

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT COTEBROOK VILLAGE HALL ON TUESDAY 11th DECEMBER 2018 AT 7PM

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

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

11.12.01 **APOLOGIES FOR ABSENCE**
Resolved: that apologies be accepted from Cllrs Harvey and Barnes. Cllr Burford did not attend or send apologies.

11.12.02 **DECLARATIONS OF PECUNIARY INTERESTS**
No declarations received.

11.12.03 **MINUTES OF THE ORDINARY MEETING HELD ON 13th NOVEMBER 2018**
Resolved: that the minutes of the Parish council meeting held on 13th November were agreed and signed as a correct record by the Chair.

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

11.12.05 **BOROUGH COUNCILLOR'S REPORT**
Cllr Moore-Dutton advised the following:
-Cotebrook Village Hall will be a Polling station in 2019.
-Cllr Needham advised that CPRE has been campaigning for more residential properties than retail in Chester.

11.12.06 **PLANNING APPLICATIONS**
The following Planning Matters were noted b, c, d and e
Resolved: that the Clerk takes the agreed action on the following: a

a) Ref 17/01595/OUT – Appeal by Marcol Homes against CWaC Refusal (ref APP/A0665/W?18/3196169) Pending Appeal on Landscape Grounds **Appeal dismissed**
Cllr Stewart asked that Cllr Tunney be thanked for all his hard work in collating the Parish Councils objection to the appeal.
Resolved: that a formal thank you be minuted for Cllr Tunney.

Cllr Tunney, the Parish Council would like to formally thank you for all work on preparing and submitting the Parish Councils objections to the Appeal.

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. 10.12.18 the Planning Officer advised that they are still awaiting revised plans - **Awaiting decision.**

c) Ref 18/04043/FUL Melgarth. Extension to front elevation, raising eaves & ridge lines including dormer window to rear. No objections. **Awaiting decision**

d) Ref 18/04244/FUL High Gables. First floor extension including balcony & extension to existing garage with associated alterations. **Awaiting decision**

e) Ref 18/04269/FUL 20 North Brook Road. Single storey rear extension. No objections. **Awaiting decision**

13.11.07 **FINANCE MATTERS**
AUTHORISATION OF PAYMENTS
Resolved: that the following Payments were approved for Payment

DIRECT DEBIT PAYMENTS		
Currys	Customer support Agreement (monthly) (CHARGED ON 28.11.18)	£8.50
PAYMENTS BY BACS		
Anita Langford	November Salary	£300.30
Anita Langford	Remaining Shrine expenses	£27.61
Paul Whalley	Mowing costs – Cotebrook Greens	£120.00
Royal Mail Group Ltd	NDP postage 13/10-10/11/18	£30.66
Francis Tunney	Wordpress fee	£85.00

Initialed

Neuromuscular Centre	December Courier	£168.00
PAYMENTS BY CHEQUE		
Margaret Bowers	WI refreshments for Remembrance Sunday	£16.98
Tarporley Poppy Appeal	Collection from Remembrance Day booklets	£127.40

a) Setting the Budget and Precept

Cllr Tunney advised that CWaC had provided details of how three levels of precept would impact on individual households.

Cllr Parker said over 50% of houses were in band E or above an increase per property of £2.42 a year.

Clerk to check whether there is a cap on our increases to precept with David Sconce @ CWaC.

Resolved: that the Clerk contact CWaC for this information.

Cllr Needham advised we should set an example as people were struggling to pay their bills and only increase our precept by approx. 1-2% to set an example to the Police etc. The total Council tax is a big item for people living on the state pension.

Cllr Stewart advised he was concerned that our expenditure budget was in excess of income and whilst we could dip into our reserves for a short time but we should be working towards balancing our budget. He said we should review the Parish Council's objectives to ensure that we deliver these. This could include increasing our precept to maximum amount we can.

Cllr Stewart asked that his list of Parish Objectives which was presented at the Annual Parish Meeting was reviewed and any new objectives added.

Cllr Tunney said he had reviewed these and that only two of these objectives would have a cost element – hiring a SID to monitor speeds and the footpath to Tarporley.

Cllr Tunney asked all Councillors to review this document and put forward items to be included in 19/20 budget.

Resolved: that all Cllrs review the objectives and present any to be included in the budget at the January Parish Council meeting.

Cllr Priestner agreed with Cllr Stewart and suggested replenishing reserves and building them up so that we can meet any ambitious plans we may have in the future.

Cllr Hughes advised he wasn't happy with the attitude that some Cllrs were displaying towards the less affluent residents in the Parish. He said that there are a number of rented /association houses in the Parish and we have a duty of care towards them. He said we needed to look at ways to increase our income earning potential e.g. once the Forest School is completed, then host a Halloween event to raise funds to plough back into the Forest School.

Cllr Tunney advised we can't raise money from events to build up Parish Council reserves.

In light of this, Cllr Hughes said we had no alternative other than to raise our precept.

Cllr Tunney said he was also concerned that 12% of housing stock was in Housing Association houses. He said we needed to ensure that we had sufficient funds to meet our needs.

Cllr Tunney said that we have reviewed our expenditure and trimmed this as much as possible and we could increase by 10% this year and then look at only raising by inflation in following years. Also, we could use our reserves but this would be a short term measure.

Cllr Tunney said that we need to review our insurance cover to ensure that we aren't insuring unnecessary items. He asked that Cllr Parker get involved in reviewing the Asset Register to check this and that the Clerk asks for quotes from other insurance companies.

Resolved: that Cllr Parker is given a copy of the Asset Register to review.

Resolved: that the Clerk finds details of other insurance companies who offer Parish Council insurance.

11.12.08

HIGHWAYS MATTERS

Cllr Parker said a further drive round would be done after the winter (March) and then fed back to CWaC.

Cllr Tunney said that we should invite a representative from CWaC to join the Parish Council on this.

Resolved: that Cllr Parker and the Clerk undertake the drive round again.

Resolved: that the Clerk invites a representative from Highways to join them on this.

Cllr Tunney said we needed to engage with CWaC to get our issues resolved.

Cllr Parker said Knights Lane although resurfaced was in a bad state.

Cllr Tunney said Utkinton Lane to Utkinton Hall was bad and potholes couldn't be avoided due to road being narrow.

Cllr Moore Dutton said she also reported bad road surfaces.

Initialed

Cllr Hughes said he was receiving complaints from families as footpath on Quarry Bank is getting narrower as road surface is breaking away from footpath outside Altnaharra' Cllr Tunney said he will take photos and log this with CWaC.

Resolved: that Cllr Tunney reports this issue to CWAC.

With regard to the speed sign on Quarry Bank, Cllr Tunney advised that CWaC won't relocate either within the Parish or elsewhere unless we pay. Nor will they take it away.

Cllr Stewart said overhanging branches were stopping the solar panels working and they needed cutting back. He suggested that it be moved between Utkinton Village Hall & the entrance to United Utilities land but Cllr Tunney said this would be a problem due to land falling away.

Another possible site was suggested - by Hillside Farm with speed facing Kelsall.

Cllr Moore Dutton said we would still need to get CWaC's approval before moving it as they would need to check the suggested location wouldn't cause a problem.

Cllr Tunney said he thought it could go on Willington Lane near Tirley Garth.

Cllr Tunney asked that all Councillors suggest alternative locations and present these at the January Parish Council meeting.

Resolved: that all Councillors investigate alternative locations for discussion in January.

11.12.09

REPORTS FROM WORKING GROUPS

a) Quarry and Greens including Quarry Wood on Tirley Lane

Clerk has written to United Utilities giving notice to terminate the renting of their Green.

Clerk will write to CWaC in April 19 giving notice to terminate the renting of their Green. This cannot be done any sooner as in order to access the Green rented from United Utilities, it is needed to cross this Green.

Resolved: that the Clerk liaises with United Utilities re the termination of their lease.

Resolved: that the Clerk writes to CWaC in April advising them that we want to terminate our lease.

Cllr Tunney explained the cost of the Greens (£400 grass and hedge cutting and £50 annual rental of each green) and relinquishing these would save £500 from the budget. He said that we put up a basketball hoop on the United Utilities green but the green was waterlogged and getting unusable.

Cllr Stewart advised that we could cut back on the maintenance we do for Quarry Wood.

Cllr Tunney said that at the November Parish Council meeting, Cllr Barnes and one of the residents surveyed local residents and they said that they didn't use the greens.

Cllr Priestner asked what would happen to the Greens should we relinquish them. Cllr Tunney said it would be up to CWaC & UU to them to maintain them.

Cllr Tunney said we had a responsibility to maintain them until they were handed back and we may have to restore them back to the condition they were when we started renting them.

Cllr Tunney asked all Councillors to decide what they want to do re these greens and discuss at the January meeting.

Resolved: that Councillors to advise at the January Parish Council meeting what they would like to happen with these greens,

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

Cllr Hughes advised there was no update at present but said that the trees needed looking at.

Cllr Tunney said he would ask Dominic Gray to look at the condition of the trees in Quarry Wood.

Resolved: that Cllr Tunney contacts Dominic Green.

Cllr Tunney said that we had a total of £1,771 to send on the Forest School (£950 from Cheshire Wildlife Trust and £821 to be claimed re CWaC re Section 106 money) but if the Arborist said that the trees were unsafe and we couldn't put seats or equipment on it, then we should return the Cheshire Wildlife Trust money.

c) War Memorial and Shrine

Clerk circulated details of the income, expenditure and surplus funds - £1,000. This was to be ring fenced to be spent on the Shrine only.

At the November Parish Council meeting, Cllr Burford agreed to look into cost of pinning both pieces of stone together. Cllr Hughes said would there be any benefit to doing this?

Cllr Stewart advised that it cost of approx. £150 per year to trim hedges and this cost could come from the Shrine surplus.

Initialed

Cllr Tunney advised that he would ask Finesse Masonry to come back and look at the condition of the Shrine on the anniversary of the work being completed.

Resolved: that Cllr Tunney undertakes this action.

11.12.10 WEBSITE/COMMUNICATION/NEWSLETTER

Cllr Tunney said we need to decide the frequency of the newsletter. Cutting to 2 could save £160. Cllr Tunney said cost of website, courier and turning pages document could be kept to less than £500 p/a and he will commit to this budget being capped at £500. We could put out something on the website each month.

Resolved: that the Clerk amends the Communication budget to £500 in the 19/20 budget.

Cllr Priestner said ultimately, we should look to communicating with residents not costing the Parish Council anything. He would argue for two editions rather than three for the 20/21 year and look towards making it electronic only.

Cllr Tunney estimated that only 1/3rd (100 houses) could pick up documents on line and that we will have to print some. It may be that we need to bring back the printing back to the Parish Council.

Cllr Stewart said the Courier was a good publication but we still need someone to prepare it.

Cllr Parker said that we only target the households who couldn't get them on line with a hard copy.

Cllr Hughes provided an update re his discussion with Open Reach and is awaiting a response from the Groundworks Manager. He is to invite him to our January meeting.

Resolved: that Cllr Hughes invites him to the January Parish Council meeting.

11.12.11 NEIGHBOURHOOD DEVELOPMENT PLAN (INCORPORATION FOOTHPATH PROJECT)

Cllr Priestner advised that over 50% of households had returned the vision & objectives surveys (158).

The Steering Group are meeting next week (17th December) to go through the replies and write the draft report. Draft report will be presented to Parish Council initially and then to all residents of both Villages before sending to Cheshire West & Cheshire for approval. It will then be voted on by Parishioners.

Resolved: that the Steering Group reviews the replies and writes the draft report.

Cllr Tunney said that he would be starting work on collating the numbers.

Resolved: that Cllr Tunney collates the numbers.

Cllr Needham said that he thought work on the Neighbourhood Plan was dormant and Tarporley & other villages had made a lot more progress with their plans.

Cllr Priestner disagreed with this and said that there was a process to go through and he asked for details of the other Villages who had theirs in place.

13.11.14 CORRESPONDENCE

a) Clerks report to date.

SENDER	DATED	DETAILS	RECOMMENDED ACTION
CPRE	18/11/18	Countryside Voice – Winter edition	Circulated at Dec meeting
Kelsall Medical Centre	29/11/18	Hub funding update	Circulated & added to website
Cheshire Police	20/11/18	October police issues	Circulated
Cheshire Police	3/12/18	November police issues	Circulated
CWaC	4/12/18	2019 Parish Council election details	Circulated
CWaC	4/12/18	TRO 2218 re Hollins Hill	Circulated & added to website

Cllr Tunney discussed the CWaC document re elections and the potential costs to the Council and advised that there was training for Councillors on the process.

Cllr Needham advised that it was open to all residents to stand as Parish Councillors.

11.12.13 COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES

Cllrs Hughes, Priestner, no updates

Cllr Tunney wished everyone a Merry Christmas.

11.12.14 DATE OF NEXT MEETING

Initialed

The next meeting of Utkinton and Cotebrook Parish Council will be held on Tuesday 8th January 2019 at 7.30pm at Utkinton Village Hall.

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

DRAFT