

DAVENHAM PARISH COUNCIL

**Minutes of the Parish Council Meeting held on 26th October 2015
Held at Davenham Methodist Church Hall.
Public Open Forum 7.15 – 7.30pm, Council Meeting 7.30pm**

Present	Cllr. Carter Cllr. Wood Cllr. Salt Cllr. Ravenscroft Parish Clerk Vicky Stock 4 members of the public	Cllr. Mattinson (Chairman) Cllr. Cooper Cllr. Hudson
Apologies:	Cllr. Peel (Vice Chairman), Cllr. Watson	

1) Public Session

Cllr. Mattinson opened the meeting and welcomed all present.

Two members of the public attended the meeting to raise concerns on behalf of 29 residents regarding the two trees that had been cut down at the War Memorial. They felt very shocked and grieved at their swift removal. They asked that DPC support and be the voice of the residents and feel that residents and especially elderly residents would like to be consulted on what would be planted there in the future.

Cllr. Mattinson said the trees were the property of CWAC and on their land. DPC did ask CWAC to look at the trees due to one of them looking like it needed attention as we have a duty of care to residents. DPC were told that the trees were taken down due to public safety but we would be speaking to CWAC to see about replacing the trees. Cllr. Mattinson said it would be helpful if the community attend the next meeting and give us their views on what trees they feel would be suitable replacements.

Glyn Roberts from Davenham British Legion attended the meeting with the wreath for the remembrance service and insurance details for the event. On the Friday 6th November there is also a special remembrance service to be held at the legion followed by a Hot Pot Supper. Tickets £5 per head.

The public meeting ended at 7.35pm.

2) Apologies and Declarations of Interest

Apologies for absence – Cllr. Watson (work commitments) and Cllr. Peel (holiday).

Cllr. Carter declared an interest for a quotation for the installation of the defibrillator and for expenses.

Cllr. Mattinson declared an interest for travel expenses.

Cllr. Cooper declared an interest for any discussions on Northwich Town Council especially with regards to Christmas Tree providers.

3) Approval of Minutes

3a) To review and approve the Minutes of the previous Parish Council Meeting

Amendments: - Page 3 – Grant amount should read '£6,327' not '£7,000'.

Proposed by Cllr. Salt. Seconded by Cllr. Carter – all Cllrs. voted and the Minutes were approved as a true record.

3b) Recap and update on Actions from previous minutes.

Some actions still outstanding but are logged. Councillors to please refer to action log.

DAVENHAM PARISH COUNCIL

Items discussed further:

Bark Levels – Laburnum Park

The fence is not to be in filled due to access but the post needs to be replaced. John Price is doing this. 100ml bark £45 per bag x ten bags required. **Action: The Clerk to look into prices for playground bark AP1**

Bus Shelter

The bus shelter opposite Bargain Booze has been removed we think due to an accident. The Clerk was not aware of this and had received no formal or informal notification of this so will speak to CWAC to see what is happening and when this is going to be replaced. **AP2**

4) Finance and Administration

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

The Financial Report dated 26th October 2015 was approved. Cllrs approved the payments as follows:

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>CHQ No</u>	<u>NET £</u>	<u>VAT £</u>	<u>GROSS £</u>
26/10/15	Keith Carter	Paint brushes to paint village signposts	100115	4.20	1.05	5.25
26/10/15	Cheshire Community Action Group	Annual Membership Fees for Parish and Town Councils (Medium Parish 1000-5000 electors)	100116	50.00	0	50.00
26/10/15	Les Halman Nurseries	Snowdrop Bulbs x 1000	100117	66.00	13.20	79.20
26/10/15	Play Inspection and Maintenance Services	Playground Inspection for Butcher's Stile and Laburnum Road – September 2015	100118	60.00	12.00	72.00
26/10/15	Vicky Stock	Clerk Salary – October 2015	100119	592.83	0	592.83
26/10/15	Vicky Stock	Clerk Expenses – September 2015 includes Website services	100120	75.56	7.24	82.80
26/10/15	Katie Mattinson	Travel Expenses for Community Pride Awards Evening held on 15 th Oct 2015	100121	20.61	0	20.61
26/10/15	Davenham Poppy Appeal	Civic Wreath	100122	50.00	0	50.00
26/10/15	Firth Field Social Fund	Donation towards refreshments following remembrance service. Held by the Royal British Legion.	100123	50.00	0	50.00

Payment for £50 towards the wreath was proposed by Cllr. Ravenscroft. Seconded by Cllr. Carter. All Cllrs.voted to approve.

Payment for £50 towards the refreshments following the parade. This was proposed by Cllr. Carter. Seconded Cllr. Ravenscroft. All Cllrs voted to approved.

Payments proposed by Cllr. Wood. Seconded Cllr. Ravenscroft. All Councillors voted to approve payments.

As at 30th September, the reconciled Bank Balance totalled **£56,092.34** in credit.

Payments Received in October

A grant of £6,327.00 from Groundwork (towards Neighbourhood Plan) was advised but bank balance not checked as statement not received as yet.

b) To agree a date for the Finance Meeting

The clerk proposed a date of Monday 23rd November 2015. Cllrs. provisionally agreed. The Clerk to publish the date when this is all confirmed **AP3**

DAVENHAM PARISH COUNCIL

5. Planning and Highways Matters

a) Applications Received for Consultation:				
Item No.	Application No	Proposal	Location	Comments by:
1.	15/04182/PTO	Remove large branch on Sycamore growing from 511A garden that casts shade over the garden of 511. Reduce the side of large Beech in 511A. To reduce large lateral branches by 3 meters to reduce the overhang of tree over the garden of 511 and to crown lift low branches to 7 meters on 511 garden side to allow light in the garden. Remove Beech No2 on TPO in 511. This tree has been showing stress for a number of years. The tree has had poor leaf density and size this year with die back in the top of the crown. It is suspected a fungi is present though no brackets have been seen to date. It is felt that it would be prudent to remove the tree before its health deteriorates any more. Crown lift Beech tree to 5 Meters to clear the highway. Comments – A further plan will this application would have been useful.	511/511a London Road, Davenham CW9 8NA	2 nd November 2015
2.	15/04114/FUL	Addition of roof lights and a front roof dormer (associated with a loft conversion). No ground floor plan was included but no objection in principle.	19 Grovemount, Davenham CW9 8LY	2 nd November 2015
3.	15/04175/FUL	Single storey stable building. – initial thoughts concern re lack of tree screening	Whatcroft Hall, Whatcroft Hall Lane, Davenham CW9 7SQ	6 th November 2015

b) CWAC Planning Decisions:				
Item No.	Application No	Proposal	Location	Decision
1.	15/03714/FUL	Extension to hard play area. Reinstatement of vehicular access to hard play area, through enlarging an existing vehicular and pedestrian access within the site. Replacement of existing canopies with one single new canopy, style, colour and height to match existing. Relocation of fence line to provide larger grassed play area.	Davenham Primary School, Charles Avenue	Approval

No major concerns were raised or further objections raised other than above on any of the above planning applications within the wider parish council other than those made by sub-committee planning councillors.

5c) Neighbourhood Plan Update

We have applied for a grant of £6,327 to cover the cost of the correct professional advice needed to complete the Neighbourhood Plan to get to the regulation 14 stage. We have a consultant on board and met with him on numerous occasions. The team has met a number of times and gone through the Neighbourhood Plan page by page to ensure consistency throughout the document. The Consultant from Cheshire Community Action Group has been excellent and has challenge the policy wording to enable it to be as legally robust as possible. The majority of the Neighbourhood Plan is now done and the policies are just being tweaked to make sure the legal wording is correct.

The grant received will help to pay for printing of the Neighbourhood plan and the newsletter.

The document will then be viewed by Cheshire West, all the developers, land owners, business owners and residents for comment. Further changes will then undoubtedly have to be made.

5d) Fountain Lane/Hilltop Farm

Most residents will now be aware that CWAC's legal team determined that there was no legal challenge for development approvals. DPC met with our local MP Antoinette Sandbach. Antoinette agreed that the National Planning Policy Framework is not at all clear. CWAC read the National Policy Framework and the Local Plan to the

DAVENHAM PARISH COUNCIL

ninth degree and did not think the two developments should have been approved. DPC and CWAC are writing to our MP to ask for clarity on the planning framework and policies simply because the Fountain Lane application ignores 12 of the main principles of the localism act which is built around the National Planning Policy Framework. The decision in the end has come down to how one Inspector interpreted these policies. The Inspector at the end of the day however did nothing against the law. The Cheshire West Local Plan was only approved in January 2015 so in our opinion the Inspector should have taken this into account. DPC have now written to the MP to ask that they officially challenge the planning policies. It does appear that the government have put pressure on Inspectors to approve more planning applications.

Church Street Appeal

Cllr. Wood and Cllr. Peel attended the appeal along with some residents. Both Cllr. Wood and Cllr. Peel spoke at the appeal and we are now waiting to hear the results.

5e) Update on Community Building

DPC asked CWAC if a planning officer could attend Butcher's Stile field to give us an idea if this site would be suitable to put a Community Building on. Nial Casseldon Planning Officer at CWAC visited and sent us this information:

"As you will know, I saw the site today so was able to form a view as to the acceptability of the proposal.

I will start firstly with principle. The Land is identified as a formal sports field and within the ASLEV in the Vale Royal Local Plan. This would not preclude any development, but it would have to not impact upon the value of the area. Policy RT4 relates to development on existing recreational facilities. It is advised that there should not be any loss of amenity and that the facility should be meeting an identified local need. We would therefore need to see evidence of need before determining if it would comply with that policy. Clearly, the development would include uses beyond those related directly to the recreational use of the land so any justification would need to be compelling.

That aside, a significant issue would be access and highway impact. Without being able to improve and widen the entrance, there would be concerns given the regular use and amount of traffic likely to be generated. There would be concerns that the nature of the access would result in severe harm being caused to the operation of the highway network in the vicinity of the site.

As such, in its current form, I regret that it is unlikely that the plans would be supported.

I would be happy to discuss further or any other site that might be available for the proposed development."

We will continue to discuss options with Nial Casseldon as this does not look to be supported on Highways grounds and continue to look at viable options.

5f) Update from CWAC re: recent highways requests in connection with S106 money requests

We requested information from CWAC to understand costings for our S106 wish list. The following comments were forwarded by CWAC:

"

- 1) Proposed puffin London Road near to Church Street- I have attached plan showing the proposed layout. The approximate cost of installing this would be around £60,000 and approximately an additional £8,000 if the road surfacing has a lower than required resistance to skidding.
- 2) Proposed parking bays on Hartford Road near to the old school building- After a site visit I would not recommend that this be considered, as there is a substantial gradient on part of the footway for half of its width. There are also utilities within this area that would probably need diverting, this could be a substantial cost.
- 3) Extension of the cycleway between the A556 and Green Lane- The footway on the western side of London Road between these points, could be marked out as a shared footway as the width is approximately 2.5 metres. This would require the erecting of signs to indicate the footway is shared, lining to delineate the cyclists and pedestrians and tactile paving to indicate the correct side for pedestrians/cyclists. It will also necessitate the relocating on the two Davenham signs near to the junction with the A556. The cost of this work will be around £6,000".

DAVENHAM PARISH COUNCIL

6) Parish Council Managed Assets and Maintenance

6a) Laburnum Road /Butchers Stile

Laburnum – Cllr. Salt provided documents for Cllr. Wood and Cllr. Ravenscroft to sign with regards to Fields in Trust and Land Registry.

Butcher's Stile – Cllr. Cooper reported seeing a dog running loose on Butcher's Stile. This appears to be the same dog that complaints have already been received by the PCSO last month.

6b) Snowdrop/Daffodil bulb planting

Daffodil bulb planting planned for Saturday 14th November 2015 10am. The Clerk will organise volunteers.

Snowdrop planting bulbs – Cllr. Salt and Cllr. Ravenscroft to organise a separate date.

6c) Notice board for Jack Lane update

Cllr. Carter will go ahead with refurbishment of the old notice board. The Clerk checked with CWAC and we do not need planning permission.

7) Correspondence received

7a) To review Correspondence

- An email was received from ChALC re: AGM on Thursday 29th October. Cllr. Copper will attend on behalf of DPC
- CWAC sent an email re: Neighbourhood Planning Toolkit
- Davenham Bowling Club wrote to advise that maintenance and improvements to the Bowling Club would be taking place commencing Saturday 31st October and to ask for permission to use the hardstanding to put a skip on. ACTION: Cllr. Salt to put an agreement together to ensure that the Bowling club are fully insured and to confirm that they are fully responsible for this and must be kept safe. **AP4**
- A letter was received from John Dwyer Police and Crime commissioner to invite local councils to a meeting on Tuesday 10th November 2015.
- An email was sent from ChALC re: audio casting for information. This is not something we would be interested in at the moment but will keep the details on file.
- Manchester Airport have offered us 2 tickets free of charge for a performance at Bridgewater Hall. After discussion we thought it would be a nice idea to ask people to nominate members of the public who have helped out in our community. The Clerk will request tickets and we will add this to our Newsletter. **AP5 & AP6**
- A letter was received a letter from Northwich Town Council re: Northwich's Neighbourhood Plan Consultation.
- A letter was received from Cheshire Constabulary regarding our PCSO agreement. **ACTION: The Clerk to put together a letter AP7**

8) Davenham Parish Council Facebook Page

8a) To discuss the option of setting up a Facebook page to help keep residents informed

Cllr. Cooper has looked into Facebook in more depth. We could stop people posting to our page but would not be able to turn off comments. Individuals can be blocked if necessary. The advantage of FB would be to link FB to the website. We would need more people than the Clerk to monitor this as the Clerk could not manage this fully at all times. It can be a great asset and it can also be very difficult if there are a lot of comments to monitor. Mixed views on FB were received especially in the recent weeks with strong views over the trees as we got quite a bit of criticism through no fault of our own. The website needs some work on it as soon as possible as a first port of call.

Action: Cllr. Cooper and the clerk to get together to look at the website. AP8

9) To receive reports from Councillors and the Parish Clerk on any recent meetings

9a) Cricket Club Meeting Update

Cllr. Calt and Cllr. Mattinson recently met up with Graham Cookson from Davenham Cricket Club to discuss the lease in general. The Cricket Club are applying for number of grants and one of things that comes up time and time again in grants that they apply for is they need a security of tenure (at least 15 years and some grants

DAVENHAM PARISH COUNCIL

required 25 years). The Cricket Club are asking for a rolling 25 year lease. The Cricket Club's concern could perhaps be as DPC are looking for land for a community building and they are worried that DPC may say that once the lease is up we want them out. There is no wish for DPC to get rid of the Cricket Club anytime in the future but the public do see this as a large patch of land that is only open to a limited number of residents. The Cricket Club do not see it that way and feel the Club is open and welcome to all the community but Cllrs. Salt and Mattinson feel that it would only be widely available to social members of which there is a limited number of people allowed to join on top of the fee paying members.

Rent increase was discussed and the Cricket Club felt they were paying a fair amount as they have to maintain the field themselves. DPC do not maintain the field at all and the Cricket Club felt they should get more maintenance from DPC and include that part of the field in any drainage plans for Butcher's Stile. DPC feel the rent is minimal for sole use of the land.

The meeting was the beginning of discussions and Cllr. Mattinson asked Cllrs. to consider options and this will further be discussed at a further meeting. Cllr. Wood felt that if we gave the Cricket Club a rolling lease then that is fine now but we cannot foresee what is best for the community years down the line. Cllr. Carter suggested a 30 year lease renewable every 5 years then that gives the Cricket Club the 25 year buffer that they required for grant applications.

Cllr. Mattinson said at the end of the day the Cricket Club are doing their best to grow the Club and it is an asset to the village. They have made huge improvements to the Club to date. They are looking to do the following in the near future: re-carpeting the practice nets, electronic scoreboards, decorating inside the Club, extension on the back to improve the bar area and the cellar, improve car park and the driveway (tarmac and have designated disabled spaces) and they asked that we consider this as part of S106 monies. The Cricket Club also said that in some grant applications they may require a letter of support from the parish council. This will be taken by DPC on a case by case basis each time. The Cricket Club are also considering adding other sporting aspects to the Club that fall within their lease. The Cricket Club also welcomed the parish Council to use the Club for meetings free of charge however as a council we do have restrictions on us being able to hold meetings in a place that sells alcohol. The bar they said could be closed for parish council meetings so we should consider this as that would be a cost saving initiative if the venue was suitable.

Cllr. Mattinson asked that we either call a meeting to discuss all the issues in depth or to consider whether this could be done as part of the Finance meeting or would a special meeting be required? It was considered that the discussions would prove too lengthy for a Finance Meeting as we already have many things to get through during that meeting. **Action: The Clerk to speak to ChALC to make sure we follow the correct procedures for calling a special meeting and whether legally should be a public meeting AP8.**

9b) Community Pride Awards evening (held on Thursday 15th October 2015)

Cllrs Mattinson, Cooper, Carter, Salt and the Clerk attended this event. This is the first year in recent times that the village has entered this competition and this year was about finding out all about it and how to improve our village. An Inspector visited earlier in the year and we learned at the event that the village had won a Little Gem Award for the Bowling Club. The certificate will be handed over to the Bowling Club and a copy is on the notice board. The awards event helped us to gain a better insight as to what we need to do and we really need full community involvement to win something. It cannot simply be done through the few parish councillors we have. We discovered the competition wasn't about the 'prettiest village' but more about what are we doing to improve our village, and what are we doing to get the community together etc. A worthy group to put forward next year would undoubtedly be the Mosaic Project.

9c) Manchester Airport Meeting

Cllr. Wood recently attended the liaison meeting at the airport. Cllr. Wood previously mentioned the airport are putting together a computerised flight path on their system so you can plot planes coming in and if someone complains about aircraft noise they can identify the plane and tell them what the flight number was. There was a demonstration of the system. Information can be found on the Manchester Airport Website. He also learned from the Security team about a risk with lasers and aircraft.

9d) Veolia

Cllr. Wood attended Veolia meeting and gave contacts of Cllr. Watson to them to update their records. Cllr. Wood thought even though thought the meetings are more routine at present we still should regularly attend these meetings to be kept up to date with any issues as they arise.

DAVENHAM PARISH COUNCIL

10) Christmas Tree Lights switch-on event – Thursday 3rd December 2015

10a) To discuss arrangements for the event including risk assessment, marshals, road management etc.

The confirmed date for the event is Thursday 3rd December 2015. The Clerk recently spoke to DPC's Insurance company and they advised us that we must make sure we have a risk assessment and ensure that all stall holders and businesses all have their own public liability insurance. The police will also do their own risk assessment. A document for stall holder to sign may need looking into. We need marshals in high vis jackets. If are expecting over 200 people then we will require St Johns Ambulance to be present. The Clerk has arranged this. The Clerk has asked for advice from CWAC regarding road closure. Cllr. Mattinson has spoken to school and Jo Curry from the High School. We would like the roads closed to ensure safety at such a busy time of the evening with traffic.

Actions: The Clerk to look further into road closure **AP9**

Risk Assessment to be carried out by Cllr. Hudson and the Clerk. **AP 10**

Draw up a Stall Holders Agreement for Insurance purposes **AP 11**

A poster to be created advertising the event (next year possibly ask children from the school to design the poster)

AP12

High Visibility Jackets to be ordered **AP13**

11) To assign new/additional councillors to sub-committee groups as follows:

11a) Planning Sub-Committee – Cllr. Carter (in addition to Cllr. Watson, Cllr. Wood and Cllr. Peel)

11b) Special Projects Working Group - Cllr. Cooper (in addition to Cllr. Salt and Cllr. Peel)

11c) Traffic Management Working Group – 3 members required once Neighbourhood Plan is complete

11d) Personnel Committee – A new committee as DPC are employers i.e. The Clerk. It has been recommended to us to set up a personnel committee to deal with any personnel issues officially e.g. salary, pension, reviews or any other personnel issues. 3 members required – Cllr. Mattinson, Cllr. Salt, Cllr. Ravenscroft

12) Urgent Matters

War Memorial Trees – Three residents had emailed regarding the trees at the War Memorial being cut down and Two members of the public attended the meeting also to give their opinion on this. The trees being removed was an emotive issue. DPC did advise CWAC to take a look at the trees but the decision to cut the trees down was entirely CWAC's decision and prerogative. Cllr. Mattinson replied to two of the emails in the Clerk absence explaining the situation to the residents. CWAC will remove the stumps and make the pavement right. CWAC have already recommended that two more suitable trees be re-planted in this area. Cllr. Mattinson said that if the residents had been informed first so that they had the full facts then this would have been more prepared for the trees to come down given the full picture. Cllr. Mattinson will put together a statement to the notice board **AP14**. It was however down to CWAC to notify residents that the trees were coming down. With hindsight it would have been good for DPC to communicate this with residents but in actual fact there was no notice given to do this. DPC however will insist that the trees are replaced.

Defibrillator Power Supply Quotation for approval – Cllr. Carter has investigated the power supply for the Defibrillator to be fixed to the Willow Green building. The meter cabinet is on the outside wall so the connection will be simple.

The clerk had checked with CWAC if listed building permission or building regulations was required to for the Defibrillator but none of them were required so the job can go ahead as soon as Cllr. Carter is available.

Cllr. Carter (and also of Davenham Electrical Services Ltd) supplied a quotation to install the Defibrillator to the outside wall of Willow Green shop. The cost for the work including materials will be £145.00. This is something we need to be done urgently now as we have had the Defibrillator a long time and should not be delayed any further.

Proposed by Cllr. Mattinson. Seconded by Cllr. Wood. All Councillors present approved the payment.

13) Date of Next Meeting

13a) The date of the next meeting is set for Monday 30th November 2015 to be held at Davenham Methodist Church at 7.15pm.

DAVENHAM PARISH COUNCIL

14) Closure of the Public Meeting

Part A of the meeting closed at 10.09pm.

Signed/ Dated

Chairman