

Davenham Parish Council

Minutes of Davenham Parish Council Meeting held on 25th September 2017
Held at Davenham Methodist Church Hall.
Public Open Forum 7.15 – 7.30pm, Council Meeting 7.30pm

Present:	Cllr. Cooper, Cllr. Hudson, Cllr. Mattinson, Cllr. Ravenscroft, Cllr. Salt (Vice-Chair), Cllr. Watson (Chair), Cllr. Wood, 2 members of the public (one of which, newly elected Cllr. Ryder) Cllr. Gaynor Sinar (CWAC)																																										
Apologies:	Cllr. Peel, Cllr. Helen Weltman (CWAC Ward Councillor)																																										
1. Public Session	Cllr. Watson opened the meeting and welcomed everyone.																																										
2. PCSO/Police Update	None received.																																										
3a. Co-option of New Councillor	Two members of the public attended who had applied for the role of councillor. All council members introduced themselves. The clerk explained the process for co-option.																																										
3b. Voting on Candidates	Voting took place and Cllr. Ian Ryder was duly elected with a majority vote.																																										
4. Apologies for Absence and Declaration of Interests	Apologies for absence – Cllr. Peel, (Work commitments), Cllr. Weltman (holiday) No declarations of interest																																										
5. Minutes																																											
5a. Approval of Minutes	It was RESOLVED to approve the Parish Council Meeting Minutes of the previous meeting held on 4 th September 2017.																																										
5b. Recap and Update of actions from previous minutes	Action list re-capped on. Some actions still ongoing.																																										
6. Finance																																											
6a. Financial Report	<p><u>Bank Balances</u></p> <p>Reconciled Bank Balance as at 31st August 2017 - £62,003.56 in credit.</p> <p><u>Receipts September 2017</u></p> <p>£776.40 – Davenham Cricket Club rental</p> <p><u>Payments for Approval September 2017</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><u>DATE</u></th> <th><u>PAYEE</u></th> <th><u>DETAILS</u></th> <th><u>CHQ No</u></th> <th><u>NET £</u></th> <th><u>VAT £</u></th> <th><u>GROSS £</u></th> </tr> </thead> <tbody> <tr> <td>25/09/17</td> <td>Vicky Stock</td> <td>Clerk Salary for August 2017</td> <td>100303</td> <td>778.35</td> <td>0.00</td> <td>778.35</td> </tr> <tr> <td>25/09/17</td> <td>Vicky Stock</td> <td>Clerk Expenses for August 2017</td> <td>100304</td> <td>39.59</td> <td>1.25</td> <td>40.84</td> </tr> <tr> <td>25/09/17</td> <td>Northwich Town Council</td> <td>Grass Cutting for August 2017 Butchers Stile and Laburnum Rd (2 cuts each) AND hedge cutting for both fields</td> <td>100305</td> <td>595.00</td> <td>119.00</td> <td>714.00</td> </tr> <tr> <td>25/09/17</td> <td>BDO</td> <td>Review of the annual return for y/e 31st March 2017</td> <td>100306</td> <td>230.00</td> <td>46.00</td> <td>276.00</td> </tr> <tr> <td colspan="6">TOTAL EXPENDITURE September 2017</td> <td>£1809.19</td> </tr> </tbody> </table> <p><u>Clerk Pension</u></p> <p>Cllr Salt has been looking into setting up the clerk pension (staging date of 1st October 2017). Cheshire Community Development Trust will set up a Nest Account for an initial one off fee of £95 (reviewed again in 3 years) and manage the monthly contributions. We have previously agreed 3% employer contributions. Cllr. Salt proposed that the council go ahead with this so that it can be dealt with alongside payroll. Seconded by Cllr. Watson. RESOLVED.</p>	<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>CHQ No</u>	<u>NET £</u>	<u>VAT £</u>	<u>GROSS £</u>	25/09/17	Vicky Stock	Clerk Salary for August 2017	100303	778.35	0.00	778.35	25/09/17	Vicky Stock	Clerk Expenses for August 2017	100304	39.59	1.25	40.84	25/09/17	Northwich Town Council	Grass Cutting for August 2017 Butchers Stile and Laburnum Rd (2 cuts each) AND hedge cutting for both fields	100305	595.00	119.00	714.00	25/09/17	BDO	Review of the annual return for y/e 31 st March 2017	100306	230.00	46.00	276.00	TOTAL EXPENDITURE September 2017						£1809.19
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6.b. To note completion of the external audit	The external audit is complete. Councillors were given copies of the Issues Arising Report which included the Annual Return amendment (fixed assets re-stated) and a copy of the minutes sent to auditors as requested was not a signed copy.																																										

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	<p>The Annual Return and Notice of Conclusion is to be displayed on the Notice Board and Website for 14 days commencing 26th October 2017.</p> <p>It was RESOLVED to approve and accept the Annual Return (including External Audit Certificate).</p>										
7. Planning and Highway Matters											
7a. Review details of Planning Applications received for consultation.	a) Applications Received for Consultation:										
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7.b. Notification of CWAC Planning Decisions	b) CWAC Planning Decisions:										
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7c. Neighbourhood Plan Update	CWAC have to now make a decision on if and when the Davenham and Whatcroft Neighbourhood Plan can proceed to referendum. The decision is expected around 13 th October with a view for the Referendum to be held on 30 th November.										
7d. Fountain Lane Development	Some parking issues have been reported by residents and these concerns have been reported to CWAC and the police.										
7e. Update on Community Building	<p>Cllr. Watson gave a brief update to Cllr. Ryder (as per last minutes) as to where we are with this.</p> <p>Cllr. Ryder and Cllr. Hudson will look to do some background research on viability. AP1</p>										
7f. Flashing Speed Sign Update	Speed Signs have now been installed. One located on London Road near to the Grovemount junction and the other on Church St next to Davenham Players Theatre.										
7g. Defibrillator	The Defibrillator case occasionally has problems opening when the weather gets colder. It was proposed that a new defibrillator box be purchased (a steel box) at a cost of £595. All approved. RESOLVED. AP2										
8. Parish Council Managed Assets and Maintenance											
8.a. Laburnum Road or Butchers Stile	<p>i) Drainage Update (Butcher's Stile) – The Landscape Architect is going to organise a Topographical survey and report back.</p> <p>ii) Fishing Pits – the clerk asked the council to consider the possibility of purchasing a clearer sign for the fishing pits. Cllrs are asked to consider options and the clerk will speak to the Insurance company in the meantime for advice on this matter. How to fence this area off can be looked at as part of the whole Butcher's Stile project. Signs will not always prevent children from wandering that way and fences can be climbed over or cut through. Councillors to consider and discuss at the next meeting.</p> <p>iii) Daffodil bulbs will be due in next week and will then see if school children can help plant the bulbs again. Once bulbs have arrived, Cllr. Mattinson will speak to school. Bulbs will be planted on Laburnum Road and at the top of Hartford Road.</p>										
8.b. Memorial Gate update – Laburnum Road	<p>Four further requests for quotes for building and six for metals works but still only have one of each back. The two quotations were opened at the meeting. They were:</p> <p>£16,365.00 for building work (Dave McCoy) £12,700.00 for Gate work (North Valley Forge Ltd)</p> <p>The gate work quotation was considered reasonable and it was RESOLVED to proceed with the gate work.</p> <p>The building work quotation was deemed to be too expensive so the search for further quotation will have to be continued. Cllr. Wood will speak to North Valley Forge to see if they can quote on the building work. Another builder did wish to quote but could not at the time due family bereavement. The clerk will contact the builder again.</p>										
8.c. Village Keeper Monthly Report	<p>Work is due to be carried out on the village garden. The Laburnum Jobs are on Johns to do list. A further update will be given next meeting.</p> <p>The Clerk to ask John to check the War Memorial and surrounding area is tidy in time for the Remembrance Services. AP3</p>										
9. Correspondence											
9.a. To review correspondence received	Correspondence - general information received from CWAC and ChALC.										
10. Davenham Educational Foundation											

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10.a. To elect a new representative to join the trustees of Davenham Educational Foundation.	Cllr. Watson volunteered to be the new representative on behalf of the parish council.
11. Christmas Light Switch-On – Thursday 7th December 2017	
11a. To discuss details	The Primary School and high school band are all set for the night and other local groups. The clerk is waiting to hear back from Amberon to meet up regarding the road closures.
11) To receive reports from Councillors on any external meetings of relevance to the council	
11a) Brief update on any meetings attended.	Cllr. Watson attended a Minosis meeting but this was cancelled as only he turned up and the Plant Manager.
11. Urgent Matters	
11a) Urgent Matters brought to councils attention.	None.
12. Date of Next Meeting	Monday 23 rd October 2017 - 7.15pm at Davenham Methodist Church Speak to Moulton and Bostock Parish Councils to consider dates for the next joint council meeting.

Part A of the Meeting of the Meeting closed at 8.58pm