

KINGSLEY PARISH COUNCIL

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

20th September 2016 at 7.30pm

Present: Councillor F. Crane
Councillor D. Crossley
Councillor D. Fletcher
Councillor C. Jones
Councillor D. Moores (Chairman)
Councillor C Pownall
Councillor D Vickers
Councillor Warburton
Councillor R. Wilson

In attendance: Mrs J. Preston (Clerk)

MEETING No 4

REF.	DISCUSSION	ACTION
16/140	Apologies for Absence Councillor S. Billows Councillor J. Cliff Councillor R. Oultram	
16/141	Minutes of the Meeting held on 19 July 2016 The Minutes of the meeting held on the 19 th July were approved and signed by the Chairman as a true and correct record.	
16/142	Matters Arising None	
16/143	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. <ul style="list-style-type: none">• Councillor Crane declared an interest in planning application 16/03365/FUL• Councillor Pownall declared an interest in item 16/155 - Social Media Guidance•	

16/144	<p>Chairman's Remarks</p> <p>The Chairman was pleased to hear about the completion of the tennis courts and opening of the new tennis club at Kingsley & Newton Village Institute and wished everybody well involved with the new venture. Councillor Pownall had attended the official opening event which was well supported and a great success with seventy members having joined the tennis club.</p> <p>The Chairman hoped that everyone felt refreshed after the summer break and were ready for the work ahead.</p>	
16/145	<p>Election of Vice Chairman</p> <p>Councillor Pownall resigned from the position of Vice Chairman though stays on as a Committee member. The Chairman thanked Councillor Pownall for his assistance since May. There was one nomination for the post of Vice Chairman - Councillor Crossley. Councillor Moores thanked Councillor Crossley for agreeing to take on the role and proposed Councillor Crossley be elected, seconded by Councillor Jones and it was unanimously agreed.</p> <p>It was RESOLVED that Councillor Crossley be duly elected to the position of Vice Chairman of Kingsley Parish Council.</p>	
16/146	<p>Opportunity for Public to raise issues</p> <p>There were three separate issues raised by members of the public:</p> <ol style="list-style-type: none"> 1. Mr S Grimster of Barton Willmore Planners introduced a potential development opportunity they were looking to progress for a small number of dwellings on land close to Higher Hayes Drive. The developers had identified the green belt site might be suitable for rural exception housing and their initial plans were for fifteen units consisting of four bungalows, ten semi-detached houses and one detached property. Mr Grimster referred to the fact that Cheshire West and Chester Council have stated that more affordable housing is needed across the borough and this development would include starter homes and part ownership. Local people would be considered first before the homes would be offered to the wider market. It is envisaged that they would be looking to submit a planning application within the next few months. <p>Mr Grimster expressed a wish to work with the Parish Council particularly in identifying local need for this type of development. Councillors thanked Mr Grimster for outlining the plans and agreed that they would need to discuss this initial proposal in more detail at the next meeting. The Council did explain that a housing needs survey had been carried out prior to the affordable housing scheme on Pike Lane and that it was essential for a new survey to be carried out in connection with any future proposed development of this type and scale. The Parish Council agreed to report back to Mr Grimster after its discussions at the next meeting.</p> <ol style="list-style-type: none"> 2. Ms Johnson of Delamere Road raised the matter of the recent increased volume of lorries speeding along the Delamere Road at the junction with Guest Slack. She is finding that her property is vibrating with the noise 	ALL

	<p>made by the lorries. There is constant coming and going several times a day which is impacting on her ability to work from home and on her and others general quality of life. Ms Johnson has been in contact with CEAC already and they have indicated that they would look into the matter of weight restriction. Councillor Pownall explained to Ms Johnson that the three local parish councils affected by the Town Farm Quarry development including Kingsley have been working closely together to monitor vehicle movements to and from Town Farm Quarry for several months, which is where we suspect most of the lorries may be working from, though not confirmed. Following the recent public inquiry and the new planning permission to extract more material from the site, the three councils are working hard to ensure that the amount of materials extracted and brought into the site are in line with the limits set out in the planning permission and that the correct vehicle entrance points into and out of the quarry are used. Councillor Pownall will produce an article for the village website regarding our previous and current work on the Town Farm Quarry 'issue' and will continue to liaise with Ms Johnson regarding the lorry traffic. The Parish Council thanked Ms Johnson for the work she had already done in particular undertaking her own monitoring of traffic which we would now be able to use in our ongoing discussions with CWAC on this issue.</p> <p>3. Mr Manning of Beech Farm updated the Council on the recent planning applications submitted in connection with the farm. (a) The conversion of the outbuilding which has now been approved is for the use as a home for a family member. (b) The application to create a new access road to the property is required in order for the two family businesses, agricultural servicing and horse training, to be run more efficiently. The drive is dangerous in winter owing to a serious camber problem and the horse boxes can be quite large so require a better ground service. (c) The pods are to be placed in fields which are too steep for farm use.</p> <p>Mr Manning hoped that the Council would appreciate that the farm needs to diversify in order to make a living. The Chairman thanked Mr Manning for attending the meeting and informing Council of the situation.</p>	CP								
16/147	<p>Planning Issues</p> <p>Councillor Moores thanked Councillor Crossley for all his hard work in dealing with all the planning applications that came in over the past two months.</p> <p>1. Council TO NOTE the Planning decisions made by CWAC:</p> <table data-bbox="309 1771 1125 2022"> <tr> <td>16/02179/FUL 117 Top Road Kingsley</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td>16/02368/FUL The Homestead Norley Road</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td>16/02319/FUL Lower House Farm Kingsley Road</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td>16/02345/FUL</td> <td></td> </tr> </table>	16/02179/FUL 117 Top Road Kingsley	Approved	16/02368/FUL The Homestead Norley Road	Approved	16/02319/FUL Lower House Farm Kingsley Road	Approved	16/02345/FUL		
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	<p>Beech Farm Beech Lane Outbuilding conversion Approved</p> <p>2. APPLICATIONS FOR CONSIDERATION</p> <p>16/02837/FUL JPW Body Repairs Norley Road Kingsley WA6 6TT No objections</p> <p>16/03099/FUL Beech Farm Beech Lane 10 camping pods Objected</p> <p>16/03431/FUL Beech Farm Beech Lane Re-profiling of land Objected</p> <p>16/03298/FUL Church Cottage Pike Lane Kingsley Two storey rear extension No objection though mention to be made that property is within the conservation area and is a non-listed though important local building.</p> <p>16/03355/FUL Westfield Brookside Kingsley New driveway No objections</p> <p>16/03510/FUL Damson Cottage Pike Lane Kingsley Change of agricultural land to residential land No objection to summer house but does not support change of use of land</p> <p>16/03365/FUL 2 Westbrook Road Kingsley Replacement 2 metre high fence Objected Councillor Crane declared an interest in 16/03365/FUL and took no part in the discussion.</p> <p>16/03550/FUL Delamere Forest Ashton Road Re-organisation of visitor hub</p> <p>No objection Councillors Moores, Councillor Jones, Councillor Pownall and Councillor Crossley had already met to consider this application. Following a general discussion with all Councillors present at the full meeting of the parish council, there were no objections in principle to the planning application. However, there were several concerns and misgivings expressed. These focussed on:</p> <ul style="list-style-type: none"> ➤ the increased traffic movements to and from the forest caused by the development particularly on the roads and key junctions in Kingsley; ➤ proposed traffic movements through the forest to the lodges; ➤ the particular location chosen for the lodges; ➤ the length of time it will take to redevelop the Visitor Centre; and ➤ how the overall application does not appear to take into account the lack of ‘quiet and peaceful’ zones within the forest which is becoming increasingly dominated by different ‘recreational’ zones accommodating more and more activities. <p>16/03879/FUL Sunnyside Hollow Lane Kingsley Single storey extension with vehicular access No objection</p>	
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16/148	<p>Finance</p> <p>(a) To agree the following payments and sign cheques:</p> <table border="0"> <tr> <td>Suez August</td> <td>£27.97</td> <td>2822</td> </tr> <tr> <td>Cllr D Fletcher Gate Lock</td> <td>£33.78</td> <td>2823</td> </tr> <tr> <td>BT Office Phone</td> <td>£27.49</td> <td>D/D</td> </tr> <tr> <td>KU17 2nd payment of grant</td> <td>£500.00</td> <td>2824</td> </tr> <tr> <td>Mid Cheshire Grass Cutting Aug</td> <td>£383.98</td> <td>2825</td> </tr> <tr> <td>Clerks Annual Home Working Allowance</td> <td>£350.00</td> <td>2826</td> </tr> <tr> <td>J Preston Sept Pay</td> <td>£322.36</td> <td>2827</td> </tr> <tr> <td>A Walker Sept Pay</td> <td>£192.24</td> <td>2828</td> </tr> <tr> <td>HMRC September</td> <td>£128.60</td> <td>2829</td> </tr> <tr> <td>ChALC Cllr D Crossley Training</td> <td>£ 30.00</td> <td>2830</td> </tr> <tr> <td>BDP External Auditor</td> <td>£240.00</td> <td>2831</td> </tr> </table> <p>Invoices paid prior to the meeting:</p> <table border="0"> <tr> <td>Horticon</td> <td>£10,098.25</td> <td>2815</td> </tr> <tr> <td>G Warburton</td> <td>£ 4.00</td> <td>2816</td> </tr> <tr> <td>Suez June & July</td> <td>£55.94</td> <td>2817</td> </tr> <tr> <td>HMRC August</td> <td>£113.00</td> <td>2818</td> </tr> <tr> <td>Mr Walker August</td> <td>£192.04</td> <td>2819</td> </tr> <tr> <td>Mrs Preston August</td> <td>£259.12</td> <td>2820</td> </tr> <tr> <td>Mid Cheshire July</td> <td>£255.98</td> <td>2821</td> </tr> </table> <p>(b) To note payments received:</p> <table border="0"> <tr> <td>O R Jones Funeral Directors</td> <td>£220.00</td> </tr> <tr> <td>Bullock Family Plot Reservation</td> <td>£445.00</td> </tr> <tr> <td>Nat West Interest</td> <td>£3.63</td> </tr> <tr> <td>VAT</td> <td>£11,118.45</td> </tr> </table> <p>(c) To receive the External Auditors Report for the last Financial year</p> <p>The following minor issue has been raised, the smaller authority has included grant monies received in Box 2 (Precept) rather than Box 3 (Other Receipts)</p> <p>The smaller authority should ensure in future years that the above minor error is not included in the Accounting Statements.</p> <p><i>The Clerk did not know that the Council Tax Reduction Grant (part of the Precept given by CWAC to reduce the Precept) should have been put in Box 3 rather than Box 2.</i></p>	Suez August	£27.97	2822	Cllr D Fletcher Gate Lock	£33.78	2823	BT Office Phone	£27.49	D/D	KU17 2 nd payment of grant	£500.00	2824	Mid Cheshire Grass Cutting Aug	£383.98	2825	Clerks Annual Home Working Allowance	£350.00	2826	J Preston Sept Pay	£322.36	2827	A Walker Sept Pay	£192.24	2828	HMRC September	£128.60	2829	ChALC Cllr D Crossley Training	£ 30.00	2830	BDP External Auditor	£240.00	2831	Horticon	£10,098.25	2815	G Warburton	£ 4.00	2816	Suez June & July	£55.94	2817	HMRC August	£113.00	2818	Mr Walker August	£192.04	2819	Mrs Preston August	£259.12	2820	Mid Cheshire July	£255.98	2821	O R Jones Funeral Directors	£220.00	Bullock Family Plot Reservation	£445.00	Nat West Interest	£3.63	VAT	£11,118.45	
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16/149	<p>Borough Councillor Remarks</p> <p>None – as Councillor Oultram was unable to attend (see 16/140)</p>																																																															

16/150	<p>Playing Field Report Councillor Jones and Councillor Moores produced a report regarding the future improvements to the playing field.</p> <p>Various improvements are required such as cutting back vegetation to improve the sight lines for users of the path, relocating several whips (trees) to the top of the field away from neighbouring properties, updating notices and installing two new pieces of gym equipment.</p> <p>Improved access for wheelchairs has also been investigated and is satisfactory when entering the field through the gate closest to the children's playing area. However, the wooden barrier from the path behind the community centre does cause problems but as this also prevents direct access onto the car park, it was agreed a barrier in this location needs to be retained. It was suggested that one of the barriers could be relocated to widen the gap, so it was agreed that a quote will be sought regarding this work.</p> <p>Cheshire West and Chester are holding S106 money (from previous house building developments) which is available for use on the play area. Also the parish council hold reserves which are to be used to update the play equipment.</p> <p>It is hoped that part of the playing field may become a wildflower meadow. This is a long term project but it is hoped to begin the process in the spring of 2017.</p> <p>It was RESOLVED that a volunteer group consisting of councillors, the council's groundsman and community volunteers would be established to carry out the various tasks within the playing field. Councillor Jones will endeavour to establish the Team and will report back to the council in October regarding the action taken.</p> <p>Councillor Fletcher informed the council that the inner gate lock had been lost, he was advised to ensure the security of the gate and purchase a new padlock for the inner gate. Meanwhile a new lock had been purchased for the outer gate.</p> <p>Councillor Moores enquired if Medcare required any assistance regarding the bonfire in October but Councillor Fletcher said it was all in hand.</p>	<p>CJ</p> <p>DM/DC</p> <p>CJ</p> <p>DF</p>
16/151	<p>Cemetery Report Councillor Warburton reported that he had a good meeting with Mr Walker (the groundsman) re his various new duties and completing the paperwork.</p> <p>A local family had prepaid for a plot next to a relative in the cemetery extension of the Cemetery. A discussion took place as to whether a physical marking should be placed in the ground showing the position of the plot, so that it was not inadvertently used by others. A record is held in the Cemetery Register, by the Clerk, showing the name of the family and plot number, so this was felt to be sufficient.</p> <p>It was decided that a further discussion as to whether the current policy of prepayment of plots should continue will be included on the agenda at the October meeting.</p>	<p>ALL</p>

16/152	<p>Transport/Highways</p> <p>Councillor Vickers informed the council that Kingsley Community School are shortly holding a ‘school safety week’ to encourage those traveling to and from the school more safely.</p> <p>There is still no date as to when the Middle Lane speed reduction will be enforced.</p> <p>Councillor Pownall reported that the next meeting of the three ‘affected’ local parish councils relating to the Town Farm Quarry is on 26th September and that he would report back to the council’s meeting in October. A response to the letter sent by the three parish councils in May to Cheshire West and Chester Council has not yet been received. After having heard the concerns of the member of the public regarding the volume and speed of lorries in Delamere Road and possible involvement of Town Farm Quarry, Councillor Pownall proposed he place an article on the village website outlining the background to the work that the three parish councils have done and are continuing to do with regard to ongoing monitoring of vehicle movements and amount of materials been brought onto the site. This was seconded by Councillor Fletcher and unanimously agreed.</p> <p>It was RESOLVED that the information would be put on the village website by Councillor Pownall.</p>	CP
16/153	<p>Footpaths</p> <p>Councillor Moores stated that Mid Cheshire Grounds Maintenance had now carried out the first cut of the selected footpaths during August and is in discussions with the contractors about the further cuts that are still required.</p>	DM
16/154	<p>Local Plan</p> <p>Councillor Moores, Councillor Jones, Councillor Pownall and Councillor Crossley met to discuss the proposed response to the public consultation on the preferred approach set out by CWAC for the Local Plan Part 2. They were reasonably impressed and reassured that it appeared to have addressed some of the parish council’s concerns that were raised during the consultation for the Local Plan Part 1. However it was felt that there were still three areas of concern which require further clarification:-</p> <ul style="list-style-type: none"> i) Non listed but important buildings ii) Conservation areas iii) Should the Plan be extended to trees and orchards <p>Councillor Jones informed the meeting that Councillor Oultram had made contact with her and strongly suggested that as Kingsley is designated as a Local Service Centre within the proposed Local Plan Part 2, it was important that the parish council make strong representation to the effect that in order to accommodate any future increase in development and any associated pressures (i.e. traffic; demand for more services etc) then CWAC would need to ensure that proportionate investment in village services and facilities was made available.</p> <p>Councillor Moores proposed that the comments on these issues should be sent back to CWAC by the deadline on 23 September 2016. It was RESOLVED that Councillor Moores prepare a response and submit the comments asap and</p>	DM

	<p>circulate a copy to Councillors after they had been submitted.</p> <p>Councillor Oultram to be kept informed of progress.</p> <p>Councillor Moores did go on to remind the council that the current public consultation on the preferred approach would be followed in due course by a further opportunity for comment once the final proposals are published.</p>	
16/155	<p>Social Media Guidance Councillor Crane introduced the proposed ‘Social Media Guidance’ for Kingsley Parish Councillors.</p> <p>Councillor Pownall declared an interest in this matter and took no part in the discussions.</p> <p>The guidance is for councillors who wish to use social media and Councillor Crane explained the difference between using social media as a councillor and as a private person. The existing Code of Conduct for Councillors applies when acting as a member of the Council and must be remembered when using social media in an official capacity.</p> <p>Councillor Crane proposed that the Council adopt the Social Media Guidance. This was seconded by Councillor Jones and unanimously agreed.</p> <p>It was RESOLVED that the Social Media Guidance be adopted by Kingsley Parish Council as from 20 September 2016.</p>	
16/156	<p>Health and Safety Policy The policy was deferred to the October meeting, when Councillor Moores will present a final version for recommendation.</p>	DM
16/157	<p>Sickness and Absence Policy Councillor Crane presented the proposed Sickness and Absence Policy for use by the Council’s employees which covers what is expected in these situations by both the employees and employers and closely follows ACAS guidance.</p> <p>Councillor Crane proposed that the Council adopt the Sickness and Absence Policy. This was seconded by David Fletcher and unanimously agreed.</p> <p>It was RESOLVED that the Sickness and Absence policy be adopted by Kingsley Parish Council as from 20 September 2016.</p>	
16/158	<p>Environmental Enhancements Councillor Moores produced a report on environmental enhancements required within the parish.</p> <p>Eleven benches are located within the parish and nine require refurbishment. A quote had been received to clean, sand, refurbish (where necessary) and as required. The Clerk was asked to try and contact the families of those benches that were bought ‘in memory of loved ones’ to make them aware of the proposed</p>	JP

	<p>work prior to it taking place.</p> <p>Some roadside trees are dying or need cutting back. Cheshire West and Chester may assist with the removing of dead trees, and the parish council will supply suitable replacements.</p> <p>The garden outside St John's School will be re-mulched during the autumn and one further tree to be planted as per the original plan.</p> <p>The approximate cost of all the above works would be £1230.00.</p> <p>Councillor Moores proposed that the Council approve these enhancements. This was seconded by Councillor Crane and unanimously agreed.</p> <p>It was RESOLVED that the enhancements above are undertaken in the near future.</p>	DM
16/159	<p>Earmarked Reserves The Clerk had produced figures showing the Earmarked Reserves as held by the parish council to date.</p> <p>A discussion was held regarding these reserves and how the figures had been formulated over the past few years. In order for the Council to have time to look at the figures and decide on future spending requirements the following councillors agreed to set up as separate group to look at this matter in more detail. Councillor Moores, Councillor Jones, Councillor Fletcher, Councillor Crossley and Councillor Wilson. The Clerk will email the group with dates to meet during October/November. The meeting to take place before the budget meeting in December. Councillor Moores reminded councillors that any spending projects will need to be followed up with action.</p>	JP
16/160	<p>KU17 Report Councillor Crossley and Councillor Billows visited KU17 during the summer to get a better idea of how KU17 works 'in practice' and Councillor Crossley presented a report on their visit.</p> <p>A brief discussion followed during which it was noted that whilst the Parish Council have supported KU17's for many years with the provision of an annual grant (up to £1500), the Parish Council would in the future expect KU17 to apply for any further funding in future years through the recently established Community Fund.</p>	
16/161	<p>Fracking Meeting in Frodsham Councillor Crossley attending the meeting which was well supported by many of nearby town and parish councils. No Chairman was appointed on the evening as the preferred candidate was on holiday. Frack Free Dee had undertaken an independent survey in Elton and propose to hold one in Frodsham and Helsby.</p> <p>Frodsham Town Council members were the only ones able to vote. There was to be a future meeting of the group but this had been cancelled. It was agreed that</p>	

	despite not being able to vote, Kingsley Parish Council should maintain a presence at future meetings of the group in order to get the latest updates, share news and information and generally remain better aware of local issues regarding future fracking matters in the local area.	
16/162	Parish Clerk Probationary Review Councillor Moores and Councillor Jones met with the Clerk for her six month probationary review. It was a satisfactory meeting and the Clerk was signed off her probationary period. The Clerk is now undertaking her CiLCA training.	
16/163	Correspondence The Clerk had received correspondence regarding placing a defibrillator in the village. After discussing the matter it was decided that Kingsley Parish Council would like to progress this and provide a defibrillator for the village. The Clerk said she would investigate the various defibrillators, suppliers and trainers and report back to the Council in due course. A letter had been received from SP Energy Networks with regard to the Electricity Wayleave at Kingsley Playing Field. An amount will be paid this October of monies owed. However they have suggested that they send a one off lump sum equivalent to 20 times the annual rental which would be in lieu of any future payments, but this would no way alter or change the Company's obligations in respect of the apparatus, nor will it give the Company any greater rights than they presently hold. The annual Wayleave payment is £7.14. The Clerk will hold this letter over until the October meeting for consideration by the Council.	JP JP
	Meeting closed at 10.15pm	

Signed:.....

Dated:.....