

Delamere & Oakmere Parish Council

<p>MINUTES OF THE ANNUAL PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 16TH MAY 2016 AT 7.15 P.M. DELAMERE COMMUNITY CENTRE, STATION ROAD, DELAMERE</p>
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Present: Councillors R Ackerley, (Chairman) C George, D Wheeler, J Edwards, M Latham, A Bell, D Rutter and C Rothwell and T Overland.

Also present: Mrs J Monks, Clerk, Cheshire West & Chester Ward Councillor J Leather, ten members of the public, two representatives from Tattenhall Parish Council and one representative from Grant Funding Skills Ltd

1 Welcome and apologies for absence

The Chairman of the Parish Council, Councillor R Ackerley welcomed councillors and the members of the public to the meeting. Councillors Y Billows and A Gore were both unable to attend due to other commitments and both sent their apologies.

2 Minutes of the last Annual Parish meeting

RESOLVED that;

The minutes of the Annual Parish meeting of Delamere and Oakmere Parish Council on Monday 18th May 2015 be approved as a correct record.

3 Presentation by a representative of Grant Funding Skills Ltd

A representative from Grant Funding Skills Ltd addressed the Parish Council with regards to grants and funding opportunities for local projects. There were many funding opportunities available for the Parish Council. One of which was WREN Landfill Communities Fund for projects within ten miles of a landfill site. Grants of up to £50,000 could be applied for but there is high competition for funding and the site would have to be owned or leased by the Parish Council.

Other funding available is through Cheshire West and Chester Council Rural Funding and the National Lottery, Awards for All. The Awards for All grant is a grant of up to £10,000 which can be applied for at any time and a decision is usually received within six to twelve weeks. In all cases it must be proven that there is a need and that the community has been consulted and every application must contain accurate costings for the equipment applied for. Each different grant has different criteria, and is subject to different rules and timescales for applications. Some grants require match funding either through a contribution towards the overall cost or a contribution of volunteer time.

A member of Eddisbury Hill Residents Association stated that they would like to get involved with the Parish Council with a Neighbourhood Plan project.

4 Presentation by two Parish Councillors from Tattenhall Parish Council.

Two Parish Councillors from Tattenhall Parish Council addressed the Parish Council with regards to the Tattenhall Neighbourhood Plan. Initially Tattenhall Parish Council undertook a Parish Plan and then following this they did a Village Design Statement. Tattenhall Parish Council then undertook a project to provide forty affordable homes for rent in the Parish.

As they had a proven track record of community engagement they were then approached by Cheshire West and Chester Council with regards to becoming a pilot for a Neighbourhood Plan. The Parish Council applied for a grant from Central Government and with members of the public, local landowners and Cheshire Community Action started a steering group.

Initially the steering group raised awareness in the village and designed a short questionnaire asking members of the public what they would like in the village and what sort of developments they would like in and around Tattenhall. The steering group met with Housing Developers and they formulated a vision and objectives for the plan. Further consultation was then undertaken and they used the responses to formulate policy. Tattenhall Parish Council employed a Planning consultant and they produced a draft Neighbourhood Plan which was circulated and published to residents. Cheshire West and Chester Council examined the draft Neighbourhood Plan and then it went to a public referendum.

The Parish Council encountered problems as at that time Cheshire West and Chester Council did not have a five year housing supply plan or a Local Plan, however the emerging Neighbourhood Plan could be used for Planning applications. Housing Developers asked for Judicial Review and the Neighbourhood Plan was reviewed at the High Court in Manchester. The High Court dismissed Housing Developers claims and finally the Neighbourhood Plan was officially adopted.

Some Housing Developers have recognised the Neighbourhood Plan and now are working with the Parish Council to provide housing within the guidelines and policies contained in the Neighbourhood Plan.

The representatives from Tattenhall Parish Council stated that the Neighbourhood Plan was a huge commitment and took over three years to produce and roughly 5000 hours of volunteer's time. The Tattenhall Neighbourhood Plan was however a pilot since then a set procedure has been established and guidelines have now been established so that other Parish Councils can follow and learn from their experiences. The overall cost of the Neighbourhood Plan for Tattenhall was £20,000 and this was mainly funded by grants from Central Government.

The Neighbourhood Plan in Tattenhall was a team effort and was an invaluable tool and a material consideration in planning policy in Tattenhall. Further details including the Neighbourhood Plan can be found at Tattenhall Parish Council's website <http://tattenhallpc.co.uk/the-parish-council/the-neighbourhood-plan/> and on the Central Government's website <http://mycommunity.org.uk/programme/neighbourhood-planning/>.

Both Parish Councillors from Tattenhall Parish Council were thanked for their invaluable presentation by the Chairman, Councillor R Ackerley.

5 Chairman's Annual report

The chairman of the Parish Council, Councillor R Ackerley gave a brief annual report to the Parish Council. This has been the first year of the newly merged Parish Council and to celebrate this a launch night was successfully undertaken in September which was very well attended by different organisations and members of the public including Cheshire West and Chester Ward Councillor J Leather and H Deynem, who was current the mayor of Cheshire West and Chester Council at this time. It was hoped that a similar event could be repeated in the future.

Every meeting had a very full agenda and there had been numerous issues and planning applications that the Parish Council had dealt with throughout the year. Most recently there had been an influx of members of the public attending as they were concerned over the recent work undertaken by United Utilities at Eddisbury Borehole on Station Road. The Parish Council had contacted United Utilities with regards to this matter and two representatives from United Utilities had attended the Parish Council meeting in April 2016 to address these concerns.

There had also been an ongoing working group looking at the New Homes Bonus fund and potentially taking a lease and developing the land at Frith Avenue and this will remain ongoing.

Two long standing Parish Councillors have recently resigned, Councillor K McVicker and A Lewis both of whom had served the current Parish Council and Oakmere Parish Council for many years.

Councillor R Ackerley thanked Cheshire West and Chester Ward Councillor J Leather for his continued support and assistance with queries and for him attending every Parish Council meeting.

Councillor J Edwards has joined the Parish Council and he was thanked for his enthusiasm and energy into all the different projects.

Councillor C George was thanked for his continued advice and assistance.

Councillor R Ackerley also thanked the clerk for all her work and every Parish Councillor for their time and dedication throughout the year.

6 Open discussion

One member of the public raised the issue of fracking following a recent meeting in Frodsham on this issue. The member of the public asked the Parish Council to be concerned regarding this issue and described the current processes used in Fracking.

MINUTES OF THE PARISH COUNCIL ANNUAL MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 16TH MAY 2016 AT 7.15 P.M. DELAMERE COMMUNITY CENTRE, STATION ROAD, DELAMERE

1 Election of Chairman

RESOLVED that;

Councillor J Edwards is appointed Chairman of the Parish Council for the ensuing year.

2 Election of Vice-Chairman

RESOLVED that;

Councillor D Rutter is appointed Vice-Chairman of the Parish Council for the ensuing year.

3 Minutes of last Annual Meeting

RESOLVED that;

The Minutes of the annual meeting of Delamere and Oakmere Parish Council held on Monday 11th May 2015 be approved as a correct record.

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF DELAMERE AND
OAKMERE PARISH COUNCIL HELD ON MONDAY 16TH MAY 2016 AT 7.15 P.M.
DELAMERE COMMUNITY CENTRE, STATION ROAD, DELAMERE**

Public Speaking Time

No members of the public wished to speak at this point.

1 Welcome and apologies for absence

The Chairman of the Parish Council, Councillor R Ackerley welcomed councillors and the members of the public to the meeting. Councillors Y Billows and A Gore were both unable to attend due to other commitments and both sent their apologies.

2 Member's Code of Conduct and declarations of interest

Councillor T Overland and R Ackerley both declared a non-pecuniary interest in relation to item 13, the formal complaint regarding the Oakmere Way car park.

3 Briefing from the PCSO on Operation Shield and purchasing a speed gun.

The PCSO was unable to attend the Parish Council meeting and as such this item was deferred.

4 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of Delamere and Oakmere Parish Council on Monday 18th April 2016 2016 be approved as a correct record.

5 Progress Reports and to consider response from United Utilities

The clerk confirmed that the details regarding the person who had volunteered to check the defibrillator had been given to North West Ambulance Service and hopefully training was to be provided in order that the volunteer could undertake the necessary checks.

The clerk had received an email dated 28th April from United Utilities regarding the Eddisbury Borehole off Station Road and the details of this email had been published on the noticeboard page of the Parish Council's website.

6 Correspondence

The clerk had received emails dated 21st April and 25th April 2016 from the Building Control Department of Cheshire West and Chester Council with regards to The Old Court House on Chester Road in Oakmere and that appropriate action had been taken. The clerk was requested to contact the Building Control Officer to confirm that the owner of this site had been contacted.

7 Planning

The Parish Council considered all the planning applications that had been received up to 16th May 2016.

RESOLVED that;

(a) 15/01803/FUL, Siting of 163 holiday lodges and a new sailing facility, together with soft landscaping. Fourways Quarry Chester Road Oakmere. The clerk was requested to submit the following to the Planning Department of Cheshire West and Chester Council;

There are no objections to the above planning proposal however Section 106 money is requested for the cost of reducing the speed limit on the B5152 and A556 and the installation of speed monitoring equipment on these roads. In addition Section 106 funds are requested for improvements to the Abbey Arms Junction. Section 106 money is also requested for enhancements to the play facilities in Bowyers Waste and Little Wood in Oakmere. The Parish Council would hope that the request for permissive access would be carried forward.

b) No objections were to be made to 16/01541/FUL, Temporary compound required in connection with below ground pipeline construction. Land at Junction of Hogshead Lane Oakmere.

c) No objections were to be made to 16/01882/S73, Variation of condition 8 of planning permission 12/00182/FUL - for nest boxes must be provided on completion of the landscaping works. Former Court and Police Station Chester Road Oakmere.

8 Declaration of Office for new Parish Councillor

Following co-option at the last Parish Council meeting in April, the clerk will ask the newly appointed Parish Councillor to complete the necessary forms to become a Parish Councillor.

Mr M Latham signed the declaration of acceptance and the clerk gave him his declaration of interest form for his completion.

The clerk would circulate a schedule of training events to Councillor Latham from the Cheshire Association of Local Councils, a copy of the Standing Orders and a copy of the 'Good Councillor' guide for Mr Latham's reference.

The Chairman of the Parish Council informed the new councillor that he would have to abide by the Code of Conduct and declare any interest in relation to agenda items.

All Parish Councillors were reminded not to give their personal opinion on events and issues via Twitter/Facebook or any other social media. The minutes are the only correct record of events and personal opinions of any Parish Councillor should not be expressed.

9 Co-option of vacant seats

The clerk confirmed that the vacant Oakmere seat following the resignation of Councillor A Lewis had been advertised on the Parish Council noticeboards, on the website and with Cheshire West and Chester Council. However no applications had been received.

10 Finance

The clerk reported that the current bank balances were as follows;

Bank account balance is £38,589.73 as at 30th April 2016. (£675.00 earmarked funds for the speed limit contribution as requested by Cheshire West and Chester Council resolved to spend this in November 2015 minutes). Unpaid cheques is £569.76. New Homes Bonus fund £22,457.02. Income received is advertising income of £188.00

The clerk reported that there remained six unpaid invoices for the Delamere and Oakmere newsletter, the total amount outstanding was £178.00. The clerk had sent reminder to all requesting payment as soon as possible.

Payments due were for the room hire of the Community Centre including an extra room hire charge for the meeting in April, clerk's salary and expenses for May, annual insurance charge and payment April and May for provision of a pension for the clerk.

The clerk had informed that the contribution rate for Cheshire Pension Fund for the employer was 20.3% and a cheque for the employee contribution and employer contribution totalling £108.96 had been signed on 18th April 2016. However since then the clerk has been informed by Cheshire Pension fund that the actual employer contribution rate is 19.3% as such the cheque which was signed and dated 18th April 2016 for the amount of £108.96, cheque number 0000828 has been destroyed and the clerk requests a new cheque for April contribution to be signed and authorised at this meeting, cheque 000836 for £104.74.

RESOLVED that;

the following payments be authorised;

Cheque	Payee	Particulars of payment	Amount
000830	Delamere Community Centre	Room hire	£16.00
000831	Delamere Community Centre	Extra room hire charge for room hire	£6.00
000832	Zurich Municipal	Annual insurance	£344.41
000833	Clerk	Salary for May	£319.30
000834	Clerk	Expenses for May	£24.30
000835	Destroyed		
000836	Cheshire West and Chester-Cheshire Pension Fund	Employers & employees contribution for April	£104.74
000837	Cheshire West and Chester-Cheshire Pension Fund	Employers and employees contribution for May	£104.74
000838	Grant Funding Skills Ltd	Training course for J Edwards	£48.00

11 Annual Governance Statement for 2015/2016

The clerk confirmed that the accounts for 2015/2016 had been internally audited and that they been signed accordingly by the internal auditor.

RESOLVED that;

The Annual Governance Statement for 2015/2016 be approved and signed by the Chairman and the clerk for submission to BDO, the external auditors.

12 Annual Return for year ended 31st March 2016

The clerk confirmed that the accounts for 2015/2016 had been internally audited and that they been signed accordingly by the internal auditor.

RESOLVED that;

The Accounting Statements for 2015/2016 were accepted by the Parish Council and signed by the Chairman and the Clerk for submission to BDO, the external auditors.

The clerk reported that the Parish Council had been selected for a 5% sample intermediate review questionnaire which required a lot of additional information and documentation to be sent to the External Auditors, BDO. In addition to this the clerk had also received an email on 14th April from the External Auditors requesting more additional information due to the merger of Delamere and Oakmere Parish Council from 1st April 2016.

13 Formal complaint regarding the proposed car park at Oakmere Way

The clerk had received a formal complaint from a resident dated 16th April 2016 regarding the proposed car park at Oakmere Way. The complaint had been dealt with accordingly under the formal complaints procedure. A draft response from the Parish Council had been circulated prior to the Parish Council meeting.

RESOLVED that;

The draft response was to be approved and the clerk was requested to send this response to the resident accordingly.

Both Councillors T Overland and R Ackerley did not take part in this item on the agenda as they had both declared a non-pecuniary interest at the start of the meeting.

14 Transparency funding

RESOLVED that;

The clerk was to submit a request to the Cheshire Association of Local Councils for a grant for the clerk's time at her current rate of pay for 3 hours per month for the financial year 2015/2016 and for the financial year 2016/2017.

15 Parking on Delamere Station Car Park

Councillor A Bell confirmed that he was currently investigating this matter and was awaiting a response. He would hopefully provide an update for the next Parish Council meeting.

16 Standing Orders and Financial Regulations

The Parish Council's Standing Orders and Financial Regulations had been circulated and reviewed by the Parish Council.

RESOLVED that;

The Parish Council confirmed the Standing Orders and Financial Regulations for Delamere & Oakmere Parish Council.

17 Risk Assessment and Assets

The clerk had reviewed the asset register and Risk Assessment for the Parish Council and these had been circulated to all the Parish Councillors for their attention and review.

RESOLVED that;

The asset register is confirmed to be correct and this was signed and dated by the clerk and Chairman of the Parish Council.

The clerk had undertaken a Risk Assessment review for the Parish Council.

RESOLVED that;

That the Risk assessment was accepted by the Parish Council and this was signed and dated by the clerk and Chairman of the Parish Council.

18 Publication scheme and complaints procedure

RESOLVED that;

- (a) The publication scheme should be confirmed by the Parish Council.
- (b) A complaints procedure should be confirmed by the Parish Council

19 Training and Events

Councillor J Edwards had attended a training course on 10th May from Grant Funding Skills Ltd at Trafford Hall in Chester. The clerk had been sent an invoice for the cost of this course and this had been paid accordingly. Councillor J Edwards reported that the course was very useful, especially for establishing contacts and the ways to fill in and obtain a successful grant bid.

Councillor T Overland had attended a fracking presentation by Ineos in Frodsham on 10th May 2016 the meeting was well attended. Ineos are a big international company who have been granted a licence application for this area. The process of extraction is complex and this was detailed in the presentation. In the presentation they confirmed that they wished to use brownfield and quarry areas and they would like to set up a liaison committee meeting to discuss future plans with member of the public and community groups.

The clerk had received an invite on 5th May 2016 for the chairman of the Parish Council to attend a Civic Reception for Frodsham Town Council on Sunday 29th May 2016. The service is to take place at St Laurence Church in Frodsham at 10am and the lunch afterwards at Frodsham Golf Club.

20 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor J Leather reported that there was a proposal on car parking charges and this was particularly an issue in rural areas.

Cheshire West and Chester Ward Councillor J Leather also reported that there were ongoing consultations with regards to vulnerable and older people and on children centres by Cheshire West and Chester Council.

21 Councillor's report and future agenda items

Councillor D Wheeler asked Cheshire West and Chester Ward Councillor J Leather if the Highways Department of Cheshire West and Chester Council could install a road traffic monitor on Station Road in Delamere. Cheshire West and Chester Ward Councillor J Leather stated he would submit a request for this.

Councillor T Overland reported that the Highways Department of Cheshire West and Chester Council were not notifying residents or businesses of road closures and that there was no communication when road works and road closures would be undertaken and this was causing disruption. Cheshire West and Chester Ward Councillor J Leather said he would investigate this matter.

Councillor D Rutter reported that the grass verges all around Delamere have not been cut, particularly on the A556 and A54 the clerk would report these to Cheshire West and Chester Council for their attention.

Councillor D Rutter asked Cheshire West and Chester Ward Councillor J Leather if the contract for the caterers for schools had changed recently as it seems that the caterers no longer used local butchers for the provision of meat. Cheshire West and Chester Ward Councillor J Leather said he would look into this matter and requested that Councillor D Rutter could email him the details for investigation.

Councillor R Ackerley reported that a new wall had been built on Station Road which impaired the vision of drivers exiting off Eddisbury Hill due to the height of the wall. The clerk confirmed that the owner of the property will be submitting retrospective planning permission into the Planning Department of Cheshire West and Chester Council for the wall and that the height would have to comply with the Planning Department's standards for visibility.

Councillor C George raised the issue of the lack of broadband availability in the Parish and that Connecting Cheshire currently had no plans to resolve this issue. Cheshire West and Chester Councillor J Leather confirmed that there was an ongoing consultation with regards to this and asked for people to respond to this consultation.

Councillor C Rothwell asked the clerk to provide an update from the Highways Department of Cheshire West and Chester Council with regards to the proposed speed limit change on Station Road and Abbey Lane and the proposed safety improvements to the Abbey Arms Junction.

22 Date and time of next meeting

The next Parish Council meeting is Monday 20th June 2016 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 16th May 2016.