

# **Delamere & Oakmere Parish Council Meeting**

## **MINUTES OF THE MONTHLY PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 16<sup>TH</sup> NOVEMBER 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 J Leather.

Also, present Clerk, Mrs J Monks and two members of the public.

The clerk noted that Councillor R Gilbert-Bratt and Councillor S Ralph had an intermittent internet connection as such they were not present for the whole meeting.

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

The Chairman of the Parish Council, Councillor A Bell welcomed everyone to the Parish Council meeting.

Councillor D Wheeler and Cheshire West and Chester Ward Councillor H Tonge sent their apologies for the meeting.

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

Councillor R Gilbert-Bratt and Councillor S Ralph declared an pecuniary interest in relation to 20/03595/FUL, Construction of an agricultural storage, amendment to application 20/01439/FUL, Land Off Racecourse Lane Cotebrook as such they did not talk part in the discussion or decision relating to this planning application.

### **3 Public Speaking Time**

The Parish Council meeting was closed to allow for public speaking time.

A member of the public addressed the Parish Council with regards to the planning application, 20/03623/FUL, 27 no. camping units, parking bays and road access, Forest View Caravan Site, Gallowsclough Lane, Oakmere. The resident was concerned regarding the sewerage and septic tank at the site and its ability to cope with extra campers on site as there had been an issue with sewerage and the septic tank at the Forest View caravan park previously. The member of the public was concerned regarding the lack of detail in the planning application which had been submitted to the Planning Department of Cheshire West and Chester Council. There was also concern regarding the layout of the proposed camping units as he was concerned that they would not be adequately spaced out on the site.

A member of the public addressed the Parish Council with regards to the parking on Ashton Road in Delamere. Due to Covid-19 and the lockdown restrictions parking had dramatically increased along the road. During the week there was an issue with cars speeding down the road and then at weekend the car parking along both sides made the road a single carriageway. The member of the public was concerned regarding safety issues as the cars were parked along both sides and the road was used by pedestrians and cyclists.

A member of the public addressed the Parish Council with regards to 20/03595/FUL, Construction of an agricultural storage, amendment to application 20/01439/FUL, Land Off Racecourse Lane, Cotebrook. The member of the public stated that the residents had come together to submit a joint community led objection to the Planning Department of Cheshire West and Chester Council. The member of the public stated that the proposed agricultural storage was exceptionally large given the size of the site and that the land had not been used for agriculture for some considerable time. The member of the public confirmed that there was no agricultural activity on the land as it was used for grazing horses as such there was no need for any agricultural storage. The residents were also concerned that any building would be converted into residential in the near future.

The Parish Council meeting was reopened after public speaking time.

#### **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 19<sup>th</sup> October 2020 be approved as a correct record.

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

The clerk confirmed that she had returned the signed licence agreement for the interactive speed sign on Station Road to the Highways Department of Cheshire West and Chester for their attention. The contractor had confirmed that he will the arrange for the completion of Section 50 licence and the sign had been installed on Thursday 5<sup>th</sup> November 2020. The clerk had received the bill for £4572.00 and a cheque had been done for payment. The clerk confirmed that she had added the interactive sign onto the Parish Council's insurance and asset register. Councillor J Edwards confirmed that he had downloaded data from the speed sign, and he will provide an analysis at the next Parish Council meeting. The clerk was therefore asked to put the speed sign as an agenda item.

The clerk confirmed that Councillor A Gore had undertaken the inspection of Little Wood and the field at Frith Avenue on 11<sup>th</sup> November and the clerk had reported any issues to Cheshire West and Chester Council for their attention.

## **7 Correspondence**

The clerk has received a resignation letter from Councillor C Ball who has resigned due to work commitments. The clerk will notify the elections department of Cheshire West and Chester Council accordingly to advertise the vacancy. Every Parish Councillor thanked Councillor C Ball for his hard work and understood his reasons for his resignation. Councillor C Ball was wished all the best for the future and to keep in touch with the Parish Council.

The clerk received an email dated 23<sup>rd</sup> October 2020 from the local PCSO, Sue Keers stating that she was being re-located and that the new PCSO was Jack Makin.

The clerk received an email dated 3<sup>rd</sup> November from the External Auditors stating that they have logged the notification of exempt status for the year ending 31<sup>st</sup> March 2020 and that there is no review to be performed and consequently no auditors certificate or report, or any other closure documentation which will be issued.

The clerk had received an invite for Parish Councillors to the next Crown Farm Liaison committee meeting (via Microsoft Teams) on Thursday 26<sup>th</sup> November at 2.30pm.

The editor of the Delamere and Oakmere News has sent the next edition to the printers the price of printing is £327.04. The clerk was asked to send him a cheque accordingly and this will be put on the financial report for December.

The clerk confirmed that the Parish Council had been subject to a random compliance check from HMRC. The clerk had completed and sent back the questionnaire and HMRC had now confirmed in a letter dated 15<sup>th</sup> November 2020 that there were no issues and that the Parish Council was compliant with the HMRC rules.

The clerk received an email dated 23<sup>rd</sup> October 2020 from the Planning Consultants from the Forestry Commission regarding the objection to the proposed stopping up of Footpath 4. The clerk had replied stating the objection still stands and the Parish Council awaits the decision of the Department of Transport on this matter.

## **8 Planning**

The Parish Council considered all of the planning applications that had been received up to 16<sup>th</sup> November 2020.

**RESOLVED** that;

- (a) No objections were made to 20/03592/FUL, Agricultural produce and storage building, Land at Overdale Lane Oakmere.

(b) 20/03595/FUL, Construction of an agricultural storage -amendment to application 20/01439/FUL, Land Off Racecourse Lane Cotebrook. Councillor R Gilbert-Bratt and Councillor S Ralph declared an pecuniary interest in relation to 20/03595/FUL, Construction of an agricultural storage, amendment to application 20/01439/FUL, Land Off Racecourse Lane Cotebrook as such they did not take part in the discussion or decision relating to this planning application. The Parish Council would object to this planning application on the following grounds;

- The proposed building is too big for the site and the site is considerably smaller (4.6 acres rather than the 20 acres quoted).
- The machinery on site is for personal use and is not used for any business purpose so the reference to the National Planning Framework 3 does not apply.
- The resident's objections must be addressed in the determination of this planning application as they have valid objections.
- If granted, there must be a planning condition that the building could not be converted to domestic use.

(c) 20/03575/FUL, change of use from haulage depot to storage of containers for self-storage including the provision of CCTV and security lighting – retrospective. Delamere Self Storage Chester Road Oakmere. The Parish Council would object to this planning application on the following grounds.

- The limit of 54 storage containers is enough and any additional containers will result in additional traffic to the site.
- The noise impact of this proposed planning application.
- Highways safety
- Light pollution would impact the neighbouring residential properties.

The clerk had received two emails regarding objections to this proposal from residents.

(d) 20/03623/FUL, 27 no. camping units, parking bays and road access, Forest View Caravan Site, Gallowsclough Lane, Oakmere. The Parish Council are concerned that there are adequate toilets and shower facilities on site and that there will be a septic tank that will be able to handle this increased capacity from additional camping units. The Parish Council ask for a planning condition that there are adequate septic tank facilities for this site, and this is regularly changed. The Parish Council noted that there was no site plan which shows the spacing of the camping units. The Parish Council would like a planning condition which shows adequate spacing between the proposed camping units.

(e) No objections were to be made to 20/03820/FUL, Demolition of existing buildings and replacement with new internal and external garden centre sales area, revisions to existing access arrangement and new car parking and service yard access road, Tarporley Garden Centre Tarporley Road Delamere.

## 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 £26,785.64 as of 31<sup>st</sup> October 2020.

Unpaid cheque is £40.00. Income £1,000 Cheshire West and Chester Ward Members budget contribution for speed sign.

Earmarked funds as follows;

£2,000 for Frith Avenue project, resolved to spend in November 2019 minutes.

**RESOLVED** that;

the following payments be authorised;

Method of payment	Payee	Particulars of payment	Amount
Standing Order 21 <sup>st</sup>	Clerk	Salary for November	£379.29
Standing Order 21 <sup>st</sup>	Cheshire Pension Fund	Employers & employees' contribution for November	£140.97
001093	Clerk	Expenses for November	£38.05
001094	Destroyed		
001095	TWM Traffic Control Systems Ltd	Installation of interactive speed sign on Station Road Delamere	£4572.00

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 21<sup>st</sup> of November.

## **10 Meeting dates for 2021**

### **RESOLVED that;**

The meeting dates for 2021 were agreed as follows and the clerk was requested to circulate and put on the website.

Monday 18th January	Monthly Parish Council Meeting	7pm
Monday 8th February	Monthly Parish Council Meeting	7pm
Monday 15th March	Monthly Parish Council Meeting	7pm
Monday 19 <sup>th</sup> April	Annual Parish Meeting	7pm
Monday 19 <sup>th</sup> April	Monthly Parish Council Meeting	7pm
Monday 17th May	Annual Meeting of the Parish Council	7pm
Monday 17 <sup>th</sup> May	Monthly Parish Council Meeting	7pm
Monday 14 <sup>th</sup> June	Monthly Parish Council Meeting	7pm
Monday 12 <sup>th</sup> July	Monthly Parish Council Meeting	7pm
Monday 20 <sup>th</sup> September	Monthly Parish Council Meeting	7pm
Monday 18 <sup>th</sup> October	Monthly Parish Council Meeting	7pm
Monday 15 <sup>th</sup> November	Monthly Parish Council Meeting	7pm
Monday 13th December	Monthly Parish Council Meeting	7pm

## **11 Monthly inspections for Little Wood and Frith Avenue**

Councillor J Edwards proposed that the inspections for Little Wood and Frith Avenue be reduced from monthly to bi-monthly. Councillor A Bell, Councillor S Ralph, Councillor J Edwards, Councillor D Rutter, Councillor J Taylor and Councillor R Gilbert-Bratt all volunteered and the clerk will draw up a bi-monthly rota.

## **12 Grit bins**

The clerk confirmed that the Highways Department of Cheshire West and Chester Council have agreed for Parish Council owned grit bins to be located at the following locations;

- Corner of Frith Avenue and Station Road
- One at the top of Frith Avenue, on the patch of land near to the retirement homes and to the turning point at the top of the avenue.
- The corner of A556/Waste Lane by the Parish Council notice board.

Councillor A Gore has sent letters to the residents on Frith Avenue and Councillor A Bell has confirmed with residents that the location is fine for the corner of Frith Avenue and Station Road. One resident has contacted the clerk and confirmed that he was in agreement with the proposed location at the top of Frith Avenue.

The clerk sent a letter dated 28<sup>th</sup> October 2020 to J&S asking if they would consider donating towards the cost of a grit bin. There has been no reply to this request.

The Highways Department of Cheshire West and Chester Council however have made it clear that the bins will need to be insured and filled and refilled at the cost to the Parish Council. The clerk will add these three grit bins to the asset register and insure them when purchased.

As the locations have been agreed and the consultation with residents has been completed the clerk has completed the Section 50 application forms for each and she had now submitted these to Cheshire West and Chester Council to formally advertise. The Highways Department will then confirm when this formal process is completed and then the Parish Council can go ahead with the purchase.

The clerk has also completed a Street Licence application to Cheshire West and Chester Council for these three grit bins. The reference numbers of the application are 4921671, 4921672 and 4921673.

**RESOLVED** that;

Once the formal process of advertising with the Highways Department of Cheshire West and Chester Council was completed the clerk could go ahead with the order of three yellow 115 litre grit bins and grit with the cost not to exceed £500.00 plus VAT.

### **13 Parking on Ashton Road**

The clerk had received a complaint from a resident regarding the safety of Ashton Road and another member of the public had addressed the Parish Council with concerns.

The clerk had contacted the Highways Department on Cheshire West and Chester Council on 20<sup>th</sup> October 2020 and she had also contacted the local PCSO regarding this matter.

**RESOLVED** that;

The clerk was asked to contact the new PCSO on this matter and send a joint letter to both the Highways Department and Forestry Commission to work together for a joint solution for residents and for visitors. The clerk will also send a copy to Norley Parish Council asking for their support.

## **14 Payroll Services**

The Parish Council currently pays Changing Lives (formally Cheshire Community Action) £170 per year to process the pay and pensions for the clerk. There have however been several incidents in the past year when either this has not been processed correctly or they have failed to submit the correct paperwork to Cheshire Pension Fund.

The clerk received a fine of £100.00 dated 3<sup>rd</sup> November 2020, invoice number 74192604 in the name of the Parish Council for the late submission of contribution forms three times in the last rolling six months. The responsibility to submit these forms to Cheshire Pension Fund is with the Parish Council's payroll provider, Changing Lives. However, Cheshire Pension Fund have confirmed that the Parish Council will have to pay the fine and try and reclaim it off Changing Lives.

Given this and the ongoing other issues with Changing Lives, the clerk has provided quotes for alternative payroll providers.

**RESOLVED** that;

The Parish Council will have to pay the £100 fine and try to reclaim this from Changing Lives.

The chairman of the Parish Council, Councillor A Bell will contact Changing Lives with regarding matter with an invoice for payment in order to reimburse the Parish Council £100 for the fine.

Councillor J Edwards will contact his accountants asking them to provide a further quote for payroll and pensions service and the clerk will put this as an agenda item for the next Parish Council meeting.

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

Cheshire West and Chester Ward Councillor J Leather reported that there was ongoing issue at Cheshire West and Chester Council due to Covid-19. Many of the staff are continuing to work from home and more meetings are now being undertaken online.

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

Councillor A Bell thanked both Councillor J Edwards and Councillor D Rutter for planting the trees on Frith Avenue which were provided by the Woodland Trust.

Councillor A Gore reported that the interactive speed sign on Station Road was not working correctly and that the tree adjacent to the sign needs cutting. Councillor J Edwards confirmed that it was working however if a car did less than 35mph did not flash up. Councillor J Edwards confirmed that another Parish Council had four posts and two signs and moved the signs onto different posts. This could be considered as a possibility in the future and the Parish Council could look for funding for the installation of additional posts/signs.

Councillor A Gore reported that Cheshire West and Chester Council had filled a pot hole on Eddisbury Hill, however there was another hole that required filling.

Councillor A Gore reported a high pitched noise coming from Eddisbury Hill. Councillor D Rutter confirmed that this is farming machinery in use.

Councillor C Ball was thanked again for all his hard work and commitment whilst being a Parish Councillor and the Parish Council wished him all the best for the future.

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

The next Parish Council meeting is Monday 14<sup>th</sup> December 2020 at 7pm.

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

Page 543

Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 16<sup>th</sup> November 2020.