

MINUTES of THE ANNUAL MEETING OF GREAT BUDWORTH PARISH COUNCIL

held at the PARISH HALL at 7.30 PM on MONDAY 8th May 2017

Opened at 7.30pm

Part1

1. Election of Chairman for 2017/18

Cllr Hilary Brudenell elected (proposed by Cllr Lee, seconded by Cllr Torrance, agreed by all)

2. Welcome and record attendance

1 Present

Chairman H Brudenell
Council Members H Forwood, M Torrance, P McAndrew, A Lee

Also present

Clerk C Marshall
District Councillors N Wright, L Gibbon
Public 6

3. Apologies R Collier, M Kershaw, L Hopkinson, D Hammond

4. Declarations of Interest

Cllr Lee for Item 11 (iv).

5. Vice Chairman and Committee Representatives

(i) To elect a Vice Chairman for the Parish Council for 2017/18

Cllr Collier elected (proposed by Cllr Brudenell, seconded by Cllr Forwood, agreed by all)

(ii) To appoint Committee Members, agree meeting dates and confirm delegated powers and Terms of Reference for the following committees:

- Planning Committee 2017/2018
- Finance Committee 2017/2018
- Staffing Committee 2017/2018
- Risk Assessment Committee 2017/2018

It was agreed that all Councillors form the membership of all Committees and that all Terms of Reference and delegated powers currently in place are approved for 2017/18.

6. To appoint Parish Council representatives to the following Local Organisations for 2017/2018:

- Bowling Club – Cllr Torrance
- Tennis Club – Cllr McAndrew
- Cricket Club – Cllr McAndrew
- Heritage Society - Cllr Lee
- Parish Hall – Cllrs Brudenell, Torrance, Forwood, McAndrew and Lee.

It was noted that the post of Parish Council representative to the Board of Governors for Great Budworth C of E Primary School no longer exists. The Instrument of Government was changed when the school changed status from Controlled to Aided. Cllr Hopkinson has been retained as a Governor but as a Foundation Governor.

Agreed by all that Cllr Brudenell will feedback to the school that the Parish Council would like to continue to have a nominee on the Governing body in the future.

7. Parish Council Policies

- Standing Orders for the Parish Council
- Code of Conduct
- Complaints Procedure
- Training Policy
- Publication Scheme

It was agreed by all that all policies be renewed/adopted for 2017/18 with the exception of the Standing Orders for the Parish Council which will be reviewed and recommended to the Parish Council for adoption at the next Finance Committee Meeting with a review of the Parish Councils Financial Regulations.

8. The minutes for the following meeting were approved and signed as a true record:

- (i) Parish Council meeting held on 6th March 2017
- (ii) Finance Committee Meeting held on the 6th March 2017
- (iii) Planning Committee Meeting held on the 3rd April 2017

9. To hear representation from the public

Opened: 7.40pm

(i) The Parish Council were advised by Mr Davies that tree work was required on Noahs Ark. This had previously been undertaken by the Parish Council.

The Clerk and Chairman advised they were unaware of this and would look into the matter further.

Mr Davies advised that John Eaton has provided a quote of £150 for the require pruning and had also advised that the dead trees should be replaced in October/November. It was suggested that there may be a need to investigate the cause of the continuing problem of trees dying in that location. This would be the responsibility of the Highways Authority.

(ii) A question was raised as to whether the Parish Councils policies are on the website – the Clerk confirmed that they are.

(iii) The Parish Council were informed that a notice from CWAC had been put in place on the Finials on Westage Lane.

Cllr Brudenell advised that a member of the public had raised a query with CWAC Highways as to whether permission had been sought for their installation.

The Parish Council confirmed that they had spoken to CWAC Highways previously about this matter and no objection had been raised about their installation and that the notice is a retrospective formal application.

Closed: 7.50pm

10. Matters Arising

(i) The Avenue

Cllr Brudenell confirmed that the surgery on the section of trees between Farthing Lane and the school has been completed and that further work will be undertaken in the Autumn.

Clerk to raise with Treefellers that they are not to throw tree debris onto the patch of land owned by Mr Butters.

Further dog fouling notices will also be installed shortly.

CLlr Gibbon advised about the Pink Poo dog fouling Campaign being implemented by CWAC – Clerk to look into this matter further.

(ii) Parish Council urged members of the public to complete the Parish Council Survey regarding preferred projects for the Parish Council to undertake. Particularly as it has been raised that the Avenue is only suitable a couple of months a year for walking down with buggies etc..and the improvement of the walkway is one of the projects outlined.

(iii) Mesh on the Parish Field

CLlr Torrance updated that it has been freshly mown and the mesh is holding up well – confirmed that the remaining mesh will be laid by the end of this year.

(iv) Parish Council Risk Assessment

CLlr Collier to ensure that the risk assessment is completed and presented at the July Parish Council meeting.

(v) Finials

A concern has been raised via by a member of the public to the Parish Council regarding a possible link between the cost of the village finials and the 2016/17 precept increase.

The Parish Council has advised that this is not the case and that the precept increase was for the reasons outlined at the time – namely the significant reduction in funding that the Parish Council was to receive.

The Parish Council has received a great deal of correspondence on this matter and is clear that they have answered the queries raised fully and completely with the member of the public concerned and will not be providing any further information.

(vi) Members Interests forms

Clerk to distribute Members Interests forms to the Parish Council – Councillors to notify the Clerk if there have been any changes.

(vii) Fields in Trust application.

CLlr Brudenell advised that the application is nearly complete and a plaque will be erected on the field soon.

(viii) Pigeons in the trees near the Top Pumphouse.

CLlr Brudenell to meet with the CWAC Pest Control Officer.

(ix) Removal of notices from the village notice board.

Agreed that the Clerk will place a notice asking that any concerns about notices should be raised with the Clerk/Chairman of the Parish Council.

11. Financial Report:

(i) Final budget for 2017/18

Final budget approved and agreed by all (Appendices 1)

(ii) Financial update

Initial of Chairman:

Clerk outlined spend to date using the Budget 2017/18 and Bank Reconciliation Spreadsheets (Appendices 1 and 2)

Confirmed and approved Clerks Salary increase in accordance with the National Agreement.

(iii) Renewal of ChALC and SLCC membership

Membership renewal agreed by all.

(iv) Approved payments including the grants to be awarded to local organisations.

All payments outlined on Budget spreadsheet (Appendices 1) approved.

Agreed that grant be awarded to the following organisations be made:

£250 – Great Budworth Churchyard Fund

£250 – Friends of Great Budworth School

£250 – Great Budworth Mums and Tots Group

£250 – Budworth Bulletin

A grant application from the Air Ambulance was rejected.

(v) Comment from the Internal Auditor.

Comments from the Internal Auditor were noted (Appendices 3) – Action Plan to be formulated at the July Finance Committee Meeting.

(vi) Section 1 of The Annual Governance Statement on the Annual Return 2016/17 were agreed by all and signed.

(vii) Section 2 – of The Accounting Statement on the Annual Return 2016/17 were agreed by all and signed.

(viii) Tree work quotation received from Treefellers for the trees by the Top Pumphouse.

Agreed by all to wait for the results of the Parish Council survey before proceeding.

Agreed by all that if this project is identified – 2 further quotations will need to be received in line with the Parish Councils Financial Regulations.

(ix) VAT Issues

Agreed by all that as no VAT number has been provided by Mr Turner to date that a letter will be sent to HMRC and to Mr Turner and further legal advice sought depending on the outcome.

Cllr Brudenell advised that the Members Budget monies received for further work to the Parish Hall will be held as a buffer in the Parish Councils accounts as the Parish Council is unable to claim the outstanding £2370 in outstanding VAT from Mr Turner at this time.

12. Parish Projects

Confirmed that the Parish Council Survey has been sent out and is due for completion by the end of May and findings to be reported back at the July Parish Council Meeting.

It was noted that improvement suggestions for the surface of Farthing Lane and the footpath between Farthing Lane and the school traffic, and a mirror to be installed, was proposed to improve the area for parents dropping off/picking up their children from Great Budworth School.

Clerk to include details of the survey on the website, Cllr Brudenell to include details in the Budworth Bulletin.

13. Planning

Initial of Chairman:

(i) **Site Address:** 62 High Street Great Budworth Northwich Cheshire CW9 6HF

Proposal: Replacement shed

Reference Number: 17/01305/FUL

Agreed by all that no comment to be made.

14. Local Government Boundary Review - Warding patterns consultation stage

Cllrs Wright and Gibbon outlined the proposals to reduce the number of District Councillors from 3 to 2 and the potential changes to the wards that they would be responsible for.

Agreed that the Clerk will draft a letter outlining the Parish Councils following objections and send this to Cllr Brudenell:

- All of the parishes within this ward are part of the Tatton Parliamentary boundary and to make changes to this seems unnecessary. The location of medical centres, churches, rivers and roads already provide clear boundaries within the ward.
- The current arrangement of 3 District Councillors in the Marbury ward has proved to be a successful one and the reduction of this number to 2 as well as the proposal to reduce the size of the wards would be detrimental. The parishes of Great Budworth and Antrobus are part of the same ecclesiastical parish and have strong links for example, a shared parish priest and formally linked schools working together collaboratively.
- The name of the ward has historical meaning.

cc. to be sent of final letter to District Councillors Hammond, Wright and Gibbon.

15. Parish Issue

Cllr Lee raised a question on behalf of the Heritage Society regarding the use of the £500 they donated towards repairs to the Top Pumphouse (the cost of which was subsequently covered by the Insurance Claim).

Advised that this money has been ring fenced for future work to the Top Pumphouse as the original request for additional repair work was disallowed by the CWAC Conservation Officer at the time.

Cllr Torrance has subsequently contact CWAC Conservation and is awaiting their decision regarding additional repair work.

Part 1 Closed 9.00pm

Part 2

A discussion of matters relating to staffing was held.

It was agreed that the job vacancy for Parish Clerk/RFO be advertised in the Budworth Bulletin, on the website, with ChALC and locally in the village.

Closing date for applications to be: Monday 19th June 2017.

Interview date: Saturday 24th June 2017.

Part 2 Closed 9.30pm

Signed as a true record

**Chairman
3rd July 2017**

Caroline Marshall, Clerk to Great Budworth Parish Council
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