

KINGSLEY PARISH COUNCIL

MINUTES OF THE MEETING OF KINGSLEY PARISH COUNCIL HELD IN THE KINGSLEY COMMUNITY CENTRE ON TUESDAY

19 July 2016 at 7.30pm

Present: Councillor S. Billows
Councillor F. Crane
Councillor D. Crossley
Councillor D. Fletcher
Councillor C. Jones
Councillor D. Moores (Chairman)
Councillor R. Wilson

In attendance: Mrs J. Preston (Clerk)

MEETING No 2

REF.	DISCUSSION	ACTION
16/123	Apologies for Absence Councillor D. Vickers Councillor C. Pownall	
16/124	Minutes of the Meeting held on 21 June 2016 The Minutes of the meeting held on the 21 st June were approved and signed by the Chairman as a true and correct record.	
16/125	Matters Arising None	
16/126	Declarations of Interest Register of Interests: Councillors are reminded of the need to update their register of interests and the need to disclose both the type of interest and its nature.	
16/127	Chairman's Remarks Cllr Moores noted that the draft 'social media' policy was still being developed and thanked Councillor Billows for the time she had spent on this to date. Cllr Moores recognised that we needed to have a robust policy but also expressed a view that we ensure that the time spent on this does not divert us from delivering on all the other areas of work in which we are involved. Cllr Moores noted that the intention is for Councillors Crane and Billows to draft and present a 'social media' policy for approval at the September council meeting.	FC/SB

	<p>Councillor Moores thanked Councillor Jones and all the councillors and members of the working party who assisted at the Open Day for the official opening of the Outdoor Gym Equipment. He had received positive feedback from many residents about the event who had thoroughly enjoyed the afternoon.</p> <p>Councillor Moores also thanked everyone for the card and good wishes following his short stay in hospital, which were greatly appreciated.</p>	
16/128	<p>Opportunity for Public to raise issues No issues raised</p>	
16/129	<p>Planning Issues</p> <p>1. Council TO NOTE the Planning decisions made by the Borough Council.</p> <p>16/01793/FUL Land adjacent to Mill Brook, Mill Lane, Kingsley REFUSED</p> <p>16/02616/FUL Chapel Works, Bushell Lane, Kingswood APPROVED</p> <p>16/00583/FUL Ravens Lodge Farm, Waterloo Lane, Kingsley APPROVED</p> <p>2. APPLICATIONS FOR CONSIDERATION</p> <p>16/02345/FUL Beech Farm Beech Lane Norley Proposed outbuilding conversion</p> <p><i>The concerns that Kingsley Parish Council would have is that based on previous history of planning applications it appears that this is another attempt to construct another dwelling(s) for use either as holiday accommodation or for sale/letting. The building is on an agricultural site and has no impact on other dwellings but KPC are concerned that this may be an attempt to convert the agricultural site to a residential site.</i></p> <p>16/02616/FUL Chapel Works Bushells Lane Kingswood Erection of 2 no. dormers and amendments to windows on rear elevation</p> <p><i>No Objections</i></p> <p>16/02368/FUL The Homestead Norley Road Kingsley Single storey rear extension and extension to front porch</p> <p><i>No Objections</i></p>	

	<p>KPC councillors discussed the above planning applications by e-mail as the deadlines for comments to be submitted were in advance of the July meeting. The agreed comments were then forwarded to CWAC by the Clerk.</p> <p>3. APPEAL BY None</p> <p>Councillor Moores informed the Council that it was likely that a new planning application for the proposed ‘development’ in Delamere Forest for holiday lodges and improved visitor centre, parking and other facilities could be submitted by the Forestry Commission later this year possibly September or October.</p> <p>Councillor Billows raised the matter of the neighbouring fence that has been installed in Westbrook Road opposite Smithy Lane which is at least 2 metres high. A retrospective planning application is going in on 11 August 2016 and Kingsley Parish Council will be notified in the usual manner.</p> <p>Discussion ensued regarding the possibility that this could lead to other residents on the estate looking to install similar fences in front gardens, a feature which could have a significant visual impact on the estate. Councillor Crane declared an interest and took no further part in the discussions.</p> <p>Councillor Crossley informed the Council that at his recent training session on Planning it was stated that it would be good practice to hold a budget of £1000 in case of the need to make an appeal against a planning decision. This matter will be raised at the September Council meeting when all Earmarked Reserves will be discussed.</p>	ALL																																							
16/130	<p>Finance</p> <p>(a) To agree the following payments and sign cheques:</p> <table border="0"> <tr> <td>SLCC CiLCA Registration</td> <td>250.00</td> <td>2803</td> </tr> <tr> <td>SLCC C Arnold Baker Admin</td> <td>76.60</td> <td>2804</td> </tr> <tr> <td>D Crossley Open Day Expenses</td> <td>26.40</td> <td>2805</td> </tr> <tr> <td>Scottish Power</td> <td>28.72</td> <td>2806</td> </tr> <tr> <td>Mid Cheshire Grounds Maintenance</td> <td>255.98</td> <td>2807</td> </tr> <tr> <td>J Preston July salary</td> <td>267.65</td> <td>2808</td> </tr> <tr> <td>A Walker July salary</td> <td>226.42</td> <td>2809</td> </tr> <tr> <td>HMRC July Tax</td> <td>123.40</td> <td>2810</td> </tr> <tr> <td>ChALC Cllr Crossley Training</td> <td>50.00</td> <td>2811</td> </tr> <tr> <td>J Preston Admin Expenses</td> <td>19.06</td> <td>2812</td> </tr> <tr> <td>C Jones Open Day expenses</td> <td>43.39</td> <td>2813</td> </tr> <tr> <td>Helsby PC reinstallation of office PC</td> <td>50.00</td> <td>2814</td> </tr> <tr> <td>BT</td> <td>28.20</td> <td>D/D</td> </tr> </table> <p>Invoices paid prior to the meeting:</p>	SLCC CiLCA Registration	250.00	2803	SLCC C Arnold Baker Admin	76.60	2804	D Crossley Open Day Expenses	26.40	2805	Scottish Power	28.72	2806	Mid Cheshire Grounds Maintenance	255.98	2807	J Preston July salary	267.65	2808	A Walker July salary	226.42	2809	HMRC July Tax	123.40	2810	ChALC Cllr Crossley Training	50.00	2811	J Preston Admin Expenses	19.06	2812	C Jones Open Day expenses	43.39	2813	Helsby PC reinstallation of office PC	50.00	2814	BT	28.20	D/D	
SLCC CiLCA Registration	250.00	2803																																							
SLCC C Arnold Baker Admin	76.60	2804																																							
D Crossley Open Day Expenses	26.40	2805																																							
Scottish Power	28.72	2806																																							
Mid Cheshire Grounds Maintenance	255.98	2807																																							
J Preston July salary	267.65	2808																																							
A Walker July salary	226.42	2809																																							
HMRC July Tax	123.40	2810																																							
ChALC Cllr Crossley Training	50.00	2811																																							
J Preston Admin Expenses	19.06	2812																																							
C Jones Open Day expenses	43.39	2813																																							
Helsby PC reinstallation of office PC	50.00	2814																																							
BT	28.20	D/D																																							

	<p>AON Insurance 1314.09 2801</p> <p>Outdoor Activities Services Climbing Wall 690.00 2802</p> <p>(b) To note payments received:</p> <p>Open Day Takings 108.00</p> <p>Bank Interest 1 April – 1 July 5.34</p> <p>(c) To receive Quarterly Statement to 30th June and Bank Reconciliation The Council Received the Quarterly Statement and Bank Reconciliation to 30th June 2016</p>	
16/131	<p>Borough Councillor Remarks None</p> <p>It was agreed that the Parish Clerk would request a short update report from Councillor Fifield (who is providing support in Councillors Oultrum’s continued absence) that may be pertinent to Kingsley Parish, from Councillor Fifield prior to future Council meetings.</p>	JP
16/132	<p>Playing Field Report Councillor Fletcher had circulated the e-mail from Tim Williams (CWAC) which set out the details and costs of carrying out a survey on the condition of the trees at the Kingsley Playing Field and Kingsley Cemetery. The cost of both surveys would be £339.12 including VAT.</p> <p>The survey will include the identification of trees, an assessment of their condition and risk and proposals for their management.</p> <p>It was RESOLVED THAT the Council will ask CWAC to carry out the survey and Councillor Fletcher will manage this work. This was unanimously agreed.</p> <p>Councillor Jones reported on the official opening of the Outdoor Gym Equipment. She thanked everyone for all their hard work involved in the Open Day and she and the Parish Clerk will send out letters to all the stall holders thanking them for supporting the event.</p> <p>The cost of the actual day was under the £1000 budgeted.</p> <p>The cost of the Outdoor Gym Equipment and installation was £58,030, under the £62,089 budgeted. Councillor Jones will therefore go ahead for quotes for 2 more mini pieces of gym equipment. Once quotes received Councillor Jones can apply to CWAC under the S106 Agreement for assistance with costs.</p> <p>One concern was raised with regard to the potential for cyclists and runners using the new path to ‘collide’ with other users of the field especially young</p>	DF CJ/JP CJ

	<p>children) who may enter the field from the entrance by the car park.</p> <p>Two possible solutions were considered:</p> <ol style="list-style-type: none"> 1) Install some form of physical barrier / fence to ‘alert’ those entering the playing field from the car park entrance to the possible presence of cyclists and runners. 2) Cut back existing vegetation to provide better sight lines. <p>Councillors Jones and Crossley will investigate the matter further.</p> <p>The entrance from the car park into the field became boggy owing to the heavy rain at the time. The fire engine became stuck in the mud which caused ruts and damage to the field. It was RESOLVED THAT Councillor Crossley will arrange a quote for levelling and rolling the area concerned.</p> <p>Councillor Fletcher stated that the playing field gate that is locked at night now has a lock on the gate, placed by contractors, which is not very substantial. It was RESOLVED THAT Councillor Fletcher would purchase a new stronger lock with a set of keys.</p> <p>Councillor Moores suggested that now that more people are being encouraged to visit and use the playing fields, it might be worthwhile considering further enhancements to the site and in particular, looking at ways to make the site more attractive and ecologically diverse. One possible idea would be to create a new wildflower meadow area on part of the playing field near to the Outdoor Gym Equipment. This was agreed unanimously by the Councillors and Councillor Moores said he would make enquiries as to any grants that may be available to help.</p>	<p>CJ/DC</p> <p>DC</p> <p>DF</p> <p>DM</p>
16/133	<p>Cemetery Report</p> <p>None</p>	
16/134	<p>Transport/Highways Town Farm Quarry:-</p> <p>Councillor Pownall (being on holiday) emailed a report of the latest meeting on the Quarry on 25th July by CWAC as follows:</p> <ol style="list-style-type: none"> ‘1. Meeting of 3 councils with CWAC MPA 7 July Rob Charnley Head of Planning confirmed that he is handling this issue as case officer. 2. Sand extraction has now restarted daily at site exiting direction A49 via Acton Bridge. 3. There are significant discrepancies between CWAC independent survey and that of the site operator regarding levels on the site, this important in regard to quantities of restorative materials required on site. Rob Charnley will be meeting with site operators on 25 July and then report back to ourselves on the next meeting scheduled 5 September. 	

	<p>4. The letter from the three councils has been received and a formal reply will be sent via Jo Preston by CWAC for onward circulation after the 25 July onsite meeting.</p> <p>5. Independent survey on the field by field basis shows that over the years it is quite likely that over-extraction and excess restorative material has been brought on site, it must be noted that different operators have been on this site and it is difficult to identify when these have occurred.’</p> <p>Cheshire West and Chester Council have now marked out the parking bays around the Community Centre.</p> <p>Other matters:- Councillors Vickers emailed his report (owing to his absence from the meeting):</p> <p>‘The meeting at Top School took place on 29 June. Traffic monitoring and a school survey will take place in September with a view to re-presenting another case for speed reduction.’</p>	
16/135	<p>Footpaths</p> <p>Councillor Moores confirmed that he had recently had a discussion with one of the local farmers to discuss the possibility of beginning to replace existing stiles with gates to begin the process of making the right of way network within the parish more accessible to a wider range of users.</p> <p>The landowner agreed to this in principle and Councillor Moores will now contact CWAC to begin discussions about possible grant funds that might be available to help with purchasing of the required infrastructure.</p> <p>There are several benches located around the village (near to pavements, footpaths and in the cemetery that either require refurbishment or repair). Councillor Moores agreed to obtain some quotes for the work required and will bring a report to the September meeting for approval.</p> <p>ROWIP Consultation:- Councillor Moores confirmed that he had responded to the recent consultation from CWAC on the review of the CWAC Rights of Way Improvement Plan (ROWIP).</p>	<p>DM</p> <p>DM</p>
16/136	<p>Asset Register/Insurance</p> <p>Councillor Billows requested that everyone with any information or knowledge regarding the Parish Assets to send her the information by the end of July. Once Councillor Billows has collated the information she will be in a better position to talk to the insurance company regarding valuations.</p> <p>The Health and Safety Policy needs final updating and Councillor Billows, Moores and Crossley will bring the policy to the September meeting for agreement by the Council.</p>	<p>SB</p> <p>SB/DM/DC</p>

16/137	<p>Community Grant Scheme</p> <p>Councillor Crossley presented a report setting out a proposal for a new Kingsley Parish Council Community Grants Scheme. The new scheme (managed and run by Kingsley Parish Council) will enable the Council to award annual grants to groups or organisations operating within the parish (subject to certain criteria). The new scheme will provide value for money by ensuring that it delivers direct benefit to residents of the village in an open and transparent manner. The scheme will be trialled for one year starting 1 April 2017. Further information on the scheme will be made available via the Village Newsletter, the Village Website and the Village Noticeboard.</p> <p>The new scheme and all associated documents will be forwarded to the Parish Clerk by Councillor Crossley.</p> <p>The Community Grants policy was proposed by Councillor Crossley, seconded by Councillor Jones and unanimously agreed</p> <p>RESOLVED THAT the Grant Awarding Policy has been adopted for a trial period of one year (2017) by the Council as at 19 July 2016.</p>	DC
16/138	<p>Training Policy</p> <p>The Parish Clerk presented the Training Policy for Kingsley Parish Councillors and Staff.</p> <p>The policy will help the Council to demonstrate that it is committed to continuing professional development and enhancing the skills of both Councillors and staff.</p> <p>The adoption of the policy was proposed by Councillor Billows, seconded by Councillor Jones and unanimously agreed.</p> <p>RESOLVED THAT the Training Policy has been adopted by the Council as at 19 July 2016.</p>	
16/139	<p>Correspondence Received None</p>	
	<p>Meeting closed at 9.18pm</p>	

Signed:.....

Dated:.....