

Delamere & Oakmere Parish Council Meeting

MINUTES OF THE PARISH COUNCIL MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 15th JANUARY 2024 AT 7PM

Present: Councillor J Edwards, Councillor C Topping, Councillor D Rutter, Councillor A Bell, Councillor G Hudson, Councillor F Goodier, Councillor D Wheeler, Councillor S Roberts and newly co-opted as per item four, Councillor L Jones.

Also, present Clerk, Mrs J Monks, two members of the public, two representatives from United Utilities for public speaking time and Cheshire West and Chester Ward Councillor T Cooper.

1 Welcome and apologies for absence

The Chair of the Parish Council, Councillor J Edwards welcomed everyone to the Parish Council meeting. Councillor L Walters had sent his apologies for the meeting. Cheshire West and Chester Ward Councillor T Lush sent his apologies for the meeting.

2 Member's Code of Conduct and declarations of interest

Councillor J Edwards declared a non-pecuniary interest in relation to the planning application for Oakmere Cricket Club as he was a coach at the club.

3 Public Speaking Time

The two representatives from United Utilities provided an update on the planned work for the area. The work on Abbey Lane was completed before Christmas and it has now been filled in. They are in the process of obtaining permits from Cheshire West and Chester Council for commencing works in February under one way traffic management on Station Road. United Utilities are in the process of sending letters to households and they will look at re-commencing the Customer Engagement sessions at Delamere Community centre.

Utilited Utilities confirmed that they will be attending a meeting with L&Q and the Highways department regarding Earlsbrook. They are aware that tractors have been on standby for additional pumping but have not yet been required to do this even though there has been heavy rain.

4 Co-option

RESOLVED that;

Mr L Jones was co-opted onto the Parish Council onto the vacant seat for Oakmere Ward.

Mr L Jones signed the declaration of office and will complete and return the declaration of interest forms. The clerk will send him details regarding the rules and procedures of the Parish Council along with a training schedule from Cheshire Association of Local Councils.

Councillor J Edwards will set up an official email address for Councillor L Jones.

The clerk will notify the Elections Department of Cheshire West and Chester Council.

The clerk was asked to put an agenda item for the next Parish Council meeting in order to add Councillor L Jones and Councillor S Roberts to the NatWest bank account.

5 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of the minutes of Delamere and Oakmere Parish Council on Monday 11th December 2023 were approved.

6 Progress Reports and Outstanding Items

The clerk confirmed that she had chased the Highways Department of Cheshire West and Chester Council with regards to the signs on Station Road in Delamere and they have cleaned the dirty signs and identified three faded signs which have ordered for replacement.

7 Planning

The planning applications that had been received up to Monday 11th December 2023 were considered.

RESOLVED that;

- (a) No objections were made to 23/03780/FUL, Proposed renovation and extension of existing dwelling to link with adjacent outbuilding, with the conversion of separate outbuilding into ancillary accommodation and extension. Downtdale Morreys Lane Delamere.

- (b) No objections were made 23/04015/FUL, Demolition of existing 2-bay facility and construction of a 3-bay cricket facility. Oakmere Cricket Club Overdale Lane Oakmere.
- (c) No objections were made 23/03993/FUL, Single storey rear extension with flat roof and skylights. Loft extension and first floor side extension. Replacement roof with front and rear dormers. Convert ground floor side gym into an annexe with new roof and skylight. Lavender Cottage Abbey Lane Oakmere Northwich CW8 2HN.

Councillor J Edwards declared a non-pecuniary interest in relation to the planning application for Oakmere Cricket club.

8 Finance

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

Bank account balance is £19,340.15 as at 31st December 2023.

£44.00 advertising income received and £14.59 from Scottish Power in December

RESOLVED that;

the following payments be authorised;

Joanne Monks	Jan pay	499.25
Joanne Monks	Jan expenses	38.60
Cheshire Pension Fund	Jan pension	182.28
Solopress	printing of newsletter	447.59
Defib shop	replacement pads for defib	70.74

9 Reconciliation of bank accounts

RESOLVED that;

The bank account balance is £19,340.15 as at 31st December 2023 and the bank statements were signed by the Chair of the Parish Council.

10 Budget review for 2023/2024 and review of earmarked reserves

Income received for the period 1st April 2023 to 31st December 2023 was as follows;

	Budget	Actual (to 31.12.23)	Budget balance
Precept	12225	12225.00	0.00
Advertising Income	1000	857.00	143.00
other	0	24.41	-24.41
VAT reclaimed	0	421.62	-421.62
Community Infrastructure levy payment	0	115.79	-115.79
Scottish Power	14	14.59	-0.59
Net		13658.41	-13658.41
		0.00	0.00
Total Receipts	13239	13658.41	-419.41

Expenditure for the period 1st April 2023 to 31st December 2023 was as follows;

Payments	Budget 2023/24	Actual (to 31.12.23)	Budget Balance
Clerk's salary inc HMRC and Pension	9000	6829.55	2170.45
Clerk expenses	600	315.10	284.90
Room Hire	150	150.00	0.00
Printing of Newsletter	1500	873.46	626.54
Cheshire Assoc of Local Councils subs	0	0.00	0.00
Footpath Society subs	8	8.00	0.00
Insurance	450	267.86	182.14
Frith Avenue Maintenance	0	0.00	0.00
Training	200	0.00	200.00
Website & email	150	75.00	75.00
Contingencies	500	936.91	-436.91
Payroll Services	150	228.50	-78.50
Community Engagement	100	0.00	100.00
CWAC dog bin charge	400	364.00	36.00
Donations	1514	889.00	625.00
Data Protection fee	40	40.00	0.00
Cheshire Community Action subs	20	20.00	0.00
Election costs	362	362.00	0.00
Frith Avenue project (ER)		63.75	-63.75
Community Infrastructure Levy (ER)		1796.80	-1796.80
Net Payments	15144.00	13219.93	1924.07
VAT		696.86	
Total Payments		13916.79	

Currently the Parish Council are overbudget by £258.38. The total income is £13,658.41 less total expenditure of £13,916.79. There are however three more months of running costs for this financial year.

Earmarked reserves as at 31st Dec 2023	
Contingencies (ER)	2800.00
Frith Avenue project (ER)	1791.25
New Homes Bonus Fund (ER)	13285.59
Community Infrastructure Levy (ER)	2296.22
Total	17602.54

The clerk reported that the New Homes Bonus Fund and Community Infrastructure money cannot be used for running cost of the Parish Council.

RESOLVED that;

The income, expenditure and earmarked reserves were noted as at 31st December 2023.

11 Budget for 2024/2025

RESOLVED that;

The budget for 2024/2025 was set as follows;

	Budget 2024/2025
Income	
Precept	14560
Advertising Income	1500
Other	
VAT reclaimed	
Community Infrastructure levy payment	
Scottish Power	14
Net	
Total receipts	16074
Payments	
Clerk's salary inc HMRC and Pension	10725
Clerk expenses	400
Room Hire	200
Printing of Newsletter	1500
Footpath Socety subs	8
Insurance	342
Training	100
Website & email	100
Contingencies	500
Payroll Services	300
Community Engagement	100
CWAC dog bin charge	364
Donations	1500
Data Protection fee	40
Cheshire Community Action subs	20
Little Wood	500
Total Expenditure	16699
Income less expenditure would result in a loss of	625

12 Precept for 2024/2025

The clerk had circulated the Parish precept amount for all Parish Councils in Cheshire West and Chester for 2023/2024, history of the precept for the Parish Council and a proposed precept for 2024/2025 with a variety of increases.

RESOLVED that;

The Precept amount for 2024/2025 was set at £14,560 which would be a Band D payable of £17.89 and a 15% increase.

The amount was increased as the precept has been low, in comparison with other Parish Councils for a considerable number of years. The Parish Council has operated at a financial loss for many years and has kept the precept low because of the considerable reserves. The reserves remaining at this time are New Homes Bonus Fund and Community infrastructure levy both of which cannot be used for the running costs of the Parish Council. Current inflation has also resulted in significant price increases which has in turn led to higher running costs.

13 Earlsbrook Housing estate

The clerk confirmed that she had contacted the local MP again, and they will chase up Cheshire West and Chester Council for a response. No response has yet been received to date.

The clerk confirmed that she had contacted both L&Q and United Utilities and they both had made amendments to the minutes of the December meeting, and they had both provided their consent for the Parish Council to put the minutes onto the Parish Council's website. Councillor S Roberts will let residents know that the minutes are now on the Parish Council's website.

The clerk was asked to book the bowling room at Delamere community centre for either the 5th or 12th March at 4pm for two hours for the next Earlsbrook residents meeting and to invite both United Utilities and L&Q when a room has been booked.

RESOLVED that;

The expenditure of up to £20.00 was approved for room hire for the Earlsbrook residents meeting.

Councillor S Roberts confirmed that L&Q were taking bookings for individual residents to make an appointment to discuss issues that were ongoing on site.

The clerk was requested to put the Earlsbrook Housing Development on the agenda for the next meeting in February.

14 D-Day event

The clerk reported that the PCSO has confirmed that he can attend the beacon lighting event on 6th June at 9.15pm. The PCSOs and Councillors J Edwards both will be in attendance and they are trained first aiders.

The clerk has obtained copies of some examples of risk assessments for other beacon lighting events. The Parish Council will need to complete a risk assessment. Councillor C Topping will contact Forest England to obtain a copy of their previous fire risk assessment that was completed for the lighting of the beacon for the Queens Jubilee.

The clerk has contacted the Parish Council's insurance company and they have confirmed that the event will be covered as long as it is for less than 500 people. The event will require safety precautions and a risk assessment and evacuation procedures if there is an emergency. The email from the insurance company has been circulated to all Parish Councillors.

Councillor F Goodier and Councillor C Topping will investigate using Eventbrite to issue tickets.

The clerk was asked to contact the local Church to request that they consider ringing the bells of the church for the event.

15 Village Gateway signs

The clerk has circulated details of the quotes from Glasdon and from the Highways Department of Cheshire West and Chester Council.

The signs from the Highways Department of Cheshire West and Chester Council would cost approx. £600 for two signs including installation.

The cost of the cheapest sign from Glasdon was £1321.86 for two signs but this does not include the costs of installation.

Tarmac have offered a donation of £200 towards the cost of the signage.

The clerk was requested to contact the Highways Department of Cheshire West and Chester Council to provide plans for the project.

16 The Old Haulage Yard on Chester Road Oakmere

Cheshire West and Chester Ward Councillor T Copper reported that it was his understanding that this now had been passed onto the Legal Department of Cheshire West and Chester Council.

17 Replacement defibrillator cabinet

The cost of a replacement defibrillator cabinet is the region of £500 to £600 plus VAT.

The quote for an electrician to remove and replace with new defibrillator cabinet is £193.73 plus VAT

RESOLVED that;

The clerk was asked to submit an application for funding to the Ward Councillors budget for funding of a replacement cabinet and for the cost of an electrician for installation.

18 PCSO priority list

RESOLVED that;

The clerk was requested to submit the following as concerns to the PCSO.

Parking on Ashton Road, particularly on the weekends.

Station Road speeding.

19 Little Wood

The clerk confirmed that she had contacted the Parish Council's insurance company and they have confirmed that the Parish Council is not insured for any volunteer work. As such the work being undertaken by Councillor G Hudson could no longer continue.

The clerk had circulated the application forms for completion for a grant from Tarmac.

RESOLVED that;

An extra-ordinary meeting of the Parish Council would be arranged.

The clerk noted that Councillor G Hudson left the meeting at 8.45pm.

20 Newsletter income and expenditure

The clerk confirmed that the cost of the newsletter printing in December was £447.59. Invoices for advertising have been issued for £512.00. If all the invoices are paid this would leave a credit of £64.41. However, six invoices have not been paid and there is still £181.00 outstanding.

RESOLVED that;

The amount of up to £600 was approved for the printing of the March newsletter.

21 Green Waste collection charge from Cheshire West and Chester Council

Councillor F Goodier reported that residents were complaining about the increase in the green waste collection charge for 2024. Cheshire West and Chester Council T Cooper will feedback concerns regarding cost and the request for a year-round collection of garden waste.

All Parish Councillors are encouraged to report any pot-hole to Cheshire West and Chester Council directly either via the emergency telephone number or online.

22 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor T Cooper reported that he had liaising with the Highways Department of Cheshire West and Chester Council with regards to the large potholes outside the Court House in Oakmere.

Cheshire West and Chester Ward Councillor T Copper reported that there were road closures for Eddisbury Hill by BT Openreach and that Delamere school had recently been inspected by Ofsted. Cheshire West and Chester Ward Councillor T Cooper also reported that he was liaising with the Planning Department of Cheshire West and Chester Council with outstanding planning conditions for the Court House development relating to the entrance.

The clerk as requested to report some pot holes in Kingsley to the Highways Department of Cheshire West and Chester Council.

The clerk reported that the double yellow lines through the forest were very faded, and she will log a report with the Highways Department of Cheshire West and Chester Council for them to renew them.

23 Councillor's report and future agenda items

Councillor D Rutter reported that a local plant nursery was closing soon.

Councillor D Rutter reported that Cheshire West and Chester Council had now accepted quotes from the community centre regarding a replacement roof as such they will pay the Section 106 funds to the community centre.

Councillor F Goodier reported that the planters on Frith Avenue were overgrown with weeds.

24 Date and time of next meeting

The next Parish Council meeting is Monday 12th February 2024 at 7pm at Delamere Community Centre.

Part 2; contains confidential information and only Parish Councillors were present.

25 Clerk's Salary Review

This item has been reviewed as it is confidential.

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

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Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 15th January 2024.