

HOUGH AND CHORLTON PARISH COUNCIL

MINUTES OF MEETING

HELD 7:30pm, 13th APRIL 2017, HOUGH VILLAGE HALL

PRESENT Councillors: A Broome (Chairman), G Bennion (Vice-chairman), C Pywell, M Johnston, R Dodd
Also present were Ms Amanda Copnall and Mr Grenville Vale (co-opted at meeting)

16.162 APOLOGIES FOR ABSENCE

Apologies have been received from Cllr Hewitt and Cllr McFarlane, Cllr Clowes has informed that she will be attending Weston parish Council first and so will be late.

16.163 DECLARATIONS OF INTEREST

No declarations of interest were declared.

16.164 MINUTES OF MEETING HELD ON 10th MARCH 2017

The motion to accept the minutes of 10th March 2017 as a correct record was agreed by majority. Cllr Pywell asked if the version of the minutes to be presented at the meeting for signing could be circulated beforehand in future so that amendments can be noted and the clerk agreed to this.

16.165 CO-OPTION OF PARISH COUNCILLORS

Mr Grenville Vale and Ms Amanda Copnall were introduced to the Council and were co-opted into the vacant seats. Both signed their Declaration of Office, witnessed by the clerk.

16.166 POLICE MATTERS

16.166.1 SMART WHEELIE BIN STICKERS

After discussion, it was agreed by majority vote that stickers and a letter be delivered personally. Cllr Pywell agreed to write a draft letter for approval. Cllr Broome stressed she felt that stickers should only be distributed to houses in a speed limit to which they pertain.

16.166.2 SID DATA AND SPEEDING ON COBBS LANE

The clerk agreed to take over the downloading and circulation of the speeding data from Cllr Pywell who is no longer able to access the information.

16.166.3 ATTENDANCE AT THE CLUSTER MEETING, 24TH APRIL 2017

Cllr Vale agreed to attend the Cluster meeting on behalf of the Parish Council.

16.167 HIGHWAY MATTERS

16.167.1 WAYBUTT LANE FLOODING PROBLEMS – AN UPDATE

Cllr Clowes updated the Council regarding the problems of flooding on Waybutt Lane.

16.167.2 ANY OTHER ISSUES

Cllr Clowes reported that it has been agreed by Cheshire East Council to put a pavement along the A531 Gorsty Rd. In addition, a 40mph limit will be imposed from the Staffordshire boundary to the Crewe Hall roundabout.

16.168 ENVIRONMENTAL MATTERS

16.168.1 WORK REQUIRED ON THE COMMON

Cllr Bennion reported that the mole problem on the Common is caused by moles on adjacent land so little can be done at present. He also reported that Mr Rance is planning to sort the aerating of the grassed area.

16.168.2 CHARTER FOR TREES, WOODS AND PEOPLE

It was agreed that the clerk sign the Parish Council up for this scheme.

16.168.3 MOBILE PHONE PROVISION FOR THE LENGTHSMAN

It was agreed that the Clerk look for packages for the lengthsman and report back to the Council. A phone cost limit of £50, with a maximum £10 contract a month was agreed.

16.168.4 MARTON CLOSE AND DUST WAGON DAMAGE

A letter has been prepared to circulate to residents and Cheshire East contacted regarding the problem.

16.168.5 FLY-TIPPING OFF CHORLTON LANE

The Clerk informed that the problem has been reported to the Environment Agency and that Network Rail are to arrange removal of the dumped rubbish. Also, the clerk informed that similar problems have been reported in The Sentinel occurring just over the border in Staffordshire.

16.168.6 OFFER OF A TALK BY G NEWSOME, CHESHIRE EAST ARBOROCULTURALIST

It was agreed that the clerk contact Mr Newsome to request if he would be willing to visit the Council to briefly outline the work of his Department.

16.169 PROVISION OF DEFIBRILLATORS TO HOUGH AND CHORLTON

Cllr Broome reported that the defibrillator purchased for Wychwood park is now installed. Cllr Bennion was thanked for fixing the bracket for both this one and the defibrillator at Hough Village Hall.

A training session has been organised at the Wychwood Hotel on the 20th May, 2017. It was agreed to ask if a further training event could be held at Hough Village Hall.

Cllr Johnston queried the training log purpose and it was agreed that this should only be for the Parish Council records.

16.170 LOCAL PLAN CONSULTATION

Cllr Broome reported that there are consultations which the Parish Council need to consider (the details of which have previously been circulated to Members) with responses due by April 10th. The clerk and her have attended a ChALC meeting for local parishes with Andrew Thompson in presence. Comments were taken from the Parish Council representatives and it was agreed that a joint response be prepared by ChALC and Andrew Thompson on behalf of the Parishes present.

16.171 UPDATE ON THE NEIGHBOURHOOD PLAN

Cllr Clowes and Cllr Pywell reported on the progress of the Neighbourhood Plan Steering Group:

A database is being prepared of the responses from the 5-year housing survey and it is thought the response was approximately 30%. A report is expected by the end of the month.

Public consultations are being organised and an event has been arranged for Wybunbury Fig Pie Wakes during the first week of June. It was considered whether Hough could organise an event, possibly in July.

16.172 HS2 UPDATE

The clerk informed that she has requested electronic copies of the Hybrid bill.

16.173 NEWSLETTER

Cllr Broome and Cllr Dodd updated the Council. Cllr Dodd has arranged printing for 1000 copies at a cost of £95 to £100 for 1000 copies. It was agreed by all to use this printing service for the current newsletter and move from Delmar print who charge approximately double this.

16.174 VILLAGE HALL UPDATE

16.174.1 VILLAGE HALL IMPROVEMENT UPDATE

Cllr Bennion reported that the Village Hall roof has now been completely repaired, financed by the Village Hall. Cllr Bennion, as a member of the Village Hall Committee, requested a donation. It was agreed that this be on the agenda for May.

16.174.2 GENERAL UPDATE

Cllr Broome reported:
 Quiz in March – This did well and there were six teams.
 The next bingo evening is May 10th organised by the Elwood ladies

16.174.3 VILLAGE HALL SECTION OF THE WEBSITE – INPUT OF CONTENT AND MAINTENANCE

Cllr Bennion offered to assist the clerk in maintaining the website by acting as a back-up and by helping input the information regarding the Village Hall.

16.175 TRAINING UPDATE

The clerk reported that she had attended an audit and finance course which had been very informative.

Cllr Vale and Cllr Copnall both reported that they had found the ChALC Induction course very useful.

16.176 PLANNING MATTERS

16.176.1 REQUEST FOR A MEETING WITH STEVEN GRIMSHAW, ASSOCIATE PLANNER.

An informal meeting has been arranged for May. It was noted that attendance is not compulsory.

16.176.2 PLANNING APPLICATIONS RECEIVED SINCE THE 10TH MARCH 2017

16/3829W	Casey Lane Stables, Casey Lane, Basford, CW2 5NH	Improvement of land via removal of previously deposited ash/clinker, and restoration to agricultural and equestrian after use via importation and placement of inert and soil-forming material (including ancillary works) Comments deadline 3/5/17 Cllr Clowes outlined this application to excavate ash and old clinker from this piece of land. Hough and Chorlton will be directly affected because of the proposed access onto Newcastle Road and also the impact of many HGVs, potential dust and noise from the operations. It was proposed that the clerk write to Cheshire East Planning to ask for an extension to the comments deadline. Cllr Clowes informed that Weston and Basford Parish Council is hoping to arrange a meeting with Planning Officers such that more information can be found out.
17/1790N	5, Hampstead Drive, Weston, CW2 5GT	Proposed White pvcu conservatory to rear elevation of property. (Comments deadline 3/5/17) It was agreed that Hough and Chorlton parish Council have no objection to this application.

17/1732N	17, Hampstead Drive, Weston, CW2 5GT	Installation of wood burning stove in converted garage and installation of wood burning stove in conservatory. (Comments deadline 3/5/17) It was agreed that the Parish Council respond to ask assurance that the flue is sufficient and also to express the opinion that should the height need extending, then this would become unsightly. The Environmental Impact was also noted. The clerk was asked to draft a response.
17/1688N	7, Henley Road Weston CW2 5GD	Prior approval of single storey rear extension extending 0.5m beyond the rear wall, maximum height of 3.7m and eaves height of 2.5m. It was agreed that Hough and Chorlton parish Council have no objection to this application.
17/1897N	20, Springwater Drive Weston CW2 5FW	Change from Timber gates to wrought iron gates, provision of new garden shed, alterations to windows and doors and externally mounted post box. (Comments deadline 2 nd May) It was agreed that Hough and Chorlton parish Council have no objection to this application.

16.176.3 UPDATE ON PLANNING APPLICATIONS

16/3464N	Land adjacent to Chorlton lane	Change of use from agricultural to part agricultural and part keeping of horses. Retention of existing mess room and retention of existing septic tank and associated hard standing (retrospective). Cllr Broome informed that this application has been withdrawn.
	Basford Creamery	Cllr Clowes updated that enforcement issues are still ongoing. The operators have been given 12 months to remove everything from the periphery of the site.

16.177 ANNUAL REVIEW OF RISK ASSESSMENT DOCUMENT

The Risk Assessment Document was discussed. It was agreed that the Business Continuity be reviewed in the event the clerk is unexpectedly unable to continue. It was agreed to remove the section referring to Wychwood Park in the precept section and to change reference to 'all cheques' to all 'financial transactions'.

16.178 FINANCIAL MATTERS

16.178.1 INTERNAL AND EXTERNAL AUDIT ATTANGEMENT

The clerk updated: The Internal auditor has been confirmed as AP Accountancy as last year at a cost of between £150 to £200 + VAT. The external audit is due at BDO by the 12th June 2017.

16.178.2 BANK ACCOUNT CHANGE DUE TO CLOSURE OF THE CREWE BRANCH OF YORKSHIRE BANK

The clerk updated the Council with information from several banks and the options they offer for online banking. It was agreed to move the bank account to NatWest as they have several local branches and that they offer Bankline Light – an option for online banking that requires two signatories. This system is in use by some other Councils within Cheshire East.

16.178.3 ANNUAL REVIEW OF ASSET REGISTER

The updated asset register, prepared by Cllr Bennion and the Clerk, had previously been circulated to the Council. The defibrillators and St George's flag. In addition, some donated items have been added at a value of £1 in accordance with standard practices.

It was noted that over the year, both a St George's flag and a picnic bench (stolen from the Common) have been decommissioned and thus removed from the register.

It was also reported that Cllr Bennion has performed a routine inspection of all assets with the exception of the Speed Indicator Device.

16.178.4 TO RECEIVE THE Q4 ACCOUNTS AND BUDGET EXPENDITURE

The Council received draft accounts and budget expenditure for the financial year 2016/2017 from the clerk.

16.178.5 UPDATE ON FINANCIAL MATTERS RELATING TO THE NEIGHBOURHOOD PLAN

Cllr Clowes and the clerk updated the Council on the financial arrangements of the Neighbourhood Plan. Hough and Chorlton Parish Council are to be the conduit account and will pay the invoices until the Neighbourhood Plan Bank account is up and running. This means the other Parishes need to pay their contributions to Hough and Chorlton.

16.178.6 CONFIRMATION OF COMPACT PAYMENT 2017/2018

The clerk confirmed that correspondence has been received confirming that the compact payment has been agreed for 2017/2018 and is unchanged (£1250). The letter states that no guarantee about future payments.

16.178.7 THE FOLLOWING PAYMENTS WERE APPROVED

Clerk's Salary March	£433.33
Clerk's mobile phone contract contribution February	£10.00
Clerk's SID payment	£10.00
Clerk stationery	£25.85
Clerk travel expenses – February 10 th to March 10 th	£24.01
Clerk - Stamps	£6.60
A Broome –stationery and print cartridges	£30.03
Mr J Rance – grass cutting April	£460.00
Mr W Newton – Lengthsman April	£137.50
Webster's (Landscaping) April	£380.00
ChALC Affiliation fee	£475.65
ChALC – Local Council review	£17.00

ChALC - Training – Audit and transparency course	£60.00
TOTAL	£3449.16

16.178.8 CURRENT BALANCES AS OF 31st MARCH 2017

Balance in current account as of 31/3/2017	£11,196.79
Balance in Savings Account as of 31/3/2017	£2951.14
TOTAL	£14,147.93

16.179 FUTURE MEETING DATES

The Council discussed keeping the meetings on a Friday or moving to a Monday. It was decided by majority vote to continue to meet on Friday evenings.

16.180 PARISH COUNCILLORS' REPORTS

None

16.181 DATE OF NEXT MEETING:

The next meeting will be the 13th April, 2017, 7:00pm, at Hough Village Hall.

Chairman: A. Broome

Date: