

KINGSLEY PARISH COUNCIL

**MINUTES OF THE MEETING OF KINGSLEY PARISH COUNCIL
HELD**

IN KINGSLEY COMMUNITY CENTRE ON TUESDAY

19 June 2018 AT 7.30PM

Present: Cllrs S Billows (CHAIR), J Critchley, J Dean, A Dedman, D Fletcher, C Jones,

D Molyneux, C Pownall, R Wilson

Attending: Mrs L Jacob (Clerk); 2 members of the public; PCSO David Hayes

MEETING No 2

REF.	DISCUSSION
18/10 0	Apologies for Absence Apologies received and accepted from D. Moores and G. Warburton.
18/10 1	Declarations of Interests relating to any item on the agenda. No declarations were made.
18/10 2	Public Participation <u>Issues raised by members of the public</u> A resident enquired about the criteria and parameters of the Conservation Area, with particular reference to Dark Lane. Cllr Jones provided information from the work of the Neighbourhood Planning Group, who have put a number of questions to CWAC including issues of the review of the Conservation Area. ACTION - Cllr Jones will report back to the next meeting; Cllr Billows will provide the resident with a link to the CWAC Interactive Mapping Tool. <u>Report from PCSO</u> PCSO David Hughes attended and distributed a questionnaire to councillors. There were no crimes recorded for the previous month; some minor highway disruption due to fallen boughs and trees. PCSO focus has been on parking issues at the primary school. Councillors raised issues about increased use of village roads by heavy goods vehicles; vehicles parking on pavements; parking issues generally; incident of a buzzard being shot at with an air rifle and possibly killed.
18/10 3	Minutes of the Meeting held on the 15 May 2018 Proposed Cllr Critchley, seconded Cllr Wilson and Resolved that the Minutes of the Meeting held on 15 May 2018 be accepted as a true record of the meeting and be signed by the Chair
18/10 4	Updates on matters arising from the Minutes of the Meeting of 15 May 2018 The following updates were received: 18/086 - a new Risk Assessment Pro Forma will be circulated to councillors prior to the July meeting for discussion and resolution at the July meeting.

	<p>18/088 – GDPR – this item has been deferred to a future meeting by the group, as other policies have taken precedence.</p> <p>18/089 – Email policy – as GDPR</p> <p>18/094 – the digital mapping of the cemetery is complete and the database is now available to the Clerk; clerk to liaise with Atlantic Geomatics on suitable date for training.</p>
18/10 5	<p>Report on the work of the Management Group</p> <p>The report was received.</p> <p>Resolved to accept the following recommendations of the group:</p> <p>That the group be renamed the Policy and Process Group.</p> <p>That Cllr Dean joins the group.</p> <p>That the group present Terms of Reference to full council in July, including a proposed timetable of policies and processes which the group will review and present for adoption.</p> <p>That, following adoption of the Standing Orders, the group prioritises the issuing to all council members for review, a model for Financial Regulations and a Risk Management Register, with a view to adoption at the July meeting, ensuring that the three principal policies of a parish council are agreed and in place.</p>
18/10 6	<p>Review of Standing Orders</p> <p>The adoption of the Standing Orders was debated. Cllr Pownall asked for a full debate and expressed concern that the Standing Orders were restrictive and unwieldy for a small council. Cllrs Wilson and Molyneux suggested that the Orders be adopted as a framework and further changes could be discussed as they arose, with council able to vote to make amendments during future meetings.</p> <p>Cllr Critchley proposed and Cllr Jones seconded and it was Resolved to: Adopt the NALC 2018 Model Standing Orders, with the current edits, as the Standing Orders under which Kingsley Parish Council will conduct its meetings, with any subsequent changes arising to be agreed at future meetings.</p>
18/10 7	<p>Two reports on WWI Centenary Celebrations</p> <p>Cllr Moores had provided a report. The report outlined options for the purchase of a number of WWI commemorative items.</p> <p>Cllr Billows proposed and Cllr Critchley seconded and it was Resolved to: purchase and install at the War Memorial, a bench, the design to be decided following research on alternative designs.</p> <p>(ACTION – clerk to research designs and circulate to all councillors for comment)</p> <p>Resolved to: make an application to the Ward Members Grant for the cost of the bench.</p> <p>(ACTION – Cllr Jones to make the application)</p> <p>Resolved to: purchase 30 lamppost poppies/additional stakes.</p> <p>Cllr Critchley suggested that the decision on the purchase of the “silent soldier” be taken to the next meeting, allowing for information from the British Legion to be released.</p> <p>Cllr Dedman provided a report on attendance at two community-led meetings regarding the WWI Centenary Commemorations.</p> <p>Cllr Billows proposed and Cllr Fletcher seconded and it was Resolved to: appoint Cllr Dedman and Cllr Fletcher as the KPC Representatives to future meetings of the group; Cllr Jones will give assistance in making bids for funding from the Heritage Lottery Fund and</p>

	other grant-making organisations.
18/10 8	<p>Report on the Christmas Lights</p> <p>Cllr Moores had provided the clerk with information regarding the relocation of the Christmas lights to the new Co-op building. The Co-op will install an external electricity supply to the new building; the existing tree brackets have been removed and Cllr Moores will give them to the contractors for fitting to the new building; the old lights from the trees have been removed and are stored in the Boardroom. Cllr Wilson suggested that the new tenant of the Co-op building be asked to consider hosting a Christmas Tree display on the building.</p>
18/10 9	<p>Report on Neighbourhood Planning</p> <p>Cllr Jones provided a verbal report on the meetings held. The group now numbers ten members. A meeting with the CWAC Neighbourhood Plan Representative had taken place on 22 May 2018. ACTION - Cllr Jones will circulate a report from this meeting.</p> <p>A meeting of the Neighbourhood Planning Group had taken place on 4 June 2018. An online survey on the community's vision will be advertised in Kingsley News, with a paper version circulated with the September edition of Kingsley News. A Locality funding bid is being completed; a new logo for the group has been created and information about the group will appear on the Kingsley Village website.</p>
18/11 0	<p>Report on a grant funding opportunity</p> <p>Cllr Moores had provided information on a grant opportunity which is open to communities situated within a 10 mile radius of a Tarmac waste, cement and lime or quarrying site. Cllr Wilson provided information that the funding criteria which applied to the Windfarm grants had been relaxed and might now include Kingsley as an eligible village.</p>
18/11 1	<p>Borough Councillor Remarks</p> <p>Ward Cllr Oultram sent his apologies.</p>
18/11 2	<p>Playing Field Report</p> <p>Cllr Fletcher had completed an inspection of the equipment and purchased tools and materials to effect repairs. ACTION - the clerk to draft risk assessment documents for the playing field equipment.</p>
18/11 3	<p>Cemetery Report</p> <p>Cllr Warburton had provided the Clerk with a written report. The hard landscaping at the War Memorial was complete, with the planting scheduled to take place in the autumn. A telephone conversation had taken place with Mid-Cheshire Grounds Maintenance and Cllr Warburton on 6 June 2018 to highlight the areas of the cemetery which needed attention. Work to the boundary fence is still outstanding, and the Garden of Reflection area is unsatisfactory, being overrun with weeds. ACTION - The clerk to follow this up with the contractor.</p> <p>The clerk presented a report on the Cemetery Bins.</p> <p>Resolved to:</p> <p>Change the contract with Suez from a 240 litre bin to a 660 litre bin (additional cost being £2.47 per month)</p>
18/11 4	<p>Traffic/Transport Report, including a report on Town Farm Quarry</p>

	<p>Cllr Dean had nothing to report. Cllr Pownall had provided a report on Town Quarry Farm. CWAC had not yet undertaken a survey of the Quarry site. Resolved to: accept the recommendation that Cllr Pownall be the Kingsley Parish Council representative and attend the Joint Council Working Group.</p>
18/11 5	<p>Planning Notifications The planning decisions notified by the Cheshire West & Chester Council, and appended, were noted.</p>
18/11 6	<p>Planning Applications Resolved that the responses recommended by the Planning Group (appended), to be sent to Cheshire West & Chester Council in relation to the appended planning applications, be accepted.</p>
18/11 7	<p>Report recommending ways of working of the Planning Group Cllr Critchley presented the report. The options for the future working of the group were discussed and it was Resolved that: a working group will meet and make recommendations to full council; the group have the ability to call an extraordinary meeting if a large planning development is submitted; the group present Terms of Reference to the July meeting. Two further recommendations were considered. Cllr Billows proposed and Cllr Dedman seconded and it was Resolved to: accept the recommendation that the Higher Heyes group stand down (Cllr Molyneux's vote of thanks to that group for their work was expressed and noted); accept the recommendation that KPC propose that Cllr Pownall be accepted by the KGBAG Group as a representative from the Parish Council and a point of contact for liaison to that community group.</p>
18/11 8	<p>Finance Resolved to: accept the payments to be made as detailed on the schedule attached; cheques in settlement were signed by two authorised signatories and corresponding invoices initialled. The receipts, as detailed on the schedule attached, were noted Resolved to: accept the Bank Reconciliation to 1 June 2018 which was signed by Cllrs Wilson and Fletcher. The statement of the financial position to date prepared by the Clerk was missing data which will be provided by Cllr Billows and a new statement will be presented at the July meeting. Resolved to: accept the request of the clerk for the purchase of printer ink which will cost £85. Resolved to: close the BT telephone line account. Resolved to: accept the recommendations contained in the report on the Scottish Power bill for electricity supply at the Boardroom, being that a fixed tariff until 31 August 2019 with Scottish Power will be accepted; the amended electricity bill based on the new tariff will be paid; a Smart meter will be requested to be installed at the boardroom. (Councillors' expression of thanks to the clerk for the work to resolve the matter was noted) It was noted that the period of the Public Right to view the Council's unaudited accounts for FY 2017/18 commenced on 6 June 2018 and will end on 15 July 2018.</p>
18/11	<p>Cemetery Training Course</p>

9	<p>The request by the clerk to attend an ICCM (Institute of Cemetery and Crematorium Management) training course at a cost of £75 on Tuesday 21 August 2018 was considered.</p> <p>Cllr Billows proposed and Cllr Critchley seconded and it was Resolved to: give permission to the clerk to attend the training course.</p>
18/12 0	<p>Clerk's Report</p> <p>The clerk's report on correspondence received was noted. Three further items of correspondence were noted: Letter from Whitby Memorials offering free signs at Kingsley Cemetery; article in Frodsham Life re: Community Fund Awards; invoice received for restoration of heritage village sign (this item to appear on agenda for July meeting)</p>
18/12 1	<p>The date and time of next meeting was agreed as Tuesday 17 July 2018, 7.30 pm.</p>
	<p>The meeting closed at 10.01 pm</p>

Signed:.....

Dated:.....

Appendices follow:

18/115 Planning Decisions Notified

18/116 Planning Responses Made

18/118 Receipts and Payments Schedule

18/115 Planning Decisions Notified

Date received	Reference No.	Site Address	Proposal	CWAC Decision
22 May 2018	18/01096/ FUL	Fir Tree House, Norley Road, Kingsley, WA6 6LT	Single storey rear extension and minor alterations	WITHDRAW N
24 May 2018	18/00875/ OUT	Brook House Farm, Mill Lane, Kingsley WA6 8HH	Outline planning application for 2 new dwellings on Brownfield Land to the side of Brook House Farm in Kingsley	REFUSED
11/06/20 18	18/01294/ FUL	Land At Dark Lane Kingsley Frodsham	Erection of two dwellings and detached garages	WITHDRAW N
11/06/20 18	18/01353/ FUL	Land To Rear of 34 Top Road Kingsley Frodsham	Erection of two houses	WITHDRAW N

18/116 Planning Responses Made

Date for response	Reference No.	Site Address	Proposal	KPC Comments
7 June 2018	18/01808/ FUL	Castle Hill Farm Waterloo Lane Kingsley Frodsham WA6 6TW	Construction of new agricultural field access	No Objection
12 June 2018	18/01853/ FUL	Land At Grid Ref 352733 374818 Newton Hollows Road Kingsley Frodsham	The redevelopment of vacant industrial land and premises to provide two dwellings	No objection
25 June 2018	18/01869/ FUL	Land Opposite Brookfield Well Lane Kingsley	Demolition of garage and erection of one dwelling	OBJECTION based on overdevelopment ; insufficient parking; drainage issues and access to substation.
25 June 2018	18/02036/ S73	Fir Tree House, Norley Road, Kingsley, WA6 6LT	Variation of condition 2 of planning	No objection

			permission 15/00242/FUL for a revision to the design	
	18/02095/ FUL	Land at Guests Slack	Erection of 2 No. 3 bedroom detached dwellings	OBJECTION based on visibility and access issues; insufficient parking

18/118 Receipts and Payments Schedule

Receipts for period

Date received	Receipt from	Amount
24/05/2018	Nagle - Burial plot and fees - Mrs S Warner	534.00

Payments for period

Cheque No.	Payee	Reason for payment	Amount
D/D	Suez	Cemetery Bin service	41.94
D/D	BT	Telephone supply	34.53
3033	L Jacob	Salary: 17 April to 30 April And 1 May to 30 May	385.47
3034	HMRC	Taxation and National Insurance for L Jacob (employee and employer contribution)	20.60
3035	Mid-Cheshire Grounds Maintenance	For Playing Field Grass cut - 110.00 For Cemetery visit - 160.00 Public Rights of Way - 180.00 VAT - 90.00	540.00
3036	Lara Jacob	Mobile telephone charges; homeworking allowance; mileage; postage stamps	62.46
3037	D Fletcher	Keys for gym equipment; WD4; oil	10.68
3038	H.W Morris	Hard works and clearance works at War Memorial	2531.69
3039	Atlantic Geomatics	Digital Mapping of Cemetery	1926.00
3040	S Nicholls	May - work to enhance village including cleaning benches; planting of planters; cleaning signs; materials for planters	110.00