

Delamere & Oakmere Parish Council Meeting

MINUTES OF THE PARISH COUNCIL MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 17TH JANUARY 2022 AT 7PM

Present: Councillors J Edwards, Councillor D Rutter, Councillor A Bell, Councillor F Goodier, Councillor R Gilbert-Bratt and Councillor D Wheeler.

Also, present Clerk, Mrs J Monks, Cheshire West and Chester Ward Councillor J Leather and two members of the public.

Part 1, items to be considered in the presence of the press and public

1 Welcome and apologies for absence

Councillor D Rutter welcomed everyone to the Parish Council meeting. Councillor A Gore sent her apology for the meeting. Cheshire West and Chester Ward Councillor H Tonge sent his apology for the meeting.

The clerk was asked to put a dispensation on the agenda for the next meeting as Councillor A Gore was not able to attend Parish Council meeting due to medical reasons.

2 Member's Code of Conduct and declarations of interest

Councillors D Rutter and Councillor D Wheeler declared an interest in relation to the donation for Delamere Community Centre as they were both on the committee.

3 Public Speaking Time

A member of the public addressed the Parish Council with regards to the planning application they have submitted for Cherry Orchard Farm on Abbey Lane Oakmere as they had submitted a variation of conditions. They also were interested in the agenda item for the Queens Jubilee celebrations.

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 13th December 2021 be approved as a correct record.

5 Progress Reports and Outstanding Items

The clerk had received a reply dated 15th December 2021 from the Forestry England's Development Manager with regards to the lack of toilet provision for the park run on Christmas Day.

The clerk had contacted the Forestry England regarding the dragonfly sculpture, and they confirmed that it has been only removed as it was rotten and unsafe.

The clerk has contacted the Highways Department of Cheshire West and Chester Council with regards to the continual flooding of raw sewerage on Station Road near the new roundabout of the Earlsbrook Housing Development. The Highways Department have inspected the site and have confirmed that it is the responsibility of United Utilities. As such the clerk has now contacted United Utilities with regards to the ongoing issues.

The clerk reported that the hedge on the layby near Stoney Lane needed cutting back to Cheshire West and Chester Council under reference SS376453683. Cheshire West and Chester Council established this to be in private ownership and they passed this onto the Highways Department in mid-November for them to contact the owner to request that this be cut back.

6 Correspondence

The clerk received notification on 24th December 2021 that the Traffic Regulation Order for the double yellow lines on Stoneyford Lane in Oakmere has been advertised by the Highways Department of Cheshire West and Chester Council.

7 Vacancy following non-attendance for six months by Councillor S Addiscott

The clerk will notify the Elections Department of Cheshire West and Chester Council and the vacant seat will be advertised.

Councillor J Edwards will delete the official email address for Councillor S Addiscott.

8 Planning

The planning applications that had been received up to 17th January 2022 were considered.

RESOLVED that;

- (a) No objections were made to 21/04690/FUL, Demolition of existing conservatory and erection of an orangery to rear, 115 Station Road Delamere.

- (b) No objections were made to 21/04693/S73, Application to link and extend the extant planning permission consents at Delamere Quarry (Ref 4/31844) and Crown Farm Quarry (Ref 4/APP/2002/1514) in order to work sand and gravel reserves in a phased manner - variation of condition 12 of planning permission 20/01012/S73 for increase in the permitted daily number of HGV movements, Crown Farm Quarry Stoneyford Lane Oakmere. The clerk was asked to forward the comments from members of the public (without their personal details on) to the Quarry Manager for their attention.
- (c) No objections were made to 21/04729/FUL, Erection of porch to front, single storey rear extension, 3 Old Pale Cottages Stoney Lane Delamere.
- (d) No objections were made to 21/04629/S73, Variation of condition 2 (Location Plan, Noise Management Plan) of planning application 19/00723/FUL seasonal change of use of land from agriculture to siting of marquees/tepees to provide events venue, Cherry Orchard Farm Abbey Lane Oakmere
- (e) No objections were made to 21/04816/FUL, Single storey extension to provide a plant room, The Dial House Tirley Lane Delamere.
- (f) No objections were made to 21/04860/FUL, Single storey side extension, Hillside Eddisbury Hill 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 Chair.

Bank account balance is £22,704.77 as at 31st December 2021

£40.00 unpaid cheques, £221.00 advertising income in December 2021.

All advertising income has now been recieved for the November 2021 edition of the Delamere and Oakmere News.

Earmarked funds as follows;

£2,500 for Frith Avenue project, Parish Council resolved to spend £2,000 in November 2019 minutes and £500.00 received from Lane End in September 2021 minutes.

£1,500 for speed limit reduction for Chester Road Delamere, resolved to spend in March 2021 minutes.

£1,500 received from Tarmac for installation of yellow lines in September 2021 minutes.

RESOLVED that;

the following payments be authorised;

Method of payment	Payee	Particulars of payment	Amount
Standing Order 21 st	Clerk	Salary for Jan	£386.96
Standing Order 21 st	Cheshire Pension Fund	Employers & employees' contribution for Jan	£143.86
001148	Joanne Monks	Clerk Expenses for Jan	£32.30
001149	Delamere Community centre	Room Hire for Jan, Feb & March 2022	£30.00
001150	HMRC	Quarterly payment	£290.40

10 Reconciliation of bank accounts

The clerk had undertaken a full banking reconciliation as at 31st December 2021, this was as follows;

Bank Reconciliation as at 31/12/2021

	31/12/2021
Balance brought forward	£23,047.09
Plus, Receipts	£221.00
Less Payments	<u>-£563.32</u>
Balance c/f	<u>£22,704.77</u>

Bank Accounts

NatWest	£22,704.77
Less unpresented cheques	-£40.00
Other adjustments	<u>£22,664.77</u>

The clerk noted that there was one unpaid cheque of £40.00 from Cheshire Association of Local Councils.

RESOLVED that;

The banking reconciliation as at 31st December 2021 be accepted and signed by the Chairman.

11 Budget review for 2021/2022

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

Receipts	Budget 2021/2022	Actual up to 31.12.21
Precept	10010.00	10010.00
Advertising Income	1000.00	826.00
Other	14.00	2055.00
Community Infrastructure levy payment	0.00	0.00
Scottish Power		14.59
Net		12905.59
VAT reclaimed	0.00	1068.18
Total Receipts	11024.00	13973.77

The clerk noted that the March edition of the Delamere and Oakmere news has not yet been issued as such no advertising income will be received until March/April 2022.

There was a significant amount of 'other' income and the breakdown of this is as follows;

£55 donation from members of the public towards the poppies purchased by the Parish Council. £500 from Lane End for the Frith Avenue project and £1,500 contribution from Tarmac for the double yellow lines on Stoneyford Lane.

Payments	Budget 2021/2022	Actual up to 31.12.21	Budget Balance
Clerk's salary inc HMRC and Pension	7600.00	5648.58	1951.42
Clerk expenses	600.00	311.12	288.88
Room Hire	110.00	40.00	70.00
Printing of Newsletter	1500.00	757.64	742.36
Cheshire Assoc of Local Councils subs	450.00	0.00	450.00
Footpath Society subs	8.00	0.00	8.00
Insurance	450.00	406.76	43.24
Frith Avenue Maintenance	1500.00	0.00	1500.00
Training	250.00	0.00	250.00
Website & email	100.00	75.00	25.00
Contingencies	500.00	468.82	31.18
Payroll Services	170.00	114.00	56.00
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	40.00	0.00
Cheshire Community Action subs	20.00	20.00	0.00
Election costs		0.00	0.00
Net Payments	15312.00	8245.92	7066.08
VAT		207.50	
Total Payments (excluding ear marked reserves)	11484.00	8453.42	7066.08

Due to Covid there was no room hire charge for the period April to September 2021 and the Parish Council still owes room hire for the period January 2022 to March 2022.

There was also no subscription fees for both Cheshire Association of Local Councils and the Footpath Society.

The following payments were made from the contingencies budget;

Purchase of Microsoft Office, £45.45 plus VAT, purchase of a mouse £6.30 plus VAT, replacement batteries for the defibrillator at the community centre £19.57 plus VAT, payment for the poppies £155.00 and the purchase of three grit bins at £242.50 plus VAT. Donations have yet to be made.

RESOLVED that;

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

12 Review of Ear-marked reserves

Review of Ear-marked reserves

Ear-Marked Reserves	Reserve carried forward
Local Infrastructure (ER)	0.00
Future Elections (ER)	0.00
Contingencies (ER)	500.00
Frith Avenue project (ER)	2500.00
New Homes Bonus Fund (ER)	13285.59
Stoneyford Lane yellow lines (ER)	1500.00
Community Infrastructure Levy (ER)	0.00
Speed limit reduction Chester Rd (ER)	1500.00
Total	19285.59

RESOLVED that;

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

13 Year End Financial forecast

The Year end forecast up to 31.03.22 is as follows;

Year End Forecast at 31.03.22	
Current bank balance as 31.12.21	22704.77
less unpaid cheque	40.00
Clerk Salary Jan	386.96
Clerk Salary Feb	386.96
Clerk Salary March	386.96
Pensions Jan	143.86
Pensions Feb	143.86
Pensions March	143.86
Estimated Final Quarter HMRC payment	290.20
Clerk Expenses Jan	32.20
Estimated Clerk Expenses Feb	35.00
Estimated Clerk Expenses March	35.00
Donations (assuming same at Jan 2021)	1514.00
Newsletter in March printing costs	500.00
Projected Year End balance 31.03.22	18665.91

14 Budget for 2022/2023

RESOLVED that;

The Parish Council adopted the following budget for 2022/2023.

	Actual 2019/2020	Actual 2020/2021	Budget 2021/2022	Actual up to 31/12/2021	Budget 2022/2023
Income					
Precept	9547	9680	10,010	10010	10646
Council Tax Reduction scheme grant	133	0	0		0
Advertising Income	1395	1343	1000	826	1000
Other	60.7	1950		2055	
Community Infrastructure levy payment	0	0		0	
Scottish Power	14.59	14.59	14	14.59	14
VAT	777.5	97.96		12905.59	
				1068.18	
Total Income	11927.79	13086	11024	13973.77	11660

	Actual 2019/2020	Actual 2020/2021	Budget 2021/2022	Actual up to 31/12/2021	Budget 2022/2023
Expenditure					
Clerk's salary inc HMRC and Pension	7041.28	7383.5	7600	5648.58	7700
Clerk expenses	811.89	484.37	600	311.12	600
Room Hire	110	0	110	40	110
Printing of Newsletter	1156.83	1220	1500	757.64	1500
Cheshire Assoc of Local Councils subs	434.88	434.88	450	0	0
Footpath Socceity subs	8	0	8	0	8
Insurance	415.89	375.51	450	406.76	450
External audit fee	0	0	1500	0	0
Training	70	0	250	0	250
Website & email	82.98	54.99	100	75	100
Contingencies	438.4	791.73	500	468.82	500
Payroll Services	168	80	170	114	200
Community Engagement	0	0	100	0	100
CWAC dog bin charge	364	364	400	364	400
Donations	1514	1514	1514	0	1514
Data Protection fee	40	40	40	40	40
Cheshire Community Action subs	20	20	20	20	20
Election costs	197			0	
Speed sign installation		3810		8245.92	
Butcher and Barlow Solictiors Fees		540		207.5	
Total expenditures	12873	17113	58560	8453.42	13492
excess expenditure over Income	-945	-4027	-47536	-5520	-1832

15 Precept for 2022/2023

Cheshire West and Chester Council had confirmed that the number of band D properties in Delamere and Oakmere was 753.4 for 2022/2023. The amount of Council Tax Reduction scheme grant is now nil.

RESOLVED that;

The precept for 2022/2023 to be set at £10646. The band D payable will be £14.13, which is a nil increase.

16 Grant and Donations

Councillors D Rutter and Councillor D Wheeler declared an interest in relation to the donation for Delamere Community Centre as they were both on the committee.

RESOLVED; that

The following payments were to be made:

St Peter's Churchyard Fund	£664.00
Delamere Community Centre	£350.00
Oakmere Cricket Club, for the youth section of the club	£100.00
North West Air Ambulance	£100.00
Oakmere Methodist Church for grounds maintenance	£100.00
Total	£1,314.00

The clerk was requested to prepare the cheques to be signed at the next meeting in February. The donation for Tarporley Hospital was deferred until July as it was currently undergoing restructuring and it will in the future be managed by the Countess of Chester Hospital. As such it not known what the hospital will be used for.

The donation of to the Community centre would however be reviewed upon the receipt of the Section 106 funds from Cheshire West and Chester Council.

17 Little Wood/Bowyers Waste

The clerk has received an email dated 5th January 2022 stating that a tree has fallen in Little Wood and the adjacent land owner have requested that it is cut back and as such the clerk had contacted several tree surgeons for a quote however only two quotes had been provided one for £550 and the other for £350.00.

RESOLVED that;

Joseph Clarke Tree Care was asked to undertake the work required at the cost of £350.00.

Councillor D Rutter noted that a fence had been broken and this will be repaired.

18 Queens Jubilee

RESOLVED that;

The Parish Council would host an event to celebrate the Queens Jubilee on Sunday 5th July 2022 on the field at Firth Avenue. A sub-committee would be set up to organise the event.

19 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor J Leather reported that there was one consultation with regards to the Empty Homes strategy from Cheshire West and Chester Council and the closing date was the end of February. Cheshire West and Chester Council will be commencing an advertisement campaign regarding the new charges for the green bin collection shortly.

20 Councillor's report and future agenda items

Councillor D Wheeler reported that the sign on Abbey Lane was still broken. The clerk confirmed that she had already asked Cheshire West and Chester Ward Councillor to look into this matter but would chase this up.

Councillor F Goodier asked the clerk to contact Cuddington and Sandiway Parish Council to ask them how much their village signage was.

Councillor F Goodier asked the clerk to keep a log of where the Parish Council was with individual items.

Councillor J Edwards asked if funds could be spent on improving Frith Avenue. Councillor F Goodier will ascertain what is required and the clerk will put this as an agenda item for the next meeting.

21 Date and time of next meeting

The next Parish Council meeting is Monday 14th February at 7pm at Delamere Community Centre.

Part 2; contains confidential information and only Parish Councillors were present, and the clerk left the meeting as it concerns the clerk's salary review.

22 Clerk's Salary Review

The contents of the decision have been removed as it is confidential.

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

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Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 17th January 2022.