

KINGSLEY PARISH COUNCIL

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

20 June 2017 at 7.00pm

Present: Councillor S. Billows
Councillor J. Cliff (Vice Chairman)
Councillor D. Crossley (Chairman)
Councillor D. Fletcher
Councillor C. Jones
Councillor D. Moores
Councillor G. Warburton
Councillor R. Wilson

In attendance: Mrs J. Preston (Clerk)

MEETING No 2

REF.	DISCUSSION	ACTION
17/092	<p>Opportunity for Public to Raise Issues</p> <p>Jonathan Storey of Crabtree Homes informed Council that his company had been approached by a local landowner with regard to building 5 to 6 properties on land between Brookside and Highbank Road. It would be a mix of affordable homes and open market homes. It is at very early stages and Crabtree Homes appreciates the land is within the green belt but he wanted to inform the Council of the situation. Mr Storey stated that Crabtree Homes would be willing to consider providing a community facility and asked what the Council would consider appropriate, the Chair stated that it was not for the Council to state but was for Crabtree Homes to come forward with proposals. The Chairman invited Mr Storey to come back to the Council's September meeting with more details on their proposals to which Mr Storey said he would.</p> <p>One member of the public was concerned because the land discussed is green belt land and that the land on Brookside was a flood risk.</p> <p>Another member of the public asked whether the council was going to produce a Social Media Policy. Councillor Billows informed him that she was in the process of producing a parish council website when all such information will be available. However it will take time to produce the website. Meanwhile Councillor Billows is quite happy to let anyone have the information if they request it.</p>	

17/093	<p>Apologies Councillor D Vickers PCSO Flanagan Councillor Moores apologised saying he would be late arriving at the meeting.</p>	
17/094	<p>Minutes of the Meeting held on 16th May 2017 The Clerk apologised for not including Councillor Wilson's name under the Apologies item.</p> <p>The Car Parking Working Party item was missed from the Agenda so will be deferred to the July meeting.</p> <p>The Minutes of the Meeting held on the 16th May were corrected, approved and signed by the Chairman as a true and correct record.</p>	
17/095	<p>Matters Arising from the Minutes None</p>	
17/096	<p>Declaration of Interests 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.</p>	
17/097	<p>Chairman's Remarks Councillor Crossley thanked Councillor Moores for standing in for him at the last meeting. Councillor Crossley also thanked both Councillor Pownall and Councillor Crane for their contribution to the Council prior to their resignations. The Chairman went on to say that the Council will be facing a challenging future with probably three development planning applications to consider and the prospect of assisting with the work of a Neighbourhood Plan. He requested that each Councillor became fully active and involved members of the Council. Councillor Crossley also thanked the Clerk for her work in obtaining funding for the two defibrillators in the village and for organising a training session.</p>	
17/098	<p>Appointment of Vice Chairman Councillor Pownall had informed the Council of his decision to resign from the Council as from 1 June 2017.</p> <p>The Chairman asked for any nominations for the vacancy and Councillor Cliff kindly offered to take on the role on the understanding that she would not have to become Chairman next year.</p> <p>This was unanimously agreed by Council.</p> <p>Appointment of Personnel Committee Councillor Crane had informed the Council that she wished to resign from the Council as from 31 May 2017.</p> <p>As Councillor Crane was on the Personnel Committee the Chairman asked if anyone was willing to serve on that Committee. Councillor Jones agreed to do so and the Personnel Committee now consists of Councillor Crossley, Councillor</p>	

	<p>Billows and Councillor Jones.</p> <p>Unanimously agreed by Council.</p>	
17/099	<p>Planning Issues</p> <p>a)Council to NOTE the Planning decisions made by the Cheshire West & Chester Council</p> <p>17/01739/FUL 2 Westbrook Road Kingsley</p> <p>Single storey extension to side & rear APPROVAL</p> <p>17/01001/FUL The Barn Mill Kingsley</p> <p>Single storey extension to rear and re-roof existing APPROVAL</p> <p>b)APPLICATIONS TO BE CONSIDERED</p> <p>17/01943/CAT Linden Cottage The Hurst Kingsley</p> <p>Felling of Willow Tree APPROVAL (Decision made prior to council meeting owing to date of comments being 29 May 2017)</p> <p>17/01439/FUL The Firs Newton Hollows Kingsley NOT APPROVED</p> <p>Demolition of existing buildings & erection of 5 dwellings & 1 garage (Decision made prior to council meeting owing to date of comments being 31 May 2017)</p> <p>17/02103/FUL Fir Tree House Norley Road Kingsley</p> <p>Conversion of existing outbuilding into dwelling APPROVAL (Decision made prior to council meeting owing to date of comments being 15 June 2017)</p> <p>17/02336/FUL Church Cottage Pike Lane Kingsley NOT APPROVED New two storey building</p> <p>17/02356/FUL Land off Higher Heyes Drive Kingsley ONGOING Development of 15 dwellings</p> <p>(c)KPC Open Meeting In November when Council were first informed that a planning application for a development of houses off Higher Heyes Drive may be applied for it was decided that if it was deemed necessary then an Extraordinary General Meeting (EGM) would be held. An extension of time for comments to be made to the Planning</p>	

	<p>Department was granted by Cheshire West and Chester from 27 June to 20 July. Councillor Crossley suggested that instead of an EGM an Open Meeting was held for the members of the public to attend which would be facilitated by the Parish Council. The Developer, the Borough Councillor Ralph Oultram and the Planning Department of Cheshire West and Chester Council would be invited to attend in order to answer some of the questions that the Parish Council might not be in a position to answer. Councillor Billows said that it had been decided that if the Council felt it was necessary an EGM should be held and that as a matter of protocol it should be discussed. After further discussion regarding the merits of an EGM and an Open Meeting votes were taken. For an Open Meeting there were 7 votes in favour and 1 abstention. For an EGM there was 1 vote in favour, 7 abstentions. Therefore it was decided that an Open Meeting would be held early in July, then at the Council meeting on 18th July a decision would be made by the Parish Council who would then forward the comments to CWAC on the 19th July. The Open Meeting will be advertised on the village noticeboard, village website, facebook and in the Newsletter if a date could be decided upon in time for publication.</p> <p>RESOLVED THAT an Open Meeting would be held in early July prior to the Parish Council meeting, with or without representation from the developers and Cheshire West and Chester (CWAC). On 18th July at the Kingsley Parish Council Committee Meeting a decision would be made and Council comments will then be sent to CWAC on 19th July.</p> <p>(d) Conservation Area The last time the Kingsley Conservation Area was discussed was in the 1970s. CWAC are re-examining conservation areas which is included within the Local Plan and it was thought that the Parish Council should set up a Working Group of any interested councillors. Councillor Wilson said that as Kingsley had been identified as a local service area it is important for Kingsley to be part of the process. Councillor Crossley, Councillor Jones, Councillor Fletcher and Councillor Wilson all agreed to serve on the working party. Kirsty Henderson of CWAC will be interested to hear from the working party in order to set up a meeting in July.</p>	DC																																																
17/100	<p>Finance</p> <p>(a) To agree the following payments and sign cheques</p> <table border="0" style="width: 100%;"> <tr> <td>Nick Mort</td> <td>BRoom Works</td> <td style="text-align: right;">£1410.00</td> <td style="text-align: right;">2921</td> </tr> <tr> <td>Cheshire Comm Action</td> <td>Subs</td> <td style="text-align: right;">£50.00</td> <td style="text-align: right;">2922</td> </tr> <tr> <td>Mrs E Warburton</td> <td>BRoom Shelves</td> <td style="text-align: right;">£202.74</td> <td style="text-align: right;">2923</td> </tr> <tr> <td>Howard Morrall</td> <td>BRoom Painting</td> <td style="text-align: right;">£620.00</td> <td style="text-align: right;">2924</td> </tr> <tr> <td>Mr A Walker</td> <td>June Salary</td> <td style="text-align: right;">£206.20</td> <td style="text-align: right;">2925</td> </tr> <tr> <td>Mrs J Preston</td> <td>June Salary</td> <td style="text-align: right;">£332.05</td> <td style="text-align: right;">2926</td> </tr> <tr> <td>HMRC</td> <td>June Tax</td> <td style="text-align: right;">£134.60</td> <td style="text-align: right;">2927</td> </tr> <tr> <td>BT</td> <td></td> <td style="text-align: right;">£30.48</td> <td style="text-align: right;">D/D</td> </tr> <tr> <td>SUEZ</td> <td>Cemetery Bins</td> <td style="text-align: right;">£41.94</td> <td style="text-align: right;">D/D</td> </tr> <tr> <td>Blackwells</td> <td>Weight Headstone</td> <td style="text-align: right;">£160.00</td> <td style="text-align: right;">2928</td> </tr> <tr> <td>C Jones</td> <td>Magnets</td> <td style="text-align: right;">£7.49</td> <td style="text-align: right;">2929</td> </tr> <tr> <td>Sunrise Gardens</td> <td></td> <td style="text-align: right;">£230.00</td> <td style="text-align: right;">2930</td> </tr> </table>	Nick Mort	BRoom Works	£1410.00	2921	Cheshire Comm Action	Subs	£50.00	2922	Mrs E Warburton	BRoom Shelves	£202.74	2923	Howard Morrall	BRoom Painting	£620.00	2924	Mr A Walker	June Salary	£206.20	2925	Mrs J Preston	June Salary	£332.05	2926	HMRC	June Tax	£134.60	2927	BT		£30.48	D/D	SUEZ	Cemetery Bins	£41.94	D/D	Blackwells	Weight Headstone	£160.00	2928	C Jones	Magnets	£7.49	2929	Sunrise Gardens		£230.00	2930	
Nick Mort	BRoom Works	£1410.00	2921																																															
Cheshire Comm Action	Subs	£50.00	2922																																															
Mrs E Warburton	BRoom Shelves	£202.74	2923																																															
Howard Morrall	BRoom Painting	£620.00	2924																																															
Mr A Walker	June Salary	£206.20	2925																																															
Mrs J Preston	June Salary	£332.05	2926																																															
HMRC	June Tax	£134.60	2927																																															
BT		£30.48	D/D																																															
SUEZ	Cemetery Bins	£41.94	D/D																																															
Blackwells	Weight Headstone	£160.00	2928																																															
C Jones	Magnets	£7.49	2929																																															
Sunrise Gardens		£230.00	2930																																															

	<p>(b) Invoices paid prior to the meeting: None</p> <p>(c) To note payments received</p> <table> <tr> <td>S106 Monies</td> <td>£4266.67</td> </tr> <tr> <td>Bank Interest April & May</td> <td>0.55</td> </tr> <tr> <td>G Pettit FD Headstone</td> <td>£90.00</td> </tr> </table> <p>(d) Council Received the Quarterly Statement and Bank Reconciliation to 31st May 2017</p> <p>Councillor Jones informed Council that S106 monies is available for footpaths in the sum of £1300. Councillor Jones will inform Councillor Moores (co-ordinator for rights of way)</p>	S106 Monies	£4266.67	Bank Interest April & May	0.55	G Pettit FD Headstone	£90.00	CJ
S106 Monies	£4266.67							
Bank Interest April & May	0.55							
G Pettit FD Headstone	£90.00							
17/101	<p>Borough Councillor Remarks None</p>							
17/102	<p>Playing Field Report</p> <p>8.05pm Councillor Moores arrived at the meeting.</p> <p>Councillor Jones reported that signs were now in place around the childrens' play area stating that dogs are not allowed in the area.</p> <p>A rocker within the play area is broken and has been made secure and a notice will be placed on the rocker to say it is unsafe and not to be used. Councillor Jones and Councillor Fletcher will investigate the cost of repairing or replacing the rocker and will bring their findings to the next council meeting.</p> <p>A new Noticeboard was now in place on which the public can place notices. Councillor Vickers and the Clerk both have keys to the noticeboard and their contact details can be found either on the village website or on the village noticeboard.</p> <p>Two reports were presented to the Council. Dogs on the Playing Field Resolutions and Playing Field Survey</p> <p><i>Resolution One</i> To investigate that we are complying with the byelaws set by Vale Royal Borough and transferred to Cheshire West and Chester (CWAC). Council understands that the three byelaws in place would be enforced by CWAC. Councillor Billows said the most important piece of information received from Nicki Rose is as follows: "The final legal opinion was that the existing byelaws cannot be transferred across to PSPOs and they will need to continue in their current form until they are reviewed as part of the wider consultation to be undertaken next year"</p>	CJ/DF						

	<p>Councillor Billows will consult with Cheshire Association of Local Councils (ChALC) and bring back her findings to the next meeting.</p> <p><i>Resolution Two</i> Need to wait for Councillor Billows discussion on Resolution One with ChALC.</p> <p><i>Resolution Three</i> One sign is available and Councillor Crossley suggested that Mr Walker (Council's General Assistant) is asked to attach it to upright posts close to the area.</p> <p><i>Resolution Four</i> Need to wait for Councillor Billows discussion on Resolution One with ChALC.</p> <p><i>Resolution Five</i> A survey was undertaken on facebook with very positive results from the public wishing for further equipment to be purchased. A result on whether the Council has been successful in gaining funding will be received in November.</p> <p><i>Resolution Six</i> The Playing Field Survey will be finalised by Councillor Jones and Councillor Billows before being placed on facebook, the village website and leafletted out to the public.</p> <p><i>Resolution Seven</i> Councillor Billows will report back to the next meeting regarding professional dog walkers using the playing field, what enforcement can take place and what is the Council's liability. A letter had been received from a member of the public which was read out at the meeting which described a visit to the playing field with her grandchild in order to use the play area facilities. However they were put off by a group of two adults and six dogs. They left the playing field where they saw the group of adults and dogs entering a red van. The letter writer wished to know if the Council had a policy on dog walkers using the playing field.</p> <p>The Council's contribution towards the cost of the second phase of equipment will increase by £995 to a total of £5806.</p> <p>This new figure was Proposed by Councillor Jones Seconded by Councillor Fletcher Unanimously agreed</p> <p>RESOLVED THAT Kingsley Parish Council's contribution to the second phase of playing field equipment would be £5806.00.</p>	<p>SB</p> <p>DF</p> <p>CJ/SB</p> <p>SB</p>
17/103	<p>Cemetery Report The Boardroom renovations are now complete and all the equipment is now back in place. However the light is not working so will need to be repaired/replaced. The Clerk will write to Mr McGovern of the Scouts to thank them for the use of the Scouts Garage for storage.</p>	<p>GW JP</p>

	<p>Three quotes had been sought for the works on the new cremation plots but so far only one had been received. As it was not possible for the Council to consider only a single tender Councillor Warburton asked if Mrs Crossley could obtain prices from contractors with whom she worked. Councillor Crossley will ask Mrs Crossley, the landscape architect assisting with the project, to contact her contractors with regard to obtaining quotes.</p> <p>The War Memorial plans are now ready for approval. Councillor Moores is looking into funding for the landscaping. Funding should be available if it is packaged with something else such as education, access etc.</p> <p>The railings on the southern side of the cemetery have been in place since 1895 and are in need of some repair. One quote was very expensive. Cheshire Wrought Iron quoted for refurbishing and making the fencing secure at a more reasonable cost. They also quoted for replacing the rotten posts which support the hand rail from the Board Room to the Cemetery. Councillor Warburton will speak further to Cheshire Wrought Iron to discuss what their actual plans would be regarding the fencing and at the same time obtain a further third quote in time for the next meeting.</p> <p>Mr Walker (Council's General Assistant) will level the pathway around the grave attended to by Mr Hutchison.</p> <p>A new Noticeboard has been erected close to the Boardroom. The Cemetery Policy and Useful Contacts will be displayed as well as notices the public wish to display. The Clerk has a key to the Board.</p>	<p>DC</p> <p>DM</p> <p>GW</p>
17/104	<p>Traffic and Transport Nothing to report.</p>	
17/105	<p>Earmarked Reserves The Clerk presented a paper showing the Earmarked Reserves. These figures are historical and have been shown on the Bank Reconciliations for several years without the monies having ever been spent. The figure of £4000 has to be kept in reserve in case of an election being called. The Clerk needs clarification on how the money will be spent on Village Enhancement in order to keep financial records straight when presenting for audit. Councillor Cliff, Councillor Jones and Councillor Moores who are the co-ordinators of the village enhancement will bring a paper to the next meeting for the attention of the Clerk.</p>	<p>JC/CJ/DM</p>
17/106	<p>Neighbourhood Planning Councillor Moores presented a paper 'Neighbourhood Plan Working Group'. Council have decided that a small working group should be established in order to discover what interest there is in producing a Neighbourhood Plan (NP). If a NP was adopted then Cheshire West and Chester (CWAC) would have to take its findings into account when deciding on future developments within Kingsley Parish. A NP is a community led framework for guiding the future development and growth of an area and relates to the use and development of land. If such a</p>	

	<p>plan was to be put in place it would involve the whole community and the final working party would represent those from within Kingsley, not just the Council. The small initial working party wish to arrange a public meeting to discover what interest there is in the community. The whole process of producing a NP could take up to two years, funding is available. The NP would finally be inspected and approved by CWAC. The initial public meeting would be in October with a final decision on whether to proceed with the production of a Neighbourhood Plan to be taken in November 2017.</p> <p>Council were asked to approve the establishment of the initial structure of the Working Party and also the first steps in supporting the development of a NP for Kingsley.</p> <p>Proposed by Councillor Moores Seconded by Councillor Wilson One Abstention and Seven in Favour</p> <p>RESOLVED THAT a Working Party be established and the first steps to be taken to develop a Neighbourhood Plan for Kingsley.</p>	
17/107	<p>Parish Council Website Councillor Billows is continuing with the process of producing a parish council website.</p>	SB
17/108	<p>Standing Orders Amendment The Clerk asked Council that they agree to the following amendment to the Standing Orders:</p> <p>Item 14 Extraordinary Meetings. (b) If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within 7 days of having been requested to do so by six councillors, those six councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the six councillors. <i>The work 'six' to be replaced by 'two'.</i></p> <p>Item 14 (d) If the Chairman of a committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee . The statutory public notice giving the time, venue and agenda for such a meeting must be signed by ???? councillors. <i>The "?????" appearing in Standing Orders is to be replaced by ' two'.</i></p> <p>Councillor Billows Proposed the amendments Seconded Councillor Crossley Unanimously agreed</p> <p>Councillor Billows will also look into the inclusion of a section on 'Agendas' in the Standing Orders and bring her report to the next meeting.</p>	JP SB
17/109	<p>Correspondence Received The Clerk had been invited to attend a training day organised by SLCC. It was</p>	

	<p>agreed that she should attend the training at a cost of £25.</p> <p>Proposed by Councillor Billows Seconded by Councillor Fletcher Unanimously agreed</p> <p>UEOG Working Party. Frodsham Council have invited councillors to attend the Unconventional Extraction of Oil and Gas Working Group on 5 July. Councillor Crossley, Councillor Warburton and Councillor Wilson wish to attend. The Clerk will inform Frodsham Council.</p>	JP
	Meeting closed at 9.15pm	

Signed:.....

Dated:.....

DRAFT