

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 (left at 9.20), Cllr Barnes (left at 8.55), Cllr Atkinson, Cllr Priestner, Cllr Hughes and Cllr Dahill

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

14.05.01 ELECTION OF CHAIR

Cllr Tunney said he would like to stand as Chair.
Proposed by Cllr Stewart, seconded by Cllr Hughes.
Five Councillors in favour for and two against
Resolved: that Cllr Tunney is elected Chair for 2019/20 and signs his Acceptance of Office declaration

14.05.02 ELECTION OF VICE CHAIR

Cllr Barnes & Cllr Hughes both wished to stand as Vice Chair.
Cllr Barnes proposed by Cllr Needham and seconded by Cllr Stewart
Cllr Hughes proposed by Cllr Stewart and seconded by Cllr Priestner
A ballot was carried out and Cllr Hughes was elected. He received six votes and Cllr Barnes two.
Resolved: that Cllr Hughes is elected Vice-chair for 2019/20 and signs his Acceptance of Office declaration

14.05.03 APOLOGIES FOR ABSENCE

Resolved: that apologies be accepted from Cllr Burford

14.05.04 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

14.05.05 PROCEDURAL MATTERS FOLLOWING PARISH COUNCIL ELECTIONS

a) The changes to Standing Orders & Financial Regulations were discussed.

Resolved: that these changes are accepted.

Resolved: that the Clerk updates both documents and makes a diary note for their next review.

b) The suggestion from Internal Auditor that Clerk is given authority to make emergency payments was discussed.

Resolved: that the Clerk has authority for £100 and advises the Chair/Vice chair if this power is used.

Resolved: that the Standing Orders/Financial Regulations are updated to show this.

c) General Power of Competence (Section 5, xii in Standing Orders) was discussed.

Following ChALC's advice the following is minuted. 'For 2019/20, Utkinton and Cotebrook Parish Council (UCPC) is not eligible because the Clerk does not hold relevant qualifications although UCPC qualifies for the electoral mandate'.

d) Revisions to the Bank Signatories was discussed.

It was agreed that Cllrs Needham, Tunney and Stewart remain as signatories and Cllr Hughes is added. Former Cllr Harvey is to be removed from the mandate.

It was agreed not to amend the bank mandate until the new Clerk is appointed as they need to go on the mandate to make BACs payments.

Resolved: that the Clerk diaries this so that the bank mandate is changed after the July Parish Council meeting.

e) Election of Councillors to committees was discussed and it was advised that there aren't any committees.

However, two Councillors have Greens responsibility – Cllr Stewart suggested that Cllr Hughes takes over responsibility for Quarry Wood & incorporates the Forest School into this responsibility. Cllr Hughes was happy to do this.

Cllr Barnes is to remain the Cllr responsible for the Cotebrook Greens.

f) The Council policies re Complaints, Data Protection/GDPR and dealing with Press/Media were discussed and Cllr Hughes proposed acceptance of these. This was seconded by Cllr Priestner.

Resolved: that Clerk will put these documents on the Parish Council website

14.05.06 MINUTES OF THE ORDINARY MEETING HELD ON 9TH APRIL 2019

Resolved: that the minutes of the Parish council meeting held on 9th April 2019 were agreed and signed as a correct record by the Chair

14.05.07

VACANCY FOR PARISH CLERK

Cllr Tunney advised that there were two applicants and he was meeting both informally. A formal interview would then be held.

Cllr Tunney asked for two Councillors to be involved in the interview process.

Resolved: that Cllr Hughes & Cllr Tunney will be undertake the interviews

14.05.08

CLERKS REPORT

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

A couple of matters were discussed and the Clerk will update her report accordingly.

14.05.09

BOROUGH COUNCILLOR'S REPORT

Cllr Moore Dutton advised the following:

Community Orchards – Big Field Lane suggested that they would like a Community Orchard. Cllr Dahill said this wasn't raised in the Neighbourhood Plan.

Cllr Moore Dutton will support UCPC if it is decided to proceed with establishing Community Orchards either here or on the Cotebrook Green which is rented from CWaC.

Cllr Moore Dutton was congratulated as being re-elected as Independent Borough Councillor.

14.05.10

NEIGHBOURHOOD DEVELOPMENT PLAN (the Plan), (INCORPORATING FOOTPATH PROJECT)

Cllr Dahill advised that the Draft Plan had been completed (with a few caveats) and will go to Ms Carol Weaver and Mr Graham Spencer to review and comment .

He advised this will be presented to the Parish Council by 3rd June, with feedback to him before next Parish Council meeting on 11th June.

Cllr Tunney asked if the Plan could go online as a password protected document as the document would be 60 pages plus appendices. This was agreed.

Resolved: that Cllr Dahill provides Cllr Tunney with the Plan

Resolved: that Cllr Tunney adds it to the website and emails Councillors once done.

Any amendments/comments are to be emailed to Cllr Dahill before 11th June.

Resolved: that all Councillors review the Plan and provide their feedback (if any) by this deadline.

Cllr Dahill advised that the next step would be to forward the Plan to Cheshire Community Action (CCA) for verification & then to CWaC verification following which it would be printed for circulation to every household in the Parish as part of the consultation process, He advised CWaC then manage the process but we can choose the inspector.

CWAC will then send document to the Statutory Bodies & then carry out the referendum on acceptance of the Plan. Prior to the referendum, the Steering Group will hold meetings in both Utkinton & Cotebrook for residents to attend and ask questions etc.

Cllr Priestner was interested in speed limits & broadband which will be covered later in these minutes as they impact on the Plan

Cllr Dahill said there was one query re the budget from CCA. They advised this would be £630 for two days work.

Cllr Tunney said we had to receive this invoice and pay it before we can apply for the next tranche of funds to enable printing of the Draft Plan for circulation to residents as the final consultation.

Addendum to these minutes re the NDP process timetable as advised by Cllr Dahill 2.6.19

The process after the Parish Council have seen the draft plan is;

- 1) amendments/additions/ alterations if any
- 2) agreement by Cllrs asap on them
- 3) printing (decided at PC meeting)
- 4) delivery to residents in no more than two days, one if possible
- 5) 6 week consultation period
- 6) 2 meetings during that period at either village hall
- 7) amendments requested by Parishioners (if valid)
- 8) final document to CAA and CwAC etc.

14.05.11

PLANNING APPLICATIONS

The following Planning Matters were noted a)

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

a) 19/01315/OUT Land adjacent Fox & Barrell, Tarporley Road, Tarporley. Erection of three dwellings. **Awaiting decision.**

Cllr Tunney has reviewed the planning statement for this application and has prepared a document with his thoughts and comments which has been emailed to all Councillors for review.

A copy of the plans was circulated.

Resolved: that all Councillors review this document and provide Cllr Tunney with their comments included whether they wanted Cllr Moore Dutton to call the application in. **Replies required by 22.5.19 at the latest.**

Resolved: that Cllr Tunney collates all the feedback to formulate a formal objection as 'Parish Council - E Consultation comment' for submission to CWaC within the deadline of 31.5.19.

Resolved: that the Clerk submits the comment by the deadline of 31.5.19.

Cllr Priestner said could this set a precedent and they could then apply for further planning permission.

Cllr Barnes queried whether any staff car parking would be included.

Cllr Tunney said there had been a previous meeting with Clay Rose (the developers) as they wanted to build all round the perimeter and said that the Parish Council couldn't comment unless a planning application was submitted.

Cllr Atkinson said that this new development wouldn't fit with the current housing and the majority of people whom she had spoken in Cotebrook shared this view.

Cllr Needham said it was outside the village settlement boundary.

Cllr Tunney said it was outside the village settlement boundary for Little Budworth and Cotebrook, that it wasn't a brownfield site, not rural exception site and that neither Cotebrook nor Little Budworth were considered as 'Local Service Centres.

Cllr Priestner asked why they were pursuing this, if there wasn't a chance of getting permission.

Cllr Atkinson said Fox & Barrell had written to immediate neighbours stating the benefits to them.

Cllr Dahill advised he had asked CWaC what weight the Neighbourhood Development Plan would have in its current state but hadn't heard from them yet.

Cllr Tunney suggested a meeting could be held with local residents & developers. The Clerk advised this would need to be held before 31st May as this was when comments had to be submitted by.

Resolved: that Cllr Tunney sets this up and publishes the details,

Cllr Moore Dutton asked if we wanted this called in, listed her reasons and said she would do this if we wanted.

Resolved: that Cllr Tunney advises Cllr Moore Dutton whether this is required.

Cllr Hughes said he didn't think it would have a huge impact due to the size of the development and Cllr Priestner said if this didn't go ahead then the viability of Cotebrook could be in question.

Cllr Hughes was asked to put forward his views as part of the review of the document.

Resolved: that Cllr Hughes does this.

Cllr Atkinson said that the people who bought these houses probably wouldn't support or join in local activity.

Cllr Tunney said, when responding to a question from Cllr Atkinson related the issue of brown field sites raised within in the published 'Planning Statement', that the owner of the 'Old School' site in Cotebrook had previously submitted, and subsequently withdrawn an outline application for a mix of affordable and market dwellings. Should he wish to reopen this discussion then they or their agents would need to do so via CWaC and that this may involve discussion of the Brownfield register which states that the minimum area required is; '0.25 hectares, or capable of supporting at least 5 dwellings in brownfield land registers, (paragraphs (1)(b) to (d) of regulation 4 of the Town and Country Planning (Brownfield Land Register) Regulations 2017)'. This action down to the owner and their agent.

14.05.12

FINANCE MATTERS

a) Authorisation of Payments

Resolved: that the following Payments were approved for Payment

PAYMENTS BY BACS		
Anita Langford	April Salary	£309.42
Came & Co	2019/20 Insurance premium	£423.99
Phil Sanders	18/19 Internal Audit fees	£72.00
Mid Cheshire Footpath Society	19/20 Annual subscription	£8.00

- b) To agree the Annual Governance and Accountability Return 2018/19–
- 1) Receive & approve the Certificate of Exemption
 - 2) Section 1 – Complete & approve the Annual Governance Statement
 - 3) Section 2 – Receive & approve the Accounting Statements.

Resolved: that all three documents (detailed above) were approved and signed.

- c) Agree the Appointment of Phil Sanders as Internal Auditor for 2019/2020
Resolved: that Phil Sanders is appointed as the Internal Auditor for 2019/20.

- d) Review the 2019/20 Insurance quotes and decide which one to accept.
- 1) Inspire (**rradar** via AXA) £393.67 (£443.67 incl £50 broker fee)
 - 2) Ecclesiastical £474.81 (£524.81 incl £50 broker fee)
 - 3) Hiscox £765.39 (£815.39 incl £50 broker fee)

A discussion was held on whether to take out a Long Term Agreement (LTA) for 3 years with Inspire (5% discount) which would tie UCPC into renewing with Inspire for this period. The premium including Brokers fee would be £423.99. (The premium paid for 2018/19 cover was £448.48)

Resolved: that the quote from Inspire was accepted and also that the LTA was taken up.

The Clerk advised that Came & Co will charge a Brokers fee of £50 each year for arranging the Insurance.

14.05.13

HIGHWAYS MATTERS

- a) Review requests to Highways

Cllr Tunney went through the issues and thinks most have been actioned except the matter raised with Andy Bithell.

Cllr Atkinson raised her concern re the speed of road outside Cotebrook Village Hall (Stable Lane) as people go fast along it. She said that the Village Hall was now getting more bookings (following the refurbishment) and also the fact that a Pre School was based there.

Cllr Tunney advised he had spoken to both Highways & the Police about this and people weren't breaking the speed limit by travelling at 60MPH and that unless that there were three fatalities, then nothing could be done.

Cllr Stewart said that as speed limits were in the Neighbourhood Development Plan, then as a legal document once this was in place it would provide strength and backing. He also expressed his concern about whether the flashing speed sign outside Utkinton CofE School was in the correct place.

Cllr Tunney said that a Speed Indicator Device (SID) would be a way of establishing the speed but Clerk advised Highways (Ian Rutherford) said this wasn't possible as a SID could only be used on roads with a speed limit of 20, 30 or 40 MPH. (see email dated 26.2.19).

Cllr Tunney advised he would speak to Highways about Stable Lane and the Sign outside Utkinton CofE School being altered to 20MPH.

Resolved: that Cllr Tunney writes to Highways.

Resolved: that the Clerk sends the email related to Stable Lane and SID dated 26.2.19 to all Councillors.

Cllr Tunney advised he had received correspondence from a resident re ivy growing through the trees on the boundary of the field rented by Rose Farm. The trees in question were subject to a Tree Preservation Order. The Clerk advised that this matter had been emailed to CWaC per the details on their website but had been advised that the correct way to raise this type of issue was to log it on the Highways site.

Cllr Moore Dutton advised that this correct and she had reported a similar issue re trees in Tarporley in this way.

Resolved: that the Clerk logs this on the Highways website as an issue.

14.05.14

REPORTS FROM WORKING GROUPS

- a) Quarry and Greens including Quarry Wood on Tirley Lane (Cllrs Stewart and Barnes)

Cllr Stewart said nothing much has changed from last month and Quarry Wood is probably due for another cut

Resolved: that the Clerk asks him to arrange this.

Cllr Tunney advised he had met with United Utilities (UU) on 23th April and was still waiting to hear from them re clearing the equipment.

Resolved: that the Clerk chases UU re this.

A discussion was held following result of Poll re CWaC Green, as the majority who responded were in favour of turning it into a Community Orchard & Picnic area.

Cllr Moore Dutton said we should put a business case together as to why CWaC should give this to UCPC and offered her help. We will need evidence to show how many people would use/support this.

Cllr Atkinson asked how a Community Orchard worked and Cllr Moore Dutton explained.

Cllr Needham said that affordable housing could be built on the site but Cllr Tunney didn't think it was a viable plot.

Resolved: that Cllr Tunney would speak to CWaC about whether they would consider allowing the Green to be used as a community orchard and gratefully accepted Cllr Moore-Dutton's offer of assistance.

b) Plans for a grant-aided 'Forest School' in the Quarry Wood (Cllr. Hughes)
Cllr Hughes advised he met with Dominic Gray who had made a number of suggestions/recommendations. The next step would be to prepare and cost a business plan.
Cllr Tunney asked that a firm proposal be submitted by July meeting.

Resolved: that Cllr Hughes prepares this and circulates it prior to the July 19 meeting,

14.05.15 COMMUNITY INFRASTRUCTURE LEVY

Discussion on how the March 19 payment of £514.50 can be spent and the following suggested-
Cllr Stewart said to use this money to move the speed sign to a location where it has real benefit. Spending it on a Community Orchard or Forest School were also suggested.

Cllr Dahill said the a 'Gateway to' sign does slow people down in other areas. A problem with where a similar sign could be located in this Parish as a lot of the roads weren't suitable but one could go on A49.

Cllr Tunney said we were governed by CWaC about where the flashing speed sign could be moved to but it would have to be on private land and we would have to pay for the move at a cost of £800

Clerk advised that residents must be consulted about how this should be spent.

Resolved: that Cllr Tunney liaises with CWaC re changing the speed on sign and also relocating it.

14.05.16 WEBSITE/COMMUNICATION/NEWSLETTER.

Website

The last Courier was produced at the end March and the next one is due in June to promote Utkinton Garden Fete. Website had received 44,000 hits

Open Reach

Cllr Hughes advised he is still trying to arrange a meeting with them and that they attend a Parish Council meeting.

Resolved: that Cllr Hughes pursues this matter.

14.05.17 COMMUNITY TRANSPORT

Cllr Tunney delivered his presentation within the Annual Parish Meeting and will keep Councillors updated as to progress.

14.05.18 CORRESPONDENCE

a) Clerks report to date

SENDER	DATED	DETAILS	RECOMMENDED ACTION
Carol Weaver/CWaC	10.04.19	TRO 4353 A49 Whitchurch Road	Circulated & added to website
CPRE	13.4.19	Invite to AGM & annual report	Circulated
CWaC	23.4.19	TRO 2394 John Street	Circulated & added to website
Came & Co	29.4.19	2019/20 insurance documents	Circulated

14.05.19 COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES

Cllr Stewart raised query about printing of documents and suggested a debate should be held in the future about whether this could be reduced.

Cllr Tunney said thank you to Cllrs Atkinson & Dahill for their participation and welcomed them to the PC

14.05.20 DATE OF NEXT MEETING

The next meeting of Utkinton and Cotebrook Parish Council will be held on Tuesday 11th June 2019 at 7.30pm at Cotebrook Village Hall.

The meeting closed at 9.35pm.

Signed..... Chair

Date.....