

DAVENHAM PARISH COUNCIL

**Minutes of the Parish Council Meeting held on 25 June 2012
at Davenham Methodist Church Hall.**

**Public Open Forum 7.15pm
Council Meeting 7.30pm**

Present Cllr. Sellers (Chairman)
Cllr. Armstrong (Vice Chairman)
Cllr. Robinson
Cllr. Wilson
Cllr. Wood
Cllr. Ravenscroft

Parish Clerk Phil Sanders
CWAC Cllr. Watson
PCSO Kat Stock
Mr R Pickthall
Mr A Wilson
Mr S Harris

Absent None

Public Session

PCSO Kat Stock gave her monthly report. Since the last Parish Council Meeting there have been seven incidents including 1 car theft crime, 1 anti-social behaviour report relating to youths playing football at the Cricket Ground and 2 road traffic accidents. She has been working with local Farmers in efforts to reduce metal thefts.

Mr Robert Pickthall of 30c Mount Pleasant Road raised issues regarding the fence/hedge at the rear of 30 Mount Pleasant Road, car parking in the same location and anti-social behaviour at Butchers Stile Playing Field. In order to ensure that suitable time is given to discussing these issues Cllrs. Sellers, Armstrong and the Parish Clerk are to meet with Mr Pickthall to further discuss on Monday 2 July 2012.

120625.1 Apologies and Declarations of Interest

- a. Apologies were received from Cllrs. Duff and McDonald.
- b. There were no Declarations of Interest made.

120625.2 Approval of Minutes

- a. The minutes of the Parish Council Meeting on 28 May 2012 were approved and signed as a true record.
- b. The Minutes of the Annual Parish Meeting (APM) and Annual General Meeting (AGM), both held on 28 May 2012, were reviewed and confirmed as accurate. They will be formally accepted and signed at the 2013 APM and AGM.

c. The Parish Clerk's Report to Members on issues discussed at the 28 May 2012 Meeting was circulated prior to this Meeting and updated as appropriate. Points to note are as follows:-

Keys for Playing Field Entrance Gates – the new Chain and Padlock is now in place on the gate to Laburnum Road Playing Fields. A list of keyholders has been drawn up, with receipts obtained from non-Parish Council parties. A similar exercise will be undertaken for Butchers Stile Playing Field. AP1

Verge Re-enforcement – this issue will be covered, along with other highways and streetscene matters, during an Environmental Walk scheduled for Wednesday 18 July 2012. The Parish Clerk and a minimum of 1 Councillor will represent to Parish Council, joined by Trish Johnson and Jerry Gibbs from CWAC. Councillors should advise the Parish Clerk of issues that require bringing to the attention of CWAC. AP2

Neighbourhood Plan – Jeremy Owens at CWAC has been advised that the Working Group is now active. Advice is still awaited on the question of Members Interests.

AP3

Vandalised Sign on Eaton Lane – the matter was reported to CWAC and attended to. Playground Maintenance Issues highlighted by the Annual Full Inspection Report – Gary Steele and John Price have carried out the requested remedial work. Enquiries are to be made regarding provision of a Litter Bin and its' servicing. AP4

Davenham Educational Trust – it was agreed that the invitation to become a Committee Member is to be considered open to individuals rather than the Parish Council. The Parish Clerk is to advise the Trusts' Secretary accordingly. AP5

CWAC Traffic Management Plan re London Road – a letter reflecting the Parish Councils views on the scheme has been sent to CWAC Highways – this requests further consultation with the Parish Council before any final decision is taken. CWAC Cllr. Watson will approach CWAC Highways to request that a site visit is arranged before any final decision is taken. Quotes attributed to Parish Councillors that appeared in the Northwich Guardian are not considered fully reflective of the stance taken by the Parish Council. A reply to an e-mail from Mr & Mrs Cross of 2 Fulton Grove is to drafted and sent out. AP6

Terms of Reference for Special Projects Working Group – The following Terms of Reference were agreed:-

- To work on all specific projects referred to it by the Parish Council.
- To liaise with appropriate bodies to seek information as considered essential to formulate proposals and recommendations.
- To meet as necessary, with non members allowed to attend if they so desire.
- The Group has no authority to make decisions on behalf of the Parish Council.
- To make recommendations to full Meetings of the Parish Council.
- Delegations of authority to act are to be recorded in the main Parish Council Minutes.

Northwich and District Heritage Society – it was agreed that individuals Councillors can, if they chose, become Members of the Society, but the Parish Council will not do so in its' own name.

Hedgerow Adjacent to 30a Mount Pleasant Road – the Parish Clerk gave a report on the unauthorised cutback of part of the hedge that took place earlier this month. Given an element of uncertainty as to who effected the coppicing, CWAC will not take matters further, commenting that they will check on regrowth over the coming months. CWAC have written to WVHT asking them to remind their tenants that they should not cutback any hedges without prior permission. The Parish Clerk has fully updated those residents who complained about the cutback.

General Power of Competence (GPOC) – the Parish Clerk gave a brief overview of the key points, and qualifying criteria, for GPOC following attendance at a ChALC Training Course. Copies of the Course Notes are held by the Parish Clerk.

Container Sited on land at the Junction of Davenham By-Pass and London Road – CWAC have confirmed that a retrospective Planning Application has been lodged (Ref 12/02585/FUL). The Parish Clerk will seek to obtain copies of the paperwork. AP7

Appeal Against Decline of Planning Permission for Caravan Site at the Junction of Davenham By-Pass and London Road – an Appeal has been lodged with the Planning Inspectorate. Parish Clerk to ensure that the Parish Council is able to record its' views. AP8

120625.3 Finance and Administration

a. Financial Report dated 25 June 2012 (copy attached) was approved. Payments confirmed – Clerks Salary for July 2012 £558.31; Clerks Expenses £212.44; Cheshire Playing Fields Association – Subscription - £18.00; ChALC – Clerk's Training Course - £40.00; Cheshire Police – PCSO Cost April to Sept 2012 £5,900 (50% reclaimable from Moulton PC); Jim Woodward (Internal Audit Fee) - £85.00. AP9
Grant Awards, as agreed at the Parish Council Meeting of 9 January 2012 – Davenham Junior Football Club £250.00; Davenham Scouts £ 500.00; Davenham Brownies £250.00 – to be processed and sent out with covering letters. AP10
The Parish Clerk has obtained Account Opening Forms from Co-operative Bank and these will be completed in the coming weeks. Cllrs. Sellers, Armstrong, Robinson, Wilson and Ravenscroft will become Authorised Signatories, with any 2 to sign. AP11

b. The Internal Auditors report on the 2011/12 Accounts was reviewed. Specific issues discussed included:-
Payments by BACS – it was agreed that where possible, and subject to prior agreement by the Parish Council, all payments to suppliers up to £1k maximum may be made via BACS. All other payments to be made by Cheque with two signatures.
Salary Payments – the Parish Clerk confirmed that he is happy for his salary payment amounts to be recorded on Minutes available to the General Public.

c. Cllr. Duff provided a Report in advance of the Meeting which was read out by Cllr. Sellers. The Web Site has been updated to now include the recently revised Standing Orders. The Newsletter is now ready, subject to the creation of a template that can be used for each future issue. The template is being created by a Design Company and is expected to cost £250 maximum. Spending up to £250 was approved by the Parish Council for this purpose. A Draft of the finalised Newsletter is to be circulated to all Parish Councillors prior to printing. AP12/13

d. The Draft Model Publication Policy previously circulated by the Parish Clerk was deferred until a future Meeting. AP14

120625.4 Planning and Highways Matters

a. Applications received for Consultation – 12/02208/TPO – The Old Barn, London Road, Davenham - Fell 2x Silver Birch Trees. Reservations expressed as to why removal is sought. Replanting requested if approval is given.

12/02116/FUL – Wyngarth, 35 Jack Lane, Davenham – Single storey side and rear extension. No objections raised.

12/02248/FUL – 17 Hartford Road, Davenham – Single storey rear extension (partial demolition of existing). No objections raised.

12/02166/FUL – 39 Grovemount, Davenham – Porch to front elevation. No objections raised.

12/02490/FUL – 16 Hartford Road, Davenham – Single storey rear extension (demolition of existing rear single story). No objections raised.

12/02778/CAT – 69 Church Street, Davenham – Removal of Laburnum Tree. The Planning Committee will review in the next week with response recorded in the July Meeting Minutes.

It was agreed to write to S Robinson, Chief Executive of CWAC, highlighting ongoing problems with regard to Planning Applications (not always advised of Applications and full Supporting Paperwork occasionally not to hand). Reference to also be made to the incorrect request for a Planning Application in respect of Laburnum Road Playing Fields (see Item 120625.5a). AP15

b. Decisions by CWAC - 12/01734/FUL – Heath House, 1 Jack Lane, Davenham – Two storey extension to rear, first floor extension to side and single storey extension to front. Permission Granted.

c. Notice of Applications in pipeline – None.

d. The Neighbourhood Plan Working Group (NPWG) has nothing further to report having not met since the May Parish Council Meeting. The Group next meets on 2 July 2012. Finalised Notes from this Meeting are to be forwarded to the Parish Clerk for onward transmission to all Members prior to the July Meeting. AP16

e. The Parish Council met with Residents and Businesses situated on Laburnum Road on 12 June 2012. Plans for tarmacing the road surface, along with cost indications, were given to all parties present. Cllr. Armstrong has produced notes of the Meeting which are held on file. Cllr. Sellers will distribute these notes, along with technical drawings and cost details to all properties on Laburnum Road. The Parish Clerk will speak with Aviva to clarify the position regarding liability/insurance cover for individuals approaching the Playing Fields via the private road both on foot and by car. AP17

120625.5 Playing Fields and Gardens

a. The Parish Clerk confirmed that CWAC Planning Department have advised that retrospective Planning Permission is not required for the recently installed older Children's Play apparatus. This is because none of the units installed exceeds 4 metres in height. A letter of apology has been received acknowledging the fact that the request for retrospective Planning Permission should not have been made.

b. The Parish Clerk provided information on the benefits of the QEII Playing Field status scheme managed by Fields In Trust. The Special Projects Working Group will consider whether the scheme is appropriate for Laburnum Road Playing Fields. AP18

c. It was noted that recent Grass Cutting at Laburnum Road by CWAC Streetscene was not up to previous standards. The Parish Clerk will liaise with CWAC as appropriate. AP19

Grass Cutting at Butchers Stile was not undertaken as per the schedule and this resulted in the Junior Football Club having to abort a recent training session as the grass was considered too high. Once approached about the issue CWAC effected a cut within 24 hours.

The path at Laburnum Road is due a further dose of weed killer. The Parish Clerk will ask John Price to attend to this and also make tidy a tree branch that has been pulled down. Mr Price will also be asked to cut down nettles and weeds adjacent to the

Swings at Butchers Stile Playing Field and provide a quote for further tree planting at Laburnum Road Playing Fields. AP20

It was commented that a number of trees and hedges around the village are protruding/hanging over payments/roadways. A comprehensive list is to be drawn together by all Councillors in readiness for the July Meeting. AP21

120625.6 Correspondence

a. The following items were brought to the attention of Members:-

- I. E-mail dated 19 June 2012 from CWAC relating to Festive Light arrangements for 2012. The Parish Clerk advised that he is in liaison with CWAC to ensure that all procedures are followed. AP22
- II. E-mail dated 11 June 2012 from DPC to CWAC regarding Horse Droppings adjacent to 576 London Road. No action required.
- III. E-mail dated 8 June 2012 from Bulls Head FC seeking use of Parish Council owned Playing Fields for Sunday Morning Football Matches in season 2012/13. The Parish Clerk will advise the Football Club that, as the Field at Butchers Stile is already in use on Sunday Mornings, it cannot agree to the request. Additionally, the field at Laburnum Road is too small for an adult pitch. AP23
- IV. E-mail dated 1 June 2012 from O Price-Milne of 1 Green Lane relating to theft of plants. No action required.
- V. Bulletin for Town and Parish Councils dated June 2012 focusing on New Code of Conduct and Disclosable Pecuniary Interests (Localism Act 2011 Chapter 7). Wording of New Code of Conduct is still awaited. No action required.
- VI. Letter from Davenham Primary School thanking the Parish Council for its' Donation towards the cost of Jubilee Coins for all pupils. No action required.

120625.7 To consider any other urgent matters to be brought to the attention of the Council.

a. Cllr. Robinson raised the question of the Parish Council's views on the recently circulated Consultation Letter relating to BDO taking over the External Auditing of Parish Council Accounts for Cheshire. Given the status of BDO and the proposed reduction in Fee Levels it was agreed that no formal response is required.

120625.8 Confirmation of Date of Next Meeting – Monday 30 July 2012.

120625.9 The Part A meeting closed at 9.50pm

Signed/ Dated

Chairman