

## Delamere & Oakmere Parish Council

<p><b>MINUTES OF THE MONTHLY PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 20<sup>TH</sup> MARCH 2017 AT 7.15 P.M. DELAMERE COMMUNITY CENTRE, STATION ROAD, DELAMERE</b></p>
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Present: Councillors J Edwards (Chairman), C George, D Wheeler, A Bell, C Rothwell, D Rutter, A Gore and T Overland.

Also, present Mrs J Monks, Clerk, Chester West and Chester Ward Councillor J Leather and a representative from Kier Environmental Services and five members of the public.

### **Public Speaking Time**

The Chairman of the Delamere Grove Residents Association addressed the Parish Council concerning the defibrillator, which is due to be installed at Delamere Grove. The Chairman of the Delamere Grove Residents Association was requesting assistance with training and possible installation costs for the defibrillator, which was donated from the British Heart Foundation. He informed the Parish Council that they will be doing a press release and he was requested to send this to Councillor C George and A Bell in order for it to be put on the website and on Facebook.

Once the Chairman of the Delamere Grove Residents Association had obtained a quote for installation, he was requested to email a copy of this to the clerk for consideration.

### **1 Welcome and apologies for absence**

As Councillor J Edwards was experiencing hearing difficulties, it was agreed that Councillor D Rutter would chair the meeting.

Councillor D Rutter welcomed the Parish Councillors and the representative from Kier Environmental Services. Councillor J Powell sent her apology, as she was unable to attend as she was on holiday. Councillor R Ackerley also sent his apology, as he was unable to attend.

### **2 Member's Code of Conduct and declarations of interest**

None declared.

### **3 Recycling and recycling education centre**

A representative from Kier Environmental Services addressed the Parish Council concerning recycling. The representative from Kier Environmental Services gave information to the Parish Council about household recycling. The representative was promoting free recycling visits for schools and community groups from Cheshire West and Chester to the recycling education centre in Winsford, where they can see recycling in action.

Further information can be found on the Recycle first website, which is - <http://www.recyclefirst.info/index.php>.

#### **4 Code of Conduct**

**RESOLVED** that;

The Parish Council would adopt the new code of conduct dated December 2015 from Cheshire West and Chester Council.

The clerk would put a copy of the newly adopted Code of Conduct on the Parish Council's website.

#### **5 Declaration of Interest forms**

The clerk had circulated all the Declaration of Interest forms prior to the meeting requesting that each Parish Councillor review and if necessary update the forms.

**RESOLVED** that;

Each Parish Councillor signed and dated the forms and the clerk was requested to put a copy of each on the website.

#### **6 Minutes of the last Parish Council meeting**

**RESOLVED** that;

The minutes of the Delamere and Oakmere Parish Council meeting on Monday 13<sup>th</sup> February 2017 be approved as a correct record.

#### **7 Progress Reports**

The clerk had contacted Tarmac regarding a Crown Farm liaison meeting and a site visit for Parish Councillors has been arranged for Tuesday 28<sup>th</sup> March 2017. Tour at 2pm, liaison meeting from 3pm. Councillor C George, D Wheeler and D Rutter will attend as representatives of the Parish Council.

The clerk had received a reply dated 14<sup>th</sup> February 2017 from the Architect of the Court House / Haulage Yard in Oakmere. The project is currently on hold as it is pending the resolution of some complex issues with this site.

A visitor contacted the clerk in an email dated 16<sup>th</sup> March 2017 about the lack of footpath from the Caravan and Camping site by the station. The clerk was requested to add this to the agenda for the next Parish Council meeting. Cheshire West and Chester Ward Councillor J Leather suggested the creation of a local infrastructure priority list in order to fund such work.

The clerk reported that the Forestry Commission had installed the dog bin on the field at Frith Avenue and that Cheshire West and Chester Council would empty this on a weekly basis.

The clerk had received an email dated 28<sup>th</sup> February 2017 from Crown Estates stating that they were currently in discussions with a housing developer regarding the Marley Tiles site in Oakmere. Laurus Homes, the Housing Developer hosted a public consultation event at Delamere Community Centre on Thursday 9<sup>th</sup> March regarding further details and plans for this site.

The clerk received a response from Delamere Community Association dated 7<sup>th</sup> March 2017 regarding the Parish Council's request for Wi-Fi. Delamere Community Association had expressed concerns regarding the demand, cost and management of this.

There had been a meeting with representatives from the Parish Council and United Utilities regarding the Lower Weaver Rationalisation project on 7<sup>th</sup> March 2017. The plans were to commence the works from April 2017 until September 2017 and this would result in one side of each road being closed for the whole period of the works.

The clerk had contacted Cheshire West and Chester Council regarding the non-delivery of the 'Talking Together' magazine, the clerk had received a reply from Cheshire West, and Chester Council regarding this, as they would try to ensure it was delivered to all residents in the future.

Councillor T Overland had met with the landowner with regards to a new noticeboard on the edge of the green off Hodge Lane. The Parish Council stated that the approx. size required would be four foot by three foot as such the clerk will provide some quotes and put this on the agenda for the next Parish Council meeting.

## **8 Vacant seat application following the resignation of Councillor Billows**

The Parish Councillors considered the application form and CV which had been received.

**RESOLVED** that;

Mr C Ball was co-opted as a member of Delamere and Oakmere Parish Council onto the Oakmere ward.

Under the new procedures as agreed in the Parish Council meeting on 14<sup>th</sup> March 2016 the Chairman of the Parish Council would notify Mr Ball of this decision and he would be invited to the next Parish Council meeting in order to sign the declaration of acceptance form and declaration of interest forms.

## **9 Vacant seat application following the resignation of Councillor Latham**

The Parish Councillors considered the application form and CV, which had been received.

**RESOLVED** that;

Mr J Inskip was co-opted as a member of Delamere and Oakmere Parish Council onto the Oakmere ward.

Under the new procedures as agreed in the Parish Council meeting on 14<sup>th</sup> March 2016 the Chairman of the Parish Council would notify Mr Inskip of this decision and he would be invited to the next Parish Council meeting in order to sign the declaration of acceptance form and declaration of interest forms.

## **10 Correspondence**

The clerk received thank you letters from St Peter's Church, Delamere Community Centre, Tarporley Hospital, Oakmere Cricket Club and NW Air Ambulance for the donations from the Parish Council.

The Secretary of the Eddisbury Hill Park Residents Association contacted the clerk in an email dated 16<sup>th</sup> February 2017 requesting involvement in the Neighbourhood Plan project. The clerk sent an acknowledgment email stating that more volunteers would be required before this could be considered again by the Parish Council.

## **11 Planning**

The Parish Council considered all the planning applications that had been received up to 20<sup>th</sup> March 2017.

**RESOLVED** that;

(a) No objections were to be made to 17/00503/FUL, Single storey rear extension, two storey side extension (enlarging existing bay window) and 3 no. replacement ground windows including lower cill height, The Old Pale Stoney Lane Delamere.

## **12 Finance**

The clerk reported that the current bank balances were as follows and bank statements showing these amounts were presented and signed by the chairman. Bank account balance is £33,207.77 as at 28<sup>th</sup> February 2017 (The bank balance amount includes the New Homes Bonus fund £22,447.02.)

Earmarked funds as follows;

£675.00 earmarked funds for the speed limit contribution for Abbey Lane and Station Road as requested by Cheshire West and Chester Council resolved to spend this in November 2015 minutes.

£250.00 for a plaque for the tree at Hogshead Lane resolved to spend in November 2016 minutes.

£334.00 for contribution to the speed limit reduction for Stoneyford Lane, (subject to plans), resolved to spend in November 2016 minutes.

£2,500.00 cost of the Forestry Commission legal fees for a 25-year lease on the land at Frith Avenue, resolved to spend this in December 2016 minutes.

£880.00 earmarked funds for the speed limit contribution for A54 Middlewich Road resolved to spend this in January 2017 minutes.

Total of earmarked funds to date is £4,639.00

£919.05 unpaid cheques. February 2017 income received was £44.00 advertising income. One invoice to the value of £26.00 still remains unpaid from November edition of Delamere and Oakmere news.

**RESOLVED** that; the following payments be authorised;

Cheque	Payee	Particulars of payment	Amount
000897	Delamere Community Centre	Room hire for Parish Council meeting and Frith Avenue project meeting	£20.00
000898	Clerk	Salary for March	£322.50
000899	Clerk	Expenses for March	£31.70
000900	Cheshire Pension Fund	Employers & employees contribution for March	£110.05
000901	HMRC	Quarterly payment	£241.80
000902	Cheshire CDT	Payroll service annual charge	£168.00
000903	Neave Creative	Charge for the design of the Parish Information booklet	£90.00
000904	Destroyed		
000905	Solopress	Printing of Information booklet	£324.00
000906	Solopress	Printing of the newsletter	£563.00
000907	Eversheds Sutherland (International) LLP	Part of solicitors fees for lease at Frith Ave	£1032.00

### **13 Appointment of internal auditor**

**RESOLVED** that;

Mr Martin Garnett, who has effectively undertaken the internal audit previously, be appointed to undertake the Annual Internal Audit for Delamere and Oakmere Parish Council for 2016/2017 in accordance with Section 4 of the Annual Return.

### **14 Review of Financial Regulations and Internal Financial Control procedures**

The following internal financial control procedures were agreed at the Parish Council meeting on 20<sup>th</sup> June 2016;

The present arrangements for financial controls as detailed below are acceptable;

- a) Cheques are raised in accordance with the financial report which is circulated with the agenda prior to each Parish Council meeting by the clerk.
- b) The financial report is approved at each Parish Council meeting and then cheques are signed at each Parish Council meeting by two authorised signatories.
- c) The Chairman at each Parish Council meeting reconciles the bank balance on the financial report with the bank statement and signs and dates each.
- d) The financial statement which includes the bank balance and the cheques for payment for that month is entered into the minutes accordingly.

**RESOLVED** that;

The following was to be added;

- e) If any item of expenditure had been already approved a cheque can be issued, if necessary in-between Parish Council meeting dates and added on the following month's financial report.

### **15 Hedges adjacent to the Abbey Arms Junction**

At the last Parish Council meeting in February 2017, representatives from Cheshire West and Chester Council asked if the Parish Council could assist by contacting landowners adjacent to the junction to request the removal of hedges in order to improve visibility at this junction.

**RESOLVED** that;

Given that junction improvements had now commenced by Cheshire West and Chester Council would be left to see if these had any significant impact and brought any improvements to the junction before progressing any further with this idea.

## **16 Boundary Signs**

The Parish Council had received an enquiry from a resident regarding the installation of Parish boundary signage.

**RESOLVED** that;

Given the costs involved, it would not be feasible to pursue at this time.

## **17 Land at Frith Avenue**

The clerk had received a letter dated 17<sup>th</sup> February 2017 from the solicitors acting on behalf of the Forestry Commission regarding the land at Frith Avenue and a 25-year lease. The solicitors confirmed that they did not expect their fees to reach £2,500.00 but as the Parish Council were not instructing solicitors they need some funds for their fees. They have requested an initial sum of £850.00 plus VAT and £12.00 disbursements in respect of obtaining Official Copy Entries of the Forestry Commission's title and plan to the property in order to draft the lease. They will then review their fees when the level of costs in reached and request further funds if needed. As such they are requesting a cheque of £1032.00 made payable to Eversheds Sutherland (International) LLP.

**RESOLVED** that;

The clerk would send the cheque for £1032.00 as detailed above and request a VAT receipt in order to claim the VAT back.

The next meeting of the working group regarding the land at Frith Avenue will be on Tuesday 28<sup>th</sup> March 2017. The clerk was requested to pay the room hire charge at the Community centre for this meeting and it was noted that plans were progressing for this site.

## **18 Update from Cheshire West and Chester Councillors**

Cheshire West and Chester Ward Councillor J Leather reported that there were current consultations to 30 hour a week childcare new provision.

Cheshire West and Chester Ward Councillor J Leather reported that the Council Tax charge for Cheshire West and Chester Council had been set on 2<sup>nd</sup> March 2017 and this had resulted in a 1.99% increase plus a 2% increase for Adult Social Care.

Cheshire West and Chester Ward Councillor J Leather reported the Neighbourhood Plan for Kelsall & Willington now had been formally adopted after several years of hard work by volunteers.

Cheshire West and Chester Ward Councillor J Leather reported that the planning application for the Fourways Quarry was due to be heard by the Planning Committee of Cheshire West and Chester Council in April after revision which included a reduction in the number of planned holiday lodges.

**19 Councillor’s report and future agenda items**

Councillor D Wheeler raised a concern regarding the lack of a police presence in the area and will raise this with the local PCSO at the next surgery in the Delamere Community centre.

Councillor A Gore enquired about the progress of work at the Abbey Arms junction and several Councillors confirmed that the speed limit reduction has not yet done.

Councillor D Rutter expressed many thanks to both Councillor C George and Mr P Neave for the newsletter and the re-vamp and updated version of the information booklet for the Parish.

**20 Date and time of next meeting**

Annual Parish Meeting and the next Parish Council meeting is Monday 24<sup>th</sup> April 2017 at 7.15pm at Delamere Community Centre.

Chairman’s signature.....Dated.....

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Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 20<sup>th</sup> March 2017.