

KINGSLEY PARISH COUNCIL

MINUTES OF THE MEETING OF KINGSLEY PARISH COUNCIL HELD IN KINGSLEY COMMUNITY CENTRE ON TUESDAY 16 OCTOBER 2018 AT 7.30PM

Present: Cllrs S Billows (CHAIR), J Critchley, J Dean, A Dedman, D Fletcher, C Jones, D Moores, C Pownall, D Molyneux, G Warburton, R Wilson.

Attending: John Hutchison, Borough Cllr R Oultram

MEETING No 5

REF.	DISCUSSION
18/16 1	Apologies for Absence No apologies were received.
18/16 2	Declarations of Interests relating to any item on the agenda. Cllr Moores declared an interest in item 18/00678/FUL (Brookside Farm) as he lived in close proximity to the site.
18/16 3	Public Participation <u>Issues raised by members of the public</u> John Hutchison reiterated the issues he had raised at the last meeting in relation to the layout of the cemetery and the council's cemetery regulations. He handed out some additional paperwork on this matter. Cllr Billows outlined some information that was to be discussed under item 18/179. A background report is in the process of being prepared and the new vicar has also been invited to join the working group. A date for the first working group meeting has been delayed until the new RFO has taken up a permanent post. A short discussion was held in relation to the consecrated and un-consecrated parts of the cemetery. <u>Report from PCSO</u> The PCSO did not attend and no report was submitted. It was reported that there had been some complaints in relation to people drinking alcohol on the playing field and the PCSO had agreed to monitor the field at regular intervals.
18/16 4	Minutes of the Meeting held on 18 September 2018 Proposed Cllr Moores, seconded Cllr Fletcher and Resolved that the Minutes of the Meeting held on 18 September 2018 be accepted as a true record of the meeting and be signed by the Chair.
18/16 5	Updates on matters arising from the Minutes of the Meeting of 18 September 2018 No updates were received.
18/16 6	Borough Councillor Remarks Cllr Oultram outlined that Cllr Lynn Riley had written to Fiona Hore, CW&C Planning, in relation to the Higher Heyes affordable housing project. It was reported that Liverpool Mutual Homes would be allocating the housing and concern had been expressed that as they didn't currently operate beyond Merseyside, they would not be aware of local housing needs. Contact had also been made with CW&C's housing

	<p>officer, Alison Amesbury, and it was requested that she be invited to the next meeting to explain the allocation process and advise how the parish council might be involved. Cllr Pownall passed CW&C's affordable housing allocation policy to the Chair for information.</p> <p>ACTION: Cllr Pownall to contact Alison Amesbury to invite her to the next meeting.</p> <p>It was also felt that it could be beneficial for the developer, housing association and CW&C to attend an open meeting in the village to offer residents some further information.</p> <p>ACTION: Cllr Oultram to follow this up.</p>
18/16 7	<p>Report on WW1 Centenary Commemorations</p> <p>Cllr Dedman had circulated a report providing an update on the planned commemorative events and the proposed purchase of a visitor's book. It was agreed that rather than a formal visitor's book, a scrapbook would be put together using artwork, photographs, comments, postcards and other memorable items from the occasion.</p> <p>ACTION: Cllr Dedman to circulate the costs of the scrapbook and associated paper via e-mail for approval.</p> <p>ACTION: Cllr Billows to purchase a 17" type B British Legion wreath at a cost of £17 plus postage.</p> <p>Cllr Dedman outlined that war memorabilia was being sought to display at the event and Cllr Critchley suggested she contact the Frodsham and District Historical Society in this respect.</p> <p>ACTION: Cllr Critchley to forward contact details of the society to Cllr Dedman.</p> <p>Cllr Moores outlined that the 2 commemorative benches had been ordered and delivery was expected in December. Cllr Jones asked for thanks to be recorded to Cllr Oultram for his additional £679 donation towards the benches through the CW&C Member Budgets Awards Scheme.</p>
18/16 8	<p>Report on Neighbourhood Planning</p> <p>Cllr Jones presented some proposed revised wording to the steering group's terms and conditions in relation to the delegation of finances. It was agreed that this would be discussed with the new RFO given her experience of the Neighbourhood Plan in Frodsham.</p> <p>ACTION: Cllr Jones to discuss with RFO and bring proposed wording to the next meeting.</p>
18/16 9	<p>Playing Field Report</p> <p>Cllr Fletcher confirmed that he had placed an order for our annual inspection with Wicksteed at a cost of £90 plus VAT.</p> <p>Cllr Dean outlined that he had received an outstanding invoice of £144 from Mid Cheshire Grounds Maintenance dated 26/9/17.</p> <p>Proposed Cllr Billows, seconded Cllr Moores and Resolved to pay outstanding invoice.</p>
18/17 0	<p>Cemetery Report</p> <p>A vote of thanks was recorded to the Chair for organising the cemetery clean up event. It was reported that there had been a good turnout of councillors, but disappointment was expressed about the lack of support from the wider public. The Chair also wished to record her thanks to Adam Currie, a local landscape gardener, who had been a great help at the event, and to Cllr Warburton and Liz Warburton who had devoted many years to the general upkeep of the cemetery.</p> <p>It was agreed that the tender document for next year's cemetery</p>

	<p>maintenance contract should be broken down into component parts, so the scale of work involved could be appreciated. It was suggested that in future we could ring fence any revenue raised at the cemetery for future maintenance and enhancement projects there.</p> <p>ACTION: Cllr Critchley to request new RFO's advice on all maintenance contracts and bring a report along with draft contracts to the next meeting. Cllrs Moores, Warburton and Fletcher to forward individual work packages to RFO for each contract.</p> <p>ACTION: Cllr Billows to contact local stone masons to advise any payments should be made to us, rather than to the church, following a recent payment error by Whitby's Stonemasons.</p> <p>ACTION: Cllr Warburton to request Mid Cheshire to carry out a final vegetation cut before their contract ends in February.</p>
18/17 1	<p>Traffic/Transport Report</p> <p>It was noted that there had been a number of complaints on social media about recent parking issues on Depmore Lane during an event being held at Kingsley Community Primary School. Cllr Dean reported that he had taken photographs of vehicles parking on the pavement on Hollow Lane.</p> <p>ACTION: Cllr Dean to liaise with PSCO about the issue.</p> <p>Cllr Dean reported that he had been in contact with CW&C Highways in relation to the brambles on the corner of Westbrook Road and Hollow Lane, but they had refused to take any action at present.</p> <p>ACTION: Cllr Dean to continue with our requests for clearance of this vegetation.</p> <p>Cllr Pownall outlined that information was still being sought from CW&C in relation to the independent site survey undertaken last May at Town Farm Quarry. He also outlined that another meeting of the working group was proposed.</p>
18/17 2	<p>Planning Notifications</p> <p>The planning decisions notified by Cheshire West & Chester Council, and appended, were noted.</p>
18/17 3	<p>Planning Applications</p> <p>Proposed Cllr Critchley, seconded Cllr Billows and Resolved that the responses recommended by the Planning Group (appended), be accepted and sent to Cheshire West & Chester Council, with only one addition - 'in perpetuity' to be included in our response to application 18/03457/DIS (in relation to shared ownership properties).</p> <p>NOTE: Cllr Moores abstained from voting.</p> <p>ACTION: Responses to be sent to CW&C by Cllr Critchley in the clerk's absence.</p>
18/17 4	<p>Finance</p> <p>Proposed Cllr Critchley and seconded Cllr Fletcher and 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.</p> <p>The receipts, as detailed on the schedule attached, were noted.</p> <p>Resolved to: accept the Bank Reconciliation to 30 September 2018 which was signed by Cllrs Moores and Fletcher.</p> <p>ACTION: Cllr Jones to note the amendment to the payment for the Hurst Chapel room hire at the next neighbourhood plan steering group meeting.</p>
18/17	<p>Senior Road Users Seminar</p>

5	<p>Cllr Critchley outlined the following "I am working with CWaC to develop a seminar for Senior Road Users (aged 60+) in Frodsham and neighbouring parishes. The aim is to discuss driving issues with senior road users and give them advice and tips on how to drive safely for longer. Attendees will also be offered the opportunity to apply for a driving assessment with a qualified driving instructor. The seminar and the driver assessment will be free. It is to be held at Frodsham Golf Club (date not yet agreed). This scheme has been running successfully for some time on Merseyside and the Wirral. CWaC want to offer the scheme across Cheshire West and Chester. This will be their pilot seminar. KPC is invited to support this initiative and confirm that they are happy for it to be publicised on the village website and social media in due course." Cllrs noted and expressed support.</p>
18/17 6	<p>Parish Clerk/RFO Recruitment Cllr Billows had provided a report in relation to the recruitment of a new clerk and RFO. She outlined that 3 applicants had been interviewed and the preferred candidate for the clerk's role was expected to commence work on 1 Nov. Hazel Catt (Frodsham Town Council) will act as RFO from 1st Nov. It was also noted that 20 hours of financial consultancy support will also be provided by the RFO to develop budget and financial management systems.</p> <p>Proposed Cllr Molyneux and seconded Cllr Wilson and Resolved: to approve the parish clerk/RFO recruitment report and agree to the expenditure outlined. It was also agreed to ratify the expenditure already approved by email dated 26/9/18 (in relation to a new laptop for Hazel Catt as temporary RFO).</p> <p>ACTION: Cllr Dean to order new laptop for the Parish Clerk.</p>
18/17 7	<p>The Boardroom as a Location for Kingsley Parish Council Office Cllr Billows had provided a report in relation to the possibility of using the boardroom as an office. It was proposed that any work involved be split into various stages relating to service and supply, storage, fittings and furnishing and enhancements. Some councillors expressed their full support whilst other councillors expressed their concern. After lengthy debate, it was agreed that only the proposals for providing additional storage facilities should be progressed at this stage, rather than the proposal to establish the room as an office.</p> <p>Proposed Cllr Fletcher and seconded Cllr Wilson. CLLR Billows Abstained.</p> <p>Resolved: to approve expenditure of the following - street name and numbering, signage and letter box, telephone line installation, fireproof storage, additional sockets, electrical safety testing and computer monitor, mouse and keyboard.</p> <p>ACTION: Cllr Billows advised she would consider revised plan, and report by email.</p>
18/17 8	<p>Village Enhancements - Christmas Displays and Bench Treatment Cllr Moores had provided 2 reports. In relation to the village's Christmas display, it was proposed that we purchased another 18 foot tree along with 3 battery operated lights for display on the Brow at a total cost of around £215. Cllr Critchley suggested we ask the Forestry Commission to provide a free tree as they do for Frodsham.</p> <p>Proposed Cllr Moores and seconded Cllr Fletcher and</p>

	<p>Resolved to obtain the items proposed. ACTION: Cllr Moores to request a free tree from the Forestry Commission or if necessary, purchase an 18ft large Christmas tree. Cllr Billows gave Cllr 4 sets of battery operated lights. Cllr Moores proposed that we arranged for the 3 planters on The Cross to have a new display of winter plants. Proposed Cllr Moores and seconded Cllr Fletcher and Resolved to spend approximately £30 on winter plants at The Cross. ACTION: Cllr Moores to arrange this work. Cllr Moores proposed the protection and treatment of 6 benches located around the village for a cost of £525. Proposed Cllr Moores and seconded Cllr Pownall and Resolved to carry out this maintenance work. ACTION: Cllr Moores to arrange.</p>
18/17 9	<p>Working Group Updates Conservation Areas/TPO's/Listed Buildings ACTION: Cllr Pownall to take forward in consultation with relevant officers at CW&C and report any discussions at next meeting. Middle Lane Playing Field ACTION: Cllr Critchley to look into the situation in consultation with relevant officers at CW&C. To bring a report to the next meeting. Cemetery Policy and Management This item was covered under 18/163. A report to be brought to the next meeting.</p>
18/18 0	<p>Correspondence Received Cllr Billows to e-mail any relevant correspondence.</p>
18/18 1	<p>The date and time of the next meeting was agreed as Tuesday 20th November 2018, 7.30 pm.</p>
	<p>The meeting closed at 10.25pm. In line with the Council's Standing Orders, it was proposed by Cllr Moores and seconded by Cllr Fletcher and all agreed to continue the meeting beyond the 2 and a half hour time limit in order to complete business.</p>

Signed:.....
Dated:.....

Appendices follow:

- 18/172 Planning Decisions Notified
- 18/173 Planning Responses Made
- 18/174 Receipts and Payments Schedule

18/172 Planning Decisions Notified

Date received	Reference No.	Site Address	Proposal	CWAC Decision
27 Sept 18	18/02739/FUL	34 Top Road, Kingsley	Two bungalows proposed to the rear of no.34 Top Road	Refused
10 Oct 18	18/00909/FUL	Kingsley Mill, Mill Lane, Kingsley	Extension of an existing warehouse, retention of the mill for storage (associated with the existing business), demolition of accompanying outbuildings/extensions, the erection of 5 new dwellings, new access, car parking and landscaping	Approved

18/173 Planning Responses Made

Date for response	Reference No.	Site Address	Proposal	KPC Comments
24/10/18	18/03741/TPO	Red Bull Inn The Brow Kingsley	Birch 1 remove - the tree is a mature tree and has many younger trees underneath it. Ivy has grown on the bank of a brook 2 feet from a public highway, having lost a similar tree within 20 yards	No objections

last year, the habitants of the houses underneath both of the trees fear for their property, safety and public safety using the highway. The trees are also pushing the retaining wall into the brook. Birch 2 Remove - as above. Birch 3 remove limb overhanging house and telephone wires.

KPC not consulted	18/035 20/DIS	Blackberry Cottage Hollow Lane Kingsley	Discharge of conditions 3 (materials), 4 (landscaping), 5 (landscaping), 8 (gravel and loose material) and 10 (finished floor levels) of planning permission 17/04120/	No objections
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18/1 0/18	18/035 47/DIS	Land Off Higher Heyes Drive Kingsley	FUL. Discharge of Conditions 3 (Construct ion Method Statement) 4 (Bird and Bat Boxes) 5 (Hedge Row Retention) 6 (Drainage) 7 (Contamin ated Land) 9 (Drainage) 10 (Boundary Treatment) 11 (Affordabl e Housing) 12 (Materials) 13 (Bin Store) 14 (Landscapi ng) 15 (Piling) 18 (Cycle Store) and 20 (Hours) of 17/02356/ FUL	Objection. KPC object to conditions 6 and 11 as they do not fully address the requiremen ts set by CWaC. KPC also endorse the representat ions of Mr Ingleby and LLFA (Condition 6) and KGBAG (Condition 11).
31/1 0/18	18/006 78/FUL (new submis sion)	Land Opposite Brookside Farm Chapel Lane Kingsley Frodsham Cheshire WA6 8HB	Erection of storage building for use in associatio n with existing agricultura l contractor' s business	Objection. The recently added supplement ary documents do not appear to amend the planning application

in any way
and the KPC
comments
made on 22
March 2018
stand.

18/174 Finance

Schedule of Receipts and Payments from 18 September to 16 October

Receipts for period – Interest to Business Reserves Account £1.30.

Payments for period

Cheque No.	Payee	Reason for payment	Amount
3056	Scottish Power	Payment for use of energy	£29.70
3052	Lara Jacobs	Final pay	£87.01
3057	Mid Cheshire Grounds Maintenance	August 2018 ground work	£573.00
3058	PKF Audit	Audit	£240.00
3059	Merseyside Printing Company	Neighbourhood plan questionnaire printing	£350.00
3060	Hurst Methodist Church	Cancelled chq - room hire for meetings of the neighbourhood planning steering group	£45.00
3061	Hurst Methodist Church	Room hire for meetings of the neighbourhood planning steering group	£70.00
3062	S Nichols	Gardening and maintenance to planters (Sept)	£80.00
3063	J Dean	Purchase of laptop for RFO. Paid on J Dean credit card repayment	£381.05
3064	S Billows	Cost for cleaning materials receipts obtain	£28.50
3065	Mid Cheshire Grounds Maintenance	Ground work to sports field and cemetery Sept 2018	£240.00
D/D	Suez	Cemetery bin collection	£67.11

