

DAVENHAM PARISH COUNCIL

**Minutes of the Parish Council Meeting held on 30th November 2015
Held at Davenham Methodist Church Hall.
Public Open Forum 7.15 – 7.30pm, Council Meeting 7.30pm**

Present	Cllr. Carter Cllr. Hudson Cllr. Salt Cllr. Wood	Cllr. Cooper Cllr. Peel (Vice Chairman) Cllr. Watson
	Parish Clerk Vicky Stock	
	CWAC Ward Councillor Helen Weltman	
	PCSO Kelly Mankee	
	1 member of the public	
Apologies:	Cllr. Mattinson (Chairman), Cllr. Ravenscroft	

1) Public Session

Cllr. Peel opened the meeting and welcomed all present.

One member of the public attended the meeting to raise concerns over the lack of public transport through the village on a Sunday and also in the evening after 7pm. The Clerk will contact CWAC/bus companies to raise the concerns to see if there is anything that could be done to improve the service through the village. **AP1.** Cllr. Wood also said this was an issue that was raised in Moulton so maybe it should be considered as an agenda item for the Joint Parish Council meeting in January.

PCSO Kelly Mankee attended the meeting to give a brief update on policing issues in the village. The report included; suspicious activity by a male on London Road, an elderly lady needing reassurance, theft from Spar garage, drive off at the spar garage (male arrested and had had 16 similar offences) and theft from a works van of £10,000 worth of tools. Speed Awareness was undertaken by PC Hamilton on London Road on two separate occasions. No major speeds were recorded however 5 people did receive advisory letters. Some confusion seems to be occurring over if police can enforce the 20mph zone. PCSO Mankee will also look further into this matter. **AP2. The Clerk to look into this further.**

Helen Weltman had an update on construction vehicles going through Davenham village to the Moulton Bovis building site instead of using the A533 (as per their contract). This is now being dealt with officially. Bovis have received their first official warning and ultimately if they continue to let their contractors use the village instead of the A533 then a stop order can be put on the building work until they sort their contractors out.

The public meeting ended at 7.36pm.

2) Apologies and Declarations of Interest

Apologies for absence – Cllr. Mattinson (bereavement) and Cllr. Ravenscroft (prior commitment).

3) Approval of Minutes

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

Amendments: - Page 1 missing word. 'Cllr. Mattinson **said** the trees....' And to remove the word trees from another sentence 'DPC were told ~~trees~~ that the trees....'

Page 7 typo under urgent matters 'tow' to 'two'.

Proposed by Cllr. Carter. Seconded by Cllr. Wood – all Cllrs who attended the last meeting voted and the Minutes were approved as a true record.

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

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

Items discussed further:

Bus Shelter

The Clerk spoke to CWAC and found out that the bus shelter opposite Bargain Booze has been removed due to an accident with a Know-How vehicle but no one at Know-How was admitting to this happening, therefore a replacement bus shelter would need to come out of CWAC funds. CWAC will now put this to consideration for the next financial year. Cllrs suggested we look to ask our ward councillors to fund this as we could easily be waiting another year for a replacement. **AP3** The Clerk will write to the ward councillors to ask for funding for a new bus shelter.

4) Finance and Administration

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

The Financial Report dated 30th November 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>
30/11/15	Les Halman Nurseries Ltd	Daffodil Bulbs	100124	55.00	11.00	66.00
30/11/15	Northwich Town Council	Grass Cutting for Butcher's Stile and Laburnum for September 2015	100125	245.00	49.00	294.00
30/11/15	St John Ambulance	First Aid Cover for xmas light switch on Event – 3 rd December 2015	100126	70.40	14.08	84.48
30/11/15	Amberon	Traffic Management for xmas light switch on event – 3 rd December 2015	100127	300.00	60.00	360.00
30/11/15	Vicky Stock	Clerk Salary – November 2015	100128	592.83	0	592.83
30/11/15	Vicky Stock	Clerk Expenses – November (includes payment for high-vis jackets)	100129	100.48	10.89	111.37
30/11/15	Old Vicarage Tree Surgeon	Tree work carried out on branches in the village garden overhanging at the Oddfellows (interfering with phone lines).	100130	100.00	20.00	120.00
30/11/15	Davenham Methodist Church	Room hire (July 2015 – December 2015)	100131	84.00	0.00	84.00
30/11/15	The Hollies Farm Shop	18ft Christmas Tree	100132	275.00	55.00	330.00

Payments proposed by Cllr. Hudson. Seconded Cllr. Salt. All Councillors voted to approve payments.

As at 31st October, the reconciled Bank Balance totalled **£61,416.65** in credit.

Payments Received in October

A grant of £6,327.00 from Groundwork (towards Neighbourhood Plan) was advised and has been credited to the bank account.

Payments Received in November

VAT repayment advised - £1,791.99.

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5. Planning and Highways Matters

a) Applications Received for Consultation:				
Item No.	Application No	Proposal	Location	Comments by:
1.	15/04400/FUL	Single storey front extension, two storey rear and single storey rear extensions and detached rear single garage.	601 London Rd, Davenham, CW9 8LH	23 rd November 2015 (DPC comments submitted)
2.	15/04547/FUL	Single storey extension to side, including remodelling of existing community theatre and demolition of part of existing extension	59 Church St Davenham	1 st December 2015 (DC comments submitted)
3.	15/04552/FUL	Two storey and single storey rear extension	46 Green Avenue Davenham CW9 8HZ	4 th December 2015
4.	15/04558/FUL	Conversion of existing Barn to 2No. dwellings with 1 No. new associated detached oak framed garage and 1No. new detached oak framed garage to existing farmhouse. The Orchard was identified as one of the high areas on the Wildlife Map and these concerns were submitted to CWAC.	Shipbrook Road Farm Shipbrook Road Davenham Northwich	3 rd December 2015 (DPC comments submitted)

b) CWAC Planning Decisions:				
Item No.	Application No	Proposal	Location	Decision
1.	15/03819/FUL	Single storey side extension, two Storey rear extension and replacement of existing flat roof with pitched roof (habitable loft space formed inside new and existing roof space) Amendments to 15/03105/FUL	44 Hartford Road, Davenham, CW9 8JE	Approval
2.	15/04114/FUL	Addition of roof lights and a front roof dormer (associated with a loft conversion)	19 Grovemount, Davenham CW9 8LY	Approval
3.	15/03839/TEL	Installation of base station (resubmission of 14/03979/TEL Proposed upgrade to existing base station installation)	Telecommunications Site 33111 Newhall Farm, London Road Davenham,	Prior Approval not required

No further major concerns/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

Cllr. Salt said the team are happy with the final draft. The consultant at Cheshire Community Action Group is happy for us to go ahead with Pre-Consultation process. CWAC advised that we do the Strategic Environmental Assessment first of all and then go to pre-consultation process following that. The S.E.A will take another 6 weeks but this will now give us time to put together our pre-consultation process. All being well the pre-consultation will begin in January 2016. Cllr. Salt to speak to CWAC to check now that they have actually started the S.E.A. **AP4**

5d) Update on Community Building

No further information to report at present.

5e) 20mph Zone Update

The Clerk received information from Jerry Gibbs at CWAC to advise that Phase 2 would most likely be delayed due to staff shortages.

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Cllr. Wood raised the issue that the 20mph zone needs to be extended up London Road. The Clerk has spoken to Jerry Gibbs regarding this and he emailed back to say 'The assessment was carried out by our Road Safety Team, where they recommended extending the 20 mph limit on London Road to Grove Mount. I'm not sure whether they would support extending the 20 mph to Fountain Lane'.

The Clerk to ask for a copy of the notice as the only notification we have had is on the lampposts. **AP5**

6) Parish Council Managed Assets and Maintenance

6a) Laburnum Road /Butchers Stile

Laburnum – Play equipment all ok but Cllr. Carter reported how boggy some of the areas are due to the rain.

Cllr. Salt reported that she has now had confirmation from the Land Registry and Fields in Trust that the land is now protected.

John Price (village gardener) is to replace the broken post this week.

Cllr. Wood has recently been in touch with CWAC to see whether or not planning permission would be required for the Memorial Gates and on first impressions it seems that it will be required. Cllr. Wood is waiting for a Planning Officer to confirm this. Cllr. Wood asked that DPC approve the cost of going ahead with the Planning Application if required. Proposed by Cllr. Wood. Seconded by Cllr. Carter. All councillors present voted to approve this.

Cllr. Wood to action as required. **AP6.**

Moles – The Moles are back on Laburnum and seem to be heading towards the football pitch and we need to make sure the ground is stable. **AP7**

Butcher's Stile – Cllr. Hudson reported the field was water drenched due to the heavy rain and that football matches were called off over the weekend.

The Clerk has received a quotation from Old Vicarage Tree Surgeons with regards to two trees on Butcher's Stile. One price is for branches overhanging 2 The Pavilion's and this has been agreed in the past needs to be done. Cllr. Ravenscroft has also investigated this. The cost to reduce large Oak and crown lift over the car park at the Cricket Club is £300 plus VAT. Councillors thought this a high price and asked that the Clerk provide a further quotation. **AP 8.**

Another tree, Matthew Munday (Old Vicarage Tree Surgeons) spotted while he was visiting the Cricket Club and said the tree ideally should come down as it is showing signs of decay. To remove the Oak tree with decay at the base at the Cricket Club car park would cost £400 plus VAT. Cllr. Watson will do some decay measurements on the tree to see if the tree can be saved. **AP.9**

Cllr. Watson also noticed a further tree on the Cricket Ground that required some pruning. The tree is located at the Green access gate from the Pavillions into the Cricket Ground (approximately opposite 5-7 The Pavilion's. The lower branches need pruning to around 4.5 metres to avoid catching bin wagons. **AP10.**

6b) Snowdrop/Daffodil bulb planting

Daffodil bulb planting was cancelled due to the bad weather forecast. Since then the weather has not improved so bulbs will have to be planted as and when we can.

Snowdrop planting bulbs – Cllr. Salt, Ravenscroft, the Clerk and resident June planted the bulbs in October at the end of Grovemount.

6c) Notice board for Jack Lane update

No update at present.

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7) Correspondence received

7a) To review Correspondence

- An email was received from CWAC with price and artwork for Smokefree Playgrounds signage. Cost per sign £32.30 inc. VAT. Cllrs. decided that dog fouling is our number one problem at present so we are going to spend money on signs for that instead for now.
- An email was received from ChALC re: ways we can work with CW&C to improve dialogue between the planning department and the parishes. A Local Council Planning Forum is planned for early 2016. ChALC would like feedback and will send invites out early in December.
- Cheshire Fire Authority sent an email informing us that the draft Integrated Risk Management Plan has now been signed off.
- Steve Nelson from the Bowling Club asked for permission to use the hardstanding for an event in February 2016. All councillors agreed.

8) S106 Monies

8a) To discuss and agree on S106 items for submission to Helen Weltman

The criteria for the S106 monies is for the money to be used for a specific criteria of public art, play and open space. The following it was decided was to be submitted to Helen Weltman,

Top Priorities for Davenham Parish Council to match criteria of public art, play and open space

- Butchers Stile play equipment for older children and to include an Inclusive Swing
- Drainage on Laburnum and Butcher's Stile
- Work to restore the Fountain to its original state.

Other areas we require funding for (for future consideration):

- Extended cycle lane from the A556 into centre of the village
- Pelican/Puffin Crossing
- Village parking
- Wild Flower area
- Cricket Club – car park and driveway resurfacing and to include designated disable parking spaces
- Community /Village Hall to include cost for a plot of land
- Flashing 20mph sign/SID

Action: The Clerk to email Helen Weltman with the above list. AP11.

9) New Homes Bonus Community Fund 2015-2016

9a) To discuss and complete the New Homes Bonus Questionnaire

The Parish Council received a letter from CWAC notifying us that we would soon receive a payment of £3228 for New Homes Bonus. This is the same amount as received last year. The letter further went on to say that due to the Council facing significant financial challenges that the Council needs to make savings. As part of this cost saving mission, they have decided to review the future viability of the discretionary payment of the '20% top-slice from the New Homes Bonus to Parish and Town Councils'. Enclosed with the letter was a questionnaire for completion in order to express our view on this. DPC would not like to see this money go out of the locality (and particularly keep the money in Davenham as most money usually ends up going to Moss Farm etc.) and Cllr. Cooper pointed out that this isn't a nationwide scheme so that is probably why this action is being taken. **Action:** Cllr. Watson to take the questionnaire and complete it. This needs to be submitted by 5th February 2016. **AP11.** The Clerk to write to ChALC asking for their support. **AP12**

10) PCSO Agreement

10a) To discuss recent invoice received

An invoice was recently received by Moulton Parish Council. Moulton Parish Council paid the first instalment of £5,900 (March – October 2015). The second half of the invoice is now due. With the recent police restructuring our joint agreement with Moulton does not seem to have been taken into account and we now share our PCSO with

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Kingsmead and Leftwich but as far as we are aware no contributions have been made by either of the extra two villages. The Clerk has written to Inspector Snasdell asking for clarity before we pay our half of the invoice. This is an item to be added to the joint parish council meeting and we need to pursue a meeting with Inspector Snasdell.
AP13

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

11a) Website, Social Media and Transparency Code Training

The Clerk recently attended a Website, Social Media and Transparency code Information Session provided free of charge by ChALC. The event was very informative and gave useful information including presentations from website providers who specialise in creating websites for local councils that comply with the new Transparency Code. The Transparency Code has been introduced by the Government 'as part of a drive towards placing more power into citizens hands to increase democratic accountability and make it easier for local people to contribute to the local decision making process...'. This applies only to councils with a turnover of less than £25,000 but is seen as best practice for all parish/town councils. DPC with a turnover above £25,000 do not have to do anything to adhere to the Transparency Code however the Clerk believes we are automatically covering most of the criteria anyway and are as transparent as we possibly can be.

Websites and the need to keep them interesting, mobile friendly and user friendly was a key issue at the meeting and councils were advised to re-vamp their websites every 4-5 years. A ball park figure for a new website (which would also comply with the transparency code/best practice) would cost around £500. A .gov.uk website address is more expensive than an .org or .co.uk however with a parish council being the first tier of local government this is something that should be considered.

Facebook/Twitter use was also encouraged and councils were referred to view Huntington Parish Council's Facebook page to use as an example.

Action: Cllr. Cooper to meet in the New Year to further discuss plans going forward for a potential new website page and Facebook. **AP14**

11b) ChALC Annual General Meeting

Cllr. Cooper attended the ChALC Annual General Meeting however she did not get chance to raise the point of the Planning Charter. Cllr. Cooper did however speak to the Moulton Clerk about this and found that the Planning Charter is still an on-going process.

One main point raised at the meeting was the potential to raise the amount charged to local councils for ChALC subscription to 1p extra per elector, however after the agenda had been set; NALC had already moved to raise their subscription by 1p per elector already. Talk then went to increasing the subscription to 3p per elector and we will get an opportunity to vote on this in the New Year.

Cllr. Wood said that although it is very useful to be part of a bigger organisation the prices do keep increasing.

The Clerk has found ChALC very useful and worthwhile over the past year.

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

12a) To confirm arrangements for the event.

The Clerk required volunteers to help Jo Curry to get the stands, Instruments etc. from the primary school to the village centre. Cllr. Cooper said she could help keep an eye on the equipment outside Willow Green. Cllr. Carter said he would help if he could get away from work in time. If other helpers could meet around 5.30pm (wearing their new high-vis jackets!) then we can co-ordinate wardens where needed. All will be given some hymn sheets to hand out.

The road will be closed just before 6pm which will hopefully coincide with the children arriving in the village centre after their lantern parade.

John Price (village gardener) raised the matter that due to the high rain fall recently that the area surrounding the tree in the village garden has become very slippery. The Clerk has spoken to CWAC to ask that they jet-wash the area if possible before Thursday. If this cannot be done in time then John will put down some grit sand late on Thursday afternoon.

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13) Urgent Matters

No urgent matters to discuss.

14) Date of Next Meeting

14a) The date of the next meeting is set for Monday 4th January 2015 to be held at Davenham Methodist Church at 7.15pm.

15) Closure of the Public Meeting

Part A of the meeting closed at 9.15pm.

Signed/ Dated

Chairman