

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT UTKINTON VILLAGE HALL ON TUESDAY 11th SEPTEMBER 2018 AT 7.30PM

Present: Cllr F Tunney (Chair), Cllr Stewart, Cllr Barnes, Cllr Needham, Cllr Burford, Cllr Priestner and Cllr Hughes

In Attendance: Anita Langford (Clerk & RFO)
Cllr Moore-Dutton

PUBLIC PARTICIPATION- NDP – Tony Dahill

- Gave thanks for UCPC's support over the past months & in the future.
- May need help from Councillors delivering the Vision & Objectives leaflet – Oct 5th-7th
- Requested that Business Reply envelopes are needed to get a good response.
- Cllr Tunney is putting together a grant claim for the next tranche of money.
- 500 copies of the Vision & Objective document are being printed – only 360 are actually needed.
- Once Draft Neighbourhood Plan is written it goes to CWaC for approval.
- Cllr Burford asked what ground CWaC could object to the Neighbourhood Plan. Cllr Moore-Dutton said if it contradicts their policies.
- Steering Group will put together a final document and residents have a vote on acceptance in either May or June.
- Cllr Tunney gave thanks to the Steering Group for putting together this document.

11.09.01 APOLOGIES FOR ABSENCE

Resolved: that apologies were received and accepted from Cllrs Parker & Harvey

11.09.02 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

11.09.03 MINUTES OF THE ORDINARY MEETING HELD ON 10th JULY 2018

Resolved: that the minutes of the Parish council meeting held on 10th July were agreed and signed as a correct record by the Chair.

11.09.04 CLERKS REPORT

Resolved: that the Clerk presented her report (copy enclosed)

11.09.05 BOROUGH COUNCILLOR'S REPORT

Cllr Moore-Dutton advised that as her status has changed, she can now ask questions on our behalf and has more time to spend on Ward issues.

11.09.06 PLANNING APPLICATIONS

The following Planning Matters were noted d,e

Resolved: that the Clerk respond to the following applications accordingly a, b, c, f & g

a) Ref 17/03456/OUT Haulage Yard Tarporley Road (Proposed Erection of detached dwelling (resubmission 17/00790/OUT) – Jill Stephens in Planning advises still awaiting Ecology Survey - **Awaiting decision**

Due to length of time the application has been outstanding, it is to be removed from the agenda as advised by Cllr Moore-Dutton

b) Ref 18/01695/FUL Land at Rowley House use of land to station a mobile home – **Withdrawn**

Resident has received conflicting advice from Planners – can a refund of planning application fees be requested? Cllr Moore-Dutton advised that if anything had changed on the application then that might be why CWaC's advice changed

Resolved : that Clerk reviews applications & if appropriate write to Fiona Hoare at CWaC for advice and explanation of why it was decided permission was not needed.

Cllr Stewart to advise Mr Gregory of this.

c) Ref 17/01595/OUT – Appeal by Marcol Homes against CWaC Refusal on grounds of :

"The proposals would not be in keeping with the local landscape setting, contrary to the requirement of policy SOC2 and it is also considered that the proposals would be harmful to the existing landscape character and local distinctiveness and would not preserve or enhance the characters or features for which the ASCV has been designated. For these reasons the scheme conflicts with the relevant parts of policies SOC2, STRAT9 and ENV2 of the Cheshire West and Chester Local Plan (Part One) and retained policy NE11 of the Vale Royal Borough Local Plan." . Comments due by 13.9.18 (ref APP/A0665/W?18/3196169) Pending Appeal on Landscape Grounds

Awaiting decision

Cllr Tunney has prepared the Councils representation and explained how he had gone about this process. A discussion took place about how to deliver this – Royal Mail guaranteed delivery or by Courier. The deadline for submission is midnight 13th September. Agreed to use Royal Mail and put the documents on the Appeal Portal. Cllr Stewart asked for definition of SOC2.

Resolved: that Clerk looks for the definition.

Cllr Priestner asked what applicants next step is and was advised that this would be a judicial review.
 d) Ref 18/01947/FUL Hollins Hill Farm, Single storey side & rear extension with two storey rear element & porch – **Approved**
 e) Ref 18/01504/OUT) Forest Farm, Heaths Lane Key farm workers dwelling (Permanent). Approval of reserved matters application following outline approval 18/01504/OUT for construction of a farm workers dwelling (including removal of existing caravan – **Approved under ref: 18/02469/REM**
 f) Ref 18/02530/FUL Luddington Hill. New driveway to service new dwelling. Partial retention of temporary driveway to facilitate construction. Comment submitted 24.7.18 saying we offer no objections– **Awaiting decision.** Check whether this has been approved.
 g) Ref 18/03011/S73 Hollins House. Variation of condition of planning permission 17/02139/FUL - **Awaiting decision.** Check whether this has been approved.

11.09.07

DISCUSSION ON PLANNING FOR TRAVELLERS SITE

Cllr Needham explained the current policy and questioned the number of pitches required.
 Cllr Priestner asked whether a site in the ward was under consideration.
 Cllr Needham said land owners could suggest that a site is placed on their land but this comes with running costs.
 Cllr Moore-Dutton explained that enough sites were needed so travellers were not on illegal sites and the Police had somewhere to move them on to.
 Cllr Moore-Dutton suggested that Parish Councils put forward alternative sites and suggested that a location could be behind the Police Station in Winsford.
 Cllr Stewart said there was no evidence in our Parish that a site was needed here
Resolved : that Cllrs Tunney & Needham will prepare our comments and circulate this for comment before these are submitted.

11.09.08

FINANCE MATTERS

a) To agree accounts for payment (details to follow in correspondence summary)
 Cllr Stewart objected to paying Finesse Masonry as he thinks we have been overcharged and did not get value for money.

Cllr Tunney said advise received from a firm of stonemasons in Leeds who could also replace the stone but they said it wasn't needed. Cllr Hughes said this was discussed in Council but it was decided against by the Council this as it would lose the integrity of the original memorial. Cllr Priestner asked whether any member of the public had complained and Cllr Tunney said no, not to the Council.

Cllr Tunney proposed a vote on whether to pay Finesse Masonry, Cllr Needham seconded this. Six Councillors were in favour and one objection. Cllr Stewart has asked that it is minuted that he voted against payment to Finesse as he wished to see a breakdown of the costs and where the money was spent before settling this account. This would ensure Value for Money as the account was for £2049, and the council needs to confirm that it is well spent.

Resolved : that Cllr Tunney to write to Finesse Masonry requesting detailed breakdown of labour, materials and travel costs and to request an on-site meeting to look at remedy for crack/mortar on south side.
Resolved : that the Clerk settles this invoice.

AUTHORISATION OF PAYMENTS

Resolved: that the following Payments were approved for Payment

DIRECT DEBIT PAYMENTS		
Currys	Customer support Agreement (monthly) (CHARGED ON 30.7.18)	£8.50
Information Commissioners Office	Renewal of annual subscription (charged on 18.7.18)	£35.00
Campaign to Protect Rural England	Renewal of annual subscription (charged 23.7.18)	£36.00
Currys	Customer support Agreement (monthly) (CHARGED ON 31.8.18)	£8.50
BACS PAYMENTS AUTHORISED BETWEEN UCPC MEETINGS		
Neuromuscular Centre	June Courier	£161.00
Cheshire Brush	Deposit for Roll of Honour board	£200.00
PAYMENTS BY BACS		
Anita Langford	Aug & Sept salary	£600.60

PKF Littlejohn LLP	2017/18 External Audit fee	£240.00
Cheshire West & Chester	Rental of land Woodlands Close, Cotebrook 1.8.18-31.7.18	£50.00
Cheshire West & Chester	Speed sign Quarry Bank, Utkinton	£6,900.00
Anita Langford	Expenses Jun-Aug18	£53.37
SLCC	Fee for Clerk to attend Cheshire Branch SLCC Conference	£30.00
Finesse Masonry	Refurbishment of Shrine	£2,048.50

b) Finance Working Group report was not presented.

c) Year end 18/19 forecast was presented. Acceptance was proposed by Cllr Barnes, seconded by Cllr Needham,
Resolved that : unanimous vote in favour of acceptance.

d) **Resolved: that** Clerk could attend SLCC conference and overtime would be paid.

11.09.09

HIGHWAYS MATTERS

a) Requests to highways

Cllr Tunney advised no response had been received from Mr Bithell. Cllr Moore Dutton suggested that we write to CWaC's Chief Executive Charlie Seward.

Resolved: that Cllr Tunney write to him & Cllr Moore-Dutton said she would raise in Council if needed.

20MPH limit proposed in Utkinton and Cllr Tunney asked for Councillors to respond to the consultation process. Cllr Moore-Dutton said CWaC will receive a representation from Tattenhall Parish Council objecting to their 20MPH zone and suggests that we contact them with our objections to the 20MPH limit in Utkinton.

Cllr Stewart asked could the flashing speed sign be moved to John Street, as should the 20MPH zone be implemented it would not be needed on Quarry Bank. The only place to re-site it would be near Rose Farm but this doesn't get enough sun to activate the solar power.

Cllr Tunney will ask CWaC if the sign can be removed and a refund received.

Resolved: that Cllr Tunney write to CWaC.

b) 20 MPH limit outside Cotebrook Village Hall has been received from the Village Hall - Antoinette Sandbach MP will take this forward.

c) A Resident had requested that 40 MPH limits were painted on A49 at Cotebrook.

Resolved: Cllr Tunney and Clerk write to CWaC re this. Clerk write to Resident advising them of our action.

11.09.10

REPORTS FROM WORKING GROUPS

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

Quarry Wood report received.

Cotebrook Greens – as previously agreed, Cllr Barnes will not be providing a report at the present time. Once response is received from United Utilities, then it will be decided on the feasibility of Utkinton & Cotebrook Parish Council continuing to rent this land.

We are still waiting to here United Utilities plans re the drainage.

Cllr Barnes suggested that we cancel our agreements for both Greens as a lot of the facilities need renewing and we don't have the funds to do this. Also, are we getting anything from the rental of this land.

Resolved: that Cllr Tunney/Clerk write to United Utilities giving them two months to rectify the matter otherwise we will withdraw from the agreement.

Resolved: that Cllr Tunney/Clerk write to the Chair of Cotebrook Village Hall and Cllr Parker to begin discussions as to the future of both Cotebrook greens, but in particular the United Utilities land and to establish the next stages – possibly liaising with residents of Cotebrook asking them whether we are to continue renting this green.

Re the Green rented from CWaC we now have a copy of the lease but we have to maintain the boundaries.

Resolved: that the rental of this Green is included in the same letter as the one about the Green rented from United Utilities.

Cllr Tunney has emailed Cotebrook Village Hall saying them can use Green rented from CWAC for fundraising event and Cllr Stewart said they need to ensure that their insurance covers this event.

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

Cllr Hughes advised that a Tree surgeon had been contacted and they suggested that a tree survey is needed.

Resolved: that Cllr Hughes obtain a quote for the survey.

c) War Memorial & Shrine

Remembrance Sunday – Cllr Tunney advised that the TRO we had applied for at a cost of £175 was just for a notice that the road was to be closed. CWaC said a Traffic Management Company would be needed to comply with police regulations. One company suggested a price of £600 which included 10 road signs.

Resolved: that Cllr Tunney contact the other Traffic Management companies for their quotes.

Cllr Tunney suggested that people meet at the Village Hall, then walk to the Shrine and a short service be held there. Approximately, 30/50 people have attended this event in the past. Stewards would be needed and Clerk advised that a Risk Assessment would be needed.

Resolved: that this will be added to the October 18 agenda.

Cllr Stewart presented two variations re the Service and asked for Cllrs to give their preference by email to Cllr Stewart.

Resolved: that Cllr Tunney write to all Councillors asking them to respond promptly to Cllr Stewart.

Cllr Barnes said that we need to consider the older/less mobile people & Cllr Tunney offered to give them lifts.

Cllr Tunney advised that the Roll of Honour Board was funded wholly by Professor and Mrs Redmond and will be hung in Utkinton Village Hall.

It was discussed whether we are to purchase two wreaths this year, one for the Shrine & Utkinton Village Hall. It was enquired whether this to continue for future years?

Resolved: that both points were agreed and Clerk to organise this.

Raising more funds/current position & Planters for Shrine. These points were not discussed and will be carried forward to the next meeting.

Resolved: that Clerk includes these on the October 18 agenda.

11.09.11 WEBSITE AND COMMUNICATIONS

Cllr Tunney advised there had been 39,000 hits on our website and a lot of visits to our Facebook page.

10.07.11 NEIGHBOURHOOD DEVELOPMENT PLAN (INCORPORATING FOOTPATH PROJECT)

Cllr Priestner asked that the Parish Council applies for the next tranche of the grant and that printing costs and postage of about £500/£1000 would be incurred for the Vision and Objectives and could the PC fund this until the grant was recd.

Resolved: that the Cllrs unanimously agreed to this.

Resolved : that Cllr Tunney applies for the grant.

Cllr Stewart asked whether the Village Design statement was still relevant. Mr Dahill said one wasn't in place but the neighbourhood plan would cover all points that this would have.

Cllr Moore-Dutton said that the section 'Protecting the Built Environment' and/or 'Homes to Meet the Needs of Local People' could include self-build. This was mentioned in the Housing Needs Survey but not much interest shown but this needed to be included in the Vision and Objectives Questionnaire.

Resolved : that the NDP Steering Group would include this point.

Cllr Priestner said that we needed to maximise the chance of getting replies and residents should be encouraged to reply by post as well as dropping completed questionnaires of at various locations.

Resolved: that the Clerk purchases a Business reply licence at a cost of £97 plus VAT

10.07.12 CORRESPONDENCE

a) Clerks report to date.

SENDER	DATED	DETAILS	RECOMMENDED ACTION
CWaC	13/7/18	Local Plan 2 & Habitats Regulations Assessment	Circulated
Cheshire Police	14/7/18	June 18 incidents	Circulated
ICO	15/7/18	Confirmation of payment & new certificate	Circulated
CWaC	16/7/18	Planning for Traveller Sites	Circulated & on Sept agenda
CWaC	19/7/18	CWaC ward boundaries post May 19	Circulated
CWaC	19/7/18	Local Government boundary review – link to interactive amp	Circulated

Neighbourhood Planning	25/7/18	Revised National Planning Policy Framework	Circulated
PFK Littlejohn LLP	31/7/18	External Auditor Report 17/18 accounts	Cllrs advised & added to website
Michael Gutmann	31/7/18	Response to hedge cutting letter	Clerk wrote 2.8.18
CWaC	2/8/18	TRO2103 Hollins Hill	Circulated
CPRE	2/8/18	Summer edition of Countryside Voice	Taken to Sept PC meeting
Cheshire Police	2/8/18	July police incidents	Circulated
CWaC	3/8/18	Council Tax Empty Properties consultation	Circulated
ChALC	5/8/18	Code of Conduct training course	Circulated
CWaC	5/8/18	Email confirming weeds in Utkinton have been sprayed	Circulated
CWaC	8/8/18	20MPH speed limits to be introduced in Utkinton	Circulated
Sue Sinclair	9/8/18	Query over highways job 4818307	Clerk dealing
Malcom Preston	24/8/18	40 MPH speed limit on A49	Circulated
ChALC	5/9/18	CWaC email re Robert Pickthall	Circulated
Rushton Parish Clerk	7/9/18	Planning application Poolhead, Oulton Mill Lane	Letter sent to Watercress Cottage

11.09.14

BEST KEPT VILLAGE

Cllr Harvey submitted a report advising not to proceed with this at the current time.

11.09.15

COUNCILLORS UPDATES ON PARISH COUNCIL BUSINESS

Cllr Barnes – there had been complaints about dog mess on grass around tennis court. Also, that Hawkers on Quarry Bank had abused local residents and the Police were called. It was suggested that article placed in the October Courier. Cllr Moore-Dutton said they don't have licences and should be reported to the police. She also suggested signs saying no hawkers be obtained and given to local residents.

Resolved: that Cllr Barnes writes an article on Hawkers for the October Courier.

Cllr Priestner said neighbour had complained about the state of Tirley Lane and he advised him to contact CWaC direct.

Cllr Burford – will reply to CWaC re 20MPH limits.

Cllr Tunney – will Cllrs respond to requests for help and also get more involved in Parish issues.

11.09.16

DATE OF NEXT MEETING

The next meeting of Utkinton and Cotebrook Parish Council will be held on Tuesday 9th October 2018 at Cotebrook Village Hall at 7.30pm.

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