

# **Delamere & Oakmere Parish Annual Parish Meeting**

## **MINUTES OF THE ANNUAL PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 19<sup>TH</sup> APRIL 2021 AT 7PM**

Present: Councillors A Bell, A Walsh, J Edwards, D Rutter, R Gilbert-Bratt, A Gore, S Ralph, Councillor F Goodier and Councillor S Addiscott.

Also, present Clerk, Mrs J Monks, one member of the public and Cheshire West and Chester Ward Councillor H Tonge.

### **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 sent his apology for the meeting. Cheshire West and Chester Ward Councillor J Leather sent his apology for the meeting.

### **2 Chairman's Annual report**

The chairman of the Parish Council gave a brief annual report as follows;

This last year has certainly been a memorable one for Delamere and Oakmere. We have all had to adapt to new approaches in doing things, combined with another 2 Lockdowns and the impact this has had on us all, and especially our families and friends. I am especially proud of the community spirit that we have in Delamere and Oakmere, and I sincerely hope that after the restrictions have been lifted that this sense of community spirit will continue to thrive, especially as we prepare to welcome the new residents of the Earlsbrook estate over the next few months.

I am pleased that despite these difficult times we have been able to continue to meet virtually and continue business as normal. Although we have had to put our plans for the Frith Field and the Neighbourhood Plan Project temporarily on hold, we have been able to deal with other matters such as installing the new interactive speed sign on Station Road and purchasing and installing Grit Bins in various areas of the community. I am hoping that over the course of the next few months that we can restart some of these projects as soon as possible.

I am also pleased that we are continuing to make progress on other matters in Delamere and Oakmere, with the issues relating to the forest, and I am hopeful that the ongoing meetings and discussions with Cheshire West, Cheshire Police and Forestry England will lead to some long-term action plans being finalized.

As we are on the road out of our third Lockdown, I feel that it is particularly important to extend sincere thanks again to all those in our community who have gone beyond their means to keep our community going, particularly Lee and Team at Delamere Stores, Delamere Farm Shop, The Ministry Team at St Peters Church and most importantly to our NHS workers and Key workers who live in Delamere and Oakmere and beyond, your valuable contributions will never be forgotten and will always be appreciated.

A huge thanks must also go to the Parish Clerk for her tireless dedication in making sure everything has run smoothly over the course of the year and once again, I would like to extend my best wishes to you and your families over these coming months, and thanks again for all your hard work in supporting our community during this past year.

### **3 Open discussion**

No members of the public wished to address the Parish Council at this point.

## **MINUTES OF THE MONTHLY PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 19<sup>TH</sup> APRIL 2021 AT 7PM**

Present: Councillors A Bell, A Walsh, J Edwards, D Rutter, R Gilbert-Bratt, A Gore, (Councillor A Gore present until agenda item 23), S Ralph, Councillor F Goodier and Councillor S Addiscott

Also, present Clerk, Mrs J Monks, one member of the public and Cheshire West and Chester Ward Councillor H Tonge.

### **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 sent his apology for the meeting. Cheshire West and Chester Ward Councillor J Leather sent his apologies for the meeting.

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

Councillor J Edwards and Councillor A Bell declared a pecuniary interest in relation to item 6, the Park Run in Delamere Forest and as such did not take part in the decision on this agenda item.

### **3 Public Participation**

A member of the public addressed the Parish Council with regards to the ongoing issue with car parking on Stoneyford Lane and asked if the Parish Council had received any response from the Highways Department of Cheshire West and Chester Council.

The clerk confirmed that she had submitted a request to the Highways Department of Cheshire West and Chester Council for their consideration of double yellow lines for Stoneyford Lane in Oakmere. The Highways Department of Cheshire West and Chester Council have however stated that the introduction of waiting restrictions would not be justified in their opinion and as there are no other restrictions in the vicinity, any enforcement by the Civil Enforcement Officers would be minimal.

The clerk was asked to contact the local PCSO requesting his support for the installation of double yellow lines and then send this along with the support letter from Tarmac back to the Highways Department of Cheshire West and Chester Council asking for an onsite meeting to discuss solutions.

Two members of the public addressed their concerns regarding the relocation of the start of the parkrun in Delamere Forest. The park run was due to restart for every Saturday and Sunday throughout the year. Concerns were raised regarding the reduction in residential amenity, lack of residential access and impact on the rental of holiday cottages due to lack to access.

#### **4 Update from Forestry Commission**

No one from the Forestry Commission was available for the Parish Council meeting so Councillor A Bell, Councillor D Rutter and Councillor F Goodier will meet a representative on site to discuss. The clerk was asked to arrange this meeting accordingly and to collate a list of issues.

#### **5 Bridleway in Delamere Forest**

Councillor J Edwards asked if the Parish Council could contact Go Ape and request that they maintain the bridleway that should be in place.

**RESOLVED** that;

A letter would be sent from the Parish Council to Go Ape regarding the bridleway requesting maintenance in line with the agreed planning permission.

#### **6 Change of location for Park Run at Delamere Forest**

The Active Forest Co-ordinator for Forest England had sent a letter to residents dated 1<sup>st</sup> April 2021 regarding a change of location for the Park Run at Delamere Forest.

**RESOLVED** that;

The Parish Council would object to the relocation of the start of the Park Run.

#### **7 Licencing application for Forest Holidays**

The clerk has received notification that Forest Holidays have submitted a premises licence application for the supply of alcohol on and off the premises on Ashton Road from Monday to Sunday 8am until 11pm. The closing date of the consultation was 6<sup>th</sup> April 2021. The clerk has asked for an extension of time for comments but has had no reply from the Licencing Department of Cheshire West and Chester Council.

**RESOLVED** that;

The Parish Council would object to the Licencing application for Forest Holidays.

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

**RESOLVED** that;

The minutes of the Parish Council meeting of Delamere and Oakmere Parish Council on Monday 15<sup>th</sup> March 2021 be approved as a correct record.

## 9 Progress Reports and Outstanding Items

The clerk has received an email dated 19th March 2021 from the Contract Manager Lane End regarding the Marley Tiles/Earlsbrook site. He has confirmed that several plots are now occupied and more will become occupied in the next couple of weeks. 90% of all the major infrastructure works are complete (sewers, sub-station, roads, footpaths and streetlights. Progress is steady and in line with the current build program and works are to be completed by the end of the year.

The joint meeting with the Forestry Commission, Police and the Highways Department of Cheshire West and Chester Council is on Thursday 20<sup>th</sup> May at 2pm.

The clerk confirmed that Councillor S Addiscott had now completed and returned the acceptance of office and declaration of interest forms.

The clerk confirmed that letters, along with the two access disability reports had been sent to the Forestry Commission, the Department of Transport and to the Public Rights of Way Officer at Cheshire West and Chester Council on 18<sup>th</sup> February 2021 as no response has been received the clerk has sent another email to all parties on 4<sup>th</sup> April 2021 requesting an update for the Parish Council meeting on Monday 16<sup>th</sup> April 2021. The Department of Transport sent a reply dated 7<sup>th</sup> April 2021 stating that at present the Order is on hold until the objections are resolved by the applicant and the objectors. If they cannot be resolved then the Secretary of State will issue a decision, however this may involve a public inquiry, which could take months. The Forestry Commission and Public Rights of Way Officer at Cheshire West and Chester Council were unable to comment as discussions were ongoing.

The clerk had contacted the Highways Department of Cheshire West and Chester Council on 18<sup>th</sup> March 2021 regarding the reduction in the speed limit on Chester Road. The Highways Department had provided a breakdown of the costs as follows;

Advertising	£900
Terminal signs( including lighting)	£2000
repeater signs	£140
labour	£400
posts	£150
foundations	£210
ancillaries	£200
Total	£4000 ( contribution required £2000)

The Road Safety Team will have to confirm the exact location of the start of the speed limit reduction. The clerk was requested to contact the Highways Department again requesting a copy of the Road Safety Team proposals before the scheme was advertised.

## **10 Annual Governance and Accountability Return 2020/2021**

The clerk confirmed that the accounts for 2020/2021 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 2020/2021 Annual Governance Statement**

**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 2020/2021 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 2020/2021 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 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 £17,184.42 as at 31<sup>st</sup> March 2021.

No unpaid cheques £144.00. Income is £232.00 Advertising Income.

Earmarked funds as follows;

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

£1,500 for speed limit reduction for Chester Road Delamere, resolved to spend in March 2021 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 April	£387.16
Standing Order 21 <sup>st</sup>	Cheshire Pension Fund	Employers & employees' contribution for April	£143.86
001118	Clerk	Expenses for April	£27.00
001119	Clerk	Payment for new laptop	£499.00
001120	Destroyed		
001121	Zurich	Annual Insurance	£455.57
001122	Joanne Monks	15-month subscription to Microsoft Office	£54.54

**14 Reconciliation of bank accounts as at 31<sup>st</sup> March 2021 and to accept the end of year accounts.**

To note the reconciliation of the bank account as at 31<sup>st</sup> March 2021 and to review the end of year accounts for 2020/2021. (reports included in Financial report for April)

**RESOLVED** that the reconciliation of the bank account as at 31<sup>st</sup> March 2021 was as follows;

<u>Bank Accounts</u>	<u>balance as</u> <u>01.04.20</u>
Natwest	£22,827.27
Less unpresented cheques	-£275.00
Less unpresented cheques	-£168.00
Less unpresented cheques	-£104.40
	£22,279.87
Plus Precept	9,680.00
Plus Income	3,405.55
Less Staff costs	7,383.46
Less expenditure	10,797.54
Bank Balance as at 31.03.21	£17,184.42

**RESOLVED** that;

The end of year accounts were accepted by the Parish Council.



## 15 Earmarking reserves

**RESOLVED** that the reserves were earmarked as follows;

<b>Ear-Marked Reserves</b>	
Local Infrastructure (ER)	0.00
Future Elections (ER)	0.00
Contingencies (ER)	398.83
Frith Avenue project (ER) minutes November 2019	2000.00
New Homes Bonus Fund (ER)	13285.59
Community Infrastructure Levy (ER)	0.00
Unpresented cheques at end year (ER)	0.00
Speed limit reduction Chester Rd (ER) minutes March 2021	1500.00
<b>Total</b>	<b>17184.42</b>

## 16 Little Wood/Bowyers Waste

The clerk had been notified that residents were using wood from Little Wood/Bowyers Waste for domestic log burners.

**RESOLVED** that;

Information regarding Little Wood/Bowyers Waste and the use of wood for domestic log burners will be put into the next edition of the Delamere and Oakmere news.

The clerk has contacted Cheshire West and Chester Council with regards to the condition of the boardwalk requesting that they undertake repairs. The Parks and Open Space Commissioner of Cheshire West and Chester Council has confirmed in an email dated 7<sup>th</sup> April 2021 that as the management plan is not a contract with the Parish Council they will not undertaking any repairs. As it is owned by the Parish Council, the Parish Council will have to fund any necessary repairs. The situation had been also clarified with the former Parish Councillor T Overland.

**RESOLVED** that;

The clerk was asked to contact Cheshire West and Chester Council to request a financial contribution towards upkeep as detailed in the Management Agreement.

Councillor D Rutter confirmed that there was an issue regarding to flooding in Little Wood/Bowyers Waste.

The clerk was requested to contact the Fourways Quarry regarding the matter and request a joint onsite meeting.

## **17 Correspondence**

The clerk has received an email from a resident of the Laurus Homes development requesting that the speed limit of the new housing development is reduced to 20mph. The resident has contacted the Highways Department of Cheshire West and Chester Council who have informed him that the request must be submitted via the Parish Council. The clerk was asked to put this as an agenda item for the next Parish Council meeting.

## **18 Future meetings**

### **RESOLVED that;**

If the High Court case allowed the continuation of virtual meetings, then the Annual Meeting and Parish Council meeting would be on Monday 17<sup>th</sup> May 2021. However, if virtual meetings were no longer legal, the Annual meeting was to move to before the expiry of the virtual meeting legislation.

## **19 Planning**

The Parish Council considered all of the planning applications that had been received up to 19<sup>th</sup> April 2021.

### **RESOLVED that;**

- (a) No objections were made to 21/00867/FUL, Sunny Bank Racecourse Lane Cotebrook, Decked platform with log store.
- (b) No objections were made to 21/00838/FUL, Sandilands Tarporley Road Delamere, two storey side extension.
- (c) No objections were made to 21/00836/FUL, 2 Old Pale Heights Stoney Lane Delamere, the erection of a timber summerhouse (retrospective).

## **20 Newsletter**

The clerk had produced the following report regarding the costs of the newsletter.

<b>July 2019 edition of D&amp;O News</b>			
20/07/2019	NL4609	Advertising Income	30.00
22/07/2019	NL4607	Advertising Income	44.00
22/07/2019	NL4601	Advertising Income	15.00
25/07/2019	NL4608	Advertising Income	15.00
26/07/2019	NL4606	Advertising Income	44.00
26/07/2019	NL4602	Advertising Income	26.00
19/08/2019	NL4603	Advertising Income	15.00
28/08/2019	NL4605	Advertising Income	88.00
11/09/2019	NL4604	Advertising Income	44.00
		<b>total advertising income</b>	<b>321.00</b>
		<b>Printing of Newsletter</b>	<b>387.55</b>
		<b>Loss</b>	<b>-66.55</b>

<b>Nov 2019 edition of D&amp;O news</b>			
14/11/2019	NL4714	Advertising Income	15.00
14/11/2019	NL4712	Advertising Income	26.00
14/11/2019	NL4713	Advertising Income	15.00
18/11/2019	NL4711	Advertising Income	15.00
19/11/2019	NL4709	Advertising Income	44.00
22/11/2019	NL4707	Advertising Income	132.00
26/11/2019	NL4801	Advertising Income	44.00
05/12/2019	NL4710	Advertising Income	88.00
10/12/2019	NL4701	Advertising Income	15.00
11/12/2019	NL4704	Advertising Income	15.00
11/12/2019	NL4708	Advertising Income	15.00
11/12/2019	NL4702	Advertising Income	15.00
13/12/2019	NL4706	Advertising Income	26.00
16/11/2019	NL4705	Advertising Income	15.00
08/01/2020	NL4703	Advertising Income	44.00
		<b>total advertising income</b>	<b>524.00</b>
		<b>Printing of Newsletter</b>	<b>434.58</b>
		<b>Profit</b>	<b>89.42</b>

<b>March 2020 edition of D&amp;O news</b>			
15/03/2020	NL4810	Advertising Income	26.00
15/03/2020	NL4806	Advertising Income	44.00
15/03/2020	NL4808	Advertising Income	26.00
15/03/2020	NL4901	Advertising Income	26.00
17/03/2020	NL4811	Advertising Income	26.00
26/03/2020	NL4807	Advertising Income	26.00
06/04/2020	NL4809	Advertising Income	26.00
14/04/2020	NL4803	Advertising Income	88.00
17/04/2020	NL4805	Advertising Income	44.00
08/05/2020	NL4812	Advertising Income	15.00
11/05/2020	NL4813	Advertising Income	15.00
19/05/2020	NL4802	Advertising Income	44.00
10/07/2020	NL4801	Advertising Income	88.00
		<b>total advertising income</b>	<b>494.00</b>
		<b>Newsletter printing</b>	<b>334.70</b>
		<b>Profit</b>	<b>159.30</b>

<b>July 2020 edition of D&amp;O News</b>			
13/07/2020	NL4909	Advertising Income	44.00
14/07/2020	NL4912	Advertising Income	26.00
14/07/2020	NL4903	Advertising Income	44.00
14/07/2020	NL4913	Advertising Income	15.00
14/07/2020	NL4910	Advertising Income	15.00
15/07/2020	NL4908	Advertising Income	44.00
15/07/2020	NL4905	Advertising Income	44.00
15/07/2020	NL4911	Advertising Income	15.00
17/07/2020	NL4904	Advertising Income	44.00
24/07/2020	NL4906	Advertising Income	44.00
27/07/2020	NL4907	Advertising Income	44.00
10/08/2020	NL4902	Advertising Income	44.00
		<b>Total Advertising Income</b>	<b>423.00</b>
		<b>Newsletter printing</b>	<b>548.26</b>
		<b>Loss</b>	<b>125.26</b>

<b>Nov 2020 edition of D&amp;O News</b>			
20/11/2020	NL5008	Advertising Income	15.00
20/11/2020	NL5001	Advertising Income	44.00
23/11/2020	NL5002	Advertising Income	44.00
26/11/2020	NL5006	Advertising Income	44.00
27/11/2020	NL5005	Advertising Income	44.00
30/11/2020	NL5003	Advertising Income	44.00
02/12/2020	NL5004	Advertising Income	15.00
07/12/2020	NL5009	Advertising Income	15.00
14/12/2020	NL5007	Advertising Income	44.00
		<b>Total Advertising Income</b>	<b>309.00</b>
		<b>Newsletter printing</b>	<b>327.04</b>
		<b>Loss</b>	<b>-18.04</b>

<b>March 2020 edition of D&amp;O news</b>			
26/02/2021	NL5104	Advertising Income	15.00
01/03/2021	NL5101	Advertising Income	44.00
03/03/2021	NL5108	Advertising Income	26.00
10/03/2021	NL5105	Advertising Income	15.00
11/03/2021	NL5107	Advertising Income	44.00
20/03/2021	NL5102	Advertising Income	15.00
16/03/2021	NL5103	Advertising Income	44.00
02/03/2021	NL5106	Advertising Income	44.00
		<b>Total advertising income</b>	<b>247.00</b>
		<b>Newsletter printing</b>	<b>344.73</b>
		<b>loss</b>	<b>-97.73</b>

The clerk confirmed that the editor of the newsletter issued the invoices for the advertising income and send her the invoice for the printing costs in order for the Parish Council to pay for the printing.

**RESOLVED** that;

The clerk was requested to contact the editor of the newsletter with the profit/loss of the newsletter and offer the services of Councillor S Addiscott with advertising and marketing.

## **21 Asset Register**

Following the purchase of a new Dell laptop the clerk has informed the insurance company to remove the two old laptops from the policy and replace with the new one.

**RESOLVED** that;

The updated asset register was accepted by the Parish Council.

**22 Payment for Cheshire West and Chester Council to empty the Eddisbury Hill Dog bin at the annual cost of £364.00 (£7.00 per week)**

**RESOLVED** that;

The Parish Council will continue to pay Cheshire West and Chester Council to empty the Dog bin at Eddisbury Hill at the annual cost of £364.00, £7.00 per week.

**23 Membership of Cheshire Association of Local Councils**

**RESOLVED** that;

The Parish Council would not continue with the membership of Cheshire Association of Local Councils at the cost of £484.88 for 2021/2022.

Councillor A Gore left the meeting at 20.41.

**24 Purchase of a mouse for the new laptop**

**RESOLVED** that;

The clerk could purchase a mouse for the new laptop at maximum amount of £10.

**25 Old Pale Heights**

Councillor D Rutter confirmed that United Utilities have cleared the site around the maker stone at Old Pale Heights.

A resident had provided an estimate of £1770 for two noticeboards. The clerk informed the Parish Council as the expenditure was over £1,000 three quotes would be required and the Parish Council would have to apply for planning permission.

The clerk was asked to obtain a quote from Hurst Joinery in Frodsham, Councillor S Addiscott would get another quote. The clerk was also asked to clarify the charge for planning permission.

**26 Web Hosting charge of £75.00 from Neave Creative**

**RESOLVED** that;

The Parish Council would renew the web site hosting charge from Neave Creative at the cost of £75.00.

The clerk would pay the web hosting charge of £75.00 and claim this back from the Parish Council.

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

Cheshire West and Chester Ward Councillor H Tonge reported that only statutory meetings such as Licencing and Planning meetings were scheduled as there was a purdah period prior to the elections on 6<sup>th</sup> May 2021. Cheshire West and Chester Council was holding its annual meeting on 22<sup>nd</sup> May. There was ongoing issues regarding response to the recent flooding and there will be changes in the Highways Department with a new head being appointed. There is a further meeting arranged regarding car parking in Delamere Forest and there had been recent issues with youths gathering in the forest and the creation of unofficial cycle paths.

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

Councillor J Edwards reported that he will contact Delamere Community centre regarding flowerpots for Delamere Stores.

Councillor F Goodier reported there was ongoing issues regarding the noise of the pump from the Marley Tiles site. It was also not known when the pavement would be completed, and the new roundabout looked a mess. Councillor F Goodier will contact the site manager.

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

To be confirmed, dependant on the outcome of the High Court decision. If virtual meetings continue to legal the meeting is the third Monday in May. If not, then the May meeting will be moved to before 7<sup>th</sup> May, when the legislation regarding virtual meetings expires.

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