

# UTKINTON AND COTEBROOK PARISH COUNCIL

## MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT UTKINTON VILLAGE HALL ON TUESDAY 8<sup>th</sup> OCTOBER 2019 AT 7.30PM

**Present:** Cllr F Tunney (Chair), Cllr Stewart, Cllr Needham, Cllr Burford, Cllr Barnes, Cllr Atkinson, Cllr Barnes and Cllr Priestner.

**In Attendance:** Anita Langford (Locum Clerk)  
Cllr Moore-Dutton

### 08.01.01 PUBLIC OPEN FORUM

None

### 08.10.02 APOLOGIES FOR ABSENCE

Cllr Dahill

### 08.10.03 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

### 08.10.04 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10<sup>th</sup> SEPTEMBER 2019

**Resolved:** that the minutes of the Parish Council Meeting held on 10<sup>th</sup> September 2019 were agreed and signed as a correct record by the Chair.

### 08.10.05 BOROUGH COUNCILLOR'S REPORT

Cllr Moore Dutton advised the following:

- Compiling a list of minor heritage assets – wants details of things which belong to CWaC. Cllr Barnes suggest Cllr Moore Dutton speaks to Maurice Hunt who is a local historian. Cllr Needham suggested on Wood Lane there was a sign re the old Cheshire/Chester boundary.
- Cllr Barnes mentioned there had been some digging in the field on Mill Lane.
- Working with Tarporley Parish Council with a view to establishing some Community Awards.

### 08.10.06 NEIGHBOURHOOD DEVELOPMENT PLAN (the Plan) (INCORPORATING FOOTHPATH PROJECT)

Current position is that the Plan is with CWaC who are looking at statutory issues then Cheshire Community Action will review it.

After this it will come back to the Parish Council who will notify statutory consultees.

Cllr Stewart advised he thought that the document issued in August had taken into consideration everything raised and thought that several pages had been rewritten in the new document.

Cllr Tunney explained that the draft plan was sent to all residents with a covering note explaining the document and what the residents were to do.

Cllr Atkinson said steering group went through all comments received (approx. 30) and altered the document following comments & feedback from residents the Parish Council.

Cllr Stewart wished that the comments had been circulated to the Parish Council & Cllr Tunney suggested he got together with Cllr Priestner to review these.

Cllr Tunney advised that the printed document had not been changed but it was sent to CWaC with amendments.

Cllr Tunney explained chronological order of what had happened and Local Plan 2. UCPC found out after this had been accepted and it had major changes to the village settlement boundaries.

Cllr Tunney said it might take six weeks for CWaC to get back to us and they will return this with any scrutiny back to the Steering Group who will refer any major changes to the Parish Council.

Cllr Atkinson will forward the emails re the Plan which some Cllrs had not received.

### 08.10.07 PLANNING APPLICATIONS

The following Planning Matters were noted: all

**Resolved:** that Cllr Tunney/Clerk takes the agreed action on the following: none.

General comment that the Planning Department were taking approx. six months to reach decisions on applications.

### Planning Applications:

10.09.08.1 To **note** applications received and agree a response to the following applications.

	Ref No	Site Address	Proposal	Response
a)	19/02732/FUL	Pool End Cottage, Oulton Mill Lane, Cotebrook, Tarporley, CW6 9DT	Single storey infill extension to link into garage conversion, two storey front and first floor rear extension and front porch <b>Awaiting Decision</b>	
b)	19/02541/OUT	Land at Tarporley Road, Delamere, Northwich (AKA 'The Old Haulage Yard')	Erection of detached dwelling. Application resubmitted at request of Agent and Councillor E Moore-Dutton. <b>Awaiting Decision</b>	Outside this Parish boundary
c)	19/02428/FUL	Heathfield Cottage, Utkinton Lane, Utkinton, Tarporley, CW6 0JH	Replacement dwelling (includes demolition of existing cottage) <b>Awaiting Decision</b>	
d)	19/03090/FUL	Forest Farm, Heaths Lane, Cotebrook	Alterations & conversion of existing farm buildings to form seven residential dwellings <b>Awaiting Decision</b>	Parish Council comments had been sent to CWaC
e)	19/02765/OHL	Land at grid ref 356137 365669	Existing 11kv overhead line to be increased to three phase <b>Decision – no objection</b>	No action.
f)	19/01315/OUT	Land adjacent Fox & Barrell, Tarporley Road, Tarporley.	Erection of four dwellings. <b>Awaiting Decision</b>	Planning Officer doesn't support this application Rachel Wren (Housing Officer) supports this application due to affordable housing Deadline extended to 14.10.19 Cllr Stewart expressed concerns about the number of residents who wanted affordable housing but most people who completed the Housing Needs Survey wanted market dwellings not affordable housing.
g)	19/01869/FUL	Cave Bank Farm	Part demolition of existing dwelling (original timber frame), re-modelling of dwelling and addition of 1st floor accommodation <b>Awaiting Decision</b>	Cllr Tunney fed back to CWaC the change of use of the Farm.
h)	19/03256/LDC	Westlands, Quarry Bank, Utkinton	Single storey extension at rear & new entrance gates <b>Awaiting Decision</b>	Permitted development so the Parish Council doesn't need to comment.

### 08.10.08

#### CLERK VACANCY

Cllr Tunney said it's difficult to get applications for Parish Clerks but due to advertising, there have been 19 applicants. A shortlist of three people has been drawn up with two reserves and interviews will be arranged. Their details will be circulated to the Cllrs for information. He hopes to have someone appointed by year end.

Cllr Tunney has obtained the services of a Locum Clerk from another Parish for November & December.

**Resolved: that** Cllr Tunney circulates CV's of the five preferred candidates.

**Resolved: that** Cllr Tunney contacts Cllrs for volunteers to form an interview panel

**Resolved: that** Cllr Tunney sets up interviews.

**08.10.09****FINANCE MATTERS**

1) Authorisation of Payments

**Resolved: that** the following Payments were approved for Payment

<b>PAYMENTS BY CHEQUE</b>		
Anita Langford	October pay	£148.88
Cheshire Association of Local Councils	Into to Local Councils Course – Atkinson & Dahill	£70.00

2) The 2<sup>nd</sup> quarter accounts were presented and accepted.

Proposed: Cllr Hughes, Seconded Cllr Stewart

3) Community Infrastructure Levy £514.50

Cllr Tunney explained how this was based and what it could be spent on. Reminding that Residents would have to be consulted. It was suggested that this could be spent on the Forest School.

4) The draft 20/21 budget was presented and discussed

Clerk to print off a copy for everyone &amp; ask them to comment back to Cllr Tunney.

Precept must be set at December meeting.

**Resolved: that** the Clerk prints off this document and circulates it.**Resolved: that** all Cllrs review this and advise Cllr Tunney of their comments before 31.10.19**Resolved: that** Cllr Tunney collates the comments for discussion at the November PC meeting.**08.10.10****HIGHWAYS MATTERS****Quarry Bank Speed Sign** – Cllr Tunney is still awaiting a response from CWaC and hopes to hear with the next few weeks.**Tirley Lane** – Started to resurface and will take nine days to complete. Cllr Tunney to ask that the mud outside Monarchy Hall Farm was addressed.

Cllr Barnes was concerned that the main roads throughout the Parish had not been addressed.

**Gritting of Tirley Lane & Quarry Bank Road** – Highways suggested four plans re the gritting of these roads and only one of these - gritting outside school hours would be acceptable for the Parish. Cllr Tunney is to circulate this email to all Cllrs. He asked that CWaC meet with the School, PTA & Parish Council to agree a solution.**Resolved: that** Cllr Tunney requests this meeting.

Cllr Atkinson asked about large vehicles going down Mill Lane, Cotebrook (raised at October meeting) and Cllr Tunney said he hadn't heard anything yet.

Cllr Atkinson had been approached by a resident re the state of grids and gulleys causing roads to flood. Cllr Moore Dutton/Cllr Atkinson is to report these to CWaC.

**Resolved: that** Cllrs Moore Dutton & Atkinson take the above action.

Cllr Barnes raised his concerns re hedge cutting and said he would circulate a list of hedges and wants feedback re farmers not cutting their hedges back. This will be undertaken over the winter and feedback will be requested in the Spring.

**Resolved: that** Cllr Barnes compiles this list and circulates to Cllrs**Resolved: that** all Cllrs feedback to Cllr Barnes

Cllr Barnes will ask the contractor to trim around North Gate Steps as these are getting impassable.

**Resolved: that** Cllr Barnes contacts them to arrange this.

Cllr Burford said that cutting hedges can encourage motorists to travel at increased speed.

Cllr Tunney said all householders &amp; farmers had a responsibility to cut back hedges which overhang roads.

**08.10.11****REPORTS FROM WORKING GROUPS**

1) Quarry and Greens including Quarry Wood on Tirley Lane (Cllrs Hughes and Barnes)

Cotebrook Green – the Contractor has done the final cut for this year.

United Utilities green not our responsibility as it has been handed back.

Cllr Hughes advised that the Quarry would benefit from another cut this year.

**Resolved: that** Cllr Barnes contacts the contractor to arrange this.

2) Community Orchard &amp; Picnic Area

Cllr Tunney is awaiting contact and response from Pam Bradley, Rural Localities Manager, CWaC as to the possibility of CWaC donating the land rented (Cotebrook Green) for use as a Community Orchard – ONGOING

**Resolved: that** Cllr Tunney monitors the situation and provides any updates.

3) Business Plan for Forest School project

Cllr Hughes circulated his proposal and has asked for feedback especially re cost of equipment and materials which could be donated.

He said could we just repair the fence or go through the programme he suggested.

Cllr Stewart agreed that the fence must be repaired as it was a condition of our insurance to maintain the fence.

Cllr Hughes said the school supports this and Cllr Stewart suggests that the Head writes to him stating this.

Cllr Tunney said concerns re cost of this and consultation was needed with the School (including how much the school would use it), Neighbours & PTA so perhaps the best option would be to repair the fence and install basic seating as he thinks this is all that is required.

Cllr Barnes suggested that local businesses be approached to fund some of this.

Cllr Atkinson suggests we approach residents to form working groups.

Cllr Barnes suggested that a large part of the next meeting is set aside to discuss this plan.

Cllr Stewart said we should ask residents to donations.

**Resolved: that** Cllrs feedback to Cllr Hughes on his plan before the next council meeting.

**Resolved: that** once the plan is adopted, Cllr Tunney puts this on the website/social media

**Resolved: that** a large part of the November meeting is used to discuss this plan.

**08.10.12 WEBSITE/COMMUNICATION/NEWSLETTER.**

**1) Website/Facebook**

Continues to get hits and some interesting comments

**2) Open Reach**

Cllr Hughes advised that there are Plans to install 'fibre to the premises' in Tarporley which maybe extended to this Parish.

**08.10.13 COMMUNITY TRANSPORT (SHUTTLE BUS)**

FT to speak to CWaC cabinet re this plan to outline the proposal he & Cllr Moore Dutton put together. Cllr Moore Dutton has agreed to fund a survey to all residents in affected parishes. This will need to be delivered by the Cllrs.

**Resolved: that** Cllr Tunney will circulate his plans after this meeting.

**Resolved: that** Cllr Tunney/the Clerk completes a Members Budget grant application for this.

**08.10.14 APPEARANCE OF THE PARISH**

This relates to Cllr Stewart's papers (circulated at the July PC) and Cllr Tunney said there are a lot of good ideas in this.

Cllr Tunney asked him to take this forward.

**Resolved: that** Cllr Stewart takes this forward.

**08.10.15 CORRESPONDENCE**

a) No correspondence has been logged but all correspondence has been circulated.

**08.10.15 COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES**

Cllr Burford asked Cllr Moore Dutton about whether a new contractor had been appointed to replace Keir. She said not yet.

Cllr Barnes asked whether we should have a Christmas meal this year and the consensus was yes. Alvanley Arms was suggested but that the Clerk was to contact the Fox & Barrel and Alvanley Arms for availability on 10<sup>th</sup> December at 8pm.

Resolved: that the Clerk contacts them & also circulated a menu/

**08.10.16 DATE OF NEXT MEETING**

The next meeting of Utkinton and Cotebrook Parish Council will be held on Tuesday 12<sup>th</sup> November 2019 at 7.30pm at Utkinton Village Hall.

The meeting closed at 9.25 pm.

Signed..... Chair

Date.....