

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT UTKINTON VILLAGE HALL ON TUESDAY 10th APRIL 2018 AT 7.30PM

Present: Cllrs F Tunney (Chair), Cllr Stewart, Cllr Barnes, Cllr Harvey, Cllr Parker, Cllr Priestner and Cllr Hughes.

In Attendance: Cllr E Moore Dutton (CWaC)
Anita Langford (Clerk & RFI)
J Krause
J Heselwood (Cheshire Community Action - CCA)
T Dahill

PUBLIC PARTICIPATION

Ms Krause commended the Council for its precept setting policy, as unlike where she lives, our precept has not increased significantly. Cllr Tunney advised that other than inflation increases, the precept had not increased substantially over the past three years.

Mr Dahill commented on the report from Cheshire Wildlife Trust (CWT) prepared as part of the Neighbourhood Plan. Again, the full report is on the Councils website (see below for details).

Feedback from parishioners means that the HNS & CWT report provides good information for the Neighbourhood Plan.

CWT report – details various sites of importance and these must be maintained and improved on.

A group needs to look into the future – 15 years ahead to continue with this important work and we ignore the results on this survey at our peril.

10.04.01 APOLOGIES FOR ABSENCE

Resolved: that apologies were received and accepted from Cllr Burford & Cllr Needham

10.04.02 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

10.04.03 CCA PRESENTATION OF 2018 HOUSING NEEDS SURVEY

Mr Heselwood presented the results of the Housing Needs Survey which CCA had undertaken and a summary of his findings is shown below. The full report can be found on the Councils website under Neighbourhood Plan Surveys.

This is the first of two reports on Household Needs Survey which all parishioners had the opportunity to complete in January 18. There was a good response rate of 44%.

Mr Heselwood went through the responses given but these have not been minuted – refer to Cheshire Community Actions report for the detail.

19 replies - 6% said they would have a housing need in the next 5 years but about 10 households have a need per the survey. Main response was too large houses or gardens (downsizing).

Cllr Priestner asked whether the survey could be repeated in 3 years to see how peoples' needs have changed. He also asked whether then needs in the future could be predicted.

The second report uses data from various trends and can be used for long term planning.

10.04.04 MINUTES OF THE ORDINARY MEETING HELD ON 13TH MARCH 2018

Resolved: that the minutes of the Parish council meeting held on 13th March 2018 be agreed and signed as a correct record by the Chair.

10.04.05 MATTERS ARISING FROM THE MINUTES

Nothing to report

10.04.06 BOROUGH COUNCILLOR'S REPORT

Cllr Moore Dutton raised an issue re the changes to local bus services and encouraged Parish Councils in the area to work together to try and get a better result. Cllr Tunney has offered to host this. Antoinette Sandbach MP also supports the concerns of the local residents. Cllr Tunney said we would still have the same number of services but they are going to different places and that some of them (Community Car) are now 'chargeable'.

Cllr Moore Dutton is to request that CWaC issue more flyers publishing the changed services.

Action: Cllr Tunney to follow up by setting a meeting between Cllr Moore Dutton, A Sandbach MP and local Parish Councils.

10.04.07

PLANNING APPLICATIONS

The following Planning Matters were discussed:

a) Ref 17/03456/OUT Haulage Yard Tarporley Road (Proposed Erection of detached dwelling (resubmission 17/00790/OUT) – **Awaiting decision. Cllr Tunney thinks a decision has been raised – he will look into this.**
Action: Cllr Tunney to investigate & advise.

b) Ref 17/04440/OUT key farm workers dwelling (permanent) – **(no objections but some strong concerns were submitted in November)** Cllr R Barnes had concerns that the cottage may be large.
Action: Cllr E Moore Dutton agreed to enquire about the reason for the application being sited where it is. Withdrawn 26.3.18

c) Ref 18/00338/TPO High Gables Overhanging trees require cutting back – **Awaiting decision**
Action: Cllr F Tunney to write CWAC to let them now the parish council views and concerns about the overhanging trees.

d) Ref 18/00640/FUL Utkinton School installation of 3 new windows - **Approved.**

e) Ref 18/00732/FUL Rose Farm change of use from agricultural buildings to storage units – **Approved**

f) Ref 18/00944/REM Land adjacent to Rowley Farm approval of reserved matter from planning application 16/05501/OUT - **Awaiting decision**

10.04.008

FINANCE MATTERS

a) To agree accounts for payment (details to follow in correspondence summary)

AUTHORISATION OF PAYMENTS

The following Payments were approved for Payment

DIRECT DEBIT PAYMENTS		
Currys	Customer support Agreement (monthly) (CHARGED ON 2.3.18 but missed from March correspondence)	£8.50
Currys	Customer support Agreement (monthly) (CHARGED ON 2.4.18)	£8.50
PAYMENTS AUTHORISED BETWEEN UCPC MEETINGS		
21/03/18 Neuromuscular Centre	March Courier (paid for from E Moore Dutton's members grant EM04-17)	£166.00
21/03/18 A Langford	Printer ink (paid for from E Moore Dutton's members grant EM04-17)	£31.99
26/03/18 Cheshire Wildlife Trust Ltd	Contribution to Neighbourhood Plan	£1,068.00
PAYMENTS BY CHEQUE		
Anita Langford	Clerk's salary March 2018	£290.16
Cheshire Association of Local Councils	Affiliation fee 2018/19	£219.96
Mid Cheshire Footpath Society	Annual Subscription	£8.00
Cheshire Community Action	Annual Subscription	£20.00
Phil Sanders	Internal audit fees 31.3.18	£56.00

b) Finance Working Group report

Cllr Harvey advised that we needed to hold 3-4 months running costs as general reserves, between £3,000 & £4,000. It was also advised that we needed to also have 'earmarked' reserves to cover specific expenses (eg the road sign outside Utkinton School). The reserve for this item is £5,445 + VAT.

Cllr Tunney suggested that we write to CWaC in respect of moving the school sign to the junction of Wood Lane and John Street, asking if there is still anything owing re the purchase. This was recommended by our Internal Auditor.

Action: Cllr Tunney & Clerk to write to CWaC.

c) Annual Governance & Accountability Return 2017/18 part 3 was discussed and signed as appropriate. The Internal Audit was carried out by Phil Sanders on 6.4.18.

d) The 2017/18 accounts were approved and accepted. Proposed by Cllr Hughes & seconded by Cllr Harvey.

e) The Internal Audit was discussed, approved and accepted. Proposed by Cllr Hughes & seconded by Cllr Harvey.

f) Risk Assessment

Cllr Stewart asked how frequent these checks should be done. Cllr Tunney advised annually and was needed for compliance.

Cllr Hughes proposed the Risk Assessment was accepted and Cllr Parker seconded.

10.04.09

INTERNET BANKING

Cllr Harvey advised that the Clerk now has access to on-line banking but is still awaiting the on-line payment facility.

10.04.10

HIGHWAYS MATTERS

Cllr Tunney has asked CWaC for clarification in relation to the DVI for Tirley Kane and has also asked for, Utkinton Lane, Knights Lane & Wood Lane to be considered. Cllr Tunney is also going to ask about Stable Lane & John Street. The requested DVI (Detailed Visual Inspection) report from Andy Bithell at CWaC has not yet been received and Cllr Moore Dutton is to escalate

Action: Cllr Moore Dutton to take up with Highways (Jerry Gibbs)

Cllr Barnes reported that new tarmac on Heaths Lane has started to break up.

Cllr Barnes reported sign at Hall Lane had gone missing. Cllr Moore Dutton advised that it takes a while for replacement road name signs to be replaced.

Action: Clerk to chase CWaC up.

Cllr Hughes has reported that the sandstones in the wall at Tirley Farm, Quarry bank have fallen down and this needs repairing.

Action: Clerk to check current position re the wall and to write to Mr Hassall of Tirley Farm to request that the stones are reinstated.

Carried forward from Match meeting - Cllr Hughes also reported that the residents from the two drives on the left side just before arriving to the School have placed two cones outside not letting parent's park their car there. That the contractors who are doing the works at the school are also occupying more spaces than they were supposed leaving parents to park at the very bottom of Quarry Bank and part of North Brook road.

Action: Cllr F Tunney to write the school and ask for a finish date

10.04.11

REPORTS FROM WORKING GROUPS

a) Quarries and Greens (including Quarry Wood on Tirley Lane)

Cllr Barnes advised that he has spoken to Mr Paul Whaley and that the delay is due to the bad weather.

Action: Cllr Stewart will contact Mr Whaley about this.

Cllr Barnes advised that there were problems in mowing 2nd green at Cotebrook due to standing water and said several items on The Greens at Cotebrook needed replacing.

Action: Cllr Barnes & Cllr Parker to review the situation.

It was discussed about whether we want to continue renting this land from United Utilities and Cllr Stewart said if we let it go, we may lose it forever.

Action: to be discussed at the next Council meeting.

b) Plans for a grant-aided 'Forest School' in the Quarry Wood

Cllr Hughes presented his report following the visit by himself and Cllr Tunney to the wood.

It was advised that the fence and footpath would need work doing on them. Also, work at Delamere Forest resulted in 100 trees being cut down and chipped, Cllr Hughes is intending to approach their site foreman to see if we can utilise these as part of this project.

The first part of project would be to put in some seating – as natural as possible e.g. tree trunks and an area has been suggested near the sandstone cliff.

Plans to use the pond has been hampered due to a tree falling in the middle of it. Cllr Priestner said could this be left in place as part of the bio-diversity of the area.

Cllr Barnes said that there were fossils in the sandstone and these could be incorporated as part of a learning experience.

Cllr Tunney advised neighbours had been consulted 12 months ago and once Cllr Hughes' plan had been finalised they would be consulted again. Cllr Hughes would like a play area incorporated in this and this could be contentious.

Cllr Hughes is meeting with Steve Hammond (local resident) on 11th April to discuss this project.

It was pointed out that the Parish Council would have responsibilities as landowners and these would need to be investigated and put in place particularly with regard to Public Liability Insurance.

Cllr Stewart said when we obtained the land, he compiled a risk assessment for the insurance company and this may need updating.

Action: Cllr Hughes to provide updates on progress.

c) War Memorial & Shrine

To date, donations of £915 have been received and the project is to be published further to increase the chance of more donations being received. Frank – this is the most up to date figure I have

Cllrs Parker, Priestner & Stewart agreed appoint Finesse Masonry to undertake the restoration work.

Action: Cllr Tunney to write to them.

Cllr Tunney advised Mrs Dahill is to look into purchasing some stone troughs. Clerk advised Mr Higgin (local resident) said he had some troughs he could donate.

Action: Clerk to contact Mr Higgin to see if they are still on offer and to look at the suitability of his troughs.

Cllr Stewart presented a paper on his thoughts for work on the Shrine including plans for Remembrance Sunday and asked for feedback and this paper to be added to next month's agenda. His report is attached to these minutes.

Action: All Cllrs to review his report and provide feedback. Clerk to add to May's agenda.

Cllr Tunney advised that as part of Tarporley Remembers, some little plays are going to take place throughout Tarporley Parish and he has been asked to take part. They will be presented at Utkinton Garden Fete and at our ceremony in November at the Shrine.

10.04.12

WEBSITE AND COMMUNICATIONS

Cllr Tunney explained the stats re the number of hits on the website and advised there had been 28,000 page views over two years and the biggest hit was 'page of diary dates'.

There are similar numbers of hits on Facebook sites.

Cllr Priestner suggested that over time, we encourage people to look on line at the Courier.

Cllr Moore Dutton suggested putting an update in the printed copy encouraging people to look at the Council's website for more up to date info.

Cllr Priestner also suggested that people were asked in the hardcopy of the Courier to reply to a question about whether they would be happy to receive it on line giving them a deadline to reply to this, so that we can migrate to on line. An option would be to collect a hard copy from Rose Farm Shop.

Cllr Tunney advised that currently over 30 days, 91 people have read it on line – there are 308 households in the Parish. Based on the figures, Cllr Stewart said we could be 100% on line within the next 12 months.

Cllr Tunney has sent an email explaining the stats and has requested feedback to reducing the number of printed copies.

Action: All Cllrs to provide feedback and it is to be discussed at the next meeting.

10.04.13

NEIGHBOURHOOD DEVELOPMENT PLAN (INCORPORATING FOOTPATH PROJECT)

Cllr Priestner said that there had been good presentations and that the Neighbourhood Planning Group are meeting to decide the way forward.

Cllr Tunney advised that there is approximately £3,200 remaining of the grant which can be applied for.

10.04.14

CORRESPONDENCE

a) Clerk to report to date.

SENDER	DATED	DETAILS	RECOMMENDED ACTION
CWaC	14/3/18	Local Government Boundary Commission review	Circulated
Mark Cawdrey, Support Officer to A Sandbach MP	15/3/18 & 9/4/18	Broadband speeds	Circulated
Cheshire Police Alert	17/3/18	False telephone preference service calls	Circulated
Wright Marshall	19/3/18	Reply to our letter re Melgarth & Japanese knotweed	Circulated
Cheshire Community Action	20/3/18	Best Kept Village – extended deadline	Circulated
Mid-Cheshire Footpath Society	21/3/18	Invite to AGM	Circulated

Care Choices	23/3/18	Press release re new Care & Support Directory	Circulated
CWAC (Via resident)	22/3/18	Changes to Tarporley Shuttle	Circulated
ChALC	3/4/18	Invite to Appraisals course 23.4.18	Cllr Tunney advised
CPRE	4/4/18	Spring 18 edition of Countryside Voice	Circulated at April meeting
CWaC	4/4/18	Road Closure email – John St, Utkinton 22.5.18	Circulated
CWaC	5/4/18	Emergency Road closure Tirley Lane, Utkinton 4.4.18 TRO1932	Circulated
Cheshire Police	5/4/18	Spring 18 Stakeholder Bulletin	Circulated
Antoinette Sandbach	9/4/18	Letter re Tarporley Shuttle bus	Circulated

10.04.15 OTHER BUSINESS/COUNCILLORS UPDATES

From this meeting, per recent ChALC guidelines, Other Business has been replaced by Councillors Updates.

Cllr Barnes given been given a trophy which was presented in 1902 celebrating an achievement of his Uncle. He advised that his uncle has craved various memorials in St Helens Church.

Cllr Barnes was also concerned about various artefacts which had gone missing from the Tarporley area. Cllr Tunney has said he would put a request in the Courier re these missing items and will interview Cllr Barnes for this.

Cllr Harvey asked for more dog bins and Cllr Moore Dutton to find out how we obtain these.

Action: Cllr Moore Dutton to investigate further.

Cllr Parker attended a WI talk at Utkinton Village Hall and he was well received and he might attend future meetings.

Cllr Priestner asks what was happening re the road closure in John Street which is planned for May. Cllr Tunney said once the TRO is received, then the details would be circulated/published.

Cllr Stewart referred to Annual Parish Meeting and said there previously was a list of the Parish Council's objectives and could we reintroduce this, keeping it updated. This has been circulated and feedback asked for.

Action: All Cllrs to review the report and feedback to Cllr Stewart before the meeting in May 18.

10.04.16 DATE OF NEXT MEETING

The next meeting of Utkinton and Cotebrook Parish Council will be held on 8th May 2018 at Cotebrook Village Hall at 7.30pm.

Signed..... Chairman Date.....

THESE MINUTES WILL BE FORMALLY SIGNED AT THE PATRISH COUNCIL'S MAY MEETING