

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT COTEBROOK VILLAGE HALL ON TUESDAY 12th FEBRUARY 2019 AT 7.30PM

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

In Attendance: Anita Langford (Clerk & RFO)

Cllr Moore-Dutton

Rae Gutmann

Cllr Priestner received permission to leave the meeting at 8.45.

12.02.01 APOLOGIES FOR ABSENCE

Resolved: that apologies be accepted from Cllrs Hughes & Barnes

12.02.02 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

12.02.03 CO-OPTION OF NEW PARISH COUNCILLOR

The Council moved to co-opt a Councillor. Mrs Elizabeth Rae Gutmann of Utkinton had expressed an interest in becoming a Parish Councillor and was invited to address the Council.

She was proposed by Cllr Stewart and seconded by Cllr Parker.

Mrs Gutmann signed a Declaration of Acceptance of Office and was asked to complete a Register of Interests form. CWAC is to be informed of her co-option.

Resolved: that Mrs Gutmann be co-opted onto the Parish Council.

Resolved: that Cllr Gutmann returns her Register of Interests form to the Clerk.

12.02.04 MINUTES OF THE ORDINARY MEETING HELD ON 8th JANUARY

Resolved: that the minutes of the Parish council meeting held on 8th January were agreed and signed as a correct record by the Chair.

12.02.05 CLERKS REPORT

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

12.02.06 BOROUGH COUNCILLOR'S REPORT

Cllr Moore-Dutton advised the following:

-Waste Contract – new one to be drawn up but cost will be significantly higher.

-Budget - £289k per year reduction in Highways & Environment budget. Also, £400k shortfall in school bus transport budget. This will probably be included in Council Tax to recoup. £10m to be spent on new Commercial investments

– Cllr Needham said this was wrong due to shortfall in other areas. Cllr Moore Dutton said they are different budgets – Capital & Revenue. Also, asked why CWaC why they had 3 golf courses as money could be reallocated to other areas eg. footpaths.

-Utkinton Road/High Street, Tarporley - no notification of road closure received. Why was this?

-Cllr Parker asked about recycling. Cllr Moore Dutton said at CWaC meeting she asked for full accountability about what happened to our waste. Brexit may make us take more responsibility for sorting etc of our rubbish.

Cllr Burford asked was there any figures on plastic recycling and passed out details from Plasteco Wood who turn plastic rubbish into various products.

12.02.07 NEIGHBOURHOOD DEVELOPMENT PLAN (INCORPORATION FOOTPATH PROJECT)

Cllr Priestner advised that Utkinton School are taking pupils through the Visions & Objectives. Also, that he spoken at the AGM of St John and the Holy Cross Church in Cotebrook and asked for their input in the process.

The Steering Group are currently in the process of putting together the draft plan which will be presented to residents. Next key date is March 19.

Cllr Tunney advised that it may be nine months before the Neighbourhood plan might get to referendum stage and that there still was some budget available to spend on the process.

Cllr Tunney asked that the Parish Council thanks are passed back to the Neighbourhood Planning team.

Cllr Stewart asked how many other Parish Councils have Neighbourhood Plans. There are 18 'Made Plans' and it is not known how many others were at a similar stage to Utkinton and Cotebrook out of a total of 97 Parish Councils.

Resolved: that the Neighbourhood Planning team will write the draft which will go to residents and interested Groups for comments.

12.02.08 PLANNING APPLICATIONS

The following Planning Matters were noted b)

Resolved: that the Clerk takes the agreed action on the following: a

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.**

Clerk to write to CWAC stating we have no objections.

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

12.02.09

FINANCE MATTERS

a) Authorisation of Payments|

Resolved: that the following Payments were approved for Payment

PAYMENTS BY BACS		
Anita Langford	January Salary	£300.30
Cotebrook Village Hall	Hire for NDP Steering Group meeting	£36.00
Royal Mail	Hall hire Apr 18- Mar 19	£100.00
PAYMENTS BY CHEQUE		
Mrs K Dahill	Plants for Shrine	£29.48

b) Review & agree the Asset Register

Cllr Parker advised he had spoken to Came & Co (our Insurance Brokers) and discussed our insurance cover and insured assets with them. If we didn't have any assets, our premium would be £220. We are currently insuring £47,000 of assets and these cost us £50 in premium per £10,000 of assets.

He advised the types of cover we have eg public liability, assets etc and said that our largest risk is impact as most of our assets are on the roadside. If they were hit, we would have a claim on the Drivers motor insurance.

We have £10m of cover re liability cover which cover things like a tree we own striking someone.

Cllr Parker asked do we need to insure all our assets.

Resolved: that Cllr Parker & Stewart to review asset register to check values of our assets and supply an updated Register to the Clerk.

Resolved: that a suggested revised Asset Register is circulated to Councillors by the Clerk.

Cllr Parker advised that our Long Term Agreement which was for three years expires this year and at renewal (1st June), Came & Co will approach other insurance companies for quotes.

c) Approve Parish Council grants for payment March 19

Proposed by Cllr Parker and seconded by Cllr Stewart. Carried unanimously

Resolved: that these grants are paid in March 19

d) Sign off of 18/19 Accounts for External Auditors

It was explained that the current sign off of the year end accounts at the April Parish Council meeting causes a lot of pressure on both the Clerk and Internal Auditor and could this be moved to May.

Resolved: that the Parish Council accounts are now agreed and signed off at the May Parish Council meeting.

This will happen every year unless a future motion to change this is received.

12.02.10

HIGHWAYS MATTERS

a) Review requests to Highways

Various roads in bad condition were discussed - Wood Lane, Stable Lane, John Street, Knights Lane, Tirley Lane etc

Cllr Tunney advised that Andy Bithell in Highways said there were 9904 sections of road which need attention in Cheshire West and he asked him where the above roads are rated in his list of categories A, B or C. Andy Bithell advised this was not possible.

Cllr Tunney drove round the Parish & found approx. Six/seven roads where the road markings need repainting.

Resolved: that Cllr Tunney provides details of the affected roads to the Clerk.

Resolved: that Clerk logs these roads and forward to Highways.

Cllr Priestner advised that his neighbour wants the residents of Tirley Lane to make representations to Highways about the condition of this road. They were also concerned about the mud from farmers' fields being dragged on to it.

Cllr Tunney said that as part of compiling the Neighbourhood Plan details of all farms in the Parish were obtained. Cllr Priestner to provide details of farmers and the Clerk is to write to write to them and copy in CWaC.

Resolved: that Cllr Priestner provides these details to the Clerk.

Resolved: that the Clerk writes to the Farmers, copying in CWAC.

Cllr Burford asked whether road repairs were handled by CWaC or subcontracted. Cllr Moore Dutton advised this work was subcontracted.

Cllr Stewart in 2012/13 said there was a meeting with Highways and they said that Tirley Lane was added to their list and was it still on their list to repair.

b) Email from John Richardson re speeding on John Street and Speedwatch
 Cllr Tunney said we are in contact with Dave Reeves in CWaC re SID and will pursue this with him.
Resolved: that the Clerk will chase Dave Reeves so that this can move forward.

c) Complaint from Mrs Edge (Croft Court) re gritting and residents parking.
 Cllr Needham advised that Mrs Edge had contacted him previously about various issues re Croft Court and Cllr Tunney explained the location, width and slope of this road and why this caused problems.
 Cllr Moore Dutton said Croft Court did not fall within CWaC's criteria for gritting.
 Cllr Tunney said that UCPC could ask CWaC to put a in a grit bin but UCPC would have to pay for it.
Resolved: that Cllr Tunney will write to her explaining the position and the options which were available to her.

12.02.11 SHUTTLE BUS

Cllr Tunney advised he attended a meeting with CWaC & other local parish councils. Proposal by Cllr Tunney that a circular route between Utkinton, Cotebrook, Eaton, Tarporley and Tiverton was set up to provide a connecting/feeder bus to the current 84 bus. He advised that the first stage was to agree technical details and then costings. A Freedom of Information request advised it costs £52,000 per year for the current Shuttle Bus and Community Transport. Once feasibility and costs are available, they will be presented to CWaC.
 Cllr Tunney advised that this also would meet the aspirations of the Neighbourhood Plan.
 Cllr Moore Dutton said her she expressed her thanks at the CWaC meeting.
Resolved: that Cllr Tunney provides up dates on progress to the Parish Council.

12.02.12 REPORTS FROM WORKING GROUPS

a) Quarry and Greens including Quarry Wood on Tirley Lane
 The termination of lease including the inspection by United Utilities, removal of basketball hoop & goal & general tidy up were discussed.
 Cllr Stewart suggested that Paul Whalley is approached to undertake the tidying up.
 Cllr Tunney is to request volunteers to remove the play equipment from the Green.
Resolved: that Cllr Tunney asks for volunteers from the Parish Council to undertake this.

b) Plans for a grant-aided 'Forest School' in the Quarry Wood
 Dominic Gray to look at the trees and provide his report re these.
Resolved: that Cllr Hughes liaises with him on this.

c) War Memorial and Shrine
 Cllr Burford sent details re the cracks in the Shrine to Master Drillers Ltd who specialised in this type of work.
 A quotation received re diamond drilling & pinning work of £492 plus VAT.

Cllr Stewart said that as Finesse Masonry said their work would be all that is needed and the integrity of the stone was good. Therefore, no action should be needed.

Cllr Parker advised he had recently looked at the Shrine & cracks and his view was that we had done what we said we would in 2018 and that we should not do anything further.

Cllr Tunney advised that we had £1,000 of donations ringfenced to spend on the Shrine should any work be needed at a future date.

It was agreed that we monitor the situation throughout 2019 and look at again in Spring of 2020, taking photographs so we can monitor the position.

Resolved: that Cllr Tunney take photos monthly.

12.02.13 WEBSITE/COMMUNICATION/NEWSLETTER

Cllr Tunney advised that by end of 13th February 2019 we will have achieved 40,00 hits in on the website in three years. E.g. closure of Utkinton Road got 300 hits in 3 hours.

Cllr Tunney advised he was midway through preparing the next edition of The Courier and in light of the forthcoming Local Council elections, did Councillors want their profile including in this edition?

Cllr Tunney said we can publicise the Local Council elections to give other people a chance to stand.
 Cllr Moore Dutton said this was democracy in action.

No update re Open Reach attending a Parish Council meeting as Cllr Hughes was unable to attend this meeting.
Resolved: that Cllr Hughes pursues this with them.

12.02.14 CORRESPONDENCE

a) Clerks report to date.

SENDER	DATED	DETAILS	RECOMMENDED ACTION
St Johns & the Holy Cross Church	20.12.18	Application for annual grant	Feb agenda for payment approval

Utkinton Village Community Hall	03.01.09	Application for annual grant	Feb agenda for payment approval
ChALC	8.1.19	Invite to Local Industrial event 1.3.19	Circulated. Cllr Needham to attend
CWaC	10.1.19	Invite to Lord Mayors banquet	Circulated
United Utilities	11.1.19	Email from Vicki Kerr re termination of rental of Green	Added to February agenda
Mrs Edge	14.1.19	Tele call to complain road sweeper did North Brook Rd but not Croft Close.	Reported to CWaC 4853933
CWaC	15.1.19	TRO 2246 John Street 1.2.19	Circulated & added to website
Cotebrook Village Hall	23.1.19	Application for annual grant	Feb agenda for payment approval
David Walker	23.1.19	Complaint re state of Tirley Lane	Circulated & on Feb agenda
John Richardson	24.1.19	Concerns about speeding along John Street	Circulated & on Feb agenda
Mrs Edge	1.2.19	Verbal to Cllr Burford – issues with gritters and residents parking	Added to February Agenda
Cheshire Police	4.2.19	January incidents	Circulated
CWaC	5.2.19	Public Health Update	Circulated

12.02.15 COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES

Cllr Tunney advised he was going to the Councillor training in March and would collect the nomination forms then. These will be given these to Councillors but they will have to make an appointment and return them in person to CWaC offices. This would give an opportunity for any mistakes to be corrected (if applicable).

Cllr Needham said that everyone standing would need to complete and submit an expenses form even if nothing had been spent.

12.02.16 DATE OF NEXT MEETING

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

The meeting closed at 9pm.

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