

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT COTEBROOK VILLAGE HALL ON TUESDAY 9TH APRIL 2019 AT 7.30PM

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

In Attendance: Anita Langford (Clerk & RFO)
Cllr Moore-Dutton
Pauline Mahon)
Susan Gosmore) Cotebrook residents
Stephen McQue)

09.04.01 PP

At the Public Participation section of the meeting, Mrs Mahon raised various points re the Greens at Cotebrook (item 09.04.12). She enquired about the process for handing back the Greens. Cllr Tunney said we had to reinstate the Greens back to the condition they were in when the Parish Council started to lease them which included removing the play equipment and benches.

Meetings will be held with United Utilities (UU) and Chester West and Chester (CWaC) and the Parish Council would provide an update once they know what is happening.

It was explained that it costs between £500 & £550 per annum to maintain the Greens and that this cost played a part in the decision to cease the leases. The Clerk is to ask Cllr Barnes for the cost of maintaining the CWaC Green only and Mrs Gosmore said she would like this Green to be kept tidy.

Resolved: that the Clerk asks Cllr Barnes for this information.

Cllr Parker advised that one of the Greens was waterlogged and couldn't be used and Mrs Mahon said they were nice to look at.

She also mentioned that perhaps Weaver Vale Property could take these over as they already have grass cutting equipment etc,

Cllr Moore Dutton suggested that CWaC could be approached to donate the land to be used as a Community Orchard and there may be grants available to support this.

Cllr Tunney asked that Mrs's Mahon & Gosmore & Mr McQue put their comments in writing to the Clerk.

09.04.01 APOLOGIES FOR ABSENCE

Resolved: that apologies be accepted from Cllrs Burford & Gutmann

09.04.02 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

09.04.03 MINUTES OF THE ORDINARY MEETING HELD ON 12TH FEBRUARY 2019

Resolved: that the minutes of the Parish council meeting held on 12th February were agreed and signed as a correct record by the Chair with the following correction noted in these minutes.

Cllr Tunney added an amendment re Neighbourhood plan (NHP) (12.03.07)– 97 parishes in CWaC , 36 had submitted Neighbourhood Plans & 19 have been made. He has updated the website with details about Neighbourhood Plan and some other local areas plans have been added to our website.

09.04.04 MAY PARISH COUNCIL MEETING

- a) Due to other candidates standing, the Acceptance of Office & Register of Interest forms weren't issued but they will be issued at the May meeting.
- b) It was agreed that Councillors would arrive at 6.45pm for the May Parish Council to sign the above documents and that there were in fact only two meetings – Annual Parish Meeting & Annual Parish Council meeting. Cllr Tunney explained the legal process for the meeting re the election of officers.
- c) The election of Officers will now take place at the Annual Parish Council May meeting.

Cllr Stewart said residents have asked him what is going on as the Parish Council haven't had a contested election before and he is pleased that more residents are standing as candidates. Residents were surprised that all members of the NHP Steering Group were standing.

Cllr Priestner said he didn't know why they were all standing this time.

Cllr Stewart explained that he had been approached by a number of parishioners as to why the Neighbourhood Plan Steering Group had nominated themselves for election and asked if there had a falling out between Parish Council & Neighbourhood Plan Steering Group and did members of Steering Group feel that joining the council is the only way that the NDP can be put in place.

Cllr Priestner responded that he was unaware of any 'falling out' but that the Steering Group may well feel that they are best placed to move this forward if they are elected to Parish Council.

09.04.05 VACANCY FOR PARISH CLERK

One response received from an existing Clerk from another Parish Council who wants to reduce her hours. Cllr Tunney said he would like more applicants and will re-advertise the role on the Website. Facebook & ChALC etc.

Interviewers could be Cllrs Tunney, Gutmann & Parker should they be re-elected.

09.04.06 CLERKS REPORT

Resolved: that the Clerk presented her report (copy enclosed) and it was accepted. Some actions given to clerk mainly to do with Highways problems and speeding.

Resolved: that the Clerk contacts Highways and Royal Mail re these issues. See the Clerks May report for more details of these.

09.04.07 BOROUGH COUNCILLOR'S REPORT

Cllr Moore-Dutton advised the following:

She had noticed a number of road signs needed reporting and was glad we were raising them.

Cllr Moore Dutton said she had asked Tarporley Parish Council to look at the Shuttle Bus plans as they weren't having a contested election.

Cllr Stewart advised that Mr & Mrs Billington expressed concerns to him re Foxbank on Quarry Bank which they wanted to develop and they wanted to enlist Cllr Moore Duttons' help re this. 15 /05189/OUT was the original application but it was withdrawn in early 2016. Mr & Mrs Billington said their agent was re applying for planning permission.

Cllr Tunney explained that all applications, if properly submitted would appear on the CWaC Planning web pages, he had checked those for Utkinton, Cotebrook and Little Budworth and the only application for this address was the one that was withdrawn.

Cllr Stewart passed their contact details onto Cllr Moore Dutton so that she could contact the Billington's on this matter.

09.04.08 NEIGHBOURHOOD DEVELOPMENT PLAN (INCORPORATION FOOTPATH PROJECT)

Cllr Priestner advised there the Steering Group will meet week commencing 9th April, possibly 11th April and he is unable to add any further details to the update given at the March Parish Council meeting. He said that Graham Spencer is understood to be writing the NHP plan.

Cllr Tunney advised the period for spending the last tranche of money had finished but we were advised that we didn't need to send it back but it had to be spent on the same objectives that it was applied for. £631 to be spent engaging Cheshire Community Action to do some analysis.

We are unable to apply for the next tranche until this has been spent .

Cllr Needham said that the NHP could be a place to document concerns over speed limits and Cllr Priestner advised Cllr Gutmann was to meet with Tony Dahill to discuss this.

Cllr Priestner said we should raise the issue of speed on all roads not just one specific road and the NHP could be the place to do this and Cllr Tunney said that he wanted to see how the speeding issue was being covered in the NHP

Cllr Stewart said that perhaps the 20MPH limit part of the NHP could be reworded.

Cllr Priestner said that the Greenspace Action Group had developed in to the Neighbourhood Plan Steering Committee but Cllr Tunney said that this wasn't the case but that the Steering Group was operating under the auspices of the Parish Council who are recognised by Localities as the 'Responsible Body'.

Cllr Tunney, as one of the originators of this process alongside, Cllr Priestner, Mr Dahill, Ms Weaver and Mr Spencer, he then Parish Clerk, plus Richard Thresh, a representative from CCA (at a meeting in Rose Farm, on 6th September 2016) the Green Space Action Group wasn't mentioned and the Plans to have a Neighbourhood Plan Steering Group were put in place under the guidance of Cllr Priestner . The fact that this Steering Group has many of the same members as the Green Space Action Group, is coincidental. The Steering Group is a formally constituted group reporting to the Parish Council as the recognised Responsible Body – all funds are applied for and managed via the Responsible Body and all reports to Locality generated through it.

Cllr Tunney also requested that the Draft Plan is brought back to the Parish Council for discussion before it is circulated for public comment.

09.04.09 PLANNING APPLICATIONS

The following Planning Matters were noted a)

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. 13.2.19 Clerk wrote to CWaC advising that the Parish Council don't have any objections to the application - **Approved**.

09.04.10

FINANCE MATTERS

a) Authorisation of Payments|

Resolved: that the following Payments were approved for Payment

PAYMENTS BY BACS MADE BETWEEN MEETINGS		
NMC	March Courier	£202.00
PAYMENTS BY BACS		
Anita Langford	March Salary	£309.42
Cheshire Community Action	Annual subscription	£20.00
Cheshire Association of Local Councils	Affiliation fee 19/20	£219.96

b) Asset Register was reviewed it was agreed to follow the Joint Panel on Accounting & Governance (JPAG) guidelines (5.59 & 5.60) re gifted assets and war memorials and show their asset valuation as £1. It was also clarified that the 3 cork memo boards in Utkinton Village Hall belonged to the Hall not Parish Council and these were to be removed from the Asset Register.

Items to be insured were with values were agreed and a revised Asset Register to be sent to Came & Co & the Internal Auditor (Phil Sanders).

For 18/19-year end accounts, any changes will be fully explained so that External Auditors (PKG Littlejohn) do not query this.

Resolved: that the Clerk actions the Asset Register as above.

Cllr Stewart asked that we ensure that we are covered for storm damage. Clerk will ask our Insurance Brokers about this. Cllr Parker requested that the Clerk forwards him a copy of our insurance policy and the renewal premium once Came & Co (our insurance brokers) advise this.

Resolved: that the Clerk looks in to the Storm Damage issue.

Resolved: that the Clerk forwards Cllr Parker our current insurance policy.

Resolved: that the Clerk forwards Cllr Parker details of the 2019 insurance premium.

c) 4th quarter 19/20 accounts were agreed & accepted.

Proposed by Cllr Hughes seconded by Cllr Parker, carried unanimously

Earmarked reserves were discussed and it was highlighted that CIL money can only be spent on certain projects and the Parishioners are to be consulted on this.

Cllr Tunney explained that the Community Infrastructure Levy had replaced the New Homes Bonus and Cllr Stewart enquired whether we would get the same amount each year. It was advised that this wasn't the case as the amount depended on the number of new homes being built.

Cllr Barnes asked whether this money could go in to the general accounts and it was explained that this couldn't happen and if after five years, it hadn't been spent, then it had to be returned to CWaC.

Cllr Stewart also advised that in effect we had two budgets, a revenue one which was for the day to day running costs and a capital one which the Earmarked Reserves fell under. Details of the Earmarked reserves are to be added to the website as part of these minutes.

Resolved: that the Clerk adds these.

d) It was agreed to appoint Phil Sanders as the Internal Auditor for 18/19.

Proposed by Cllr Tunney, seconded by Cllr Stewart, carried unanimously

e) The 17/18 External Audit agenda item was not discussed at this meeting but the Clerk wanted to minute that the 17/18 External Audit agenda item was discussed at the September 2018 meeting and the comments they raised

were discussed (RFO signed Accounts after Parish Council did & this should have been before) but not minuted. This is the formal minute and the RFO/Chair will ensure 18/19 documents will be correctly signed

f) Internal Audit, Cllr Tunney (Chair) & the Responsible Finance Officer (Clerk) see no reason why a 'limited assurance review' should not be obtained for the 18/19 accounts.
Proposed Cllr Stewart, seconded Cllr Parker. carried unanimously

However, due to the potential change of Chair & RFO, a discussion needs to be held in April 20 about whether it would be better to have a 'limited assurance review' for the 19/20 accounts. This is to provide reassurance that the accounts & procedures are in order.

Resolved: That the Clerk makes a diary note re the type of AGAR to be completed for 19/20 (exempt or review needed) and adds this to the April 20 Parish Council minutes.

09.04.11

HIGHWAYS MATTERS

a) Review requests to Highways

Cllr Tunney shared the letter he had written to Andrew Lewis Chief Executive of CWaC re speed limits on roads in the Parish, especially relating to a complaint received re Heaths Lane.

b) The Highways Faults log was discussed and Cllr Tunney advised that only a limited number of people were reporting issues and he encouraged everyone to do this.

Cllr Moore Dutton said that she uses the SMYLE app and it appeared to be working but Cllr Tunney advised that we had been advised to report via the CWaC website.

Cllr Hughes had concerns that the repair to the pot hole on Quarry Bank opposite High Billinge Barn, previously repaired as it was a 'sink hole' had been filled unsatisfactory and was not repaired to a satisfactory standard and could this be reported.

Resolved: that Clerk follows this up with Highways

09.04.12

REPORTS FROM WORKING GROUPS

a) Quarry and Greens including Quarry Wood on Tirley Lane

Cllr Stewart advised that Quarry Wood needs some tidying up.

Greens- Cllr Barnes advised that he agreed with the points that the residents who attended the Public Participation raised.

Cllr Tunney advised re had received a complaint re fly tipping of garden waste and he had put notice on the website and social media.

United Utilities are visiting Cotebrook Greens on 23rd April to review the Green before it is handed back and a meeting will need to be held with CWaC re handing back their Green,

Cllr Tunney advised that there hadn't been any response from residents re requests for help to tidy up the Greens.

Re the Green rented from CWaC, as one months' notice is required to terminate the lease from CWaC, this is not to be served until the cost of maintaining this green is obtained and discussed (see 09.04.01 PP). The Clerk advised that we need to ensure that we serve notice to CWaC before the next lease fee is due (1.8.19) and Cllr Tunney suggested that we speak to them about whether we could lease the Green on a month by month basis.

Resolved: that the Clerk contacts CWaC

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

Cllr Hughes advised that he & Cllr Tunney had met Dominic Gray and Mr Gray had given a list of actions re the Wood, including repairs to the fencing around the pond and some tree work was needed before some trees fell down. Also, the school should be asked what they want from this space.

Dominic Gray said a Tree Surgeons report would be useful.

It was mentioned that speaking to Cheshire Wildlife Trust & the Woodland Trust and the Cheshire West & Chester Tree Officer Ryan McConnel at CWaC who may be able to help.

Resolved: that Cllr Hughes contacts the School, CWT, Woodlands Trust & CWaC to take the matter forward.

Resolved: that the Parish Council decide what action to take re Dominic Gray's advice.

09.04.13

COMMUNITY INFRASTRUCTURE LEVY

See 09.04.10 c)

09.04.14

WEBSITE/COMMUNICATION/NEWSLETTER

Website

Cllr Tunney advised there had been 42,000 hits since 2016, averaging at 1,200 a month & 525 Facebook Posts.

Open Reach

Cllr Hughes advised he had some good discussions re progress with Open Reach and he would try & arrange a meeting with them.

Cllr Priestner asked that Cllr Hughes let the Neighbourhood Plan Steering Group know about this as it could impact on the NHP.

Resolved: that Cllr Hughes arranges a meeting.

Resolved: that Cllr Hughes updates the Neighbourhood Plan Steering Group

09.04.15

COMMUNITY TRANSPORT

Cllr Tunney said he had circulated his proposal and since then things had moved on and it could be amended to meet the 82 bus, Delamere station & Tiverton. The only place which couldn't be serviced was Winsford was not covered by local buses direct from Chester

The Proposal had been circulated with Antionette Sandbach MP & Cllr Moore Dutton who supported it. It had also been discussed with the other parishes in Tarporley for discussion.

Cllr Tunney advised that the cost of his proposal would be £75k per year employing two drivers and not relying on volunteers to drive the bus and the leasing of a bus.

CWaC currently spend £55k within the ward on Community Transport & School Buses and as they support this plan a portion of this could be used to support this.

Cllr Tunney suggests doing a trail for a year, but we needed to find a bus & some funding.

Cllrs Tunney and Moore Dutton are to pull together CWaC & the other Parishes in Tarporley Ward. After the election, this would apply and the new Borough Councillor would be involved.

Cllr Barnes asked about the three school buses (24 seaters) and Cllr Tunney advised that they were used by the schools during certain times and after that used for community transport. Cllr Barnes suggested that we go for some sponsorship.

Cllr Tunney wants to get the plan supported by CWaC and that they ensure they run this service. He thinks that if this happens, funds will be attracted from other sources.

Cllr Barnes asked about uptake of bus paid for by Rose Farm and Cllr Tunney said this was not trying to take their customers. He also commented that the goal of the proposed service was to operate right across the working week from 07:00 to 19:00.

Cllr Needham explained that the Patient Participant Groups in the area were linking together, including the hospital and that this Community Transport service would feed into this as people could access these services including dentists.

Cllr Tunney said he would continue with this proposal if he wasn't re-elected and that this would mean that the proposal would transfer to the Borough Councillor.

Cllr Tunney said he would resend his proposal and asked for everyone's support.

Resolved: that Cllr Tunney resend his proposal.

Resolved: that Cllrs Tunney & Moore Dutton liaise with all interested parties.

Resolved: that Cllr Tunney keeps the Parish Council updated.

09.04.16

CORRESPONDENCE

a) Clerks report to date.

SENDER	DATED	DETAILS	RECOMMENDED ACTION
CCA	15.3.19	Invite to take part in Best Kept Village competition	Circulated
CWaC	15.3.19	Update on TRO4204 A49/A51 Four Lane Ends Junction (Red Fox)	Circulated & added to website & Facebook
Came & Co	18.3.19	2019 Pre renewal documents	Emailed to Cllr Parker
Keep Britain Tidy Campaign	20.03.09	Invite to take part in Best Kept Village competition	Circulated
CWaC	21.3.19	Remittance advice re CIL levy payment	Circulated

Malcolm Preston	22.03.19	A49 40MPH signs – follow up to his letter received August 18	Emails to Cllrs Tunney & Gutmann. Email to Jerry Gibbs
CWaC	26.03.19	TRO 2349 Utkinton Lane	Circulated & added to website
CCA	27.3.19	Annual renewal invoice	Added to April payments
CWaC	29.3.19	Update on TRO4204 A49/A51 Four Lane Ends Junction (Red Fox)	Circulated & added to website
Troy Planning	30.3.19	Updates & funding re NDPs	Circulated to Cllrs Tunney & Priestner & T Dahill
SP Energy	2.4.19	Power Cut information	Circulated
Merchant Navy Fund	2.4.19	Request to publicise Merchant Navy Day 3.9.19	Circulated
CWaC	3.4.19	TRO 2372 Utkinton Road	Circulated & added to website
Cheshire Police	3.4.19	March incidents	Circulated
Brenda Ramsden	3.4.19	Complaint re junction of Quarry Bank & Heaths Lane	Circulated

09.04.17

COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES

Cllr Parker advised that the Pre School has given notice and they will be leaving the Cotebrook Village Hall (CVH) after the Summer term. They are going to the school in Eaton. They were told by the school If they didn't move to them, then the school will look for someone else to run a Preschool there.

Another hirer has approached CVH wanting to hire it for another nurse. CVH are meeting with them on 11th April but they think the Hall may be a bit small.

Cllr Tunney thanked the Councillors for their support whilst he was Chair & he wishes all the Councillors and all Candidates good fortune in the election.

Cllr Tunney mentioned the plans he had received from a developer to develop the car park at the Fox & Barrel but formal plans had not been received.

Cllr Tunney had received four responses to his plea re little picking and when he receives more, he will take the matter forward. Cllr Moore Dutton advised that some little picking equipment is still available from CWaC.

Cllr Tunney mentioned that all High Viz vests must be returned if Councillors are not re-elected, otherwise they will be invoiced for the cost of a replacement vest.

09.04.18

DATE OF NEXT MEETING

The next meeting of Utkinton and Cotebrook Parish Council will be held on Tuesday 14th May 2019 at 7.00pm at Utkinton Village Hall.

The meeting closed at 9.15pm.

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