

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT COTEBROOK VILLAGE HALL ON TUESDAY 9th OCTOBER 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

Resident - J Krause who raised Utkinton Lane – road markings no longer visible. Also, the over grown hedges on A49

09.10.01 APOLOGIES FOR ABSENCE

Resolved: that no apologies were received but Cllr Burford did not attend.

09.10.02 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

09.10.03 MINUTES OF THE ORDINARY MEETING HELD ON 11th September 2018

Resolved: that the minutes of the Parish council meeting held on 11th September were agreed and signed as a correct record by the Chair.

09.10.04 CLERKS REPORT

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

09.10.05 BOROUGH COUNCILLOR'S REPORT

Cllr Moore-Dutton advised the following:
Stable Lane on is on the Highways list for review.

Advised Cllr Barnes what Freedom Of Information request can provide re details of damage to cars caused by pot holes etc but this would only cover insurance claims.

Submitting two motions re School Buses. 1-If student goes to school which isn't the nearest to their home no free transport provided, but in some cases a bus passes a student's street & they still won't pick up them. Taxi will be sent to pick them up and

2- Bus passes – if there is a public bus route, then children should be put on them. This will help the viability of public buses.

Also asked CWaC if it knows where plastics it collects for recycling are going

09.10.06 PLANNING APPLICATIONS

The following Planning Matters were noted

Resolved: that the Clerk deletes item d) from the agenda as it was not included in the published agenda

a) 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
Mr Dahill advised that inspector visited the site 9.10.18 and we are awaiting their decision which is due mid November 2018.

b)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

Cllr Barnes advised dispute between neighbours over parking and this should be resolved shortly - **Awaiting decision.**

c) Ref 18/03011/S73 Hollins House. Variation of condition of planning permission 17/02139/FUL – Cllr Tunney advised that the house etc has been knocked down and he will be contacting CWaC about this to see if they are complying with the planning permission - **Awaiting decision.**

09.10.07 FINANCE MATTERS

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

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
PAYMENTS AUTHORISED BETWEEN PARISH COUNCIL MEETINGS		
RBL Poppy Appeal	2 wreaths	£50.00
PAYMENTS BY BACS		
Anita Langford	September Salary & Overtime for attending SLCC conference	£340.73
Royal Mail	Purchase of business reply licence	£116.40
NMC	Printing Northgate Appeal documents	£24.00
Blackfryers	Preparing Northgate appeal statement	£1,500.00
F Tunney	Expenses 1/7-27/9/18	£156.20
NMC	Printing Vision & Objectives survey, envelopes & posters	£530.60
Anita Langford	Clerks Expenses Aug-Sept 18	£155.15

b) To receive and accept the second quarter financial update

Resolved: that these are accepted. Proposed by Cllr Harvey. Seconded by Cllr Hughes

c) Conclusion of Audit

Resolved: that Cllr Tunney signed the AGAR and it was to be filed with the minutes.

d) Setting the Budget and Precept

Highlighted that the planned budget for 19/20 is showing a potential overspend of £1,800.

Cllr Stewart wants to split the budget into capital and revenue budgets to see if we can afford what we want to do. If we want to raise precept more than 5%, then we have to have a referendum of parishioners to enable us to do this.

Cllr Harvey raised the following areas where savings could be made:

- Give back greens & save approx. £400
- Do we need all subscriptions and explained what we subscribe to together with each cost
- Grants to organisations
- Contingency
- Courier – speak to Tarporley News to see if they can issue this in a similar format to their weekly news.
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Cllr Priestner raised the issue over election contingency budget & also suggested that the Courier be on line only.

Cllr Stewart asked Cllr Harvey to put out a document of the issues for discussion at the November Parish Council meeting.

Cllr Barnes queried who the Parish Council was insured with and was advised it was Came & Co and that our Long Term Agreement ended at the end of this year. It was advised that we can investigate other insurance companies but there are only three who offer Parish Council insurance.

Cllr Tunney advised re Courier that a large proportion of the residents do not have internet access.

Cllr Barnes suggested that it could go out twice a year rather than the current four times.

Cllr Harvey suggested that we could hold fund raising events for specific projects.

Cllr Tunney said we had £1k from Cheshire Wildlife Trust towards Forest School

Cllr Stewart said that we should consider a separate meeting to discuss this issue and other issues in more detail as appropriate so that items are given sufficient consideration rather than rushed through.

Cllr Harvey said that If we have a justification for raising precept, then we can do this.

Resolved: that Finance Working Group draw up a document detailing potential savings & email it to all Councillors before the November meeting and it will be discussed then.

Resolved: that all Councillors review this document and the draft 19/20 budget document which was circulated for this meeting and attend the November meeting with their suggestions about where savings can be made.

Resolved: that Cllr Tunney gets price quotes for change of frequency and change to the number of pages of the Courier

09.10.08

HIGHWAYS MATTERS

a) Requests to highways

Cllr Tunney advised that we are not making any progress on this subject and wants to request a meeting with Highways.

Cllr Tunney asked for a Councillor to take the lead on Highways. Cllr Moore-Dutton said that she would support us with our concerns/issues.

Resolved: that Cllr Parker said he would take on this role.

09.10.09

REPORTS FROM WORKING GROUPS

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

Quarry Wood report received.

Cllr Barnes spoke to residents and there are only 4 children who use the Greens at Cotebrook and we are still awaiting to here from United Utilities re the flooding.

Cllr Tunney advised which greens we rent and from whom. Re the green we rent from CWaC, we are responsible maintaining the boundaries. It costs us £400 p/a to maintain both greens (excluding the boundaries)

Cllr Tunney said 2 options – speak to residents of Cotebrook to see if they use the Greens and want Utkinton and Cotebrook Parish Council to continue to rent them. This costs £50 per year per green or whether we give them back. If this is agreed, then the Parish Council would have to make good the green rented from United Utilities (ie. Remove play equipment and concrete fixing it)

Cllr Barnes said could we just rent one of the greens?

Cllr Barnes said we could spend the cost of maintaining the greens in a better way. He said that a blocked drain at one house was causing the flooding problem on the green rented from United Utilities.

Cllr Tunney asked for a proposal re what Utkinton and Cotebrook Parish Council should do.

Cllr Barnes has asked for a survey to be done of local residents for their views. A resident from Cotebrook is undertaking this for Cllr Barnes and Cllr Barnes will feedback at the November meeting.

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

Cllr Hughes advised that a Tree surgeon has looked at the trees and a large oak tree needs felling at a cost of at least £600. A report on the condition of all trees, any with TPOs and safety of the trees is needed from an arborist. – Dominc Gray's name was suggested and Cllr Barnes will provide details about another tree surgeon.

Cllr Tunney said that there weren't any TPOs in place.

Cllr Hughes advised that the Head of Utkinton Primary School is in support of this project.

Questions were raised over water safety issues. Cllr Stewart did a report on this for Insurance company three/four years ago and this may need updating.

Cllr Stewart said there are badgers on the site. Cheshire Wildlife Trust will be asked to assist on this matter.

Cllr Tunney said that we received £950 from them towards this project.

Resolved: that Cllr Hughes to provide a detailed report on this project before any financial cost is incurred.

Resolved: that the Clerk looks into when the money from Cheshire Wildlife Trust was received.

c) **War Memorial & Shrine**

Cllr Stewart advised Option 2 is the preferred option for the service on Remembrance Sunday and circulated a draft order of service. This service would take approx. 20 mins.

Cllr Stewart advised that the hedge around the Shrine will be trimmed prior to Remembrance Sunday.

Commemoration Scroll/Roll of Honour board – Cllr Tunney showed what the Roll of Honour board will look like. It was advised that the date of unveiling would be on 13th November which is when the Redmonds can attend the ceremony but the Roll of Honour will be visible for Remembrance Sunday.

Cllr Barnes asked that it was recorded in these minutes that the Roll of Honour belongs to Utkinton and Cotebrook Parish Council and should Utkinton Village Hall close then the Parish Council will take possession of it.

Resolved: that this is noted in these minutes.

Cllr Tunney advised that the collection bucket at Rose Farm raised approx. £35

Cllr Barnes asked the value of donations received from members of the public. Cllr Tunney said excluding the two large donations, £2000 had been received.

Planters for Shrine – Cllr Tunney is liaising with Kath Dahill and they have found a planter for the bottom step in re-constituted sandstone which colour matches the Shrine and Kath Dahill will plant this up prior to the date & this will be secured.

Booklet to commemorate war dead

Resolved: that Cllrs Tunney & Barnes are to undertake this

A Risk Assessment is needed for the Service on Remembrance Sunday

Resolved: that Cllr Stewart complete this & circulate prior to 11th November

09.10.10 WEBSITE AND COMMUNICATIONS

Cllr Tunney advised both the website and Facebook continue to be visited regularly.

Cllr Tunney requested that ownership of website is to be transferred to Parish Clerk and said that the Parish Council already pay the website fees of £85 p/a.

Resolved: that the ownership passes to the Parish Clerk on behalf of the Parish Council.

09.10.11 NEIGHBOURHOOD DEVELOPMENT PLAN (INCORPORATING FOOTPATH PROJECT)

Cllr Priestner said a lot of work had been done. Distribution of the survey is almost complete and the Steering Group and Parish Council need to keep pressure on with parishioners so that they complete the survey.

Tony Dahill thanked Councillors for distributing the survey. He has concerns about whether Cllr Burford has delivered his allocation & also that Cllr Needham has not yet distributed his.

Tony Dahill would like to replicate last times result of 44% return of surveys and wants to put copies of survey in Rose Farm shop.

Cllr Priestner said that as a Parish Council we probably won't get any feedback until December but Tony Dahill said he would like to be able to update PC as soon as possible.

Cllr Tunney thanked the Steering Group, Tony Dahill & Cllr Priestner for their work on this.

09.10.12 TARPORLEY TRANSPORTSURVEY (SHUTTLE BUS)

Questionnaires had been received from CWaC & Councillors agreed to deliver these with the Courier. Cllr Moore-Dutton will also assist.

10.07.13 CORRESPONDENCE

a) Clerks report to date.

SENDER	DATED	DETAILS	RECOMMENDED ACTION
CWaC	10/9/18	TRO2137 20MPH limit in Utkinton	Circulated.
Cheshire Police	15/9/18	August police incidents	Circulated
Salvation Army	21/9/18	Request to place clothes bank in Parish	Circulated
R Pickthall	24/9/18	Freedom of Information email	Forwarded to Cllr Tuuney, Moore-Dutton & ChALC. No response to be given to Mr Pickthall
Cheshire Community Action	3/10/18	Invite to AGM	Circulated. Cllr Needham to attend

10.09.14

COUNCILLORS UPDATES ON PARISH COUNCIL BUSINESS

Cllr Hughes raised point of order re Cllr Needham leaving meeting early

Cllr Harvey raised issues re vandalism of the bus shelter.

Cllr Tunney said that a notice could be posted saying no smoking or drinking was permitted.

It was questioned about whether we own the bus shelter and Cllr Stewart confirmed that we do and it is on our Asset Register.

Resolved that: Clerk writes to CWaC asking them to remove their road closed sign.

Cllr Parker – Cotebrook Village Hall approx. 8 weeks behind. Meeting held with builders and it's still scheduled to open on 30th November.

Cllr Tunney – parking on Quarry Bank. Cllr Tunney sent out a letter for approval which he wants to send to the school. Cllr Hughes advised that it wasn't just parents causing the problem but residents were also putting out cones outside their houses.

Cllr Stewart advised there was a meeting 4 years ago with CWaC re road markings but community was against doing this. A letter was written by school to parents then requesting to adhere to a parking protocol.

Cllr Barnes said that it was a new school year and that new parents may be causing some of the problems.

Resolved: that Cllr Tunney to write residents about use of traffic cones on the highway, and also sends an amended version of his letter to the Head of the School.

10.09.15

DECEMBER CHRISTMAS MEAL

Cllr Barnes suggested have a full meeting in Dec and Christmas meal were held separately. Proposed by Cllr Barnes, seconded Harvey.

Carried but Cllrs Priestner and Parker said that due to other commitments, they would struggle with attending two Parish Council meetings/functions in December.

Resolved: that the Clerk to check what the last ordering time is at Alvanley Arms and Fox and Barrel and that they would ask Cllrs again where they want to go

09.10.16

DATE OF NEXT MEETING

The next meeting of Utkinton and Cotebrook Parish Council will be held on Tuesday 13th November 2018 at Utkinton Village Hall at 7pm.

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

