
Also, present Clerk, Mrs J Monks, Cheshire West and Chester Ward Councillors J Leather and H Deynem, two representatives from Tarmac, a PCSO and one member of the public were present.

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**

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

Also, present Clerk, Mrs J Monks, Cheshire West and Chester Ward Councillors J Leather and H Deynem, two representatives from Tarmac, a PCSO and one member of the public were present.

The Parish Council received a short presentation from Tarmac regarding the Concrete batching plant at Cheshire Sands Quarry. The representatives from Tarmac confirmed that any additional traffic and noise will be in the current permitted limits imposed by Cheshire West and Chester Council and that the noise levels will continue to be monitored by an external consultant. They representatives from Tarmac confirmed that if the noise levels exceeded the current limits they would shut the plant down and take immediate action as this noise restrictions were enforced by Cheshire West and Chester Council. They confirmed that this plant would operate within the current permitted opening times of the site. Councillor K McVicker requested if the noise levels could be monitored from Gallowsclough Lane in Oakmere as the site could be heard from there. Councillor J Powell requested if they could consider access for vehicles off Chester Road, however the representatives stated that the Highways Department of Cheshire West and Chester Council were happy with the current access arrangements as such they had no plans to alter this. The representatives from Tarmac confirmed that the concrete plant would only be there for the remaining lifespan of the quarry.

The PCSO addressed the Parish Council and informed the Parish Council that he had sited a speed indicator device on Station Road in an attempt to slow down traffic. The Parish Council thanked him for his continued support and for his hard work in the area.

Public Speaking Time

A member of the public addressed the Parish Council with regards to the verge posts which had been installed on Stoneyford Lane in Oakmer

1 Welcome and apologies for absence

Councillor J Edwards welcomed everyone to the Parish Council meeting. Councillor J Inskip was not present.
2 Member's Code of Conduct and declarations of interest

Councillors D Wheeler, T Overland, K MacVicker and D Rutter declared non-pecuniary interest in relation to the planning application for St Peters Church as they were all members of the Parochial Church Council as such they did not take part in the discussion or decision in relation to this planning application.

3 Code of Conduct and Declaration of interest forms

RESOLVED that;

The Code of Conduct for the Parish Council was confirmed.

The clerk has asked each Parish Councillor to confirm that there were no alterations to the current declaration of interest forms. Councillor J Powell provided an updated Declaration of Interest form to the clerk. The clerk will update the website with this information and send this to Cheshire West and Chester Council for their information.

4 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of the Annual Parish meeting of Delamere and Oakmere Parish Council on Monday 16th April 2018 be approved as a correct record.

RESOLVED that;

The minutes of the Delamere and Oakmere Parish Council meeting on Monday 16th April 2018 be approved as a correct record.

5 Progress Reports and Outstanding Items

The verge posts had been installed along Stoneyford Lane in Oakmere by Cheshire West and Chester Council. However some of the posts have been vandalised. This has been reported to the police and the crime number is 18100125463. The clerk was asked to contact the PCSO regarding the matter before the next Parish Council meeting for an update and to put this as an agenda item for the next Parish Council meeting in June. Councillor J Powell stated that some of the posts were not in a straight line, those that have been vandalised, and were installed near the centre of the verge and not near the road. This allows cars to park partly on the verge. The clerk was requested to feed this back to the Highways Department of Cheshire West and Chester Council.

The clerk confirmed that she had invited a representative from the Marley Tiles Housing Development site to the Parish Council meeting in June.

The clerk was requested to put the purchase of bluebells on the agenda for the next Parish Council meeting in June.
6 Correspondence

None received.

7 Speed Limit reduction for B5152 Delamere Road/Blakemere Road, Ashton Road, School Lane & Post Office Lane, Hatchmere.

The clerk received an email dated 27th March 2018 from the Highways Department of Cheshire West and Chester Council informing that they will undertaking an informal consultation on the proposed speed limit reductions on the B5152 with the opportunity to provide feedback. Norley Parish Council have no objections and would support this scheme; as such no comment was required from the Parish Council.

8 Planning

Councillors who attended the site visit to Cheshire Sands Quarry provided a brief update for the Parish Council. Councillor J Powell reported that the site manager of the quarry had agreed to undertake a weekly litter pick on Stoneyford Lane.

Councillor J Powell stated that many residents on Stoneyford Lane had concerns regarding the planning application that had been received for the concrete batching plant and that she had submitted a formal objection to the Planning Department of Cheshire West and Chester Council.

The Parish Council considered all of the planning applications that had been received up to 14th May 2018.

RESOLVED that;

(a) No objections were made to 18/01210/FUL, Concrete batching plant at Cheshire Sands Quarry, Crown Sands Quarry Stoneyford Lane Oakmere. Comments to be submitted by Friday 18th May.

(b) No objections were made to 18/01348/FUL, Extension to the Church car parking, St Peters Church Chester Road Delamere.

(c) No objections were made to 16/04979/S73, Variation of condition 2 (approved plans) of planning permission 16/01882/S73 (Conversion of former courthouse and construction of new dwellings) Former Court And Police Station Chester Road Oakmere.

(d) No objections were made to 18/01570/FUL, Change ground floor of garage out-building to form annexed living accommodation for relative. Additional tarmac hardstanding in area of parking, Fishpool Farm Fishpool Road Delamere.
(e) No objections were made to 18/01373/FUL, Four Equine stables and equine menage including new brick wall and gate, off road stoned parking area, Land At Overdale Lane Oakmere.

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 £37,587.98 as at 30th April 2018. (The bank balance amount includes the New Homes Bonus fund)

Total of earmarked funds to date is £6,762.52. 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.
£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.) (deducted from the New Homes Bonus fund).
£880.00 earmarked funds for the speed limit contribution for A54 Middlewich Road resolved to spend this in February 2017 minutes. (deducted from the New Homes Bonus fund).
£1,122.69 for the contribution for the speed limit reduction for Ashton Lane in Delamere, resolved to spend this in July 2017 minutes. (deducted from the New Homes Bonus fund).
£872.83 for Parish Council solicitors fees (Butcher & Barlow) appointed 16th October 2017. (deducted from the New Homes Bonus fund).
£1,420.00 for verger marker posts along Stoneyford Lane, resolved to spend in March 2018 minutes (deduced from the New Homes Bonus fund).

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

£493.87 Unpaid cheques. April income was Precept and Council Ta reduction scheme grant of £9335.00 and £356.00 advertising income.

The clerk had made cheque number 000966 out to Mid-Cheshire Bridleway Association rather than Mid-Cheshire Footpath Society. A such cheque number 000966 has been destroyed.
RESOLVED that;
the following payments be authorised:

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<th>Method</th>
<th>Payee</th>
<th>Particulars of payment</th>
<th>Amount</th>
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<tr>
<td>Standing Order 21st</td>
<td>Clerk</td>
<td>Salary for May</td>
<td>£351.02</td>
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<tr>
<td>Standing Order 21st</td>
<td>Cheshire Pension Fund</td>
<td>Employers &amp; employees contribution for May</td>
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<td>Clerk</td>
<td>Expenses for May</td>
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<td>000973</td>
<td>The Mid-Cheshire Footpath Society</td>
<td>Annual Subs</td>
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<td>000974</td>
<td>Clerk</td>
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10 Annual Governance and Accountability Return 2017/18 Part 3 - 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 3.

RESOLVED that;

1. The Parish Council has prepared its accounting statements in accordance with the Accounts and Audit regulations.
2. The Parish Council has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. The Parish Council has only done what it has the legal power to do and has complied with proper practices in doing so.
4. The Parish Council has during the year gave all persons interested the opportunity to inspect and ask questions about the Parish Council’s accounts.
5. The Parish Council has considered and documented the financial and other risk its faces and has dealt with them properly.
6. The Parish Council has arranged for a competent person, independent of the financial controls and procedures to give an objective view on whether internal controls meet the needs of the smaller authority.
7. The Parish Council has responded to matters brought to its attention by internal and external audit.

8. The Parish Council has disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

**RESOLVED** that;

Section 1- Annual Governance Statement 2017/2018 is approved and is signed and date by the Chairman, Councillor J Edwards and the Clerk and Responsible Financial Officer, Mrs J Monks.

**11 Annual Governance and Accountability Return 2017/18 Part 3 – Accounting Statements**

The Clerk and Responsible Financial Officer has filled in the Accounting Statements for 2017/2018 and the Parish Council considered the Accounting Statements.

**RESOLVED** that;

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

**12 2018/2019 National Salary Award and to amend bank standing orders**

**RESOLVED** that;

The National Joint Councils for Local Government (NJC) new pay scales for 2018/2019 be implemented immediately and backdated to 1\textsuperscript{st} April 2018.

In light of the above amendment it was;

**RESOLVED** that;

The bank standing order to the clerk on the 21\textsuperscript{st} of May was amended from £337.56 to £351.02

The bank standing order to Cheshire Pension Fund on 21\textsuperscript{st} May was amended from £119.67 to £124.45.

The clerk informed the Parish Council as the clerk received backdated pay from 1\textsuperscript{st} April 2018 in May pay, the bank standing orders will have to be reduced from 21\textsuperscript{st} June onwards and forms for this will be completed at the next Parish Council meeting.
13 Standing Orders and Financial Regulations

The clerk had circulated the current standing orders and the updated standing orders from the National Association of Local Councils.

RESOLVED that;

The Parish Council adopt the new standing orders.

The clerk informed the Parish Council that they had been no update to the financial regulations as such it was

RESOLVED that;

The Parish Council confirms the current Financial Regulations.

14 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.

15 Risk Assessments and Assets

Assets

RESOLVED that;

The following asset register is confirmed to be correct as at 31st March 2018 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
One seat is on Bowyers Waste where the children play football.
The seat at Crabtree Green, on land adjacent to Hogshead Lane.
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
**Total value of assets is £15641.19**

The clerk was requested to add the purchase of the verger marker posts on Stoneyford Lane to the asset register.

**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.

**16 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.

Councillor C George pointed out that the new Standing Orders require the Council to have a policy in respect of dealing with the press and/or other media. The clerk was requested to put this as an agenda item for the Parish Council meeting in June.
17 **Data Protection**

The clerk informed the Parish Council that the legislation regarding Data Protection was changing from May 2018 and the clerk has circulated guidance from the National Association of Local Councils regarding this. It was noted that the Parish Council was no longer required to appoint a Data Protection Officer.

The clerk had undertaken a data audit and had produced an audit schedule of the information that the Parish Council held. The clerk had also produced a consent form and two privacy notices, one for members of the public and the other one for staff and Parish Councillors.

**RESOLVED** that;

The audit schedule was adopted by the Parish Council.

Councillor C George asked for the wording of the other documentation to be looked at by other Parish Councillors and for the clerk to put this as an agenda item for the next Parish Council meeting in June.

18 **Speeding on the A556**

The clerk had been contacted by a local resident who was interested in the Speed Watch training. The resident was concerned regarding the speed of traffic along the A556 and the clerk had submitted a request to the local PCSO for a speed enforcement campaign. The resident informed the clerk that she had been trying for some time to request that the speed limit of this stretch of the road could be amended and had asked for this to be considered at the next Parish Council meeting.

**RESOLVED** that;

The clerk was requested to contact the Highways Department of Cheshire West and Chester Council requesting a review of the speed limit along this stretch of road.

19 **Eddisbury Borehole**

The clerk had contacted Cheshire West and Chester Council to see if they were able to empty the dog waste bins on the Eddisbury Borehole. They may be able to empty the bins and charge for this service.

**RESOLVED** that;

The clerk was requested to contact United Utilities to confirm that Cheshire West and Chester Council could possibly empty the dog waste bins and charge for this service.

20 **Community Engagement - Self Care Training**

Councillor J Edwards had noted that there was a health and wellbeing initiative regarding ‘Self Care’ on Wednesday 6th June 2018 in Worleston.

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The clerk was requested to book a place for Councillor J Edwards on this course and he will then feedback to the Parish Council at the next Parish Council meeting.

21  **Land at Frith Avenue and grass cutting**

The clerk had contacted the solicitors for the Parish Council and had asked them to provide an update for the Parish Council meeting. The solicitors had sent a reply dated 9\(^{th}\) May 2018 informing the Parish Council that they are still waiting to hear from the Forestry Commission regarding some outstanding points and that they will come back to the Parish Council as soon as possible.

A resident contacted the clerk on 24\(^{th}\) April regarding the grass not being cut on the field at Frith Avenue in Delamere. The clerk contacted Cheshire West and Chester Council and they have cut the field.

**RESOLVED** that;

The clerk was requested to submit a request to Cheshire West and Chester Council to cut the field on a regular fortnightly basis. This has been reported under enquiry number 4832525. The clerk was also asked to contact the resident concerned to inform him of this decision.

22  **Single server location for larger files**

**RESOLVED** that;

Councillor J Edwards will set up a single server location for larger files.

23  **Update from Cheshire West and Chester Councillors**

Cheshire West and Chester Ward Councillor J Leather reported that there has an ongoing consultation regarding the licencing policy review, which was undertaken periodically by Cheshire West and Chester Council.

Cheshire West and Chester Ward Councillor J Leather informed the Parish Council that a new dog waste bin had been requested by a Kelsall resident to be installed at the end of Forest Gate Lane near to the entrance to the forest. The Parish Council welcomed any additional bins in the area and as such Cheshire West and Chester Ward Councillor J Leather will submit a request to the Street Scene Department for installation.

Councillor T Overland that there has been fly-tipping in the layby near Nunsmere Road, Cheshire West and Chester Ward Councillor J Leather stated that he would inform Street Scene and requested that this be removed.

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

Councillor A Bell stated that the whole of Ashton Road in Delamere was full of potholes. The clerk was asked to inform Cheshire West and Chester Council accordingly. This has been logged under enquiry number 4832526.
Councillor D Wheeler reported that he had been investigating the possibility of a permissive path from Watling Drive, he and Councillor K MacVicker will approach the landowner in question informally regarding the possibility.

Councillor A Gore reported that grass verge posts had been installed on Eddisbury Hill in Delamere. The clerk was asked to contact the Highways Department of Cheshire West and Chester Council to see if they had installed them.

Councillor D Rutter asked the clerk to chase up the Forestry Commission regarding the clearance of the footpath along the Abbeywood.

25 Date and time of next meeting

The next Parish Council meeting is Monday 18th June 2018 at 7.15pm at Delamere Community Centre.

Chairman’s signature…………………………….Dated………………..