

Delamere & Oakmere Parish Council

Annual Meeting

**MINUTES OF THE ANNUAL PARISH MEETING OF DELAMERE AND OAKMERE
PARISH COUNCIL HELD ON MONDAY 20TH MAY 2019 AT 7.15 P.M.
DELAMERE COMMUNITY CENTRE, STATION ROAD, DELAMERE**

Present: D Rutter, A Bell, C Ball, D Wheeler, C George, A Gore and A Walsh.

Also, present Clerk, Mrs J Monks and Cheshire West and Chester Ward Councillors J Leather.

1 Election of Chairman

RESOLVED that;

Councillor A Bell is appointed Chairman of the Parish Council for the ensuing year.

2 Election of Vice-Chairman

Councillor C George is appointed Vice-Chairman of the Parish Council for the ensuing year.

Delamere & Oakmere Parish Council Meeting

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| <p>MINUTES OF THE MONTHLY, PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 20TH MAY 2019 AT 7.15P.M. DELAMERE COMMUNITY CENTRE, STATION ROAD, DELAMERE</p> |
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Present: Councillors D Rutter, A Bell, C Ball, D Wheeler, C George, A Gore and A Walsh.

Also, present Clerk, Mrs J Monks and Cheshire West and Chester Ward Councillors J Leather.

Public Speaking Time

No members of the public were present.

1 Welcome and apologies for absence

The Chairman of the Parish Council, Councillor A Bell welcomed everyone to the Parish Council meeting and thanked Councillor J Edwards for all his work as Chairman of the Parish Council.

Cheshire West and Chester Ward Councillor H Tonge sent his apology as he was unable to attend due to personal commitments. Councillor J Edwards sent his apology as he was unable to attend due to personal commitments.

2 Member's Code of Conduct and declarations of interest

None declared.

3 Acceptance of Office

Each Parish Councillor signed and dated an acceptance of office form following the election.

4 Code of Conduct

RESOLVED that;

Delamere and Oakmere Parish Council adopts the Code of Conduct for Members adopted by Cheshire West and Chester Council on 26 July 2012 as the council's code of conduct under section 27(2) and 27(3) of the Localism Act 2011.

The clerk was requested to put the Code of Conduct on the website.

5 Declaration of interest forms

All councillors present completed a declaration of interest form. The clerk was requested to send copies of the declaration of interest forms to Cheshire West and Chester Council and a copy to Cheshire Association of Local Councils. All the declaration of interest forms will be put on the Parish Council's website.

6 General Power of Competence

The clerk has a the Certificate in Local Council Administration (CilCA) qualification and all the Parish Councillors have been elected to the Parish Council.

RESOLVED that;

The General Power of Competence was adopted for Delamere and Oakmere Parish Council.

7 Vacant Seats following election

The clerk informed the Parish Council that there were four vacant seats all in the Oakmere ward. Interested parties were asked to send a covering letter with a CV to the clerk. The clerk was asked to do a poster for the Parish Council noticeboards and website and a request will be put in the next edition of the Delamere and Oakmere news.

8 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of the Parish Council meeting of Delamere and Oakmere Parish Council on Monday 15th April 2019 be approved as a correct record and the minutes of the Annual Parish Council meeting on Monday 15th April 2019 be approved as a correct record.

9 Progress Reports and Outstanding Items

The clerk had received an email on 17th April 2019 from Forestry England Project Office for the Delamere Forest development and a meeting had been arranged for Wednesday 24th April 2019 for Parish Councillors to receive an update on plans.

The Head Teacher of Delamere Academy had confirmed that she would attend the next Parish Council meeting in June.

The Locality Officer at Cheshire West and Chester Council had provided some information relating to parking schemes that had been undertaken at other schools in Cheshire West and Chester.

The Planning Enforcement Officer at Cheshire West and Chester Council confirmed in an email received on 7th May 2019 that she had looking into the planning issues raised by the Parish Council regarding the Court House development in Oakmere. The Planning Enforcement Officer has provided documents which were not available for public viewing which addresses the issues raised in connection with the development. The Planning Enforcement Officer has also confirmed that the site developer will be required to submit a non-material amendment application with regards to this site.

The clerk informed the Parish Council that there had been a Crown Farm Quarry Liaison meeting on Tuesday 14th May at 2pm. The clerk noted that Tarmac had offered to raise the grass verges on Stoneyford Lane. Councillor C Ball will discuss with residents first and then permission from Highways would be required. The clerk was asked to put this as an agenda item for the next Parish Council meeting.

The clerk informed the Parish Council that Parish Councillors had been invited to the Tarmac and Cheshire Wildlife Trust opening of the Crown Farm Discovery centre on 13th June 2019, 5.30pm until 7.30pm.

The clerk confirmed that the Local Network Steward from Cheshire West and Chester Council had inspected the footway in accordance with the Code of Practice for Highway Safety Inspections on Station Road in Delamere. The Local Network Steward is happy to meet someone on site to explain. This is being dealt with under fault number 4861209. Councillor D Wheeler confirmed he would meet the Local Network Stewart on site. Cheshire West and Chester Ward Councillor J Leather also stated that there were tree roots growing through the pavement and this was causing issues for a resident with a mobility scooter.

The clerk confirmed that some Councillors had visited the Marley Tiles site on 9th May 2019 and the site was progressing. There were concerns as there was no boundary between the site and the quarry and the lake. Tarmac had informed the Parish Council that it was likely that the lake would be enlarged in order to gain access to more sand. The clerk was asked to submit a request for hazard signage to be erected warning residents of the presence of the lake and its dangers. Councillor A Bell reported that the site was due for completion in August 2020 and the show house was due to open in June 2019.

10 Annual Governance and Accountability Return 2018/19 Part three - Annual Governance Statement

The Parish Council carried out a review of the effectiveness of the system of internal control and considered the annual governance statement in the Annual Governance and Accountability Return 2017/2018 Part three.

RESOLVED that;

1. The Parish Council have in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. The Parish Council maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. The Parish Council took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances
4. The Parish Council provided proper opportunity during the year for the exercise of electors rights in accordance with the requirement of the Account and Audit Regulations.
5. The Parish Council carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. The Parish Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. The Parish Council took appropriate action on all matters raised in reports from internal and external audit.
8. The Parish Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

RESOLVED that;

Section 1- Annual Governance Statement 2018/2019 is approved and is signed and date by the Chairman, Councillor A Bell and the Clerk and Responsible Financial Officer, Mrs J Monks.

11 Annual Governance and Accountability Return 2018/19 Part Three – Accounting Statements

The Clerk and Responsible Financial Officer has filled in the Accounting Statements for 2018/2019 and the Parish Council considered the Accounting Statements. The clerk confirmed that the internal auditor had audited the Parish Council accounts and had signed and dated the relevant sections on the return.

RESOLVED that;

The Accounting Statements is approved and signed and dated by the Chairman, Councillor A Bell and the Clerk and Responsible Financial Officer, Mrs J Monks.

12 Correspondence

The clerk had received an email dated 25th April 2019 from the Chairman of Kelsall Parish Council requesting a £25,000 donation for the provision of a “Wellbeing Centre” in Kelsall. The clerk had requested details of the centre and financial details before any donation could be considered by the Parish Council.

13 Planning

The Parish Council considered all of the planning applications that had been received up to 20th May 2019.

(a) No objections were to be made to 19/01321/FUL, Construction of garage and new vehicle access off the highway, Forest Edge Tarporley Road Oakmere.

Councillor D Wheeler stated that he had received a complaint regarding the procedures of the Planning Department at Cheshire West and Chester Council with regards to the planning application for 77 Station Road. Cheshire West and Chester Ward Councillor J Leather stated that he would investigate this matter.

14 Finance

The clerk was asked to get the forms in order to add Councillor A Bell as an authorised person to sign cheques. The clerk will put this as an agenda item for the next Parish Council meeting.

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 £34,445.27 as at 30th April 2019.

(The bank balance amount includes the New Homes Bonus fund)

Total of earmarked funds to date is £1206.83. Earmarked funds as follows;
£334.00 for contribution for the speed limit reduction for Stoneyford Lane, (subject to plans), resolved to spend in November 2016 minutes.
£872.83 for Parish Council solicitors fees (Butcher & Barlow) appointed 16th October 2017. (deduced from the New Homes Bonus fund).

New Homes Bonus fund (which is included in the bank balance) is £14509.80.

£1692.88 unpaid cheques. April 2019 income £9680.00 precept, £777.50 VAT refund that the clerk has claimed back and £203.00 was advertising income.

The clerk reported that three invoices remained unpaid, to the total value of £147.00 and that she had send reminders for payment to all.

RESOLVED that;

the following payments be authorised;

| Method of payment | Payee | Particulars of payment | Amount |
|---------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Standing Order 21 st | Clerk | Salary for May | £361.96 |
| Standing Order 21 st | Cheshire Pension Fund | Employers & employees contribution for May | £130.68 |
| 001036 | Delamere Community centre | Room hire for Parish Council meetings for May 2019 to March 2020 (ten meetings at £10.00 per meeting) | £100.00 |
| 001037 | Clerk | Expenses for May | £35.12 |
| 001038 | Butcher and Barlow LLP | Final payment for Forestry Commission fees – reissue of cheque 001027 in the name of Eversheds Sutherland. This payment is in 2018/2019 accounts. | £1203.00 |
| 001039 | Zurich Municipal | Annual Insurance | £415.89 |
| 001040 | John Edwards | Reimbursement for email hosting charge | £23.99 |

15 Internet Banking

The clerk has access to view the bank account online however she has been recently advised by the NatWest that they will be increasing security on the account and as such there will be additional security in the future before online banking can be accessed.

RESOLVED that;

The clerk could order a card and card reader in order to continue to access online banking for the Parish Council's bank account.

16 Standing Orders and Financial Regulations

The clerk had circulated the current standing orders for the attention of all the Parish Councillors.

RESOLVED that;

The Parish Council confirms the existing standing orders.

The clerk had circulated the current financial regulations for the attention of all the Parish Councillors.

RESOLVED that;

The Parish Council confirms the current Financial Regulations.

17 Annual review of Internal Financial Controls

The Parish Council has undertaken a review of the internal financial controls.

RESOLVED that;

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.

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.

18 Risk Assessments and Assets

Assets

RESOLVED that;

The following asset register is confirmed to be correct as at 31st March 2019 and this was signed and dated by the clerk and Chairman of the Parish Council.

Woodland known as 'The Little Wood, Bowyers Waste' comprising of 6 acres.

2 boundary signs

Laptop

Notice Board for the Little Wood

4 benches

Filing Cabinet

Printer

Seats by Station Road, Eddisbury Hill and Frith Avenue

Goal posts on Frith Avenue

Bus Shelter on A556 opposite Delamere Academy School

Parish noticeboard at Delamere Academy School

Parish noticeboard on Station Road

Laptop Computer.

Gavel

Bird boxes

Defibrillator - AED plus PS series

Defibrillator - heated cabinet Aviva 200

Noticeboard for Hogshead Lane in Oakmere

Plaque for oak tree

Verge marker posts on Stoneyford Lane

Total value of assets as at 31.03.19 £17345.19

The clerk stated that both laptops were unusable in the current condition. The clerk was asked to bring both laptops to the next Parish Council meeting for either repair or to be wiped and then destroyed.

Risk Assessment

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.

19 Publication scheme, complaints procedure and Social Media Policy

RESOLVED that;

- (a) The publication scheme has been reviewed and confirmed for the Parish Council.
- (b) A complaints procedure has been reviewed and confirmed for the Parish Council
- (c) The Social Media policy has been reviewed and confirmed for the Parish Council.

20 Data Protection

To review documentation and in relation to Data Protection and to take any action necessary.

RESOLVED that;

- (a) The data protection policy has been reviewed and confirmed for the Parish Council.
- (b) The privacy notice has been reviewed and confirmed for the Parish Council.
- (c) The data protection audit policy has been reviewed and confirmed for the Parish Council.

21 Pelican Crossing for Station Road

This item was deferred as Councillor J Edwards was not present at the meeting.

22 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor J Leather reported that he had attended several training courses recently and that Localities were asking him to draw up a plan of the issues for each Parish Council over the next year. The following were cited as requiring action; road safety, Delamere school car parking, Frith Avenue project, possible pelican crossing for Station Road and school transport.

Councillor D Rutter asked for an update with regards the widening of the road from Tarvin to Chester. Cheshire West and Chester Councillor J Leather stated that this had been ongoing for some time and this will become a priority soon.

23 Councillor's report and future agenda items

Councillor A Bell reported that he has received complaints regarding the Abbey Arms junction and that he had contact the Highways Department of Cheshire West and Chester Council regarding this. The clerk was asked to put this as an agenda item for the next meeting.

Councillor A Gore reported that the condition of the road at Eddisbury Hill was deteriorating and it had been patched up on a regular basis but new pot holes continue to appear. The clerk was asked to contact Cheshire West and Chester Council requesting the whole road was resurfaced. This has been reported under 4867061.

Councillor C Ball asked the clerk to request an update with regards to the proposed amendment to the speed limit on Stoneyford Lane in Oakmere. Delays were caused by the work by United Utilities however these works have now been completed.

Councillor D Rutter asked the clerk to invite the Highways Department to the next Parish Council meeting in July.

Councillor D Rutter asked the clerk to obtain an update on the sewerage works being undertaken on the A556 by United Utilities.

Councillor A Walsh reported that herself and some volunteers were interested in a Neighbourhood Plan. The clerk was requested to put this as an agenda item for the next Parish Council meeting and invite representatives from Kelsall Neighbourhood Plan to the Parish Council meeting and ask Cheshire Community Action for any information.

Councillor A Gore asked Cheshire West and Chester Ward Councillor J Leather if the Street Cleaning Department regularly cleaned road signs. Cheshire West and Chester Ward Councillor J Leather stated that he would look into this.

The clerk was asked to contact the landowners regarding the possibility of a permissive path from Station Road to the Marley Tiles site.

The clerk was asked to try and establish how long both Councillor K MacVicker and T Overland had been Parish Councillors for and put this as an agenda item for the next Parish Council meeting.

24 Date and time of next meeting

The next Parish Council meeting is Monday 17th June 2019 at 7.15pm at Delamere Community Centre.

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