

Davenham Parish Council

Minutes of Davenham Parish Council Meeting held on 29th January 2018
Held at Davenham Methodist Church Hall.
Public Open Forum 7.15 – 7.30pm, Council Meeting 7.30pm

Present:	Cllr. Cooper, Cllr. Hudson, Cllr. Mattinson (Second half of the meeting), Cllr. Ravenscroft, Cllr. Ryder, Cllr. Salt (Vice-Chair), Cllr. Watson (Chair), Vicky Stock (clerk), 2 members of the public, Cllr. Helen Weltman (CWAC).
Apologies:	Cllr. Wood (illness)
1. Public Session	<p>Cllr. Watson opened the meeting and welcomed everyone.</p> <p>Issues raised by members of the public:</p> <p><u>Yellow lines along London Road</u> - A rumour had been going round the village regarding Yellow Lines being painted on the road near to the new coffee shop/War Memorial. Cllr. Watson advised that CWAC would be responsible for any yellow lines and would need to inform the public if this was the case. The clerk said the rumour may have resulted from the back of a meeting with some residents to see if anything could assist parking in the area. The outcome of this was that if parking was considered dangerous then CWAC would have no option other to consider double yellow lines.</p> <p><u>Welcome Home Trust Fund amount</u> The clerk confirmed that the Welcome Home Trust had advised that £12,500 would be available for the War Memorial gates at Laburnum Park and then this would close the fund as far as we are aware.</p> <p><u>New Community Hall</u> The community hall is always on the agenda and we are working in the background our own consultation which addresses community hall viability and how we would go about this. Facebook claims aren't accurate in that we don't care in developing a community building. We have explored options on our council land (Butcher's Stile and Laburnum) and CWAC told us that this would not be viable.</p> <p>We are (as minuted in previous minutes) in confidential discussions with a developer who wish to gift us a community building but at a cost of development. A full consultation with residents however will be carried out by the developer should this become a real probability.</p> <p>The Church Hall is owned by the Church and under their control. We have had many meetings with the Church to try and resolve the status that it is presently in but ultimately the Church need to decide what to do with this building. We are open to discussion if they need our help and they have been informed of this.</p>
2. PCSO/Police Update	<p style="text-align: center;"><u>Davenham Parish Council</u> <u>PCSO 22696 Update</u> <u>29/01/18.</u></p> <p><u>ASB/ Criminal damage</u> – 1 incident reported. Youths reported to have gained access to the bowling green by climbing over the fence. Churned up the grass. No CCTV, no lines of enquiry. Passing attention has been provided at key times.</p> <p><u>Burglary</u> – 1 incident reported. Elderly gentleman fooled into letting males into property who were claiming to be undercover police officers. There was a large amount of cash taken. We still have ongoing enquiries.</p> <p><u>Theft</u>- 1 incident reported. A push bike was stolen from shed. No CCTV, no lines of enquiry.</p> <p><u>PCSO update</u> I'm pleased to report that the village has been quiet in relation to reports of crime and ASB.</p> <p><u>Priorities –</u> Passing attention around the Fountain Lane and Church Street developments. Davenham Primary School has contacted me about parking outside of the school so I will be monitoring this. Please let me know about any upcoming events you would like me to get involved in.</p>
3. Apologies for Absence and Declaration of Interests	<p>Apologies for absence – as above.</p> <p>Declaration of Interest – Cllr Salt (Expenses)</p>

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4. Meet with Landscape Architect Andrew Percival																				
4.a To discuss potential plans for Butcher's Stile drainage and new play area. Discuss next step.	<p>Andrew Percival explained drainage options and play options for Butcher's Stile with approximate costings.</p> <p>It was decided to look first now in more depth into the drainage and drainage costings to begin with. Andrew will amend the plans slightly to re-arrange play areas as discussed.</p> <p>Andrew suggested we think about on-going costs (approximately £2k once or twice a year) such as keeping the surface in top condition.</p> <p>Councillors to consider plans further and send any comments to Cllr. Hudson.</p>																			
5. Minutes																				
5.a. Approval of Minutes	<p>It was RESOLVED to approve the Parish Council Meeting Minutes of the previous meeting held on 27th November 2017 (slight wording amendment page 1). Proposed by Cllr. Watson, Seconded Cllr. Mattinson. All in favour.</p>																			
5b. Recap and Update of actions from previous minutes	<p>Action list re-capped on. Some actions still ongoing.</p>																			
5.c. To approve the Finance Meeting Minutes (20th Nov 2017) if available	<p>It was RESOLVED to approve the Parish Council Finance Minutes of the meeting held on 20th November 2017. Proposed by Cllr. Watson, Seconded Cllr. Cooper. All in favour.</p>																			
6. To discuss whether or not it would be financially and practically viable to employ a Lolly Pop Person/Road Crossing Assistant for London Road during School times.																				
6.a. To further review costings as discussed in the Finance Meeting held on 20th November 2017	<p>A resident asked us to look into providing a person to assist with crossing for London Road during school times.</p> <p>Councillors were given information on this to read prior to the meeting and costings.</p> <p>After further research it was found that crossings are not providing for high school children but are for primary school children and high school children may use this service if they wish. CWAC based on the footfall would not provide a crossing service and a permanent crossing would cost in the region of £60,000 which would have to be paid for by Davenham Parish Council. It would only benefit a very small amount of children travelling to the Primary school if this service were to be based on London Road and residents may wish for this to be introduced in other areas e.g. near to the primary school.</p> <p>It was felt the increase in precept cost could not be justified at this stage and it was therefore RESOLVED that a Road Crossing Assistant was not justified at present and certainly not without full consultation with residents. Proposed by Cllr. Watson and Seconded by Cllr. Mattinson. All in favour.</p>																			
7. Finance																				
7.a. To approve the Financial Report as circulated and to consider/approve Monies for Payment	<p>It was RESOLVED to approve the Financial Report and monies for payment.</p> <p><u>FINANCE REPORT</u></p> <p><u>Bank Balances</u> Reconciled Bank Balance as at 30th November- £46,998.95 in credit. Reconciled Bank Balance as at 31st December - £46,198.76 in credit.</p> <p>No receipts</p> <p><u>Cheque to be re-written from November 2017</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 12.5%;"><u>DATE</u></th> <th style="width: 12.5%;"><u>PAYEE</u></th> <th style="width: 12.5%;"><u>DETAILS</u></th> <th style="width: 12.5%;"><u>CHQ No</u></th> <th style="width: 12.5%;"><u>NET £</u></th> <th style="width: 12.5%;"><u>VAT</u></th> <th style="width: 12.5%;"><u>GROSS £</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </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>							
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29/01/27	Cheshire West and Cheshire	For 2x speed signs (returned cheque due to mandate problems)	100328			11513.86
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Payments for Approval December 2017

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>CHQ No</u>	<u>NET £</u>	<u>VAT £</u>	<u>GROSS £</u>
27/12/2017	Vicky Stock	Clerk Salary for December 2017 (post-dated cheque) already approved	100325	759.35	0	759.35
29/01/18	Vicky Stock	Expenses for December 2017	100329	39.59	1.25	40.84
Total Expenditure for December 2017						

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29/01/18	Play Inspection and Maintenance Service	December Inspection of Laburnum Road and Butcher's Stile Play areas	100330	60.00	12.00	72.00
29/01/18	Davenham Electrical Services	Labour only - To remove old Defibrillator case and install new metal box	100331	50.00	0	50.00
29/01/18	St John Ambulance	First Aid cover for Christmas Light Switch-on	100332	110.40	0	110.40
29/01/18	Davenham Methodist Church	Room Hire (July – December 2017)	100333	86.00	0	86.00
29/01/18	The Hollies Farm Shop	18ft Christmas Tree for Village Centre	100334	290.00	58.00	348.00
29/01/18	Cath Salt	Expenses for Fields In Trust Awards Evening on 29 th November 2017 (two Train Tickets - Cllr. Salt and Cllr Mattinson)	100335	62.00	0	62.00
29/01/18	Vicky Stock	Clerk Salary for January 2018	100336	759.35	0	759.35
29/01/18	Vicky Stock	Expenses for January 2018	100337	69.56	7.24	76.80
29/01/18	Arthur Wood	Travel Expenses – visit to gate contractor to finalise details	100338	54.00	0	54.00
29/01/18	North Valley Forge	Deposit for Memorial Gate Work for Laburnum Rd	100339	4068.40	1011.60	5080.00
TOTAL EXPENDITURE January 2018						£6698.55

7.b. To finalise Grant allocations

It was **RESOLVED** to award the following grant awards (to be paid in April 2018), proposed by Cllr. Cooper, Seconded by Cllr. Mattinson – all in favour:

Grant Awards

Name of Organisation	Amount awarded
Davenham Athletic	£200.00
Davenham WI	£100.00
1st Davenham Rainbows	£100.00
Davenham Cricket Club	£200.00
Davenham Players	£100.00
1st Davenham Scouts	£300.00
Davenham Bowling Club	£100.00
Total	£1,100.00

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	As discussed in November Finance meeting (clarification required on one application). Davenham Bowling Club applied late but as the amounts were awaiting clarification this was permitted.																				
7.c. To finalise the budget and set the precept for 2018-19	<p>Councillors were provided with budget information and this was discussed in detail during the Finance Meeting held on 20th November 2017.</p> <p>It was RESOLVED that the Band D be kept the same with ZERO increase in the current precept.</p> <p>Proposed by Cllr. Salt. Seconded by Cllr. Watson. All in favour.</p>																				
7.d. To resolve signatories for signing cheques for the new HSBC mandate	<p>It was RESOLVED that the following Cllr. Would be signatories on the account:</p> <p>Cllr. Catherine Salt Cllr. David Ravenscroft Cllr. Katharine Mattinson.</p> <p>It was RESOLVED that the bank statement would be sent to the Responsible Financial Officer (currently Vicky Stock) and would be authorised to speak to the bank on behalf of the council. The clerk is not a signatory. Proposed by Cllr. Watson. Seconded by Cllr. Cooper.</p>																				
8. Planning and Highways Matters																					
8a. Review details of Planning Applications received for consultation.	a) Applications Received for Consultation:																				
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	3.	17/04064/FUL	Two storey and single storey rear extension	11 Firth Fields Davenham Northwich Cheshire CW9 8JB	Approval
	4.	17/04062/FUL	Conversion of former post office into two houses	477-479 London Road Davenham Northwich Cheshire CW9 8NA	Approval
<p><u>Bollards near the Fountain</u></p> <p>As this has been churned up would Section 106 money be available to install bollards to help protect the Fountain. Cllr. Weltman will look into this.</p>					
<p>8.c. Update on Community Building</p>	<p>Cllr. Ryder has had further discussions with Cheshire Community Action Group and their strong recommendation would be to effectively form a 'separate governing council' to try and take forward a community building. To start this the best thing they recommend is to hold a briefing session with the key local community groups and then to do a follow up with a full public consultation. The Governing council would consist of no more than 5 people and would be looking for specialist skills in terms of make-up.</p> <p>It was RESOLVED that Cllr. Ryder and Cllr. Hudson go ahead in setting up these briefings in March. Cllr. Mattinson will speak to the primary school to see if the School Hall could be used for these briefings.</p> <p>Meanwhile, a developer may be undertaking their own consultation for a village hall/additional houses in the village.</p>				
<p>9. Parish Council Managed Assets and Maintenance (Laburnum Road Field, Butcher's Stile field, War Memorial, Fountain or Village Garden)</p>					
<p>9.a. To receive an update from the Village Gardener</p>	<p>No update available.</p>				
<p>9.b. To discuss any further maintenance required to any village assets</p>	<p>The Cricket Club have asked us to look at the Trees and to consider any work that may be required. Cllr. Watson to look into this.</p> <p>Butcher's Stile has been requested for use for a Sepsis charity event on Sunday 6th May. Councillors happy for this to go ahead as per last year.</p>				
<p>9.c. To discuss progress of the Memorial Gate (Laburnum Road)</p>	<p>There is an issue that has arisen concerning the bricks for the gate columns. The bricks need to be a special engineered brick which will increase costs by £950. This is within the contingency set.</p> <p>Cllr. Salt, Cllr. Wood and Cllr. Watson met up with the Bowling Club to discuss the agreement concerning the gates.</p> <p>An agreement letter was received from the Welcome Home Trust. It was RESOLVED that councillors agree to the terms of the agreement. The clerk will write back to confirm.</p>				
<p>9.d. Village Garden Trees</p>	<p>Cllr. Watson will be meeting with Rod from the Oddfellows in the next few weeks to discuss this further.</p>				
<p>9.e. Pink Poo Campaign – To inform councillors of campaign.</p>	<p>A group of residents have set up the Pink Pool campaign to try and tackle the problem of the dog poo in the village. The clerk to write a thank you letter to them officially. AP3</p>				
<p>10. Christmas Light Switch-on Thursday 7th December 2017</p>					
<p>10.a. To discuss how the event went/discuss any amendment for December 2018</p>	<p>This item was shelved due to time constraints.</p>				
<p>11. To decide on how to proceed with advertising for a new clerk following current clerk resignation</p>					
<p>11.a. Agree advertisement etc</p>	<p>The clerk has given 2 months' notice as of 8th January. Cllr. Mattinson is currently finalising the job advertisement after talking to ChALC. This will be advertised tomorrow via Chalc. The clerk will also send the</p>				

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	<p>advertisement out to residents on the mailing list.</p> <p>Cllr. .Watson and Cllr. Mattinson to interview candidates. Cllr. Ryder as stand-in if required.</p> <p>It was RESOLVED that the decision on the final candidate will be delegated to the councillors carrying out the interviews.</p>
12. To receive reports from Councillors on any external meetings of relevance to the council	
12.a Brief update on any meetings attended.	<p>HS2 Cllr. Peel attended the latest HS2 meeting. HS2 are putting together some sessions for residents impacted but the HS2 and will help them to fill in the required forms. Once we receive the information we can circulate to residents.</p> <p>HS2 plan to hold an extraordinary meeting to run through their reasoning for coming through this area.</p> <p>Bostock Council weren't in attendance to represent Bostock's views which was concerning as HS2 will impact them greatly. Cllr. Weltman will look into this.</p> <p>Church St. Cllr. Watson and Cllr. Mattinson met up with Church St developers to talk through some of the current issues.</p>
13. Urgent Matters	
12.a. Urgent Matters brought to councils attention.	None
13. Date of next meeting	Monday 26 th February 2018.

The Meeting closed at 9.15pm.