

DUNHAM HILL & HAPSFORD ANNUAL PARISH COUNCIL MEETING

Tuesday 3rd March 2020, at 7.30pm, in the Village Hall, Dunham Hill.

MINUTES

Present: Cllr D Cowap – Chair
Cllr R Johnson
Cllr S Willett
Cllr C Green

Cllr K Bradley
Cllr K Holmes

Clerk: Mrs T Ryall-Harvey

Members of the public: 6

APOLOGIES FOR ABSENCE – Apologies for absence were received from Cllr S Moore and Cllr R Hadden.

RESOLVED 19/070 – to accept Cllr S Moore's continued services as a Parish Councillor following his absence over the last 6 months.

DECLARATION OF INTERESTS – No declarations of interest were reported.

ACCEPTANCE OF MINUTES

RESOLVED 19/071 - that the Chair signs, as a correct record of the circulated minutes of the Parish Council meeting on the 7th January 2020.

PUBLIC PARTICIPATION

Mr R Charnley, Planning Project Manager, CWaC attended the meeting and reported that The Paddock's travellers site has currently got an injunction on it.

Traveller's sites in Helsby and Hooton have recently had additional permanent pitches approved and CWaC only need to provide 2 more pitches within the five year plan they have. Once these required pitches had been provided for it would allow CWaC to 'refuse' applications in future of Travellers site planning applications. They currently have applications in from sites at Gethsemane, Helsby and Mickle Trafford and evidence needs to be provided of links to the area and family links to grant planning permission for a site. Additionally, Brown Field sites are preferred to Green Field sites. Mr Charnley highlighted the need when submitted a response to a planning application to keep the response on a planning basis only.

The Chair thanked Mr Charnley for coming to speak at the Parish Council, Mr Charnley said if any further advice was required he was happy to answer any further questions.

Mr Charnley left the meeting.

A resident of Hapsford thanked the Chair for attending the meeting between the nursery in Hapsford and the residents.

A resident of Hapsford thanked the Parish Council for planting the daffodils in Hapsford.

Fallen Tree in Hasford - A resident in Hapsford reported that following the fallen tree in Hapsford they wondered if a replacement tree could be planted.

Footpaths in Hapsford - A resident raised concerns since having a meeting in February 2019 with CWaC and walking the footpath between Hapsford and the Hornsmill PH that no work had been undertaken and the footpaths continued to deteriorate.

Rubbish in Hapsford – it was reported that large amounts of plastic had been spread into the hedgerows in Hapsford following the gales. This had been reported to CWaC. A resident asked for clarification as to how often CWaC undertook to litter pick in the Hapsford area.

Rubbish Bin in Play area in Hapsford – it was reported that the rubbish bin in the play area in Hapsford had not been emptied in a long time and a resident had recently reported it to CWaC.

Speed Activation Sign in Hapsford – an update on the installation of the SAV was sought from CWaC.

Sign at Traffic Lights – it was reported that the sign was not straight following a recent traffic incident and it was requested that this be reported to CWaC.

4 residents left the meeting.

ITEMS FOR DISCUSSION

- Pavement & Kerb Cleaning from Hornsmill to Dunham Arms – SS173680662
- Drain Blocked in Dunham Hill –HW180171990
- Cars Parking on Pavement – Clerk raised this with the PCSO, it was also suggested that a polite notice be included in the next newsletter.
- High-Viz Clothing in Winter – it was recommended that an item be included in the next newsletter, also it was requested that the cost if high-viz clothing could be explored to provide to residents.
- Rubbish at Hapsford – SS173682037
- Tree down in Hapsford – SS177191460
- Chester Road – Plastic – SS173689745
- Cleaning up of decaying Leaves on Church Lane – SS17369858 & on Village Road by Dunham Hall (SS173692042)
- Overgrown weeds on pavement near Willets Barn – SS180172855
- Traffic signs at Hornsmill – pavement around traffic lights full of weeds – SS173694576

Cllr K Bradley joined the meeting.

PLANNING

- Councillors noted the Planning Register dated 23/02/2020.
- Planning Applications since last meeting
 - 20/00432/FUL – Gethsemane Caravan Park, Change of use to three gypsy caravan pitches with day/utility rooms and associated porous paving – Cllr Holmes undertook to draft a response following visits he had made to local residents and circulate to the Parish Council for comments prior to submission.
 - 20/00324/FUL – Land at Cable Drive – Cllr Green undertook to draft a response to the planning application and circulate to the Parish Council for comments prior to submission.

ACCOUNTS

Cashbook – the council accepted the cashbook dated 24/02/2020

Cllr R Johnson declared a pecuniary interest in the expenditure and agreed to not comment or vote on this item.

Income & Expenditure **RESOLVED 19/072** – to accept the expenditure as circulated at the meeting:-

To Whom Paid	Comments	Amount
Clerk's Salary	Tax Point 11	£214.85
Clerk's Salary	Tax Point 12	£214.65
Frodsham Computers	Laptop	£406.80
Clerk's Expenses		£78.68
Barrow Parish Council	1/4 of Audit Training Costs	£18.75
Autela Payroll Services	Q4 Payment for Payroll	£47.08
Clotton Hoofield Parish Council	Planning Training	£40.00
HMRC PAYE Q4		£161.20

Training – **RESOLVED 19/073** to contribute £56.00 towards the clerks training:-

<u>Title</u>	<u>Cost</u>	<u>Provider</u>
Website Accessibility Guidelines Webinar	£144.00	SLCC - Two day Training Webinar
Community Asset Transfer	£45.00	CHALC
GDPR	£35.00	CHALC
TOTAL Cost	£224.00	Divided by 4 PC's

Internal Auditor – **RESOLVED 19/074** it was agreed that the Internal Auditor who undertook the work last year Mrs D Horncastle be invited back to undertake the Internal Audit again this year.

Salary Review – as required by the Standing Orders the Clerk's salary was reviewed and it was **RESOLVED 19/075** that the increase of one SCP be approved for 1st April 2020 onwards.

SID Machine – it was reported that the Clerk had been in touch with CWaC and they had confirmed the Traffic Technology SID machine would be suitable for the Parish Council to purchase with a tripod so that it was not fitted to any street furniture and could be portable. Cost of this items was £2,515.00 + VAT it was **RESOLVED 19/076** that this be purchased subject to the review of the product by Cllrs Holmes & Willett.

VILLAGE IN BLOOM & COMMUNITY LITTER PICKING EVENTS

- Community Litter Picking – next event would be planned for April 2020.
- WI Donation of Tree to Dunham Hill Village – due to the severe weather conditions on the originally planned date for planting the tree the WI decided to plant the tree and hold a ceremony later in the year. The tree after much negotiation with CWaC was agreed to be planted in the Boshaw Centre grounds.
- Trees for Dunham Hill and Hapsford – CWaC have requested a meeting to discuss the planting of these trees this was suggested to be at 3.00pm on Thursday 5th March, following this it was hoped that the trees could be planted as they had started to arrive from the Woodland Trust.

GOWY LIAISON GROUP – Cllr Holmes reported that at the last meeting it was reported that the site would be full by the end of 2021, it would then be closed and have thousands of tons of top soil added to cap off the site and return it to CWaC. The Parish Council welcomed the site closure due to the reduction in traffic from the motorway and the litter that was spread into the hedges.

PARISH COUNCIL ASSETS - Cllr Holmes to follow up on quotes received for the maintenance of the Bus Shelters.

RISK ASSESSMENT – the Parish Councillors accepted the Risk Assessment as submitted to the meeting.

ROLES AND RESPONSIBILITIES - the Clerk requested that individual Parish Councillors consider taking on lead roles and responsibilities within the Parish Council as follows:-

- Asset Register Lead – Cllr K Holmes
- Planning Lead – Cllr K Holmes
- Newsletter Lead – Cllr K Bradley
- Community Clean-up/Bulb Planting Lead – Cllr K Bradley
- Green Space Lead – Cllr C Green
- Dog Fouling Lead – Cllr S Moore
- Gowy Landfill Liaison Group – Cllr S Moore & Cllr K Holmes
- Website/Accessibility Regulations Lead – Cllr R Johnson
- Policy Review Lead- Cllr D Cowap
- Footpath Lead – Cllr S Moore
- Speed Awareness Lead – Cllr S Willett
- Bank Signatories: Cllr D Cowap, Cllr K Holmes & Cllr K Bradley

ITEMS FOR INCLUSION IN THE NEXT NEWSLETTER

Items for inclusion in the next Newsletter were:-

- Polite notice to encourage residents not to park on pavements.
- The importance of hi-viz when walking in unlit roads.

POLICIES – It was **RESOLVED 19/077** to adopt the following policies as submitted to the Parish Council Meeting:-

- Reserves Policy – subject to the typing mistake being amended in section 5.2
- Complaints Policy
- Re-adopt the Code of Conduct previously adopted.

DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5th May, 2020 at 7.30pm in the Village Hall.

The meeting closed at 9.10 pm

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

Mrs T Ryall-Harvey 03/03/2020