

Delamere & Oakmere Parish Council Meeting

MINUTES OF THE MONTHLY PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 19th OCTOBER 2020 AT 7PM

Present: Councillors A Bell, C Ball, A Walsh, J Edwards, J Taylor, A Gore, D Rutter, R Gilbert-Bratt and S Ralph and Cheshire West and Chester Ward Councillor H Tonge.

Also, present Clerk, Mrs J Monks.

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 J Leather sent his apology for the meeting.

2 Member's Code of Conduct and declarations of interest

None declared.

3 Public Speaking Time

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

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 14th September 2020 be approved as a correct record.

5 Progress Reports and Outstanding Items

Councillor R Gilbert-Bratt and Councillor S Ralph had undertaken an inspection of Frith Avenue and Little Wood on 19th October 2020. Everything was okay with the field at Frith Avenue. With regards to Little Wood it was noted that the noticeboards required attention and the clerk will report these to Cheshire West and Chester Council for their attention. There were no other issues with Little Wood.

The Principal Engineer of Cheshire West and Chester Council had been looking into the condition of Eddisbury Hill and at this present time no further work can be undertaken.

Cheshire West and Chester Council have asked in an email dated 9th October 2020 for the Parish Council to report on the Community Infrastructure Levy payments they have received. The clerk has filled out the report accordingly and a copy has been circulated to all the Parish Councillors for their attention and has been put on the Parish Council's website as requested.

6 Correspondence

The clerk received a letter dated 1st October 2020 regarding the Goods Operator licence for Depot 556, Chester Road Oakmere. This confirmed that the Parish Council could not make representations however it confirmed that a Traffic Examiner will visit the site and report back on its suitability.

The clerk received an email dated 12th October 2020 from the Neighbourhood Planning Department of Cheshire West and Chester Council regarding the publication of the Utkinton and Cotebrook Neighbourhood Plan. There is a seven-week consultation period from 12th October 2020 to Monday 30th November.

The clerk has received an email dated 14th October 2020 from a non-for-profit company which is working to support Northwest Ambulance Service. The company is asking for donations for a £299.00 poster and for keyrings at the cost of £3.00 each. The minimum donation required is 100 keys rings which is £300.00. Councillor J Edwards stated that any donations should be made directly to Northwest Ambulance and this will be discussed along with the other donations in January.

7 Planning

The clerk has received an email dated 6th October 2020 from British Gardens Centres regarding their proposals to redevelop their garden centre on Tarporley Road in Cotebook. The proposals have been circulated to all Parish Councillors for their attention. The chairman of Little Budworth Parish Council contacted the clerk and said that they were in favour but had concerns regarding access if there was an increase in traffic. Several Parish Councillors had looked at the proposed plans and this would be considered by the Parish Council when a formal planning application was submitted 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 19th October 2020.

RESOLVED that;

- (a) No objections to be made to 20/03180/S73, Variation of condition 2 (approved plans) on 20/01632/FUL, Mulberry House 8 Old Pale Heights Stoney Lane Delamere.
- (b) No objections to be made to 20/03084/FUL, Replacement dwelling, Avondale The Ridge Delamere CW8 2HX

- (c) No objections to be made to 20/03281/FUL, Removal of front garage doors and replace with windows, garage conversion single story rear extension. 30 Shakerley Close Oakmere. CW8 2ZT
- (d) No objections to be made to 20/03338/FUL, Installation of Fire Safety Water Tank, Forestry England Visitor Building Station Road Delamere CW8 2JD
- (e) No objections to be made to 20/03334/FUL, Alterations to ground floor windows and doors to rear elevation, 6 Old Pale Heights Stoney Lane Delamere.
- (f) No objections to be made to 20/03486/FUL, New porch and hard landscaping works, Mulberry House 8 Old Pale Heights Stoney Lane Delamere.

8 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 £26,422.26 as at 30th September 2020.

Unpaid cheque is £40.00. Nil Income.

(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 October including backdate to April	£439.27
Standing Order 21 st	Cheshire Pension Fund	Employers & employees contribution for October	£163.27
001092	Clerk	Expenses for October	£34.08

Councillor A Bell and Councillor J Edwards had signed the standing order forms in order to amend the salary and pensions payment by standing order on 21st of October.

9 Review of budget and reconciliation of bank accounts.

The clerk had undertaken a full banking reconciliation as at 30th September 2020.

RESOLVED that;

The banking reconciliation as at 30th September 2020 be accepted.

<u>Bank Reconciliation as at 30/09/2020</u>	
Balance b/f	£27,594.29
Plus Receipts	£0.00
Less Payments	-£1,172.03
Balance c/f	£26,422.26
<u>Bank Accounts</u>	
NatWest	£27,594.29
Plus Receipts	£0.00
Less Payments	-£1,172.03
Balance c/f	£26,422.26
Unpresented cheques	-£40.00
	£26,462.26

Income received up to 30/09/2020

Receipts	Budget 2020/2021	Budget to date	Budget Balance
Precept	9680.00	9680.00	0.00
Advertising Income	1500.00	743.00	757.00
Other	14.00	0.00	14.00
Community Infrastructure levy payment		0.00	0.00
Scottish Power		0.00	0.00
Net		10423.00	-10423.00
VAT reclaimed		97.96	-97.96
Total Receipts	11194.00	10520.96	673.04

Payments received up to 30/09/2020

Payments	Budget 2020/2021	Actual (to date)	Budget Balance
Clerk's salary inc HMRC and Pension	7500.00	3593.10	3906.90
Clerk expenses	600.00	280.76	319.24
Room Hire	110.00	0.00	110.00
Printing of Newsletter	1500.00	548.26	951.74
Cheshire Assoc of Local Councils subs	450.00	0.00	450.00
Footpath Society subs	8.00	0.00	8.00
Insurance	450.00	420.57	29.43
Frith Avenue Maintenance	1500.00	0.00	1500.00
Training	500.00	0.00	500.00
Website & email	100.00	35.00	65.00
Contingencies	500.00	42.00	458.00
Payroll Services	170.00	0.00	170.00
Community Engagement	100.00	0.00	100.00
CWAC dog bin charge	400.00	364.00	36.00
Donations	1514.00	0.00	1514.00
Data Protection fee	40.00	0.00	40.00
Cheshire Community Action subs	20.00	454.88	-434.88
Election costs		0.00	0.00
Net Payments	15462.00	5738.57	9723.43

The clerk had reviewed the budget for 2020/2021, in light of payments throughout the year.

RESOLVED that;

The income and payments were accepted by the Parish Council and the reviewed budget was noted by the Parish Council

The clerk noted that the uncashed cheque at year end had now been cashed, £547.30 and that the only utilised reserves was the payment of the solicitors fees of £640.00 from Butcher and Barlow.

RESOLVED that;

The earmarked reserves were as follows;

Ear-Marked Reserves	Reserve brought forward	Utilised Reserve	Reserve carried forward
Local Infrastructure (ER)	0.00	0.00	0.00
Future Elections (ER)	0.00	0.00	0.00
Contingencies (ER)	3000.00	0.00	3000.00
Frith Avenue project (ER)	2000.00	0.00	2000.00
New Homes Bonus Fund (ER)	12559.76	0.00	12559.76
Speed indicator Devise (ER)	3160.00	0.00	3160.00
Community Infrastructure Levy (ER)	0.00	0.00	0.00
Unpresented cheques at end year (ER)	547.40	547.30	0.00
Solicitor's Fees Butcher and Barlow (ER)	872.83	640.00	232.83
Total	22139.99	640.00	20952.59

10 Grit bins

The Highways Department have requested that the Parish Council undertake an informal consultation with residents before they will advertise the grit bins.

The proposed locations of the grit bins are as follows;

The corner of Station Road/Frith Avenue

A556/Waste Lane by the Parish Council notice board

The Highways Dept are happy with the above locations and Councillor A Bell has confirmed that he has undertaken consultation with residents who live next to the proposed site of the corner of Station Road/Frith Avenue and they have no objections.

With regards to the proposed site of the corner of A556/Waste Lane by the Parish Council noticeboard, there were no nearby residential houses. The clerk was requested to contact J&S and see if they were willing to make a donation towards the cost of a grit bin at this location.

The third proposed grit bin is on the corner of Mere Crescent (in the vicinity of number 13). The Highways Dept has reservations regarding this proposed site and they have strongly advised against it on aesthetics grounds as it is impeccably maintained by residents. They have advised in order to protect the Parish Council and Cheshire West and Chester Council from future criticism they would need proof of written approval from adjacent residents. It was decided not to pursue this location for a grit bin.

The Highways Department have confirmed that they will not approve any installations in Shackerley Close as the footpath is too narrow, and it would impact on pedestrian access. Additionally, it is a private road.

It was proposed a grit bin be sited at the top of Frith Avenue. Local residents would however need to be consulted.

RESOLVED that;

The Parish Council would supply yellow 115 litre grit bins with the cost not to exceed £500.00 plus VAT.

The clerk will liaise with the Highways Department regarding a grit bin at the top of Frith Avenue.

The Parish Council has to sign a Street licence agreement for the installation of each grit bin. The declaration of this licence agreement is as follows;

I confirm that the foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads and Street Works Act 1991 and Traffic Management Act 2004, associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant Licence, which includes my duty to secure that the work is supervised by a accredited supervisor. I confirm that all reasonably practical steps have been taken to ensure the owners of apparatus likely to be affected by these works have been contacted and where necessary location of apparatus identified. N.B It is recommended that the results of any enquiries are no older than one month. I acknowledge the statutory need for me to pay the prescribed inspection fees which will be imposed by the Street Authority, including any defect inspection fees and the cost of any necessary remedial works conducted by the Street Authority during the guarantee period. I also acknowledge that the Licence is granted on the condition that I will indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:

- (a) The placing or presence in the street of apparatus to which the licence relates, or
- (b) The execution by any person of any works authorised by the licence.

I also acknowledge that I have read and understood the Notes for Guidance and Standard Conditions as attached (NB further specific conditions maybe imposed at the time of granting the licence.)

RESOLVED that;

The Parish Council accepts the above conditions, and a licence agreement is completed and signed for each proposed grit bin by the Chairman of the Parish Council, Councillor A Bell.

11 Interactive speed sign and licence agreement

The contractors have provided a new amended quote for the installation of the speed sign. The total cost is £3,310 plus VAT.

RESOLVED that;

The Parish Council accepts this amended quote.

The Parish Council needs to sign a licence from Cheshire West and Chester Council, Section 115E of the Highways Act 1980.

RESOLVED that;

The Parish Council accepts all the conditions of the Section 115 Licence agreement this is signed by Councillor A Bell on behalf of the Parish Council and witnessed by Councillor J Edwards.

The clerk will send the completed forms back to Cheshire West and Chester Council for their attention.

The clerk has completed a grant form and received payment of £1,000 from Cheshire West and Chester Council Ward member budget on 12th October 2020.

RESOLVED that;

The clerk can now give the go ahead for installation and will add the speed sign onto the Parish Council's insurance once an installation date is confirmed.

12 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor H Tonge reported that there was a consultations regarding the following;

- Brio Leisure facilities in the borough
- Short Breaks for families with Special Needs.

- Planning consultation regarding the future of planning from Central Government.

Cheshire West and Chester Ward Councillor H Tonge confirmed that Cheshire West and Chester borough was now designated as Tier two Covid-19 Alert Level of 'High'. Helplines from Cheshire West and Chester Council remain in place for residents and businesses.

The Parish Council thanked both the Ward Councillors, H Tonge and J Leather for the £1,000 contribution from the Ward Members Budget towards the interactive speed sign for Station Road Delamere.

13 Councillor's report and future agenda items

Councillor J Edwards reported that the Parish Council had received an enquiry regarding reasonable adjustments under the Equality Act 2010. The clerk confirmed that she had replied to the questions in the enquiry stating that the Parish Council had not made any recent adjustments for disabled Councillors or for disabled members of the public.

Councillor A Gore reported that there had been a dramatic increase in traffic from the Forestry Commission following the opening of the café and new visitors' centre.

Councillor A Bell requested that if one tree could be planted by a member of the public in memory of a loved one on the field at Frith Avenue. It was agreed that one of the trees which were due to arrive in November from the Woodland Trust would be donated for this.

14 Date and time of next meeting

The next Parish Council meeting is Monday 16th November 2020 at 7pm.

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