

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT UTKINTON VILLAGE HALL ON TUESDAY 13th NOVEMBER 2018 AT 7PM

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

In Attendance: Anita Langford (Clerk & RFO)
Cllr Moore-Dutton
Jackie Weaver (ChALC)
Jen Tunney
Ms Krause
Nicholas Blything

PUBLIC PARTICIPATION-

NDP – Tony Dahill. Gave thanks to Parish Council for support re the Neighbourhood Plan.

13.11.01 APOLOGIES FOR ABSENCE

Resolved: that apologies be accepted from Cllrs Priestner & Needham
Cllr Barnes left the meeting at 8.15pm with agreement from the Chair.

13.11.02 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

13.11.03 PRESENTATION FROM JACKIE WEAVER -ChALC

The presentation was well received, and a number of questions asked.

She especially explained about pecuniary & personal interests & how dispensations should be recorded in the minutes.

A number of ChALC/NALC publications were given to Cllrs.

13.11.04 MINUTES OF THE ORDINARY MEETING HELD ON 9th OCTOBER 2018

Resolved: that the minutes of the Parish council meeting held on 9th October were agreed and signed as a correct record by the Chair.

13.11.05 CLERKS REPORT

Cllr Stewart requested that we did continue to review long standing items on the report and tried to resolve these.

Resolved: that the Clerk presented her report (copy enclosed) and it was accepted.

13.11.06 BOROUGH COUNCILLOR'S REPORT

Cllr Moore-Dutton advised the following:

CWAC consulting on their budget and everyone is encouraged to comment on this.

Cllr Tunney advised that a Freedom of Information request has been sent to CWAC re the money spent on providing their newsletter 'Talking Together'.

Cllr Tunney advised that CWaC's had a new budget of £3.5m to be spent specifically pot holes.

Cllr Moore Dutton's motion about school transport has been granted and is starting to come in to practice including that school bus pass can be accepted on public transport

Cllr Tunney asked about the current position re the Community Transport report. Cllr Moore Dutton advised that CWaC are still reviewing responses and Cllr Tunney asked her to request CWaC publish the findings asap.

13.11.07 PLANNING APPLICATIONS

The following Planning Matters were noted a, c and d

Resolved: that the Clerk takes the agreed action on the following: b and 20 North Brook Road.

a) Ref 17/01595/OUT – Appeal by Marcol Homes against CWaC Refusal (*ref APP/A0665/W?18/3196169*) Pending *Appeal on Landscape Grounds* **Awaiting decision.**

No decision received as at PC meeting but timescales mean that the decision must be advised by 16th 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– **Awaiting decision.**
The Clerk was requested to chase CWaC for a decision on this application.

Initialed

c) Ref 18/03011/S73 Hollins House. Variation of condition of planning permission 17/02139/FUL – **Approved.**

d) Ref 18/04043/FUL Melgarth. Extension to front elevation, raising eaves & ridge lines including dormer window to rear. **Awaiting decision.**

A vote was proposed by Cllr Hughes and seconded by Cllr Harvey re this application and it was unanimously agreed that no objection will be submitted.

Re application 18/04269/FUL 20 North Brook Road received 13th November, the Clerk was asked to apply for an extension so that this application could be discussed at the December Parish Council meeting.

13.11.08

**FINANCE MATTERS
AUTHORISATION OF PAYMENTS**

Resolved: that the following Payments were approved for Payment

| DIRECT DEBIT PAYMENTS | | |
|------------------------------|-------------------------------------------------------------------------------------|---------|
| Currys | Customer support Agreement (monthly) (CHARGED ON 31.10.18) | £8.50 |
| PAYMENTS BY BACS | | |
| Anita Langford | October Salary | £300.30 |
| NMC | HNS, CWT & V&O survey for Steering group/pc meeting | £259.00 |
| NMC | Oct Courier | £160.00 |
| Lambert Smith Hampton | Rental of Cotebrook Green from United Utilities 1.11.18-31.10.19 | £50.00 |
| Cardiac Science | 2 pads for defibrillator | £62.34 |
| NMC | Remembrance Day booklet | £72.00 |
| Francis Tunney | Stone trough & mileage to collect | £72.50 |
| Anita Langford | Refreshments & Plaque for Roll of Honour, postage ROH ceremony | £156.84 |
| Cheshire Brush | Balance of Roll of Honour board | £850.00 |
| PAYMENTS BY CHEQUE | | |
| Corkscrew Hire | Hire of Urn 9 th -14 th Nov Remembrance Sunday & ROH ceremony | £21.60 |

a) Setting the Budget and Precept

Cllr Harvey explained potential future expenditure for the rest of this financial year of £2,666 approximately but a VAT reclaim of around £1.6k was due to be submitted which would mean that we could carry forward a surplus of £4K which she would like to ringfence this.

Cllr Harvey presented details re the draft budget and potential areas for saving £800 explained but further savings are needed to address the shortfall in income. This included cancelling subscriptions to SLCC & Royal Mail Business Reply, reducing the number of Courier editions, reducing the grants to local organisations & reducing the contingency budget.

Cllr Hughes asked whether we could ask local business to fund the new battery (£200) for the defibrillator rather than paying for this from our reserves.

Cllr Tunney raised a point re increasing our precept and in the past when precept was increased by 7%, residents were asked for their objections to this – none were received.

Cllr Stewart raised the grants to local organisations and whether it would be a bad idea to reduce them. Cllr Parker advised he would prefer the grants to be maintained at their current level as these voluntary organisations needed our grants to assist them to operate. The Clerk advised that a copy of each organisations last accounts were submitted with their grant application and that inflation and rising costs were affected them as well as the Council.

Cllr Tunney asked the Finance Working Group to consider the impact on our finances should we not reduce our expenditure.

Cllr Harvey said that in two & a half years all our reserves would be exhausted.

Cllr Tunney asked that a statement re our position would be presented at the next Parish Council meeting stating what will our reserves reduce by if we implement these changes & what if they weren't.

Cllr Hughes asked that all Cllrs review our expenditure and come back with suggestions of any savings.

Cllr Tunney said that that Council Tax increases due to other organisations eg Fire & Police wanting to increase their precepts should not impinge on our decision to increase our precept as we have a duty to our Parishioners to maintain a fair precept to provide a good service.

Initialed

Cllr Stewart asked how much we paid in total for the Roll of Honour board and what was the surplus of the donations once all expenditure had been paid.

Cllr Tunney advised this would be ringfenced to pay for repairs/maintenance of the Shrine.

Resolved: that the following actions would be taken:

- Finance Working Group prepare the report explaining the impact of not reducing our expenditure.
- All Cllrs review the proposed budget with a review on how to either reduce our expenditure or increase our income.
- Clerk provides details of the surplus re Shrine donations

b) Agree to increase insurance cover for Roll of Honour board at no charge to renewal & then £6.72 p/a

Resolved: that the Roll of Honour is added to the insurance policy

13.11.09

AMENDMENT TO UTKINTON AND COTEBROOK PARISH COUNCILS' STANDING ORDERS

Cllr Stewart explained his proposed resolution

Resolved: that this is added to our Standing Orders was held in abeyance but we informally adhere to this.

13.11.10

HIGHWAYS MATTERS

Cllr Parker presented a summary of issues following his recent drive round of the roads in the Parish.

He said that approximately 5% of parish roads were affected by pot holes and he explained the other issues that affect our roads.

Cllr Parker said he thought that as a whole, our roads were in no worse position than all other roads in Cheshire.

Cllr Tunney asked if we could submit a report to CWaC listing all issues in order of the worse roads first.

Cllr Parker said that perhaps we submitted a report to CWaC praising them for the 95% of roads which are ok. Cllr Moore Dutton said we could thank them for the work on Knights Lane.

Resolved: that Cllr Parker reviews the report the Clerk had prepared and prepares a list of issues in order of seriousness. This will be circulated to all Cllrs and discussed at the December Parish Council meeting.

Cllr Stewart asked whether any action had been taken following the discussion on school parking at the October meeting. Cllr Tunney advised he had written to the school & the Head has written to all parents on this issue.

Cllr Tunney spoke about the two flashing speed signs. Implementation of 20MPH limit means that the sign on Quarry Bank may be redundant. As we own the sign, then we can move it where we want provided it was on private land but we may need to advise CWaC of the location (eg planning issues).

All Cllrs & Neighbourhood Steering Group will be involved in the location decision.

Resolved: that all Cllrs review potential locations and advise the Clerk

Resolved : that the Clerk circulates the findings of this to all Cllrs.

Cllr Tunney said he would continue to pursue outstanding highways matters.

Resolved : that Cllr Tunney does this.

13.11.11

REPORTS FROM WORKING GROUPS

a) Quarry and Greens including Quarry Wood on Tirley Lane

Waterlogging of Cotebrook Green –

a) Terms to terminate leases from United Utilities and CWaC

b) Survey of local residents re retaining the Greens

Cllr Barnes said feedback from local residents was that only six children use the greens but not continually/regularly.

Cllr Tunney suggested that we ask ChALC to see whether they had details of solicitors who would review the covenants in the leases and advise the Council what action they need to take (eg restoring the greens to the condition we received them in).

Cllr Parker proposed we terminate our agreements for both greens without doing this and see what feedback we receive from CWaC and United Utilities.

Resolved : that the Clerk writes to both CWaC & United Utilities.

Resolved : that Cllr Tunney includes this in the Christmas edition of the Courier.

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

Cllr Hughes advised there was no update at present.

c) War Memorial and Shrine

13.11.12

WEBSITE/COMMUNICATION/NEWSLETTER

Cllr Tunney advised that the website received 36,000 hits and said that our Facebook page continued to be read.

In order to save money Cllr Tunney agreed to reduce the Courier to three editions per annum. This would save £142 p/a.

Cllr Parker asked for details to be put on website asking Parishioners what events they would like to be held in both Village Halls.

Cllr Harvey asked that the Parish Council liaise with Parishioners to see what they would like the Council to undertake. Cllr Tunney said this information may be contained in the Neighbourhood Development Visions & Objectives (V & O) survey.

Resolved : that the Courier changes to three editions per annum, from 2019/20 financial year.

Resolved : that Cllr Tunney posts a request we review Village Hall events on the website

Resolved : that the results of the V&O are reviewed before taking any further action.

Cllr Hughes provided an update re his discussion with Open Reach.

Cllr Tunney asked for the Open Reach manager to attend a Parish Council meeting to discuss any further roll out of fibre broadband.

Cllr Hughes asked for a phone line to be put in Utkinton Village Hall as there was capacity.

Resolved : that Cllr Hughes provide contact details of Open Reach.

Resolved : that Cllrs Tunney & Hughes agree which meeting they are invited to and the Clerk invites them.

13.11.13 NEIGHBOURHOOD DEVELOPMENT PLAN (INCORPORATION FOOTHPATH PROJECT)

Tony Dahill advised that the return of the V & O survey was appropriately 40% and asked for reminder to be put on website re the deadline for the return of the survey.

Resolved : that Cllr Tunney adds a reminder re this on the website.

13.11.14 CORRESPONDENCE

a) Clerks report to date.

| SENDER | DATED | DETAILS | RECOMMENDED ACTION |
|------------------------------------------|----------|--------------------------------------------------|---------------------------------------------|
| CWaC | 10/10/18 | Review of Polling Stations & Districts 2018 | Circulated. |
| Cheshire Police | 10/10/18 | September incidents | Circulated |
| Kelsall Medical Practice | 11/10/18 | Flyer for proposed Wellbeing Hub | Posted on website |
| Lambert Smith Hampton | 14/10/18 | Rental of Cotebrook Green from United Utilities | Added to November payments |
| CWaC | 16/10/18 | PSPO notice re dogs | Circulated & added to website |
| Cheshire Neighbourhood Watch Association | 30/10/18 | Invite to AGM 7.11.18 | Circulated |
| CWaC | 31/10/18 | Neighbourhood planning guidance updates | Emailed to F Tunney, I Priestner & T Dahill |
| Cheshire Fire Authority | 1/11/18 | Draft Integrated Risk Management Plan | Circulated |
| CPRE | 3/11/18 | Invite to Christmas function & autumn newsletter | Circulated |

13.11.15 COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES

Cllr Hughes mentioned fire on Quarry Bank the previous week and was anyone aware of this?

Cllr Stewart asked whether there was any value in still displaying Neighbourhood Watch signs. It was agreed yes as these may act as a deterrent especially as they were provided free of charge.

Cllr Burford advised he attended meeting re Neighbourhood Watch and thought they might be wanting to publicise this scheme again.

13.11.16 DECEMBER CHRISTMAS MEAL

Discussion re time and location of the above was discussed following the consensus that we hold a Christmas meal at the last meeting but venue and time was not decided.

It was agreed to go to Fox & Barrel as we went to the Alvanley Arms last year.

Resolved : that the Clerk asks Cllrs whether they want to attend.

Initialed

Resolved : that the Clerk books the Fox & Barrel and circulates the menu. The Clerk will also find out whether any deposit is needed and about pre-booking everyone's meal choices.

13.11.17

DATE OF NEXT MEETING

The next meeting of Utkinton and Cotebrook Parish Council will be held on Tuesday 11th December 2018 at 7.00pm at Cotebrook Village Hall.

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

DRAFT