

DAVENHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28th May 2013

Held at Davenham Methodist Church Hall.

Commenced at 7.49pm following completion of the Annual General Meeting.

Present Cllr. Armstrong (Chairman)
Cllr. Duff (Vice Chairman)
Cllr. Ravenscroft
Cllr. Robinson
Cllr. Sellers
Cllr. Wilson
Cllr. Wood

Parish Clerk Janet Donnellan

Absent None

130528.1 Apologies and Declarations of Interest

- a. Apologies were received from PCSO Kat Stock.
- b. Cllr Wood declared a personal interest in Correspondence item 6a. 4.

130528.2 Approval of Minutes and Matters Arising

a. Cllr Wood asked for the following amendments to be noted on the minutes of the Parish Council meeting held on 29th April 2013.

- 1b Expenses were for travel and parking.
- 2a This should read Cllr Robinson, not Cllr Wood.
- 2b Cllr Wood did not agree with the replacement, rather than not approve.
- 2b It was the Laburnum Rd pathway which now needs attention to the weeds.
- 3a The April payment of £23 for Cllr Wood was for travel and parking.
- 5a NoMow artificial grass has now been laid under the picnic tables at Laburnum Rd Playing Field.
- 5b The Old Vicarage Tree Surgery quote has now been accepted.
- 5b Cllr Robinson raised concerns about the qualifications of the Tenderer.
- 6.4 Cllr Duff passed on a request from the Winsford E-ACT Academy to the Carnival committee, for a Tombola stall.
- 6.9 The letter was from Mr R Pickthall.
- 6.10 The letter was from Mr R Pickthall about access.
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The minutes of Parish Council Meeting held on 29th April 2013 were approved subject to the above changes. Proposed by Cllr Sellers, seconded by Cllr Wood. All Cllrs were in favour.

b. There were Matters Arising on the Action Points from the Minutes of the Meeting held on 29th April 2013. Points to note are as follows:-

1. Cllr Armstrong will contact PCSO Stock about informing the residents on Green Ave that no legal action can be taken regarding non-resident parking. **AP1**
2. The Grant of £1000 from Cllr Sinar is being processed and is expected soon.
3. Cllr Wood remarked that the Standing Orders are unclear about the date of the AGM. This section needs to be reworded. Cllr Wood will draft the wording. **AP2**

4. No articles have been received for the Newsletter. Cllr Sellers will send a copy of his Chairman's report. Cllr Duff will chase local groups for articles. Cllr Wood said we could mention that there are local gardens in the Village, which are open to the public under the National Gardens Scheme. Other items for the newsletter include the Planning Process, PCSO's Report, and a summary of progress at the Laburnum Rd Playing Field.
6. Summaries of the public meeting groups are needed by 3rd June from the Work Stream leaders of NPWG.
7. A letter has been received from Davenham Tree Technicians (DTT), stating their qualifications, which are satisfactory. Cllr Ravenscroft will discuss the proposed work with Simon Kimber of DTT, and was empowered to make a decision on behalf of the Parish Council.
8. Cllr Sellers emailed the Bowling Club granting permission to use the hard standing on 18 & 19 May.
9. Clerk to check if there are signed agreements in relation to the keys and who currently holds keys to the Laburnum Road Playing Fields. This was carried forward to the next meeting. **AP3**
10. Cllr Sellers to send a letter to Parishioner Mr A Ireland, 30f Mount Pleasant Rd, about a request for a 6ft fence. **AP4**
11. Cllr Sellers replied to Parishioner D. Atherton about yellow lines at the junction of Fulton Rd.
12. Cllr Wood suggested we contact a stone specialist to stabilise the stone of the War memorial and address the issues of weathering and faded lettering. There was some discussion about planting around the War memorial and it was agreed that the Clerk should contact the Village Gardener to ask him to remove all plant growth by 24th June. This was proposed by Cllr Wood, seconded by Cllr Ravenscroft. All Cllrs voted in favour. **AP5**

130528.3 Finance and Administration

a. Financial Report dated 28th May 2013 (copy attached). Payments approved were as follows:-

1. Janet Donnellan – Clerks Salary for May 2013 - £592.83 gross.
2. Janet Donnellan - Stationery costs for May 2013 - £31.58
3. Janet Donnellan – Expenses for May 2013 – to be advised and carried forward to June. **AP6**
4. Keith Jolley – Inv 29/03/13. Annual payment for tending of the garden at the Fountain £100.00
5. Play Inspection & Maintenance Services. invoice DAV005, 07/04/13, March inspection for £72.00, and invoice DAV006, 29/04/13, April inspection for £72.00. TOTAL £144.00.
6. Came & Company Insurance 16 months renewal £1791.17. The renewal price offering four free months requires a commitment to 3 years renewal with Came & Co. Cllr Armstrong will check the contract terms regarding price increases before payment is made. **AP7**
7. Cheshire Association of Local Councils. Annual subscription fee £656.40. It was noted that Cllr Ravenscroft disapproves of this payment due to previous problems with ChALC advice.
8. Phil Sanders – Travel expenses; Time charged for handover and Auditor; 1&1 invoices paid for Internet, 02/05 to 02/08/13 and Website for 07/04 to 07/07/13. TOTAL £131.32
9. Davenham Methodist Church. Room hire 07/01/13 to 28/05/13. £ 96.00

Payments were proposed by Cllr Duff, seconded by Cllr Sellers. All Cllrs were in favour with the exception of Cllr Ravenscroft re: No7.

b. A Santander Bank Account change form was completed to change the statement postal address to the new Clerk. Also, to add two new cheque signatories, those of Cllrs Armstrong and Duff. This was proposed by Cllr Wilson, seconded by Cllr Sellers. All Cllrs were in favour.

130528.4 Planning and Highways Matters

a. Applications received for Consultation

1. 13/01289/FUL Front porch first floor rear extension and roof alterations at 22, Jack Lane, Davenham CW9 8LA.

b. CWAC Planning Decisions

1. 13/00872/FUL 67 Hartford Rd, Davenham, CW9 8JE. Permission granted
2. 12/05365/FUL Crematorium on land at the corner of Shurlach Lane, Davenham. Permission granted
Concern was expressed over this decision by CWAC as it was vigorously opposed by DPC.
3. 13/01715/FUL 16 Fairholme Road Davenham, CW9 8LD. Permission granted

c. Planning Applications advised but not yet received from CWAC:

1. APPLICATION NUMBER: 13/01699/COU DATE: 9 May 2013
PLANNING OFFICER: Ms Liza Woodray
PROPOSAL: Change of use from B1 to A1 (retrospective).
LOCATION: 443A London Road, Davenham, Northwich, Cheshire.

d. Report from the Neighbourhood Plan Working Group.

Cllr Armstrong has organised a meeting for Monday 3rd June and will report back at the next meeting. **AP8**

130528.5 Playing Fields, Pathways and Gardens

a. Laburnum Road Playing Field Special Projects Group.

- NoMow has now been fitted.
- A meeting is to be arranged with the residents of Laburnum Road and the Bowling Club on Monday 10th June at 8.00pm, to discuss the resurfacing of the road. Cllr Armstrong requested a detailed specification of the resurfacing costs, which has now been received from the Residents group. Cllrs Duff, Armstrong, Robinson and Sellers will attend the meeting. **AP9**

b. Pathways, Playing Fields and Gardens Working Group.

- Cllr Wilson has not yet looked into the grass cutting specification and will report back at the next meeting. **AP10**
- Cllr Wilson reported that the waste bin between the two benches in the Village centre is looking worn. Cllr Wood proposed that it should be repainted black and will find someone to paint it. This was proposed by Cllr Wilson, seconded by Cllr Wood. All Cllrs were in favour. **AP11**
- Cllr Ravenscroft asked the Clerk to send a letter to Davenham Cricket Club reminding them not to dispose of grass and hedge cuttings on Butchers Stile playing field. **AP12**
- There have been problems with members of Davenham Junior FC parking on Mount Pleasant road, and in the area reserved for the bungalows, for matches at Butchers Stile. The Clerk will send a letter to Chris Bailey reminding them to park at the Cricket Club, as previously agreed. **AP13**
- The village flower tubs outside the Oddfellows Arms need replanting. Cllr Ravenscroft agreed to do this. **AP14**
- There is an A board outside the Oddfellows Arms which obstructs drivers view of the main road at the junction. Cllr Duff will have a word with the Manager about it. **AP15**

- Surgery of the Beech trees in the village centre has been approved and we are now awaiting a date. Cllr Ravenscroft will advise the Oddfellows Arms. Cllr Wood will put a notice on the board to advise Parishioners when the work will be carried out. **AP16 & 17**
 - Cllr Wood advised that the willow tree near the pond at Laburnum Rd Playing field needed urgent attention. The part of the tree overhanging the pond has now been pruned, for safety reasons, by John Price. The trees are not on DPC land and the owner needs to be traced to ensure future safety. Cllr Duff will try to track down the owner of the trees. **AP18**
 - Cllr Robinson raised concerns about abuse of the car parking agreement with Davenham JFC at Laburnum Rd Playing Field. The Clerk will send a letter to Chris Bailey saying that it's not possible to issue a key to LRPF. **AP19**
 - Cllr Duff suggested a meeting with the Bowling Club about parking, which will be combined with a meeting with Laburnum Road residents on 10th June.
- c. Hedging/fencing between Mount Pleasant Road and Butchers Stile Playing Field
There has been no progress to report.

130528.6 Correspondence

- a. The following items were brought to the attention of Members:-
1. A letter has been received from the Children's Cancer Support Group in Wrexham, asking for a donation. The Cllrs advised that whilst this is a worthy cause, DPC will not make a donation as, given our limited resources, we can only consider local groups. The Clerk will respond by letter. **AP20**
 2. A form was received from Cheshire Community Action, asking if DPC would like to become members. Cllr Wilson will have a look at this and advise at the next meeting. **AP21**
 3. An Email was received from Davenham JFC about the date of their BBQ on 23/6/13. This was noted and the Clerk will inform the PCSO of the event date **AP22**
 4. Cllr Wood declared a personal interest in the following item, and took no part in the discussion.
An Email was received on 17/05/13 from Bob Almquist, Chairman of Davenham Players. He asked for comments and support for a project being initiated to improve their theatre in Church Street, Davenham in order to obtain a grant from other organisations. Cllr Sellers proposed writing a letter of support for the Davenham Players, this was seconded by Cllr Robinson. All Cllrs, (except Cllr Wood), voted in favour. Cllr Armstrong will draft a letter. **AP23**

130528.7 To consider any other urgent matters to be brought to the attention of the Council.

- c. Cllr Duff proposed the purchase of a lap top computer for use by the Parish Clerk, at a cost of less than £500 including VAT. This was proposed by Cllr Duff, seconded by Cllr Sellers. All Cllrs voted in favour. **AP24**
- d. Davenham Scouts have contacted Cllr Duff asking to discuss the possibility of a more permanent location for the Scouts meetings. Cllr Duff will meet with the Scouts on 30/05/13, and will report at the next meeting. **AP25**
- e. Davenham Carnival will take place on 15/06/13 starting at 1.30pm on Butchers Stile Field. There will be no procession this year. The Carnival will close by 11.00pm. Carnival organisers have written to residents on Mount Pleasant to inform them of the proceedings. Cllr Duff will check if there is a Fair, as heavy vehicles are not permitted on the field. **AP26**
- f. It was agreed that details of the Clerk expenses should be presented monthly to be checked, and approved by the Chairman.
- g. The Financial Accounts for the year ending 31/03/13 have been verified by the Internal Auditor Jim Woodward. The Annual return was approved and signed certifying the Accounts.

This can now be forwarded to the Audit Commission. Section 2 of the Annual Governance Statement of the Parish Councils annual accounts was read out to all Councillors by Cllr Sellers. This was proposed by Cllr Wood, seconded by Cllr Robinson. All Cllrs voted in favour.

130528.8 Confirmation of Date of Next Meeting – Monday 24th June 2013.

130528.9 The Part A meeting closed at 10.08pm

Signed/ Dated

Chairman