

Davenham Parish Council

Minutes of Davenham Parish Council Meeting held on 22nd May 2017 Held at Davenham Methodist Church Hall. Public Open Forum 7.15 – 7.30pm, Council Meeting 7.30pm

Present:	Cllr. Cooper, Cllr. Mattinson, Cllr. Peel, , Cllr. Salt, Cllr. Watson (Vice Chair), Cllr. Wood, Parish Clerk Vicky Stock, Cllr. Helen Weltman (CWAC Councillor).														
Apologies:	Cllr. Carter, Cllr. Hudson, Cllr. Ravenscoft														
1. Apologies for Absence and Declaration of Interests	<p>Cllr. Mattinson opened the meeting. There were no members of the public present.</p> <p>Apologies for absence – Cllr. Carter (personal commitments) Cllr. Ravenscroft (work Commitments), Cllr. Hudson (work Commitments)</p> <p>Cllr. Watson declaration of interest for planning application section 6a. Cllr. Salt expenses claim section 5a.</p>														
2. to appoint the Chair for 2017/18 and to receive the Chair's declaration of interest	<p>To appoint the Chair for 2017/18 and to receive the Chairs Declaration of Acceptance of Office.</p> <p>Cllr Watson was proposed as Chairman by Cllr. Mattinson. This was seconded by Cllr. Salt. All Cllrs voted in favour and the motion was unanimous. Cllr Watson was elected as Chair for 2017/18 and signed the Declaration of Acceptance of Office.</p> <p>Cllr Watson took the Chair and took the opportunity to thank Cllr. Mattinson for her time as Chair.</p>														
3. to appoint the Vice-Chair for 2017/18 and to receive the Chair's declaration of interest	<p>To appoint the Vice-Chair for 2017/18 and to receive the Chairs Declaration of Acceptance of Office.</p> <p>Cllr Salt was proposed as Vice-Chairman by Cllr Peel. This was seconded by Cllr Mattinson. All Cllrs voted in favour and the motion was unanimous. Cllr Salt was elected as Vice-Chairman for 2017/18 and signed the Declaration of Acceptance of Office.</p>														
4. Minutes															
4a. Approval of Minutes	It was RESOLVED to approve the Parish Council Meeting Minutes (24 th April 2017). Proposed by Cllr. Mattinson. Seconded by Cllr. Watson. All in favour.														
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	<p style="text-align: center;">FINANCIAL REPORT Monday 22nd May 2017</p> <p><u>AGENDA ITEM 5a</u></p> <p><u>Bank Balances</u></p> <p>Reconciled Bank Balance as at 30th April 2017 - £77,000.54 in credit.</p> <p><u>Receipts May 2017</u></p> <p>None</p> <p><u>Payments for Approval May 2017</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;"><u>DATE</u></th> <th style="text-align: center;"><u>PAYEE</u></th> <th style="text-align: center;"><u>DETAILS</u></th> <th style="text-align: center;"><u>CHQ No</u></th> <th style="text-align: center;"><u>NET £</u></th> <th style="text-align: center;"><u>VAT £</u></th> <th style="text-align: center;"><u>GROSS £</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">22/5/17</td> <td>Northwich Town Council</td> <td>Grass Cutting for Butchers Stile and Laburnum Road (2 cuts each) for April</td> <td style="text-align: center;">100276</td> <td style="text-align: right;">245.00</td> <td style="text-align: right;">48.00</td> <td style="text-align: right;">294.00</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>	22/5/17	Northwich Town Council	Grass Cutting for Butchers Stile and Laburnum Road (2 cuts each) for April	100276	245.00	48.00	294.00
<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>CHQ No</u>	<u>NET £</u>	<u>VAT £</u>	<u>GROSS £</u>									
22/5/17	Northwich Town Council	Grass Cutting for Butchers Stile and Laburnum Road (2 cuts each) for April	100276	245.00	48.00	294.00									

Davenham Parish Council

			2017				
22/5/17	Cheshire Community Action	Annual Membership	100277	50.00	0	50.00	
22/5/17	Vicky Stock	Clerk Salary for May 2017	100278	648.75	0	648.75	
22/5/17	Vicky Stock	Clerk Expenses for May 2017	100279	63.79	3.97	67.76	
22/5/17	Information Commissioner	Data Controller registration 2017-2018	100280	35.00	0	35.00	
22/5/17	JDH Business Services	Internal Audit 2016/2017	100281	105.00	21.00	126.00	
22/5/17	Cath Salt	Expenses for Fields In Trust Stone	100282	48.00	9.60	57.60	
TOTAL EXPENDITURE APRIL 2017						£1279.11	

5b) To review year end accounts

The clerk provided councillors with end of year accounting statements and went through the information. Please refer to Appendix A.

The internal Audit has been carried out by JDH Business Services and some minor actions noted. This information has been given to Councillors.

5c) To approve the Annual return:

i) Section 1 – Annual Governance Statement 2016/17 was read through line by line and Councillors voted in agreement. The Annual Governance statement 2016/17 was therefore RESOLVED and duly signed by the Chairman Cllr. Watson and by the clerk Vicky Stock. Proposed by Cllr. Watson, Seconded by Cllr. Mattinson.

ii) Section 2 – Accounting Statement 2016/17 – was RESOLVED and duly signed by the Responsible Financial Officer, Vicky Stock and the Chairman Cllr. Watson. Proposed by Cllr. Watson, Seconded by Cllr. Mattinson.

6. Planning and Highways Matters

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

a) Applications Received for Consultation:				
Item No.	Application No	Proposal	Location	Comments by:
1.	17/01427/LBC	Install a fixing at water level to keep boom to sluice channel secure	Sluice Vale Royal Locks, Davenham	12 th May 2017 No Concerns
2.	17/01695/LDC	Detached garage, rear conservatory and conversion of integral garage to bedroom and utility rooms	589 London Road Davenham Northwich Cheshire CW9 8LN	25 th May 2017 No Concerns
3.	17/01887/FUL	Demolition of existing conservatory. Erection of new single storey rear extension, together with new garden wall and covered seating area and front porch.	215 Hartford Rd, Davenham	29 th May 2017 No Concerns
4.	17/01863/FUL	Two storey rear extension	7 Fairholme Rd, Davenham	30 th May 2017 No

Davenham Parish Council

	5.	17/01937/REM	Submission of reserved matters appearance and landscaping in relation to outline planning permission 14/02462/OUT for erection of one dwelling	Land to rear 10 Fairholme Rd, Davenham	Concerns 1 st June 2017 Some concerns raised
	6.	17/02001/FUL	Erection of amenity building	Land at Higgins Lane Farm, Davenham Rd, Rudheath	5 th June 2017 Some Concerns Raised
6b. Notification of CWAC Planning Decisions	b) CWAC Planning Decisions:				
	Item No.	Application No	Proposal	Location	Decision
	1.	17/00545/FUL	Erection of 16 dwellings including 4 apartments, alteration of existing access and landscaping works and creation of informal open space	Land rear of 28 Church Street, Davenham	Originally 19 th April – but now extended to 26 th April 2017
	2.	17/01152/FUL	Single storey extension to both sides	Lanes End Bungalow Whatcroft Hall Lane Davenham CW9 7SG	Approval
	3.	17/01143/FUL	Change of use and conversion of a barn to provide two dwellings - amendment to application 15/04558/FUL	Shipbrook Road Farm Shipbrook Road Davenham CW97SA	Approval
	4.	17/01312/LBC	Amendments to previous consent 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 Hall Lane Davenham Northwich	Approval
	5.	17/00581/FUL	Two storey side extensions	28 Church Street Davenham Northwich Cheshire CW9 8NE	Approval
	6.	17/00971/FUL	Proposed new drop kerb on the highway to enable vehicular access across the pavement into the site	500-502 London Road Davenham	Approval
6c. Neighbourhood Plan Update	The Plan has now been submitted to Cheshire West and Chester (Regulation 15) for a 6 week public consultation. The Neighbourhood plan is now in the control of CWAC. DPC have now been sent three proposed examiners and we have now selected our preferred choice – Robert Yuille.				
6d. Fountain Lane Development	Bellway have forwarded a copy of the Construction Management Plan. We have written back with our comments on this. One of the main areas of concern being that we asked that school times were avoiding for site traffic travelling to and from the site. This is not mentioned in the plan. Information has also been received on the footpath diversions				
6e. Update on Community Building	None at present.				
6f. London Road Speed Bumps	The speed bump on London Road that is causing residents significant problems with noise and house shaking has been followed up by Cllr. Weltman who has spoken to Jerry Gibbs. Jerry has said that the grid will be realigned. He also said that the resident should get a surveyors				

Davenham Parish Council

	report and forward this to CWAC as evidence before anything else can be done. Cllr. Wood said badly deformed 'hump', poorly built and poorly maintained. It is in a poor state of repair and quite apart from any structural problems in adjacent properties it is a hazard to highway safety. The parish council feel that it should be replaced by CWAC as the highway authority. It is in no way the responsibility of either the Parish Council, the householder nor is it an acceptable use of the local CWAC Cllrs member funding. The parish council originally objected to the 'pads' being installed and they don't work e.g. no hindrance to Motor cyclists, HGV's or buses - just local residents in small cars.
6g. Flashing Speed Sign Update	Cllr. Weltman has further spoken to CWAC as Councillors raised concerns over costs of speed signs when purchased via CWAC. Cllr. Weltman has spoken to Jerry Gibbs and clarified that we can go ahead with purchasing cheaper signs but will need to apply for a licence for each proposed site. The clerk will now go back to the original supplier for refreshed quotations and apply for licences for the speed signs. AP1.
7. Parish Council Managed Assets and Maintenance	
7a) Laburnum Road or Butchers Stile	<p>i) Fishing Pits No further update</p> <p>ii) Trees/hedges on Laburnum Road Cllr. Ravenscroft has spoken to the resident. No action will be taken at present.</p> <p>iii) Davenham Carnival Vicky and Elton to set up in the morning. Katie to collect the display boards from school. Rebecca to print play equipment pictures and bring a comments box. Vicky has ordered stickers, lollies etc.</p>
7b) Memorial Gate update – Laburnum Road	One reply by email received saying they are unable to quote at present. No other replies received. Cllr. Mattinson has called all the supplier/contractors and most have said that they would like to quote. The clerk will double check our Standing orders and Financial Regulations to see how we can handle this if we get no further quotations through. AP3 Cllr. Mattinson has extended the date for reply but still no responses. Cllr. Mattinson to send a letter to suppliers again for one last try. AP4
7c) Fountain Restoration	We have been informed by CWAC that the S106 money for public art can only be used for a new piece of art and not restoration of the Fountain. Cllr. Weltman will look into this for the parish council.
7d) War Memorial Tree Update	After being told by CWAC that the trees were on order in 2015, we were then told in December 2016 that there was no budget for the trees to be replanted. After chasing, CWAC have now said they will look at this again and have offered suggestions (again!). Cllr. Watson also has a few other tree suggestions to forward to them.
8) Correspondence	
8a) To review correspondence received	<ul style="list-style-type: none"> • An email was received from CHAIN • An email was received from Police and Crime Commissioner regarding Road Safety Conference on 29th June. • An email was received from Mark Simmons at CWAC informing us of Transport Strategy Workshop Thursday 15th June • Chalch have sent information on Parish Forum taking place on Thursday 13th June.
9) To appoint members to committees and working groups.	
9a) Working Groups Committees	This item was suspended until the next meeting due to time restraints.
9) To receive reports from Councillors on any external meetings of relevance to the council	
9a) Brief update on any meetings attended.	Cllr. Wood and Cllr. Watson recently attended a Minosus meeting but there was nothing significant to report.
10. Urgent Matters	
10a) Urgent Matters brought to councils attention.	None.
11. Date of Next Meeting	
Date of Next Meeting	Monday 29 th June 2017 7.15pm at Davenham Methodist Church

Part A of the Meeting of the Meeting closed at 9.07pm.

Davenham Parish Council

APPENDIX A

DAVENHAM PARISH COUNCIL																
Budget Analysis 2016 -17	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual		
Budget	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	TOTALS		VARIANCE	
Receipts																
£25,671.51	Precept (inc CTRS of £685)	£25,671.51											£25,671.51		£0.00	
£0.00	Bank Interest												£0.00		£0.00	
£1,200.00	VAT					£1,604.67				£5,959.00			£7,563.67		£6,363.67	
£0.00	New homes bonus												£0.00		£0.00	
£1,371.05	Rental Income & Grants			£1,051.75									£1,051.75		£319.30	
£1,000.00	From Reserves												£0.00		£1,000.00	
£1,000.00	Other	£26.00	£50.00	£98.66			£50.00						£224.66		£775.34	
£30,242.56	Total	£25,697.51	£50.00	£1,150.41	£0.00	£0.00	£1,604.67	£50.00	£0.00	£5,959.00	£0.00	£0.00	£34,511.59		£4,269.03	
Expenditure incl VAT																
£9,015.52	Clerk Salary + PAYE/NI	£620.10	£620.10	£653.50	£1,029.06	£619.90	£1,013.90	£620.10	£620.10	£1,013.73	£620.10	£620.10	£1,013.70	£9,064.39		£48.87
£0.00	Bank Charges													£0.00		£0.00
£1,200.00	Expenses incl Stationery, payroll a	£40.84	£44.08	£69.33	£58.67	£50.74	£69.72	£40.84	£49.93	£40.84	£50.32	£47.44	£208.84	£771.59		£428.41
£358.44	Audit Fees				£108.00	£240.00								£348.00		£10.44
£870.00	Subscriptions/CP Competition Entry	£917.90	£35.00											£952.90		£82.90
£2,500.00	Gardens		£45.00			£900.00			£66.00			£100.00	£1,111.00		£1,389.00	
£2,500.00	CWAC Maint & Playing Fields		£294.00	£294.00	£362.39	£294.00		£1,008.00	£147.00	£147.00			£2,546.39		£46.39	
£1,673.00	Village Gardener											£1,250.00	£1,500.00		£173.00	
£1,100.00	Grants to Organisations											£1,100.00	£1,100.00		£0.00	
£100.00	Remembrance Service		£50.00					£150.00					£200.00		£100.00	
£968.04	Web Site/Newsletter	£35.96			£35.96			£35.96	£208.00		£35.96		£351.84		£616.20	
£2,000.00	Insurance					£1,416.35							£1,416.35		£583.65	
£400.00	Room Hire			£78.00	£35.00				£103.00				£216.00		£184.00	
£383.00	Playground Inspections		£159.60		£72.00			£72.00					£375.60		£7.40	
£1,200.00	Village Xmas Tree Event							£360.00		£30.00		£ 65.55	£876.03		£323.97	
£150.00	Clerks Training/SLCC											£45.00	£75.00		£75.00	
£1,000.00	Neighbourhood Plan	£650.00	£1,368.86		£12.00			£9.00					£2,039.86		£1,039.86	
£300.00	Legal Fees												£0.00		£300.00	
£200.00	Members Expenses												£0.00		£200.00	
£6,000.00	PCSO						£2,950.00					£ 59.00	£5,959.00		£41.00	
£500.00	Other Expenditure		£15.39		£418.00	£25.14						£6.00	£464.53		£35.47	
£200.00	Chairman's Fund												£0.00		£200.00	
													£0.00		£0.00	
													£0.00		£0.00	
£32,618.00	Total	£2,264.80	£2,632.03	£1,094.83	£2,131.08	£3,546.13	£4,033.62	£1,935.90	£1,584.03	£1,201.57	£5,428.86	£798.09	£2,717.54	£29,368.48		£3,249.52

Reserves Amount = reconciled bank balance 31st March: **£53,234.59**

Less expenditure for Feb £798.09 some uncleared cheques
 Less expenditure for March £2,717.54 some uncleared cheques
 Total Expenditure to the end of the financial year £3,515.63

Total Reserves **£49,718.96**

VARIANCES

INCOME
 We received a refund of £5959 from Cheshire Contabularly for PCSO cost shared with neighbouring village Moulton. PCSO costs have therefore been zero for the financial year 2016-2017

Two cheques (each for £50) were 'paid back in' due to Royal British Legion not paying the cheques in on time.

EXPENDITURE
Clerk Salary variance of £48.87 over budget
 This is due to employer NI which was not accounted for. Councillors will be made aware of this at the May meeting.

Subscriptions variance of £82 over budget
 this was due to ChALC renewal being higher than originally expected

Gardens
 Underspent of £1389 - some tree work from January (£540) had not yet been invoiced for.

CWAC gardens and maintenance
 Over spend of £46.39 - due to some extra grass cuts required.

Village Gardener
 £173 underspend
 Money put aside for any ad-hoc jobs that sometimes need doing and incur extra costs from the Village gardener

Remembrance Service Donation for Wreaths and Catering
 There were two cheques un-presented by the Royal British Legion that needed to be re-written. These were 'paid-back' in to the accounts. Actual spend was £100 and within budget,

Newsletter
 We were expecting to get another newsletter out before the end of the year but delayed due to Neighbourhood Plan delays.

Insurance
 Cheaper than expected this year.

Davenham Parish Council

Project Funding from Reserves		
Project	Amount	Information
Actual Reserves based on estimate y/e turnout	£53,234.59	As at 31st March 2017
Speed Signs	£7,000	ESTIMATE - Awaiting final quotation One sign only
Laburnum Road drainage	£7,000	ESTIMATE - Awaiting further quotations
Laburnum Rd Gate	£500	ESTIMATE AWAITING FURTHER QUOTATION GATE for Laburnum Road
Tree Surgeon	£540	January Tree work for April Payment
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- 1 to be funded from precept
Playground Equipment for Butcher's Stile	£10,000	£30,000 approx some S106 money should soon be available. Awaiting full confirmation
	£39,440	
Total Amount in reserves	£53,235	
Potential expenditure required	£39,440	
Reserves less expenditure	£13,795	For any ad-hoc issues/repairs/maintenance/urgent matters

CLERK EXPENSES BREAKDOWN 2016-2017														
Description	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS	
Home Office Provision (electricity/heating)	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.92	275.04
Office Equipment Provision (Own Printer and Own Shredder)	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	125.04
Mobile Phone	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	90
Mileage		3.24	3.24						9.09					15.57
Ink, Paper, Envelopes, New files, plastic wallets, Magnets etc			25.25	17.83			28.88			9.48				81.44
Stamps						9.9					6.6			16.5
Payroll for year												168		168
														771.59
TOTALS	40.84	44.08	69.33	58.67	50.74	69.72	40.84	49.93	40.84	50.32	47.44	208.84		771.59
Plus 1& 1 Internet recorded seperatley	35.96			35.96			35.96			35.96				143.84