

Delamere & Oakmere Parish Council Meeting

<p>MINUTES OF THE MONTHLY, PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 18th SEPTEMBER 2017 AT 7.15P.M. DELAMERE COMMUNITY CENTRE, STATION ROAD, DELAMERE</p>

Present: Councillors J Edwards, T Overland, R Ackerley, A Bell, C George, C Ball, J Inskip, J Powell, A Gore and D Wheeler.

Also, present Mrs J Monks, Cheshire West and Chester Ward Councillor J Leather and a representative from Cheshire Community Action. Four members of the public were present.

Public Speaking Time

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

1 Welcome and apologies for absence

Councillor D Rutter sent his apologies as he was away on holiday. Councillor J Edwards had agreed to chair the meeting in his absence.

2 Member's Code of Conduct and declarations of interest None declared.

3 Presentation from Cheshire Community Action on land transfers

A representative from Cheshire Community Action addressed the Parish Council with regards to land transfers. He informed the Parish Council that there were different types of lease and that different grants required different lengths of lease.

Cheshire Community Action advised the Parish Council to obtain a solicitor and to seek legal advice on this matter. Solicitors will be able to provide guidance and they will be able to negotiate terms and conditions on behalf of the Parish Council and make the Parish Council aware of any conditions and or penalties.

Guidance regarding land transfers is available from different organisations and he advised that he would provide links to several helpful documents with funding providers to the clerk in order to circulate after the meeting. Audlem Parish Council had undertaken a land transfer from Cheshire West and Chester Council and they may be able to provide some experience and guidance on this issue. The clerk was asked to contact Audlem Parish Council for any advice and guidance on this issue.

Cheshire Community Action stated that provision must be made for any future maintenance including playground inspections and for future replacement of equipment. Also that the Parish Council should be fully aware and prepared for any other liabilities.

The representative from Cheshire Community Action advised that Fields in Trust are also a charitable organization which protect green spaces. Guidance regarding land transfers are also available on the Forestry Commission Scotland website.

4 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of the Delamere and Oakmere Parish Council meeting on Monday 17th July 2017 be approved as a correct record.

5 Progress Reports

The clerk received an email dated 21st July stating that the overhanging trees on Eddisbury Hill are privately owned and are classed as boundary hedges so it is the responsibility of the land owners. Cheshire West and Chester Council would only take action if it was a safety issue.

The clerk received an email dated 25th July 2017 from the Highways Department of Cheshire West and Chester Council confirming that a speed limit review had already been undertaken on the A556 from the Sandiway traffic lights to J & S bikes in Oakmere. The recommendation was for a reduction to 50mph from the 40mph limit near Blakemere Centre to the bridge over Whitegate Way. The remainder will remain unchanged.

The clerk received an email on 25th July 2017 from the Highways Department of Cheshire West and Chester Council stating that review of the speed limit on Stoney Lane to Watling Drive would be included in the speed limit programme.

6 Vacant seat application following the resignation of Councillor Rothwell

The Parish Councillors considered the application for the post of Parish Councillor

RESOLVED that;

Mrs Katherine McVicker was co-opted as a member of Delamere and Oakmere Parish Council onto the Oakmere ward.

The clerk was requested to contact Mrs McVicker to notify her of this decision and she would be invited to the next Parish Council meeting in order to sign the declaration of acceptance form and declaration of interest form.

7 Correspondence

The clerk received an email dated 29th July 2017 from Cheshire West and Chester Council regarding a consultation on the potential changes to the Council's discretionary Council Tax discounts and premiums.

The next Cheshire Sands Liaison Meeting will be held on Tuesday 19 September at Crown Farm Quarry commencing at 14.00 hours. Councillor C George, D Wheeler and J Powell will attend and represent the Parish Council.

The clerk received notification that Delamere Events Catering Ltd have submitted an application for drinks licence and performance of live and recorded music to Cheshire West and Chester Council, the deadline for any comments is 19th September 2017.

The clerk received an email dated 29th August 2017 regarding the electoral review of Cheshire West and Chester as the Local Government Boundary Commission for England has published draft recommendations on the future electoral arrangements for Cheshire West and Chester. There is a ten week consultation period which closes on 6th November 2017. The draft recommendations can be viewed at www.lgbce.org.uk. Any comments can be emailed to: reviews@lgbce.org.uk. Or in writing to: Review Officer (Cheshire West and Chester), Local Government Boundary Commission for England, 14th Floor, Millbank Tower, Millbank, London, SW1P 4QP

Cheshire West and Chester Ward Councillor J Leather informed the Parish Council that the electoral review of Cheshire West and Chester proposed to reduce the number of Borough Councillors from 75 to 70. Under the proposals there were no significant changes for the current ward. There was however a suggestion to change the name of the ward to, 'Eddisbury Hill.' The clerk was asked to notify the Local Government Boundary Commission for England that the Parish Council thought that this was a good idea and fully supported the name change for the ward.

8 Planning

The Parish Council considered all of the planning applications that had been received up to 18th September 2017.

RESOLVED that;

(a) No objections were made to 17/03292/FUL, Extension at first floor and garage conversion with associated alterations and decking area. New detached double garage, Crown Farm Chester Road Oakmere.

(b) No objections were made to 17/03453/S73, Variation of condition 2 (plans) of planning permission 16/04217/FUL for alterations to allow for a pitched roof, 105 Station Road Delamere.

(c) No objections were made to 17/03724/REM, Approval of reserved matters following outline approval 16/02124/OUT for one dwelling, Yeld Lane Farm Yeld Lane Delamere.

(d) No objections were made to 17/03648/FUL, Erection of two dwellings (Previous application 15/04886/FUL), Sorbie Waste Lane Oakmere.

(e) No objections were made to 17/03763/S73, Variation of condition 2 of Planning Application 17/00997/FUL for provision of larger dormer to rear elevation due to rainwater goods issue, provision of a small porch roof on gallows brackets from the rear door and alteration to some windows. Forest Edge Tarporley Road Oakmere.

(f) No objections were made to 17/03297/FUL, Change of use from haulage depot to storage of containers for self-storage, Land At Former Haulage Site Chester Road Oakmere. However, the Parish Council requests that a planning condition is made so that there is a single storey restriction upon the height of the storage containers. (As in they cannot be stacked on top of each other).

(g) No objections were made to 17/03916/FUL, Application for a track to serve an agricultural barn. (Partially in retrospect) Fishpool Farm Fishpool Road Delamere.

9 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 £36,648.77 as at 31st July 2017 (The bank balance amount includes the New Homes Bonus fund)

Bank account balance is £36,363.74 as at 31st August 2017 (The bank balance amount includes the New Homes Bonus fund)

Total of earmarked funds to date is £5,612.77

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 plaque for tree at Hogshead Lane resolved to spend in November 2016 minutes.

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

£1,458.00 left for 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. (Amount of £1,032.00 paid in March 2017 towards solicitors fees.)

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

£893.08 plus VAT for new noticeboard at Hogshead Lane resolved to spend this in May 2016 minutes.

£1,122.69 for the contribution for the speed limit reduction for Ashton Lane in Delamere, resolved to spend this in July 2017 minutes.

£300.00 unpaid cheques. July 2017 income was as follows; Transparency funding £360.32 and £243.00 advertising income.

August income received was £154.00. Seven invoices remain unpaid total value is £241.00.

RESOLVED that; the following payments be authorised;

Method	Payee	Particulars of payment	Amount
Standing Order 21 st	Clerk	Salary for August	£325.72
Standing Order 21 st	Cheshire Pension Fund	Employers & employees contribution for August	£113.31
Standing Order 21 st	Clerk	Salary for September	£325.72
Standing Order 21 st	Cheshire Pension Fund	Employers & employees contribution for September	£113.31
000926	Destroyed		
000927	Clerk	Expenses for August	£24.72
000928	Clerk	Expenses for September	£69.27
000929	Cheshire West and Chester Council	Planning permission for noticeboard	£110.00
000930	BDO	Audit fee	£120.00
000931	Information Commissioner	Data Protection Annual fee	£35.00
000932	HMRC	Quarterly payment	£244.20
000933	Delamere Community centre	Room hire fee for Frith avenue project and Parish Council meeting	£20.00

10 Annual return for financial year 2016/2017 for Delamere Parish Council and Oakmere Parish Council

The clerk had received a letter dated 2nd August 2017 from BDO, the External Auditor advising that the Audit has now been completed. The approved Annual Return was returned which included their report as follows;

On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices, no matters have come to our attention giving cause for concern that relevant legislation, and regulatory requirements have not been met.

There was one minor issue that the annual return does not add up by £1.00. (rounding issue).

The clerk confirmed that the notice of conclusion of audit and auditor's report had been displayed on the Parish Council noticeboards and a copy of this had been also displayed on the Parish Council's website.

RESOLVED that;

The Annual Return for 2016/2017, including the certificate by BDO be approved and accepted by the Parish Council.

11 Review of budget and reconciliation of bank accounts.

The clerk had undertaken a full banking reconciliation as at 31st August 2017, this was signed and dated by the Chairman.

RESOLVED that;

The banking reconciliation as at 31st August 2017 be accepted and signed by the Chairman.

The clerk had reviewed the budget for 2017/2018, in light of payments throughout the year.

RESOLVED that;

The reviewed budget was noted by the Parish Council and this was signed and dated by the Chairman of the Parish Council.

Item	Actual budget	End of year Forecast
Income		
Precept	9065.00	9065.00
ctrs	399.00	399.00
Advertising income	1500.00	1907.00
Scottish Power	14.00	14.00
VAT reclaimed for 2016/2017		275.91
Ward members grant for installation of defibrillator		276.00
Transparency funding grant		360.32
Total income	10978.00	12297.23
Expenditure		
Clerk Salary Net	3870.00	3908.64
HMRC contributions	1000.00	976.80
Pension contributions inc employees	1330.00	1359.72
Clerk Expenses	480.00	550.00
Room Hire for PC meetings	110.00	200.00
Printing of newsletter	1500.00	1852.00
Cheshire Ass of Local Councils	430.00	422.80
Data Protection fee	35.00	5.00
Cheshire Community Action	20.00	20.00
Footpaths Society	8.00	8.00
Insurance	350.00	355.01
BDO Audit fee	250.00	120.00
Training	250.00	250.00
Website	0.00	0.00
Contingency	500.00	500.00
Payroll services	170.00	170.00
Community Engagement	100.00	100.00
Donations	1364.00	1364.00
Capital funds earmarked	3759.00	5612.77
Total expenditure	15526.00	17774.74
Excess of income over expenditure	-4548.00	-5477.51

Councillor C George informed the Parish Council that expenditure had increased due to the increase in expenditure of capital-earmarked funds.

12 New Noticeboard at Hogshead Lane

The clerk had contacted the Planning Department of Cheshire West and Chester Council who had advised that the land where the noticeboard was to be erected was not owned by either the Parish Council or Cheshire West and Chester Council the Parish Council would have to apply for advertising consent. The cost of this application would be £110.00

RESOLVED that;

The clerk should apply for advertising consent from Cheshire West and Chester Council for permission for the new noticeboard at Hogshead Lane.

The contractor has built the noticeboard and will install, subject to approval from Cheshire West and Chester Council on Monday 23rd October 2017. The clerk will send the exact date/time to Councillor T Overland to ensure that was convenient.

13 Home watch Scheme

Councillor A Bell will look into this and inform the Parish Council of any progress.

14 Little Wood owned by the Parish Council

The Rural Locality Officer confirmed in an email dated 26th June 2017 that the bins at Little Wood would now be emptied twice a week from now on.

The Tree Officer at Cheshire West and Chester Council had stated that there had been a delay in cutting the trees at Little Wood and these would be done as soon as possible as they were not in a dangerous condition.

The Parish Council own Little Wood however there is an arrangement that Cheshire West and Chester Council will manage the area. The Cheshire West and Chester Council rangers took responsibility for maintenance and management and Cheshire West and Chester took on the public liability insurance for this site.

Councillor T Overland informed the Parish Council that before the ranger's involvement Parish Councillors of Oakmere Parish Council did routinely inspect the area on a rota and any concerns were noted and sent to the clerk in order to report to Cheshire West and Chester Council.

RESOLVED that;

The clerk should make a checklist and the week before a Parish Council meeting a member of the Parish Council will inspect and make a note of any concerns or repairs required. These will be then passed to the clerk in order to report to Cheshire West and Chester Council.

15 Playing field and play area owned by Cheshire West and Chester Council

The clerk had been contacted by the Senior Localities Officer (Rural) at Cheshire West and Chester Council regarding the Parish Council taking a long lease from Little Wood and has offered financial support. Currently all residents of the Parish pay a special expenses levy and this is currently a yearly charge of £1,920.00 for the Little Wood play area.

RESOLVED that;

The Parish Council would not take a lease for the play area at Little Wood. The clerk was requested to inform the Senior Localities Officer (Rural) at Cheshire West and Chester Council accordingly.

16 Plan for land at Frith Avenue

Councillor J Inskip provided a PowerPoint presentation to the Parish Council regarding the working group progress for Frith Avenue. The project has been based on a low key approach to provide a safe haven for children to play and for age groups to enjoy. The plans for the site include play equipment, a pergola, community raised planting areas and wildflower section. The cost of phase one of the project is in the region of £75,000 and this will be funded by grants. Phase two will include paths around the site. Residents expressed concerns regarding car parking and Councillor J Inskip informed them that hopefully this had been addressed in the low-key approach in the plan. The next stage was to secure a lease for the land and then try to apply for funds for the site.

Councillor T Overland informed the Parish Council that a monthly and yearly inspection would be required for the playground area and that this would have to be included in any maintenance costs. The clerk noted that the Parish Council would have to establish a planned maintenance budget for this land.

Councillor J Inskip, J Edwards and all the volunteers on the working group were all thanked for their continued work on this project.

17 Solicitors for land at Frith Avenue representing the Parish Council

Following the last Parish Council meeting in July 2017 the clerk had not sent the £300.00, 'Money on account' payment as solicitors required further details including ID and additional signatures before they could be instructed. The clerk has circulated a list of all the required information and documentation to all Parish Councillors in an email dated 23rd July 2017.

RESOLVED that;

The clerk was asked to destroy the cheque number 000925 in the name of Bonallack and Bishop Solicitors. The clerk was asked to obtain quotes from local firms of solicitors to act on behalf of the Parish Council. The clerk was also asked to contact Audlem Parish Council for advice.

18 Solicitors for land at Frith Avenue representing the Forestry Commission

This item was deferred until the next Parish Council meeting in October pending the quotes for a solicitor to represent the Parish Council.

19 Fracking - Unconventional Extraction of Oil and Gas Working Group

Councillor J Inskip attended a working group meeting at Frodsham Town Council on 5th July 2017 when a representative from INEOS gave a presentation. This will be debated by Frodsham Town Council at their next Parish Council meeting.

20 Stoneyford Lane car parking and other issues

The clerk had received an email dated 29th August 2017 from a resident regarding several issues on Stoneyford Lane in Oakmere.

Councillor T Overland confirmed that litter was an increasing issue on the lane and he and his wife had undertaken litter picks. The Parish Councillors which were attending the Tarmac liaison meeting would discuss this issue as it was thought that lorries were the main cause of this litter.

The Parish Council had noted that since the email dated 29th August 2017, Cheshire West and Chester Council had erected signage to deter littering and signage had been installed by the Forestry Commission.

The Parish Council had previously discussed the issue of cars and lorries parking on Stoneyford Lane with the Highways Department of Cheshire West and Chester Council however there did not seem to be a solution to this..

21 Sandstone Ridge Community Consultation

Councillor C George will draft a response to the survey and once circulated and agreed the clerk will submit accordingly.

22 Additional Street light request

Councillor A Bell requested that the Parish Council submit a request to Cheshire West and Chester Council for an additional streetlight to be installed at the top of the station car park (this is the one directly adjacent to the Caravan Site). This would help make pedestrians and residents to be seen easily at night and also make it more easier for vehicles to leave the car park easily.

RESOLVED that;

The clerk was requested to submit a request for above accordingly.

23 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor J Leather reported that there was a consultation from Cheshire West and Chester Council regarding the potential changes to the Council's discretionary Council Tax discounts and premiums and there was also a consultation on Cheshire West and Chester's Tree and Woodland strategy.

24 Councillor's report and future agenda items

Councillor D Wheeler reported that he had received a request from a resident to ask the developers of the Marley tiles site to see if a community facility which includes a doctors surgery could be included as part of their plans. The clerk was asked to submit a request accordingly to the developer.

Councillor J Powell gave the clerk an updated declaration of interest form. The clerk would publish this on the website and forward a copy to Cheshire Association of Local Councils and Chester West and Chester Council for their attention.

Councillor J Inskip reported a flickering street light on Station Road in Delamere to the clerk in order for her to report it to Cheshire West and Chester Council.

Councillor D Wheeler reported that there were no road markings for cars to turn right into the St Peters Church on Abbey Lane in Oakmere and this was causing issues particularly for the Sunday service. The clerk was asked to report this to Cheshire West and Chester Council for their attention.

Councillor A Bell reported that there had been complaints regarding speeding traffic on Station Road in Delamere and he will inform the PCSO and ask for this to be monitored.

Councillor A Bell reported that there had been complaints regarding speeding traffic on the Linmere access to Delamere Forest. This was a bridleway and Forestry Commission land and the speed limit was for guidance only and could not be enforced.

Councillor J Powell stated that she had received a request, from a resident who was experiencing difficulty with their broadband connection, to enquire if the Parish Council had previously been involved in this subject or could make any recommendations. The clerk suggested Connecting Cheshire may be of some assistance and will email their contact details.

25 Date and time of next meeting

The next Parish Council meeting is Monday 16th October 2017 at 7.15pm at Delamere Community Centre.

Chairman's signature.....Dated.....

Page 244

Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 18th September 2017.