

KINGSLEY PARISH COUNCIL

**MINUTES OF THE ANNUAL GENERAL MEETING OF
KINGSLEY PARISH COUNCIL HELD
IN THE KINGSLEY COMMUNITY CENTRE ON TUESDAY
16 May 2017 at 7.30pm**

Present: Councillor S. Billows
Councillor J. Cliff
Councillor F. Crane
Councillor D. Crossley (Chairman)
Councillor D. Fletcher
Councillor C. Jones
Councillor D. Moores (Acting Chairman)
Councillor D. Vickers
Councillor G. Warburton

In attendance: Mrs J. Preston (Clerk)

At 7.15pm the retiring Chairman presented the Chairman's Award to Karen Bulloch and Jill Andrews on behalf of the Soup Lunch Team - Hurst Methodist Church. The Soup Lunch Team has been providing hot homemade meals to Kingsley residents since 1992. Any money they raise goes to various charities chosen by the 'Hurst Super Team' and have over the years raised over £30,000.

MEETING No 1

REF.	DISCUSSION	ACTION
17/070	Apologies for Absence Councillor C Pownall Councillor R Oultram	
17/071	Retiring Chairman's Remarks Councillor Moores stated that he has been Chairman twice in the last ten years and has found the last year very interesting. Unfortunately he was not able to contribute as fully as he would have liked at the beginning of the year but gradually he was able to partake fully once again. He felt satisfied with the various achievements during the year and thanked the Clerk and the Councillors for their hard work who appear to receive very little thanks or gratitude for their efforts. Councillor Moores finished by saying he was looking forward to the year ahead and will be pleased to assist the new Chairman as required. Councillor Crane thanked Councillor Moores for his hard work during the year.	

17/072	<p>Election of Chairman Councillor D Crossley was unanimously elected Chairman to serve until the Annual General Meeting in May 2018 and signed the declaration of acceptance of office.</p> <p>Proposed by Councillor D Moores Seconded by Councillor C Jones</p> <p>Owing to Councillor Crossley recovering from an operation Councillor D Moores agreed to act as Acting Chairman for the meeting.</p> <p>Proposed by Councillor S Billows Seconded by Councillor C Jones Unanimously agreed</p>	
17/073	<p>Election of Vice Chairman Councillor C Pownall was unanimously elected Vice Chairman to serve until the Annual General Meeting in May 2018. Councillor Pownall will sign the declaration of acceptance of office at the June meeting.</p> <p>Proposed by Councillor S Billows Seconded by Councillor J Cliff Unanimously agreed</p>	
17/079	<p>Opportunity for Public to raise issues Point 17/079 was discussed out of order to save the members of the public having to sit through further Council business.</p> <p>PCSO Neil Flanagan said pleasingly that there are very few problems to report. He is waiting for the results of the survey on the proposed One Way System on Middle Lane. An alternative proposal had been made that part of the playing field opposite the Primary School could be turned into a car parking area, but no decision had been made. A Community Speed Watch Group had been formed and had already been monitoring traffic speed on Norley Lane and PCSO Flanagan is looking for more volunteers. A flyer will be used to advertise the Group. The Speed Gun device used is non-enforceable but results from the use of the device can be used by the police and CWAC when looking at speeding restrictions within the village in the future. The Police are continuing to hold their surgeries at Gibsons Mill Café and the next one is on 27 May at 1.30pm. PCSO Flanagan asked Council whether they thought the visits by the police to the Council meetings was helpful to which Councillor D Moores said on behalf of the Council that their attendance at Council meetings was very much appreciated and thanked him and his colleague for attending the meeting today.</p> <p>Mr John Hutchinson raised the matter of the uneven grass area around the graves in the extension of the Cemetery. He continues to be worried that the area is a health and safety problem with the potential to cause people to fall. Councillor Warburton assured Mr Hutchinson that regular risk assessments are carried out in the cemetery. After further discussions Councillor Warburton agreed to meet Mr Hutchinson at the Extension and the Clerk will arrange a meeting.</p>	JP/GW

	<p>Mr Sam Miller of Langdale Capital informed Council that his company has purchased the Horseshoe Pub that closed down earlier this year. A planning application will be submitted at the end of May for change of use to retail in order to enable the Co-operative Store to relocate from its present position in the village to the building which will include the car park already in place. Once the planning application is submitted to CWAC, Kingsley Parish Council will then have an opportunity to make comments. If planning is granted, works should begin in the Autumn and the store will open either just before Christmas or at the end of January 2018. The Post Office will remain within the new store which will include three staffed and two self service counters and incorporate a bakery, in total the store will double in size. The car park will include 17 bays plus 2 disabled bays. The path between the car park and the Community Centre will remain open and there will be no change to the front of the building. It is likely that the existing Co-operative store building would be sublet for a non-competing use. Councillor Billows informed Mr Miller that Kingsley Parish Council's Car Parking Working Group had been set up and may be of assistance when thinking of car parking issues along Hollow Lane. Councillor Jones mentioned that the present Co-operative store have the facilities to display Christmas trees and requested that brackets/sockets are included on the facade of the new store. Councillor Moores thanked Mr Miller for the very useful information which would be discussed by Council once the planning application was received. Councillor Moores also invited Mr Miller to attend the next Council meeting in June.</p>	<p>JP</p>
<p>17/074</p>	<p>Appointment of Co-ordinators The following co-ordinators were appointed for 2107/2018:-</p> <ul style="list-style-type: none"> • Cemetery: Councillor G Warburton • Village Car Parking Working Group: Councillor D Crossley, Councillor S Billows, Councillor D Moores and Councillor D Vickers. Councillor C Pownall to be asked to continue in his role at the June meeting when in attendance. • Community Fund Working Group: Councillor D Crossley, Councillor D Vickers, Councillor F Crane and Councillor D Fletcher • Footpaths: Councillor D Moores • Personnel: Councillor S Billows, Councillor F Crane, Councillor D Crossley, Councillor C Pownall to be asked to undertake this role at the June meeting when in attendance. • Playing Field : Councillor D Fletcher • Planning: Councillor D Crossley and Councillor D Moores • Newsletter: Parish Clerk has undertaken this role and will continue in 2017/18. • Traffic/Transport: Councillor D Vickers. Councillor C Pownall will be asked to continue in his role at the June meeting when he is in attendance. • Village Enhancement: Councillor C Jones, Councillor J Cliff and Councillor D Moores <p>All co-ordinators were proposed and seconded and unanimously voted onto their roles.</p>	

17/075	Minutes of the Meeting held on the 18th April 2017 (previously circulated) ____ The Minutes of the Meeting held on the 18 th April were approved and signed by the Chairman as a true and correct record.	
17/076	Matters Arising None	
17/077	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. Councillor F Crane declared an interest in item 17/080 (2 Westbrook Rd0. Councillor C Jones declared an interest in item 17/092 (CCA renewal)	
17/078	Chairman's Remarks Owing to Councillor Crossley recovering from an operation he was unable to present any remarks.	
17/079	Opportunity for Public to raise issues This item already taken place earlier in the meeting.	
17/080	Planning Issues a) Council to NOTE the Planning decisions made by the Cheshire West & Chester Council Kingsley Mill Mill Lane Kingsley 17/00661/FUL New public Access APPROVAL Delamere Forest Ashton Road Delamere 16/03550/FUL Re-organisation of existing hub facility REFUSAL Beech Farm Beech Lane Norley 16/03431/FULR Re-profiling of land WITHDRAWN b) APPLICATIONS TO BE CONSIDERED Hillfield Meeting House Lane Kingsley 17/01476/FUL Demolition of existing ground floor rear extension with construction of new two storey extension. NO OBJECTONS (Decision made by planning working group owing to date for the planning application comments being 10 May 2017) 2 Westbrook Road Kingsley 17/01739/FUL Single storey extension to the side and rear NO OBJECTIONS Smithy House Kingsley Road WA6 6SX 17/01939/FUL Demolition of existing rear extension and replace with new extension. Erection of new garage NO OBJECTIONS Linden Cottage The Hurst Kingsley WA6 8BB 17/01943/CAT Fell willow tree. NO OBJECTIONS	

	<p>Rear of The Firs Newton Hollows Kingsley WA6 6TE 17/01439/FUL Demolition of existing buildings and erection of 5 dwellings with 1 detached garage</p> <p style="text-align: right;">OBJECTION</p> <p>Councillor Crossley and Councillor Moores had been contacted by Chartland Homes. The developer was acting on behalf of Mrs Harvey's daughter regarding the future of Westbrook Farm. An early stages Concept Plan was produced by the developer which consisted of the following:-</p> <ul style="list-style-type: none"> • Convert the farm house and buildings • Change the old orchard to a community use orchard • Land between orchard and BT Exchange for retail use with parking • Land between Kingsley Hall & Scotland Lane may be infilled with affordable housing development. A new pavement to be provided. • Further residential development between the farm buildings and Westbrook Cottage . <p>Neither Councillor Crossley nor Councillor Moores expressed any views at the meeting with the developers but said they would inform Council of their meeting. We are not aware that the developer has made any contact with Cheshire West and Chester Council and no planning application has been applied for so no decisions required at present by Council.</p> <p>Councillor Billows said that the village could be swamped with affordable housing applications. It was made clear at the meeting that -a survey for housing needs has to be undertaken prior to affordable housing applications.</p>																																																				
17/081	<p>Finance</p> <p>(a) To agree the following payments and sign cheques</p> <table border="0"> <tr><td>Mr D Vickers (Land Reg request)</td><td>£ 17.94</td><td>2905</td></tr> <tr><td>Signs of Cheshire</td><td>£997.50</td><td>2906</td></tr> <tr><td>Mid Cheshire Grounds</td><td>£144.00</td><td>2907</td></tr> <tr><td>Mr A Walker May Salary</td><td>£192.24</td><td>2908</td></tr> <tr><td>Mrs J Preston May Salary</td><td>£322.36</td><td>2909</td></tr> <tr><td>HMRC May Tax</td><td>£128.60</td><td>2910</td></tr> <tr><td>AON Insurance</td><td>£1344.09</td><td>2911</td></tr> <tr><td>Scottish Power</td><td>£30.54</td><td>2912</td></tr> <tr><td>Mrs J Preston Mileage Audit</td><td>£41.40</td><td>2913</td></tr> <tr><td>JDH Internal Auditors</td><td>£201.60</td><td>2914</td></tr> <tr><td>BT</td><td>£29.44</td><td>D/D</td></tr> <tr><td>SUEZ Cemetery Bins</td><td>£41.94</td><td>D/D</td></tr> <tr><td>Sunrise Gardens Cemetery grass x 2</td><td>£230.00</td><td>2915</td></tr> <tr><td>K Bulloch Chair Award</td><td>£50.00</td><td>2916</td></tr> <tr><td>M Crossley Costs</td><td>£15.10</td><td>2917</td></tr> <tr><td>Frodsham Tree Solutions (cemetery)</td><td>£1095.00</td><td>2918</td></tr> <tr><td>Claire Jones (dog signage)</td><td>£69.00</td><td>2919</td></tr> </table>	Mr D Vickers (Land Reg request)	£ 17.94	2905	Signs of Cheshire	£997.50	2906	Mid Cheshire Grounds	£144.00	2907	Mr A Walker May Salary	£192.24	2908	Mrs J Preston May Salary	£322.36	2909	HMRC May Tax	£128.60	2910	AON Insurance	£1344.09	2911	Scottish Power	£30.54	2912	Mrs J Preston Mileage Audit	£41.40	2913	JDH Internal Auditors	£201.60	2914	BT	£29.44	D/D	SUEZ Cemetery Bins	£41.94	D/D	Sunrise Gardens Cemetery grass x 2	£230.00	2915	K Bulloch Chair Award	£50.00	2916	M Crossley Costs	£15.10	2917	Frodsham Tree Solutions (cemetery)	£1095.00	2918	Claire Jones (dog signage)	£69.00	2919	
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	<p>KDE Boardroom Heater £282.00 2920</p> <p>(b) Invoices paid prior to the meeting: None</p> <p>(c) To note payments received Precept 24,100.00 Laurence Jones Funeral £445.00</p> <p>(d) To approve and sign the Annual Return & Annual Governance, Section 1 to be approved and signed before Section 2</p> <p>(e) Statement for financial year to 31st March 2017 (copy circulated)</p> <p>(f) To receive Internal Auditor’s Report for end of financial year. On the basis of the internal audit work carried out, which was limited to the tests indicated, in our view the council’s system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations in the action plan.</p> <p>ACTION PLAN</p> <ul style="list-style-type: none"> • The asset register value to be included in the Annual Return should be the prior year certificate value included in the Annual Return plus additions at cost, less disposals. • Where contracts are in excess of the thresholds established in the Financial Regulations minutes should clearly state the process followed in terms of tenders and how the provider was selected. <p>(g) To note the External Auditor has selected 29 May for the Audit</p> <p>(h) To review Cemetery Fees for 2017/2018 Council reviewed the Cemetery Fees and agreed to increase all costs by 20% for the year 2017/2018.</p> <p>(i) To receive and sign the Risk Assessments for 2016/2017 Financial Risk Assessment and Cemetery Risk Assessment were received and signed, the Playing Field Risk Assessment to be presented for signature at the June Council meeting.</p> <p>(j) To confirm/update Bank Mandate The authorised Signatories in the current Bank Mandate of the Council Accounts did not require amending.</p> <p>(k) Salary Awards for General Assistant & Clerk Salary increases for both the General Assistant and the Clerk were agreed in accordance with the NALC paper, once Terms and Conditions were checked.</p>	<p>DF</p>
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	<p>Proposed Councillor D Crossley Seconded Councillor D Fletcher Unanimously agreed.</p> <p>RESOLVED THAT pay increases be paid to the General Assistant and the Clerk in line with the NALC recommendations for 2017/2018 following checking of Terms and Conditions.</p>	
17/082	<p>Annual Report Was approved by Council and it would be placed on the website and a hard copy would be available to view by contacting the Parish Clerk.</p>	JP
17/083	<p>Borough Councillor's Report Councillor Oultram had sent his apologies.</p>	
17/084	<p>Playing Field Report A Freedom of Information request had been received by Council with regard to the number of complaints received to Council with regard to Dogs on the Playing Field. Councillor D Moores had responded to this request within the time limit of 20 days.</p> <p>Councillor C Jones has ordered 5 signs for the fenced off children's play area which will be fixed to the fencing on arrival.</p> <p>Councillor Jones has drawn up a Dog Control Survey for comments by the Council which will be required by the end of May. Once the comments have been received Councillor Jones will then present a paper for approval at the June Council meeting. It will be then made available for the community to complete.</p> <p>Councillor Pownall produced a detailed paper titled 'Dogs on the Playing Field' suggesting 8 separate resolutions for discussion and decision. Councillor Pownall produced a paper titled Dogs on the Playing Field suggesting 8 resolutions for discussion. As Councillor Pownall was on holiday it was decided by Council that the paper be deferred to the June meeting when Councillor Pownall will be in attendance.</p> <p>Councillor Jones requested that she apply for funding towards the cost of the final three pieces of gym equipment: a zip wire, swings and a rotor web. Three quotes were received and Council has based its figures on the lowest quote from Wickstead. The total cost of the 3 pieces of equipment plus surfacing comes to £19,905.67. Cheshire West and Chester have granted the S106 monies of £4266 due to Kingsley Parish Council and Kingsley Parish Council agreed to contribute £2315 towards the cost of the equipment from funds. Funding could be sought from Veolia for a contribution of £13,324.</p> <p>It was agreed that Councillor Jones should apply for funding from Veolia.</p> <p>Proposed by Councillor Crane Seconded by Councillor Fletcher</p>	<p>CJ</p> <p>ALL/CJ</p> <p>CJ</p>

	<p>Unanimously agreed</p> <p>RESOLVED THAT Councillor Jones should apply for funding from Veolia in the sum of £13,324.</p> <p>Councillor Fletcher reported that two properties alongside the playing field are suffering with overhanging tall trees. Plus there is a further area of scrub that will soon become a small wood. The initial survey identified the work that required immediate action and this has been carried out. Councillor Moores proposed that Councillor Fletcher now obtain quotes for work identified in the next category of tree maintenance that requires work, though not urgent. This work could be carried out later this year. Councillor Fletcher will bring quotes for this work at either the next or the July meeting.</p> <p>Proposed by Councillor Moores Seconded by Councillor Crossley Unanimously agreed</p> <p>RESOLVED THAT Councillor Fletcher would obtain quotes for further tree maintenance work in the playing field, as identified in the CWAC Survey dated 8.11.16.</p>	<p>DF</p>
<p>17/085</p>	<p>Cemetery Report</p> <p>Councillor Warburton reported that all the required tree and hedge works has been successfully carried out.</p> <p>The Board Room has been redecorated both inside and out, the new flooring has been laid and a small heater installed in order to help prevent dampness.</p> <p>New shelving will be purchased as agreed at the March 2017 Council meeting.</p> <p>Councillor Warburton is waiting for quotes regarding the works required for the new cremation area of the Extension. An update on the war memorial will be brought to the next meeting.</p> <p>Councillor Jones is sourcing funding for the improvements to the war memorial. She has discovered that to include an element of education with the funding application would help with regard to gaining funding, perhaps involvement with the local schools.</p> <p>The original iron railings around the cemetery are in need of repair or replacement. Either option could prove costly though some work is needed where the metal work is broken and needs to be kept in good order. A suggestion of replacement with timber and rail fencing may be less costly. Councillor Warburton will make enquiries and bring an update to the next meeting.</p> <p>Councillor Warburton is pleased with the work of the new contractor who is keeping the grass well trimmed within the cemetery.</p> <p>One headstone has proved to be unsafe and has been laid down. The Clerk has made an effort to trace the family but owing to the passing of time this has proved</p>	<p>GW</p> <p>CJ</p> <p>GW</p>

	<p>impossible. Council therefore agreed for the headstone to receive the necessary repair.</p> <p>Proposed by Councillor Warburton Seconded by Councillor Fletcher Unanimously agreed</p> <p>RESOLVED THAT the repair of the unsafe headstone be carried out.</p> <p>The new Noticeboard has been delivered and will be placed on the outside wall of the Boardroom-</p> <p>Cemetery Fees for 2017/2018 Council reviewed the Cemetery Fees and agreed the following increases:</p> <p>All costs to increase by 20%.</p> <p>Purchase of new Burial plot to include internments and certificate now £534.00</p> <p>Purchase of new plots for cremated remains plus internment and certificate now £306.00</p> <p>RESOLVED THAT all costs pertaining to cemetery fees are increased by 20% as from the date of these Minutes.-</p>	<p>JP</p> <p>GW/CJ -</p>
17/086	<p>Traffic/Transport Councillor Vickers received no comments from councillors on the proposed One Way System on Middle Lane. However at the meeting it was decided that the scheme was not necessary as it was not a proportionate solution to the problem and therefore Council was against the proposal.</p> <p>Proposed by Councillor Moores Seconded by Councillor Warburton Unanimously agreed</p> <p>RESOLVED THAT Kingsley Parish Council was against the proposal for a One Way System on Middle Lane Kingsley.</p> <p>Councillor Vickers is meeting with a representative from Cheshire West and Chester Council with regard to reproducing the yellow lines on Hollow Lane and the painting of yellow horizontal stripes outside the Co-operative Store and Pharmacy.</p> <p>Councillor Pownall, in his absence, had forwarded his report (including details on recent developments on the Town Farm Quarry application) prior to the meeting. He asked whether he should provide an article, based on his report, for the village newsletter and on the village website, this was agreed by Council.</p> <p>Proposed by Councillor Moores Seconded by Councillor Vickers Unanimously agreed</p>	

17/087	<p>Neighbourhood Plan Councillor Moores suggested that a Neighbourhood Plan Working Party be set up to progress the matter of gauging interest from the wider community about whether the village ought to publish its own Neighbourhood Plan. The working group would initially set out its terms of reference with its initial focus being on engaging with the wider community which follows on from the information received by Cheshire Community Action at last month's Council meeting. Councillor Moores emphasised that the Neighbourhood Plan must involve the whole parish and not just the Parish Council. Councillor Moores, Councillor Crossley and Councillor Jones were prepared to serve on the Neighbourhood Plan Working Party if it was established.</p> <p>Proposed by Councillor Moores Seconded by Councillor Fletcher 7 Agreed 2 Abstentions</p>	
17/088	<p>Electoral Review of Cheshire West and Chester Councils Warding Arrangements. Council made no response.</p>	
17/089	<p>Car Parking Working Party This item deferred to the next meeting.</p>	
17/090	<p>Kingsley Green Space Asset Transfer Responding to an email from Cheshire West and Chester Council (CWAC) who requested whether Kingsley Parish Council's position on Middle Lane Playing Field was the same as in April 2016.</p> <p>Council felt there has been no change. There would need to be a Break Clause of about 3 to 4 years and a Commuted Sum to come with it if the land was transferred to Kingsley Parish Council. Council would be happy to speak to CWAC if required. The Clerk would respond to the email stating the above.</p>	JP
17/091	<p>Defibrillator Training The Clerk reported that now the 2 defibs are in place training was required on the use of the defibs and how to do CPR. . The Community Centre was offering free use of the facility, a date of 13 June was agreed. Councillor Jones, Councillor Billows, Councillor Cliff and Councillor Fletcher all agreed to attend to assist the Clerk. A member of the public, Julia Ford, an ex nurse trained in CPR has kindly offered to help on the night. Anne Kavanagh has also kindly offered her services in setting up the British Heart Foundation Training DVD. Any other councillors available that evening would try to attend. The free training session would be advertised on the website, newsletter and facebook as well as posters being placed around the village and everyone was very welcome to attend.</p>	JP
17/092	<p>Correspondence Received <i>Cheshire Community Action (CCA) Renewal.</i> It was agreed that Kingsley Parish</p>	

	<p>Council would renew the subscription of £50 for 2017/2018 owing to the expertise held by CCA regarding Neighbourhood Plans.</p> <p>Proposed by Councillor Moores Seconded by Councillor Fletcher Unanimously agreed</p> <p>RESOLVED THAT the subscription of £50 be paid to CCA for the year 2017/2018.</p> <p><i>Speed Limit Assessment Contribution – Cheshire West and Chester Council</i> Kingsley Parish Council were requested to make a contribution of £91.91 in order to progress the speed limit assessment along Blakemere Lane, Delamere Road, School Lane, Post Office Lane and Ashton Road, Norley/Delamere/Kingsley. The assessment has recommended speed should be reduced to 50mph, 40mph and 30mph respectfully. Contributions from the Parish Council’s affected, related to 50% of the £5,141.63 funding required.</p> <p>Proposed by Councillor Moores Seconded by Councillor Jones Unanimously agreed</p> <p>RESOLVED THAT a contribution of £91.91 be made towards the Speed Limit Assessment</p> <p>Councillors were invited by the Lord Mayor Elect to attend the Civic Service on Sunday 21 May in Chester Cathedral.</p> <p>Councillor S Billows emailed the following:</p> <p>I wish to clarify my understanding of the of point 17/084 of the Parish Council Minutes dated May 2017</p> <p><i>“Councillor Pownall produced a detailed paper titled ‘Dogs on the Playing Field’ suggesting 8 separate resolutions for discussion and decision. As Councillor Pownall was on holiday and not able to be part of the discussion, the Council felt that the paper should be deferred to the June meeting when Councillor Pownall will be in attendance and will be able to propose each of the resolutions in person”.</i></p> <p>This point was voted on after the Parish Council were given inaccurate advice. I personally voted to defer the resolutions based on the advice given. This advice for the sake of clarity was Standing Orders do not permit a Councillor to propose in their absence.</p>	
	<p>Meeting closed at 1030</p>	

Signed:.....

Dated:.....