

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT UTKINTON VILLAGE HALL ON TUESDAY 8th JANUARY 2019 AT 7.30PM

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

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

08.01.01 APOLOGIES FOR ABSENCE

Resolved: that apologies be accepted from Cllrs Priestner & Harvey
Cllr Hughes received permission to leave the meeting at 21.05.

08.01.02 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

08.01.03 MINUTES OF THE ORDINARY MEETING HELD ON 11th December 2018

Resolved: that the minutes of the Parish council meeting held on 11th December 2018 were agreed and signed as a correct record by the Chair.

08.01.04 CLERKS REPORT

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

08.01.05 BOROUGH COUNCILLOR'S REPORT

Cllr Moore-Dutton advised the following:

- School Transport Working Group – 1st meeting 10.1.19. Cllr Barnes offered to provide details re a taxi service.
- Stable Lane – chased Highways re current position.
- Raised issue re plastic recycling & will report back about whether it is recycled in UK or 3rd world countries. Cllr Needham is also involved in this issue via CPRE and said not much plastic is recycled but it is being burnt for energy recovery. Cllr Burford advised about he a visit he had to a recycling firm in Wales who only use 10% new materials in their products. Cllr Stewart said that recycling could be took forward via ChALCs AGM.
- Cllr Moore Dutton offered to assist Cllr Parker in Highways issues
- Cllr Stewart asked if Cllr Moore Dutton could explain rationale re planning application for Ash House on Road Street, Tarporley and she advised that permission was refused (1 dwelling) & 2nd application for 2 affordable houses & 2 market value houses was made. Tarporley Parish Council objected and it was also in contradiction to their Neighbourhood Plan but Cllr Stewart asked why Cllr Moore Dutton called it in & supported the application. She said that there were flaws in the application but an exception could be made for this application as the piece of land was of little value and quite untidy. Cllr Barnes asked what would happen if a planning application of 300/500 houses for the same site (Buffer depot) was received.

08.01.06 NEIGHBOURHOOD DEVELOPMENT PLAN (INCORPATION FOOTHPATH PROJECT)

Cllr Tunney advised 303 survey forms distributed. In total 159 responses received but one was rejected as it was a duplication. 101 were from named individuals and a fair number were unallocated as no name & address quoted. Cllr Priestner & Tony Dahill as they are doing their own analysis and deciding on when and how to publish their draft report to Parishioners. Approximately 80% were in favour/strongly agree with the questions.

08.01.07 PLANNING APPLICATIONS

The following Planning Matters were noted a, b, c, d, e

Resolved: that the Clerk takes the agreed action on the following: none

a) 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**.

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

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

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

Cllr Barnes asked what was happening in planning as there seems to be long delays in getting planning permission. Cllr Tunney is going to ask the reason for the delay re Luddington Hill.

Resolved: that Cllr Tunney is to ask Planning for an update on this.

Cllr Moore Dutton said that some of the delay was down to section 278 - permission to join the highway.

**FINANCE MATTERS
AUTHORISATION OF PAYMENTS**

.Resolved: that the following Payments were approved for Payment

DIRECT DEBIT PAYMENTS		
Currys	Customer support Agreement (monthly) (CHARGED ON 02.01.09)	£8.50
PAYMENTS BY BACS		
Anita Langford	December Salary	£300.30
Cotebrook Village Hall	Room hire Jan 18- Feb 19	£90.00
Royal Mail	NDP replies 17-24.11.18	£1.26

b) Reviewing and acceptance of 3rd quarter 2018 accounts.

The accounts were reviewed and accepted. Proposed by Cllr Hughes Seconded by Cllr Parker
Resolved: that the accounts are accepted.

c) Agreeing 2019/20 Budget

Cllr Tunney went through the suggestions made by Councillors to save money. Re insurance, we will look at this nearer the renewal date as we seem to pay an extremely large premium for what we actually cover. Cllr Moore Dutton said perhaps ChALC could look at small rural councils pooling insurance risks.

Cllr Parker said he will look at the Asset Register to check values especially re the bus shelters.

Resolved: that Cllr Parker reviews the Asset Register and provides a report for discussion at the March Parish Council meeting.

Re the speed sign on Quarry Bank – the Parish Council won't move it this year due to cost issues but we can have the speed limit altered to 20MPH at no charge. Cllr Stewart said could we have a long-term objective to move the sign.

Resolved: that Cllr Tunney will contact the firm to reduce the speed limit to 20MPH. . It should be noted that this will be done once the 20 mph speed limit on Quarry Bank in in place.

Resolved: that this is included in the Parish Councils objectives for 19/20 onwards.

Cllr Stewart said we need to renegotiate the contract with Paul Whalley as we are pulling out of the Greens at Cotebrook and he would only be needed to tidy round the book exchange in Cotebrook & Northgate Steps.

Cllr Barnes asked about the grant to St John's in Cotebrook. Cllr Tunney said that it is an integral part of the community which we should support especially as it was used a lot by the local children. Cllr Parker said we had previously discussed the grants for both village hall and for the same reasons were agreed to continue with these donations. Cllr Stewart advised that several years ago there was a debate as all the grant went to Utkinton Village Hall and it was agreed to split our donation between St Johns and Utkinton & Cotebrook Village Halls. The Parish Council would also pay rent to the Village Halls for holding meetings there.

Cllr Barnes suggested that all to be paid for courses etc should be suspended for 12 months. Cllr Tunney advised that as we may have new Cllrs, it was important that they attended courses on the roles & responsibilities of being a Parish Councillor.

Cllr Barnes suggested that a donation of £1 per meeting is made by Councillors towards refreshments. Cllr Parker said he would fund the refreshments for the 19/20 year which are expected to cost £30.

Resolved: that Cllr Parker gives his donation to the Clerk.

Cllr Tunney said Courier will be cut to two printed editions a year and some editions just on the website. Cllr Stewart said that the April edition contains details of what the Parish Council has done & will be doing in the following year so that we keep Parishioners informed.

Cllr Tunney went through the subscriptions detailing what benefit was received from each one and suggested that we could stop subscribing to Cheshire Community Action, Mid Cheshire Footpath Society and Campaign for Rural England as this would save £64 per year and we did not benefit much from them. Cllr Needham objected to this and gave his reasons.

Cllr Needham proposed that all three subscriptions were continued. Seconded by Cllr Burford.

A vote was taken and it was agreed to continue these three subscriptions.

A decision was made to cancel the insurance for the Clerks lap top as this would save £102 per year and when the lap top needed replacing, it would be funded from resources.

Resolved: that the Clerk contact Currys to stop the insurance.

Various percentages of increases to the precept were discussed so that we could meet the budget shortfall of £110 (£64 re the reinstated subscriptions and £52 re increase in room hire charges). Cllrs Barnes & Parker said we could

increase it by 7.3% which would cover the deficit. Cllr Burford said it could be increased by 10%. Cllr Hughes said we should think of less well of Parishioners and increase the precept by the bare minimum. Cllr Needham said we should set an example and only have an increase of 5%.

It was suggested that the precept be increased by 10% in 19/20 and then frozen for the following three years. The Clerk explained that this wasn't a good idea as our costs were increasing citing insurance, audit and salary costs as examples.

The Clerk advised that we needed to ensure that we did not spend our Earmarked reserves of £3,3952 (3 months running costs £2,000, Grant for Forest School £950 & Balance of Shrine Donations £1,0002).

Councillor Barnes proposed an increase of 10% to £7,275. Seconded by Cllr Burford. A vote was taken and this increase was accepted (four Councillors in favour and three against).

Cllr Stewart said we should communicate the reasons for the precept increase to Parishioners and Cllr Tunney said he would write an article which would go in the Courier, website and notice boards. This would include the impact this would have on each Council Tax band.

Resolved: that Cllr Tunney writes the article and it is publicised.

Agreed 19/20 Budget

Income (excl b/fwd Bal)	Budget	Expenditure	Budget
Precept	£7,275.000	Clerk Salary	£3,713.04
Interest	£4.20	Telephone & Broadband	£15.00
		Travel & Subsistence	£81.00
		Postage	£22.40
		Stationery	£106.00
		Insurance	£475.00
		Subscriptions	£409.00
		Newsletter	£340.00
		Audit fees	£285.00
Shrine*	£0.00	Shrine*	£150.00
		Website	£85.00
		Election	£181.00
		Grants	£450.00
NDP-Groundwork	£2,000.00	NDP	£2,000.00
		Village Hall Hire	£206.25
VAT reclaim	£66.20	VAT	£66.20
		Contingency	£600.00
TOTAL	£9,345.40	TOTAL	£9,184.89

d) Setting the 2019/20 Precept
See above – precept agreed at £7,275 – 10%.

Resolved: that the Clerk applies for our Precept by the deadline stated by Cheshire West & Chester Council.

08.01.09

HIGHWAYS MATTERS

Cllr Parker said that the Clerk and himself would do the drive round ago after the Winter but had found that the pot holes had got deeper since the drive round a few months ago. He advised that the Clerk had written to Highways requesting a meeting with them.

Cllr Moore Dutton said that we would get better results by going to see Highways rather than asking them to come to a Parish Council meeting.

Cllr Stewart said that signage on road is wearing away and asked what the policy on this was. Cllr Tunney said we would write to CWaC detailing these and asking for them to be repainted.

Resolved: that the Clerk asks Cllr Stewart for the locations of the markings.

Resolved: that the Clerk writes to Highways for these markings to be repainted.

08.01.10

REPORTS FROM WORKING GROUPS

a) Quarry and Greens including Quarry Wood on Tirley Lane
Cllr Barnes – nothing to report

Cllr Stewart – report given – some action for later in the year.

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

Cllr Hughes spoke to Dominic Gray (Arborialist) and they will meet in a couple of weeks.

Resolved: that Cllr Hughes ensures this happens.

c) War Memorial and Shrine

Various Councillors said positive feedback was being received from residents and others.
Cllr Tunney said Mrs Dahill did a good job with the planters. It was agreed that formal thanks be minuted.

Utkinton and Cotebrook Parish Council would like to formally thank Mrs Dahill for the work she undertakes in maintaining the planter and flower beds around the Shrine.

Resolved: formal thanks minuted above.

Cllr Burford said he had looked at the Shrine and said that as well as the crack we were aware of, there were two new cracks. Cllr Burford advised that he had read an article on how the repair of fractured stone should be done and described this process.

Cllr Burford advised that he had spoken to Robin from Rogers Masonry of Nantwich who said that the problem could be due to erosion of the pin holding the cross in place.

Cllr Tunney asked Cllr Burford to obtain a quote for doing this work.

Resolved: that Cllr Burford obtains a quote and presents it at the February meeting.

08.01.11 WEBSITE/COMMUNICATION/NEWSLETTER

Cllr Tunney advised that the website is still growing and we will continue to use this to communicate with our residents.

Cllr Hughes is still waiting to hear from Open Reach re them attending a Parish Council meeting.

Resolved: that Cllr Hughes pursues this with them.

08.01.12 CORRESPONDENCE

a) Clerks report to date.

SENDER	DATED	DETAILS	RECOMMENDED ACTION
CWaC	11.12.18	Notes on Neighbourhood Planning	Circulated to Cllrs Tunney & Priestner & T Dahill
CWaC	14.12.18	Local Plan Part 2 Circulated	Circulated
ChALC	20.12.18	Invite to Royal Garden Party 2019	Emailed to Cllr Tunney
CWAC	20.12.18	Public Health Messages	Circulated & added to Website
Kelsall Medical Centre	23.12.18	Medical Centre Update	Circulated & added to Website
Cheshire Police	2.1.19	December incidents	Circulated

08.01.13 COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES

Cllr Burford explained he couldn't advise reason for his absence last month due to his new phone not working abroad.

Cllr Tunney said that Parish elections are due soon and Councillors should receive details in February. He asked how we could engage more with Parishioners. Cllr Stewart said we do good job in communicating with Parishioners. Cllr Needham said his wife is going to approach WI to see if they want put forward someone to stand as a Councillor.

Cllr Tunney advised that Cllr Harvey has resigned from the Parish Council due to work commitments and we were looking for other Residents to stand. He has received interest from an Utkinton resident and asked them to attend a PC meeting.

08.01.14 DATE OF NEXT MEETING

The next meeting of Utkinton and Cotebrook Parish Council will be held on Tuesday 12th February 2019 at 7.30pm at Cotebrook Village Hall.

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