

Delamere & Oakmere Parish Council Meeting

MINUTES OF THE MONTHLY PARISH MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 18TH JANUARY 2021 AT 7PM

Present: Councillors A Bell, A Walsh, J Edwards, J Taylor, D Rutter, R Gilbert-Bratt, A Gore and S Ralph, (newly co-opted as per item five) Councillor F Goodier and Cheshire West and Chester Ward Councillor H Tonge.

Also, present Clerk, Mrs J Monks and a representative from Mid Cheshire Rail Partnership.

1 Welcome and apologies for absence

The Chairman of the Parish Council, Councillor A Bell welcomed everyone to the Parish Council meeting. Cheshire West and Chester Ward Councillor J Leather had sent his apologies as he was attending another meeting. Councillor D Wheeler had also sent his apologies for the meeting.

2 Member's Code of Conduct and declarations of interest

Councillor D Rutter declared an interest in relation to item 19 as he was a member of the committee who runs Delamere Community Centre.

3 Presentation from Mid Cheshire Rail Partnership

The Mid Cheshire Rail Partnership gave a brief presentation to the Parish Council about their work and how they are trying to build up community relations along the railway line. They are currently working with Tatton Park, The Forestry Commission and the Cheshire Wildlife Trust and other organisations to promote use of the railway and to promote the area and they have an annual award scheme for stations.

4 Public Speaking Time

A member of the public addressed the Parish Council with regards to an agricultural building which has been built without planning consent on Racecourse Lane. The clerk was asked to contact the Planning Enforcement Department of Cheshire West and Chester Council regarding this.

5 Co-option of Parish Councillor

The Parish Council considered the application received from Mrs. F Goodier for the post of Parish Councillor in the Delamere Ward.

RESOLVED that;

Mrs. F Goodier was co-opted as a Parish Councillor for the Delamere Ward.

The clerk will send Councillor Goodier a declaration of acceptance of office form for completion along with a declaration of interest form.

The clerk will also circulate the latest training available from Cheshire Association of Local Councils.

The clerk noted that there had been no applications for the vacant seats in the Oakmere Ward.

6 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of the Parish Council meeting of Delamere and Oakmere Parish Council on Monday 14th December 2020 be approved as a correct record.

7 Progress Reports and Outstanding Items

The clerk had received a response from the Forestry Commission. They have confirmed that the streetlights along the initial stretch of road were removed to widen the road and these will not be replaced. The footpath to the visitor's centre is not yet complete and the gates will be replaced with chicanes. The clerk confirmed that she had asked Cheshire West and Chester Council to look at the streetlights issue on the railway bridge and removal of the lights to the visitors centre.

The clerk had received an acknowledgement from Go Ape and they said they would investigate the matter.

8 Correspondence

The Forest Centre Development Manager of Forestry England sent an email dated 4th January 2021 regarding the work commencing at entrance to the forest access from Station Road. The work will be done in phases in the aim to minimise disruption and traffic diversion notices will be in place.

The clerk has received notification from the Licencing Department of Cheshire West and Chester Council that Delamere Station House had applied for a variation to the existing licence. The clerk noted that there were no objections to this.

9 Planning

The Parish Council considered all of the planning applications that had been received up to 18th January 2021.

RESOLVED that;

- (a) No objections were to be made to 20/04349/FUL, proposed demolition of existing garage and single storey building to allow for a proposed single storey extension and detached garage. 31 Mere Crescent Oakmere.
- (b) No objections were to be made to 20/04282/FUL, Siting of a site manager/warden's lodge, Land at Chester Road Oakmere. Extension of time for comments for the Parish Council granted until 19th January 2021.
- (c) No objections were to be made to 20/04514/FUL, Siting of storage container to rear for additional storage for the café. Delamere Forest Cafe Station Road Delamere.

10 Pale Heights Project

The clerk had circulated the latest National Association of Local Councils bulletin to all Parish Councillors for their attention and a list of potential funders from Cheshire Community Action.

The clerk was asked to arrange a meeting with a representative from United Utilities and Councillor D Rutter to look at site clearance of the area.

11 Hogsheads Lane notice board

RESOLVED that;

At this present time no one was available to put the agenda on the noticeboard at Hogshead Lane and the clerk was asked to arrange to collect the key for future use from Councillor C Ball following his resignation.

12 Forest parking and congestion

The Forestry Commission had responded to the request from the Parish Council to open the overflow car park. However, they have stated that this is unsuitable for use during wet weather.

The clerk had contacted the PCSO and the Highways Department of Cheshire West and Chester Council regarding residents putting out traffic cones. They had both confirmed however that traffic cones cannot be put onto a public road.

RESOLVED that;

The clerk was requested to ask the Forestry Commission to put out traffic cones when the Forestry Car parks were closed.

The clerk was requested to ask the Forestry Commission to attend the next Parish Council meeting to discuss ongoing issues.

13 Grit bins Licence Agreement

No objections have been made to the Highways Department of Cheshire West and Chester Council following the advertisement of the grit bins.

RESOLVED that;

The licence agreements were signed by Councillor A Bell and witnessed by Councillor J Edwards. The clerk has sent these to the Highways Department of Cheshire West and Chester Council and the Highways Dept have also signed and returned the agreements. The clerk can now go ahead and order the grit bins as agreed at the Parish Council meeting in December 2020. The clerk confirmed that she would go ahead and order these and add them to the asset register and insurance.

14 Speed limit contribution request from the Parish Council for Chester Road

The clerk had contacted the Highways Department of Cheshire West and Chester Council regarding the request to review the speed limit on Chester Road from the school to J&S accessories. The Highways Department of Cheshire West stated that and the cost of implementing the reduction in speed limit between the school and J&S accessories would be in the region of £4,000. They would require a 50 percent contribution towards this from the Parish Council. If the Parish Council wished to proceed with the assessment, the Highways Department would need the Parish Council to confirm that they would pay the 50% contribution.

The clerk was asked to contact the Highways Department of Cheshire West and Chester Council regarding the speed limit amendments which had been already agreed for Chester Road.

15 Finance

The clerk reported that the current bank balances were as follows and bank statements showing these amounts were presented and signed by the Chairman.

Bank account balance is £22,058.62 as at 31st December 2020.

Unpaid cheque is £277.00. Income £118.00 advertising income and £950.00 from Lane End for a contribution towards the speed sign on Station Road.

Earmarked funds as follows;

£2,000 for Frith Avenue project, resolved to spend in November 2019 minutes.

RESOLVED that;

the following payments be authorised;

Method of payment	Payee	Particulars of payment	Amount
Standing Order 21 st	Clerk	Salary for January	£379.28
Standing Order 21 st	Cheshire Pension Fund	Employers & employees' contribution for January	£140.98
001101	Clerk	Expenses for January	£33.04
001102	Eclipse Marketing	Overpayment of invoice NL5003	£44.00

The clerk reported that the Forest View Inn has paid twice for the advertisement in the November edition of Delamere and Oakmere News as such the amount of £44.00 needs to be refunded due to this overpayment. Cheque number 001102 will be issued in the name of Eclipse Marketing in order to refund this amount.

The clerk confirmed that Lane End, the site developer at Marley Tiles have contributed the amount of £950.00 towards the speed sign contribution. As such the final breakdown of the cost of £4572.00 is as follows;

£1,000 contribution from the Ward Members budget

£950.00 contribution from Lane End.

£2,367.96 from the earmarked community infrastructure fund of the Parish Council

£254.04 from the earmarked New Homes Bonus Fund.

The clerk has informed the Locality Team at Cheshire West and Chester Council regarding this new contribution from Lane End.

16 Reconciliation of bank accounts budget review for 2020/2021

The clerk had undertaken a full banking reconciliation as at 31st December 2020, this was as follows;

Bank Reconciliation as at 31/12/2020

	31/12/2020
Balance brought forward	£21,904.92
Plus, Receipts	£1,068.00
Less Payments	-£914.30
Balance c/f	<u>£22,058.62</u>

Bank Accounts

NatWest £22,058.62

Less unrepresented cheques	-£277.00
Other adjustments	
	<u>£21,781.62</u>

The clerk noted that there was one unpaid cheque of £277.00 for HMRC.

RESOLVED that;

The banking reconciliation as at 31st December 2020 be accepted and signed by the Chairman.

The clerk had reviewed the budget for 2020/2021, in light of payments throughout the year.

RESOLVED that;

The reviewed budget was noted by the Parish Council and this was signed and dated by the Chairman.

Receipts up to 31st Dec 2020	Budget 2020/2021	Actual (to date)	Budget Balance
Precept	9680.00	9680.00	0.00
Advertising Income	1500.00	1096.00	404.00
Other	14.00	1950.00	-1936.00
Community Infrastructure levy payment	0.00	0.00	0.00
Scottish Power	14.59	14.59	0.00
Net	0.00	12740.59	-12740.59
VAT reclaimed	0.00	97.96	-97.96
Total Receipts	11208.59	12838.55	-1629.96

The clerk noted that there had been significant amount of other income which was not budgeted for. The 'other' income breakdown is as follows;

£1,000 Ward Members contribution for the speed sign and £950.00 contribution from Lane End for the speed sign.

Payments up to 31st Dec 2020	Budget 2020/2021	Actual (to date)	Budget Balance
Clerk's salary inc HMRC and Pension	7500.00	5236.16	2263.84
Clerk expenses	600.00	379.89	220.11
Room Hire	110.00	0.00	110.00
Printing of Newsletter	1500.00	875.30	624.70
Cheshire Assoc of Local Councils subs	450.00	434.88	15.12
Footpath Society subs	8.00	0.00	8.00
Insurance	450.00	375.51	74.49
Frith Avenue Maintenance	1500.00	0.00	1500.00
Training	500.00	0.00	500.00
Website & email	100.00	35.00	65.00
Contingencies	500.00	42.00	458.00
Payroll Services	170.00	0.00	170.00
Community Engagement	100.00	0.00	100.00
CWAC dog bin charge	400.00	364.00	36.00
Donations	1514.00	0.00	1514.00
Data Protection fee	40.00	40.00	0.00
Cheshire Community Action subs	20.00	20.00	0.00
Election costs		0.00	0.00
Speed sign installation		3810.00	-3810.00
Butcher and Barlow solicitor fees		540.00	-540.00
Net Payments	15462.00	12152.74	3309.26
VAT		907.06	

RESOLVED that;

The reviewed Year End Forecast was noted by the Parish Council and this was signed and dated by the Chairman.

The Year end forecast up to 31.03.21 is as follows;

Year End Forecast at 31.03.21	
Current bank balance as 31.012.20	22,058.62
Less Expenditure	
Unpaid cheque	277.00
Clerk Salary Jan	379.29
Clerk Salary Feb	379.29
Clerk Salary March	379.29
Pensions Jan	140.97
Pensions Feb	140.97
Pensions March	140.97
Estimated Final Quarter HMRC payment	277.00
Clerk Expenses Jan	33.04
Overpayment of newsletter invoices refund	44.00
Estimated Clerk Expenses Feb	35.00
Estimated Clerk Expenses March	35.00
Payroll admin Fee	170.00
Donations (assuming same at Jan 2020)	1,514.00
Newsletter in March printing costs	400.00
Projected Year End balance 31.03.21	17,989.80

RESOLVED that;

The review of reserves were as follows;

Proposed earmarked reserves as at 31.03.20	
Earmarked Reserves	
Frith Avenue project (Agreed Nov 2019)	2000.00
Community Infrastructure Fund	0.00
New Homes Bonus Fund	13285.59
Contingencies	2500.00
	17,785.59

17 Budget for 2021/2022

RESOLVED that;

The Parish Council adopted the following budget for 2021/2022.

Delamere & Oakmere Parish Council budget 2021/2022	
Income	
Precept	10010
Advertising income	1000
Scottish Power	15
Total income	11025
Expenditure	
Clerk Salary inc HMRC payments & Pension	7600
Clerk Expenses	600
Room Hire	110
Printing of newsletter	1500
Cheshire Ass of Local Councils	450
Data Protection fee	40
Cheshire Community Action	20
Footpaths Society	8
Insurance	450
External audit fee	0
Training	250
Website & email	100
Contingency	500
Payroll services	170
Community Engagement	100
Donations	1514
CWAC dog bin charge	400
Frith maintenance	1500
Total expenditures	16235
excess expenditure over Income	-5210

18 Precept for 2021/2022

Cheshire West and Chester Council had confirmed that the number of band D properties in Delamere and Oakmere was 708.6 for 2021/2022. The amount of Council Tax Reduction scheme grant is now nil.

RESOLVED that;

The precept for 2021/2022 to be set at £10,010 The band D payable will be £14.13, which is a 3% increase.

The clerk noted that the Special Expenses Levy charge for Delamere and Oakmere was yet to be confirmed by Cheshire West and Chester Council.

19 Grant and Donations

Councillor D Rutter interest in relation to item 19 as he was a member of the committee who runs Delamere Community Centre.

RESOLVED; that

The following payments were to be made:

St Peter's Churchyard Fund	£664.00
Delamere Community Centre	£350.00
Tarporley Hospital	£200.00
Oakmere Cricket Club, for the youth section of the club	£100.00
North West Air Ambulance	£100.00
Oakmere Methodist Church for grounds maintenance	£100.00
Total	£1,514.00

The clerk was requested to prepare the cheques to be signed at the next meeting in February. The clerk was asked to state on the letters that the Parish Council will be considering a grant scheme for the future rather than donations. The clerk will put this on the agenda for further discussion to contact the organisations concerned in July. It was noted however that North West Air Ambulance would not have to apply via any grant scheme.

20 Payroll

The new payroll provider had processed the pay and pensions for January 2021 and they will send an invoice for their payroll services for January to March 2021 and then do an annual invoice from April 2021 and March 2022. As the Parish Council could only pay by cheque there would be an additional £1.50 cheque fee which is what they get charged from their bank to process a cheque.

Whilst sorting the transfer of payroll out it has come to light that the Pension contribution figures that Changing Lives have submitted to Cheshire Pension Fund are incorrect and some months are missing. Cheshire Pension Fund have been sent the correct amount, but the pension record contributions are not correct.

RESOLVED that;

Shires be employed to sort out the pension contribution to ensure that they are correct and up to date and to process any necessary amendments. The clerk was asked to establish what the charge would be for doing the necessary amendments and then the clerk was asked to contact Changing Lives to inform them that this charge will be deducted from their payroll processing fee for April to December 2020.

21 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor H Tonge reported that localised flooding seems to be the current issue and he offered any assistance with regards to amendments to the speed limits. Covid-19 work was ongoing by Cheshire West and Chester Council and helplines remained in place for residents and businesses. Lockdown was slowly reducing the figures for Cheshire West and Chester. There were current consultations from Cheshire West and Chester Council with regards to an Environmental strategy and there was an economic and social advice support consultation which closes in March. Cheshire West and Chester Council had suspended the green bin collection until February 2021.

Councillor A Gore and Councillor J Edwards raised concerns regarding continual potholes on Eddisbury Hill and that surface flooding was damaging the road surface.

Councillor A Gore asked Cheshire West and Chester Ward Councillor H Tonge for the verge to be cut from Rectory Farm to the Stoney Lane.

22 Councillor's report and future agenda items

Councillor J Taylor announced that he was resigning as he was moving out of Delamere as such there was another vacant seat on the Oakmere Ward. The clerk will notify the elections department of Cheshire West and Chester Council accordingly.

Councillor A Gore reported that a road sign on Stoney Lane was now facing the wrong direction. The clerk reported this to Cheshire West and Chester Council under HW299349225.

Councillor A Gore reported that the road surface and edge of the road of Eddisbury Hill is becoming increasingly dangerous and is in urgent need of repair.

Councillor F Goodier reported that the pavement on Frith Avenue was breaking up and required attention. The clerk reported this to Cheshire West and Chester Council under HW299350230.

Councillor A Bell reported that a member of the public had set up a Twitter account with photographs of the area on it.

23 Date and time of next meeting

The next Parish Council meeting is Monday 8th February 2021 at 7pm.

Part 2; contains confidential information and only Councillors and reporting officers can be present. The clerk will leave for this part of the meeting as it concerns the clerk's salary review.

24 Clerk's Salary Review

RESOLVED that;

To increase the spinal column of the clerk's salary from spinal column 13 to spinal column 14 on the National Association of Local Council's pay scales from 1st February 2021.

Chairman's signature.....Dated.....

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Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 18th January 2021.