

# **Delamere & Oakmere Parish Council**

## **MINUTES OF THE MONTHLY, PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 20<sup>TH</sup> JANUARY 2020 AT 7.15P.M. DELAMERE COMMUNITY CENTRE, STATION ROAD, DELAMERE**

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

Also, present Clerk, Mrs J Monks and one member of the public.

### **Part 1, items considered in the presence of the press and public**

#### **1 Welcome and apologies for absence**

The Chairman of the Parish Council, Councillor A Bell welcomed everyone to the Parish Council meeting. Cheshire West and Chester Ward Councillor H Tonge and Cheshire West and Chester Ward Councillor J Leather sent their apologies as they were attending another meeting. Councillor J Taylor sent his apology as he was at another meeting. Councillor D Rutter sent his apology as he was unable to attend.

#### **2 Member's Code of Conduct and declarations of interest**

With regards to item 15 grants and donations, the clerk noted that Councillor D Wheeler had declared a non-pecuniary interest as he is a member of the Parochial Church Council, as such he did not take part or vote in the decision for the donation to St Peter's Churchyard Fund. The clerk noted that Councillor D Wheeler declared non-pecuniary interest as he was a committee member of Delamere Community Association, as such he did not take part or vote in the decision for the donation to Delamere Community Centre.

#### **3 Public Speaking Time**

Councillor A Bell adjourned the meeting to allow a member of the public to speak.

A member of the public addressed the Parish Council with regards to car parking on Ashton Road in Delamere. The issue was particularly bad at weekends and at bank holidays were people parked in order to access Delamere Forest. As the cars parked along both sides of the road this meant that effectively there was only the middle of the road which cars could travel on and this was dangerous for pedestrians, cyclists and residents. The member of the public asked for the Parish Council to assist with this issue and this was discussed under agenda item 18.

Councillor A Bell re-opened the Parish Council meeting.

#### **4 Minutes of the last Parish Council meeting**

**RESOLVED** that;

The minutes of the Parish Council meeting of Delamere and Oakmere Parish Council on Monday 16<sup>th</sup> December 2019 be approved as a correct record.

#### **5 Progress Reports and Outstanding Items**

The clerk confirmed that she had spoken to both the Sales Office at the Earlsbrook site and the Affordable Housing Department of Cheshire West and Chester Council. On the Earlsbrook site there was twenty-four properties which are shared ownership and the applicants need to apply to the sales office and Laurel Homes in order to apply for a shared ownership property. Preference is given to the immediate area which is a three-mile radius however this is then extended if there is no take up. In addition to this there are twenty-four affordable rental properties which are dealt with by Cheshire West and Chester Council. Applicants are taken from a housing waiting list and again preference is given to applicants within the immediate local area.

The clerk has confirmed that she reported the fault regarding the wire mesh at Little Wood to Cheshire West and Chester in October 2019. Cheshire West and Chester Council Greenspace Team want a copy of the document stating that they are responsible for the repairs before they will undertake any repairs. As such the clerk has sent this to them on 15<sup>th</sup> January 2020.

The clerk confirmed that she is liaising with the contractor regarding the speed sign installation, the Section 50 licence application has been completed and returned to the Highways Department of Cheshire West and Chester Council and they are looking to install the sign on 30<sup>th</sup> January 2020. Councillor J Edwards asked the clerk to inform him when the sign was due to be installed so he could be onsite for training.

#### **6 Correspondence**

None to report.

#### **7 Right hand turn for St Peters Church**

The clerk submitted a request for a costing for this to the Highways Department of Cheshire West and Chester Council on 17<sup>th</sup> December 2019, however due to the Christmas period this has not been costed yet. The clerk will put this as an agenda item for the Parish Council meeting in February 2020.

#### **8 Grit bins**

The clerk received an email dated 3<sup>rd</sup> January 2020 from the Highways Department of Cheshire West and Chester Council regarding the installation of grit bins. The cost for Cheshire West and Chester Council to install a grit bin would be £313.00 plus VAT per location.

The cost of the filling the grit bin would be £100 each if it was a one off or £50 if it was part of a full grit bin refilling programme.

In addition to this the Highways Department of Cheshire West and Chester Council would need to examine any proposed location and confirm it was suitable and necessitated provision of a grit bin. The total cost of grit bins for Shackely Close, Mere Crescent and Frith Avenue would therefore be £1239.00 plus VAT. Councillor A Gore reported that cheaper grit bins and grit could be obtained online at the cost of roughly £50 per bin plus VAT.

**RESOLVED** that;

Subject to approval from the Highways Department of Cheshire West and Chester Council the Parish Council would purchase five grit bins up to the value of £500.00 plus VAT for the following locations; two for Mere Crescent, Shackerly Close, Frith Avenue and Racecourse Lane. However, the Parish Council would only be able to refill the grit bins once a year and it would be responsibility of residents to spread the grit.

## **9 Planning**

The Parish Council considered all of the planning applications that had been received up to 20<sup>th</sup> January 2020.

**RESOLVED** that;

- (a) No objections were to be made to 19/04439/LDC, Mulberry House 8 Old Pale Heights Stoney Lane, Delamere, Equestrian use of land and buildings (Retrospective)
- (b) No objections were to be made to 19/04444/LDC, Mulberry House 8 Old Pale Heights Stoney Lane Delamere, Use of land as amenity land in conjunction with a dwelling in excess of 10 years.
- (c) No objections were to be made to 19/04454/FUL, Proposed entrance wall feature with associated signage Delamere Lake Sailing and Holiday Park Chester Road Oakmere.

## **10 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 £26,362.96 as at 31<sup>st</sup> December 2019.

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

Earmarked funds as follows;

£3160.00 for speed sign on Station Road agreed at December 2019 meeting.

£872.83 for Parish Council solicitors' fees (Butcher & Barlow) appointed 16<sup>th</sup> October 2017. (deduced from the New Homes Bonus fund).

£2,000 for Frith Avenue project, resolved to spend in November minutes.

New Homes Bonus fund (which is included in the bank balance) is £12559.76.

£271.40 unpaid cheque. £174.00 advertising income. One invoice remains outstanding from the November edition of the newsletter, £44.00. The clerk has sent a reminder for payment

**RESOLVED** that;

the following payments be authorised;

Method of payment	Payee	Particulars of payment	Amount
Standing Order 21 <sup>st</sup>	Clerk	Salary for January	£361.96
Standing Order 21 <sup>st</sup>	Cheshire Pension Fund	Employers & employees contribution for January	£130.68
001060	Clerk	Expenses for January	£29.65

## **11 Reconciliation of bank accounts budget review for 2019/2020**

The clerk had undertaken a full banking reconciliation as at 31<sup>st</sup> December 2019, this was as follows;

**Bank Reconciliation as at 31/12/2019**

	31/12/2019
Balance brought forward	£26,757.68
Plus, Receipts	£174
Less Payments	-£568.72
Balance c/f	<u>£26,362.96</u>

**Bank Accounts**

NatWest	£26,362.96
	£0.00
	£0.00
Less unrepresented cheques	-£271.40
Other adjustments	
	<u>£26,091.56</u>

The clerk noted that there was one unpaid cheque of £271.40 for HMRC.

**RESOLVED** that;

The banking reconciliation as at 31<sup>st</sup> December 2019 be accepted and signed by the Chairman.

The clerk had reviewed the budget for 2019/2020, in light of payments throughout the year.

<b>Income 2019/2020</b>			
	<b>Budget for 2019/2020</b>	<b>Actual 31.12.19</b>	<b>Budget Balance</b>
Precept	9547	9547	0
Council Tax Reduction scheme grant	133	133	0
Advertising Income	1500	1177	323
Other		60.7	-60.7
Community Infrastructure levy payment	0	0	0
Scottish Power	14	14.59	-0.59
VAT reclaimed		777.5	-777.5
Total Receipts	11194	11709.79	-515.79

<b>Expenditure 2019/2020</b>	<b>Budget 2019/2020</b>	<b>Actual to 31.12.19</b>	<b>Budget Balance</b>
Clerk's salary inc HMRC and Pension	6700	4996.96	1703.04
Clerk expenses	600	700.21	-100.21
Room Hire	110	110	0
Printing of Newsletter	1500	822.13	677.87
Cheshire Assoc of Local Councils subs	450	434.88	15.12
Footpath Socety subs	8	8	0
Insurance	400	415.89	-15.89
External audit fee	250	0	250
Training	250	70	180
Website & email	100	58.99	41.01
Contingencies	500	334	166
Payroll Services	170	0	170
Community Engagement	100	0	100
CWAC dog bin charge	400	364	36
Donations	1514	0	1514
Data Protection fee	40	40	0
Cheshire Community Action subs	20	20	0
Election costs	0	197	-197
	<b>13112</b>	<b>1092.67</b>	<b>4539.94</b>

The clerk noted that the clerk's expenses are over budget as the clerk purchased the bluebells at the cost of £155.00 and then claimed this back as expenses. The election costs were costs incurred every four years.

**RESOLVED** that;

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

**The Year end forecast up to 31.03.20 was as follows.**

<b>Year End Forecast at 31.03.20</b>	
Current bank balance as 31.012.19	26,362.96
Plus Income	
One outstanding newsletter invoice to be paid	44.00
Less Expenditure	
Cheque signed but not yet cashed	271.40
Clerk Salary Jan	361.96
Clerk Salary Feb	361.96
Clerk Salary March	361.96
Pensions Jan	130.68
Pensions Feb	130.68
Pensions March	130.68
Estimated Final Quarter HMRC payment	271.40
Clerk Expenses Jan	26.65
Estimated Clerk Expenses Feb	30.00
Estimated Clerk Expenses March	30.00
Payroll admin Fee	170.00
Donations (assuming same at Jan 2019)	1,514.00
Speed sign cost	3,160.00
Newsletter in March printing costs	400.00
Projected Year End balance 31.03.20	19,055.59

**RESOLVED** that;

The reviewed Year End Forecast was noted by the Parish Council and this was signed and dated by the Chairman.

## **12 Budget for 2020/2021**

**RESOLVED** that;

The Parish Council adopted the following budget for 2010/2021 and this was signed and dated by the Chairman of the Parish Council.

### Delamere & Oakmere Parish Council budget 2020/21

<b>Income</b>	<b>2020/2021</b>
Precept	9680.00
Advertising income	1500.00
Scottish Power	14.00
Total income	11194.00
<b>Expenditure</b>	
Clerk Salary inc HMRC payments & Pension	7500.00
Clerk Expenses	600.00
Room Hire	110.00
Printing of newsletter	1500.00
Cheshire Ass of Local Councils	450.00
Data Protection fee	40.00
Cheshire Community Action	20.00
Footpaths Society	8.00
Insurance	450.00
External audit fee	no charge
Training	500.00
Website & email	100.00
Contingency	500.00
Payroll services	170.00
Community Engagement	100.00
Donations	1514.00
CWAC dog bin charge	400.00
Frith maintenance NEW BUDGET	1500.00
Total expenditures	15462.00
Excess expenditure over Income	-4268.00



### **13 Precept for 2020/2021**

Cheshire West and Chester Council had confirmed that the number of band D properties in Delamere and Oakmere was 705.4 for 2020/2021. The amount of Council Tax Reduction scheme grant is now nil.

**RESOLVED** that;

The precept for 2020/2021 to be set at £9680.00 The band D payable will be £13.72, which is a 2.3% increase. The clerk noted that the precept increase was necessary in order to receive the same level of income as 2019/2020. The reasons for this is the reduction in the Council Tax base figure from 711.9 to 705.9 and that the Parish Council would no longer receive the Council Tax Support Scheme grant from Cheshire West and Chester Council.

The clerk noted that the Special Expenses Levy charge for Delamere and Oakmere was yet to be confirmed by Cheshire West and Chester Council.

### **14 Litter picking equipment**

Councillor S Ralph had request that the Parish Council consider the purchase of litter picking equipment.

**RESOLVED** that;

Councillor A Bell will contact the Forestry Commission in order to obtain free litter pickers.

### **15 Grant and Donations**

**RESOLVED;** that

The following payments were to be made:

St Peter's Churchyard Fund	£664.00
Delamere Community Centre	£350.00
Tarporley Hospital	£200.00
Oakmere Cricket Club, for the youth section of the club	£100.00
NW Air Ambulance	£100.00
Oakmere Methodist Church for grounds maintenance	£100.00
Total	£1,514.00

The clerk was requested to prepare the cheques to be signed at the next meeting in February.

With regards to item 15 grants and donations, the clerk noted that Councilor D Wheeler had declared a non-pecuniary interest as he is a member of the Parochial Church Council, as such he did not take part or vote in the decision for the donation to St Peter's Churchyard Fund. The clerk noted that Councilor D Wheeler declared a non-pecuniary interest as he was a committee member of Delamere Community Association, as such he did not take part or vote in the decision for the donation to Delamere Community Centre.

#### **16 Oakmere Ward Vacant Seat**

The clerk informed the Parish Council that no applications had been received for the post of Parish Councillor for the vacant seat. The vacant seat will be advertised in the next edition of the newsletter.

#### **17 BT Phone Box removal**

The clerk has received an email dated 2<sup>nd</sup> January 2020 regarding the removal of the new style telephone box at the side of Delamere Academy School and adjacent to the post box on Stoney Lane.

**RESOLVED** that;

The Parish Council were happy with the removal and had no objections.

The clerk was asked to contact the relevant parties concerned to inform them of this decision.

#### **18 Parking on Ashton Road**

The clerk had received a complaint regrading parking on Ashton Road in Delamere and the member of the public concerned addressed the Parish Council under public speaking time.

**RESOLVED** that;

The Parish Council would contact both the Forestry Commission and Highways Department of Cheshire West and Chester Council regarding the matter and forward on the resident's photos which highlighted the issue.

#### **19 Update from Cheshire West and Chester Councillors**

None of the Cheshire West and Chester Ward Councillors were present.

#### **20 Councillor's report and future agenda items**

Councillor J Edwards reported that a questionnaire had been drafted in order to send to residents regarding the plans for Frith Avenue. The clerk was asked to collate all the responses for this.

Councillor J Edwards reported that with regards to the Neighbourhood plan, both Manley Parish Council and Norley Parish Council had approved the areas of their parishes to be protected under the plan and Councillor J Edwards was liaising with Cheshire West and Chester Council regarding advertisement. The clerk was asked to put a copy of the updated plan on the website and the notices of the advertisement with a copy of the map would be placed on the Parish Council noticeboards.

Councillor R Gilbert-Brat reported that the grids and drains were blocked on the A49/A54 at the Sandy Brow traffic lights and the clerk was asked to report this to Cheshire West and Chester Council for their attention. This has been reported under HW169561126.

Several Parish Councillors reported that the path on Station Road was filthy and the clerk was asked to report this to Cheshire West and Chester Council for their attention. This has been reported under HW169563857.

The clerk was asked to report various potholes on Station Road and Eddisbury Hill in Delamere. These have been reported under HW169564789 and HW169565437.

Councillor D Wheeler reported that there had been accidents at both the Fishpool and Abbey Arms Junction over the last few weeks.

Councillor A Bell reported that the contractors for the visitors centre for the Forestry Commission were happy to arrange for a tour of the site.

Councillor A Gore reported that there was a consultation regarding Liverpool airport flight paths.

## **21 Date and time of next meeting**

The next Parish Council meeting is Monday 10<sup>th</sup> February 2020 at 7.15pm at Delamere Community Centre.

**Part 2; contains confidential information and only Councillors and reporting officers can be present. The clerk will leave for this part of the meeting as it concerns the clerk's salary review.**

## **22 Clerk's Annual Salary Review**

**RESOLVED** that;

To increase the spinal column of the clerk's salary from spinal column 12 to spinal column 13 on the National Association of Local Council's pay scales from 1<sup>st</sup> February 2019.

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Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 20<sup>th</sup> January 2020.