

Delamere & Oakmere Parish Council Meeting

<p>MINUTES OF THE MONTHLY, PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 16TH SEPTEMBER 2019 AT 7.15P.M. DELAMERE COMMUNITY CENTRE, STATION ROAD, DELAMERE</p>

Present: Councillors A Bell, D Wheeler, C George, J Edwards, S Ralph, R Gilbert-Bratt and A Walsh.

Also, present Clerk, Mrs J Monks, Cheshire West and Chester Ward Councillor H Tonge and seven members of the public

1 Welcome and apologies for absence

The Chairman of the Parish Council, Councillor A Bell welcomed everyone to the Parish Council meeting. Councillor C Ball sent his apologies for the meeting as he was unable to attend as he was on holiday. Councillor A Gore sent her apology as she was unable to attend due to personal reasons. Councillor D Rutter was not present.

Cheshire West and Chester Ward Councillor J Leather sent his apology as he was unable to attend the meeting.

2 Member's Code of Conduct and declarations of interest

None declared.

3 Public Speaking Time

Several members of the public addressed the Parish Council with regards to school transport. Many parents in the Oakmere area had been refused free bus passes to Tarporley High School due to Cheshire West and Chester Council's school transport policy. Several parents had to pay for 'spare seats' however these had not yet been allocated by Cheshire West and Chester Council and there was no public transport available from Oakmere to Tarporley High School. It was felt that the situation would deteriorate due to the additional housing which was being built on the Marley Tiles site.

Cheshire West and Chester Ward Councillor H Tonge said he was looking into this matter as part of sub-committee formed by Cheshire West and Chester Council which were investigating possible solutions to these issues. The situation has arisen from a change of policy by Cheshire West and Chester Council in 2015. He added that there had been additional problems this year due to bus passes being issued late, changes of contractors, buses and routes.

The clerk was requested to draft a letter from the Parish Council for the attention of the sub-committee at Cheshire West and Chester Council regarding school transport. Previous correspondence from the Parish Council would also be submitted with this letter and the clerk was requested to send a copy of this letter to the local MP.

Two members of the public addressed the Parish Council regarding the reduction in Speed limit and associated signage which has been erected by the Highways Department of Cheshire West and Chester Council on Stoneyford Lane and surrounding roads. The members of the public were concerned that the speed limits which had been amended were too high for the roads in question and the residents asked if the Parish Council had been consulted on this matter. The members of the public felt that a 50mph speed limit for Stoneyford Lane was too high as the lane was narrow and had no pavement. There was a similar issue with the new speed limit for Gallowsclough Lane and the members of the public were not happy with the new signage at Forest View Inn.

The clerk was requested to draft a letter from the Parish Council to send to the Highways Department of Cheshire West and Chester Council.

Councillor A Bell declared the Parish Council meeting open after closure of Public Speaking Time.

4 Field at Frith Avenue Project

Councillor J Edwards had produced a formal project proposal which had been circulated to all the Parish Councillors for their attention. Councillor J Edwards confirmed that an initial questionnaire was sent to residents in September 2016 and a resident group was formed into look into this project. The approx. overall cost of the project is £45,000 plus VAT. The proposal from Councillor J Edwards is for the Parish Council to approve 10% of the funding required, this being £4,500. In addition to this Councillor J Edwards requested support from the Parish Council in terms of developing the grant application and gathering letters of support from local organisations.

Concerns were expressed over the size and scope of the proposal. There were also concerns about ongoing costs such as maintenance, playground inspections and insurance costs as the cost of these was unknown. Some Councillors felt that it would be better to do the project in phases rather than the whole project at once. The plan was now a couple of years old and at the time the costs were expected to be in the region of £75,000 plus VAT.

Councillor C George asked to see copies of the minutes of the resident's meetings which had taken place as these had not been circulated to the Parish Council. Councillor J Edwards gave these to the clerk and asked for these to be returned at the next Parish Council meeting. It was;

RESOLVED that;

Councillor A Walsh would discuss with other parents in the area and ascertain their opinion on this matter and that a working party from the Parish Council would be set up in order to look at this matter in greater depth. The working party may draft another questionnaire for residents.

5 Risk Assessments and inspections for the Field at Frith Avenue.

The clerk confirmed that the Parish Council would have to have a documented Risk Assessment in place and that the insurance company had provided templates. The clerk confirmed that as the Parish Council now had the lease for this field, the Parish Council was responsible for the Health & Safety for any members of the public and for any repairs that were necessary. The clerk confirmed that the insurance will only cover the Parish Council if there are adequate measures in place and in the event of any claim the insurance company will ask for evidence of Risk Assessments and routine inspections. The clerk had set up a new spreadsheet for inspections and this had been added onto the routine monthly inspections that were currently being undertaken for Little Wood.

The clerk confirmed that Little Wood is owned by the Parish Council however it is managed by Cheshire West and Chester Council. Cheshire West and Chester Councils are responsible for Risk Assessments and the maintenance of the Little Wood and play equipment as there is a management agreement in place. Cheshire West and Chester Council charge residents a Special Expenses Levy for this maintenance charge. With regards to Frith Avenue there is no such agreement in place as such the Parish Council are responsible.

RESOLVED that;

Councillor C George will do a Risk Assessment for the field at Frith Avenue and this will be presented to the Parish Council for approval. Councillors S Ralph and R Gilbert-Bratt will also accompany Councillor C George for an inspection of the field at Frith Avenue and Little Wood.

Parish Councillors on a rota basis will be responsible for a monthly inspection rota of the field at Frith Avenue. Councillor A Walsh agreed to undertake the first inspection.

6 Grass cutting at Frith Avenue

Councillor A Bell has received several complaints from a resident regarding the lack of grass cutting on the field at Frith Avenue.

The clerk informed the Parish Council that in the summer of 2015, the Parish Council employed a contractor to cut the grass, in addition to Cheshire West and Chester Council. The cost of this was £117.60 per cut every fortnight.

RESOLVED that;

Councillor A Bell will liaise with the resident concerned and report any issues regarding grass cutting to the clerk. The clerk then will report these to Cheshire West and Chester Council.

7 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 July 2019 be approved as a correct record.

8 Oakmere Ward Vacant Seats

The clerk informed the Parish Council that no applications had been received for the post of Parish Councillor for the two vacant seats.

RESOLVED that;

An advert will be put in the next edition of the Delamere and Oakmere News requesting interested parties to contact the clerk.

9 Progress Reports and Outstanding Items

The clerk had contacted the Planning Department of Cheshire West and Chester Council with regards to the Court House and the variation of condition, 19/02393/S73 application and a site visit has been undertaken on 3rd September 2019 with regards to the variation of condition application for the Old Court House on Chester Road Oakmere. The owners of the site, the Planning Officer from Cheshire West and Chester Council, Cheshire West and Chester Ward Councillor H Tonge and Councillor D Rutter and Councillor D Wheeler were present. It was felt that that the owners were not aware of the Parish Council concerns and asked if the Parish Council had any future concerns that they contact them directly regarding this matter. Some modifications had been made in order to reduce noise pollution due to proximity of the main road and other modifications had been necessary however the site owners would look into the possibility of the installation of railings on the front of the development.

The clerk confirmed that she has sent a letter dated 24th July 2019 to the Head of the Highways Department of Cheshire West and Chester Council regarding the Abbey Arms Junction and a reply had been received on 8th August 2019. The reply stated that the Council was committed to improving the safety of the Highway Network and that the Highways Department was aware of the collision history at this location and that previous safety improvements have been undertaken. The Highways Department confirmed that the Abbey Arms Junction had been put forward for funding for further work, however the timescales were unknown

They confirmed that the Road Safety Team will continue to engage with the Police and the Highways Department will continue to monitor safety at this location and implement minor works where required.

The clerk had contacted the Public Rights of Way Officer at Cheshire West and Chester Council under enquiry number 4874159. They had confirmed that they had inspected the kissing gate on footpath 9 at Stoney Lane Delamere and they have organised and undertaken the necessary repair. The member of the public concerned had contacted Councillor A Gore to express her thanks for the repair and the clearance of the fern around the dog bin.

The clerk had contacted the site manager of the Marley Tile site and he had confirmed in an email dated 17th July 2019 that there was an issue when one of the pumps was left on overnight. The site manager confirmed that he had spoken to the contractors and the situation will not be repeated. Councillor D Wheeler reported that he had received further complaints from residents as the pump was left on repletely during the night and many residents could not sleep due to the noise. The clerk was asked to contact the site manger again and request an on-site visit for Parish Councillor representatives.

The clerk received an email dated 5th August 2019 from Cheshire West and Chester Council stating that the goal posts on Little Wood had not been installed by Cheshire West and Chester Council and therefore they would not replace them.

10 Correspondence

The Democratic Services Department of Cheshire West and Chester have confirmed that following the May 2019 elections the proposed amount to be recharged for Delamere and Oakmere Parish Council is: £197.00 (uncontested election fee: £165 + £16 per 1000 electors). An invoice has been received for this.

The clerk has received a thank you card from Katherine McVicker following the presentation at the Parish Council meeting on 15th July 2019 for her long service as a Parish Councillor.

The clerk had received an invite from the Forestry Commission to discuss the Delamere Forest Development on Thursday 19th September. Councillor C George, Councillor D Rutter, Councillor D Wheeler and Councillor J Edwards confirmed that they would be attending.

The clerk confirmed that the Highways Department of Cheshire West and Chester Council had inspected Eddisbury Hill under enquiry number 487061 and that there were no further actionable defects to the road.

The clerk received a letter on 8th August 2019 from a resident regarding the condition of the road on Eddisbury Hill Road and the clerk has sent a copy of the letter to the Highways Department for their attention. This was logged under enquiry number 2331607. The Highways Department of Cheshire West and Chester Council confirmed that they had undertaken a further inspection of Eddisbury Hill in accordance with their code of practice for Highways Safety Inspections. The Highways Department noted that although the carriageway surface and edge of the carriageway may be breaking up at this time there are still no actionable defects. They confirmed that they will continue to monitor the area as part of their routine highway safety inspections.

Councillor A Gore, who had sent her apologies had advised the clerk that she was disappointed that Highways feel that the condition of the road surface on Eddisbury Hill is acceptable.

The clerk has received an email dated 9th September 2019 from the clerk of Crowton Parish Council asking whether other Parishes would be interested in organising a small friendly competition between villages as the 'Best Kept Village' competition is no longer taking place from next year. The clerk was asked to reply stating that this would be of interest to the Parish Council. Councillor A Bell stated that a resident was interested in organising a scarecrow competition.

11 Planning

The Parish Council considered all of the planning applications that had been received up to 17th September 2019.

RESOLVED that;

(a) No objections were to be made to 19/02529/FUL, Replacement of two windows with doors with canopies over, 2 The Barns Hogshead Lane Oakmere.

(b) No objections were to be made to 19/02665/FUL, Gorselands Racecourse Lane Cotebrook, extend existing stable building to form a machinery store.

(c) No objections were to be made to 19/02766/S73, Delamere Forest Ashton Road Delamere, Variation of conditions 9 (surface water drainage) and 28 (non-alkaline materials) of application 16/03550/FUL (appeal decision APP/A0665/W/17/3185481).

(d) No objections were to be made to 19/03344/FUL, Demolition of single storey side extension and construction of two storey side extension, 6 Watling Drive Delamere CW6 0SU.

(e) No objections were to be made to 19/03304/FUL, Erection of two storey steel framed showroom and office, reconfigure and white line car park, J & S Accessories Chester Road Oakmere.

(f) No objections were to be made to 19/03207/FUL, Erection of building, Cheshire Sands Quarry Stoneyford Lane Oakmere

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 £30,281.68 as at 31st July 2019.

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

Bank account balance is £29,892.04 as at 31st August 2019 (The bank balance amount includes the New Homes Bonus fund)

Total of earmarked funds to date is £5206.83. 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).

£4,000 for Speed indicator Device for Station Road, resolved to spend in July 2019 minutes.

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

No unpaid cheques. July 2019 is £174.00 advertising income. August 2019 is £103.00 advertising income. The clerk noted that there is one outstanding invoice of £44.00 and a reminder has been issued for payment.

RESOLVED that;

the following payments be authorised;

Method of payment	Payee	Particulars of payment	Amount
Standing Order 21 st	Clerk	Salary for August	£361.96
Standing Order 21 st	Cheshire Pension Fund	Employers & employees' contribution for August	£130.68
Standing Order 21 st	Clerk	Salary for September	£361.76
Standing Order 21 st	Cheshire Pension Fund	Employers & employees' contribution for September	£130.68
001045	Clerk	Expenses for August	£25.32
001046	Clerk	Expenses for September	£29.12
001047	Cheshire West and Chester Council	Charge for emptying dog bins on Eddisbury Borehole for the period 1 st April 2019 to 31 st March 2020 at £7.00 per week	£364.00
001048	Cheshire Association of Local Councils	Training course for Councillor C Ball	£35.00
001049	Information Commissioners Office	Data Protection Fee	£40.00
001050	Cheshire Association of Local Councils	Training course for S Ralph	£35.00
001051	HMRC	Quarterly Payment	£271.40
001052	Cheshire West and Chester Council	Unconsented Election recharge	£197.00

13 Specification of Agenda Items - implementation of Standing Orders 9(b) and 9(d)

The 9 (b) and 9 (d) of standing orders of the Parish Council says;

"9(b). No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting.

9(d). If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting."

The clerk was requested to enforce the above standing orders in order that it was clear on the agenda what a proposal was.

RESOLVED that;

Any agenda item needed a clear proposal.

Any documentation relating to the proposal was provided to the clerk in order to be circulated with the Parish Council agenda.

14 Laptops

Councillor A Walsh had taken both the Parish Council owned laptops at the Parish Council meeting on 17th June 2019 in order to be considered for repair/upgrade or for replacement. The clerk has been using her home computer for some considerable time for work purposes.

One laptop had been repaired at no cost and the clerk was asked to trial this for the next month. It was unsure how slow the laptop was and the clerk would need to look to ensure that the laptop had anti-virus software and was being backed up on a regular basis. The other laptop was being looked at however it may be need to be restored to its factory settings.

15 Noticeboard at Delamere Academy school

Councillor A Walsh had informed the Parish Council that the noticeboard at Delamere Academy school had been removed a couple of years ago. The clerk has therefore removed this from the asset register of the Parish Council.

The last noticeboard purchased by the Parish Council was the noticeboard for Hogshead Lane in Oakmere. This was purchased in October 2017 at the cost of £1071.70.

RESOLVED that;

No replacement noticeboard would be purchased.

Councillor D Wheeler confirmed that the noticeboard at Delamere Stores was now in the process of being relocated to the community centre.

16 Highway issues

(a) Station Road request for 30mph

Following the attendance of representatives from the Highways Department at the Parish Council meeting on 15th July 2019, the Highways Department have confirmed that if the Parish Council wanted to submit a request for 30mph for Station Road, the Parish Council would have to formally request a Road Safety Assessment to undertaken an assessment.

RESOLVED that;

No request for 30mph for Station Road would be submitted by the Parish Council.

(b) Pedestrian marking on Blakemere Lane opposite Whitefield car park

The Highways Department of Cheshire West and Chester Council confirmed that that the markings are not something which Highways would look to replace as such if the Parish Council wanted this to be replaced, the Parish Council would have to fund this.

RESOLVED that;

Councillor A Bell confirmed that the Forestry Commission may look into this and he will contact them regarding this matter.

17 Interactive Speed sign for Station Road Delamere

The clerk confirmed that she had contacted the Planning Department of Cheshire West and Chester Council on 24th July 2019 and they had confirmed that planning permission was not required for the interactive speed sign on Station Road in Delamere.

The Highways Department of Cheshire West and Chester sent an email dated 25th July 2019 which stated that they had marked a proposed site for the interactive sign between 67 and 69 Station Road. They confirmed that the Parish Council would need to arrange for the vegetation to be cut back and the Parish Council would need to maintain the vegetation in order to ensure that the signage is kept clear. The Highways Department requested that the Parish Council needed to confirm that both the Parish Council and residents were happy with the location. Once this has been agreed the Highways Department will then advertise the Section 115E notice. The Parish Council would also need to submit a Section 50 license once the Section 115E process had been finished dependent upon feedback.

Councillor A Bell confirmed that he had hand-delivered a letter dated 6th August 2019 to all houses on Station Road advising of the proposed speed interactive sign. The clerk had received several responses from residents and copies of these responses had been circulated to all the Parish Councillors for their attention.

The majority of responses were in favour of an interactive speed sign however there were concerns regarding visibility from one resident. Councillor J Edwards agreed to send the details to the clerk who was requested to contact the resident concerned to confirm if they were happy with the response on this matter.

RESOLVED that;

If the resident was happy with the sign the clerk should proceed and request that the Highways Department of Cheshire West and Chester Council advertise the sign.

The Parish Council also agreed to be responsible for cutting back the vegetation and maintain the vegetation to ensure that the signage is kept clear once it was located between 67 and 71 Station Road in Delamere.

18 Speed limit amendment on Stoneyford Lane/Gallowsclough Lane

The clerk had received several emails from a resident regarding the new signage and amendment of the speed limit on Stoneyford Lane/Gallowclough Lane. Members of the Public had addressed the Parish Council under Public Speaking Time regarding this matter.

RESOLVED that;

The clerk was requested to draft a letter from the Parish Council to send to the Highways Department of Cheshire West and Chester Council regarding this matter.

19 Neighbourhood Plan

Councillor J Edwards proposed that the Parish Council looked at developing a Neighbourhood Plan. Several other local Parish Councils had done Neighbourhood Plan however the costs varied.

RESOLVED that;

The Parish Council declared an intent to create a Neighbourhood Plan and to use the Parish boundary (excluding those areas already covered by Kelsall Neighbourhood Plan).

The clerk was asked to send an email to Neighbourhood Planning Department of Cheshire West and Chester Council informing them of this decision.

20 Training courses

Councillor C Ball and Councillor S Ralph have requested that they attend an 'Introduction to Local Councils' training session from Cheshire Association of Local Councils on Wednesday 16th October 2019 at the cost of £35.00 each.

RESOLVED that;

The expenditure of £70.00 was approved for the above training course.

21 Bluebells

Councillor A Bell had received a request from a resident regarding the Parish Council planting bluebell bulbs. The Parish Council has previously purchased 1,000 bluebells in September 2018 as the cost of £155.00 plus postage.

RESOLVED that;

The clerk was requested to order 1,000 bluebells at the cost of £155.00 plus postage.

22 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor H Tonge reported that Cheshire West and Chester Council had current consultations regarding the following;

- Allocation policy for Social Housing. The closing date for this consultation is 11th December 2019
- Homelessness Strategy. The closing date for this consultation is 1st November 2019.

Cheshire West and Chester Ward Councillor H Tonge offered the Parish Council some daffodil bulbs from Cheshire West and Chester Council. The clerk was asked to confirm that the Parish Council would like some daffodil bulbs for the field at Frith Avenue.

23 Councillor's report and future agenda items

Councillor J Edwards stated that he was a member of Chester cycle club and they had proposed a cycle route along the A51 and wanted Parish Council support. The details of the proposal were unknown and the clerk asked Councillor J Edwards to provide the details if he wanted it as an agenda item at the next Parish Council meeting.

Councillor C George reported that Delamere Community centre would consider a First Aid training course to be held at the community centre at their next meeting.

Councillor D Wheeler informed the Parish Council that he had received complaints regarding a pump at the Marley Tiles site that had been left on overnight. The clerk was asked to contact the site manager to inform him of the complaints received and to ask for a further site visit for Parish Council representatives.

Councillor D Wheeler reported that some bricks had been installed opposite the new build known as 'Delamere House'. Councillor D Wheeler confirmed that he had received complaints from residents as they were no room left to pull in and making the road even narrower. The bricks also were not visible at night. The clerk was asked to report this to the Highways Department of Cheshire West and Chester Council. This has been reported under 4881058.

Councillor A Bell reported that the trip hazard in Little Wood had been removed but the mesh webbing had not yet been replaced. The clerk was asked to report this to Cheshire West and Chester Council for their attention. This has been reported under 4881059.

24 Date and time of next meeting

The next Parish Council meeting is Monday 14th October 2019 at 7.15pm at Delamere Community Centre.

Councillor A Bell sent his apologies for the next meeting as he could not attend as he was on holiday. Councillor C George agreed to chair the meeting in his absence.

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