

# DAVENHAM PARISH COUNCIL

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**Minutes of the Parish Council Meeting held on 27<sup>th</sup> July 2015**  
**Held at Davenham Methodist Church Hall.**  
**Public Open Forum 7.15pm – 7.30pm, Council Meeting 7.30pm**

**Present**

Cllr. Carter	Cllr. Mattinson (Chairman)
Cllr. Wood	Cllr. Peel (Vice Chairman)
Cllr. Salt	
Cllr. Ravenscroft	

Parish Clerk Vicky Stock

Gina Bebbington (Northwich Guardian)  
Ed Chapman (Special Sergeant – Northwich Police)  
Cllr. Helen Weltman (CWAC Ward Councillor)

**Apologies:** Cllr. Watson.

## **1) Public Session**

The Public Session of the meeting was attended by 2 members of the public.

Cllr. Mattinson opened the meeting and welcomed all present.

One member of the public, a green Lane resident, came along especially to thank the Parish Council for their support at the recent planning committee meeting for proposed further development on Green Lane. This was greatly appreciated by the parish council. Cllr. Mattinson also explained that it was also thanks to the planning team at CWAC.

Sergeant Ed Chapman came along and introduced himself following the new policing structure in the area. Cllr. Mattinson thanked Ed for coming along and explained that she and a couple of people from Moulton PC had attended a meeting recently with Inspector David Snasdell and Chief Inspector Meegan to talk about the re-structure. Ed asked the public to be careful to make sure cars were securely locked as a number of cars had had items stolen from them in the village. Also St Wilfred's Church was also recently broken into and money stolen.

Cllr. Weltman asked if Ed could look into the speeding issues down Church Street following a parishioner recently having his gate posts knocked down due to a speeding vehicle. PCSO Kevin McShane recently carried out some speed monitoring down Church Street but we have not heard any results from this.

The public meeting ended at 7.30pm.

## **2) Apologies and Declarations of Interest**

Apologies were received from Cllr. Watson due to previous holiday commitments.

## **3) Approval of Minutes and Action Points**

### **3a) Amendment to page 1 (Chair not vice-chair) and page 7 (gardener not gardner)**

The minutes were approved and signed as a true record. Proposed by Cllr. Carter. Seconded by Cllr. Salt.

All Councillors who were present at the last meeting approved the minutes.

### **3b) Action points all completed with exception of AP11.**

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## 4. Finance and Administration

### 4a) To approve the Financial Report and Monies for payment

The Financial Report dated 27<sup>th</sup> July 2015 was approved. Cllrs approved of the payments as follows. Payments proposed by Cllr. Wood. Seconded Cllr. Ravenscroft. All Councillors approved payments.

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>CHQ No</u>	<u>NET £</u>	<u>VAT £</u>	<u>GROSS £</u>
27/07/15	Bennett Brooks Chartered Accountants	DPC Internal Audit – 31 March 2014 – 31 <sup>st</sup> March 2015	100097	90.00	18.00	108.00
27/07/15	Play Inspection and Maintenance Services	Operational Inspections - 29 <sup>th</sup> June 2015 – Laburnum Road and Butcher's Stile Play areas	100098	60.00	12	72.00
27/07/15	Northwich Town Council	Grass Cutting Charges May and June 2015	100100	514.50	102.90	617.40
27/07/15	Vicky Stock	Clerk Expenses – Postage, Ink, Mobile Phone, and 1&1 website hosting charge	100102	98.08	12.44	110.52
27/07/15	Vicky Stock	Clerk Salary – July 2015	100103	592.83	0	592.83

### Bank Balances

As at 30<sup>th</sup> June 2015, the reconciled Bank Balance totalled **£66,424.44** in credit.

### Payments Received in July

Payment of £48.28 received from Scottish Power - Wayleave.

### 4b) To approve minutes from the Finance Meeting held on 18<sup>th</sup> June 2015.

The minutes were approved and signed as a true record. Proposed by Cllr. Salt. Seconded by Cllr. Peel.

### 4c) To approve/discuss matters arising from the above Finance Meeting

- **Chairman's Allowance** – Do we agree to allocate a small amount e.g. £200? Generally allocated to the Chairman to help pay for activities undertaken in the role of chairman such as attendance at civic events and gifts for visitors/helpful community members. - It was resolved that we go ahead and allocate this money to cover certain items of goodwill that our powers to spend do not cover. The procedure for this will be the same for all other expenses and will be brought to full committee before allocating any money from this fund. **AP1** – The Clerk to try and find a definitive list of what this allowance can be used for.
- To approve rental income for Davenham Athletic to be increased by 3% to £310.00 – **Approval.**
- To approve rental income for Davenham Junior Football club to be increased by 3% to £310.00 – **Approval.** **AP2** – The Clerk to invoice Davenham Athletic and Davenham Junior Football Club.
- To discuss/resolve rental income for Davenham Cricket Club. Proposed minimum increase of 6%. Is this too little an amount for exclusive use of the field? (although the club do allow local football teams to use changing facilities and will accommodate other community groups where possible). A meeting urgently needs to be set-up with the Cricket club to discuss lease and future rental amounts. Rent due now, July 2015. Cllr. Salt looked pricing structures for other cricket clubs and discovered that most

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local cricket clubs own their own land. However there were a couple of cricket clubs similar to Davenham and in general the feeling was that the rental amount for exclusive use of the field was too low. One Cricket Club paid approximately £1400 per annum.

Another club that doesn't use the land exclusively paid the parish council per home match, £45 junior game per day or £80 per adult match per day. 22 home games approximately per year. £80 x 22 games = £1,760. £45 x 22 games = £990. An average figure would work out approximately £1375 rental per annum. In general the 6% increase was felt to be too low with the field used exclusively by the Cricket Club. It was resolved that we implement the 6% increase for this year but notify the cricket club that we wish to speak to them regarding next years' rental amount as part of the lease agreement. **AP2** – Cllrs to speak to the Cricket Club to discuss lease and future rental amounts. **AP3** – The Clerk to invoice the Cricket Club with 6% increase = £690.99.

## 5. Planning and Highways Matters

5 a) Applications Received for Consultation:				
Item No.	Application No	Proposal	Location	Comments by:
1.	15/02535/LDC.	Kitchen extension (existing), work completed 2010.	6 Firth Fields, Davenham, CW9 8JB	16 July 2015 (DPC comments submitted)
2.	15/02558/FUL	Two storey side and rear extension	5 Firth Fields, Davenham, CW9 8JB	16 July 2015 (DPC comments submitted)
3.	15/02536/CAT	Felling of a dead tree	The Lodge, Manor Lane, Davenham	21 July 2015 (DPC comments submitted)
4.	15/02607/FUL	Two Storey Side Extension	624 London Road, Davenham	27 <sup>th</sup> July 2015 (DPC comments submitted)
5.	15/02920/FUL	Single Storey Side Extension	35 Prospect Drive Davenham Northwich Cheshire	3 <sup>rd</sup> August 2015 (DPC comments submitted)

5b) CWAC Planning Decisions:				
Item No.	Application No	Proposal	Location	Decision
1.	15/00501/FUL	Two storey rear and side extensions	40B Church St, Davenham CW9 8NF	Approval
2.	15/02020/FUL (re submission of 14/04667/ful).	Two storey side extension, incorporating front canopy and bow window.	7 Prospect Drive Davenham Northwich Cheshire	Approval
3.	15/00495/LBC	Replacement conservatory, replacement windows and external and internal repairs	Lock Keepers Cottage, Vale Royal Locks, Davenham	Approval

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4.	15/00689/FUL	Erection of two caravan pitches with amenity toilets and hardstandings, entrance walls and gates	1 Oakland Park, Davenham (on Bostock parish land)	Approval
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**AP5** – Following the recent workshop attended by Cllr. Mattinson and Cllr. Peel, the Clerk will look into how other councils approve planning applications. We currently have a sub-committee who deal with the planning applications but need to discuss how these matters could be brought to parish council meetings for full approval but also by adhering to CWAC deadlines for comments. Any significant planning applications are brought to parish council meetings by requesting an extension by CWAC. Most applications are for improvements to existing dwellings.

## 5c) Cheshire Community Action Group and Neighbourhood Plan Update

Cllr. Salt and Mattinson recently had a meeting with Cheshire Community Action Group and they have set up a proposal to help see us through to the end of the Neighbourhood Plan process.

Drafting Basic Conditions Statement – 3 days work @ £270

Online survey support – to circulate the Neighbourhood plan at consultation stage online as well as hard copies – 2 days @ £270

Drafting Consultation Statement – 3 days work @ £270

**Total Cost £2,160.**

Cllr. Salt and Cllr. Mattinson have looked into applying for a grant to cover the cost of this and for printing costs etc. We are entitled to a grant of £8,000 and will be applying for this in September which covers us for a 6 month period from October to complete the Neighbourhood Plan process. The parish council neighbourhood plan working group have done as much as possible but we now need CCAG to help us with all the legal/statutory things that need to be done and give us the guidance.

Proposed by Cllr. Mattinson. Seconded by Cllr. Salt. All Councillors approved for this to go ahead.

**5d) DPC attendance for Inquires/appeals – Tennis Club (rear of 395 London Road, Tuesday 4<sup>th</sup> August 10am, Winsford.** DPC have already submitted comments for the above which is now a proposal for 1 dwelling. This proposal still raises concerns due to access. We do however want to encourage the smaller, one or two house developments. CWAC highways department will make their opinions know. It was agreed someone to attend as observer but no need to speak at this hearing.

**5e) DPC Wish List/S106 money- To discuss what items we need in the future for our Neighbourhood Plan to ensure that we have actual live items to claim against. With realistic pricing against these items.**

Play equipment:

- Inclusive Swing – **AP6**
- Butchers Stile play equipment for older children – **AP6**

Community/Village Hall:

- Community /Village Hall to include cost for a plot of land - **AP7**

Highways:

- Cycle Lane to continue from the A556 into centre of the village – **AP8**
- Pelican Crossing – **AP8**
- Village parking – possibly Hartford Road outside the old school where pavement is wider? **AP8**

Butcher's Stile/Laburnum Road:

- Wild Flower area – Cost of seeds/bulbs to be bought in bulk – **AP9**
- Drainage surveys on Laburnum and Butcher's Stile – Prices for second part of drainage of Laburnum and see if anything can be done with Butcher's Stile – **AP10**

The above items, it was agreed, would be added to our Neighbourhood Plan and added to the website once complete. Councillors/Clerk to go ahead as actioned and gather quotations.

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In addition a decision urgently has to be made on a permanent home for the defibrillator - **AP.11**

We would like a rolling S106 list which will evolve over time.

## **6) Parish Council Managed Assets and Maintenance**

### **6a) Laburnum Road /Butchers Stile**

An inspection was received for play equipment on Butcher's Stile and Laburnum Road. The following items were discussed to be actioned:

#### **Butcher's Stile**

Gate to be fixed so it cannot be lifted off – **AP12**

#### **Laburnum Road**

Wooden post that holds the gate to the Bowling Club and our fence – this has snapped at the bottom and needs something doing before it falls over. Panel missing adjacent to gate. – **AP13**

Bark levels low – The Clerk to get a price to top this up and in the meantime ask the village gardener to fork this up. **AP14**

Other minor items were mentioned with very low/slight risk. Some minor bolts/caps/filler to be added to some other equipment and to be fixed by Cllr. Carter. **AP 15**

A request was received by Friends of Davenham School to use Butchers Style for a fun day on Saturday 19th September (Funathalon/sports day charity event) while the school is being extended.

All in agreement that the field could be used by School/FODS.

### **6b) To discuss Beech Tree near the village notice board/Oddfellows**

Cllr. Watson had brought this item to the attention of the parish council. Cllr. Carter and Cllr. Ravenscroft looked at the tree and did not seem to think there was no particular cause for concern. However the trees near the war memorial look like they need to be removed as one is dying and the trees here are part of the reason the path gets so slippery in the autumn/winter. **AP16**

## **7) To approve minutes from the Joint PC Meeting between Bostock, Davenham and Moulton held on 16<sup>th</sup> June 2015.**

### **7a) To review and approve on behalf of Davenham PC only. Minutes to be formally approved at next joint PC meeting.**

Amendment to page 2 'PPC' to be changed to 'DPC'.

The minutes were approved by those who attended on behalf of Davenham PC and signed as a true record. Proposed by Cllr. Carter. Seconded by Cllr. Peel.

## **8) Community Meeting for local Youth/Sports Groups**

### **8a) To discuss the recent community meeting**

A community meeting was held on 9<sup>th</sup> July 7.30pm at Davenham Primary School. We invited local youth groups to have their say on what they want/need in the village. We received views from all groups and it was agreed by all that we do need a community hall. Items that were high on the wish list were, changing rooms on Laburnum Road, large hall for children to run around, outdoor space for children to play in, storage space, disabled parking, large football pitch to cater for all age groups. Our aim is to look at all the comments and to investigate Butcher's Stile in more depth and the village in general. At present it was still decided that the Neighbourhood Plan is DPC's top priority but the community hall is still a very high priority. The need for a village hall is detailed in our Neighbourhood Plan. It was decided not to go out to landowners until the Neighbourhood Plan is complete however there is a concern that this could open the flood gates for developers. Cllr. Peel ask Cllr. Weltman if she could action a question posed at the meeting concerning the

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amount of residents in a village triggering the need for a village hall to see if this was some CWAC do. The Clerk will speak to the vicar of St Wilfred's to try and arrange a meeting to discuss the Church Hall. **AP17**

## **8b) To approve the minutes of the community youth/sports Group meeting held on 9<sup>th</sup> July 7.30pm.**

An amendment on page 5, paragraph 7 typing error change 'do' to 'so'.

The minutes were approved and signed as a true record. Proposed by Cllr. Salt. Seconded by Cllr. Carter.

## **9) Councillor Vacancies**

### **9a) To discuss interview dates for selected candidates**

The Clerk to look into room availability over the next few weeks and then liaise with Councillors to finalise dates - **AP18**. Cllr. Wood, Cllr. Carter, Cllr. Mattinson and Cllr. Ravenscroft are available for interviewing.

## **10) Committees/Sub-Committees**

### **10a) to assign Cllrs. to each community group in the village as a point of contact.**

To give a public face to the parish council to aid goodwill and good effective communication, we wish to assign a councillor to a group as follows:

Davenham Athletic FC - Cllr. Ravenscroft  
Davenham Junior FC – Cllr. Ravenscroft  
Davenham Carnival Committee – Cllr. Mattinson  
Girl Guiding (Rainbows, Brownies, Guides) – Cllr. Salt  
1<sup>st</sup> Davenham Scouts – Cllr. Peel  
Village Gardener – Cllr. Carter  
Davenham Players – Cllr. Salt  
St Wilfred's Church – Cllr. Peel  
Davenham Cricket Club – Cllr. Mattinson  
Bowling Club – Cllr. Carter

The Clerk to email the above community groups and inform of their main council contact. **AP19**.

## **11) Correspondence received**

### **11a) To review Correspondence**

- An email was received from Northwich Town Council re: an inclusive swing. The Clerk to gather more information on this **AP 20**
- An email reminder was sent re: A meeting with John Dwyer (Police and Crime Commissioner) on Thursday 30<sup>th</sup> July – Cllr. Peel will do his best to attend.
- An email was received from the Bowling club re: use of hardstanding on Monday 3<sup>rd</sup> August and Monday 17<sup>th</sup> August. The clerk to email saying that this is fine however to reiterate that there must be no parking on the grass. **AP 21**
- An email was received from residents of 2 The Pavillions regarding removing the current hedge and replacing with maturing privet. Cllr. Carter has had a look at this already and thinks this is satisfactory. Cllr. Ravenscroft to visit and make sure this is not the ancient hedgerow. **AP 22**. The Clerk to email back to the residents and let them know.
- An email was received detailing a range of speed awareness wheelie bin stickers. The visual impact is increased as they will only be used once/twice weekly. The idea was agreed in principle by majority of councillors. This has been carried out in Kingsmead along Monarch Drive. Davenham residents have also enquired via the clerk about these stickers to try and slow traffic down. The cost is 500 stickers for £210. These will be put in areas within the 20mph zone e.g. Church Road, Hartford Road, London Road. Proposed by Cllr. Mattinson. Seconded by Cllr. Wood. One Councillor was against as he thought it would impact on the visual environment of the village however majority of councillors voted for this to go ahead. It was pointed out even if it could save one life at least then it would be worth it. The Clerk to go ahead and purchase the Wheelie bin sticks **AP 23**
- A resident emailed regarding an incident on the fields behind Fountain Lane re: a puppy that was being walked on the public footpath but that was then attacked by 5 dogs from a local farm which

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resulted in the puppy receiving vet care. The Clerk to speak to CWAC to check the legal status regarding the incident. **AP24**

## **12) Urgent Matters**

### **12a) Green Lane – Extended white line on the road.**

Cllr. Carter enquired about a white line on the road on Green Lane and whether this was done legally or not. The Clerk to enquire with highways. **AP25**

### **12b) Rural pathways conditions**

The footpaths 12, 14, 7 and 9 in particular are very overgrown and virtually unpassable in places. Cllr. Wood has reported this over a month ago but not had any response. Some nettles are head height and a particularly bad in the kissing gates. Cllr. Weltman will look into this. The Clerk will also report to Streetscene. **AP26**

## **13) Date of Next Meeting**

**13a)** The date of the next meeting is set for Monday 7<sup>th</sup> September 2015 to be held at Davenham Methodist Church at 7.15pm.

## **14) Closure of the Public Meeting**

**Part A of the meeting closed at 9.28pm.**

Signed/ Dated

Chairman