

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL HELD AT COTEBROOK VILLAGE HALL ON TUESDAY 10th DECEMBER 2019 AT 7PM

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

In Attendance: Diane Jones (Clerk & RFO)
Cllr Moore-Dutton
1 member of the public

10.12.01 PUBLIC OPEN FORUM

One member of the public attended to expressed that their support be noted as a resident to incrementally increasing the precept to ensure that funding is available to support parish projects.

10.12.02 APOLOGIES FOR ABSENCE

Resolved: that apologies be accepted from Cllr Dahill.

10.12.03 DECLARATIONS OF PECUNIARY INTERESTS

No declarations received.

10.12.04 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12th NOVEMBER 2019

Resolved: that the minutes of the Parish council meeting held on 12th November were agreed and signed as a correct record by the Chair.

10.12.05 BOROUGH COUNCILLOR'S REPORT

Cllr Moore-Dutton advised the following:

- Little to report, as not much will go on until after the election & Christmas, most meetings have been cancelled.
- Cllr Needham reported that in the Council Meeting as CPRE chair, he spoke in the public speaking time regarding the £69m Northgate development, expressing concerns about poor value for money for the taxpayer. He also referred to an article published in the Chronicle the previous week. He referred to the level of expenditure incurred in the Northwich project, which he felt has been unsuccessful. Concerns have been expressed that other schemes will be displaced as a result of going ahead with the Northgate development. Other alternatives were discussed, regarding use of other car parks. Cllr Stewart agreed with Cllr Needham's comments.

Cllr Burford commented that the new bus station had been built on a town centre car park, Cllr Tunney advised that the new car park in Delamere St was perfectly good. Cllr Stewart commented on homes built in Nantwich without additional parking facilities. Cllr Needham advised that the CPRE angle was in support of more residential housing in towns & cities rather than in rural villages. The development emphasis is on retail rather than residential. Reference was made to the zero carbon targets yet more cars are being encouraged to come into Chester.

Cllr Atkinson commented that the city is being ruined by the amount of traffic and there should be more focus on the park & ride facilities. Cllr Barnes enquired about the funding of the project and Cllr Needham advised it would be through public borrowing using the PWLB (Public Works Loans Board), comments were made that the spending should be on roads and schools not another cinema. Cllr Moore Dutton advised that she was confident a lot would be converted to housing. Market development is also included and the car park there will be moved.

Cllr Tunney thanked everyone for their comments;

- **Resolved that;** a decision on the way forward regarding the Northgate development would be discussed after the elections on Thursday.

10.12.06 NEIGHBOURHOOD DEVELOPMENT PLAN (INCORPORATING FOOTPATH PROJECT)

Cllr Tunney advised that a letter had been received from Lyndsey Jennings replying to the consultation put forward with a range of things that needed to be addressed – nothing significant but quite a few changes. Cllr Dahill and Carol Weaver were due to meet on 16th December to formulate a reply. There are some areas of protocol which need to be observed. The details have been circulated to the Steering Group for comment to be received before the 16th. This will also be circulated to the Parish Council. The target date of early January is likely to be delayed.

Resolved that; Cllr Tunney will circulate the details to the Parish Council

10.12.07 PLANNING APPLICATIONS

The following Planning Matters were noted c, e and f. Forest Farm application has been withdrawn as the barns need to be redundant first.

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

	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 Awaiting Decision	
b)	19/02428/FUL	Heathfield Cottage, Utkinton Lane, Utkinton, Tarporley, CW6 0JH	Replacement dwelling (includes demolition of existing cottage) Awaiting Decision	
c)	19/03090/FUL	Forest Farm, Heaths Lane, Cotebrook	Alterations & conversion of existing farm buildings to form seven residential dwellings Withdrawn	
d)	19/01869/FUL	Cave Bank Farm	Part demolition of existing dwelling (original timber frame), re-modelling of dwelling and addition of 1st floor accommodation Awaiting Decision	
e)	19/03256/LDC	Westlands, Quarry Bank, Utkinton	Single storey extension at rear & new entrance gates Withdrawn	No comment
f)	19/04106/FUL	Westlands Quarry Bank, Utkinton	Single storey rear extension Awaiting Decision	No comment-permitted development

10.12.08

FINANCE MATTERS

1) AUTHORISATION OF PAYMENTS

Resolved: that the following Payments were approved for Payment

PAYMENTS BY CHEQUE		
Anita Langford	December Salary	£315.17
HMRC	December Tax	£145.20
Diane Jones	November Salary and Training	£341.16
Paul Whalley	October Quarry Bank cut	£200.00
Kath Dahill	Plants for Shrine	£47.47
Audlem Printers	December Courier	£185.00

2) SETTING THE 2020/21 BUDGET AND 2020/21 PRECEPT

A budget paper prepared by the clerk, considering the financial position of the council and presenting a number of options had been circulated in advance of the meeting and was discussed;

Cllr Atkinson commented that she agreed with Cllr Priestner, that a surplus would be better in terms of being able to do more in the community. Cllr Stewart commented that the size of the surplus would be a buffer only and would not leave much available budget for projects.

The production of the courier would be twice a year and 12 pages each time, with an additional online courier being produced at no cost to the council 3 times a year. The contingency agreed is to enable accommodation of the 2024 election costs by setting £150 aside each year for 4 years, there is contingency of £300 for the event of a casual vacancy occurring in the next financial year, and £100 has been set aside to fund the purchase of a new defibrillator battery (along with £100 from 2019/20)

Cllr Stewart commented that the greens may be subject to a requote as it has been a while since this was last done. This was seconded by Cllr Hughes

Resolved that: a requote is requested for cutting the greens and Quarry bank

The clerk circulated an additional paper, following receipt from CWaC of the precept calculator for 2020/21, which illustrated the impact on the different bandings of setting the precept at various levels.

A vote was conducted to identify the preferred option, and of a total of 8 votes, 5 selected the option to increase the precept to £8,250pa, which equates to an annual band D increase of £2.35 or 4.5 pence per week.

Resolved: that the Clerk applies for a precept of £8,250 from CWaC for 2020/21 and the 2020/21 budget be agreed.
Agreed 2020/21 Budget

Income (excl b/fwd Bal)	Budget	Expenditure	Budget
Precept	£8,250.00	Clerk Salary	£3,560.44
Interest	£12.00	Telephone & Broadband	£60.00
		Travel & Subsistence	£81.00
		Postage	£14.64
		Stationery	£106.00
		Insurance	£450.00
		Subscriptions	£399.00
		Newsletter	£300.00
		Reference Docs/Training	£140.00
		Audit fees	£120.00
		Shrine	£100.00
		Cotebrook Greens	£210.00
		The Quarry	£400.00
		Website	£85.00
		Grants	£450.00
		Village Hall Hire	£220.00
VAT reclaim	£17.20	VAT	£17.20
		Contingency	£550.00
TOTAL	£8,279.20	TOTAL	£7,263.28

Cllrs thanked the Clerk for producing the budget report

3) Point 2.2 of the Financial regulations was discussed and Cllr Stewart volunteered to undertake this role – of verifying bank reconciliations produced by the RFO at least on a quarterly basis.

Resolved that; Cllr Stewart would undertake the role per 2.2 of the Financial Regulations on a quarterly basis.

10.12.09

HIGHWAYS MATTERS

Cllr Tunney is meet with Highways on 20th December to discuss speed limits – Stable lane B5152 through Cotebrook.

Cllr Stewart commented that since May the sign has been on the agenda to be moved, also the mud at Monarchy farm.

Cllr Atkinson advised that she had had an altercation with a 40 tonne wagon with a trailer on Oulton Mill lane which she couldn't pass. She enquired where he was going to – he advised that he was travelling to Whitchurch and using the road as a cut through. CWaC advised that that they have no control to make the road non HGV as it is a national government issue. Cllr Stewart advised that the company could be contacted.

Resolved that; Cllr Tunney will discuss with Cllr Atkinson to ascertain the name of the company and write to them to request that they ensure they do not use Oulton Mill Lane or the B5152 as a cut through to Whitchurch. Post-election the Council will look to lobby the new MP. Cllr Tunney will also contact Eaton Parish Council as they will be affected too.

The 30 MPH sign on the corner of Oulton Mill Lane has been knocked over.

Resolved that; Cllr Tunney will seek views on the website of how many HGV's affect the parish roads.

Cllr Hughes commented on the yellow chevrons located outside / adjacent to the School – these had been temporarily obscured due to the resurfacing – CWaC Highways acknowledged this and are scheduled to add back all road painted signage that had been lost.

Resolved that; Cllr Tunney will write to the headteacher to request that a review of school parking takes place with the Friends of Utkinton School and Chair of Governors to enable safe parking.

Potholes on Utkinton Lane – Cllr Burford raised this as an issue – Cllr Tunney requested that he emails him. The clerk will then write to CWaC to request that this is done??

As resolved that the meeting on 12th November Cllr Atkinson visited the resident regarding the painted 40mph signs on the A49, and advised him that he also needs to speak to CWaC about it. Cllr Tunney advised that he will contact him if necessary.

10.12.10

REPORTS FROM WORKING GROUPS

1) & 2) Quarry and Greens including Quarry Wood on Tirley Lane, & Community Orchard and Picnic Area
Nothing to report, but regarding the fencing using recycled plastic fencing, the company (Plasticowood??) were very receptive and will help carry out the work.

3) Forest School Project

Cllr Hughes provided an update;

The playground is being dropped, instead including a log trail rather than swings. The first meeting with Lucy Griffiths chair of Friends of Utkinton took place, they were pleased and supportive of the plans but unable to provide finance or fund in any way. Happy to provide physical help to support the plans.

Alex Coker – teacher / scout leader advised that he school have agreed to fund a qualification which will allow school children to have a lesson in the forest school/. Requested that the Forest School area is fenced off to ensure that the children are contained / safeguarded.

A Tirley lane resident has applied for National Lottery grant of £1k, Cllr Hughes is meeting with her on 11th December, expecting a response on 31st December.

Walter Gibson (a resident) has offered his assistance on the project.

10.12.11

WEBSITE/COMMUNICATION/NEWSLETTER

1) Cllr Tunney advised that the Newsletter has been delivered with good responses. The next hard copy will be in May. An electronic copy with turning pages will be done before May.

2) A letter has been received from residents on North Brook Road regarding concerns raised following recent works carried out by BT Openreach installing a telegraph pole and fibre cabling between the junctions of John Street and North Brook Road – resulting in unsightly cabling running across the rear gardens and bisecting the views from the properties across the Clwydian range. The residents seek support from the council in raising a formal complaint and requesting an alternative cabling solution. A copy of the letter with supporting photographs has been passed to Cllr Hughes.

Resolved that; Cllr Hughes provides the Clerk with the details of his local contact for ‘Openreach’ and that the Clerk will write to see if any other solution might be available. Also to write to the residents concerned to offer support.

10.12.12

SHUTTLE BUS

Cllr Moore Dutton advised that Shuttle Bus funding docs have been sent to her office and she is awaiting physical transfer of the funds. Once complete she and Cllr. Tunney, will review the survey form and arrange for it to be printed and circulated.

10.12.13

APPEARANCE OF THE PARISH

Postponed until January meeting.

13.11.14

CORRESPONDENCE

SENDER	DATED	DETAILS	RECOMMENDED ACTION
CWaC	18/11/19	HGVs on Oulton Mill Lane	Post in the web page
Cheshire Police	19/11/19	October Police Statistics	Circulated
CWaC	27/11/19	Tree Officer advised upon inspection of Ash Tree at Quarry bank – not overly concerned at present.	Circulated
Utkinton St Pauls Primary	28/11/19	Consultation regarding joining North Wales Academies Trust	Circulated
Power for People	29/11/19	Request to support Local Electricity Bill	Circulated
CPRE	29/11/19	Countryside Voices – CPRE Winter Newsletter	Available to view at meeting
Cheshire Police	4/12/19	November Police Statistics	Circulated

10.12.15

COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES

Cllr Tunney wished everyone a Merry Christmas.

11.12.14

DATE OF NEXT MEETING

The next meeting of Utkinton and Cotebrook Parish Council will be held on Tuesday 14^h January 2020 at 7.30pm at Utkinton Village Hall.

The meeting closed at 8.15pm

Signed..... Chair Date.....

DRAFT