

Davenham Parish Council

Minutes of Davenham Parish Council Meeting held on 27th March 2017 Held at Davenham Methodist Church Hall. Public Open Forum 7.15 – 7.30pm, Council Meeting 7.30pm

Present:	Cllr. Hudson, Cllr. Mattinson (Chair), Cllr. Ravenscoft, Cllr. Salt, Cllr. Watson (Vice Chair), Cllr. Wood, Parish Clerk Vicky Stock, Constable Meir, 1 member of the public.
Apologies:	Cllr. Carter, Cllr Cooper, Cllr Peel, Helen Weltman (CWAC Ward Councillor)
1. Public Session	<p>Cllr. Mattinson opened the meeting.</p> <p>Sarah Gibbs from the carnival committee attended the meeting explaining where they are with the carnival and that more help is required from the community and also more ideas to raise money for charity/local needs. Ideas from Sarah include working alongside a chosen charity per year to encourage more volunteers/help on the day. A put up and a takedown team is urgently required to help lessen the load. Help on the day is also required. Cllrs suggested Sarah putting a request for all the help required and the clerk will send an email to all the contacts/community groups in the village.</p>
2. PCSO Report	<p style="text-align: center;"><u>Police Update – by email</u></p> <p>Please accept my apologies I am unable to attend the meeting in person as I am not on duty however I am hopeful that the following update will suffice.</p> <p>I am aware of issues around the new traffic lights on the A556. Our road safety partnerships team are aware and have linked in with the council about this. The latest update I had was that additional signage will be put up and bollards at the end of Hartford Road will be installed to stop drivers skipping the lights. If problems persist I will submit further referrals for a risk assessment to be completed on a traffic light camera.</p> <p>Regarding issues of parking in the village - I have spoken to residents to discuss this and unfortunately there is no easy solution. The village simply was not designed for the level of traffic and business it receives. Any obstructions that have been sighted (cars parking on pavements with no access for wheelchair users / pushchairs) have been addressed with advice given and vehicles moved. No tickets have yet been issued. I have been made aware that the council are reviewing deeds to local pubs with a view to allowing use of car parks for residents.</p> <p>Our Motorcycle unit have been briefed again reference HGVs passing through. They will provide more attention to the area when possible. As the restrictions allow for access, unless HGV's are sighted using the village simply as a through route then we will struggle to enforce.</p> <p>I have written to owners of companies whose HGV's have used the village and advised them accordingly. Further to this we have conducted visits to the new housing sites and they have kindly written to all subcontractors reminding them of their approved access route (avoiding the main village).</p> <p>The possible abandoned vehicle (Vauxhall zafira) on Jack Lane – A letter is being posted out to the keeper today asking for it to be moved. It isn't a local keeper and has no current insurance so I assume it has been sold on and the keeper details not updated. If I get no joy from the previous keeper it will have to be a council referral for it to be moved.</p> <p><u>Anti-Social Behaviour.</u> ASB – There have only been three reported incidents of ASB this past month all of which are between private parties.</p> <p><u>Crimes of note</u> Criminal damage – Only one incident on Hartford Road whereby a small hole was found in a residential window possibly from an air pellet. This is still being investigated. Shoplifting – Various reports from Spar, London Road. Work is currently being conducted with area management to increase security at the store. Theft From Motor Vehicle – 1 Reported incident on 12/0317. This relates to theft of tools from a vehicle on The Lymes car park.</p>
3. Apologies for Absence and Declarations of Interest	<p>Apologies for absence – Cllr. Carter (personal commitments) Cllr. Cooper (child-care) Cllr. Peel (work commitments).</p> <p>No declarations of interest.</p>

Davenham Parish Council

4. Minutes

4a. Approval of Minutes	It was RESOLVED to approve the Parish Council Meeting Minutes (27 th February 2017). Proposed by Cllr. Watson. Seconded by Cllr. Salt.
4b. Recap and Update of actions from previous minutes	Action list re-capped on. Some items on-going.

5. Finance

5a. To approve the Financial Report and Monies for Payment

It was **RESOLVED** to approve Bank reconciliation, Earmarked Funds and accounts for payment. Proposed by Cllr. Watson, Seconded by Cllr. Mattinson. All approved.

Reconciled Bank Balance as at 28th February 2017 - **£55,952.13** in credit.

Earmarked funds currently £38,400 as listed below. Also in addition, we need to purchase grit bins (agreed at last meeting) £325 plus VAT and Defibrillator batter £215 plus VAT.

All costs approximate as quotations are being sought.

Project	Amount	Information
Estimated Reserves based on estimate y/e turnout	£51,902.50	As at 22 March 2017 but to be fully confirmed April/May meeting
Speed Signs	£7,000	One sign only at present – awaiting final quote and Ward Councillors responses
Laburnum Road drainage	£7,000	Awaiting further quotations
Butcher's Stile	£12,000	Awaiting quotes but £30,000 approx.(£508 + £18,324 from S106 hopefully)
Grassed Verges	£2,400	approx £2,000 per verge - councillors to identify which verges/how many.
Playground Equipment for Butcher's Stile	£10,000	£30,000 approx some S106 money should soon be available
	£38,400	
Total Amount in reserves	£51,903	
Potential expenditure required	£38,400	
Reserves less expenditure	£13,503	For any ad-hoc issues/repairs/maintenance/urgent matters – Grit bins and Defibrillator Battery.

Payments for Approval March 2017

DATE	PAYEE	DETAILS	CHQ No	NET £	VAT £	GROSS £
27/03/17	Vicky Stock	Clerk Salary March 2017	100256	620.10	0	620.10
27/03/17	Vicky Stock	Clerk Expenses March 2017	100257	40.84	0	40.84
27/03/17	HMRC	Clerk Tax and Ni Contributions 06/01/17-05/04/17	100258	393.60	0	393.60
27/03/17	ChALC	Preparing for Audit training session 13 th March – Vicky Stock	100259	45.00	0	45.00
27/03/17	Davenham Athletic	Grant award – training equipment etc	100260	200.00	0	200.00
27/03/17	Davenham Bowling Club	Grant award – to replace wooden border around the green	100261	200.00	0	200.00
27/03/17	Davenham WI	Grant award - To contribute towards payment for speakers at meetings	100262	50.00	0	50.00
27/03/17	Davenham 1 st Rainbows	Grant award – towards a banner for larger events	100263	100.00	0	100.00

Davenham Parish Council

27/03/17	1 st Davenham Scouts	Grant award – for Beavers, Cubs and Scouts – equipment for activities	100264	350.00	0	350.00
27/03/17	Davenham Players	Grant award – towards new black curtains for theatre auditorium.	100265	200.00	0	200.00
27/03/17	Keith Jolley	Mowing grass and tending of flower beds on Fountain Lane 1 st April 2016 – 31 st March 2017	100266	100.00	0	100.00
27/03/17	Cheshire Community Development Trust	Payroll Service April 2016 – March 2017	100267	140.00	28.00	168.00
27/03/17	John Price	Village Gardener Feb & March 2017	100268325+20	250.00	0	250.00

5b. To appoint new auditor to review all council records.

It was **RESOLVED** to appoint JDH Business Services as auditor for Davenham Parish Council. Proposed by Cllr. Mattinson. Seconded by Cllr. Watson. All councillors present in favour.

5c. To approve clerk payscale/amount for financial year 2017/2018.

Following the clerk appraisal, it was **RESOLVED** that the clerk payscale should be increased from SCP 23 to SCP 24 at an hourly rate of £11.42. Proposed by Cllr. Mattinson. Seconded by Cllr. Wood. All councillors present approved.

6. Planning and Highways Matters

6a. Review details of Planning Applications received for consultation.

a) Applications Received for Consultation:

Application No	Proposal	Location	Comments by:
17/0047/FUL	Demolition of existing garage and erection of replacement home office	219 Hartford Rd, Davenham	28 th March 2017
17/00581/FUL	Two storey side extension	28 Church Street Davenham CW9 8NE	30 th March 2017
17/01312/LBC	Variation of condition 2 (plans) of planning permission 14/02760/LBC (change of use of an existing barn building to residential unit/extension/detached garage) to increase height of flue, amended glazed units, height of extension and amendments to mansard roof.	Land adjacent to Whatcroft Hall, Whatcroft all Lane, Davenham.	10 th April 2017

6b. Notification of CWAC Planning Decisions

b) CWAC Planning Decisions:

Item No.	Application No	Proposal	Location	Decision
1.	16/04840/FUL	Single Rear Extension	482 London Rd, Davenham CW9 8HW	Approval
2.	17/00189/FUL	Single storey rear/side extension and internal alterations to form dining room, utility and WC, together with section of existing roof finish to be replaced.	Sunnyside, 21 Jack Lane, Davenham CW9 8LA	Approval
3.	16/05554/REM	Approval of reserved matters (appearance, layout, landscape and scale) pursuant to outline planning permission 14/02130/OUT, appeal reference APP/A0665/A/14/2226994 for 70 dwellings	Land Surrounding Fountain Lane Farm	Approval

Davenham Parish Council

<p>6c. Neighbourhood Plan Update</p>	<p>Cllr. Mattinson and Cllr. Salt have asked Cheshire Community Action Group to send the last requirements (Basic Conditions Statement) and comments on the Consultation Statement, through and asked for them by last Friday (this has been on-going since Christmas). Cllr. Mattinson has lodged a formal complaint and is awaiting a response. Until the above is received from Cheshire Community Action Group we cannot move forward.</p>
<p>6d. Fountain Lane Development</p>	<p>Greenspace Cllr. Watson emailed Belway and asked if the green space could be gifted to the council and we manage the land through the precept. Belway are required to do some long term management on site so they are not wishing to pass this land over to the parish council to manage.</p> <p>Damage to residents property A resident has had some problems with damage done to a septic tank and Davenham Parish Council have been copied in for information. There are on-going communications between Belway and the resident.</p> <p>Road names Road names have been put forward by Belway for comment. Fountain Lane Wildings Croft Mereheath Grove</p> <p>Councillors happy with Fountain Lane continuation but not so much the other two. Mereheath could be too easily confused with Merebank. Wildings Croft – the area is not a croft. Councillors are asked to consider names and forward to the clerk. AP1</p> <p>Delegated Report from Cheshire West and Chester Cllr Watson raised concerns that the plans were approved and the delegated report issued without response from certain people such as the Tree Officers, Affordable Housing Officers and Landscape Officers. The clerk will write to CWAC on this matter. AP2</p>
<p>6e. Update on Community Building</p>	<p>The parish council have been approached and spoken to agents acting on behalf of a Davenham landowner with a view to ‘potentially’ giving some land for use for a community building within a new residential development. The agents have asked us to keep information provided private and confidential at this time.</p>
<p>6f. Flashing Speed Sign Update</p>	<p>The clerk is waiting for a full final quote and is also waiting for Ward Councillors to confirm how much they are able to contribute.</p>
<p>6g. A556 Slip road</p>	<p>CWAC are looking at a Restriction of vehicles notice instead of a Stopping Up Order which may hopefully speed up the process.</p>
<p>7. Parish Council Managed Assets and Maintenance</p>	
<p>7a) Laburnum Road or Butchers Stile</p>	<p>i) Drainage update for Butcher’s Stile/Laburnum Road Cllr Hudson reported that things are unchanged with regards to drainage quotes for both fields. Cllr. Hudson has met with numerous contractors but only 3 have quoted and one of those has now changed businesses and no longer provides drainage works. For Laburnum Road field, Cllr. Hudson suggested that we refresh the AJK quote as they undertook the original drainage on Laburnum Road field. It was RESOLVED that Cllr. Hudson do this with a view to appointing AJK to undertake the works asap as the waterlogging is effecting the trees and play equipment. This will be confirmed next month when the quote is updated – which we expect should be around the same cost. Cllr. Hudson also to forward emails as evidence that we have tried to chase quotations etc without any result. AP3 Butcher’s Stile is more complicated as we have been given many different drainage solutions and it is difficult to decide which is the most effective without professional independent advice. Butcher’s Stile on-going.</p> <p>ii) Hedgerow and over-hanging tree branches A resident raised a concern that the hedges were overgrown on the London Road side of Laburnum Road. The clerk will speak to Northwich Town Council to add this to the schedule. This is likely to be later in the year due to the nesting season. AP4</p> <p>iii) Any other issues requiring attention Fishing Pits – the clerk raised the concern of the fishing pits at the back of Butcher’s Stile field</p>

Davenham Parish Council

	(owned by a local farmer). The pits are very deep and children (particularly boys) have been seen messing around near them. The clerk will speak to the farmer to see if anything can be done to fence the pits off from the playing field. AP5 Fields in Trust Stone for Laburnum Road – Cllr. Salt has 2 stones to choose from. Cllr. Ravenscroft will go and help choose the appropriate stone and Cllr. Hudson will fix the plaque to the stone.
7b) Memorial Gate update – Laburnum Road	All drawings, letters complete and now handed to Cllr. Mattinson. Cllr. Wood to forward list of contractors with a view to the tender letters to be sent out this week.
7c) Fountain Restoration	Awaiting quotations.
8. ‘Operation Shield’ DNA liquid marking system	
8a) To discuss if the council wish to purchase kits	PC Cameron Mair had emailed the parish council regarding a DNA Liquid Marking System which contains a unique code to mark property which is registered solely to an address and added to a database. The kits cost £10 each and if the parish council bought some the police would match the amount. The clerk to get a few more details before a final decision is made. AP6
9. Correspondence	
9a) To review correspondence received	<ul style="list-style-type: none"> • An email was received from a resident who had some concerns on what the parish council do. The clerk has written back clarifying details. • An email was received from HS2 – councillors to note. • A Kingsmead resident has raised concerns over traffic speeds. • Two residents have emailed regarding problems with buses etc going over the speed bumps and causing vibrations and house shaking. They are in talks with CWAC but have asked if the parish council can help in any way. The village was looked at as a whole regarding speed before the 20mph zone was implemented so the clerk will email CWAC to clarify what information was gathered at that time as it wasn't that long ago. AP7
10. To review and approve the amended Standing Order of Davenham Parish Council	
10a.	It was RESOLVED that the revised Standing Orders be adopted by the Davenham Parish Council. Proposed by Cllr. Watson. Seconded. Cllr. Hudson. All councillors in agreement.
11. To review and approve the Risk Assessment of Davenham Parish Council	
11a.	It was RESOLVED that the Risk Assessment of Davenham Parish Council was in order. Proposed by Cllr. Mattinson. Seconded. Cllr. Salt. All councillors in agreement.
12. To review Christmas 2016 Event and set a date for 2017	
12a.	Residents suggested the following changes/enhancements/improvements for consideration: <ul style="list-style-type: none"> • Change day to a Friday or Saturday with a view to avoiding rush hour traffic. – <i>Councillors discussed this in depth. While moving to a Friday sounds more ideal, the traffic may be even busier and therefore more chaos causes elsewhere but the main concern would be whether school teachers would wish to give up their Friday evening or Saturday to help with the school children as it is after-all their much needed free time. Cllr. Mattinson will speak to the primary school to see what the general opinion on this would be. If we made the event any later then the light switch-on would be too late for some children especially toddlers and we want this to be a whole community event. If we ran the event earlier than 6pm we feel many people would complain that they couldn't get back from work/miss the event.</i> • Something that involves ALL village children not just Davenham Primary School Children – <i>Due to lack of resources in the parish council and all Councillors already having duties on the night, we would be unable to run a separate/adjacent parade for younger children or children from other schools ourselves. A separate committee with volunteers would need to come up with ideas and run with this. School currently take charge of the children from school and are responsible for them until they are handed back to parents. It is only older children from Davenham primary that are included.</i>

Davenham Parish Council

	<p><i>School also come up with the songs/lanterns etc. All children, under their parent/guardian care, are welcome to join in with the carol singing etc.</i></p> <ul style="list-style-type: none"> • PA System to amplify the band/singing – <i>Will consider a different location for the children and band. Close road earlier and have the band and choir in the road with extra lighting providing. The school asked that the children were moved from the Bulls Head Cobbles last year due to children getting jostled by the crowd therefore area in the road would need to be fully cordoned off. The PA system has previously been borrowed from school to keep costs to a minimum and is not the type needed to amplify band/singing. To hire a suitable system would be an expensive addition.</i> • Christmas Music playing outside the pub once the children had finished – <i>Simon Bennet had suggested this and he could possibly sort this out if we would like to do this so we can speak to him nearer the time.</i> • Festive Market Type Stalls - <i>councillors feel that this would take away from the village feel. This is a night to promote and support our local businesses and market stalls would take away from business plus we haven't got a huge amount a space. We would have to close the road for considerably longer too which would involve more cost. It is a small village event and it would become too commercial and cost residents more money.</i> <p>We would be definitely looking to close the road at least half an hour earlier for safety as people did turn up earlier and look into further traffic management e.g. maybe an extra diversion.</p> <p>Ask Ken Goodier to turn the lights on. Ken is very well known in the village and is an ex-councillor who has volunteered many years of his time to the village. It was RESOLVED that Ken should be asked to do the honours this year.</p>
13. To receive reports from Councillors on any external meetings of relevance to the council	
13a. Brief update on any meetings attended.	Cllr. Wood recently attended a Manchester Airport meeting and gave Cllrs. an update on what was discussed such as air routes and noise levels.
14. Urgent Matters	
Urgent Matters brought to councils attention.	Defibrillator The defibrillator battery needs to be replaced. The clerk has ordered a new battery at a cost of £125 plus shipping Plus VAT. The clerk informed the council that this amount needs to be budgeted in future and will find out how long a battery is normally expected to last and any other associated costs. Councillors RESOLVED to approve the payment for the defibrillator batter. Proposed by Cllr. Watson. Seconded by Cllr. Hudson. All councillors present approved.
15. Date of Next Meeting	
Date of Next Meeting	Monday 24 th April 2017

Part A of the Meeting of the Meeting closed at 9.26pm.