

Delamere & Oakmere Parish Annual Meeting

MINUTES OF THE ANNUAL PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 16th MAY 2022 AT 7PM

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

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

1 Election of Chair

RESOLVED that;

Councillor A Bell is the Chair of the Parish Council.

2 Election of Vice-Chair

RESOLVED that;

Councillor J Edwards is appointed Vice-Chair of the Parish Council.

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

1 Welcome and apologies for absence

Councillor A Bell welcomed everyone to the Parish Council meeting. Councillor H Tonge sent his apology for the meeting. Councillor A Bell thanked Councillor D Rutter for being the Chair for 2021/2022.

2 Member's Code of Conduct and declarations of interest

None declared.

3 Declaration of interest forms

Each Parish Councillor had reviewed their declaration of interest forms and new forms were completed where necessary. The clerk asked each Parish Councillor to complete a new form if and when any circumstances change.

The clerk confirmed that the forms will be uploaded to the website and send to the Monitoring Officer at Cheshire West and Chester Council.

4 Public Speaking Time

No members of the public were present.

5 Co-option of Parish Councillors

The clerk confirmed that she had received three applications. Mrs Maxine Shaw was registered to vote.

Mr. Kristen Ellis and Mr. Den Sherwan are in the process of registering to vote with Cheshire West and Chester Council.

RESOLVED that;

Mrs. Maxine Shaw was co-opted on to the Parish Council on to the Oakmere Ward.

The clerk gave Mrs Maxine Shaw the declaration of interest form and acceptance of office form for her completion. The clerk will circulate the Standing Orders, Financial regulations and a training schedule from Cheshire Association of Local Councils for his attention.

Councillor J Edwards will set up an official email address for Mrs. Maxine Shaw.

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 25th April 2022 and the minutes of the Annual Parish meeting on Monday 25th April 2022 were approved.

7 Progress Reports, Outstanding Items and correspondence

Councillor G Hudson has requested to attend the Induction Course on 31st May and the Roles and Responsibilities course on 23rd June from Cheshire Association of Local Councils. The cost of each course is £40.00. The clerk will book these according and add this as an agenda item for the next Parish Council meeting to approve the expenditure.

The next Crown Farm liaison meeting is on 26th May 2022, Councillor D Rutter, Councillor F Goodier and Councillor D Wheeler are attending.

Councillor D Wheeler met with a representative from The Hollies regarding the possibility of a permissive path and she will look into progressing this idea. The clerk was asked to add this to the agenda for the Parish council meeting for June.

8 Planning

The planning applications that had been received up to 16th May 2022 were considered;

RESOLVED that;

No objections were to be made to 22/01302/FUL, Change of use of pitches 14-30 from transient pitches to static pitches. Fishpool Farm Caravan Park Fishpool Road Delamere, but the Parish Council would like to request a planning condition that if approved the occupation of the static caravans is no one's main residence and no one's permanent home. The site must be for holiday caravans only and that the site must be vacant for a least six weeks of the year.

9 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

10 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.

11 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 £30,458.72 as at 30th April 2022.

£632.49 unpaid cheques. Income received is £10,646.00 precept from Cheshire West and Chester Council and £56 advertising income.

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 May	£393.63
Standing Order 21 st	Cheshire Pension Fund	Employers & employees' contribution for May	£146.37
001169	Joanne Monks	Clerk Expenses for May	£32.30
001170	Destroyed		
001171	Joanne Monks	Reimbursement for Stationery and Ink	£59.90
001172	Joanne Monks	Reimbursement for Compost for Frith Avenue	£95.00
001173	PRQ Limited	Payroll process charge for 2022/2023	£136.80

RESOLVED that;

The standing orders for the clerk's salary and for the pension contributions following the 1.75% pay increase were amended.

12 Risk Assessments and Assets

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.

The clerk noted that the Parish Council would need to complete a tree survey for both Little Wood and the land at Frith Avenue.

Asset Register

The clerk had reviewed the asset register for the Parish Council.

RESOLVED that;

The asset register was confirmed by the Parish Council

13 Review of end of year accounts for 2021/2022 and internal auditors report

RESOLVED that;

The end of year accounts for 2021/2022 were accepted by the Parish Council.

RESOLVED that;

The internal auditors report was accepted by the Parish Council.

14 Annual Governance and Accountability Return 2021/2022

The clerk confirmed that the accounts for 2021/2022 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 for 2021/2022, Councillor D Rutter and the clerk.

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

15 Annual Governance and Accountability Return 2021/2022 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 2021/2022 is approved and is signed and date by the Chairman for 2021/2022, Councillor D Rutter and the Clerk and Responsible Financial Officer, Mrs J Monks.

16 Annual Governance and Accountability Return 2021/2022 Accounting Statements

The Clerk and Responsible Financial Officer has filled in the Accounting Statements for 2021/2022 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 were approved and signed and dated by the Chairman for 2021/2022, Councillor D Rutter and the Clerk and Responsible Financial Officer, Mrs J Monks.

17 Publication scheme, complaints procedure and Social Media Policy

The Parish Council had reviewed the publication scheme, complaints procedure and Social Media Policy.

RESOLVED that;

The policies were confirmed by the Parish Council.

The clerk will update the complaints policy with the details of the new Chair.

Councillor A Bell will post the agenda onto local Facebook pages.

18 Data Protection

The Parish Council had reviewed the documentation in relation to Data Protection.

RESOLVED that;

All the data protection and policies were confirmed by the Parish Council.

19 Tree survey for land at Frith Avenue and Little Wood

Councillor D Rutter will look into quotes for a tree survey and the clerk was asked to put this as an agenda item for the next Parish Council meeting.

20 Little Wood

The clerk confirmed that she had contacted the resident regarding the flagpole and had sent the flag to the resident, however the clerk does not have the key as such the clerk will contact Cheshire West and Chester Council to find out who has the key. The volunteers will carry out work shortly at Little Wood.

21 Field at Frith Avenue

The clerk confirmed that the planters had been ordered at the cost of £550.00 plus VAT and the compost had been ordered at the cost of £92.50 plus £2.50 shipping plus VAT.

Councillor F Goodier's husband will treat the gate at Frith Avenue with varnish.

RESOLVED that;

The cost of the varnish will be paid for by the Parish Council.

22 Queens Jubilee Event

RESOLVED that;

The Parish Council would hire one disabled portaloo for the event at the Abbey Arms at the cost of £70 plus VAT and then £35 plus VAT each way for transport. The clerk was asked to hire this accordingly and then ensure it was covered by the Parish Council's insurance.

The clerk had obtained the forms for completion to apply for funds from the Members budget, however the minimum application amount is £250.00 and retrospective claims could not be submitted.

RESOLVED that;

If additional games could be hired, the Parish Council would apply for funds from the Ward Members budget.

RESOLVED that;

The clerk was asked to contact local businesses asking if they would consider donating prizes for the raffle to be held on the day.

23 Delamere and Oakmere news

Councillor A Bell had discussed the advertising rates with the retiring editor and would make enquiries as a new editor for the newsletter was required.

24 Street naming request consultation

The clerk had received notification that the proposed name for the new development off Sandy Brow Tarporley Road was to be known as Sandy Brow Close.

RESOLVED that;

The proposed street names of Bailey Avenue and Cousins Drive, to be named after the deceased ex-trainers at the Stables was proposed.

The clerk will contact the Street Naming Department of Cheshire West and Chester Council with this proposal.

25 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor J Leather reported that there were the following consultations from Cheshire West and Chester Council;

- Community led care and carers consultation
- The Sustainable and Inclusive Growth Commission consultation
- Pharmaceutical Needs Assessment 2022-2025 (PNA)
- Seeking views regarding the future enforcement of moving traffic restrictions in Cheshire West and Chester.

Councillor J Leather stated that there had been an increase in the number of flytipping incidents on private land and these should be reported to Cheshire West and Chester Council for information only and reported to Cheshire Police.

26 Councillor's report and future agenda items

Concern was raised as the new PCSO was not available for Parish Council meetings and no PCSO surgeries had commenced at the Community centre. The Police also had a bike at the community centre which had not been collected. The clerk was asked to contact the PCSO to ask if surgeries could re-commence and for them to collect the bike.

Queries were raised over Highway issues and Cheshire West and Chester Ward Councillor J Leather stated that if he was sent the details he will take any issues up with the Highways Department in their regular meetings.

Concerns were also raised regarding the need for a path on Eddisbury Hill.

Concerns were raised from several Parish Councillors regarding the Earlsbrook Housing estate and progress and the state of the site entrance. The clerk was asked to contact them to request a on-site meeting regarding progress.

27 Date and time of next meeting

The next Parish Council meeting is Monday 20th June 2022 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 16th May 2022.