

ASHTON HAYES and HORTON-cum-PEEL PARISH COUNCIL MEETING

Monday 10th June 2019 at 7.15pm
In the Parish Room, West End, Ashton Hayes.

MINUTES

Present: Cllr J Colville
Cllr B Craven
Cllr P Varey
Cllr R Kinsey
Cllr H Deynem – CWaC
Cllr I Dossett – Chairperson
Cllr J Lutton
Cllr E Farrall
Cllr D Rounthwaite
Cllr J Whitelock-Wainwright

Clerk: Trudy Ryall-Harvey
Members of the public: 3

APOLOGIES

No apologies were received.

CONSIDERATION OF APPLICATION FOR CO-OPTED VACANCIES

RESOLVED 19/053 to co-opt D Rounthwaite and J Whitelock-Wainwright as Parish Councillors until April 2023.

DECLARATION OF INTERESTS

Cllr Kinsey declared an interest in the Golden Lion item as a member of the Pub Working Group.
Cllr Rounthwaite re A54 Junction and Cllr Colville re ASHRA.

ACCEPTANCE OF MINUTES.

RESOLVED 19/054 – the Chairman signed the minutes as a true and correct record of the meeting held on 13th May, 2019.

ACTIONS SINCE LAST MEETING

The actions since the last meeting that had been completed were as follows:-

	Action:	Undertaken by
14-05-19	Overgrown Hedging between Gongar Lane & West End	Cllr Deynem
14-05-19	Tyre dump	Cllr Dossett
13-05-19	Pay all agreed invoices	Clerk
13-05-19	Seek extension to planning consultation for 19/01219/S73 Kelvin View and get guidance from Planning Department.	Clerk
13-05-19	Confirm NALC Salary SCP 25 to Autela from 1 st April	Clerk
13-05-19	Request sensitive information from Parish Councillors on behalf of insurance company	Clerk
13-05-19	Move all money except for 3 months work into Deposit Account	Clerk
13-05-19	Move to on-line banking and provide training to Cllr Dossett and Varey	Clerk
13-05-19	Remove Cllr Wilson as a signatory	Clerk
08-04-19	Equity Housing update re issues of concern	Clerk
11-03-19	Drain cover repair – Kelsall Road	Cllr Colville
08-04-19	Overgrown footpath between Ashton Lane & Kelsall Road – REPORT IT	Cllr Lutton
11-03-19	Get War Memorial get it valued	Cllr Craven
08-04-19	Request updated insurance quote with amendments	Clerk

PUBLIC PARTICIPATION

Temporary Signs around Ashton Hayes – it was reported that a business had fixed temporary signs around the village. Cllr Colville undertook to make contact and ask the business to take these down.

Equity Housing – it was reported that grass cuttings were being left in the hedge opposite the Equity Housing properties. Cllr Colville undertook to make contact with Equity Housing and include in Around Ashton to raise awareness that this was fly tipping.

Traffic Lights in village – it was reported that traffic lights that were installed over weekends where no work was taking place were not welcome in the village. The council understood when temporary traffic lights were installed during work being undertaken but these should be removed during weekends where possible. Additionally, consideration should be given to local surroundings. Temporary, two-way lights had been installed in Church Road – which, because of the inconsiderate actions of some users of the nursery, had caused some chaos. The parish council had received a complaint from a resident about parents of children attending the nursery not adhering to the highway code, and were jumping the lights and blocking the road in order to get into the nursery property. The nursery had been approached by the parish council and they are to contact all parents. The lights are to be removed shortly.

Scout Hut – it was reported by a member of the public that the scout hut was in an unsafe and unhygienic condition. Funds were being sought to improve the condition. Cllr Deynem undertook to pass on the concerns about the condition of this property to the Scout Association.

Cheshire Railings – concern was raised about the fact that Cheshire Railings were being removed throughout the village and replaced by hedging. Cllr Colville confirmed that this had in the past been raised with CWaC and it appears that if the Council had not put the railings up in the first place and thus own them then they can be removed by property owners and replaced. Concern about overgrown hedging was also raised and it was being included in Around Ashton to encourage people to be more aware and considerate in keeping their hedging in good condition/upkeep. It was also confirmed that overgrown hedging can be reported to CWaC using the REPORT IT function on their website.

Weed Killing – it was reported that CWaC recently undertook spraying of weed killer on the road edges and footpaths, however they also included spraying across a resident's private gateway and now their grass has died away. It was requested that CWaC be considerate of private properties.

Lamp Post – opposite the Chapel there has been a lamp post replaced, however the old lamp post has not been removed – this needs to be followed up with CWaC.

PLANNING

The council noted the Planning Register as circulated at the meeting.

19/01945/PDQ – Dunham Barn, Longley Lane, Kelsall

19/01944/PDQ – Dunham Barn, Longley Lane, Kelsall

The above applications had been submitted to CWaC under prior determination, the Parish Council highlighted their concerns with regards to these proposed changes to move the property away from the originally planned conversion and more like a new-build/rebuild! The Parish Council strongly oppose this even though they have not been formally asked for comments and Cllr Deynem undertook to raise this with the Planning Department.

Cllr H Deynem left the meeting.

ACCOUNTS

Cashbook - **RESOLVED 19/055** that the Cash book be approved.

RESOLVED 19/056 – that the council accept the expenditure presented to the meeting as set out below:

To whom paid	Details	Amount
Clerks salary	Tax Point 3	£488.77
Clerks Expenses		£33.63
CHALC	Training	£70.00
Parish Rooms	Hire of Parish Rooms for Q1	£155.00
Data Protection	Direct Debit	£35.00
Insurance		£621.02
ASHRA	Management Fees Q1	£600.00
HMRC	Q1	£260.20
Autela	Q1	

RESOLVED 19/057 to set up a Direct Debit for the annual payment to the Data Protection Registration Department for the sum of £35.00

RESOLVED 19/058 to raise an invoice to the Parish Rooms for the sum of £310.51 to cover half the cost of the insurance.

RESOLVED 19/059 to pay the Clerk the additional 7 hours over and above the core hours she worked for May.

It was reported that the actual figures on the outturn spreadsheet for the Clerk's Salary needed to be reviewed as they were currently running above the budgeted amount, therefore an analysis of this would be brought for approval to the next meeting.

VAT – it was reported that the clerk had received confirmation that HMRC had received their VAT return and was arranging payment.

Audit Update – it was reported that PKD LittleJohn had emailed the Clerk to say they had received the audit exemption request and are notifying us that unless they receive any correspondence from local electors during the period for the exercise of public rights then they will not be contacting us again this year.

AREAS OF RESPONSIBILITY

The council approved the areas of responsibility, please see page 14 of the minutes book for approved list.

ANNUAL REPORT

The Annual Report that was submitted for the Parish Council's review at the last meeting was approved. See page 15 & 16 of the minutes.

NEW MEMBERS TRAINING

The date was re-confirmed for the new parish councillors training:-

- Tuesday 18th June, 2019 at Dunham Hill Village Hall 7pm

All members who had not previously attended CHALC training were encouraged to attend. Cllr Lutton, Cllr Farrell & Cllr Wainwright confirmed their attendance and Cllr Kinsey was encouraged to attend if he could.

HIGHWAYS

A54 Layby

Cllr Varey confirmed that this had now been tidied and he undertook to contact the residents to see if they could arrange to sow the grass. Cllr Varey also undertook to chase CWaC with regards

to the consultation that was due to be undertaken proposing to reduce the wait in the layby to 2 hours only, this was scheduled he believed to be consulted upon at the end of May.

A54 Ashton Hayes Junction Update

No update with regards to the Ashton Hayes Junction.

Cllr Colville reported that she had chased David Reeves at CWaC and undertook to forward the email to Cllr Deynem for him to chase if this becomes necessary.

Speed Watch Update –

Cllr Rounthwaite undertook to contact CWaC to arrange the loan of the SID machine for 2 weeks for use within the village.

COMMUNITY PROJECT

Millennium path scheme

Cllr Lutton undertook to contact the Footpaths Officer at CWaC to find out if CWaC would be willing to adopt the footpath, this is ongoing.

War Memorial

As it is the 100 year anniversary next year Cllr Craven had received a quote to refurbish the memorial of £888 and a value for insurance purposes of £8,000.

Defibrillator

D Tinsley [electrician] had been instructed to fit the Defibrillator and Cllr Colville was working with the British Heart Foundation, NAS & BT to progress the installation of the Defib machine in the telephone box outside the Golden Lion. Cllr Colville reported that prior to the installation of the Defib machine she had organised for the fallen tree branch to be removed from the box. Cllr Colville also reported that the Parish Council would need to seek volunteers once it had been installed to check and report to NWS on a weekly basis the condition of the Defib machine.

GOLDEN LION

Cllr Dossett reported that the Golden Lion Group had submitted all the extra information requested by CWaC with regards to the compulsory purchase. He also announced that the guide price of the property was now being advertised at £25,000 less than previously.

13. AROUND ASHTON

Cllr Colville reported that all contributions had been received and Cllr Farrall and Colville were working on putting the newsletter together.

Part 2

ASHRA

Cllr Colville reported that the AGM of ASHRA was, as she understood it, being held in September and until then there was no further update.

Cllr Colville undertook to share a copy of the Partnership Agreement between ASHRA & Parish Council with all of the Parish Councillors

The meeting closed at 8.30pm

The next meeting takes place on Monday 8th July, 2019 at 7.15pm

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

ROLES AND RESPONSIBILITIES OF PARISH COUNCIL MEMBERS 2019-20

- Planning Matters – A new advisory sub-group consisting of Cllrs Dossett, Lutton, Rounthwaite and Craven will consider new applications. The Clerk will continue to circulate new applications to the whole council for information and she and the Chairman will work on a Terms of Reference document for the planning group
- Around Ashton – Cllr Colville & Farrell will continue and the newsletter will become a standing item on Parish Council agendas and contributions to the writing of pieces from other Cllrs would be appreciated
- Tarvin Educational Foundation – Cllr Colville
- AHSRA – review in September after AHSRA’s AGM (Cllr Colville to continue updating PC until then)
- Cheque signatories – Cllr Colville, Cllr Varey, Cllr Dossett & Cllr Lutton
- Footpaths – Cllr Craven
- Trees –Cllr Rounthwaite
- Highways matters & Speedwatch Liaison –Cllr Kinsey & Cllr Rounthwaite
- Golden Lion working group – Cllr Kinsey & Cllr Wainright
- Health & Safety Lead – Cllr Craven
- Financial & Risk Assessment Lead – Cllr Dossett
- Website Lead – Cllr Varey
- Date Protection Lead - Clerk

ASHTON HAYES and HORTON-cum-PEEL PARISH COUNCIL

Annual Report April 2018 – March 2019

Contact detailsC/O Clerk to the Parish Council ...Kirsty Lowe /Trudy Ryall-Harvey

Parish Councillors as at March 2018

Jane Colville [Chair]	Ian Dossett [Vice Chair]	David Wilson
Barbara Craven	Richard Kinsey	Paul Varey
Naomi Deynem	David Rounthwaite	James Lutton

Structure, Governance and Management

As per Parish Council Standing Orders

Governance

1. The Parish Council employs a Clerk who is also the Responsible Finance Officer.
2. All Parish Councillor's on joining the Parish Council become Trustees of the Parish Rooms.
3. All Parish Councillors identify in advance any pecuniary interests, outside body involvement and family or personal interests they or their partners might have and sign a declaration of interest form when elected to the Council.

Objectives

As per Standing Orders but in summary to represent the interests of the community and its local residents

Main achievements in 2018/19

1. The process for the Election of Parish Councillors for next 4 year tenure was started in March 2019.
2. Over 15 planning applications considered and commented on by the Council were influenced heavily by the Neighbourhood Plan priorities and principles
3. 11 meetings throughout the year have taken place to include public surgeries at the start of each meeting.
4. We have undertaken project work such as improving the A54 layby and will continue to review this as it will require seeding mid-2019.
5. We have actively worked with CWaC to raise awareness of the A54 junction and hope in May/June that a consultation will take place to reduce the speed along the A54. We will continue to work to provide a safer junction for the future.
6. A bulb planting scheme was undertaken in 2018/19 in several sites within the village in order to make those areas more attractive
7. We have spent over £5,000 on grants and supporting the community and hope to continue this work in 2019-20.
8. A review took place of the financial reporting systems surrounding the Parish Council in order to make it more effective and efficient and fully compliant with financial regulations. Various changes were proposed and implemented.

9. Work has been undertaken to ensure the Parish Council and Parish Rooms are appropriately insured and comply with necessary Health and Safety regulations including appropriate risk assessments, training and provision of necessary equipment.
10. The Parish Council continued to support the Pub Action Group / Community Benefit Society in its aim to secure the Golden Lion pub for the future.
11. The Parish Council members as Trustees of the Parish Rooms exercised oversight of that meeting facility to ensure it continued to be available to local people. Improvement measures have been undertaken through the year to ensure it complies with regulations, it is safe, secure and comfortable.
12. Two local area Community Clean Up exercise were organised by the Parish Council which were very successful
13. Continued production of quarterly Around Ashton newsletters.
14. A review of the website commenced early in 2019 and ongoing improvements are being made.
15. Following the resignation of the Parish Council Clerk in November a temporary Clerk was appointed who will continue in post until October 2020 when a clerk recruitment process and permanent appointment will be made.

This report is signed and dated following a meeting of the Parish Council where the report was approved by all present.

Signed on behalf of the Parish Council

Jane Colville (Chair)

10th June 2019

ASHTON HAYES and HORTON-cum-PEEL PARISH COUNCIL

	Action:	Undertaken by	Status
10-06-19	Poor condition of Scout Hut – raise with Scout Association	Clr Deynem	
10-06-19	Get old lamp-post opposite chapel taken down	Clr Deynem	
10-06-19	Speak to planning department about 19/01945 & 44 applications.	Clr Deynem	Done
14-05-19	Sign for Brians Browe	Clr Deynem	On-going
13-05-19	Look to register as owners of the Parish Rooms with the land registry - meeting with JC/ JL & SP 16/06/19	Clr Lutton/ Colville	
08-04-19	Request CWaC to adopt the Millennium Footpath	Clr Lutton	On-going
10-06-19	Temporary signs around Ashton fixed to lamp-posts – get removed	Clr Colville	Done
10-06-19	Grass cuttings opposite Equity Housing properties – contact Equity Housing and include Fly-tipping in Around Ashton	Clr Colville	Done
10-06-19	Partnership Agreement between ASHRA & PC – share copies with Parish Council	Clr Colville	
14-01-19	Website update – structure has been circulated and amended and website need populating now – estimated to go live in September	Clr Varey, Clr Dossett, Clerk	On-going
11-03-19	A54 Layby – Arrange grass seed planting	Clr Varey	On-going
08/04/19	A54 Layby – get update on consultation on 2hr wait from CWaC	Clr Varey	On-going
14-05-19	Pond at Brians Browe – contact of Country Ranger or Forest Commission to be sought	Clr Craven	On-going
10/06/19	Pay all agreed invoices	Clerk	Done
13-05-19	Chase Mandate Change Team for Clr Lutton's update	Clerk	On-going
10-06-19	Set-up Direct Debit for Data Protection Registration	Clerk	Done
10-06-19	Raise invoice to Parish Rooms for £310.51 ½ of insurance.	Clerk	Done
10-06-19	Draft budget v actual salary explanation for next meeting.	Clerk/Clr Dossett	
10-06-19	Loan SID machine for 2 weeks	Clr Rounthwaite	
	<p>JULY MTG</p> <ul style="list-style-type: none"> - War Memorial 100year anniversary - Risk Assessment Action Plan Review - Emergency Resilience Box and its contents - Review of Standing Orders <p>OCT MTG</p> <p>Review Risks to be Assessed and Managed</p> <p>ASHRA Representative from Parish Council</p> <p>MAY 20 MTG</p> <p>Review Financial Regulations</p>		