

Delamere & Oakmere Parish Council Annual Meeting

MINUTES OF THE ANNUAL MEETING OF DELAMERE AND OAKMERE PARISH COUNCIL HELD ON MONDAY 19th MAY 2025 AT 7PM

Present: Councillor C Topping, Councillor A Bell, Councillor F Goodier, Councillor J Edwards, Councillor D Rutter and Councillor H Dilliway-Nickson.

Also, present Clerk, Mrs J Monks and two members of the public and a PCSO.

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 their apologies for the meeting.

2 Election of Chair

RESOLVED that;

Councillor D Rutter was elected Chair of the Parish Council.

Councillor D Rutter thanked Councillor C Topping for being the Chair of the Parish Council for the past year.

3 Election of Vice-Chair

RESOLVED that;

Councillor F Goodier was elected Vice-Chair of the Parish Council.

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Also, present Clerk, Mrs J Monks, two members of the public and a PCSO for public speaking time.

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 their apologies for the meeting.

2 Member's Code of Conduct and declarations of interest

There were no declarations of interest.

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.

5 Public Speaking Time

The PCSO addressed the Parish Council with regards to events which were being held by the Police and the PCSO over the next couple of weeks which were to be held at the Forestry England officers. The PCSO was also planning engagement events with local schools prior to the summer holidays. The PCSO confirmed that the best way to report incidents if they are non-emergency is via 101.

No members of the public wished to address the Parish Council.

6 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of Delamere and Oakmere Parish Council on Monday 14th April 2025 were approved and the minutes of the Annual Parish meeting on Monday 14th April 2025 were approved.

7 Progress Reports

The school has designed some posters regarding litter and dog fouling, and these were collected by Councillor F Goodier. Councillor F Goodier will give them to Councillor C Topping to be laminated for display and will give copies to Councillor A Bell for inclusion in the next newsletter.

The clerk confirmed that she had chased up the query about the ownership and painting the Cheshire Railings and that Cheshire West and Chester Council had confirmed that they do not own the railings. Councillor D Rutter confirmed that he was investigating the ownership of the railings.

The clerk confirmed that she had set up Councillor H Dillway-Nickson as an authorised person for bankline.

The clerk confirmed that she had contact the PCSO stating that the Parish Council would pay for room hire for PCSO surgeries at Delamere Community Centre. The PCSO however stated that he will no longer be running any regular surgeries.

The clerk had received a response from the Highways Department of Cheshire West and Chester Council and the MP regarding junction improvements, and these have been circulated to all Parish Councillors.

The clerk confirmed that the next Crown Farm Liaison meeting was on Thursday 29th May 2025 and the email invite had been circulated to all Parish Councillors.

Councillor F Goodier will contact the clerk regarding purchasing a replacement key for the noticeboard on Waste Lane.

8 Planning

The planning applications that had been received up to Monday 19th May 2025 were considered.

RESOLVED that;

- (a) No objections were to be made to 25/00924/FUL, Single storey side and rear extension, Grassendale Abbey Lane Oakmere.

- (b) No objections were to be made to 24/03818/FUL, Creation of a new vehicular access and private drive to serve Fishpool Farm. Fishpool Farm Fishpool Road Delamere.
- (c) No objections were to be made to 25/01090/FUL, Erection of replacement front porch, two storey side extension, side porch and a flat roof terrace with associated remodelling. The Claim Gallowsclough Lane Oakmere.

9 Standing Orders and Financial Regulations

RESOLVED that;

The standing orders and financial regulations were updated and confirmed for the Parish Council.

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.

Current Bank account balance is £31358.91 as at 30th April 2025.

Savings account balance is £10027.33 as at 30th April 2025.

Income received; VAT reclaim for 2024/2025 is £702.88. Precept £17520.00 and £27.33 interest on savings account.

RESOLVED that;

the following payments be authorised;

April 2025 debit card payments are as follows;

AGA print Ltd	Printing of Newsletter	447.59
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May 2025 Payments are as follows;

Joanne Monks	Pay for May	588.92
Cheshire Pension Fund	Pension contributions for May	210.33
Joanne Monks	Clerk Expenses May	32.30
Zurich	annual insurance	300.00
Gary Hudson	work in Little Wood	1,000.00
Mid Cheshire Bridleway Association	Annual subscription	8.00
Cheshire Association of Local Councils	Annual subscription	518.31
Shires Accountants	annual payroll processing fee	430.20

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 2024/2025 and internal auditors report

RESOLVED that;

The end of year accounts for 2024/2025 were accepted by the Parish Council.

RESOLVED that;

The internal auditors report was accepted by the Parish Council.

14 Annual Governance and Accountability Return 2024/2025

The clerk confirmed that the accounts for 2024/2025 had been to the internal auditor and there were no issues arising from the internal audit. As the Parish Council has exceeded the limit of £25,000 it cannot declare exemption from an external audit.

The gross income for the financial year 2024/2025 is £28328.95
The gross expenditure for the financial year 2024/2025 is £20,365.38

RESOLVED that;

The Parish Council would be subject to an external audit for 2024/2025 and the amount of £210 plus VAT was approved as the external audit fee.

15 Annual Governance and Accountability Return 2024/2025 Annual Governance Statement

RESOLVED that;

The Annual Governance Statement 2024/2025 is approved and is signed and dated by the Chair for 2024/2025, Councillor D Rutter and the Clerk and Responsible Financial Officer, Mrs J Monks.

16 Annual Governance and Accountability Return 2024/2025 Accounting Statements

The Clerk and Responsible Financial Officer has filled in the Accounting Statements for 2024/2025, 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 2024/2025, Councillor D Rutter 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 was confirmed by the Parish Council.

19 Village scene/Highways volunteer scheme

Councillor F Goodier had been to a meeting with the Highways Department of Cheshire West and Chester to discuss the Highways Volunteer scheme on Tuesday 6th May 2025 at 3pm.

It was agreed that no one under the age of 18 could volunteer as part of the scheme as they would not be covered by Cheshire West and Chester's insurance. Some of the work the Highways Volunteers could do, other work had been requested to be done by the Highways Department or Street Care department of Cheshire West and Chester Council.

The clerk was asked to chase up any outstanding jobs which were due to be done by Cheshire West and Chester Council.

RESOLVED that;

The first volunteer day would be on Sunday 20th July at 10am to meet at Delamere Community centre. This would be for cleaning the signs and cutting back vegetation.

The clerk was asked to contact the Highways Department of Cheshire West and Chester Council to confirm that this date was okay and to confirm that they would provide all the necessary equipment.

20 Christmas

It was proposed to hold a joint event with the Church on the same day as their Christmas market, Saturday 29th November 2pm until 5pm with the switch on event afterwards.

Councillor C Topping will liaise with Forest England regarding the provision of a tree.

21 Summer Event

The clerk confirmed that she had submitted a Ward Members budget grant application for the cost of the hire of the games (£175.00) and a DJ for the event, (£200.00).

The clerk has received an invoice for the games, and this will be paid by bank transfer in July.

Councillor F Goodier will contact the DJ and request that he emails an invoice to the clerk to pay for the booking.

Councillor C Topping's draft lease agreement for the car parking at the Hollies had been circulated to all Parish Councillors for their attention. The clerk had sent this to Cheshire Association of Local Councils for comments, which the clerk has subsequently circulated to all Parish Councillors. The clerk was asked to send the draft and all documentation relating to this to Councillor J Edwards for his attention to draft a suitable lease. Upon receipt of this, the clerk will then send it to Cheshire Association of Local Councils for comments.

The clerk will ask the Community Centre if the car park could be used for the summer event at Abbey Arms on Sunday 2nd August.

22 Little Wood

The clerk noted that Tarmac wanted a monthly update on the project and all the work must be completed by October 2025. The clerk was asked to submit a report stating that the Parish Council were meeting the contractor on site to discuss the work.

The clerk confirmed that the work contracted and agreed by the Parish Council for work in Little Wood which was given to Mr G Hudson has now been completed and the agreed amount of £2,000 has been paid to Mr G Hudson. There is no further work which has been agreed by the Parish Council.

Any future additional work will need to be quoted for and three estimates for any future work will be required in line with the Parish Council's financial regulations.

RESOLVED that;

The clerk was asked to arrange a meeting with Northwich Town Council and Councillor D Rutter to look at the quote they provided and review the work necessary.

Northwich Town Council would also be asked to supply a further quote for tree works and a quote for tree clearance on Frith Avenue.

23 Bulb planting

The clerk confirmed that she had contacted L&Q who stated that they did own the roundabout outside the Earlsbrook Housing Estate. Cheshire West and Chester Council had not yet confirmed if they adopted the roundabout or not.

Forest England had agreed to donate £200 for the costs of purchasing bulbs.

RESOLVED that;

The clerk will ask Forest England to purchase bulbs and to contact the clerk when they have been delivered so that they can be planted by the Highway Volunteers.

24 In memory of Councillor Derek Wheeler

RESOLVED that;

The Parish Council would purchase a bench in the memory of Councillor Derek Wheeler and the expenditure of up to £600 plus VAT was approved. The funds would be taken from the Community infrastructure levy budget.

Councillor F Goodier asked the clerk to see if Willington Parish Council were interested in a joint proposal for Councillor R Penke who had recently died.

25 Newsletter

RESOLVED that;

It was noted that the printing costs of £447.59 and invoices have been sent for a total of £357.00. As such the newsletter has made a loss of £90.59.

The clerk reported that there were two invoices remaining unpaid, which total £52.00. Councillor A Bell will chase these up.

26 IT policy

RESOLVED that;

An IT policy for the Parish Council was adopted.

27 Forestry England

Councillor A Bell reported the Forest England were removing the bins from the forest following a recent fire.

RESOLVED that;

The clerk was requested to draft a letter from the Parish Council to Forestry England regarding this as this would cause more litter in and around the forest.

Councillor J Edwards reported that there has been an issue with a tree which was dangerous in the forest however there was no 24/7 contact for the Forest England and the police had not considered it an emergency. The clerk was asked to draft a letter regarding this to be sent to Forest England and the Police and Crime Commissioner with a copy to be sent to the PCSO.

The clerk was requested to draft a letter to be sent to the Forestry England with regards to the concerts and to request a financial contribution via ticket sales for improvements to pavements in the parish.

28 Community Infrastructure Levy

RESOLVED that;

The clerk confirmed that she had filled in and returned the Community Infrastructure report for Chester West and Chester Council. The balance as of 31st March 2025 was £8,334.31. The clerk has taken a further £1,000 for the tree work in Little Wood out of this budget. The Parish Council does need to spend the funds, or the funds will be transferred back to Cheshire West and Chester Council.

29 Update from Cheshire West and Chester Councillors

There were no Cheshire West and Chester Ward Councillor present.

30 Councillor's report and future agenda items

Councillor A Bell was looking into the possibility of putting back editions of the newsletter into the Cheshire Archives.

Councillor C Topping reported that the footpath down to the Station Road car park had been closed due to safety concerns. Councillor A Bell will send the details of the Community Rail Officer to the clerk so the clerk can pursue this issue with Network Rail.

Councillor J Edwards reported that their visibility issues with cars exiting the car park from the Manchester bound side of the railway car park. The clerk was asked to contact both Network Rail and the Highways Department of Cheshire West and Chester Council regarding this.

Councillor D Rutter asked the clerk to contact the Highways Department for an update on the introduction of 40mph speed limit on the A556.

Councillor C Topping sent her apologies for the June meeting as she was unable to attend.

31 Date and time of next meeting

The next Parish Council meeting is Monday 16th June 2025 at 7pm.

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

Page 933

Minutes of the monthly Parish meeting of Delamere and Oakmere Parish Council
held on Monday 19th May 2025.