

UTKINTON AND COTEBROOK PARISH COUNCIL

MINUTES OF A MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL
HELD VIRTUALLY VIA ZOOM ON TUESDAY 4th May 2021 at 7.30PM

Present: Cllr Marian Atkinson, Cllr Roger Barnes (left meeting at 20.13 hrs) , Cllr Tony Burford, Cllr Tony Dahill, Cllr Jason Hughes, Cllr Andrew Needham, Cllr Graham Stewart, Cllr Francis Tunney (Chair)

In Attendance: Kath Lloyd, Clerk
CWaC Ward Cllr Moore-Dutton

04.05.01 APPOINTMENT OF CHAIR

Cllr Hughes proposed that Cllr Francis Tunney be elected as Chairman, which was seconded by Cllr Needham. Resolved: that Cllr Tunney be elected as Chairman for the year 2021 – 22, by six votes for and one against.

04.05.02 APPOINTMENT OF VICE CHAIRMAN

Cllr Tunney proposed that Cllr Jason Hughes be elected as Vice Chairman, which was seconded by Cllr Stewart. Resolved: that Cllr Hughes be elected as Vice Chairman for the year 2021 – 22, by a unanimous vote.

04.05.03 PUBLIC OPEN FORUM

There was one member of the public present but no issues raised.

04.05.04 APOLOGIES FOR ABSENCE

Cllr Graham Spencer

04.05.05 DECLARATIONS OF NEW INTERESTS

No new declarations of interest were declared.

04.05.06 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th April 2021

Resolved: that the minutes of the Parish Council meeting, held on 13th April 2021 be approved and signed, electronically, as a correct record by the Chair.

04.05.07 CHESHIRE WEST AND CHESTER COUNCIL MATTERS

The Parish Council noted Cllr Moore-Dutton's absence and deferred the item to the next meeting.

04.05.08 STATUTORY DOCUMENTS

The Standing Orders, Financial Regulations and the Publication Scheme were reviewed and adopted by the council for the year 2021 – 22. **Resolved:** Chairman to sign and return to Clerk.

04.05.09 GENERAL POWER OF COMPETENCE (LOCALISM Act 2011)

The parish council considered the information which had been circulated prior to the meeting and had a brief discussion. **Resolved:** that the Parish Council meets the GPoC criteria of:

- i. Electoral mandate – minimum two thirds of the Council elected and
- ii. That the Clerk holds a nationally recognised qualification.

04.05.10 LOCAL COUNCIL AWARD SCHEME

The Clerk gave an overview of the scheme and there was a short discussion about the potential work amount of work involved, Cllr Spencer has indicated that he would be willing to be heavily involved and others also volunteered. **Resolved:** that the parish council wish to take part in the national council award scheme and that the Clerk will draw up a list of actions. [Local Council Award Scheme \(nalc.gov.uk\)](http://nalc.gov.uk)

04.05.011 PLANNING APPLICATIONS

The following Planning Matters were discussed and the discussions are noted in the response columns below.

	Ref No	Site Address	Proposal	Response
a)	21/01404/FUL	Sidebottom Farm	Two storey extension and erection of two stores	This was noted as a change to a previous application – no objection

Resolved: that the following changes are noted – in the response column.

04.05.12 FINANCE MATTERS

04.05.12.1 AUTHORISATION OF PAYMENTS

Resolved: that the following accounts were approved for payment and payments made since 13th April were noted:

PAYMENTS BETWEEN MEETINGS			
(Approved at 13 th April Meeting)			
Locum Clerk Salary	March hours worked as Locum Parish Clerk	£330	£330
Cotebrook Village Hall	Grant payment	£150	£150
CHaLC	Payment for Chairmanship Training – Cllr Stewart	£25	£25
	Payment for Neighbourhood Planning Seminar – Cllr Spencer	£25	£25

PAYMENTS DUE - AS AT 13 th APRIL 2021		GROSS	VAT	NET
Clerk	Salary	£330		£330
Clerk	Scaffold Protect Trampoline Tube Padding Yellow Foam 2m Long 48mm Bore 13mm Thick LPL 2B (Health & Safety issue – trees on Cotebrook Green).	£44.09	£8.82	£52.91
Buckland Arboriculture Ltd	Tree assessment at Quarry Bank Wood	£350	£70	£420
Came & Co	Annual Insurance premium	£446.77	----	£446.77
Royal British Legion	Centenary Poppies	£60	----	£60

04.05.12.2 To **note** the financial position as at end April 2021 through inspection of the bank statement. **Resolved:** that the council noted the financial position at the end of April via the bank statement which had been shared prior to the meeting.

04.05.13 HIGHWAYS MATTERS

The council noted a draft action plan following a meeting with Edward Timpson MP and CWaC Officers, which had been circulated prior to the meeting and discussed their disappointment in the lack of enthusiasm from CWaC to carry out the remedial work needed on the local roads. Councillors asked for additional items to be added to the action plan **Resolved:** That the Clerk draft a strongly worded letter to the MP and others involved asking for a response within five working days and a time schedule for the work to be carried out.

04.05.14 REPORTS FROM WORKING GROUPS

04.05.14.1 The council noted a verbal report re the Quarry & Greens including Quarry Wood, Tirley Lane: Cllr Tunney reported that the tree work is now complete and the area is now safe and accessible to all.

04.05.14.2 The council received a verbal report re the Community Orchard from Cllr Hughes who reported that feedback has been positive although it has been noted that there seems to be an unacceptable number of dog walkers failing to clean up after their pets. The Clerk is working with CWaC to install dog bins but it was suggested that signs might help in the short term.

04.05.15 WEBSITE/COMMUNICATIONS/NEWSLETTER

04.05.15.1 Cllr Tunney reported nothing to raise regarding the website/communication/newsletter

04.05.15.2 Open Reach – no update at this time.

04.05.16 SHUTTLE BUS

Councillors considered a report on potential running costs of a shuttle bus, compiled by Cllr Stewart and agreed that the scheme should be pursued with CWaC, although there have been staff changes which will delay progress. It was acknowledged that the original figures were put together a year ago so may need some revision. **Resolved:** that a meeting with Edward Timpson MP and Cllr Karen Shore and representative parish councillors be arranged to discuss the proposal in more depth.

04.05.17 APPEARANCE OF THE PARISH

04.05.17.1 Councillors received a verbal update – The ongoing concern raised by Cllr Stewart regarding the cut branches recently left by Open Reach has been resolved and the branches removed. It was noted that the telephone box in Cotebrook which was adopted by the parish council some years ago is in need of a coat of paint and a tidy up. It seems that it is being used to dump waste in and councillors discussed possible uses for it. **Resolved:** Cllr Atkinson will draft a piece for the website, asking local residents for ideas and send to the Chair and Clerk.

13.04.15.2 The Clerk is in discussions with CWaC regarding the need for additional dog bins at least one of the three sites identified (The corner of Primrose Wood (a meeting point of three parishes), High Billinge and Cotebrook Green). Cllr Barnes has received quotes for bins if the parish council needs to buy them. **Resolved:** Clerk to report back

04.05 .18 CORRESPONDENCE

Cllrs noted the correspondence received since the last meeting on 13th April

SENDER	DETAILS	RECOMMENDED ACTION
Ian Anstice, CWaC Librarian	Seeking information about local book exchanges	Clerk responded, there are currently no book exchanges locally.
Salty Siteine, CWaC Street Scene Officer	Email exchange about dog bins at the three identified sites.	Assessment taking place, awaiting results.
RSN Rural Funding Digest	Monthly Bulletin	Circulated
Email from resident to Chair	Enquiry about whether a Neighbourhood Watch Scheme could be investigated.	Acknowledgement sent and for Council to consider.
Email from resident to Clerk	Owner of Rose Farm Shop raising the issue of the poor state of the local roads.	Acknowledgement sent and for Council to consider.
Email from Denise Richardson, CWaC	Offering a total of four places for Counting Observers for the Neighbourhood Plan on Friday 7 th May from 1.30pm	Cllrs Dahill and Spencer have volunteered.
Email exchange between Cllr Dahill & Cllr Moore-Dutton	Highways issues affecting resident	For discussion at council meeting
ChALC	Weekly bulletin x 2	Circulated

04.05.19 COUNCILLORS UPDATE ON PARISH COUNCIL ISSUES:

1. Cllr Hughes reported that there had been an oil spill on John Street which has been reported to CWaC and dealt with.
2. There has been a query from a resident regarding the fence and stile on the public footpath running parallel to the driveway of Tirley Garth. Cllr Tunney is aware of the issue and will respond to the query.
3. Councillors were reminded that it is the Queens' Platinum Jubilee in 2022 and were asked to consider what celebrations might be appropriate.
4. A new Vicar has been appointed to the Tarporley Diocese – Jim Bridgeman is due to move into the Manse soon and the Clerk was asked to send a welcome letter from the parish council.

04.05.20 DATE OF NEXT MEETING

The next meeting of Utkinton and Cotebrook Parish Council will be held at Utkinton Village Hall on Tuesday 8th June 2021 at 7.30pm in line with government guidelines and with Covid19 Risk Assessment in place.

Signed..... Chair

Date.....