

# DAVENHAM PARISH COUNCIL

**Minutes of the Parish Council Meeting held on 24 September 2012  
at Davenham Methodist Church Hall.**

**Public Open Forum 7.15pm**

**Council Meeting 7.30pm**

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

Parish Clerk Phil Sanders  
CWAC Cllr Watson  
7 Members of the Public (names recorded)

**Absent** None

## **Public Session**

Whilst unable to attend the Meeting PCSO Kat Stock provided a written Report. Since the last Parish Council Meeting there have been 8 reported incidents. 3 of these relate to crimes – 1 criminal damage; 1 theft from Spar; 1 attempted domestic robbery. Additionally, there were 5 road traffic related incidents, including 1 drive off.

Thelma Ellis of Laburnum Road outlined the residents plans to have the private road tarmaced. A price has been agreed with a Contractor, the only sticking point at present being that Bargain Booze will not commit to any financial contribution towards the scheme. Nonetheless the residents are keen to proceed. However, they are concerned that increased volumes of traffic to the Play Area and Bowling Club (representatives of whom were present) will soon see the surface damaged. They would like to have assurances from the Parish Council and Bowling Club that traffic will be restricted to service/maintenance vehicles only – the Parish Council confirmed its' own agreement to this wish. It was also pointed out that the residents are considering erecting a gate at the end of Laburnum Road to enforce vehicle restrictions. The residents are not, at this stage, seeking a financial contribution to the scheme from either the Parish Council or the Bowling Club – preferring to retain full discretionary control themselves, rather than have to potentially make concessions regarding access rights in lieu of payments made. After discussion it was agreed that the residents and Bowling Club Officials would meet in the near future to discuss the issue at greater length. Representatives from the Parish Council will be invited to attend this meeting.

AP1

## **120924.1 Apologies and Declarations of Interest**

a. Apologies were received from Cllr. Duff and PCSO Kat Stock.

b. There were no Declarations of Interest made.

### **120924.2 Approval of Minutes**

a. The minutes of the Parish Council Meeting held on 30 July 2012 were approved and signed as a true record. The Minutes of the Confidential Session of the Parish Council Meeting on 25 June 2012 were also approved and signed as a true record.

b. The Parish Clerk's Report to Members on issues discussed at the 30 July 2012 Meeting was circulated prior to this Meeting and updated as appropriate. Points to note are as follows:-

Signage at Laburnum Road Playing Fields – Insurance Brokers have advised that it is not a requirement of the Policy to erect signage in a car park. Even with an “at owners risk” sign in place if someone is injured or their property is damaged they will still be entitled to claim on the Parish Council's Policy if they can successfully prove the Parish Council is legally responsible for the incident. However, with suitably worded signage in place, the prospects of the Parish Council being found to be legally liable are reduced as the public has been made aware of any potential hazard and can therefore make an informed decision as to whether to park there. It was agreed to put a sign in place, with CWAC being consulted on suitable wording. Simply Signs will be requested to make and erect the sign. AP2/3

Maintenance at Laburnum Road Playing Fields – the Parish Clerk advised that a resident has requested the removal of the trees to the left hand side of the entrance point as they are weakening her boundary wall. A Tree Surgeon, Alan James, has quoted £265 to remove the trees and treat the roots to ensure no further growth. It was agreed that this Quote be accepted. However, the resultant gap in the entrance area will need simultaneously infilling with a wooden fence. The Parish Clerk will obtain Quotes for the fencing, referring to the Chairman and Vice Chairman before commissioning any work. AP4/5

The Parish Clerk advised Members that written requests to the Village Keeper were not always being actioned/responded to. The problem was acknowledged and it was agreed that the current Agreement be reviewed prior to seeking potential alternative sources of maintenance support. Additionally, it was agreed to check the current Agreement for Grass Cutting, again with a view to seeking alternative providers from 2013 onwards. AP6/7

Newsletter Publication and Deliveries – the Parish Clerk advised that initial feedback from the re-launched Newsletter has been positive. Deliveries of this first edition were done on an ad hoc basis. A more scientific method can be employed next time.

Additional Litter Bins for Butchers Stile Playing Field – CWAC Cllr. Watson will again seek Quotes from CWAC for the supply and ongoing servicing of a litter bin just inside the entry gate off Mount Pleasant Road. AP8

### **120924.3 Finance and Administration**

a. Financial Report dated 24 September 2012 was approved. Payments confirmed:- Clerks Salary for October 2012 - £558.31; Clerks Expenses - £247.26; UK Mailing – Newsletter Printing - £395.00; Moulton PC – Stationery Supplies - £41.46; GJ Steele – Playground Inspections - £50.00. AP9

Payment confirmed retrospectively:- Devils Crayon Creative – Newsletter Design - £250.00.

The Finance Committee is next due to meet on Monday 3 December 2012, when discussions will focus on the Budget for 2013/14.

b. The Parish Council resolved to adopt the New Code of Conduct as provided by Cheshire West and Chester Council, without amendment. The majority of Members also handed in completed Notification of Members Interests Forms. The remainder are required within 21 days of this Meeting. AP10/11

c. The following dates were agreed for 2013 Parish Council Meetings:- Monday 7 January 2013 (held over from December 2012), Monday 28 January 2013, Monday 25 February 2013, Monday 25 March 2013, Monday 29 April 2013, Monday 3 June 2013 (held over from Bank Holiday week beforehand), Monday 24 June 2013, Monday 29 July 2013, Monday 2 September 2013, Monday 30 September 2013, Wednesday 30/Thursday 31 October/Monday 4 November 2013 (to be confirmed), Monday 25 November 2013 and Monday 6 January 2014 (held over from December 2013). AP12

#### **120924.4 Planning and Highways Matters**

a. Applications received for Consultation – 12/03266/FUL – Land at Junction of Davenham By-Pass and London Road – Retrospective siting of 2m x 5m Metal Container. The Parish Council objected to the land being used for anything other than Agricultural/Equestrian purposes. It also requested that a decision be delayed until the outcome of the Appeal against the decision to refuse Planning Permission for Caravans and Static Homes is known. It is understood that Planning Permission has been Granted for a 12 month period – written confirmation is awaited.

12/03868/FUL – 2 Bungalow, Shipbrook Road – Demolition of attached outbuildings and garage, construction of a two storey rear extension. No objections.

12/03991/FUL – 18 Hartford Road – Single and two storey rear extension. Response to be forwarded on to CWAC in the next few days.

b. Decisions by CWAC - 12/02968/TPO – Squirrels Leap, 511A London Road – Removal of Holly Tree from front garden. Consent given.

12/02891/CAT – Brook House, 32 Church Street – Fell 1 Conifer and thin 1 Beech tree by 15%. Consent given.

12/02996/TPO – 19 Firth Fields – Crown reduction of 2 Beech and 1 Lime. Permission Granted.

c. Notice of Applications in pipeline – None.

The Parish Clerk confirmed that CWAC have been asked to advise the Parish Council of the Hearing date, time and venue in respect of the Applicants Appeal against the decline of Planning Permission for Application Ref 11/03895/FUL (Caravans and Static Homes on land at the junction of Davenham By-Pass and London Road) .

d. Cllr. Sellers confirmed that the Parish Council met with representatives of Bloor Homes on 17 September 2012. The following Statement, which will be posted on the Parish Council Web Site and Notice Board, confirms the background to and contents of the Meeting:-

“Members of the Parish Council met with representatives of Bloor Homes on Monday 17 September 2012. This Meeting was arranged at the request of Bloor Homes.

Bloor Homes have spent much of the last two months undertaking various surveys – traffic, ecological; drainage etc – and considering feedback from the Public Consultation Meeting on 26 July 2012.

They have now created a revised design for the site and intend to submit a Planning Application to Cheshire West and Chester Council (CWAC) in the next 2/3 weeks. Once CWAC begin to seek consultation on the Plans we will engage with the local community before formulating our detailed response to CWAC Planning Department.

The Parish Council wishes to stress that, whilst it has met with Bloor Homes, this was an information gathering exercise only and that no opinions on the proposed development were put forward. We met with them in the same spirit that we meet with residents – to obtain more information and to gauge opinion.

The Parish Council is fully committed to being as transparent as possible throughout this process – with all parties”. AP13/14

e. The Parish Council resolved to begin the process of creating a Neighbourhood Plan, setting up a Neighbourhood Plan Working Group and utilising support from villagers and other relevant bodies.

The following Terms of Reference for the NPWG were agreed:-

- i. To work solely on issues relating to the creation of a Neighbourhood Plan.
- ii. To liaise as appropriate with Parishioners and other relevant bodies in the creation of the Plan.
- iii. To meet as deemed necessary, with non Working Group Members allowed to attend if they wish.
- iv. The Group has no authority to make decisions on behalf of the Parish Council.
- v. To report progress, and make recommendations, to the monthly Parish Council Meetings.

The NPWG met on 17 September 2012 and notes of the Meeting were distributed amongst Members.

Cllrs. Wood and Armstrong gave feedback from Neighbourhood Planning Seminars they had attended in the last two weeks. After discussion it was agreed that a degree of Community Engagement is essential to ensure that the Plan is created for and on behalf of the full Davenham Community. The NPWG will consider who should be approached to enquire whether they are interested in becoming active members of the NPWG – this will include individuals who have already given valuable feedback and community groups. It will also give preliminary thought to the topics that need to be covered within the Neighbourhood Plan. AP15/16

The Parish Council acknowledged receipt of a letter from Hartford Parish Council advising that it is in the process of creating a Neighbourhood Plan.

f. Further to the comments included under the Public Session, it was agreed that 2/3 Councillors would attend the meeting between the Laburnum Road Residents and the Bowling Club as and when it is arranged. Additionally, it was agreed to ask Dixon Rigby Keogh Solicitors for general guidance on the question of Private Roads and their usage by third parties. AP17

g. Cllr. Wood commented that he felt consideration should be given to the possibility of recommending the introduction of 20mph speed limits on certain roads within the village. It was felt that this could possibly be a topic for inclusion in the Neighbourhood Plan under the broader heading of Traffic Management. CWAC Cllr. Watson advised that the Department of Transport is currently looking at this issue in some depth with a view to advising Borough Councils on its’ implementation. He will check the current position and advise the Parish Clerk accordingly. AP18

#### **120924.5 Playing Fields, Pathways and Gardens**

a. The Laburnum Playing Field Special Projects Group has, through Playdale Limited, sourced 4 traditional shape park benches and 2 Picnic Tables with attached seating.

An exact price is yet to be determined but, including fitting and concrete (or alternative hard wearing) flooring under the picnic tables, final cost is estimated to be c. £3,000. It was agreed to allow the Special Projects Group to commission purchases

for these items up to a maximum of £3,000, from capital reserves, without further reference to the full Parish Council. The Group will approach the three CWAC Councillors to enquire whether they are able to commit funds from their local budgets towards the purchases. Additionally, the Group will also explore pledges of financial support from local individuals.

AP19/19a

The Group has also sourced a quote, of £774, for the supply of 20 small trees and 2 larger Yew Trees for placement between the recently installed older childrens' play area and the footpath to the rear of London Road. As well as giving a more mature look to the whole area, this will also honour a promise to residents of London Road to provide more tree screening. It was agreed that the sum of £774 be set aside from capital reserves to cover these purchases.

AP20

b. It was agreed in principle to undertake an inventory of all street furniture throughout the village. This issue will be further discussed at the next Parish Council Meeting.

AP21

c. The Parish Clerk re-affirmed that permission has been obtained to again site the Village Christmas Tree adjacent to the Notice Board, off London Road. The Tree itself has been provisionally ordered from The Hollies, with confirmation of the price to follow. It will be delivered during week commencing Monday 3 December 2012. Volunteers will assist staff from the Hollies in erecting the tree in its' permanent slot. Cllr. Ravenscroft has the lights for placement on the tree, which will be switched-on on Friday 7 December 2012. The school has been approached to provide musical support – a final confirmation is awaited. As last year, the Bulls Head and Oddfellows Arms will be asked to assist with food and drink supplies. Further discussions on the finer organisational details will be included on the Agenda for the next two Parish Council Meetings.

AP22/23/24

d. The Parish Clerk confirmed that a letter was forwarded to Davenham Bowling Club asking them to revert to the original agreement regarding parking on the hard standing area at Laburnum Road Playing Field – to be used only by visiting Bowls Teams on Match Days. This letter drew several responses, each asking the Parish Council to review its' decision. The possible tarmacing of Laburnum Road has, inadvertently, brought this issue into sharper focus. The outcome of the forthcoming Meeting between the residents and the Bowling Club will help to shape the way forward.

e. It was confirmed that Davenham Cricket Club has been granted permission to undertake drainage improvements to the outfield. Furthermore, it was agreed that the materials required to complete the work could be delivered via Butchers Stile Football Field subject to:-

- i. The Digger being used to lift the bags must use land off the football pitches and not closer than 5 meters to the boundary fence/hedge.
- ii. Any damage to the field by the Digger tracks is to be made good by levelling, re-turfing/re-seeding at the Cricket Club's expense.
- iii. Prior permission to use the access path from Mount Pleasant Road must be obtained from Weaver Vale Housing Trust and all residents advised of likely delivery times beforehand. Please confirm to the Parish Clerk that both of these requests have been complied with.
- iv. All 1 Ton bags are to be removed from the Football Field within 24 hours of delivery and not deposited within 5m of the football field sidelines.
- v. Please liaise with Davenham JFC officials beforehand to confirm suitability of delivery times.

To date no work has been commenced, with the Cricket Club thought to be reviewing how to proceed with the logistics of the exercise.

### **120924.6 Correspondence**

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

- I. Letter dated 7 September 2012 from CWAC inviting Parish Council Representatives to a Forum outlining the CWAC Local Plan on Wednesday 3 October 2012 at Winsford Lifestyle Centre. The Parish Clerk has reserved two spaces. AP25
- II. CWAC Local Plan: Preferred Policy Directions. This is a consultation document aimed at identifying topics to be included in the CWAC Local Plan. Feedback is invited, with a deadline of Monday 12 November 2012. The NPWG will review this document and consider appropriate feedback to CWAC. AP26
- III. E-mail dated 6 September 2012 from Rev. Cripps, Vicar of St Wilfrids' Church regarding potential users of a new Church Hall. Parish Clerk to thank Rev. Cripps for the update and stress the need for a new multi-purpose facility within the village. AP27
- IV. Notice of an Application for the designation of a Neighbourhood Plan Area for Winsford Civil Parish. Letter is from CWAC dated 17 September 2012.
- V. E-mail dated 19 September 2012 from CWAC relating to the "adopt a path scheme in your area".
- VI. Letter dated 14 September 2012 from CWAC relating to Proposals for the introduction of a local council tax support scheme to replace the existing council tax benefits scheme with effect from April 2013.

### **120924.7 To consider any other urgent matters to be brought to the attention of the Council.**

None.

### **120924.8 Confirmation of Date of Next Meeting – Monday 29 October 2012.**

### **120924.9 The Part A meeting closed at 9.48pm.**

Signed/ Dated

Chairman