
Minutes of an ORDINARY PARISH COUNCIL MEETING held Monday 15 February 2021 at 7.30pm via Zoom Video Conferencing

Present: Cllr Bannister (Chairman), Chappell, Hoey, Reed, Weltman and Williams

Also in attendance: Lara Jacob (Clerk); 2 members of the public

1. **To receive apologies**

Apologies were received from Cllr Boylan, Jewitt, Logan and Martin (all work commitments)

2. **Disclosure of interest in items on the agenda**

No disclosures were made

3. **Public open forum**

No members of the public were in attendance

4. **PCSO**

PCSO Phil Hambleton attended the meeting and reported that a number of anti-social behaviour complaints had been made including gatherings in the wooded areas and at Kensington Way Park and noise nuisance by youths playing football; a bike had been reported stolen from a rear garden; six speeding activations had taken place on Monarch Drive and a driver stopped and charged with drink driving on the spine road.

5. **Approval and receipt of Minutes**

- a) **To approve** the minutes of the Ordinary Meeting held on 18 January 2021

Resolved – the minutes were a true record of the meeting held on 18 January 2021.

- b) **To approve** the minutes of the Extra Ordinary Meeting held on 25 January 2021

Resolved – the minutes were a true record of the meeting held on 25 January 2021.

6. **Finance and administration**

- a) **To approve** the Unity Trust bank reconciliation to 03-02-2021

Resolved – approval of the Unity Trust bank reconciliation to 03-02-2021.

- b) **To approve** bank reconciliation for the Nationwide 45 Day bank account to 03-02-21 and the 125 Day bank account to 19-01-2021

Resolved – approval of the Nationwide bank reconciliations.

- c) **To approve** the Yorkshire Bank reconciliation to 31-12-2020

Resolved – approval of the Yorkshire bank reconciliation to 31-12-2020.

- d) **To approve** accounts for payment in February 2021

Resolved – approval of the accounts for payment as presented.

Ordinary Meeting Minutes (cont.)

- e) **To note** accounts paid January 2021

Noted – the payments made in January 2021.

- f) **To note** financial position/management accounts to end February 2021

Noted – the financial position at the end of February 2021.

- g) **To consider** if a transfer of funds from the Nationwide 45-day savings account to cover future payments is necessary.

Resolved – that as the VAT reclaim of £13,092.91 had been received, that there was no need to transfer funds.

- h) **To note** that a precept request of £198,482, being a charge of £104.69 on each Band D equivalent property (0% increase on 2020/21) was made to Cheshire West and Chester Council.

Noted – that the precept request had been acknowledged as received by Cheshire West and Chester.

- i) **To approve** the purchase of Close of Year services from Rialtas at a cost of £560 (plus VAT) which includes the restatement of the accounts from Receipts and Payment to Income and Expenditure, necessary as the parish council have exceeded the £200,000 turnover figure for financial year 2020/21.

Resolved – that the Close of Year service will be purchased at a cost of £560

- j) **To approve** the timesheets submitted by the clerk

Resolved – to accept the timesheets submitted by the clerk.

7. **Planning Applications**

- a) **To note** that Cheshire West and Chester (CWAC) have approved the following planning applications:

20/03072/FUL Northwich Fire Station Braddon Close Davenham Northwich CW9 8HQ

Proposal: Single storey rear extension, external alterations including facade treatments, replacement windows and doors, new external access door and external hard and soft landscaping works.

20/04298/FUL 1 Mereworth Drive Northwich Cheshire CW9 8WY

Single storey side/rear extension

Noted – the decisions of CWAC Planning Department

- b) **To note** that the following application was received, circulated and no comment is to be made:

20/04858/FUL Anderton Place Sandbach Drive Northwich

Proposal: Replacement of the roof covering

Noted – that no comment was submitted by the parish council.

- c) **To consider** a response to the following planning application:

21/00074/FUL 10 Kensington Way Davenham Northwich Cheshire CW9 8GG

Proposal: Alterations to front to replace garage door with a window for a garage Conversion

Resolved – that no comment will be submitted to this planning application, but a general comment regarding the loss of parking space potential when garage conversions take place will be made to the CWAC Planning Department.

- d) **To note** that a consultation has been advised on the HS2 Phase 2a Scheme between the West Midlands and Crewe. The consultation will close at **11:45pm on Friday, 26 February 2021** and can be accessed here: www.hs2.org.uk/phase2a

Noted – that the consultation is taking place.

8. **Deeds of Variation**

The document provided by Chambers Fletcher was considered

Resolved – that clarification will be sought to establish the intention of the document and the role of parties to the document.

9. **St George's Way**

The latest communication sent by CHL Solicitors was considered.

Noted – that correspondence had been sent to the other party's solicitor as agreed by the parish council.

Resolved – that the invoice for £1560, accompanying the correspondence would be paid this month.

10. **Grounds Maintenance Contract**

The tender contract was reviewed.

Resolved – that the following elements will be highlighted at the meeting with the contractor:

- Gate repairs
- Repairs to railings
- Provision of signage at the play areas
- Cleaning of the Kingsmead sandstone signs
- Provision of litter bins

11. **Environmental Matters**

a) Additional Flower Bed – the contractor had communicated that the scope of work to install lighting was not something that could be undertaken by his company.

Resolved – that due to costings and complexity the installation of lighting to the sign in front of the flower bed will not be pursued and that purchase orders for planting of an existing flower bed and planting of the new flower bed should be issued to the contractor.

b) **To approve** the adoption of the Tree Management Policy

Resolved – that, with the addition of the words “and shrubbery” where the word “trees” occur, the Tree Management Policy will be adopted as a policy of the parish council and be available through the council's website.

c) The quotation for tagging trees was considered.

Resolved – that further information will be requested on how the system proposed will work in practice and whether any ongoing maintenance or annual costs will be chargeable for access to the data.

d) Resident queries on the pruning of trees at Burwudsley Close and Knightsbridge were discussed.

Resolved – that no tree works will be undertaken before this year's bird-nesting season begins; that a tree management contract tender exercise will take place soon and following this, the recommended works and timetable outlined in the Tree Management Report will be undertaken by the successful contractor.

e) The water run-off and drainage issues at Dobells Road pathway and junction of St Georges, raised by residents was discussed.

Resolved – that an opinion on the remedy to the drainage problem which is causing damage to the pathway will be sought.

f) **To consider** quotations (if received) for brickwork repairs, electrical repairs and the repair of railings at the Clocktower.

The quotation for electrical repairs was the only one received.

Resolved – a comparison quotation for the repairs to the lights would be sought; that quotations for the

Ordinary Meeting Minutes (cont.)

other elements would be brought to the next meeting.

g) Correspondence from a resident regarding accessibility to a footpath adjacent to the Willows apartment block at the end of Sandbach Drive was discussed.

Resolved – that the parish council will write to the management company in support of the request made by the resident.

h) **To receive** an oral report on other issues raised by residents

Noted – there had been requests for litter pick equipment from several residents; enquiries had been made by two residents regarding installation of fencing to boundaries; the company whose vehicle had damaged the verge by St George's field are sending someone to assess the damage caused; the grit bin by St George's Way had been filled.

12. Ponds Works

Noted – that there was some litter accumulating in the ponds.

13. Play Parks

a) The recommendation from the Play Area Committee that the play equipment at Burwudsley Park be removed following the latest play inspection report was discussed

Resolved – that quotations for the removal of the play equipment are sought.

b) The gradual replacement of the wooden bark floor coverings in the park areas with eco rubber chippings was discussed.

Resolved – that several options will be investigated and that a trial of an alternative surface might take place at Campbell Close following the installation of the new equipment.

14. Newsletter sponsorship

Information and advice received regarding business sponsorship of a parish newsletter was discussed.

Resolved – that further advice could be requested from ChALC in the form of a policy template.

15. Clerk Vacancy

Resolved – that this item be discussed in closed session.

16. Agenda items for the next meeting

The following items were agreed to be considered at the March meeting:

The A556 junction – feedback from Hartford and Davenham;

Report of the Wildflower Working Group

The clerk left the meeting at 21.16

17. Close of meeting

Closed session items

Members of the public should be aware that the council may take a vote on any item on the agenda to resolve that the item be dealt with in closed session. The law permits the exclusion of the press and public when the council is discussing matters which may contain sensitive information, such as legal advice or matters pertaining to individuals.

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to

Ordinary Meeting Minutes (cont.)

the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

15. **Clerk Vacancy**

The panel reported that all candidates interviewed were of a high calibre, making the decision a difficult one.

Resolved – by unanimous vote, that the recommendation of the recruitment panel to appoint Lindsey Parton as clerk to the parish council be accepted.

The meeting closed at 21.33