillor Maughan confirmed the Bonfire Event will be held at Chester Lakes on 5 November 2016. The Firework committee will be meeting next week. Councillors discussed the cost of the firework display and agreed this should be at the same cost as last year's event (£4,228 net). **RESOLVED:** Councillors agreed for the firework display expenditure to match 2015 event cost.

**15. Correspondence**

**i)** Cullimore Dutton Solicitors – Return of Deeds of Dedication and Deeds of Adherence

The Clerk confirmed these deeds had been returned by the Solicitors. These documents were passed to the Chairman for safe keeping.

**ii. Pension Regulator**

The Clerk confirmed documentation for the Pension Regulator had been completed prior to the deadline of 31 August 2016.