

Delamere & Oakmere Parish Council Annual Meeting

MINUTES OF THE ANNUAL COUNCIL MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 18TH MAY 2020 AT 7PM.

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

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

1 Election of Chairman

RESOLVED that;

Councillor A Bell remains as Chairman until such time as the parish council can meet again and/or a new Chair is proposed at a later date.

2 Election of Vice-Chairman

Councillor D Rutter is appointed Vice-Chairman of the Parish Council until such time as the parish council can meet again and/or a new Chair is proposed at a later date.

Delamere & Oakmere Parish Council Meeting

MINUTES OF THE MONTHLY PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 18TH MAY 2020 AT 7PM

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

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

1 Welcome and apologies for absence

The Chairman of the Parish Council, Councillor A Bell welcomed everyone to the Parish Council meeting. Councillor A Gore and Councillor D Wheeler sent their apologies for the meeting.

2 Member's Code of Conduct and declarations of interest

Councillor S Ralph and Councillor R Gilbert-Bratt declared a non-pecuniary interest in relation to 20/01439/FUL, Construction of an agricultural storage building and access track, Land Off Racecourse Lane Cotebrook as such they did not take part in the discussion or decision regarding this planning application.

Councillor A Bell declared that he had submitted a personal objection to the licence application for item 14 Delamere Forest Café.

3 Code of Conduct

RESOLVED that;

Delamere and Oakmere Parish Council confirms 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.

4 Declaration of interest forms

Each Parish Councillor had reviewed their declaration of interest forms and confirmed that there were no amendments necessary. The clerk asked each Parish Councillor to complete a new form if and when any circumstances change.

5 Public Speaking Time

No members of the public wished to address the Parish Council.

6 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of the Parish Council meeting of Delamere and Oakmere Parish Council on Monday 20th April 2020 be approved as a correct record.

RESOLVED that;

The minutes of the Annual Parish meeting of Delamere and Oakmere Parish Council on Monday 20th April 2020 be approved as a correct record.

7 Progress Reports and Outstanding Items

The clerk confirmed that she had contacted the Marley Tiles site for an update on progress. The sales office however is currently closed and a number of staff at Laurus Homes and the site contractor have been placed on furlough leave as such no construction work is currently been undertaken and this will continue until the Covid-19 restrictions are lifted.

8 Correspondence

The clerk had paid the webhosting charge for 2020/2021, however she had been informed that the charge would be increasing from £36 to £75 from April 2021 and that they would no longer be accepting cheques from April 2021.

The clerk informed the Parish Council that the Crown Farm Liaison meetings were postponed until further notice due to Covid-19

The clerk received an email on 6th May 2020 from the Neighbourhood Planning Department of Cheshire West and Chester Council confirming the designation of Delamere and Oakmere as a Neighbourhood Plan area.

The clerk reported that she had received a complaint on 18th May 2020 from a resident of Ashton Road complaining regarding the number of cars parked on Ashton Road as people were visiting Delamere Forest. Several Parish Councillors confirmed that the car parking was bad in all the surrounding roads as tourists were parking everywhere as the Forestry Commission car parks were full and/or too expensive. The clerk had also received notification from Cheshire West and Chester Council that there was a temporary road closure notice for TRO – 2806 Ashton Road, Delamere which commences on 26th May 2020 This is necessary for safety reasons to enable grip fibre surface treatment and will be carried out by Cheshire West and Chester Borough Council. The works are expected to last for 5 days. The clerk was asked to contact the Highways Department of Cheshire West and Chester Council expressing the concerns regarding car parking issues in the area and to ask for the Highways Department to liaise with the Forestry Commission to look at solutions to the issue.

9 Planning

The Parish Council considered all of the planning applications that had been received up to 18th May 2020.

Councillor S Ralph and Councillor R Gilbert-Bratt declared a non-pecuniary interest in relation to 20/01439/FUL, Construction of an agricultural storage building and access track, Land Off Racecourse Lane Cotebrook as such they did not take part in the discussion or decision regarding this planning application.

RESOLVED that;

- (a) No objections were made to 20/01149/FUL, Erection of detached garage, garden store and office, Fishpool Farm Fishpool Road Delamere.
- (b) No objections were made to 20/01216/FUL, Single storey rear extension, 103 Station Road Delamere.
- (c) No objections were made to 20/00990/FUL, Raise the roof to provide first floor accommodation including extension to side and alterations (amended site boundary), Avondale The Ridge Delamere.
- (d) No objections were made to 20/01444/FUL, Construction of steel portal framed machinery, implement and general-purpose agricultural storage building, Ottersbank Farm Fishpool Road Delamere.
- (e) 20/01439/FUL, Construction of an agricultural storage building and access track, Land Off Racecourse Lane Cotebrook. The Parish Council have no objection to the construction of an agricultural storage building however there are objections from the Parish Council and residents regarding the proposed access track. The current access track is sufficient and the proposed new access track cuts between two fields and would provide direct access onto Racecourse Lane, closer to the A49 than the current metalled track. The fields are currently used for grazing horses any additional track is not required for agricultural purposes or for access to the new proposed agricultural storage building. The proposed additional access track is unnecessary as such the Parish Council wishes to object to this proposal.
- (f) No objections were made to 20/01480/FUL, Erection of purpose-built agricultural building including office, Storage and welfare facilities, Junction of Chester Road and Hogshead Lane Oakmere.

It was reported that there were 4/5 signs that have been recently erected at the Junction of Chester Road and Hogshead Lane in Oakmere. The clerk was requested to contact the Planning Department of Cheshire West and Chester Council to confirm if these signs had planning permission. This has been submitted to Cheshire West and Chester Council under reference PL208508909.

10 Annual Governance and Accountability Return 2019/2020

The clerk confirmed that the accounts for 2019/2020 had been to the internal auditor and there were no issues arising from the internal audit. The Parish Council can declare itself exempt from a Limited Assurance review or ask the External Auditors for a full review at the cost of £200 plus VAT.

RESOLVED that;

The Parish Council would declare itself exempt from a Limited Assurance Review and the exemption certificate was signed by the Chairman of the Parish Council, Councillor A Bell and the clerk.

The clerk would publish this on the website and send it to the External Auditor.

11 Annual Governance and Accountability Return 2019/2020 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 2019/2020

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;

The Annual Governance Statement 2019/2020 is approved and is signed and date by the Chairman, Councillor A Bell and the Clerk and Responsible Financial Officer, Mrs J Monks.

12 Annual Governance and Accountability Return 2019/2020 Accounting Statements

The Clerk and Responsible Financial Officer has filled in the Accounting Statements for 2019/2020 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 are approved and signed and dated by the Chairman, Councillor A Bell and the Clerk and Responsible Financial Officer, Mrs J Monks.

13 Purchase of a package for virtual meetings

The basic Zoom package for meeting is free up to 40 minutes. The next package is £11.99 per month. Microsoft Teams is free and there is no time limit or Skype is free and there is no time limit.

RESOLVED that;

Future virtual meetings will be held by Zoom with the basic free 40-minute package.

14 Licence Application for Delamere Forest Café

The clerk has received notification that Meadow Brown Restaurant Ltd have applied for a premises licence for Delamere Forest Café at Delamere Forest Park. The application is for the following;

- Provision of recorded music both indoors and outdoors, Monday to Sunday 08:00 to 00:00.
- Supply of alcohol on the premises, Monday to Sunday 11:00 to 00:00
- Opening hours of the premises, Monday to Friday 08:00 to 00:15 and Saturday and Sunday 07:30 to 00:15.

The closing date of the consultation is 20th May 2020 and any person wishing to make representations in relation to the above applications must do so in writing to The Licensing Team, Cheshire West and Chester Council, 4 Civic Way, Ellesmere Port, CH65 0BE.

RESOLVED that;

The Parish Council would object to the licence application.

The clerk was asked to send an objection to the Licensing Department of Cheshire West and Chester Council.

15 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 £31,754.92 as at 30th April 2020.

Unpaid cheques £203.00. Income is £9,680.00 precept and £158.00 advertising income.

Unpaid invoices from March 2020 newsletter is £162.00.

(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.

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

New Homes Bonus fund (which is included in the bank balance) is £12,747.59.

RESOLVED that;

the following payments be authorised;

Method of payment	Payee	Particulars of payment	Amount
Standing Order 21 st	Clerk	Salary for May	£369.19
Standing Order 21 st	Cheshire Pension Fund	Employers & employees contribution for May	£137.26
001077	Clerk	Expenses for May	£108.16
001078	Butcher and Barlow	Solicitors Fees for lease at Frith Avenue	£640.00
001079	Zurich	Annual Insurance	£420.57

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 2020 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 noted that the land at Frith Avenue was leased as such it should not be on 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.

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

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 Two vacant seats for Parish Councillors

Following the resignation of Councillor C George the clerk had informed the Electoral Registration Department of Cheshire West and Chester Council. The closing date for an election to be called was Friday 15th May 2020 however the Electoral Registration dept have not yet confirmed if an election has been called or not.

The clerk will confirm the situation with the Electoral Department of Cheshire West and Chester Council and will advertise both seats when confirmation has been received.

22 Membership of Cheshire Association of Local Councils

RESOLVED that;

The Parish Council would continue to be member of the Cheshire Association of Local Councils and pay the annual membership fee of £434.88.

23 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor J Leather reported that some Cheshire West and Chester services had been suspended due to Covid-19. All residents have been sent a blue help card asking them to contact Cheshire West and Chester Council if they required help or assistance during Covid-19. Some services are continuing, such as planning and licensing. Cheshire West and Chester Council are looking to roll out Microsoft teams for virtual meetings. Household waste sites, apart from Tattenhall have now reopened. There is no date yet regarding the collection of garden waste. Foodbanks had been set up in Kelsall and Tarvin and the PCSO had reported no crime apart from scams.

24 Councillor's report and future agenda items

Councillor J Edwards reported that he will looking into re-starting the Neighbourhood Plan project and the distrubtion of a neighbourhood plan questionnaire for residents. Councillor J Edwards confirmed that the questionnaire had been approved by Cheshire West and Chester Council.

The clerk was asked to put a leaving present for Councillor C George as an agenda item for the next Parish Council meeting.

25 Date and time of next meeting

The next Parish Council meeting is Monday 15th June 2020 at 7pm.

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

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Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 18th May 2020.