

Davenham Parish Council

**Minutes of Davenham Annual Council Meeting held on 20th May 2019
Held at Davenham Methodist Church Hall.
Annual Council Meeting 7.30pm**

Present:	Cllr Cath Salt (Chair), Cllr. Hudson (Vice-Chair), Cllr Spare, Cllr Sinfield, Cllr. Mattinson, Cllr Watson, Cllr. Ravenscroft, Cllr. Ryder, Elaine Hamlett (clerk),																																																		
1. Apologies:	Cllr. Lee (Flight Delayed) Cllr Weltman (Meeting) No Declaration of interests Congratulations were given from Davenham Parish Council to Cllr Watson on being elected as a County Councillor																																																		
2. Appoint the Chair for 2019/20	Cllr Andrew Hudson was proposed as Chair by Cllr Ravenscroft and Seconded by Cllr Katie Mattinson. All agreed Cllr Hudson declared his acceptance																																																		
4. Appoint the Vice-Chair for 2019/20	Cllr Ian Ryder was proposed as Vice-Chair by Cllr Mattinson and seconded by Cllr Sinfield. All agreed Cllr Ryder declared his acceptance																																																		
5. Approval of Minutes and Updates of Actions	It was RESOLVED to approve the Parish Council meeting Minutes of the meeting held on 29 th April 2019. Proposed by Cllr Salt Seconded by Cllr Ryder. All in favour																																																		
5.b. Action List	All actions completed Item AP5 Cllr Mattinson Declared interest as her property was affected by the boundary change.																																																		
6. a) Finance	<p>Report and monies for payment approved. Proposed by Cllr Katie Mattinson, seconded by Cllr Cath Salt .All agreed</p> <p>Bank Balances Reconciled Bank Balance as at 30th April 2019 - £67560.56 in credit.</p> <p>INCOME APRIL 19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DATE</th> <th>PAYEE</th> <th>DETAILS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>11/4/19</td> <td>CWAC</td> <td>Precept</td> <td>25682.00</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DATE</th> <th>PAYEE</th> <th>DETAILS</th> <th>CHQ No</th> <th>NET £</th> <th>VAT £</th> <th>GROSS £</th> </tr> </thead> <tbody> <tr> <td>20/5/19</td> <td>Northwich Town Council</td> <td>Invoice 3459 Cutting 5th & 18th April</td> <td>100445</td> <td>245.00</td> <td>49.00</td> <td>294.00</td> </tr> <tr> <td>20/5/19</td> <td>Neil Pattullo</td> <td>May Invoice – Village Gardener</td> <td>100448</td> <td>90.00</td> <td></td> <td>90.00</td> </tr> <tr> <td>20/5/19</td> <td>Elaine Hamlett</td> <td>Clerks Salary May 19</td> <td>100446</td> <td>636.40</td> <td></td> <td>636.40</td> </tr> <tr> <td>20/5/19</td> <td>Elaine Hamlett</td> <td>Clerks Expenses May 19</td> <td>100447</td> <td>50.86</td> <td></td> <td>50.86</td> </tr> <tr> <td colspan="6">TOTAL EXPENDITURE MAY 2019</td> <td>£1071.26</td> </tr> </tbody> </table>	DATE	PAYEE	DETAILS	AMOUNT	11/4/19	CWAC	Precept	25682.00	DATE	PAYEE	DETAILS	CHQ No	NET £	VAT £	GROSS £	20/5/19	Northwich Town Council	Invoice 3459 Cutting 5 th & 18 th April	100445	245.00	49.00	294.00	20/5/19	Neil Pattullo	May Invoice – Village Gardener	100448	90.00		90.00	20/5/19	Elaine Hamlett	Clerks Salary May 19	100446	636.40		636.40	20/5/19	Elaine Hamlett	Clerks Expenses May 19	100447	50.86		50.86	TOTAL EXPENDITURE MAY 2019						£1071.26
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6. b) Administration	No issues																																																		
6. c) Audit 18/19	<p>Awaiting final comments from Internal Auditor. Items that need addressing highlight so far:</p> <p>a. Errors in Minutes from 16/5/18 and 3/9/18 Finance report left off. Re-approved Proposed by Cllr Katie Mattinson, seconded by Cllr Cath Salt .All agreed</p> <p>b. No reserves set for 19/20. Add to next Agenda</p> <p>c. Risk Assessment to be approved annually. Add to next Agenda</p> <p>d. Adjust Asset Register to cost of Memorial Gates only. Re-approved Proposed by Cllr Katie Mattinson, seconded by Cllr Cath Salt .All agreed</p>																																																		

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7 Planning and Highways Matters	<p>AGENDA ITEM 7a</p> <p>a) Applications Received for Consultation:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item No.</th> <th style="width: 20%;">Application No</th> <th style="width: 40%;">Proposal</th> <th style="width: 20%;">Location</th> <th style="width: 10%;">Comments by:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">19/01434/FUL</td> <td>Demolition of existing rear sun room and erection of single storey rear extension</td> <td>25 Fountain Lane, Davenham, CW98LT</td> <td>Submitted</td> </tr> </tbody> </table> <p>7b) CWAC Planning Decisions:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item No.</th> <th style="width: 20%;">Application No</th> <th style="width: 40%;">Proposal</th> <th style="width: 20%;">Location</th> <th style="width: 10%;">Decision</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">18/02017/FUL</td> <td>Erection of one low-energy dwelling</td> <td>1 Fountain Lane, Davenham, CW9 8LT</td> <td style="text-align: center;">APPEAL</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">18/02583/LBC</td> <td>Replacement of existing single storey lean to structure and replacement windows throughout the property - amendment to application</td> <td>65 Church Street, Davenham</td> <td style="text-align: center;">Awaited</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">18/02445/FUL</td> <td>Proposed two storey and Single storey side/rear extension and associated alterations</td> <td>20 Fairholme Road, Davenham</td> <td style="text-align: center;">Awaited</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">18/03848/FUL</td> <td>Demolition of conservatory erection of single story rear and front extension</td> <td>38 Grovemount Davenham</td> <td style="text-align: center;">Awaited</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">18/04700/CAT</td> <td>T1 Beech – reduce crown by approx 1.5-2mtr T2 Yew – fell to low stump</td> <td>40B Church Street, Davenham</td> <td style="text-align: center;">Awaited</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">18/04638/S73</td> <td>Amendment to 14/0213/OUT update boundary toplot1-20 49-70</td> <td>Land surrounding Fountain Lane Farm, Fountain Lane, Davenham</td> <td style="text-align: center;">Awaited</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">19/00174/FUL</td> <td>Proposed conversion of barn to residential dwelling</td> <td>Mount Pleasant Farm, Davenham</td> <td style="text-align: center;">Awaited</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">19/00175/LBC</td> <td>Proposed conversion of barn to residential dwelling</td> <td>Mount Pleasant Farm, Davenham</td> <td style="text-align: center;">Awaited</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">18/03652/FUL</td> <td>Erection of one dwelling and detached garage</td> <td>Davenham Tennis Club, London Road Davenham</td> <td style="text-align: center;">APPEAL</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">19/00739/FUL</td> <td>Single storey rear extension. 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Sub-Committee to prepare a detailed list of what DC require from the site. Get quotes for Design of RBL space.</p>	Item No.	Application No	Proposal	Location	Comments by:	1	19/01434/FUL	Demolition of existing rear sun room and erection of single storey rear extension	25 Fountain Lane, Davenham, CW98LT	Submitted	Item No.	Application No	Proposal	Location	Decision	1	18/02017/FUL	Erection of one low-energy dwelling	1 Fountain Lane, Davenham, CW9 8LT	APPEAL	2	18/02583/LBC	Replacement of existing single storey lean to structure and replacement windows throughout the property - amendment to application	65 Church Street, Davenham	Awaited	3	18/02445/FUL	Proposed two storey and Single storey side/rear extension and associated alterations	20 Fairholme Road, Davenham	Awaited	4	18/03848/FUL	Demolition of conservatory erection of single story rear and front extension	38 Grovemount Davenham	Awaited	5	18/04700/CAT	T1 Beech – reduce crown by approx 1.5-2mtr T2 Yew – fell to low stump	40B Church Street, Davenham	Awaited	6	18/04638/S73	Amendment to 14/0213/OUT update boundary toplot1-20 49-70	Land surrounding Fountain Lane Farm, Fountain Lane, Davenham	Awaited	7	19/00174/FUL	Proposed conversion of barn to residential dwelling	Mount Pleasant Farm, Davenham	Awaited	8	19/00175/LBC	Proposed conversion of barn to residential dwelling	Mount Pleasant Farm, Davenham	Awaited	9	18/03652/FUL	Erection of one dwelling and detached garage	Davenham Tennis Club, London Road Davenham	APPEAL	10	19/00739/FUL	Single storey rear extension. 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8.Parish Council Managed Assets	<p>8a) Village Gardener Report <i>London Road Garden Services</i> <i>& Property Maintenance</i></p> <p>Report for Davenham Parish Council (May 2019). Works completed/undertaken on behalf of Davenham Parish Council since previous report.</p> <ol style="list-style-type: none"> 1. Cleared and weeded area around Davenham cenotaph and square planters. Cut and squared off the overgrown bushes in the cenotaph 2. Cleared and pruned trees that were encroaching on the footpath by the memorial gardens (by the side of the Oddfellows) as requested by DPC e-mail (ref Cllr Spare) 3. Cleared fallen branches as requested from various footpaths around the village (following a request from a member of the public forwarded by DPC). Was not sure of actual location so cleared various areas during regular tours of the village. 																																																																																										

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4. Inspected area on Allen Drive as requested where a Give Way sign is blocked by foliage, unfortunately could not clear at the time due to access issues/locked gate and will undertake this weekend (18.05.19).
5. As a temporary measure treated the Memorial Gates (as mentioned from previous Parish Council minutes) with WD40 and grease to stop noise etc. I am presently looking at the "sleeve" as mentioned in email from Elaine and will report back as per cost/time etc. Or alternative measures will be looked into.
6. Have resprayed eco-friendly weed killer to little effect in and around the cenotaph and looking at an alternative.

Planned Works on behalf of Davenham Parish Council.

1. As above will clear foliage on Allen Drive as soon as access gained.
2. As discussed with Dave will begin weeding and clearing the memorial garden area (at the side of the Oddfellows) this weekend and prune bushes back commencing 19.05.19.

8b) To receive update on Parish Council Managed Assets:

- Laburnum Road. Nothing to discuss
- Butchers Stile. Still awaiting Groundworks Quote
- DCC. Deeds for 'Fields in Trust' status. Signed at meeting by Cllr Salt and Cllr Ryder and witnessed by Cllr Sinfield.

9. Appoint Members to Committees and Working Groups

Planning Committee	Elton, Paul S, Paul L
Asset Maintenance Working Group	David, Elton
HS2 Meeting Representatives	Ian
Newsletter and Web Site	Cath, Katie, Paul S
CWAC Area Board Representatives	Helen, Elton
MINOSOS Liaison Representatives	Elton
Butchers Stile Development Working Group	Andrew, Ian, Elton, Cath, Dave
Neighbourhood Plan Working Group	2021 Review – Katie
Children's Educational Trust	Elton
Carnival Committee	Cath
Personnel Committee	Katie, Cath
Community Hall Group	Andrew, Ian, Paul
DCC liaison	Ian, Cath

10. To receive reports External Meetings

Cllr Watson reported that he had attend a meeting at Minosis

11. Urgent Matters

11a. Post Box. Letter received from Royal Mail confirming the re-instating of a post box in the village. A 12-16 week timescale was predicted and it was agreed to chase this up if nothing happens within this time.

11b. Carnival 8th June 2019. The Council will have a stand on the day and banners, signs and Newsletters will be displayed. Also agreed to compile a form for the public to complete requesting sign up to our email list. Also a form stating interest in becoming a Councillor

12. Date of Next Meeting

Monday 24th June 2019 at 7.15 pm

13. Closure of Meeting 9.10 pm