

Cuddington Parish Council

**Minutes of the Annual statutory meeting of the Council for the Parish of Cuddington
held on Monday 21st May 2018 at the Village Hall,
Norley Road, Cuddington, at 7.15pm.**

PRESENT:– Cllr Brooks (Chairman of the meeting), Cllr Chivers, Cllr Chrimes, Cllr Kerrigan, and Cllr Vincent, Cllr Lees and Cllr Jones.

The meeting commenced at 7.15pm.

1. **Election of Chairman. RESOLVED** That Cllr Faulkner is elected Chairman for the year 2018-2019.
2. **Signing of Declaration of acceptance of office by the Chairman.** Cllr Faulkner will sign the acceptance of office declaration on his return.
3. **Election of Vice Chairman. RESOLVED** That Cllr Brooks is elected Vice Chairman for the year 2018- 2019.
4. **Apologies.** Cllr's Faulkner, Nixon and Shepherd.
5. **Declaration of Interest.** It was noted that under item 12c "To consider estimates for village maintenance work for 2018-2019" the Clerk did not take part in the any discussion/advice.
6. **Public Forum.** There was no public present.
7. **Minutes.** Proposed by Cllr Chrimes and seconded by Cllr Jones **RESOLVED** that the Chairman signs the minutes of the meeting held on 16th April 2018 and Proposed by Cllr Kerrigan and seconded by Cllr Chrimes **RESOLVED** that the Annual Assembly minutes of the meeting held on 18th April 2018 as a true and proper record.
8. **Appointments of memberships for 2018-2019. RESOLVED**, the following are annual committee and working group party appointments.
Committee's: Finance & General Purposes Committee: Chairman – Cllr Faulkner, Vice Chairman – Cllr Brooks, Cllr Lees and Cllr Nixon.
Flea Moss Pit Committee: Cllr's Chivers, Chrimes, Kerrigan and Nixon.
Cemetery Committee: Cllr's Brooks, Chrimes, Jones, Lees and Shepherd.
PC Representatives of the Playing Fields Management Committee: Cllr's Jones and Nixon.
Working Party Groups.
Planning WP: Cllr's Shepherd and Vincent
Village Footpaths Group: Cllr's Chivers, Shepherd and Vincent.
Neighbourhood Plan Group: Cllr's Kerrigan and Vincent.
Traffic Group & Village Maintenance: Cllr's Chrimes, Kerrigan, Nixon and Vincent.

9. **Matters arising.** There was none.

10. **Planning Applications. a) a) To receive an update from a planning representative of the Council:**

In Cllr Shepherd's absence the Clerk gave an update on planning applications considered this month, as summarized in the planning documents circulated to all Councillors.

b) To receive public representations: There was none.

c) To receive CPC planning comments.

APP Number	Location	Proposal	PC Comments
18/01455/OUT	Land Adjacent to 592 Chester Road	Erection of 1 new dwelling	Whilst mindful of the concerns raised by a resident the Council had no valid objection to this application.

d) Planning decisions and notices. Noted: The following applications were approved by Cheshire West and Chester Council.

18/01080/ Land at 4 Brookside – Erection of one dwelling, 18/01472/FUL 5 The Stiles - Single storey side extension, 18/00972/FUL 22 East Lane – First floor side extension and front canopy to porch and bow window. Appeal Ref: AAA/A0665/W/18/319825 - single storey dwelling was dismissed.

11. **CWaC Councillor's update.** In CWaC Cllr Tonge's absence the clerk gave an update: Andrew Lewis has been appointed a new Chief Executive following a meeting of Full Council on 17th May. Cllr Alex Black is appointed the new Lord Mayor of Chester. CWaC Tonge has been involved in assisting residents who have raised concerns relating to the telephone mast in School Lane and also parking issues at Sandown Crescent.

12. **Financial Matters.**

a) Expenditure and Income Statements. RESOLVED that the expenditure and income statements are accepted as a true record.

b) Approve payments. RESOLVED that payments listed on the finance document be accepted, and funds to cover payments authorised shall be transferred by telephone from the business saver account to the community account by the clerk.

		Total
	BBF	£109,516.79
Payments authorised:	Apr-18	£5,751.57
Receipts		
Precept from CWaC Council		£79,348.00
Land		
Rental		£50.00 <u>£183,163.22</u>
Barclays Community Account - 30708852		£2,026.69

Barclays Business Premium
 Account - 80344400
 NS & Inv. Account - 138 073
 109

£167,233.79

£13,902.74 **£183,163.22**

Cq No:	To whom paid	Particulars of payment	Statutory Provision	Inv. No.	Amount
Bacs	Employee	Salary May 2018	(LGA1972, s112)	11	£1,908.98
Bacs	Employee	Reimbursement TP & Internet May 2018	(LGA1972, s111)	12	£35.00
102422	Prism Design and Print	Round Tower Newsletter May 2018 Issue	(LGA 1972,s142)	13	£176.00
	NEST Pensions	Employer & Employee Cont. 6th May - 5th June 2018	(LGA1972, s112)	14	£86.18
102423	CSPPFA Ltd	Room Hire April 2018	(LGA1972,s111)	15	£28.75
102424	Cheshire Asso. Local Councils	GDPR Workshop - Clerk attended	LGA1972,s143	16	£15.00
102425	Viking Direct	Office Products	(LGA1972,s111)	17	£147.47
102426	Play Inspec. & Main. Service	Operational Inspection Boundary Lane Green	(PHA 1875 s,164)	18	£36.00
102427	Graphish	Neighbourhood Plan - Print & Design Products	LGA1972 s144	19	£217.60
102428	Mr D Frith	Internal Audit costs	LGA 1972 – Sec 133	20	£150.00
DD	UK Debt Management Office	Public works loan board loan	NLA (1968 s,3)	21	£3,687.71
					<u>£6,488.69</u>

- c) **Estimate for Village Maintenance Work.** The Council received and considered four estimates to carry out a scheduled list of village maintenance work for the financial year 2018/2019, it was proposed by Cllr Lees seconded by Cllr Vincent, **RESOLVED** that the Council accepts the estimate from Mid Cheshire Grounds Maintenance Ltd. It was further **RESOLVED** to write to Michael Jones and express how grateful the Council have been for all the years he has carried out this work, they acknowledged his commitment and reliability.
- d) **Chairman Allowance.** **RESOLVED** the Chairman's Allowance be set at £100.00 for the financial year 2018/2019.
- e) **Renovation works for Football Pitches.** The Council received and noted a pitch improvement programme from the Cheshire FA in relation to renovation works and in accordance with the S106 (399) Play Pitch Strategy recommendations at Norley and Weaverham Road football pitches. The Council **RESOLVED** to accept quotation's from Bancroft Amenities Ltd and North West Fencing and for works to be carried out. It was further **RESOLVED** to write to the CSPPFA Ltd to request that they display notices on Notice Board in the village and use the Round Tower Newsletter to inform residents of the temporary closure of the Football Pitches.

- f) **Boundary Lane Green Play Area.** Two quotations were received and considered to carry out remedial work, it was proposed by Cllr Chrimes seconded by Cllr Kerrigan and **RESOLVED** to accept the quotation from Horticon Ltd.

13. Annual Governance and Accountability Return Year End 31st March 2018.

- a) The Council received and noted the annual internal audit report.
- b) It was proposed by Cllr Lees and seconded by Cllr Chrimes and **RESOLVED** that: the Council approve the Annual Governance Statement 2017/2018,
- c) Following the inclusion of the Council's share of the Joint Cemetery's Committee's Cash and Balances in accordance with the Practitioners' Guide 2017 (and 2018). It was proposed by Cllr Lees and seconded by Cllr Chrimes and **RESOLVED** that: the Council approve the Accounting Statement 2017/2018.

- 14. General Data Protection Regulations: (GDPR)** The Clerk advised the meeting that the General Data Protection Regulation ("GDPR") will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils must comply with its requirements, just like any other organisation.
- It was noted that the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, it will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer.
- The Council **RESOLVED** to adopt the Detailed Privacy Notice, Data Audit Schedule and Retention of Documents Policy, these documents will be available from the Clerk, online at cuddingtonandsandwayonline.org and also in the library.
- It was further **RESOLVED** that the clerk purchases a "lockable" filing cabinet and that the cost involved come from the contingency fund.

- 15. Cemetery Committee.** The Chairman advised the meeting that in relation to the Joint Cemetery Committee (JCC) each Council has to at Year End include in its accounts its share of the income and expenditure and balance as financially the JCC is not separate from the three parishes. It was also reported that NALC had confirmed in a letter dated 10th May, that JCC's constitution gives it the powers to run its own activities.
- The Clerk confirmed that Derek Kemp - DCK Accounting Solutions had restated the 2017/2018 AGAR, and had advised that the external auditor may ask questions as to the total level of Reserves now being reported, thus being some 289% of the Parish Council Precept, due to the inclusion of the JCC balances. Members of the JCC suggested that maybe should discuss at the JCC meeting a "holiday payment" and purchasing land to extend the cemetery.

- 16. Chairman's update.** It was reported that a steering group meeting of the allotments is scheduled for 12th June; this meeting will set up an Allotment Association and elect officers.
- Cllr Faulkner attended a recent Police and Crime Commissioner's Parish Council Liaison meeting, and it was reported that PCSO's role be enhanced to include traffic enforcement.

- 17. Written reports from other meetings.** Cllr Kerrigan reported that the NHP group have selected Mr Yuille as the NHP examiner; he has knowledge of the surrounding areas and the Local Plan. Cllr Chivers reported that the buyers to Flea Moss Pit ~~have pulled out~~ are unwilling to proceed so now the Committee's objective now is to speak with the resident with regards to the road and to re- advertise the land for sale.

- 18. Correspondence and any other business.** It was noted that the statutory meeting in July will be scheduled for Monday 23rd July at 7.15pm due to the clerk's upcoming annual leave.
- Cllr Chrimes raised concerns relating to the lack of grass cutting by CWaC on grass verges around the village and the amount of litter on Mere Lane.
- The lack of bedding plants in the planters at Mere Lane and road sweepers was also tabled at the meeting. The Clerk will report these issues to CWaC.
- Concerns were raised in relation to the disruption that is being caused by United Utilities who are installing a new sewer from Oakmere to Barnton.

There being no further business the meeting closed at 9.10pm.

Date.....

Signed..... Chairman