

Delamere & Oakmere Parish Council

MINUTES OF THE ANNUAL MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 20TH MAY 2024 AT 7PM

Present: Councillor J Edwards, Councillor A Bell, Councillor F Goodier, Councillor C Topping, Councillor D Rutter and Councillor D Wheeler.

Also, present Clerk, Mrs J Monks and Cheshire West and Chester Ward Councillor T Cooper. Three members of the public and a subcontractor for United Utilities.

1 RESOLVED that;

Councillor C Topping is the Chair of the Parish Council.

2 Election of Vice-Chair

RESOLVED that;

Councillor F Goodier is the Vice-Chair of the Parish Council.

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1 Welcome and apologies for absence

The Chair of the Parish Council, Councillor C Topping welcomed everyone to the Parish Council 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

None declared.

3 Code of Conduct

RESOLVED that;

the code of conduct for the Parish Council was approved.

4 Declaration of interest forms

RESOLVED that;

Each Parish Councillor was requested to review their completed declaration of interest form and if their circumstances had changed, they would need to complete and return a new form. If anyone's circumstances did change at any time a new form would have to be completed and returned to the clerk.

Councillor C Topping stated that her circumstances had changed and asked the clerk to send her a new declaration of interest form for her completion.

5 Public Speaking Time

A subcontractor for United Utilities provided an update for the Parish Council on the ongoing cleaning works in the area. Fortnightly customer surgeries will continue at the community centre during the works.

The subcontractor confirmed that all work will cease for the Forestry concerts and that they have a permit for works until the end of August. Plans were being made for the slip lining work, but details will not be available until Autumn 2024.

A member of the public reported that she had made numerous reports to the Cheshire West and Chester Council regarding the potholes on Eddisbury Hill and there were issues for elderly residents with mobility issues and there had been a bad accident involving a motorbike and pothole on this road. Cheshire West and Chester Ward Councillor T Cooper will take up this complaint with Cheshire West and Chester Council.

A member of the public addressed the Parish Council with regards to the land at the Haulage yard as he wanted evidence that the land was contaminated.

A member of the public addressed the Parish Council with regards to the land at the Haulage yard as he believed that the land was contaminated. The member of the public also wished to object to the height of the new amended planning application which was out for consultation.

6 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of Delamere and Oakmere Parish Council on Monday 15th April 2024 and the minutes of the Annual Parish meeting on Monday 15th April 2024 were approved.

7 Progress Reports, Outstanding Items

The clerk confirmed that she had requested an invoice from Cheshire West and Chester Council regarding the dog bin charge but had not received any invoice. The Parish Council confirmed that it did not wish for the clerk to chase this up any further.

The clerk confirmed that Councillor S Roberts has now been set up for internet banking. The activation code has been reissued and Councillor S Roberts needs to login to the internet banking. The clerk has sent instructions to Councillor S Roberts.

Councillor J Edwards reported that there were ongoing issues transferred the website to the new domain. There was also no auto forward or autoreply set up on the old emails as such any emails sent to the old email addresses were not being received. The clerk was asked to put this as an agenda item for the next Parish Council meeting.

8 Planning

The planning applications that had been received up to Monday 20TH May 2024 were considered.

RESOLVED that;

- (a) No objections were to be made to 24/00915/FUL, two storey rear extension and reinstate front door within existing reveal on front façade. Sandilands Tarporley Road Delamere.
- (b) No objections were to be made to 24/00918/LDC, Single storey side extension. Sandilands Tarporley Road Delamere.
- (c) No objections were to be made to 24/01043/LDC, Lawful Development Certificate for existing use of land as a Caravan Site, Crabtree Green Park Hogshead Lane Oakmere.
- (d) No comments were to be made to 24/01086/FUL, Demolition of side garden room, erection of two storey front and two storey rear extensions with storm porch, Removal of chimney and external modifications to include replacement glazing, roof tiles and rendering. Kennel Cottage Kennel Lane Cuddington Northwich CW8 2EA.
- (e) No objections were to be made to 21/03753/FUL, Removal of existing maintenance building and erection of replacement maintenance building (Building D) (amended application form), Alcam Services Ltd Chester Road Oakmere but the Parish Council would want an Environmental assessment for this site to be undertaken prior to any decision being made as there was the potential for contamination on the site as per the consultee comments on 21/03753/FUL.
- (f) No objections to 24/01021/S73, Construction of a hay barn for agricultural purposes - Application to remove condition 5 of planning permission 09/01255/FUL. Fishpool Farm Fishpool Road Delamere.

9 Standing Orders and Financial Regulations

RESOLVED that;

The Standing Orders and Financial Regulations were approved.

10 Annual review of Internal Financial Controls

The Parish Council has undertaken a review of the internal financial controls.

RESOLVED that;

The present arrangements for financial controls as detailed below are acceptable;

- a) Bank transfers are raised in accordance with the financial report which is circulated with the agenda prior to each Parish Council meeting by the clerk.

- b) The financial report is approved at each Parish Council meeting and then the bank transfers are authorised by two Parish Councillors.
- c) The Chairman at each Parish Council meeting reconciles the bank balance on the financial report with the bank statement and signs and dates each.
- d) The financial statement which includes the bank balance and the bank transfers for payment for that month is entered into the minutes accordingly.
- e) If any item of expenditure had been already approved a bank transfer can be undertaken, if necessary in-between Parish Council meeting dates and added on the following month's financial report.

11 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 £31,439.55 as at 30th April 2024.

£401.00 advertising income, £14560.00 precept and £849.28 VAT reclaimed from HMRC received in April 2024.

RESOLVED that;

the following payments be authorised;

Joanne Monks	Pay for May	553.38
Joanne Monks	Clerk Expenses	32.30
Cheshire Pension Fund	Pension contributions for May	197.67
Mid Cheshire Footpath Society	Annual subs	8.00
Zurich insurance	Annual insurance	300.00
Shires Accountants	Annual payroll processing fee	371.40

12 Risk Assessments and Assets

The clerk had undertaken a Risk Assessment review for the Parish Council.

RESOLVED that;

That the Risk assessment was accepted by the Parish Council.

Asset Register

The clerk had reviewed the asset register for the Parish Council.

RESOLVED that;

The asset register was confirmed by the Parish Council

13 Review of end of year accounts for 2023/2024 and internal auditors report

RESOLVED that;

The end of year accounts for 2022/2023 were accepted by the Parish Council.

RESOLVED that;

The internal auditors report was accepted by the Parish Council.

14 Annual Governance and Accountability Return 2023/2024

The clerk confirmed that the accounts for 2022/2023 had been to the internal auditor and there were no issues arising from the internal audit. The Parish Council can declare itself exempt from a Limited Assurance review or ask the External Auditors for a full review at the cost of £210 plus VAT.

RESOLVED that;

The Parish Council would declare itself exempt from a Limited Assurance Review and the exemption certificate was signed by the Chair of the Parish Council, Councillor C Topping and the clerk. The clerk would publish this on the website and send it to the External Auditor.

15 Annual Governance and Accountability Return 2023/2024 Annual Governance Statement

RESOLVED that;

The Annual Governance Statement 2023/2024 is approved and is signed and dated by the Chair for 2023/2024, Councillor C Topping and the Clerk and Responsible Financial Officer, Mrs J Monks.

16 Annual Governance and Accountability Return 2023/2024 Accounting Statements

The Clerk and Responsible Financial Officer has filled in the Accounting Statements for 2023/2024 and the Parish Council considered the Accounting Statements. The clerk confirmed that the internal auditor had audited the Parish Council accounts and had signed and dated the relevant sections on the return.

RESOLVED that;

The Accounting Statements were approved and signed and dated by the Chair for 2023/2024, Councillor C Topping and the Clerk and Responsible Financial Officer, Mrs J Monks.

17 Publication scheme, complaints procedure and Social Media Policy

RESOLVED that;

The Publication scheme, complaints procedure and social media Policy were confirmed by the Parish Council.

18 Data Protection

RESOLVED that;

The data protection documentation had been reviewed by the Parish Council.

19 Newsletter

The clerk confirmed that the March 2024 edition of the newsletter was £447.59. Invoices for £515.00 had been issued.

RESOLVED that;

The above amounts were noted by the Parish Council.

The clerk noted that £70.00 however was yet to be paid.

Councillor A Bell confirmed that had sent reminders for payment and that the next newsletter was due to published in June.

20 Earlsbrook Housing estate

The clerk had requested additional signage for the roundabout at Earlsbrook from L&Q and the Highways Department of Cheshire West and Chester Council.

L&Q had requested another meeting as such the clerk was asked to arrange a meeting for Tuesday 9th July from 5pm to 7pm in the bowling room of Delamere Community centre.

The clerk was also asked to contact L&Q regarding the overgrown roundabout and request that they cut it back.

21 Little Wood

The clerk confirmed that she had contacted the owner of the neighbouring land regarding the flooding in Little Wood and the response has been circulated to all Parish Councillors for their attention.

RESOLVED that;

No further action was to be taken at this time.

The clerk confirmed that she had requested quotes from three tree surgeons regarding the work required to the trees in Little Wood they however wanted photographs to quote for the work. Two other quotes for this work had also been received.

The clerk reported that the Parish Council should employ a qualified tree surgeon to undertake all tree work as required by the Parish Council's insurance policy. Gary Hudson was not a qualified tree surgeon.

RESOLVED that;

Gary Hudson was appointed as a contractor to undertake tree work at Little Wood at the cost of £2,000. A copy of the public liability insurance must be provided to the clerk prior to commencing any work and any area worked on must be secure and closed to any members of the public during the period of work. Payment of any work would only be paid upon completion and no payment would be made prior to the commencement of any work.

The clerk reported that she had circulated a draft of the application for funds from Tarmac. The form was discussed in detail.

RESOLVED that;

The clerk was asked to apply for a third-party contribution from Cheshire West and Chester's ward member's budget. Once this has been confirmed the clerk will then submit the request to Tarmac.

22 D-Day event

The clerk confirmed that she had asked a local business to see if they would donate gas cylinders for the beacon, but she had not received a response.

Councillor C Topping and Councillor D Rutter had an onsite meeting with Forest England. Councillor J Edwards will purchase the gas cylinders and send the receipt to the clerk for payment.

Councillor C Topping confirmed the arrangements and that risk assessment, emergency plan and cancellation plan were all in place.

To date, 78 tickets have been ordered through Eventbrite.

23 Christmas tree

The clerk confirmed that she had contacted the community centre to see if they would let the Parish Council put up a tree in the car park but had not received any response. The clerk will chase this up with the community centre committee.

24 Tommy Statue

Councillor D Rutter will contact the member of the public so that this could be placed next to the flagpole in Little Wood.

25 Insurance

RESOLVED that;

The insurance with Zurich was renewed at the cost of £300.00.

26 Fishpool Junction

Councillor F Goodier reported that there had been another recent accident at this junction. Cheshire West and Chester Ward Councillor T Cooper and the clerk were both asked to contact Cheshire West and Chester requesting any improvements to this junction.

27 Village Sign

Cheshire West and Chester Council had sent a final proof and proposed location for the village sign.

The location was amended, and the clerk was requested to send the amended location to the Highways Department of Cheshire West and Chester Council. Once an amended location had been provided this could then be finally approved by Councillor F Goodier.

28 Haulage Yard

There was no further discussion on this matter.

29 Resurfacing and potholes

Complaints regarding potholes on Eddisbury Hill and Blakemere Lane continued. Cheshire West and Chester Ward Councillor T Cooper and the clerk will pursue with Cheshire West and Chester Council.

30 Update from Cheshire West and Chester Councillors

There was no further update from Cheshire West and Chester Ward Councillor T Cooper.

31 Councillor's report and future agenda items

Councillor A Bell reported that British Rail were looking to introduce car parking charges on all the local stations. The clerk was asked to put this on the agenda for the next Parish Council meeting.

Councillor F Goodier reported that there was no signage warning of a roundabout when you were coming from the Abbey Arms pub towards Earlsbrook Housing estate. The clerk will submit a request to the Highways Department of Cheshire West and Chester Council.

Councillor F Goodier reported that there was a sign missing showing a right hand turn for Frith Avenue on Station Road. The clerk will submit a request to the Highways Department of Cheshire West and Chester Council.

Councillor F Goodier asked when the next Crown Farm liaison meeting was. The clerk confirmed that she notified Tarmac of the change of email address but had not had any response. The clerk was requested to send Tarmac's email address to Councillor F Goodier.

Councillor F Goodier reported that she was on holiday until 17th June as such she would be unable to authorise any banking and put the agenda up on the Parish Council's noticeboard. Councillor F Goodier will give the key to Councillor C Topping to put up the agenda.

32 Date and time of next meeting

The next Parish Council meeting is Monday 17th June 2024 at 7pm.

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

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Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 20th May 2024.