

**Dodleston Parish Council  
Ordinary General Meeting of the Parish Council  
Monday 9 May 2016 - 7.30pm Dodleston Village Hall**

**MINUTES**

**Chairman** Mike Maughan  
**Councillors** Paul Buchanan, Richard Kitchin, Chris Ward, Rachel Jones, Richard Ward, Roger Taylor, Mark Williams  
**Clerk** Kate Lloyd

**Also present:** Several 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**

Cllr Karen Tilston

**6. Procedural matters**

i) Declaration of interests

Cllr Mike Dix declared a non pecuniary interest in all Planning matters.

Cllr Mike Maughan declared a non pecuniary interest in planning application 16/01529/FUL.

ii) To agree the minutes of the Ordinary Parish Council meeting held on the 21 March 2016.

**RESOLVED:** The Chairman signed as a correct record the minutes of the Ordinary Parish Council meeting held on the 21 March 2016.

**7. Actions from last Meeting**

i) Actions and matters arising from the meeting held on 21 March 2016 were discussed

Item	Action	Responsible	Update
Previous Action List 8ii Widening of Gate	Cllr Mark Williams to follow up with CWAC on the widening of the gate between Castle Way and DVF field and gate for the Community Field.	Cllr Mark Williams	Work has been completed by CWAC on the gate between Castle Way and the DVF field and the gate for the Community field. A dropped kerb is required on both sides. Cllr Mike Dix has contacted CWAC to request this is actioned. A 'close the gate' sign is required for Castle Way Field.
6. Speed Limit Lache 5	To be taken forward with CWAC Highways and findings reported at the next meeting	Cllr Chris Ward	Refer to Item 10
7. Amenities Site Saltney -Sandy / Boundary Lane	Update to be provided at the next meeting	Cllr Chris Ward	Refer to item 11
11. Parish Councillors' update	To contact CWAC concerning ditch blockage at Balderton Junction.	Cllr Rachel Jones	Completed

12. Local Life	To contact printers to discuss reducing costs	Cllr Karen Tilston	O/S
16. Local Plan	To be removed from the agenda	The Clerk	Completed
19iii Easter Egg Donation	Letter of thanks to be sent to Sam Whitehead and Lloyd Burgess	The Clerk	Completed

**8i Monthly Police Report**

There was no monthly police report available.

**ii PCSO – Tom Norton**

PCSO Tom Norton was not available to attend.

**9. Public Speaking Time**

**i Balderton Crossing and Bus Service**

A resident advised that Chester Chronicle detailed that Balderton Crossing would be closed for period not exceeding 18 months although works will be completed within two weeks . Also, Frodsham Street in Chester will be closed from 1 June for a period of six months. This will result in changes to the Bus service. Number 16 Chester to/from Countess of Chester will be moved to the station behind the Town Hall. This service will be every hour instead of 20 minutes. There will be no connection for the DB1 / 16 Bus. **ACTION:** Cllr Chris Ward and Cllr Mark Williams to follow up with CWAC.

**ii Appeal for Poultry Farm**

A resident advised they have had experience of dealing with an appeal. The Parish Council is currently in discussions and is seeking assistance with this. Item to be discussed under item 19.

**iii Anti Social Behaviour**

A resident raised concerns about children on the Community Field making inappropriate comments. The Parish Council advised any future anti social behaviour issues should be reported to the Police Community Support Officer.

**iv Lowering of Curbs in Village**

A resident asked if curbs within the village could be lowered on the corners to make access easier for scooter / wheelchair users. Cllr Chris Ward advised that he had taken this issue forward with CWAC sometime ago. This will require mapping the curbs of the village which require lowering on a map. **ACTION:** Cllr Chris Ward to undertake mapping of curbs.

**10. Speed Limit – Lache Lane**

Councillor Chris Ward advised that CWAC Highways have no plans to change the speed limit along Lache Lane or undertake a speed survey. Cllr Maughan advised there have been three accidents within the last six months, one within the DeCoy Farm area. **ACTION:** Cllr Chris Ward to review accident records and take this forward with CWAC.

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

Councillor Chris Ward advised he met with Cllr Veronica Gay (Saltney Town Council) who wishes to create a Linear Park / Walk Way. Having walked most of the area, it is in better condition than initially thought. The area is not overgrown although there are a couple of broken fences. Improvements to the site to prevent fly tipping and restrict access by bollards are a priority. Consideration is being given to signage, notice boards and benches and funding sources are being sought. Cllr Williams is not aware of this matter and asked to be copied in to all future communication. **ACTION:** Cllr Ward to copy in Cllr Mark Williams to all future correspondence relating to this.

**12. New Homes Bonus – Outcome**

Councillor Maughan provided an update and confirmed that Cheshire West and Chester Council (CWAC) have removed the New Homes Bonus (NHB) funding from 2016/17. The Parish Council would have received substantial funding over the next few years and this has now been lost. The loan to develop the sports field was to be repaid from the NHB. The Parish Council has been in discussions with CWAC and a response from the Head of Finance has recommended for the loan to be written off. The outcome of this recommendation will be will be known in June 2016.

**13. i/ii Field Update**

Councillor Maughan provided an update. The Parish Council has rented a temporary building for school / visiting teams which will be in place for 8 weeks. Now approval has been given and funds are in place, the Parish Council has ordered a wooden pavilion (12.25 x 6 metres). This includes storage, kitchen, two changing rooms and toilet facilities. Fit out with electricity / water services will take 6 – 8 weeks. An application for funding (£13,500) to cover the cost of fit out was submitted to WREN two months ago and this has been successful. An application for funding for gym equipment has also been submitted. Discussions with the school on the use of the field are ongoing.

**14. Parish Suggestion Box**

Cllr Maughan advised there have not been any suggestions since the previous meeting.

**15. Parish Councillors' updates.**

Cllr Mark Williams will follow up with CWAC on the Bus Service. Item 9i.

**16. Local Life**

Cllr Maughan provided an update in Cllr Karen Tilston's absence. The Bus Service timetable, Farmers Corner and details on the autumn show will be included in the next proposed edition of Local Life.

**17. War Memorial**

A resident advised there were no details to report. Cllr Maughan advised the planning application for the History Board has been submitted. There has been communication with Colliers and final confirmation is awaited.

**18. Lengths man Services**

Cllr Maughan provided an update advising work has been undertaken including; Sign on the field, Refurbishment of two Parish council benches in Lower Kinnerton and gravel laying at the entrance to the field. The notice board by the telephone kiosk is in the name of Dodleston and District Parish Council. This will not be updated due to the work and time involved. Cllr Maughan will liaise with Peter Troughton on any works to be completed.

**19. Planning Applications**

Councillor Kitchin went through the application since the last meeting. A retrospective application has been made by Yew Tree Farm for Agricultural access. The details are within the amenity statement rather than the application. This is a change from Agricultural Field to Agricultural Access with the original access being reinstated. The planning application from Woodside is incomplete as no floor plans have been submitted. Concerns have been raised over a garage extension and possible change of use at Willow Cottage. The planner responsible has just returned from maternity leave. The extension has not been built to plan in relation to the roof height. The difference is not adequate enough to enforce demolition / modification. Should a change in use occur, CWAC will take action.

Cllr Maughan advised that an appeal has been submitted to the Planning Inspectorate for the Poultry Farm application which was refused in November 2015. There is a choice as to how the appeal is processed with Written Representation being chosen. All the documentation submitted has previously been considered. The Council is allowed to submit further documentation against the appeal. The Parish Council wishes to comment on each point raised in the appeal but lacks the expertise. The Parish Council requires professional advice and proposes to engage with a consultant, former Chief Planner for Cheshire County Council, at a maximum cost of £500. Due to the specialist nature of this and short timeframe in which the Parish Council has to comment no quotes are being sought. **RESOLVED:** Councillors agreed to engage the consultant at a cost £500. (Councillor Mike Dix abstained from this decision). **ACTION:** Cllr Rachel Jones to arrange meeting with the consultant. Councillor Mike Maughan and Councillor Paul Buchanan to meet with the consultant on behalf of the Parish Council.

**20. Finance**

**i.** To approve income and expenditure since 21 March 2016

**RESOLVED** - All income and expenditure since the 21 March 2016 was approved.

**ii.** To agree the Outturn for 2015/16.

**RESOLVED:** Councillors agreed the Outturn for 2015/16

**iii.** To approve Income and Expenditure since 1 April 2016.

**RESOLVED:** Councillors approved the income and expenditure since 1 April 2016

**iv.** To agree the forecasted outturn for 2016/17

**RESOLVED:** Councillors agreed the Outturn for 2016/17 taking into account adjustments raised at the meeting

**v.** To review and approve the Annual Return 2015/16

**RESOLVED:** Councillors reviewed and approved the Annual Return 2015/16 (Annual Governance Statement and Annual Statement of Accounts) Councillors agreed for the figure in Box 9 (Statement of Accounts) to be amended in order for expenditure to be capitalised. Councillors agreed for this to be approved by Councillor Maughan or Councillor Buchanan once finalised.

**vi.** To Review and approve Financial Contract Procedure Rules (FCPR) and Standing Orders.

Councillor Dix advised that these were reviewed in full in November 2015 and were being brought into an annual cycle of review at the Annual General Meeting of the Parish Council. All details remained the same. The FCPR do not provide for how to apply for grants or accept / enter into contracts. It was suggested these should be via an email to the Chairman or through the relevant committee who would be authorised to commit / spend funds. **RESOLVED:** Councillors agreed to and approved the Financial Contract Procedure Rules and Standing Orders which will be reviewed annually at the Annual General Meeting.

**vi.** To review and approve the Risk Assessment 2016/17 (Noting change to FSCS Level £75k)

**RESOLVED:** Councillors reviewed and approved the Risk Assessment 2016/17 noting the change to FSCS Level.

**viii.** WREN Funding

The Parish Council's Field Committee has received £13,500 from WREN for the fit out of the Pavilion.

**RESOLVED:** Councillors agreed to accept the £13,500 and for the grant acceptance form to be signed by Chair / Vice Chair and witnessed by the Proper Officer. A copy of Standing Order Item 13 to support the acceptance form will also be sent to WREN.

## **21. Correspondence**

None

## **22. Other**

i) A resident raised concerns that two field footpaths have been closed. Cllr Maughan advised these pathways have been closed for the past 18 months.