

**MINUTES OF the GREAT BUDWORTH PARISH COUNCIL MEETING
held at the PARISH HALL at 7.30 PM on MONDAY 14TH MAY 2018**

Opened at 7.30pm

1. Election of Chairman for 2018/19

Cllr Hilary Brudenell was elected as Chairman (proposed by Cllr Lee, seconded by Cllr Forwood, agreed by all).

2. Welcome and record attendance

Present

Chairman H Brudenell
Council Members H Forwood, M Torrance, R Collier, A Lee, L Hopkinson,

Also present

Clerk R Ollier
District Councillors Cllr N Wright, Cllr L Gibbon
Public 8

3. Apologies Cllr D Hammond, P McAndrew

It was recorded that Councillor Kershaw has resigned from the post of Parish Councillor and a subsequent notice for an election would be posted on the notice board and the arising vacancy would be advertised in the Budworth Bulletin. The Council thanked Councillor Kershaw for her hard work and support.

4. Declarations of Interest

None declared

5. (i) To elect a Vice Chairman for the Parish Council for 2018/19

Cllr Collier was elected as Vice Chairman (proposed by Cllr Brudenell, seconded by Cllr Lee, 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 2018/2019
- Finance Committee 2018/2019
- Staffing Committee 2018/2019
- Risk Assessment Committee 2018/2019

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 2018/19.

6. To appoint Parish Council representatives to the following Local Organisations for 2018/2019:

- Bowling Club - Cllr Torrence
- Tennis Club - Cllr McAndrew
- Cricket Club - Cllr McAndrew
- Heritage Society - Cllr Forwood
- Parish Hall - Cllr Brudenell, Cllr Lee, Cllr Hopkinson, Cllr Torrence, Cllr Forwood.

Initial by Chairman: 

7. Parish Council Policies To review and adopt for 2018/19 the following 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 2018/19.

It was noted that a Safeguarding Policy was being drafted for the Council's review and recommendation at the next Parish Meeting in July.

8. Meeting Minutes

A Councillor challenged the accuracy of the minutes of the Ordinary Meeting on 5th March 2018, the minute read:

"The Council also discussed a sinking fund for the War of the Worlds filming fee for a future significant project. As the feedback from the Bulletin survey had been mixed and any project would require popular approval."

The minute should read:

"The Council also discussed a sinking fund for the War of the Worlds filming fee for a future significant project as any project would require popular approval."

It was resolved and accepted the amendment and the minutes for the Ordinary Meeting of the Parish Council held on 5th March 2018 were an accurate record. Minutes signed by the Chairman.

The minutes from the Finance Committee Meeting held on the 5th March 2018 were accepted as an accurate record. Minutes signed by the Chairman.

9. To hear representation from the public

Opened: 7.54pm

A resident commented that the War of the Worlds filming fee was great, however they were acutely aware of the responsibility of the Parish Council to decide how to proceed. They requested the Council consider a significant quantity is put into reserves, however they suggested a planning consultant be appointed to help address the parking problem in the village, including the adoption of yellow lines. Furthermore, when Westage Lane is re-opened, the lane is unsafe for pedestrians to use and a side strip of land adjacent to the road could be purchased for pedestrian use.

A resident commented that the filming fee could be used to resurface The Avenue between Farthing Lane and Budworth Road.

A resident expressed concern that residents on Church Street and High Street had been adversely affected by the filming and had incurred additional costs due to the mud and dirt entering their homes from the filming set. The Council commented that Mammoth Filming had been approachable during this period. The Clerk will contact their Mammoth representative to agree that residents could claim their expenses back through the Parish Council.

Residents also commented on the positive aspects of the filming, the filming crew had visited each property in advance of the filming and residents and visitors were escorted to from the Parish Field to their homes during filming.

10. Matters Arising

(i) To review Members Interests forms and notify the Clerk if there have been any changes.

No changes were reported.

Initial by Chairman: 

(ii) To receive an update on Westage Lane and Heath Lane.

It was reported that Cheshire East Council had provided a timetable for the reinstatement of Westage Lane and a GPR survey has been completed. Next comes a baiting exercise to prove levels of activity and confirm status of setts prior to application to "Natural England" for a licence to carry out remedial work. July and August will see the carrying out of remedial work and the construction of new setts. In November the current main setts will be closed, there will be other work to prevent future excavation, the carriageway will be repaired and the road will be re-opened.

(iii) To receive an update on the Upper and Lower Pumphouses

It was reported that last years wet weather had left the Bottom Pumphouse in a poorer state, with the drain not working. It was not possible to do any work to the floor as the gate was a custom fit and therefore could not be replaced. It had previously been thought that the spout had been stolen but had corroded and now overflowed onto the floor. It was also noted that the Conservation officer had advised that the existing cast iron drain cannot be removed due to its age and fragility.

It was agreed to appoint a heritage architect to compile a schedule of specialist works in conjunction with the Heritage Society for recommendation to the Council. In the intermediary, a careful water spray of the stonework was to be carried out by the Heritage Society with the approval of the Conversation Officer.

It was agreed by the Council that it's assets required individual maintenance programmes, the Clerk is to seek advice on this and report at the next meeting.

(iv) To receive an update regarding the parking strategy in the village and parking strategies outside the Church.

It was resolved that this item would be discussed as part of item 12 Parish Projects.

(v) To receive an update from the Clerk regarding a grant application to Manchester Airport for The Avenue.

The Clerk reported with regret that the Council had not been successful in it's appeal for a grant.

(vi) To receive an update regarding the maintenance of the Lime Trees in Noah's Ark.

Deferred until the next meeting.

(vii) To receive an update on the traffic mirror on Westage Lane.

The Chairman reported that the home owners solicitors are drawing up an indemnity subject to the Council providing a copy of their insurance cover.

(viii) To receive an update on the Parish Hall lease renewal.

The Council discussed the options presented in the appendix working paper and agreed that the current governance was no longer fit for purpose. It was also agreed a new lease and term of reference was required, with the Parish Hall Committee becoming a sub-committee of the Parish Council.

(ix) To receive a report on the Mammoth filming in the village.

It was reported that the Parish Council had secured a fee of £27,500 of which £5,000 is ringfenced for the Parish Field. The filming crew had been approachable and present before and during the filming and the village had been restored to its previous state, with a couple of exceptions which the Clerk was following up. It has been agreed earlier in the meeting the Parish Council would co-ordinate the expenses of residents for reimbursement by Mammoth.

(x) To receive an update on the website.

The Clerk reported that 1 Councillor had agreed to form a sub group to work with the website designer on the update and it was agreed to arrange a meeting in July to discuss how the project was progressing and ensure the final website would be as anticipated. The Clerk to update at the next meeting.

(xi) To receive an update from the Clerk regarding the GDPR legislation.

The Clerk reported that she had recently received GDPR training through ChALC, which would come into force on 25th May 2018. The ICO would be taking a 'soft' approach to it's introduction but the Council should be working towards full compliance as soon as possible. It was also reported that this would involve all aspects of data received by the Council and permission should be sought for data to be held, such as email addresses.

The Clerk suggested that the Council should consider separate email addresses and server to address the security issue of personal emails, it was agreed the Clerk would report back at the next meeting.

The Clerk also reported that a bill amendment had been timetabled to remove the requirement for a Data Protection Officer for local councils, however it was agreed that should ChALC proceed with offering this service, it should be taken up.

Councillors were reminded that this was an opportunity to delete emails and personal data stored on their email accounts to comply with the legislation.

11. Financial Report:

(i) To confirm the final budget for 2018/19.

The budget was reviewed and accepted by the Council.

(ii) To receive a financial update from the Clerk.

The Clerk reported that the Council had started they year with £9,600 cash, however The Avenue project costs had yet to be paid.

(iii) To confirm renewal of ChALC membership

It was agreed to renew the membership for 2018/19.

(iv) To approve payments

The following payments were approved by the Council:

No.	Supplier	Detail	GBP £
	WAP Lawton & Son		
1	Ltd	Install Pathway on The Avenue	4,464.00
2	ChALC	Affiliation Fee 2018-19	106.56
3	ChALC	GDPR Workshop 18.04.18	35.00
4	Nick Bowman	Tree works to Holm Oaks	950.00
5	SLCC	Additional Member fees 2018-19	31.00
6	John Eaton	Work to The Avenue Kissing Gate	145.00
7	Clerk Expenses	Microsoft package 2018-19	79.99
8	JDH Business Services	Internal Audit 2017/18	141.60
	Total		5,953.15

(v) To receive quotations to carry out tree surgery to the Norway Maple on The Avenue.

The Council agreed to appoint Mr N Bowman to carry out the works.

(vi) To receive and action the comments from the Internal Auditor.

The Clerk reported that the report had been received and the comments had been adopted immediately. The Council agreed and accepted the report.

(vii) To agree and sign Section 1 – The Annual Governance Statement on the Annual Return 2018/19.

It was resolved to agree and accept Section 1. The AGAR was signed by the Chairman and Clerk.

(viii) To agree and sign Section 2 – The Accounting Statement on the Annual Return 2018/19

It was resolved to agree and accept Section 2. The AGAR was signed by the Chairman and Clerk.

12. To propose an order of priority for future projects.

The Council received recommendations from residents for forthcoming projects:

1. Projects are aimed at improving the environment of Budworth, and the health & well-being of residents
2. Households in High Street & Church Street are the most badly affected by the parking issues in the village, maybe the PC would like to allocate some of the funds by engaging a planning consultant to come up with a solution to this intractable problem. After many years opposing the idea of double yellow lines, the disruption is now so great, I now think we need to think again.
3. The path at the far end of the Avenue is now so much improved after the Contractor cleaned it, I am thinking that, provided this is repeated after each Autumn, there may be no need to spend money on resurfacing. A project the PC may like to consider is to try to purchase a strip of land for a footpath on the south side of the currently closed Westage Lane, where the Avenue meets it. When the Lane reopens (!) to traffic, pedestrians will be risking life & limb. Budworth is not well blessed with safe, easy pathways for the less able to climb stiles & tramp unmade tracks!

4. Resurfacing The Avenue between Farthing Lane and Westage Lane circa £5-10,000
5. Providing a hardstanding turning circle at the bottom of Farthing Lane to ease congestion of school traffic in Church Street/High Street circa £4,200.00
6. Improve the parking facilities on the Parish Field with a suitable surface - cost circa £5,200.00
7. Benches - no more
8. Posts/signage in the village to have a regular maintenance/cleaning programme
9. The tennis club committee are considering a provision for lighting to allow play in the spring and autumn when the light fades - costs circa £12,777
10. The centre of the village a no parking area with either short tasteful wooden posts installed at the end of all the cobbled areas or block paving erected to the village square area to prevent parking in this most picturesque area of the village
11. A permanent cover feature over the three car parking spaces adjacent to the public house
12. Some features in the centre of the village that could utilise the two finials that we are currently not using - maybe signposts for village features

The Council agreed to discuss the projects the War of the Worlds filming fee at the next meeting.

13. Planning To review and agree any action relating to new Planning Applications received:

(i) **Site Address:** 62 High Street Great Budworth Northwich Cheshire CW9 6HF
Proposal: Single storey rear extension with a pitched roof
Reference Number: 18/01251/FUL

The Council had no objections, but agreed to recommend that neighbouring residents are considered when heavy plant machinery is used should permission be granted

(ii) **Site Address:** Providence House Church Street Great Budworth Northwich Cheshire CW96HH
Proposal: Single storey rear extension
Reference Number: 18/01636/LBC

The Council had no objections, but agreed to recommend that neighbouring residents are considered when heavy plant machinery is used should permission be granted

14. Highways

- (i) To discuss the response from Highways regarding the safety concerns with the lower pump house junction and the suitability of the bus stops.
- (ii) To discuss the improvement to the connectivity of local communities, the footpath maintenance and improvements to Comberbach.
- (iii) To discuss the maintenance of the Footpath adjacent the A559 from the village to Cock Lane.

The Clerk reported that no response had been received by CWAC regarding Highways issues in the village, the Northwich Transport Strategy did not report any recommendations either. It was agreed to formally complain to CWAC regarding this matter.

15. Ward boundaries in Cheshire West and Chester

The final boundary recommendations were noted.

14. Parish Issue To receive for information only any Parish issues that have arisen and to agree to include them for discussion at the next Parish Council Meeting where necessary.

Initial by Chairman:

WAB

Part 2

Items of a "confidential or other special nature" during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100l of the Local Government Act 1972.

Closed 9.15pm

Signed as a true record 

Chairman: H Brudenell
2nd July 2018

Initial by Chairman: