

DAVENHAM PARISH COUNCIL

Clerk: Jo O'Donoghue, 231 Hartford Road, Davenham, Cheshire, CW9 8JT Tel: 01606 41862
email: clerk@davenhampc.org.uk

Minutes of the Parish Council Meeting held on:
6th June 2011 at
Davenham Methodist Church Hall
Public Open Forum 7.15pm
Council Meeting 7.30pm

Parish Council Attendees: Cllr Wood (Chairman)
Cllr Sellers (Vice Chairman)
Cllr Robinson
Cllr Ravenscroft
Cllr McDonald
Cllr Watson (Cheshire West and Chester Council)

Clerk: J O'Donoghue (Clerk 2/02/2007 to 21/06/2011)
M Rosney (Clerk from 6/06/2011)

Public Open Forum

4 members of the public attended the meeting to discuss a revised planning application for 14 Prospect Drive. 2 members of the public requested that the Parish Council object to the revised application, 1 member of the public requested that the Parish Council support the revised application. Cllr Wood confirmed that the Council has not yet received the application and so therefore cannot comment until such time as it is received. Cllr Watson (CWAC) confirmed that the application has been called to Planning Committee and agreed to ensure that the application is sent to the Council as soon as possible for comment by members of the Planning Committee.

1 To receive apologies for absence and declarations of interest in items on the agenda

Noted: There were no apologies for absence and no declarations of interest in items on the agenda

2 Approval of Minutes

- a. To approve the minutes of the Annual Parish Meeting and Annual Assembly Meetings held in May 2011

Resolved: The minutes of the Annual Parish Meeting and Annual Assembly Meetings held in May 2011 were unanimously approved and signed with amendments to the attendance list to include Cllr Sinar (CWAC) and the removal of S Batten from the Playing Fields Group on the Annual Parish Meeting minutes

- b. To approve the minutes of the Parish Council Meeting held on 28/03/11

Resolved: The minutes of the Parish Council Meeting held on 28/03/11 were unanimously approved and signed

- c. To approve the minutes of the Parish Council Meeting held on 28/04/11

Resolved: The minutes of the Parish Council Meeting held on 28/04/11 were unanimously approved and signed

- d. To approve the minutes of the Extraordinary Parish Council Meeting held on 31/05/11

Resolved: The minutes of the Extraordinary Parish Council Meeting held on 31/05/11 were unanimously approved and signed

- e. To note actions logged and consider matters arising from the minutes (not covered elsewhere on the agenda or in reports already provided to members)

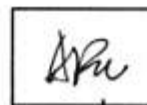
Noted: Clerk to circulate documents with regard to final figures for split of assets with Kingsmead Parish Council as per minute reference 28/03/11/3f

3 Finance and Administration

- a. To approve accounts for payment April/May/June

Resolved: The following accounts were unanimously approved for payment:

Chairman's Initial



April 2011

Payee	Description	£		
		NET	VAT	Total
J O'Donoghue (salary)	(under LGA 1972, s112)	440.19		440.19
Inland Revenue (April)	(under LGA 1972 s112)	110.00		110.00
J P Price (Village Keeper) Feb & Mar	(under HA 1980, s43, 50,96,144, LGA 1972 s214 PCA 1957 s1)	250.00		250.00
Alliance & Leicester		2.06		2.06
1st Davenham Scouts (plants)	(under HA 1980, s43, 50,96,144, LGA 1972 s214 PCA 1957 s1)	18.5		18.5
D Ravenscroft (plants)	(under HA 1980, s43, 50,96,144, LGA 1972 s214 PCA 1957 s1)	25.15		25.15
TOTAL		845.90	0.00	845.90

May 2011

Payee	Description	£		
		NET	VAT	Total
J O'Donoghue (salary)	(under LGA 1972, s112)	440.19		440.19
J O'Donoghue (Office costs: 1&1 website; stamps; paper; BT)	(under LG (FP) A 1963 s5)	124.01		124.01
HMRC (Clerk tax)	(under LGA 1972 s112)	110.00		110.00
1st Davenham Scouts (Grant)	(under LGA 1972 s 137)	660.00		660.00
1st Davenham Brownies (Grant)	(under LGA 1972 s 137)	340.00		340.00
1st Davenham Guides (Grant)	(under LGA 1972 s 137)	500.00		500.00
TOTAL £		2,174.20	0.00	2,174.20

June 2011

Payee	Description	£		
		NET	VAT	Total
AON Parish Council Insurance	(under LGA 1972, s140, s111)	3,141.63	188.20	3,329.83
J O'Donoghue (final salary)	(under LGA 1972, s112)	440.19		440.19
HMRC (Clerk tax)	(under LGA 1972 s112)	110.00		110.00
J O'Donoghue (reimbursement for provision of office services, April, May, June)	(under LG (FP) A 1963 s5)	180.00		180.00
J Price (Village Keeper April, May, June)	(under HA 1980, s43, 50,96,144, LGA 1972 s214 PCA 1957 s1)	375.00		375.00
Playdale (completion invoice)	(under LGA 1972 s19 miscellaneous provisions)	12,795.84	3,198.96	15,994.80
TOTAL £		17,042.66	3,387.16	20,429.82

- b. To note correspondence received and action to be taken

Noted: It was noted that a tree preservation order has been made on an area of land adjacent to the junction of Jack Lane and Merebank (11/00005/ORD) and the Clerk agreed to provide a copy of the formal notice to Cllr Ravenscroft

- c. To note appointment of Clerk

Noted: It was noted that Cllr Wood had made formal offer of appointment to Megan Rosney and that this had been accepted

Resolved: It was unanimously agreed that the Parish Council bank be immediately informed as the change of Clerk; Clerk to send letter of authorisation to Santander signed by Cllrs Ravenscroft and Robinson

- d. To approve salary/expenses of Clerk

Resolved: It was unanimously approved to defer to Part B of the meeting, exclusion of press and public

- e. To approve the end of year financial report and Annual Return

Noted: The Clerk reported that the internal audit by JDH Business Services had already taken place and the Annual Return sent to the Audit Commission by the deadline of 16th May 2011 prior to approval of

Chairman's Initial

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the Parish Council due to the meeting of 28/04/11 being non-quorate; Audit Commission has requested that they are informed once approval of the financial annual return is resolved

Resolved: The Annual Return was unanimously approved; Clerk to inform Audit Commission
f. To note internal audit report and consider recommendations

Noted: The Clerk reported that the internal auditor had made the following recommendations: to ensure that all payments are included on the payment schedule and signed by 2 Councillors; recover overpayment of BT invoice reimbursed to Clerk (Jo O'Donoghue); ensure Clerk's Contract of Employment complies with current employment legislation

Resolved: Clerk to ensure that all payments are included on the payment schedule and signed by 2 Councillors; Clerk (Jo O'Donoghue) to reimburse Council overpayment of BT invoice

g. To approve change to paragraph 7 of Standing Orders to state that three members shall constitute a quorum

Resolved: It was unanimously resolved to change to paragraph 7 of Standing Orders to state that three members shall constitute a quorum; Clerk to circulate revised Standing Orders

4 Planning Matters

a. To note response to planning applications received and response sent

Noted: Response sent:

AppNo	Location	Decision
11/01447/FUL	499 London Road	No objection
11/01426/FUL	7 Coronet Avenue	No objection

b. To report on two missing applications not received from CW&C [London Rd & Eaton Lane]

Noted: Cllr Watson (CWAC) agreed to follow up the missing applications with Cheshire West and Chester Planning Officers

5 Highways Matters

a. To discuss matters relating to the above

Noted: There were no issues to discuss

b. Over hanging hedges

Noted: It was noted that the hedge opposite the end of Fountain Lane was severely overgrown and Cllr Watson (CWAC) agreed to follow this up with Cheshire West and Chester Highways

6 Playing Fields

a. To receive update from the Laburnum Road Field Special Projects Group

Noted: Cllr Robinson reported that all works are now complete and the security fencing has been removed; Cllrs noted that the grass cutting had been poorly carried out by CWAC contractors; Cllr Watson (CWAC) agreed to follow up the missing applications with Cheshire West and Chester Planning Officers

b. To consider arrangement for the official opening of the Toddler Play Area

Resolved: It was unanimously agreed that up to £200.00 be authorised for arrangements for the official opening of the toddler play area on 1st July 2011 at 5pm; Cllrs Wood and Robinson to organise the event

c. To consider signage proposals

Noted: Cllr Wood presented proposals for signage for the area to include a large notice at the entrance to the field and a smaller one for the toddler play area

Resolved: It was unanimously agreed that Cllr Wood arrange for signs to be installed at a maximum cost of £600.00

7 To consider any other urgent matters to be brought to the attention of the Council

Noted: No other urgent matters had been brought to the attention of the Council

8 To confirm dates and times of future meetings

Noted: The June meeting will be held on 27th June 2011

The July meeting will be held on 26th July 2011

Chairman's Initial

PART B

3 Finance and Administration

d. To approve salary/expenses of Clerk

Resolved: It was unanimously agreed to pay the Clerk a gross salary of £6,700 per year plus an additional £720.00 per year (net) reimbursement for provision of office space, use of computer equipment, storage, heating, lighting and generally conducting the business of the Parish Council from their own home; Clerk to claim expenses on a monthly basis for all other out of pocket expenses

9 Close of meeting

Noted: The meeting closed at 9.10pm

Signed *[Signature]*.....

Chairman

Date 25.11.11......

Chairman's Initial