

Dodleston Parish Council
Annual General Meeting of the Parish Council
Monday 15 May 2023 - 7.30 Dodleston Village Hall

MINUTES

Chairman Mike Maughan
Councillors Paul Buchanan, Welna Bowden, Chris Ward, Mike Dix

Clerk Kate Lloyd

Members of the Public: Two

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 Maughan signed the 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 Tim Rahill
6. **Procedural matters**
 - i) **Declaration of interests**
Cllr Maughan declared an interest in all planning matters
Cllr Chris Ward declared a non pecuniary interest in planning matter relating to 9 Egerton Walk
 - ii) To agree the minutes of the Ordinary Parish Council Meeting held on 13 March 2023. **RESOLVED:** Councillors approved the minutes as a correct record of the Ordinary Meeting of the Parish Council held on 13 March 2023.
- 3 ii) **Actions from last Meeting**
Actions and matters arising from the meeting held on 13 March 2023 were discussed:

Item	Action	Responsible	Update
5. Public Speaking	To order dog waste bags to be passed on to the resident to install.	Cllr Mike Maughan	Completed
8.ii Nominations	To check with CWaC Elections team on the details of the wards and Councillor Representation.	The Clerk	Completed. 9 Councillors for Dodleston Ward 1 Councillors for Lache Ward
10. Local Life	To research options / case studies for the website and bring back for members to consider.	Cllr Rahill	Ongoing

4. **Village Police Report**
None
5. **Public Speaking Time**

Dropped Kerbs

A resident advised Councillors that Councillor Rachel Jones had previously offered to help her with a letter to Cheshire West and Chester Council regarding dropped kerbs. This has not happened. Cllr Welna Bowden offered to support the resident and proposed calling around at the weekend.

A resident asked about the barrier for the car park. Cllr Maughan advised this had been taken out of storage and would be in situ shortly. The lengthsman will help with this. The resident also asked about the foot of a bench which had not been fixed in place. Cllr Maughan advised this was being moved to allow the current the grass to be cut. There was a suggestion of it being moved closer to a tree and the resident will decide on this.

6. Field Development

Cllr Buchanan advised Councillors four teams were playing on the field and the Barrow Cricket team is likely to start using the pitch. All the teams have been complimentary about the pitches. The Parish Council has purchased a quad bike with a trail mower. This will reduce maintenance costs over time as the contractor is no longer being used. A spreadsheet is being kept to record all the fixtures.

A big tidy up session has been held with a variety of cutting and strimming and a clear up of the Pavilion. He was unsure of the progress in respect of the pond. **ACTION:** Cllr Paul Buchanan to contact Cllr Rachel Jones for an update.

An event "Colourwash" organised by the PTFA had taken place yesterday. A storage shed for equipment is now in situ.

Cllr Mike Dix advised a draft Sports Field Pitch Hire Agreement had been updated and forwarded to Councillors by the Clerk. It has been updated to include more comprehensive conditions of hire. Cllr Paul Buchanan will send this to all users to sign up to. He confirmed the price of hire of £50 mid week and £75 at the weekend. Prices will be reviewed at the end of the season. Cllr Buchanan advised the British Fly Casting Society had hired the field for the day.

7. Parish Councillor's Updates

i. Updates from Councillors'

Cllr Mike Dix has been in contact with CWAC since January 2023. He advised Councillors he and Cllr Mike Maughan had met on site with a representative of CWAC to walk through the village and determine what is possible for Christmas Lights this year. Only certain columns can be used and Lower Kinnerton ones are not suitable as they are owned by Scottish Power and CWAC cannot authorise use. He has sent photographs of the ones the Parish Council wishes to use and this will be progressed once the CWaC officer has had his contract renewed. Cllr Paul Buchanan stated it is important to make it clear to all parishioners the reasons why only lights in Dodleston can be used. Alternative options will be considered where possible.

Cllr Welna Bowden advised Councillors a speed session had been undertaken and information had been sent off. 52Kg of food was delivered to the foodbank and there are regular contributors within the Parish she wished to thank. New wildflowers are coming up and maintenance work in the alleyway is required.

Cllr Chris Ward advised Councillors the road at Rough Hill is atrocious and has been reported to Highways. The road has been marked for repair. There has not been any work on the sink hold at the bottom of St Mary's Road as it is not 40mm deep). Fly tipping at Balderton, not far from the bridge had been reported.

Cllr Paul Buchanan advised that following Cllr Richard Kitchin stepping down from the Parish Council, a signatory for the authorisation of invoices had been lost. He proposed Cllr Tim Rahill to step into this role. **RESOLVED:** Councillors agreed for Cllr Tim Rahill to be an authorised signatory for the payment of invoices.

Cllr Paul Buchanan provided an update on behalf of Cllr Tim Rahill. Electronic options for Local Life have been considered and having had a meeting with a supplier the offered solution was not suitable. Other options will be explored.

ii Political Impartiality

Cllr Chris Ward advised Councillors that a number of Local Life magazines had been delivered with a political party leaflet inside. This could be seen as endorsing a candidate for the election. There was a lengthy debate and difference of opinions expressed on whether this breached pre election rules. Cllr Welna Bowden requested that in future anything of this nature should be brought to Full Council for consideration and agreement.

Councillors did not reach consensus on this. Cllr Mike Maughan will no longer be delivering future editions of Local Life.

iii. To agree co-option adverts for vacancies

Cllr Maughan advised members that a Local Ward Councillor Mark Williams had previously been invited through co option to be a member of the Parish Council. Cllr Mike Dix suggested inviting him on to the Parish Council and Cllr Chris Ward advised that he had already expressed an interest following the recent election. The Clerk read out the guidance regarding co-option and adverts following an election. A number of names were suggested. Cllr Mike Dix suggested an introductory pack could be developed and sent out with any adverts. The Clerk advised that Rachel Jones had offered to be co-opted after she had been unable to complete her nominations form in time. It was suggested the Council required volunteers with appropriate skills in areas such as website design, planning and environmental issues. Cllr Welna Bowden volunteered to take over Local Life whilst Cllr Paul Buchanan offered to take planning, having previously been responsible for this area.

RESOLVED: Councillors agreed for the Clerk to invite Cllr Mark Williams and Rachel Jones on to the Parish Council through Co-Option. **ACTION:** The Clerk to send out invitations to Cllr Mark Williams and Rachel Jones for co-option to the Parish Council. **ACTION:** Councillors to consider potential candidates to join the Parish Council by co-option before 22 June 2023 deadline.

8. Local Life update

Cllr Maughan advised Councillors the last two editions of Local Life had been overseen by Councillor Carl Willis. Two further editions are expected this year, September and Christmas. Cllr Maughan will ask for a list of contributors and the edition will require approval.

9. Lengthsman Services

The Lengthsman advised not much had been undertaken apart from white line on the cricket pitch.

10. Parish Council land – adjacent the vehicular field entrance.

Cllr Mike Dix reminded Councillors the Parish Council owns a piece of land adjacent to the sports field. This had been negotiated and transferred free of charge from Alan Pickering. It requires de-marking and the removal of a hedge. Cllr Paul Buchanan proposed the Field Committee meet to discuss the works, The Clerk reminded that planning permission for the removal of the hedge and access point is required.

11. Old Style Post Box

Cllr Mike Maughan advised Councillors that he had been approached by a resident with a suggestion for an old style telephone Box for the middle of the village. This could be used for books or house a defibrillator. The resident suggested raising funds and asked if the Parish Council would support this. The Parish Council is in agreement in principle.

12. Festival

Cllr Buchanan advised Councillors the Village Day was being moved by a week to 8 July 2023. There has been a commitment from a dog handler, Richard Kitchin has offered to undertake the PA and the Womens' Institute doing tea and cake. Other organisations will be sought next week. .

13. Chicken sheds

Cllr Paul Buchanan advised the odour from the chicken shed had increased since the spring.

14. Village Hall

Cllr Paul Buchanan advised Councillors further meetings had taken place and drawing of plans which is the remit of the final version. Plans include new toilets, kitchen, serving / cafe area and repositioning of the lift. Partitioning of the main hall and extension to the back for the preschool. The Village Hall currently has restricted use in the day due to the preschool use. There will be discrete areas and access whilst retaining its character.

User groups will be consulted. The Parish Council has pledged money towards this and should be happy funds will be managed and utilised effectively. Everything will need to be agreed and costed including a new heating system. The Parish Council must ensure the CIL is sufficient.

15. Community Speeding Project

Covered in Councillors' update

16. PROW

Councillor Mike Maughan advised members the PROW off Penfold Way is slightly overgrown. He will revisit this next week together with the PROW at the back of Boydell Way. Cllr Ward mentioned the footpath at Rough Hill which is overgrown. Meadow Foods previously cleared this. Cllr Welna Bowden raised a question on signage on the roundabout. The land is owned by CWAC who have had a scheme of sponsorship deals in the past.

17. Train Crossing Closures

No further update

18. Planning Applications

Cllr Mike Maughan read through the planning applications. These covered a number of tree applications and extension at 9 Egerton Walk and amendment to the Wrexham Road Development plans.

19. Finance

i To approve income and expenditure from 7 March to 31 March 2023

RESOLVED: Councillors approved the income and expenditure from 7 March to 31 March 2023.

ii To agree the outturn for 2022/23

RESOLVED: Councillors agreed and approved the final outturn position for 2022/23

iii. a) Approve the Annual Governance Statement 2022/23 (Review delegated - Cllr Buchanan)

b) Approve the Annual Accounting Statements 2022/23 (Review delegated - Cllr Buchanan)

RESOLVED: Councillors approved the Annual Governance Statement and Annual Accounting Statement 2022/23.

iiii. To review and approve Financial Regulations and Standing Orders (Review delegated- Mike Dix)

Cllr Mike Dix advised Councillors he had reviewed the Financial Regulations and Standing Orders. There were no recommended changes to the Financial Regulations. For Standing Orders, Section 7 on the Code of Conduct (COC) the legislation has been revoked and a new Local Government model COC (2020) which needs to be adopted and covers the seven Nolan Principles. Section 24 -The Powers of Well Being has been deleted and replaced by the General Powers of Competence. The Council will need to decide if it wishes to apply the General Power of Competence. However, the Council does not meet the criteria due to current Councillor membership and the Clerk requiring the CILCA qualification. The Clerk confirmed this is being undertaken. Section 28 – Public Contract Regulation 2015 and updated to account for the increases in the thresholds to include VAT. A new section on GDPR has been added as the Parish Council is a Data Controller.

v. To review and approve the Risk Assessment 2023/24 (Review delegated - Cllr Dix)

Cllr Dix advised he has not identified any new risks but has modified the risk assessment. This has been sent to Councillors for review. The new signatory needs to be added. The Clerk advised she has a different risk assessment based on scoring which will be shared with Cllr Mike Dix for consideration. **ACTION:** The Clerk to send a copy of a scoring Risk Assessment to Cllr Mike Dix for consideration.

vi. To review the Managed Contact Policy

Cllr Mike Dix advised this had been reviewed in September 2022. This will now be reviewed annually at the AGM

RESOLVED: Councillors approved the Managed Contact Policy without changes.

vii. To appoint the internal auditor for 2023/24

RESOLVED: Members approved the appointment of Sage & Co Chartered Accountants for 2023/24 accounts.

viii. To approve income and expenditure from 1 April to 8 May 2023

RESOLVED: Councillors approved the income and expenditure from 1 April to 8 May 2023.

ix. To agree the forecasted outturn for 2023/24.

Cllr Paul Buchanan highlighted the CHALC membership had not been reflected on the outturn.

RESOLVED: Councillors agreed and approved the forecasted outturn for 2023/23.

20. Correspondence

Cllr Mike Maughan read out a note from a resident thanking Councillors involved in producing and delivering Local Life. The village newsletter is an important part of the community.