

Davenham Parish Council

Minutes of Davenham Parish Council Meeting held on 24th October 2016
Held at Davenham Methodist Church Hall.
Public Open Forum 7.15 – 7.30pm, Council Meeting 7.30pm

Present:	Cllr. Ravenscroft, Cllr. Salt, Cllr. Peel, Cllr. Watson(Vice Chair), Parish Clerk Vicky Stock, Helen Weltman (CWAC Ward Councillor)																																																															
Apologies:	Cllr. Carter, Cllr. Hudson, Cllr. Mattinson (Chair), Cllr. Cooper, Cllr. Wood																																																															
1. Public Session	No members of public present except for Cllr. Weltman.																																																															
2. PCSO Report	None given																																																															
3. Apologies for Absence and Declarations of Interest	Apologies for absence – Cllr. Cooper (Childcare), Cllr. Carter (work commitments), Cllr. Hudson (work commitments), Cllr. Mattinson (funeral to attend), Cllr. Wood (illness). No declarations of interest.																																																															
4. Minutes																																																																
4a. Approval of Minutes	It was RESOLVED to approve the Parish Council Meeting Minutes (26 th September 2016). Proposed by Cllr. Watson. Seconded by Cllr. Salt.																																																															
4b. Recap and Update of actions from previous minutes	Action list re-capped on. Some items outstanding/on-going.																																																															
5. Finance																																																																
5a. To approve the Financial Report and Monies for Payment	<p>It was RESOLVED to approve Bank reconciliation and accounts for payment.</p> <p>Balance at 30 September 2016 is £60,891.58.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"><u>DATE</u></th> <th style="text-align: left;"><u>PAYEE</u></th> <th style="text-align: left;"><u>DETAILS</u></th> <th style="text-align: left;"><u>CHQ No</u></th> <th style="text-align: right;"><u>NET £</u></th> <th style="text-align: right;"><u>VAT £</u></th> <th style="text-align: right;"><u>GROSS £</u></th> </tr> </thead> <tbody> <tr> <td>24/10/16</td> <td>Vicky Stock</td> <td>Clerk Salary October 2016</td> <td>100225</td> <td style="text-align: right;">620.10</td> <td style="text-align: right;">0</td> <td style="text-align: right;">620.10</td> </tr> <tr> <td>24/10/16</td> <td>Vicky Stock</td> <td>Clerk Expenses October 2016 includes 1&1 website invoice for period 07/10/16-07/01/17.</td> <td>100226</td> <td style="text-align: right;">69.56</td> <td style="text-align: right;">7.24</td> <td style="text-align: right;">76.80</td> </tr> <tr> <td>24/10/16</td> <td>Northwich Town Council</td> <td>Grass Cutting Laburnum and Butcher's Stile August</td> <td>100227</td> <td style="text-align: right;">245.00</td> <td style="text-align: right;">49.00</td> <td style="text-align: right;">294.00</td> </tr> <tr> <td>24/10/16</td> <td>Northwich Town Council</td> <td>Grass Cutting AND hedge cutting Laburnum and Butcher's Stile September</td> <td>100228</td> <td style="text-align: right;">595.00</td> <td style="text-align: right;">119.00</td> <td style="text-align: right;">714.00</td> </tr> <tr> <td>24/10/16</td> <td>Play Inspection and Maintenance Services</td> <td>Inspection 22nd Sept 2016 – Laburnum and Butcher's Stile</td> <td>100229</td> <td style="text-align: right;">60.00</td> <td style="text-align: right;">12.00</td> <td style="text-align: right;">72.00</td> </tr> <tr> <td>24/10/16</td> <td>Davenham Poppy Appeal</td> <td>Civic Wreath donation</td> <td>100230</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>24/10/16</td> <td>Davenham Royal British Legion</td> <td>Civic parade donation for refreshments. £50 for 2016 and £50 for 2016 (to cover lost cheque 100195</td> <td>100231</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td colspan="6">TOTAL EXPENDITURE OCT</td> <td style="text-align: right;">£1,926.90</td> </tr> </tbody> </table>	<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>CHQ No</u>	<u>NET £</u>	<u>VAT £</u>	<u>GROSS £</u>	24/10/16	Vicky Stock	Clerk Salary October 2016	100225	620.10	0	620.10	24/10/16	Vicky Stock	Clerk Expenses October 2016 includes 1&1 website invoice for period 07/10/16-07/01/17.	100226	69.56	7.24	76.80	24/10/16	Northwich Town Council	Grass Cutting Laburnum and Butcher's Stile August	100227	245.00	49.00	294.00	24/10/16	Northwich Town Council	Grass Cutting AND hedge cutting Laburnum and Butcher's Stile September	100228	595.00	119.00	714.00	24/10/16	Play Inspection and Maintenance Services	Inspection 22 nd Sept 2016 – Laburnum and Butcher's Stile	100229	60.00	12.00	72.00	24/10/16	Davenham Poppy Appeal	Civic Wreath donation	100230	50.00	0	50.00	24/10/16	Davenham Royal British Legion	Civic parade donation for refreshments. £50 for 2016 and £50 for 2016 (to cover lost cheque 100195	100231	100.00	0	100.00	TOTAL EXPENDITURE OCT						£1,926.90
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<p>5b. To discuss potential dates for the next finance meeting to discuss grant awards and to budget for financial year 2017/2018/recommend the precept.</p>	<p>It was RESOLVED that the next Finance meeting is to be held on Monday 21st November 2016.</p>
<p>5c. Update on grant conditions/Finance Committee Meetings going forward</p>	<p>Finance Committee The Chair asked the council to consider dissolving the Finance committee and making finance meetings full council to try and cut down on the number of meetings and discussing details twice. The precept/grant awards finance meeting would still need to be an entirely separate meeting. At present all recommendations are brought from the Finance committee for full approval at full council meeting. It was suggested we may still need a finance committee to go through the finer details otherwise the meeting would take a longer with more councillors involved. It was decided to defer this decision until more members of the council are present.</p> <p>Grants At a previous meeting the issue of should we be asking groups (to whom we award grants) to provide proof of spend. The clerk has checked the Financial Regulations and has check with ChALC and has been advised that this would be an onerous task for the clerk and would not be cost-effective. Groups usually thank the council and advise on how the money has been spent. It was discussed that we also don't want to make it too onerous and put groups off from applying for grants either. It was RESOLVED to keep grant rules as they are at present. This can be reviewed in the future.</p>
<p>5d. Grass Cutting disposal options/costs</p>	<p>The local football groups have asked if the grass cuttings can be collected each time the grass is cut. The clerk has enquired into the cost of this. To collect the grass and dispose on site (into a compost) would cost an extra £245 per month. The rental charge for the both fields for the football clubs is just £319 per year and would not come anywhere near in covering the extra cost required. It was RESOLVED that this was an unjustifiable cost to the council and would result in an increase to the present precept.</p>
<p>5e. To approve the Financial Regulations for Davenham Parish Council</p>	<p>Proposed by Cllr. Peel. Seconded by Cllr. Watson. It was RESOLVED to approve the Financial Regulations provided a minor amendment was made in section 6.2.</p>
<p>5f. To discuss Auditing requirements for 2017/2018</p>	<p>The clerk is looking at auditing prices for next year to include a full written report from the auditors. Our current auditor can provide this extra service for a fee of £175 plus VAT. The clerk will gather further details and present at a later meeting.</p>
<p>5g. To approve Freedom of Information and Data registration ChALC training course for the clerk to attend</p>	<p>Proposed by Cllr. Watson. Seconded by Cllr. Peel it was RESOLVED that the clerk and also a councillor attends the course. The clerk will email councillors.</p>

6. Planning and Highways Matters

<p>6a. Review details of Planning Applications received for consultation.</p>	<p>Item No.</p>	<p>Application No</p>	<p>Proposal</p>	<p>Location</p>	<p>Comments by:</p>
	<p>1.</p>	<p>16/04127/FUL</p>	<p>Demolition of existing rear garage, single storey extension to side, alterations to existing rear elevation windows/doors, hedge removal/replacement fencing and replacement garden storage/workshop.</p>	<p>219 Hartford Road, Davenham CW9 8JP</p>	<p>12th October 2016 – No objection by DPC.</p>
	<p>2.</p>	<p>16/04412/FUL</p>	<p>Demolition of existing extension and erection of single storey side extension and internal alterations</p>	<p>Shipbrook Farm, Shurlach Lane, Davenham,</p>	<p>27th October 2016 – no concerns</p>

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				CW9 7RH	
	3.	16/03726/FUL	Single storey front / side extension	The Barn Fountain Lane Farm Fountain Lane Davenham CW9 8LU	2 nd November 2016
6b. Notification of CWAC Planning Decisions.	Item No.	Application No	Proposal	Location	Decision
	1.	16/03058/FUL	Erection of single storey rear extension and first floor side extension over the garage and utility room, together with new Velux sun tunnel, replacement front elevation flat roof , replacement front door / side screens and rear door.	23 Fountain Lane, Davenham, CW9 8LT	Approval
	2.	16/03301/FUL	Single storey rear extension, first floor extension, new window / rooflight openings, replacement windows, new entrance and ground floor annex. (Removal of UPVC rear glazed link and partial removal of annex block).	19 Church Street, Davenham CW9 8NE	Approval
	3.	16/03477/FUL	Two storey side extension and single storey infill to rear	Wall Grange, 61 Hartford Road, Davenham, CW9 8JE	Approval
	4.	16/01622/FUL	Change of use of hairdressers to winebar with 2 bed and breakfast rooms above.	500-502 London Road Davenham CW9 8HS	Planning Committee Meeting 11 th October (Chester) Refusal
6c. Neighbourhood Plan Update	Still a few more areas to tweak. Hoping to submit for Regulation 15 mid-late November. If approved then by CWAC it will hopefully be ready for Referendum spring-time.				
6d. Fountain Lane Development	Rumours are rife around the village with names of developer who may have bought the land at Fountain Lane, however the parish council have not heard anything to date whether or not the land has been sold. Cllr Salt has double checked with Land Registry but nothing has come to light to date. The council have asked Richborough to inform us as soon as anything is finalised.				
6e Mid-Cheshire Rail Link Campaign	Cllr. Cooper (Northwich Town Council) previously asked the council to consider supporting the Mid-Cheshire Rail Link Campaign. At present the council feel they do not have enough information to either consider supporting or objecting to but we can look into this further when the time comes to comment on the Local Plan Part 2 in December/January.				

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6f. Update on Community Building	No update at present.
6g. Flashing Speed Sign Update	Awaiting information from CWAC before we can proceed further.
6h. Pedestrian crossing/footfall survey	CWAC will lay down a PV2 square in the near future to gather information on footfall across London Road (village centre) to determine whether a crossing would be permitted. We will not be given notice of this by CWAC.
6i. Grassed verges – Mount Pleasant Road	Cllr. Watson and Cllr. Ravenscroft have identified 2 verges along Mount Pleasant Road. Awaiting further pricing information from CWAC before we can proceed further.
7. Parish Council Managed Assets and Maintenance	
7a. Laburnum Road/ Butcher's Stile	<p>i. Drainage Quotations for Butcher's Stile/Laburnum Road No further information at present.</p> <p>ii. Ginnel Laburnum Road No further information at present. Awaiting gate price.</p>
7b. Memorial Gate update – Laburnum Road	No update at present.
7c. War Memorial	<p>The clerk asked CWAC to look into Sandblasting and/or a chemical clean for the paving around the War Memorial to make it less slippery as replacing the paving would cost around £25,000.</p> <p>They replied that Sandblasting was not a solution they would recommend and has not been recommended by any source. They suggest as this could possibly be due to the damage it could cause the paving itself. The council would be unable to go ahead with this solution without CWAC's approval.</p> <p>As far as I can see while researching there are chemical based alternatives to clean the paving however a standard water based pressure wash is just as effective and more environmentally friendly. Both Chemical products and standard pressure washers remove the algae but do not prevent its return. Regular cleaning would be required.</p> <p>The clerk will ask CWAC to clean the area before the remembrance service and also prior to the Christmas Light Event. The clerk asked councillors also to keep an eye on the area so that she can inform CWAC each time it becomes very slippery as the paved area is their responsibility. AP1.</p> <p>The clerk to speak to the village gardener regarding tidying up the War Memorial area AP2.</p>
7d. Trees in the Village Garden	We have had a report of the trees in the village garden interfering with phone lines at the Oddfellows. Cllr. Watson and the clerk went to look at the area and agreed it needed some attention. The tree surgeon has been to look also and has quoted £450 plus VAT. Proposed by Cllr. Watson. Seconded by Cllr. Ravenscroft. It was RESOLVED to order the works to be done.
7e. Fountain Restoration /S106 money update	Earlier in the year we were advised we had in the region of £28,000 S106 money to be spent on public art. This was very specific and could not be spent on anything other than public art. Cllr. Watson suggested the Fountain should be looked at and potentially restored to its original state. Cllr. Watson will investigate this with a view to progress if councillors are in agreement. Other suggestions can also be considered.
8. Correspondence	
8a. Correspondence review	<ul style="list-style-type: none"> • An email was received from CWAC regarding CIL Preliminary Draft and Draft Charging Schedules – Councillors are asked to comment if necessary. • An email of thanks was received from Beavers for the grant award earlier in the year along with a photograph of the craft equipment they purchased. • An email was received from ChALC regarding the Planning Protocol. If anyone wishes to comment further on the plan, please let the clerk know asap. • An email was received from CWAC re: Draft Oil and Gas Exploration, Production and Distribution SPD. Any comments please let the clerk know asap. • An email was received from CWAC regarding purchasing the phone box on Jack Lane. The clerk will investigate costs for the council to consider. AP3

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	<ul style="list-style-type: none"> • An email was received from a resident regarding Fountain Lane and Neighbourhood Plan questions. The clerk will reply accordingly. • An email was received for Cheshire Community Action AGM on 3rd November. Councillors to let the clerk know if they can attend. • A letter was received from Cheshire Constabulary regarding PCSO's and council funding plans for 2017. This will be discussed further at the joint parish council meeting with Moulton and Bostock. • An invitation was received from Transition Northwich for further information on the UK industry Task Force on Peak Oil and Energy Security. Councillors to advise the clerk if they can attend.
9. Christmas Light Switch-on Event	<p>Christmas Tree to be delivered Monday 29th November 9am. Helpers required.</p> <p>All other arrangements underway.</p>
10. Newsletter	Please let Katie or Cath know of any ideas to consider for the newsletter.
11. Remembrance Parade Service Sunday 13th November 2016	Councillors have been sent details for the Remembrance Service.
12. To receive reports from Councillors on any external meetings of relevance to the council	No update.
13. Urgent Matters	None received.
14. Date of next meeting	<p>Finance Meeting – Monday 21st November 2016</p> <p>Parish Council Meeting – Monday 28th November 2016</p>

The council meeting closed at 9.04pm.

Signed as Chairman of the Council as a true and accurate record:

.....Date.....