

MINUTES of the GREAT BUDWORTH PARISH COUNCIL

ANNUAL MEETING

held at the Parish Hall at 7.30pm on MONDAY 13th MAY 2019

Meeting opened at 7.30pm

1. ELECTION OF CHAIRMAN 2019-2020

ACTION

Cllr. R. Collier was elected Chairman of the Parish Council.

2. ELECTION OF VICE CHAIR 2019-2020

Cllr. A. Lee was elected Vice-Chair of the Parish Council.

3. ATTENDANCE

Chairman: Cllr. J. Bowman (JB) items 1 and 2 and then Cllr. A. Lee (AL)
Council Members: Cllr. R Wilkinson (RW); Cllr. D. Hammond (DH); Cllr. M. Torrance (MT);
Cllr. J. Robins (JR); Cllr. S. Coppell (SC)
District Councillors; Cllr. L. Gibbon; Cllr. N. Wright.
Also present: G. Ayres, (Parish Clerk - GA); 10 members of the public.

4. APOLOGIES

Cllr. R. Collier; Cllr. P. Marshall;

5. DECLARATIONS OF INTEREST

Cllr. J. Bowman declared an interest in items 13d; 13j; and 14g.

6. APPOINTMENTS

i) The current Terms of Reference for the Planning, Finance, Staffing and Risk Assessment Committees were reviewed and approved. All Councillors will be members of all these Committees and the Chairman and Vice-Chair of the Parish Council will in each case preside as Chairman and Vice-Chair.

All

RC, AL

ii) The following Councillors were appointed to Local Organisations:

Bowling Club – Cllr. R. Wilkinson

RW

Tennis Club – Cllr. S. Coppell

SC

Heritage Society – Cllr. J. Robins

JR

Parish Hall Committee – Cllrs. R. Collier; A. Lee; J. Robins; S. Coppell, M. Torrance

**RC, AL, JR,
SC, MT**

7. PORTFOLIOS

It was agreed that the following Councillors should lead on specific matters of business, attend external meetings and report back to Council:

Airport – Cllr. D. Hammond

DH

HS2 – Cllr. A. Lee

AL

Website – Cllr. J. Robins

JR

Health – Cllr. J. Bowman

JB

8. POLICIES

The current Standing Orders and Financial Regulations were reviewed and adopted. The updated CW&C model Code of Conduct (2015) was adopted.

9. ASSETS

The 2019 Asset Report was reviewed and approved. The Parish Council wished to put on record its thanks to Cllr. R. Collier for the work done on this. The final signs have now been added.

The proper insurance of the Parish Hall / Field and Bowling / Tennis facilities in terms of risks and values will be addressed in the context of ongoing discussions about leases and rental agreements. If the lessees continue to insure the assets it will be important to ensure they have an "insurable interest". The possibility of insuring assets in joint names (Charity and Parish Council) will be investigated.

All
DH, RC

10. RISK ASSESSMENT

The updated risk assessment was reviewed and approved. All Councillors were urged to consider their own roles in implementing the specified control measures to avoid / mitigate risks. The importance of ensuring that the Parish Hall Committee and Bowling / Tennis Clubs adopt appropriate safeguarding policies and procedures was emphasised. This will be addressed in the context of ongoing discussions about leases and rental agreements.

All

11. REPRESENTATIONS FROM THE PUBLIC

Questions were raised about

- the **Parish Field**. It was agreed that these matters should be addressed to the Parish Hall Committee who are responsible for the field. Cllr. R. Wilkinson advised that the gate is still there but needs an extension to replace the pedestrian access. The Parish Hall Committee was encouraged to indicate, by some physical means, where vehicles should park on the Parish Field to utilise the reinforced bays and avoid the wet ground.
- the **bollards** in front of the new paving at the Parish Hall. These are temporary to prevent construction lorries turning there.
- **parking on the grass verges** in Smithy Lane. The ruts have still not been repaired but it is understood that a neighbouring resident has offered to do this. Cllr. D. Hammond will check and report back. It was suggested that the Parish Hall Committee and Bowling / Tennis Clubs make it clear to visiting teams and event organisers that they should not park on the verges. It would help if they appoint marshals to direct cars to the Parish Field. This will be addressed in the context of ongoing discussions about leases and rental agreements. See also item 13 e below.

RW

DH

All

12. MINUTES OF PREVIOUS MEETING

a) It was agreed that the minutes of the Ordinary Meeting of the Parish Council held on 4th March 2019 were an accurate record and they were approved.

b) It was agreed that the minutes of the Finance Committee Meeting held on 4th March 2019 were an accurate record and they were approved.

13. MATTERS ARISING FROM PREVIOUS MINUTES

a) Traffic Mirror on Westage Lane. Cllr. A. Lee will investigate the size, design etc of mirror required and means of fixing. She will discuss this with the landowner and bring a proposal back to the next Parish Council meeting.

AL

b) Parish Hall. It was felt that the position is vague and the relationship needs formalising. Cllr. D. Hammond will prepare a draft Heads of Terms Agreement and circulate it. The

DH

Parish Council will consider this and meet with the Parish Hall Committee before the next Parish Council meeting to discuss it. Cllr. A. Lee will prepare a briefing note on the history of this matter and related issues, particularly for the benefit of new Councillors.

AL

c) Kissing Gate on the Avenue. This work is now complete.

d) Lime Trees on High St. Work to plant two new trees is now complete. Quotations for an annual management plan are dealt with under item 14g.

e) Parking Signs for Smithy Lane. The Council approved the “no parking” signs and the Clerk will distribute them to residents living on Smithy Lane.

GA

f) Joint Highways Meeting.

- **A559 Northwich Road.** The Parish Council was disappointed with CW&C’s response and will contact them again to urge a more proactive and preventative approach to safety rather than waiting for reported injuries to trigger action.
- **Potholes.** Councillors and members of the public are requested to report highways issues directly to CW&C using the special portal available for this <http://westcheshireyourstreets.co.uk> If possible they should upload a photo of the problem. The Clerk will post a link to the portal on the Parish Council website.

RC

ALL

GA

g) Centre Village Parking. Cllr A. Lee will re-issue previous documents prepared on this issue and the matter will be discussed in detail at the next Parish Council meeting. The Clerk will speak with Grappenhall Parish Council to see how they have addressed a similar issue.

AL

GA

h) Garden Bench on the Avenue. The Clerk will ask CW&C to move the waste bin at the end of Farthing Lane to enable the bench to be installed.

GA

i) Post Box. The Parish Council post box has been installed on the wall of the Parish Hall.

j) Lower Pumphouse Oak. Enquiries as to the ownership of the land on which the oak tree stands have drawn a blank. The land is not registered. For safety reasons and, as agreed at the last Parish Council meeting, Nick Bowman has been instructed to go ahead with the necessary tree works. Approval has been obtained from CW&C and he has been sent their stipulations about the work. Cllr. M. Torrance will oversee the work.

MT

14. FINANCIAL MATTERS

a) Payments. All payments were approved, with the exception of the £208.00 invoice for use of the Parish Hall. This was not paid for last year and will be dealt with in the context of ongoing discussions about the lease / rental agreement.

b) Budget 2018-19. This was reviewed and approved.

c) Internal Audit Report. The report was received by the Council and the Clerk confirmed that the five issues identified have been addressed. In particular, the Risk Assessment has now been updated and asset values in the Annual Governance and Accountability Return have been recorded, as advised, at purchase cost.

d) Annual Governance and Accountability Return (AGAR) 18/19.

The nine categories of internal control in **Section 1** were reviewed and it was agreed that with the exception of item 5 “Risk Assessment” all could be agreed. Under item 9, the Clerk was advised that the Parish Council is not the sole managing trustee of any local trust. The Annual Governance Statement was approved and will be signed by the Chairman.

GA, RC

- The Accounting Statement in **Section 2** was approved and will be signed by the Chairman. **GA, RC**
- The additional information supplied to explain the Parish Council's response to the Internal Audit Report and specifically the risk assessment was approved and will be signed by the Chairman. **GA, RC**
- The bank reconciliation and explanation of variances from the previous year were approved. **GA**
- The dates of the period for the exercise of public rights to inspect the accounts were approved as 17th June to 26th July. The Clerk will advertise this as required. **GA**
- e) Budget 2019-20.** This was reviewed and approved. On income, the precept (£9857) has been received and on expenditure, the main items in April were Clerk's salary and invoices for planting the Lime trees (£990) and no parking signs (£164).
- f) Lower Pumphouse.** Detailed discussion of the quotation for works was deferred to the next Parish Council meeting. Before then a meeting will be held with representatives of the Heritage Society. It will also be necessary to discuss the works with CW&C's Conservation Officer. Specific concerns were raised about the treatment of the spout. The Council will look at making grant applications to fund the cost of the works. **RC**
- g) Lime Trees** on High St. The quotations for an annual maintenance plan were discussed and it was agreed to accept that from Nick Bowman, subject to his written confirmation that he will water the lime trees when cutting the grass in the churchyard. **GA**
- h) NJC Pay Scales.** These were received and their implications for Clerk's salary approved.
- i) Grant Application** from Parochial Church Council. The grant of £250 was approved and will be actioned by the Parish Clerk. **GA**

15. PLANNING

The updates on previous applications were noted.

16. HS2

It was agreed that the Parish Council will take up the offer of a bilateral meeting with the HS2 Senior Engagement Officer. Cllr. A Lee and the Clerk will attend and report back to the next Parish Council meeting. **AL, GA**

17. PARISH FIELD STORAGE CONTAINER

The Clerk will request further information on the nature and ownership of the goods to be stored and the type of container proposed. This will be circulated to the Parish Council before the next Parish Hall Committee meeting when it will be discussed. **GA**

Meeting closed at 9.00pm.

Signed as a true record
Chairman