

Davenham & Bostock Parish Council

**Minutes of Davenham Annual Council Meeting held 15th May 2023
Held at Davenham Royal British Legion
Annual Council Meeting 7.30pm**

Present:	Cllr. Ryder (Chair), Cllr Tutt (Vice-Chair), Cllr Wood, Cllr Powell, Cllr. Ravenscroft, , Cllr Spare, Cllr. Hudson Elaine Hamlett (clerk),																																															
1. Apologies:	<p>Cllr Lee (Holiday) Cllr Baynes (Illness)</p> <p>Refund of Expenses to Cllr Powell for Land Registry costs incurred with the DCC Lease and rail travel for Select Committee attendance regarding HS2 Petition. All Agreed. Thanks to Cllr Ryder and Powell for all their hard work on the Lease and Petition.</p>																																															
2/3 Appoint the Chair for 2023/2024	<p>Nominations received from all Councillors and the outcome is as follows:</p> <p>Cllr Ryder (Chair) voted in to remain in present position for a further year Proposed Cllr Tutt seconded Cllr Hudson All Agreed</p> <p>Cllr Tutt (Vice-Chair) voted in to remain in present position for a further year. Proposed Cllr Hudson seconded Cllr Ravenscroft. All Agreed</p> <p>Cllr Ryder (Chair) Cllr Tutt (Vice-Chair) declared their Acceptance and signed.</p>																																															
4 .Approval of Minutes and Updates of Actions	<p>It was RESOLVED to re-approve the Annual Council Meeting Minutes held on 16th May 2022. Proposed Cllr Tutt seconded Cllr Hudson All Agreed</p> <p>It was RESOLVED to re-approve the Annual Parish Meeting Minutes of the meeting held 16th May 2023 Proposed Cllr Wood seconded Cllr Tutt. All Agreed</p> <p>It was RESOLVED to approve the Parish Council Meeting Minutes of the meeting held on 17th April 2023. Proposed by Cllr Hudson seconded by Cllr Ravenscroft. All in favour</p>																																															
4.b. Action List	All actions completed.																																															
5. a) Finance	<p><u>AGENDA ITEM 6</u></p> <p>INCOME MAY 23</p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #ffff00;"> <thead> <tr> <th>DATE</th> <th>FROM</th> <th>DETAILS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>12/4/2023</td> <td>HMRC</td> <td>VAT Claim</td> <td>1010.90</td> </tr> <tr> <td>12/4/2023</td> <td>CWAC</td> <td>Precept</td> <td>29316.00</td> </tr> </tbody> </table> <p>MAY 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><u>DATE</u></th> <th><u>PAYEE</u></th> <th><u>DETAILS</u></th> <th><u>Transacti on Ref</u></th> <th><u>NET £</u></th> <th><u>VAT £</u></th> <th><u>GROSS £</u></th> </tr> </thead> <tbody> <tr> <td>6/5/23</td> <td>Ionos</td> <td>Website</td> <td></td> <td>3.00</td> <td>.60</td> <td>3.60</td> </tr> <tr> <td>21/4/23</td> <td>TMF</td> <td>Village Garden Plaque</td> <td></td> <td></td> <td></td> <td>69.95</td> </tr> <tr> <td></td> <td>Land Registry</td> <td>Land Checks</td> <td></td> <td></td> <td></td> <td>5.00</td> </tr> <tr> <td>25/4/23</td> <td>Mark Powell</td> <td>Rail Tickets – Select Committee</td> <td></td> <td></td> <td></td> <td>85.10</td> </tr> </tbody> </table>	DATE	FROM	DETAILS	AMOUNT	12/4/2023	HMRC	VAT Claim	1010.90	12/4/2023	CWAC	Precept	29316.00	<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>Transacti on Ref</u>	<u>NET £</u>	<u>VAT £</u>	<u>GROSS £</u>	6/5/23	Ionos	Website		3.00	.60	3.60	21/4/23	TMF	Village Garden Plaque				69.95		Land Registry	Land Checks				5.00	25/4/23	Mark Powell	Rail Tickets – Select Committee				85.10
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	Mark Powell	Land Registry Fee – DCC				96.00
	ROSPA	Inspections		150.00	30.70	184.20
	Gallagher	Insurance extra cover				31.53
	ChALC	Subscription				900.58
7/5/23	DRBLSC	Room Hire				125.00
	Gary Jones	Gardening fees April				70.00
	E Hamlett	Clerks Salary – May				1067.54
	HSBC	Bank Charges				8.00
9/5/23	JDH Auditor	22/23 Internal Audit DPC		350.00	70.00	420.00
	JDH Auditor	22/23 Internal Audit BPC		225.00	45.00	270.00
	Quay Payroll	SI-221 & SI-222				25.50
TOTAL EXPENDITURE May 2023						£3362.00

5. a) Approve Finance and Payments

Finance Report There are some payments that will need to be made prior to the next meeting ie United Utilities for installation of the water pipeline in the village garden and is above £k. Payments to be made as required to comply with payment dates. It was RESOLVED to approve the Parish Council Finance Report and future payments. Proposed by Cllr Ryder seconded by Cllr Tutt. All in favour

5. b) Audit 22/23 Approval for External Audit

Bostock and Davenham Parish Councils have now been merged as per instruction from Cheshire West and Chester Council following a Governance Review. These will, from 1st May 2023 become Davenham and Bostock Parish Council. The Audits for 22/23 have remained as individual PC's but are now under the jurisdiction of Davenham & Bostock Parish Councillors for review and approval.

Internal Audit received for Davenham Parish Council and circulated prior to the meeting for reading. All issue relayed to Councillors and comments from Internal Auditor discussed. Acceptance of the Audit Proposed by Cllr Powell seconded by Cllr Spare. All in favour

Internal Audit received for Bostock Parish Council and circulated prior to the meeting for reading. All issue relayed to Councillors and comments from Internal Auditor discussed. Acceptance of the Audit Proposed by Cllr Powell seconded by Cllr Spare. All in favour

5. c) Budget Update and approval of reserves.

Provisional Budget prepared and circulated prior to meeting to all Councillor. This will not include the Bostock merger amounts until the accounts have merged once BPC account is closed and monies transferred. Reserves Approved for 2023/24 and noted that 16K from Bostock Account is reserved for the Speed Signs ordered in 2022 and yet to be installed by CWAC. Proposed by Cllr Ravenscroft seconded by Cllr Hudson. All in favour

Administration

Bostock Parish Council has now merged with Davenham to become Davenham & Bostock Parish Council. A meeting with residents of Bostock will be arranged to welcome them to the new Council area and to hopefully encourage a representative from Bostock to join the new Council to fill the vacancy.

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	<p>All publicity will now carry the new PC name and all newsletter and information will be circulated to the new members of D&BPC.</p>
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Cllr Powell presented his updates for HS2, Manchester and Liverpool Airport, HyNet.

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6a Planning and Highways Matters	Ongoing				
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	Item No.	Application No	Proposal	Location	Co by
	1	23/00878/TPO	1 x Oak Tree request to fell	Davenham Hall	12
	2	23/00455/FUL	Extension and works to an existing dwelling and conversion of an existing outbuilding to a self-contained annexe.	Moulton Vicarage 66 Jack Lane Moulton Winsford CW9 8NR	14 20
	3	23/00845/FUL	Two storey side extension with roof windows to rear	11 Jack Lane Davenham Northwich CW9 8LA	15
	4	23/00981/CAT	Beech tree within close proximity to property entrance - Fell to ground level and root removal by house owner.	10 Church Street Davenham Northwich CW9 8NE	20
	5	23/00534/FUL	Extension of existing dropped kerb to front of property	17 Church Street Davenham Northwich CW9 8NE	21
	6	23/01060/FUL	Two storey and single storey rear and side extensions, replacement front dormer window and replacement of all windows/ external doors	581 London Road Davenham Northwich Cheshire CW9 8LN	25
	7	23/01386/FUL	Single storey front, side and rear extensions together with garage conversion. Replacement windows, doors, roof finish, render and new rear patio.	Bromton 93A Hartford Road Davenham Northwich CW9 8JF	6 th
8	23/01353/FUL	Two storey side and rear extension, replacement conservatory roof, demolition of the existing garage and a new replacement outbuilding, dropped kerb to front of property	251 Hartford Road Davenham Northwich CW9 8JT	6 th	
6b Decisions on recent applications	6b) CWAC Planning Decisions:				
	Item No.	Application No	Proposal	Location	Decision
	1	22/04366/FUL	Demolition of existing garage, erection of two storey front and side extension, part two storey part single rear extension	22 Green Lane, Davenham CW9 8HU	5 th January 2023
	2	22/04545/FUL	Alterations to side to add window and door, single storey rear extension	21 Hartford Road Davenham Northwich Cheshire CW9 8JA	17 th February 2023
3	23/00258/FUL	: Single storey rear extensions and alterations to garage	14 Church Street Davenham Northwich Cheshire CW9 8NE	1 st March 2023	

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	4	23/00407/FUL	4m x 10.8m Single Storey Rear Extension including bi-fold doors and rooflights. Building over public sewer (detail included).	7 Mount Pleasant Road Davenham Northwich Cheshire CW9 8JG	16 th March 2023
	5	23/00406/FUL	Demolition of existing single storey side utility room. Erection of part single/part two storey side extension with single storey rear extension.	5 Mount Pleasant Road Davenham Northwich Cheshire CW9 8JG	16 th March 2023
		23/00379/FUL	Two storey side/rear extension, front porch and new pitched, tiled roof over front ground floor bay window	175 Hartford Road Davenham Northwich Cheshire CW9 8JP	22 nd March 2023
6c Acknowledgements	No CWAC Acknowledgments				
6d Paving	It was discussed that CWAC need to address the present situation of the severely raised flags around the War Memorial. Cllr Sinar has offered to address this with CWAC. There is a need to update the memorials this year and these would be addressed as per the budget allocation.				
6e Traffic improvements	Bostock would be getting two new flashing speed signs installed as per instruction and reserves from the old Council. CWAC were addressing the installation and would provide updates shortly.				

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<p>7.Parish Council Managed Assets</p>	<p>7a Laburnum Field: A quote had been received from the CCTV Company of £4200 plus VAT for a new CCTV camera to be installed on Laburnum Field and housed with the Bowling Club. Talks were needed with the Bowling Club and two more quotes sought. Cllr. Sinar was asked about Members Budget funding and it was suggested we apply for £1k from her and £1k from Cllr Marr. PCC could be approached again for the £1k still outstanding and a potential for a further £1k which would almost cover the cost of the installation.</p> <p>7b Butchers Stile: DJFC had made impressive headway with the pitch and new goalposts. Discussions still to take place regarding storage of equipment with DCC and this would be addressed by Cllr Ryder.</p> <p>7c DCC The Lease was now signed and a copy awaited for D&BPC records. DJFC suggested that a side gated entrance be installed by removing the hawthorn hedging at the side of the DCC to allow for their mower to gain access to Butchers Stile Field. They would prepare a stoned pathway through the hedge and landscape the surrounding area with wild flowers again. They also requested a CCTV camera to be installed to monitor the garage and its content which was thought advantageous to DCC rear entrance to the club.</p>																												
<p>8. Appoint Members to Committees and Working Groups</p>	<table border="1" style="width: 100%;"> <tr> <td>Planning Committee</td> <td>Cllr Paul Spare, Cllr Ravenscroft (Trees)</td> </tr> <tr> <td>Asset Maintenance Working Group</td> <td>Cllr David Ravenscroft,</td> </tr> <tr> <td>HS2 Meeting Representatives</td> <td>Cllr Powell, Cllr Ryder</td> </tr> <tr> <td>Newsletter & Web</td> <td>Cllr Ruth Wood,</td> </tr> <tr> <td>CWAC Area Board Representatives</td> <td>Cllr Gaynor Sinar, Cllr Dan Marr</td> </tr> <tr> <td>MINOSOS Liaison Representatives</td> <td>Cllr Spare</td> </tr> <tr> <td>Neighbourhood Plan Working Group</td> <td>2023 Review Cllr Hudson, Cllr Spare</td> </tr> <tr> <td>Village Garden Working Group</td> <td>Cllr Paul Lee, Cllr Trevor Tutt</td> </tr> <tr> <td>Personnel Committee</td> <td>Cllr Ian Ryder, Cllr Ruth Wood</td> </tr> <tr> <td>DCC liaison</td> <td>Cllr Ian Ryder, Cllr Powell</td> </tr> <tr> <td>Manchester Airport, Liverpool Airport & HyNet Liaison</td> <td>Cllr Mark Powell, Cllr Ian Ryder</td> </tr> <tr> <td>Pride of Davenham & Bostock Focus Group</td> <td>Cllr Ryder, Cllr Wood, Cllr Baynes, Cllr Powell</td> </tr> <tr> <td>Xmas Tree Focus Group</td> <td>Cllr Ryder, Cllr Wood, Cllr Powell, Cllr Tutt, Cllr Spare</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Planning Committee	Cllr Paul Spare, Cllr Ravenscroft (Trees)	Asset Maintenance Working Group	Cllr David Ravenscroft,	HS2 Meeting Representatives	Cllr Powell, Cllr Ryder	Newsletter & Web	Cllr Ruth Wood,	CWAC Area Board Representatives	Cllr Gaynor Sinar, Cllr Dan Marr	MINOSOS Liaison Representatives	Cllr Spare	Neighbourhood Plan Working Group	2023 Review Cllr Hudson, Cllr Spare	Village Garden Working Group	Cllr Paul Lee, Cllr Trevor Tutt	Personnel Committee	Cllr Ian Ryder, Cllr Ruth Wood	DCC liaison	Cllr Ian Ryder, Cllr Powell	Manchester Airport, Liverpool Airport & HyNet Liaison	Cllr Mark Powell, Cllr Ian Ryder	Pride of Davenham & Bostock Focus Group	Cllr Ryder, Cllr Wood, Cllr Baynes, Cllr Powell	Xmas Tree Focus Group	Cllr Ryder, Cllr Wood, Cllr Powell, Cllr Tutt, Cllr Spare		
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<p>9. Projects</p>	<p>Laburnum <i>As above</i></p> <p>Butchers Stile Repairs to the Mosaic are underway by Village Gardener to repair the edging of the piece where broken</p> <p>DCC Lease <i>As above</i></p> <p>Village Garden</p>																												

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	<p>Benches will be stained this week to match all the other surrounding woodwork. The planters would be addressed by Cllr Lee on his return from holiday. A meeting of the village garden focus group to be arrange to decide on the next steps for the pathway and materials that can be sold to raise funds ie York stone and edging blocks.</p> <p>Charity Show All preparations underway and a meeting preceded this meeting to discuss all matters and confirmed issues related to the show.</p>
10.To receive reports External Meetings	No External Meetings
11.Urgent Matters	RESILIENCE PLAN this was sent in advance of the meeting for reading. No changes were necessary and so it was agreed to approve the document. Proposed by Cllr Ryder, seconded by Cllr Powell all agreed.
12.Date of Next Meeting	Monday 12/6/23 at 7.15 pm DRBL
13. Closure of Meeting 8.49 pm	