

Delamere & Oakmere Parish Council

MINUTES OF THE PARISH COUNCIL MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 20TH JANUARY 2025 AT 7PM

Present: Councillor C Topping, Councillor D Rutter, Councillor J Edwards, Councillor A Bell, Councillor F Goodier and newly co-opted Councillor H Dillway-Nickson.

Also, present Clerk, Mrs J Monks and Cheshire West and Chester Ward Councillor T Lush.

Part 1, items to be considered in the presence of the press and public

1 Welcome and apologies for absence

The Chair of the Parish Council, Councillor C Topping welcomed everyone to the Parish Council meeting. Councillor S Roberts sent her apologies for the meeting. Cheshire West and Chester Ward Councillor T Cooper sent his apologies for the meeting.

2 Member's Code of Conduct and declarations of interest

Councillor J Edwards declared a pecuniary interest in relation to 24/03824/FUL, Change of use of land for siting of six glamping pods with associated paths and parking area. Abbeywood Estates Abbey Lane Oakmere as such he did not take part in the discussion or decision with regards to this planning application.

Councillor J Edwards declared a non-pecuniary interest in relation to Oakmere cricket club and North West Ambulance as such he did not take part in the discussion or decision relating to donations for these.

3 Public Speaking Time

There were no members of the public present.

4 Co-option of Parish Councillor

RESOLVED that;

Heidi Dillway-Nickson was co-opted onto the Delamere or Oakmere Ward of the Parish Council. Heidi Dillway-Nickson completed the acceptance of office form and declaration of interest form which will be displayed on the Parish Council's website.

5 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of Delamere and Oakmere Parish Council on Monday 9TH December 2024 were approved.

6 Progress Reports and Outstanding Items

Councillor D Wheeler had thanked the Parish Council for his retirement gift voucher of £200. The graphic designer for the newsletter thanked the Parish Council for the £25 gift voucher. The clerk will need a receipt so payment could be made to Councillor D Rutter for this as he purchased the gift card on behalf of the Parish Council.

The clerk confirmed that she had notified the Electoral Role department of Cheshire West and Chester Council of Councillor D Wheeler's resignation from 31st December 2024.

Councillor F Goodier reported that the village sign has now been installed, and Cheshire West and Chester Council will be sending the invoice for to the Parish Council for payment. The clerk was asked to contact Cheshire West and Chester Council to send an invoice and for the old sign to be removed.

The clerk had requested details of accidents at both the Abbey Arms and Fishpool Junction from the PCSO however he does not have access to this information and has passed the query to road policing. The clerk was asked to chase this up with the PCSO.

The clerk has requested that the PCSO regularly patrol Station Road as cars were parking on the pavement however the PCSO could not commit to any passing patrols and residents were asked to phone 101 or report any issues online and the police would deploy a patrol to the problem at the time.

7 Planning

The planning applications that had been received up to Monday 20th January 2025 were considered.

Councillor J Edwards declared a pecuniary interest in relation to 24/03824/FUL, Change of use of land for siting of six glamping pods with associated paths and parking area. Abbeywood Estates Abbey Lane Oakmere as such he did not take part in the discussion or decision with regards to this planning application.

RESOLVED that;

- (a) No objections to 24/03699/FUL, 2 Frith Avenue Delamere. Single storey side and rear extension.
- (b) No objections to 24/03824/FUL, Change of use of land for siting of six glamping pods with associated paths and parking area. Abbeywood Estates Abbey Lane Oakmere.

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 £21,386.90 as at 31st December 2024.

Income received; advertising income £261.00, £33.00 from stallholders at Xmas event.

RESOLVED that;

the following payments be authorised;

December debit card payments;

Teams4Chariety	Donation from stallholders for Xmas event	33.00
Voucher express	Gift voucher for newsletter editor	25.00

January 2025 Payments;

Joanne Monks	Pay for Jan	573.77
Cheshire Pension Fund	Pension contributions for Jan	204.92
Joanne Monks	Clerk Expenses	44.30
Little Wood meeting	Room hire	12.50
Fiona Goodier	Chocolate for Xmas event	16.00

9 Budget review for 2024/2025

Income received for the period 1st April 2024 to 31st December 2024 was as follows;

	Budget	Actual (to 31.12.24)	Budget balance
Precept	14560	14560.00	0.00
Advertising Income	1500	1336.00	164.00
other		3957.50	-3957.50
VAT reclaimed	0	849.28	-849.28
Community Infrastructure levy payment	0	0.00	0.00
Scottish Power	14	14.59	-0.59
Net		20717.37	-20717.37
Total Receipts	16074	20717.37	-4643.37

The other income received is broken down as follows;

Xmas tree donation Total Automation	500.00
Xmas tree donation Foresters	500.00
Xmas tree donation J&S accessories	250.00
Little Wood Ward Members budget	774.50
Xmas tree donation Haigh donation	350.00
Xmas tree ward members budget	750.00
Xmas tree donation Firow	150.00
Xmas tree donation Reclaimed World	150.00
Xmas tree donation L&Q	500.00
Stallholders from Xmas event	33.00

Expenditure for the period 1st April 2024 to 31st December 2024 was as follows;

Payments	Budget 2024/2025	Actual (to 31.12.24)	Budget Balance
Clerk's salary inc HMRC and Pension	10725	8325.13	2399.87
Clerk expenses	400	316.00	84.00
Room Hire	200	204.00	-4.00
Printing of Newsletter	1500	954.43	545.57
Footpath Society subs	8	8.00	0.00
Insurance	342	267.86	74.14
Training	100	0.00	100.00
Website & email	100	57.98	42.02
Contingencies	500	3301.57	-2801.57
Payroll Services	300	309.50	-9.50
Community Engagement	100	0.00	100.00
CWAC dog bin charge	364	364.00	0.00
Donations	1500	33.00	1467.00
Data Protection fee	40	40.00	0.00
Cheshire Community Action subs	20	0.00	20.00
Contingencies (ER)	1207.29	19.99	1187.30
New Homes Bonus Fund (ER)	13285.59	0.00	13285.59
Little Wood (ER)	500.00	0.00	500.00
Community Infrastructure Levy (ER)	2296.22	1223.50	1072.72
Net Payments	33488.10	15424.96	18063.14
VAT		694.61	
Total Payments (including ear marked reserves)		16119.57	

Breakdown of the Contingencies expenditure is as follows;

KDE	installation of defib cabinet	193.73
Joule Electrical Services	Electricity supply for Xmas lights	376.12
Tarmac	third party contribution Little Wood grant	857.72
Lighttech Sound and Light	Xmas tree lights and putting them up/down	1,704.00
Simply Signs	Xmas tree signage	145.00
Voucher express	Gift voucher for newsletter editor	25.00

RESOLVED that;

The income and expenditure for the period 1st April 2024 to 31st December 2024 was accepted by the Parish Council.

10 Review of Ear-marked reserves

Ear-Marked Reserves	Budget 2024/2025	Utilised Reserve	Reserve carried forward
Contingencies (ER)	1207.29	19.99	1187.30
New Homes Bonus Fund (ER)	13285.59	0.00	13285.59
Community Infrastructure Levy (ER)	2296.22	1223.50	1072.72
Total	16789.10	1243.49	15545.61

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 2024.

11 Budget for 2025/2026

The clerk reported that the Parish Council will have to pay employers National Insurance contributions from 1st April 2025, approx. £650 per year as Central Government have reduced the threshold limit from £9,100 to £5,000. The Parish Council will need to budget for this. Previously the Parish Council have not paid any employers National Insurance.

The budget for room hire needs to increase due to the increase in the number of meeting and charge and that the Parish Council would need to budget £1,000 for the Christmas lights.

A draft budget was circulated in the financial report for the meeting. The clerk was asked to add a budget of £520.00 for joining Cheshire Association of Local Councils and to add £1,000 for the Christmas lights and amend the budget accordingly.

RESOLVED that;

The budget for 2025/2026 was set as follows;

Income	
Precept	17520
Advertising Income	1500
Other	
VAT reclaimed	690
Community Infrastructure levy payment	
Scottish Power	15
Use of reserves	287
Total Income	20012
Payments	
Clerk's salary inc HMRC and Pension	12000
Clerk expenses	400
Room Hire	300
Printing of Newsletter	1500
Cheshire Association of Local Councils	520
Footpath Soceity subs	8
Insurance	300
Training	100
Website & email	100
Contingencies	500
Payroll Services	350
Community Engagement	1000
CWAC dog bin charge	364
Donations	1500
Data Protection fee	50
Cheshire Community Action subs	20
Little Wood	0
Xmas	1000
Net Payments	20012

12 Precept for 2025/2026

The clerk had circulated the Parish precept amount for all Parish Councils in Cheshire West and Chester for 2024/2025, history of the precept for the Parish Council and a proposed precept for 2025/2026 with a variety of increases.

RESOLVED that;

The Precept amount for 2025/2026 was set at £17,520 which would be a Band D payable of £21.02 and a 17.5% increase.

13 Newsletter

The clerk reported that the newsletter at the beginning of December cost £558.44 to print. Invoices have issued for £531.00 have been issued, so the newsletter made a loss of £27.44. However, £67.00 remains unpaid as at 20th January 2024. Councillor A Bell will chase up the non-payers.

The next edition of the newsletter was due to published mid-April.

14 Membership of Cheshire Association of Local Councils

RESOLVED that;

The Parish Council would join Cheshire Association of Local Councils membership for 2025/2026 at the cost £518.31.

15 Christmas

RESOLVED that;

The amount of £16.00 would be reimbursed to Councillor F Goodier for the purchase of chocolate for the Christmas event from the previous approved budget of up to £150.00 for the Christmas event.

The clerk was requested to earmark the remaining funds for future Xmas events. The clerk was requested all the companies which donated and thank you for their financial contribution towards the event.

Councillor F Goodier reported that it may be better to undertake a joint event with the Church.

Councillor C Topping was thanked for all her hard work which made the event a success.

The clerk confirmed that she had contacted Cheshire West and Chester Council with regards to the installation of Christmas lights on Station Road. Cheshire West and Chester Council would need to know what the Parish Council want to install, where and how many before they would do a site inspection.

Councillor C Topping will contact Lighttech and ask them for suggestions for Christmas decorations on street lighting columns.

16 Future event

Various ideas were discussed. The clerk was asked to put this as an agenda item for the next Parish Council meeting.

17 Delamere Forest concerts

The clerk confirmed that she has contacted the National Event Manager for Forest Live for Forestry England. He confirmed that they would be consulting with the Safety Advisory Group on the Event Management plans for the concerts in 2025 and will share these with the Parish Council once these have been completed.

The clerk of Norley Parish Council has sent an email asking for a joint meeting with Forest England regarding the concerts.

The clerk was asked to see if a representative from Norley Parish Council was available to attend the next Parish Council meeting to discuss further.

18 School Transport

The clerk confirmed that she has emailed a letter dated 4th December 2024 to Cheshire West and Chester Ward Councillor K Shore, the clerk has received a response dated 17th January 2025 which has been circulated to all the Parish Councillors for their information.

Cheshire West and Chester Ward Councillor T Lush will email a copy of the report to the clerk for circulation. The clerk was asked to put this an agenda item for the next Parish Council meeting.

19 Donations

Councillor J Edwards declared an non-pecuniary interest in relation to Oakmere cricket club and North West Ambulance as such he did not take part in the discussion or decision relating to donations for these.

RESOLVED that;

£700 was to be donated to St Peters Churchyard.
£125 was to be donated to Oakmere Cricket Club.
£220 was to be donated to North West Ambulance.

20 Speed sign on Station Road

The clerk had emailed the company from which the speed sign had been purchased from in 2020, and they have quoted £196.00 plus VAT plus parts to fix the sign.

RESOLVED that;

Due the fact that the fault was intermittent the sign would not be fixed at this time. It would however be monitored.

21 Little Wood

An informal meeting had been arranged for Monday 13th January 2025 at 1pm in the bowling room of Delamere Community centre.

RESOLVED that;

The amount of £12.50 was retrospectively approved for the room hire.

The clerk had reported the flooding to the Environment Agency, but they had stated that this was not their responsibility, and the clerk had then contacted Cheshire West and Chester Council with regards to the flooding but no response has been received.

Tarmac have confirmed that the Parish Council can now instruct Northwich Town Council to commence the work. The clerk noted that they wanted a monthly update on the project and all the work must be completed by October 2025.

RESOLVED that;

The clerk was asked to contact Tarmac to explain that work cannot yet commence due to the flooding.

Councillor D Rutter will contact the landowner regarding the blockage to Fir Brook.

22 Village scene

The clerk reported that the Highways Department of Cheshire West and Chester Council had confirmed that the gully cleaning was undertaken by Highways, and they aim to clean all drains at least once every two years. The weed removal schedule, road sweeping and hedge trimming schedule has been requested but has not been provided by Cheshire West and Chester Council. This will be chased up by Cheshire West and Chester Ward Councillor T Lush.

Cheshire West and Chester Councillor T Lush stated that Cheshire West and Chester Council were undertaking a Highways volunteer scheme. The clerk was asked to obtain information regarding this and to circulate to all Parish Councillors for their attention.

23 Grit bins

Councillor F Goodier reported that a resident of the Earlsbrook Estate had requested a grit bin.

The clerk was asked to contact the site owner to supply a grit bin for the estate.

24 Update from Cheshire West and Chester Councillors

Cheshire West and Chester Ward Councillor T Lush reported that it was likely that Cheshire West and Chester Council will increase the Council Tax charge by 4.99% for the financial year 2025/2026.

25 Councillor's report and future agenda items

Councillor J Edwards asked if the clerk could investigate savings accounts for the Parish Council.

Councillor F Goodier reported that she had not got the key for the noticeboard. Councillor D Rutter has some keys from Councillor D Wheeler so this will then be passed to Councillor F Goodier for access to the noticeboard.

Councillor D Rutter asked if the clerk could contact Abbeywood asking if they could notify residents when they had any event with fireworks in order to warn residents with pets.

Councillor D Rutter reported that he was organising an event on 5th April to raise funds for the community centre and for the Air Ambulance.

Councillor C Topping asked Parish Councillors to complete and return the Residents Voice online survey from Cheshire Police.

26 Date and time of next meeting

The next Parish Council meeting is Monday 10th February 2025 at 7pm at Delamere Community Centre.

Part 2; contains confidential information and only Parish Councillors were present. The clerk left for this part of the meeting as it concerns the clerk's salary review.

17 Clerk's Salary Review

This item was confidential and as such the contents have been removed.

Chair signature.....Dated.....

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Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council held on Monday 20th January 2025.