

WYBUNBURY PARISH COUNCIL

MINUTES OF MEETING HELD MONDAY 11 JULY 2011 VILLAGE HALL, MAIN ROAD, WYBUNBURY, 7:30pm

Present: Mr P Jackson; Mr N Arnott; Mrs S Brownell; Mr T Lightfoot; Mr D Duthie and Mr R Ellison-Jones

Also in attendance: Parish Council Internal Auditor; Cheshire East Cllr J Clowes; four members of the public.

1.0 APOLOGIES AND WELCOME

Apologies received and accepted from Mr J Mahon, Mr S Howcroft and Mrs B Colbert. Mr S Howcroft was absent due to his attendance at the Wybunbury Cluster Meeting.

The Chairman advised that Items 4 and 5 would be discussed at the end of the agenda as they would be voted upon to exclude the press and public from the proceedings.

2.0 DECLARATIONS OF INTEREST

The Chairman reminded Members of the statutory requirements and asked for declarations of interest relating to items on the agenda.

- No declarations of interest were made at this time.

3.0 PUBLIC QUESTION TIME

No items raised.

6.0 PARISH CLERK APPOINTMENT – INTRODUCTIONS

The Chairman welcomed Ms Marilyn Houston who had been appointed as the new Parish Clerk from 1 July 2011 to replace Mrs H Cadwallader, who would leave on 31 July 2011. Ms M Houston would shadow the Parish Clerk during July and take sole responsibility from 1 August 2011.

7.0 MINUTES

Proposed by Mr T Lightfoot and seconded by Mrs S Brownell

RESOLVED: That the Parish Council minutes of the meeting held on 13 June 2011 be approved as a correct record and signed by the Chairman.

8.0 MATTERS ARISING FROM PREVIOUS MINUTES

8.1 'Shavington Triangle'

Mr D Duthie gave an update and confirmed that a public meeting was held on 29 June 2011. An Action Group had been set up, with sub-Committees. Overall, it was believed the Action Group was very active and well organised. The next public meeting was yet to be confirmed.

The Chairman said that he attended a Local Development Framework event held by Cheshire East Council recently and that he had requested (via the Clerk) a copy of both the Crewe and Nantwich LDF reports. The Clerk would circulate, once received.

RJS

8.2 Gorscy Bank Crescent – selling of vehicles

The Chairman advised that he had spoken with Wulvern Housing and they agreed to speak to the residents; however, if this problem continued, Members needed to contact Wulvern direct due to the breach in contract. Mr R Ellison-Jones also advised that the same resident had encroached beyond the permitted 6ft with a number of planters. The Chairman said that he would speak with Wulvern again and suggested Mr R Ellison-Jones do the same to reinforce the concerns.

8.3 Village Planters

The Clerk advised that she had received a quote for £312 from Mountfords to re-plant the five village planters. Mr D Duthie said that the lengthsperson had already maintained two planters - Mr N Arnott said the two planters were very good. Mr R Ellison-Jones believed the Lengthsperson should be asked if he wanted to re-plant the remaining three instead of Mountfords and that he be reimbursed for the purchase of plants. Members agreed. Mr D Duthie **AGREED** to speak to the Lengthsperson.

8.4 Sally Clarke's Lane – strimming maintenance

The Clerk advised that she had received a quote for £165 from Mountfords to strim the Parish Council's area of land on Sally Clarke's Lane.

Proposed by Mr D Duthie and seconded by Mrs S Brownell

AGREED: That Mountfords be asked to undertake the strimming work at the agree cost of £165.

8.5 Sally Clarke's Lane – possible landscape project

The Clerk said that she had contacted Reaseheath College; however, she had not yet had a reply. The Chairman said that he would be meeting a representative from the College within the next week and would mention.

Mr R Ellison-Jones took this opportunity to ask for an update in regard to the resident who had put wooden stakes alongside the river. The Chairman explained that the Parish Council had taken legal advice and had been told that there was nothing the Parish Council could do.

8.6 Red Lion Public House

The Chairman referred to the email from Thwaites which the Clerk had circulated. Mr R Ellison-Jones believed Thwaites needed to take responsibility as the building belonged to them and that they should maintain the site on a more regular basis. Mr T Lightfoot seconded these comments and added that the pub was in the conservation area. The Clerk added that it had been agreed that the sky banners would be removed by Thwaites when they next visited the site.

Proposed by Mr R Ellison-Jones and seconded by Mr D Duthie

AGREED: That the Clerk reply to Thwaites expressing concern over the lack of responsibility and also write to Cheshire East Council in regard to planning and environmental health concerns (possible enforcement action).

8.7 Village Maintenance

The Clerk reported that Cheshire East had agreed to tighten the handrail on Bridge Street by the end of this week.

The Clerk also advised that Cheshire East said that they would patch up the tarmac outside of the Post Office. Mr R Ellison-Jones asked the Clerk to check that this would

P.W.S

include the stretch of farmac between Kiln Lane and the old Chapel. The Clerk **AGREED** to contact Cheshire East to confirm.

In regard to the flooding along Main Road, The Clerk had spoken with Cheshire East who had said that the problem lied within private property and that the drain would need to be dredged. Cheshire East had also relayed this information to the local MP following an enquiry. Two residents in attendance at the meeting were affected by the flooding raised concern. After a short discussion, it was **AGREED** that the Clerk forward the two residents' contact details on to Cheshire East Council so that a site meeting could be arranged.

8.8 Youth Nuisance – Playing Field

Mr R Ellison-Jones explained a recent incident on the playing field in regard to anti-social behaviour/youths. The Police had been called, but failed to show. The Chairman asked the Clerk to see if the new Police Officer for the Wybunbury Area could attend the August meeting. Mr R Ellison-Jones said that the Police presence in the Parish was very poor.

9.0 SALLY CLARKE'S LANE – AGREE ACTIONS FOLLOWING LETTER FROM SOLICITOR

The Chairman advised that an email had been received from the Parish Council Solicitors. Mr D Duthie asked the Clerk if she could circulate this email. The Clerk **AGREED**.

The Solicitors needed the Parish Council to agree the advert and plan which they had received from Cheshire East Council and to also provide the Solicitor with the Chairman's and two other Members' details for authorisation. After a short discussion it was;

Proposed by Mr N Arnott and seconded by Mrs S Brownell

AGREED: That the Parish Council approve the advert and plan and the contact details of the Chairman, Vice Chairman and Mr T Lightfoot be confirmed to the Solicitor.

Mr R Ellison-Jones took the opportunity to advise that he had been contacted by a resident enquiring about renting a parking space on Sally Clarke's Lane with the possibility of building a garage on the plot. Members agreed that a plot could be offered, but it would not be possible to build a garage due to the future of the site still to be determined.

10.0 UNITARY COUNCILLOR'S UPDATE

Cllr J Clowes had nothing further to report.

11.0 WAR MEMORIAL WORKING GROUP

The Chairman confirmed that the cross had been sent away to be restored. Restoration work on plinth had also been undertaken. The Clerk was yet to receive the invoice for these works from the Stone Mason. Mr R Ellison-Jones said that he would try and organise another charity event to help raise funds for the restoration of the war memorial.

12.0 CONDITION SURVEY AND RISK ASSESSMENT OF LAND

The Chairman referred to the risk assessment list which had been circulated by the Clerk and said that he would undertake the assessment before the next meeting.

13.0 PARISH PLAN UPDATE

In Mr S Howcroft's absence, a member of the public gave a detailed update on the current situation. Further to discussions at the last Parish Council meeting, it was identified that there could be a lack of funding for the purchase of a bench (grant applications had been submitted), therefore, the Parish Council were asked if they could possibly purchase a bench. Members

PWTS

agreed that as the Parish Council had not needed to help fund the project so far, it should purchase a new bench.

Proposed by Mr R Ellison-Jones and seconded by Mr T Lightfoot

AGREED: That further details be sent to the Clerk (bench specification) so that it could be ordered.

It was identified that there was also a lack of a dog bin and normal bin on the playground. In addition, it had been noticed that a 'pet minding company' was using the playing field to exercise dogs allowing them to run free. Mr R Ellison-Jones also suggested installing 'elephant rails' around the car park.

14.0 **PLANNING MATTERS**

The Clerk advised that two planning applications had been received for consideration:

Planning Application No: 11/2266N

Application Details: Replacement Detached Dwelling

Address: The Lodge, Nut Tree Farm, Wybunbury Lane, Wybunbury

Members Comments for submitting to Cheshire East Council:

To object to this application due to the following reasons:

- Development of open countryside
- Not in-keeping with surrounding
- Previous objection/refusal already submitted

Planning Application No: 11/2245N

Application Details: Proposed Garage Conversion and Alterations to Existing Drive to Help Improve Facilities for Registered Disabled Person

Address: 21 Huntersfield, Shavington

Members Comments for submitting to Cheshire East Council:

No objections.

15.0 **FINANCE**

15.1 Purchase of a copy of Local Government Administration

The Chairman advised that the Internal Auditor had kindly donated his book to the Parish Council upon his retirement; therefore, the Parish Council did not need to purchase a copy. Members thanked Mr A Green.

15.2 Purchase of Laminator for Parish Council Use

The Chairman explained that the new Clerk had asked if the Parish Council could purchase a laminator so that she could laminate notices. The new Clerk had researched prices and shared her information with Members. After a short discussion, it was **AGREED** that the new Clerk could purchase a laminator and wallets to the value of approximately £20 and use the petty cash money.

15.3 Authorisation of Payments

The Clerk informed Members that the following payments needed approval:

£240.50 – Clerk Salary

£60.60 – Cheshire West and Chester Council (combined Pension contributions)

£27.50 – Mr P Sinclair (payment for website maintenance works)

£100.00 – Mr D Green, (payment for lengthsperson duties)

PWJ

£30.00 – Petty Cash Reimbursement

Proposed by Mr T Lightfoot and seconded by Mrs B Colbert, it was **AGREED** that the above accounts be settled.

16.0 CORRESPONDENCE

No items for consideration.

17.0 ANY OTHER BUSINESS

No items raised.

In accordance with the provisions of the public bodies (Admissions to Meetings Act 1960), Members voted to exclude the press and public from the proceedings for items 4 and 5.

Proposed by Mrs S Brownell and seconded by Mr T Lightfoot

AGREED: That the meeting be closed to the press and public for items 4 and 5.

4.0 REPLACEMENT OF INTERNAL AUDITOR

The Chairman reminded Members that Mr A Green was retiring from his voluntary role as Internal Auditor for the Parish Council imminently.

The Chairman explained that when interviews were conducted for the role of Parish Clerk, it was felt that one of the candidates who was unsuccessful, had the expertise and ability to undertake the role of Internal Auditor instead.

Proposed by the Chairman and seconded by Mr N Arnott

AGREED: That Mr M Forbes be offered the voluntary role of Internal Auditor to the Parish Council should he be happy to accept, with immediate effect.

5.0 PARISH CLERK'S CONTRACT OF EMPLOYMENT – AGREE CONTRACT FOR SIGNING

The Chairman referred to his previously circulated draft contract as supplied to him by the Cheshire Association of Local Council's (ChALC). Mr Duthie had circulated a draft contract that he believed to be a more recent version now recommended by ChALC. After a discussion, it was identified that all Members, apart from Mr D Duthie, agreed (and voted) that the contract circulated by the Chairman be used.

Proposed by Mr R Ellison-Jones and seconded by Mr T Lightfoot

AGREED: That the contract circulated by the Chairman be the contract used for the new Parish Clerk and signed by the Chairman and Vice Chairman.

Mr D Duthie asked that it be recorded that he had voted against using this contract.

Date of Next Meeting

RESOLVED: That the date of the next Meeting would be held on Monday 8 August 2011 at 7:30pm.

Chairman: 

Date: 8-8-11