PUDDINGTON PARISH COUNCIL MINUTES

Puddington ● Shotwick ● Woodbank ● Two Mills ● Shotwick Park

Minutes of the Annual Meeting of the Parish Council held at the Gladstone Village Hall, Burton on Thursday 23 January 2020 at 7.30pm.

Present: Councillors Ian Speed, Martin Coar, Jenny Davies, Alison Raine, Joanne Ardern, John Cadden, Ward Councillor Simon Eardley and Mrs Pat Wells (Clerk). Appendix 2 lists those residents in attendance.

20.00 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Cathrina Moore, Joanna Brookes, and Philip Brookes.

20.01 DECLARATION OF INTEREST

Members were invited to declare any personal or prejudicial interests they may have in any item(s) on this agenda, subject to the rules regarding disclosure contained in the Members' Code of Conduct. **Councillors John Cadden and Joanne Ardern declared an interest in Item 17 (i) in relation to an Enabling Project. However, as this is an Open Forum and no Planning Application had been submitted, Councillors took part in the discussion. Minute 20.02 below refers.**

20.02 OPEN FORUM

A period of 10 minutes is allocated before the Council meeting commences to allow residents to raise any matters of concern which they wish to bring to the Council's attention. In accordance with Standing Order 11.3 residents and other members of the public will not be permitted to speak or enter into debate during the Council meeting unless invited to do so by the Chairman, who will suspend Standing Orders for this purpose.

The Chairman Councillor Ian Speed welcomed residents and confirmed that the Agenda would be reordered so that **Item 17 (i) Correspondence** could be taken first. Councillor Speed reminded the meeting that on the 21 November, Mr Peter Betts a property developer, had spoken about an enabling project he was seeking support for. Following the meeting, the Parish Council advised Mr Betts to organise a community meeting to present his proposals and consult with residents after which he will be able to decide how he wishes to proceed. Councillor Speed updated the meeting saying that a number of e mails and one letter had been received from residents setting out their objections and concerns to the proposals. Councillor Speed reiterated that at this stage, no Planning Application had been received and that the Parish Council would consider one as part of the formal CWAC Planning consultation process as and when one was submitted. Finally, Councillor Speed said Mr Betts had e mailed the Parish Council advising that he had scheduled a public meeting for **Thursday 6 February.** The meeting will be held in the **Library at the Burton Manor from 4.00 pm until 7.00 pm.**

In response to the update, residents once again set out their objections to the proposals specifically outlining the Green Belt, Conservation Area and that Puddington is a special place; access, car parking and infrastructure, traffic management and the need for additional housing. It was also noted that the "Puddington 11" are investigating an alternative solution which if it comes to fruition, may make Mr Betts' proposal redundant. Councillor Speed thanked all residents for attending and for their feedback which is very important to the Council.

After a thorough and robust debate it was **AGREED** that the Parish Council has a duty of care to represent residents views and ensure that they are kept fully informed. It was therefore **RESOLVED** that Mr Betts' invitation would be posted on the website. The item was closed. Any additional feedback or questions can directed to the Clerk via the e mail**: communitypuddingtonpc@gmail.com**

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20.03 MINUTES AND MATTERS ARISING

The Minutes of the meeting of the Parish Council meeting held on **21 November 2019 were confirmed as** a correct record and duly signed.

20.04 FINANCE

(1) **Payments:** To approve the payment of salaries/wages and expenses and invoices for goods received and services rendered:

Cheque No	Description	Amount £
S/O	Parish Clerk Salary December	227.93
300373	Puddington Society Christmas Tree 2019	100.00
300374	Myles Corbett Web Strategies (Build & Hosting)	605.00
300375	HMRC Income Tax October – December 2019	170.94
300376	Mrs P Wells Parish Clerk Expenses Dec 2019 – Jan 2020	15.40
300377	Scottish Power	19.15
S/O	Parish Clerk Salary January	227.93

(2) Receipts: To note any receipts: **NONE**

(3) 2019-20 Bank Reconciliation: The Parish Council **NOTED** that the Council's bank balance as at **31 December** was **£6,147.79** A second report showing the actual expenditure to date compared with the agreed budget at the end of December projected to the year end, was also circulated. The report states that the Parish Council's expenditure is predicted to overspend by **£199** due largely to the additional expenditure on the McAfee Security Software renewal and the new website build and hosting. After funding the remaining expenditure for 2019-20, it is predicted that the Council will have approximately **£4,853** in reserve.

(4) Budget & Precept 2020-21: The Parish Council **NOTED** the Budget Report attached to the Agenda. The Parish Clerk summarised the key highlights of the report and explained that the budget had been based on actual and anticipated expenditure in 2019-20 and also, that some assumptions in respect of staffing, insurance, and subscriptions. In addition, a new item of £60 needs to be included to cover the annual renewal of the SSL Certificate for the website (item identified after the agenda was dispatched). The Travelling Expenses budget would also be reduced in the light of guidance from ChALC. However, this would not impact on the bottom line as the Contingency Item (a balancing item) can be adjusted. CWAC had advised that the tax base for the Parish has been calculated as **248.4 Band D equivalent properties.** As such Councillors considered two options:

OPTION 1: The Band D charge for Puddington Parish Council in 2019-2020 was **£21.58.** If the Parish Council charge the same in 2020-21 it will need to request a precept of **£5,360.**

OPTION 2: In 2019-20 the Parish Council requested a precept of **£5,250**. If it wants the same precept for 2020-21 then the Band D precept charge will be reduced by £0.44 to **£21.14.**

Following discussion it was AGREED to implement Option 1 and hold the Band D charge at the same level as 2019-20. Therefore to raise the amount of £5,360 calculated in the Draft Budget and each Band D property would pay the following ANNUAL amount:

5,360	**248.4**	**£21.58**

It was **ALSO AGREED** that the Parish Clerk would submit the 2020-21 Precept Form to CWAC in accordance with the agreed timetable.

20.05 PLANNING

(1) To note any decisions taken since the last meeting:

19/00220/EOPDEV	Temporary Horse Riding enclosure. Land at Grid ref 33363725 Shotwick Lane, Shotwick. **CASE CLOSED MONDAY 25 NOVEMBER. Minute (4) below refers.**
19/02329/FUL	Single storey rear/side extension & conversion of shippon to granny annexe at Blue Haze, Shotwick-Frodsham Road, Shotwick Park CH1 6JZ. **APPROVED 20 JANUARY 2020**

(2) Applications considered by Council but Awaiting Decision: No decision had yet been made on the following:

19/02337/FUL	Single storey rear, two storey front and first floor side extension at Heath Hey, Puddington Lane, CH64 5SL. **THE PARISH COUNCIL HAD NO OBJECTIONS TO MAKE.**

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19/03494/FUL	Demolition of existing dwelling house & erection of replacement dwelling at Park Farm, Woodbank Lane, CH1 6JD. **THE PARISH COUNCIL HAD NO OBJECTIONS TO MAKE.**
19/04018/FUL	Erection of stable block at Riverslea, Puddington Lane, CH64 5SQ. **THE PARISH COUNCIL HAD NO OBJECTIONS TO MAKE.**
19/03224/FUL	Erection of horse riding arena at Sea Ridge, Shotwick Lane, Woodbank CH1 6HY. **THE PARISH COUNCIL HAD NO OBJECTIONS TO MAKE.**

(3) New Applications since the last meeting for consideration:

19/02507/FUL	Erection of double wooden stable with tack room and hay store at The East Barn, 9 Home Farm, Chapel House Lane, Puddington CH64 5SW. **IT WAS THE PARISH COUNCIL'S UNDERSTANDING THAT THE BUILDINGS HAD ALREADY BEEN ERECTED. THE CLERK HAD WRITTEN TO CWAC PLANNING TO THIS EFFECT BUT A RESPONSE REMAINS OUTSTANDING.**
APP/A0665/ W/19/3241146	19/01611/FUL Change of use at Unit 2, Oakwood Farm, CH1 6EY. **NOTED. THE PARISH COUNCIL HAD NO FURTHER REPESENTATIONS TO MAKE.**
APP/A0665/ W/19/3241288	19/00117/FUL Change of use at Oakwood Farm, CH1 6EY. **NOTED. THE PARISH COUNCIL HAD NO FURTHER REPESENTATIONS TO MAKE.**

(4) Update from Planning Committee: Councillor Alison Raine reported that the Planning Committee had met prior to the Training Session with Rob Charnley. It was **NOTED** that the Planning Committee had reviewed the current position in respect of outstanding Planning Applications. It was **NOTED** that the Enforcement Investigation into the Horse Riding Trainer, Shotwick Village had been **CLOSED**. It was **AGREED** that the Parish Clerk would forward CWAC decision e mail to the property owner. The Enforcement Investigation into The Croft, Puddington remains outstanding. It was **ALSO NOTED** that it was the Parish Council's understanding that the buildings at the East Barn had already been erected. The clerk had written to CWAC for clarification but a response remains outstanding.

(5) CWAC Local Plan: Draft house extensions & domestic outbuildings supplementary planning document. The draft document, SEA screening report, and consultation statement can be viewed on the Council website at **https://consult.cheshirewestandchester.gov.uk/portal/cwc_ldf/spd/residential_extensions_spd.** Following discussion it was **AGREED** that Parish Councillors would submit individual responses to the consultation.

20.06 HIGHWAYS & PROW

Data from Black boxes: Councillors will recall that Dave Reeves had updated on the latest position in respect of the Black Box Data Analysis Exercise:

1. Average speed recorded during the 20mph assessment near to Red Gables was 25.6mph which is above the criteria of 24mph to be included in the programme. The criteria for a signed "only 20 mph" is that the average speed must be below 24 mph.
2. The survey also showed that 85% of vehicles were travelling below 32pmh.In addition, Speed limits are not used to tackle issues of speeding, this is done through engineering measures. To ensure compliance with a 20 mph limit traffic calming would be required which is not in the remit of the programme.

The Parish Council found it "bizarre" that because vehicles are going faster nothing can be done**!** It was **NOTED** that the original data collection exercise had been carried out during the school summer holidays so may not be a true reflection of traffic behaviour and also that no consideration had been given to the nature of the road. Ward Councillor Simon Eardley **AGREED** to request that Highways carry out another survey.

20.07 PUDDINGTON VILLAGE GREEN MAINTENANCE

Puddington Village Green Cobbles: The Parish Council **NOTED** that CWAC had further investigated the cobbles and concluded that there had been no recent highway work near or around the Green that would affect or disturb the cobbles and that they are unable to contribute to the cost of repairs. CWAC are however, able to assist in recommending funding sources, suitable contractors and estimated costs. The Parish Council had expressed its frustration with this decision. It was **AGREED** that the Parish Clerk would contact Chris Shaw, Northwich Town Council Services to arrange a site visit to clarify the

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estimate of £1182 he had submitted and what this actually covers. The Parish Council can then decide next steps and whether it wishes to carry out any repairs and maintenance.

20.08 PARISH CLERK : RECRUITMENT

It was **NOTED** that at the Parish Council meeting on 21 November the Parish Clerk had stated her intention to retire. In order to start the recruitment process Councillors Ian Speed, Martin Coar and Jo Ardern and the Parish Clerk, Mrs Pat Wells, met on 11 December 2019 to review all the paperwork, pay scales, hours and draft a timetable. It was decided that these Councillors and the Clerk would form the Staffing Committee to manage the process. The Advert, Job Description, Contract of Employment and Employment Briefing 2018-19 Salary Pay Scales were circulated to Councillors for comment and a timetable agreed. The advert had been placed with ChALC and CWAC from week beginning 16 December. It had also been posted to the Parish Council website on Friday 18 January. Disappointingly only two expressions of interest had been received. The Staffing Committee had met on Monday 20 January and **AGREED** that applicant No1 would not be interviewed on the grounds that their home base was Stockport and lack of exposure to Parish Council work. However, applicant No2 would be interviewed on Thursday 30 January. The Parish Council will be updated electronically via e mail on the outcome of the interview. If all goes well, it is hoped that there will be an appointment which will allow a two month handover period.

20.09 PROPOSED CALENDAR OF MEETINGS FOR 2020-21

The Parish Council **CONSIDERED** the schedule and **AGREED** the dates for Full Parish Council Meetings and the Planning Committee for 2020-21 as set out in the table below:

FULL PARISH COUNCIL	PLANNING COMMITTEE
21 MAY 2020 (ANNAUL MEETING)	23 APRIL 2020
9 JULY 2020	18 JUNE 2020
17 SEPTEMBER 2020	SUMMER RECESS
19 NOVEMBER 2020	15 OCTOBER 2020
21 JANUARY 2021	10 DECEMBER 2020
18 MARCH 2021	25 FEBRUARY 2021
20 MAY 2021 (ANNUAL MEETING)	22 APRIL 2021

20.10 PARISH COUNCIL NEWSLETTER

It was **AGREED** to defer the item until the new Parish Clerk will be in post.

20.11 PARISH COUNCIL WEBSITE

The Parish Council **NOTED** that the new website was launched on 23 December 2019. Although not the finished product, the website now hosts the key statutory documents and the Parish Council is once again complying with its legal obligations. The Parish Clerk had agreed a programme of work to continue to fine tune and update the site and had received training and, with support, is now able to upload and import documents. It was **ALSO NOTED** that the provider has been paid in full, £605, for the website design and build (£475) and annual website hosting (£130) for the period 23 December 2019 to 22 December 2020. Feedback on the style, format and ease of navigation had been positive.

20.12 CHESHIRE WEST AND CHESTER - LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN CONSULTATION

The Government's Cycling and Walking Investment Strategy 2017 sets out the ambition to make walking and cycling the natural choice for shorter journeys. In response, CWAC (which has declared a climate change emergency) has set out long-term priorities for improvements to infrastructure along cycling and walking routes in key urban areas of the borough. There is recognition that realising this ambition will need sustained investment in the infrastructure to encourage residents to make more day to day short trips on cycle or on foot, improve access to jobs and services and to improve health and wellbeing. In conjunction with partners, CWAC has produced a Local Cycling and Walking Infrastructure Plan for the borough, which consists of proposals for potential new walking and cycling routes. Details of the proposals and an online questionnaire can be found viai:

http://inside.cheshirewestandchester.gov.uk/getinvolved/consultations/localcyclingandwalkinginfrastructureplanconsultation

The consultation closes on 13th February 2020 when CWAC will consider all feedback, make any necessary amendments and incorporate them into the final Local Cycling and Walking Infrastructure Plan. The Plan will be approved in Spring 2020. An extract from the online questionnaire is attached at Appendix 1 to this Agenda. The Parish Council **NOTED** that the Consultation focuses on towns rather than rural settings. Councillor Eardley advised that he had already submitted his feedback and encouraged the Parish Council to respond the same flagging up the need for a rural strategy and schemes which would improve accessibility and connectivity with urban routes and towns. It was **AGREED** that the Clerk would respond to this effect.

20.13 CHESHIRE FIRE AUTHORITY DRAFT INTEGRATED RISK MANAGEMENT PLAN 2020-2024 CONSULTATION

The Parish Council **NOTED** that the Cheshire Fire Authority had launched a consultation on its Draft Integrated Risk Management Plan (IRMP) 2020-2024. The plan provides information on the risks facing Cheshire Fire Authority and details how the organisation is structured and operates to mitigate these risks. It also details how the Authority is funded and outlines key prevention, protection and emergency response plans over the next four years. The Summary attached to the Agenda sets out the key actions. Detailed information is available via https://www.cheshirefire.gov.uk The consultation closes on Friday 20 March 2020. Feedback can be given by e mailing: consultation@cheshirefire.gov.uk Once the consultation has closed, Members of Cheshire Fire Authority will consider any feedback and make any changes before approving a final Plan on 22 April 2020. After consideration the Parish Council **DECIDED** it had no comments to make.

20.14 BROADBAND: B4RN Hyperfast Community Broadband

Councillor Alison Raine **REPORTED** that some residents/households in Shotwick are now on line and connected. Councillor Martin Coar said speeds of approximately 400mps are being achieved against a target of 1000mb. The aim is to complete the installation in Shotwick and then focus on Puddington. Councillor Raine said that wayleaves still need to be secured and took the opportunity to encourage all residents to sign up for the voucher scheme which would help fund and accelerate the Puddington Phase.

20.15 CORRESPONDENCE

(i) Mr Peter Betts: an enabling project : the Parish Council **AGREED** to take this item as part of Item 3 Open Forum. **Minute 20.02 above refers.**

(ii) Letter to the Chairman: Councillor Ian Speed reported that he had received a letter from Vanessa Whiting Director of Governance(Monitoring Officer), CWAC setting out conclusions following an investigation in to a Complaint about Member Conduct. In summary it was found there was no cause for the complaint and the case was closed. However, the investigation did recommend that some additional training around Declarations of Interest maybe beneficial. It was **AGREED** that the Clerk would contact Jackie Weaver, ChALC to discuss training options.

(iii) CWAC Member's Budget Award Scheme: It was NOTED that Councillor Simon Eardley had encouraged the Parish Council to submit an application for a sum of £270 remaining in his 2019-20 Member's Budget and that the sum be used as a contribution to the cost of the website design and development. It was **AGREED** that the Application would be submitted in accordance with the agreed timescale.

20.16 WARD COUNCILLOR'S BRIEFING

The Parish Council receives numerous correspondences from Cheshire West and Chester Council and is represented at the Borough Council by our Ward Councillor Simon Eardley. Parish Councillors have **REQUESTED** that the Ward Councillor **UPDATES** the Council as and when appropriate, on any emerging issues or consultations which he feels would be of interest or where the Parish Council should participate and respond. Ward Councillor Simona Eardley briefed on the following issues:

(i) Members Budget: Some £5000 per annum is available so approximately £500-£750 per project when allocated to all Parishes in the Ward. If the Parish Council has any worthy projects i.e. repair of the Cobbles then Councillor Eardley would be pleased to receive applications for consideration.

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(ii) Daffodil bulbs: had been supplied. Councillor Ian Speed had brought them to the meeting and Councillors would take them for planting.

(iii) Pipers Lane & Gullies: Councillor Eardley is in contact with David Sephton and CWAC about flooding in the Lane and the blocked the gullies in Puddington Village.

(iv) Planning issues: Councillor Eardley confirmed he would be willing to represent the Parish Council and residents in responding to proposals and issues if requested.

(v) Climate Emergency: CWAC had declared a Climate Emergency in May 2019 and had targeted 2045 for the Borough to be carbon neutral. A Task Force had been established and had identified Energy, Transport and Waste as key priorities. Public events will be held and proposals put to the Council in the Autumn.

(vi) Fireworks Motion: CWAC want to mitigate the affects of noise and misuse and will be writing to Government requesting a law is implemented to restrict use.

20.17 URGENT BUSINESS

In accordance with Standing Order 6(21) the Chairman may rule that an item(s) of business should be considered as a matter of urgency if it cannot await the next scheduled meeting of the Parish Council.

(i) Shotwick Village Christmas Lights: Councillor Martin Coar advised that the Christmas Lights in Shotwick which were approximately 8 to 10 years old had failed and "blown a socket". Councillor Coar is waiting for an Electrician to inspect the lights after which he will report back to the Council.

(ii) Meet the CWAC Planning Team: An event to meet the CWAC Planning Team had been arranged for Thursday 19 February 2020. The event will start at 7.00 pm and last for approximately two hours. The venue had not yet been confirmed. Councillors Ardern and Cadden expressed an interest in attending whilst Councillors Davies and Coar also available to attend if needs be. It was **AGREED** that the Clerk would contact ChALC to reserve two places.

20.18 DATE AND TIME OF NEXT MEETING

To suggest items for the next meeting which will be held on **Thursday 19 March 2020 at 7.30pm at the Gladstone Village Hall, Burton.**

Note: The next **Planning Committee** is scheduled for **Thursday 27 February 2020** should the Council have any Planning or urgent business to attend to.

Signed:----------
Chair
19 March 2020

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ATTENDEES: OPEN FORUM **APPENDIX 1**

GILL KAYE
IOLA WILLIAMS
TED BRABIN
CIARAN GILLING – SMITH
LYNDA GILLING – SMITH

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