

KINGSLEY PARISH COUNCIL

MINUTES OF THE MEETING OF KINGSLEY PARISH COUNCIL HELD IN KINGSLEY COMMUNITY CENTRE ON TUESDAY 18 SEPTEMBER 2018 AT 7.30PM

Present: Cllrs S Billows (CHAIR), J Critchley, J Dean, A Dedman
(arrived at 7.40pm),
D Fletcher, C Jones, D Moores, C Pownall.

Attending: Several members of the public

MEETING No 4

REF.	DISCUSSION
18/14 2	Apologies for Absence Apologies received and accepted from Cllr D. Molyneux, Cllr G. Warburton and Cllr R. Wilson.
18/14 3	Declarations of Interests relating to any item on the agenda. Cllr C. Pownall declared an interest in planning application 18/02739/FUL and read out the following statement: <i>'I declare a disclosable, non-pecuniary interest in the above application. In recent months there has been a series of anonymous letters addressed to the Parish Council questioning the probity of some councillors relating to matters arising from a former planning decision. Therefore, I wish to put on record that I have been actively involved with the objections to the application 18/02739/FUL and have advised residents in Dark Lane about appropriate action. I initially disclosed my interest to the Council and requested that no documents or communications from the planning group (of which I am a member) should be sent to me in the discussion period. I have not attended two of the recent planning committee meetings. I will absent myself from the room when this item comes up on the agenda today. I consider that I have kept both to the letter and spirit of the Borough Council's Code of Conduct in this regard.'</i> Cllr Billows declared a non-pecuniary interest in planning application 18/03148/FUL as she had been in discussion with the applicant. She stated that she would not vote on the application when discussed under item 18/154. Cllr Jones declared an interest in item 18/149 as a decision was required by councillors on commissioning her employer, Cheshire Community Action, in relation to work on the Neighbourhood Plan. She stated that she would not vote on the resolution proposed.
18/14 4	Public Participation <u>Issues raised by members of the public</u> John Hutchison raised some issues in relation to the layout of the cemetery and the council's cemetery regulations. Cllr Billows outlined that a cemetery policy and management working group had been proposed under item 18/158 and she invited Mr Hutchison to consider joining the group where his queries would be considered.

	<p>Bernard Whim, Tom Sztejer and Roger Black raised their objections to planning application 18/02739/FUL. Their objections included flooding/drainage, increased traffic, loss of privacy, questionable market need and impact on heritage. It was requested that the council considered the many residents' objections already registered when coming to its own view on the application.</p> <p><u>Report from PCSO</u> The PCSO did not attend and no report was submitted.</p>
18/14 5	<p>Minutes of the Meeting held on 17 July 2018 Proposed Cllr Critchley, seconded Cllr Pownall and Resolved that the Minutes of the Meeting held on 17 July 2018 be accepted as a true record of the meeting and be signed by the Chair.</p>
18/14 6	<p>Updates on matters arising from the Minutes of the Meeting of 17 July 2018 No updates were received.</p>
18/14 7	<p>Borough Councillor Remarks Cllr Oultram did not attend and no remarks were received.</p>
18/14 8	<p>Update on WW1 Centenary Commemorations Cllr Dedman outlined that the residents group had last met on 7 September to finalise the timings for the events on Remembrance Sunday. The programme would be circulated in the October edition of Kingsley News.</p> <p>ACTION: Cllr Dedman to circulate a copy of the programme to councillors.</p> <p>It was agreed that the poppies being prepared by community members could be displayed on the cemetery gates.</p> <p>Cllr Moores agreed to display the Royal British Legion poppies at the Cross from the beginning of October. It was outlined that he had sourced a supplier for the new memorial benches agreed at the last meeting. Cllr Jones confirmed that she had submitted an application for £679 to the CW&C Members Budgets Award Scheme for one of the benches.</p> <p>ACTION: Cllr Jones to chase up the grant application to CW&C at the earliest opportunity.</p> <p>ACTION: Cllr Moores to order benches once funding is confirmed from CW&C.</p> <p>Proposed Cllr Billows, seconded Cllr Dean and Resolved to enable Cllr Moores to purchase 2 memorial benches to be located at The Cross and cemetery.</p>
18/14 9	<p>Report on Neighbourhood Planning Cllr Jones had provided a report on progress since the last meeting. She outlined that the £2,888 grant from Locality had been received and she proposed a resolution to spend this on the first phase of the plan, including elements such as consultancy support, a specialist natural environmental study and printing costs for the initial survey. It was outlined that paper copies of the initial survey would be distributed along with the Kingsley News at the beginning of October.</p> <p>Proposed Cllr Moores, seconded Cllr Billows and Resolved to approve the expenditure of £2,888 to complete the initial work on the Neighbourhood Plan.</p> <p>Cllr Pownall raised concern that a definitive housing needs plan needed to be incorporated within the Neighbourhood Plan and the council should step in to ensure that it was authoritative. Cllrs Jones and Moores</p>

	<p>outlined that a CW&C-funded draft desk-based housing needs survey had been circulated to the Neighbourhood Plan Steering Group but it needed final approval from CW&C before being ready for public circulation.</p> <p>ACTION: Cllr Jones to forward the draft housing needs survey to planning group members.</p> <p>Cllr Moores outlined that the Neighbourhood Plan Steering Group had requested authority to agree any future minor expenditure without having to wait for council approval.</p> <p>ACTION: Cllr Jones to propose some revised wording to the steering group's terms and conditions at the next meeting.</p>
18/15 0	<p>Playing Field Report</p> <p>Cllr Fletcher reported that a group of youths had recently lit a fire on the field and stayed there overnight. This had been reported to the PCSO and he has agreed to include the field on his patrols. He has requested vehicle number plates to be recorded if this happens again.</p> <p>ACTION: Cllr Billows to request that the PSCO continues to monitor the field.</p> <p>Cllr Fletcher also reported that the wooden base of the multi-use climbing frame in the enclosed play area was showing signs of decay. Whilst this issue hadn't been raised in the latest inspection, it was requested that other councillors have a look at it and report back to Cllr Fletcher with any views.</p> <p>ACTION: Councillors to inspect climbing unit and report back to Cllr Fletcher.</p>
18/15 1	<p>Cemetery Report</p> <p>Cllr Billows reported that Cllr Warburton had expressed his concern with the quality of the current company's cemetery maintenance work and had requested a change of contractor. After some debate, it was agreed that the term of the contract was nearing its end and we would therefore continue with the current company until the end of their contract. Councillors agreed, however, to bear in mind Cllr Warburton's views during the tendering process for next year. It was also agreed that the inclusion of a break clause would be considered for any new contract agreements next year.</p> <p>ACTION: Cllr Moores to ask Steve Nichols to tidy up the flower beds in the Garden of Remembrance in advance of the WW1 commemorations.</p> <p>ACTION: Cllr Warburton to chase up the new planting at the war memorial.</p> <p>Cllr Billows proposed a cemetery tidy up weekend on 6/7 October and circulated a report and draft poster to advertise the event. It was outlined that volunteers would be needed from the community to help and it was agreed to advertise the event on Facebook, in Kingsley News and on noticeboards. Cllr Billows will continue to speak to local businesses and community groups to help promote the event or offer some sponsorship. Councillors were requested to attend and engage with the community on any other council business (e.g. neighbourhood planning) over the weekend.</p> <p>Proposed Cllr Billows, seconded Cllr Critchley and Resolved to approve the proposal for a cemetery tidy-up event and authorise a budget of £100 to cover catering costs.</p> <p>ACTION: Cllr Dedman to ask the Women's Institute for assistance with refreshments.</p>
18/15	Traffic/Transport Report

2	<p>Cllr Pownall summarised his latest report on Town Farm Quarry. It was outlined that information was still being sought from CW&C in relation to the independent site survey undertaken last May. It was agreed that the council would continue to remain as members of the working group in order to keep under review any evidence of re-starting operations at the quarry in future.</p> <p>Cllr Dean reported 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>
18/15 3	<p>Planning Notifications</p> <p>It was noted that the first application listed under this item (18/02739/FUL) had been recorded in error and should be removed from the agenda.</p> <p>The remaining planning decision notified by Cheshire West & Chester Council, and appended, was noted.</p>
18/15 4	<p>Planning Applications</p> <p>It was noted that the first application listed under this item (18/02365/LBC) had been recorded in error and should be removed from the agenda.</p> <p>Proposed Cllr Dean, seconded Cllr Billows and 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> <p>NOTE: Cllr Pownall abstained from voting.</p> <p>ACTION: Responses to be sent to CW&C by Cllr Critchley in the absence of a clerk.</p>
18/15 5	<p>Finance</p> <p>Proposed Cllr Jones and seconded Cllr Billows 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 31 August 2018 which was signed by Cllrs Billows and Fletcher.</p> <p>The External Auditors report was received and noted. Cllr Pownall proposed that a vote of thanks was recorded for Cllrs Billows and Jones in dealing with the queries raised by the auditors. All were in favour.</p>
18/15 6	<p>Village Enhancement Report</p> <p>Cllr Moores outlined that Kingsley was eligible for grant funding through Tarmac's Landfill Communities Fund. He proposed that an application be prepared consisting of 4 key elements: new heritage fingerposts, protecting verges, landscaping at The Cross and improving the four entrance points to the village. It was agreed that there was merit in working up an application, potentially including some additional projects to the ones proposed (e.g. enhancement work to the Boardroom). Cllr Jones outlined it was important to involve the views of community as this would be required for the grant application.</p> <p>ACTION: Cllr Moores to progress.</p>
18/15 7	<p>Parish Clerk Recruitment</p> <p>Cllr Billows provided an update report in relation to the recruitment of a new clerk. She outlined that 3 applications had been received and she was currently trying to arrange a date to interview each candidate. It was reported that the decision to appoint one person or two to the roles</p>

	<p>has yet to be made (i.e. splitting the clerk and RFO roles) and would be influenced by the experience of each candidate.</p> <p>Proposed Cllr Billows and seconded Cllr Fletcher and Resolved to: authorise the Personnel Committee to appoint a suitable candidate or candidates to the role(s) of Parish Clerk and RFO or to re-advertise the position(s) if no suitable candidate is found.</p>
18/15 8	<p>Working Group Appointment</p> <p><u>Conservation Areas/TPO's/Listed Buildings</u> ACTION: Cllr Pownall to take forward in consultation with relevant officers at CW&C and report any discussions at next meeting.</p> <p><u>Middle Lane Playing Field</u> ACTION: Cllr Critchley to look into the situation in consultation with relevant officers at CW&C. To bring a report to the November meeting.</p> <p><u>Traffic and Transport</u> Following some debate in relation to current traffic and parking issues, no decision was made about the need for a specific working group on this matter. ACTION: To include on the agenda at the next meeting for further discussion.</p> <p><u>Cemetery Policy and Management</u> It was outlined that Cllr Critchley had attended a cemetery management course and in light of this, felt that the council needed to review its policy and management arrangements. ACTION: Cllrs Critchley, Billows and Warburton. John Hutchison to be invited to attend.</p> <p><u>Day to Day Management</u> ACTION: Cllr Billows to look into the viability of the Boardroom as an operating hub for the council. To bring a report to the October meeting.</p>
18/15 9	<p>Correspondence Received</p> <p>A clerk's report of correspondence was received and noted.</p>
18/16 0	<p>The date and time of next meeting was agreed as Tuesday 16th October 2018, 7.30 pm.</p>
	<p>The meeting closed at 9.46pm.</p>

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

Appendices follow:

18/153 Planning Decisions Notified

18/154 Planning Responses Made

18/155 Receipts and Payments Schedule

Draft

18/153 Planning Decisions Notified

Date received	Reference No.	Site Address	Proposal	CWAC Decision
4/9/18	18/02095/ FUL	Land at Guests Slack, Kingsley	Erection of two no. 3 bedroom detached dwellings	Withdrawn

18/154 Planning Responses Made

Date for response	Reference No.	Site Address	Proposal	KPC Comments
19/9/18	18/00909/ FUL *amended plans submitted 4 Sept	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	Taking into account the intention to retain the historic mill building, the previous KPC comments would be updated and resubmitted. OBJECTION <ul style="list-style-type: none"> • Overdevelopment of the site • Unacceptable mix of housing • Loss of historical fabric
28/9/18	18/02739/ FUL *amended plans submitted 3 Sept	34 Top Road, Kingsley	Two bungalows proposed to the rear of no.34 Top Road	Taking into account the negative impact of digging out the site and installing retaining walls, the previous KPC comments would be updated and resubmitted. OBJECTION <ul style="list-style-type: none"> • Inaccurate description of the site • Unsuitable access to the

				<ul style="list-style-type: none"> site Flood risk Impact on biodiversity Impact on the conservation area
18/9/18	18/03148/FUL	Land At Roddy Lane Farm, Roddy Lane, Kingsley	Change of use of land to allow the siting of a single unit caravan with associated access, parking and septic tank	No objection
19/9/18	18/03149/S73	Land Adjacent to Blakelees Cottage, Hollow Lane, Kingsley	Variation of condition 2 (plans) of planning permission 17/04120/FUL	No objection
4/10/18	18/03208/FUL	Wisteria Cottage, The Hurst, Kingsley	Demolition of existing timber shed and erection of outbuilding to provide ancillary accommodation	No objection
18/9/18	18/03254/FUL	Cowslips, Pike Lane, Kingsley	Part two storey and part single storey side and rear extension and erection of detached garage	No objection

18/155 Finance

Schedule of Receipts and Payments from 17 July to 17 September 2018

Receipts for period

Date received	Receipt from	Amount
7/8/18	L Millington burial	132.00
27/7/18	Groundwork UK (Neighbourhood Plan grant)	2888.00
1/8/18	BT Refund	11.53
31/8/18	Interest to Business Reserve Account	1.44
31/7/18	Interest to Business Reserve Account	1.48

Payments for period

Cheque No.	Payee	Reason for payment	Amount
3051	Mid Cheshire	Playing field and cemetery upkeep and grass cutting for	552.00

	Grounds	July	
3052	Lara Jacobs	Final payment to her leaving date. Unpresented cheque	87.01
3053	HMRC	Cancelled cheque	21.08
3054	HMRC	Tax deducted from Lara Jacobs and passed to HMRC (Replacement cheque)	21.80
3055	S Nichols	Various work around the village in July, cleaning benches, watering and weeding planters at the Cross and St John's, playing field pruning	80.00
3056	Scottish Power	Electricity bill 7th May to 17th August 2018 for board room. Unpresented cheque	29.70
3057	Mid Cheshire Grounds	Playing field and cemetery cutting, burning path edges on playing field, rights of way cut for August. Unpresented cheque	573.00
D/D	BT	Final telephone bill for KPC phone at Jo Preston home	33.49
D/D	Suez	Empty waste bins at cemetery in July	41.94
D/D	Suez	Empty waste bins at cemetery in August	37.28
3058	PKF	Annual governance and accountability return for year ending 31st March 2018. Unpresented cheque	240.00