

**MINUTES OF ROWTON PARISH COUNCIL MEETING
MONDAY 18 MAY 2015**

Present: Councillors Morfudd Salmon (Chair)
Pat Fitton (Vice-Chair)
Bob Knight
Glenys Harrison
Tony Smith

Clerk Christine Davies

1. Apologies

Cllr Stuart Parker (Council commitment)

Clerk clarified that giving reasons for absence meant that if a councillor did not attend for a period of 6 consecutive months then the Council cannot approve the absence and the councillor would run risk of losing office.

2. Declaration of Interest

None

3. Minutes of Last Meeting held on 09 March 2015

Resolved: Minutes approved and signed as true record by Cllr Morfudd Salmon, Chair

4. Public Participation

No members of the public attended the meeting

5. Superfast Broadband

Clerk read out 3 telephone (Keith Richards, Susan Nicholson, Lilian Sanwald) and 2 email (Paul & Lesley Quellyn-Roberts, Peter Barker) responses received from residents responding to noticeboard notification. All residents are with BT and believe that the service has not improved and in some cases is worse. All the responses had been forwarded to Cllr Stuart Parker for information and he in turn had forwarded them to Gemma Davies, Senior Manager – Economic Growth at CWaC. As Cllr Parker was not present at the meeting to provide any further update regarding BT/Openreach it was decided to contact the officer direct.

Resolved: Contact Gemma Davies, lead officer at CWaC to ascertain up-to-date situation regarding faulty cabling.

Action: Clerk to action this item.

6. Village Green – Sandstone Wall

Cllr Fitton reported back to confirm that CBS construction had completed the resetting of the stones of the sandstone wall. Additional materials to complete the work had incurred extra expenditure and the final invoice was £1830 (quote £1745). The Chair thanked and congratulated Cllrs Fitton and Smith in completing the necessary paperwork and overseeing the refurbishment.

With regard to the laying of a strip of new tarmac at the road edge up to the reset stones by CWaC – Cllr Smith had been informed by Andrew Coward, Highways Engineer, that this job was on the “to do” list. It was agreed that a reminder be sent to him to action this work.

Action: Clerk to action this item

At the March meeting Cllr Parker confirmed that the Parish Council could apply to his and Cllr Margaret Parker’s Community Budget Fund (maximum of £1000 each) at the end of May 2015.

Resolved: Parish Council to apply to their Community Budget Funds

Action: Clerk to action item

Discussion took place re formal ownership of the Village Green as no response had been forthcoming from the Clerk’s request to Andrew Coward of CWaC re formal notification. It was agreed to contact the Land Registry to check Village Green’s registration.

Action: Cllr Tony Smith to action this item.

- Maintenance

Request had been made by local resident for the implementation of a maintenance programme for the Village Green i.e. blowing off of leaves, weeding of the green, grass-cutting etc. Discussion took place and it was felt that the Parish Council could not set a precedent of spending public money in one area of the village to the detriment of the rest of the Parish.

Resolved: Parish Council not to commit to maintenance programme of Village Green. However, it was felt that the Council query grass-cutting of the green by CWaC.

Action: Cllr Pat Fitton to action this item.

7. Litter Bin – Croft Close

Clerk read out 6 email and 1 telephone responses by residents in reply to flyer. Although the Parish Council had not requested a bin, CWaC had sited a multi-purpose bin at the entrance to Croft Close in probable response to our request for dog-fouling notices. This had caused confusion to residents who thought that the Parish Council had requested the bin. Taking note of all the comments, discussion took place and it was agreed to keep the bin at the junction of Croft Close/Moor Lane as it was being used, particularly by dog owners. The usage of the bin would be monitored.

Resolved: Respondents to be emailed with this decision. A notice advising of this decision to be displayed on the noticeboards.

8. Annual Audit

Section 1 – Accounting Statement 2014/15 and Section 2 – Annual Governance Statement 2014/15 were approved by the Council and signed by the Chair and Responsible Financial Officer (Parish Clerk). Re Section 1 - as the Asset Register has been updated, the Total Assets figure has been increased from £11,300 to £19,000 to confirm the insurance value and marked “Restated” to indicate a change to the value. Fil Prevc to carry out internal audit. Notices to be displayed between 11 May and 25 May for electors to inspect the Parish accounts between

designated hours commencing 26 May 2015 to 22 June 2015.

9. To consider arrangements to implement Transparency Code for smaller authorities

The Transparency Code came into operation in April 2015 and requires Council's with an annual turnover of less than £25,000 to publish the following:-

From April 2015 –

Minutes of formal meetings (including draft minutes) no later than one month after the meeting and full and informative agendas not later than 3 clear days before the meeting to which they relate.

From July 2015 and annual thereafter

- Details of every item of spending of £100 or more
- End of year accounts as per the Annual Return
- The annual governance statement as per the Annual Return
- Bank reconciliation statements
- Internal audit report as per the Annual Return
- Names of Councillors
- List of Assets

The Code stipulates that the above information is to be published on a website. If the Council does not have its own website it can publish it on someone else's website (such as a principal authority one) provided it is publicly accessible free of charge.

Resolved: Contact CWaC to ascertain usage of their website to publish the required information.

Action: Clerk to action this item

10. Finance

The following expenditure was approved:-

Payments	Amount	Cheque No
CM Davies March Salary + expenses	£ 188.00	000609
P Dutton (t/a CBS Construction) repair to sandstone wall	£1830.00	000610
CHaLC Annual Subscription	£ 114.88	000611
Broker Network Ltd – (Came & Co) Annual Insurance	£ 265.00	000612
CM Davies April Salary + expenses	£ 181.54	000613
Mid-Cheshire Footpath Society – Annual Sub	£ 8.00	000614
Bank Balance as at 10 April 2015	£6026.53	

The Clerk drew the Parish Council's attention to the fact that it had not adopted its own set of Financial Regulations and implemented a Risk Assessment which are all requirements of the above Transparency Code.

Resolved: To be discussed at next meeting

Action: Clerk to forward Advice Notes covering Financial Regulations and Risk

Assessment from the SLCC and also Huntington Parish Council Risk Assessment for information purposes.

11. Planning Applications

Following application received for comment after publication of agenda.

Application No: 15/01898/OUT Rowton Court Hotel, Whitchurch Road, CH3 6AF :
2 Detached dwellings – Comments by 03 June 2015. Documents to Cllr Bob Knight for first viewing.

To receive Planning Application decisions:

15/00385/FUL: Wayside, Moor Lane: 2 storey extension to side and rear, single storey extension to rear and porch to front: Approved

15/00795/FUL: 20 Croft Close, Rowton: Single storey extensions to front and rear: Approved

15/01054/FUL: Land to southwest of Greenfields Farm Greenfields Lane, Rowton: Provision of an outdoor horse riding arena: Approved

12. Street Cleaning – Croft Close

As a result of the flyer re the litter bin there has been complaints from some residents about random litter left behind following waste collection.

Resolved: General email to CWaC to ensure random litter collected after waste collection. Respondents to be emailed of this decision.

Action: Clerk to action this item.

13. Highways – Moor Lane

Also as a result of the flyer complaints have been made from some residents about speeding along Moor Lane. Discussion took place and it was agreed that as well as speeding, inconsiderate parking on the pavement around 3pm during school time and on Saturdays at 6pm was also a cause for concern.

Resolved: Report speeding and parking issue to local PC Neil Busby.

Action: Clerk to action this item.

14. Bus Shelter – A41

Mr David Jones, a resident of Croft Close, in response to the flyer, had suggested that a working party be set up to tidy up the bus shelter on A41. However, as the bus shelter is not in the ownership of the Parish Council but is the responsibility of CWaC, the Parish Council's liability insurance would not cover any such work.

Resolved: Resident to be advised of this decision.

Action: Cllr Tony Smith to action this item.

15. Neighbourhood Plan

Christleton PC are not meeting until after the election. Their next meeting is Tuesday 19 May when our request to discuss possibility of linking up will be an agenda item and they will contact us accordingly.

16. Street Lighting Audit – Rowton Lane

Cllr Smith reported back that the street light at the back entrance to Rowton Hall Hotel, opposite Holly Bank is not working.

Resolved: Report fault to CWaC

Action: Clerk to action this item

17. World War One Talk Parish Event

David Cumming has requested a 7.30pm start on 7 October 2015. Invitation flyer to be discussed at next meeting. Rowton Hall has agreed to provide tea and biscuits for £3.50 per head, however, discussion took place regarding providing cake as well

Resolved: Parish Council agreed that the price could be increased to £4.00 per head to include cake.

Action: Cllr Tony Smith to liaise with Rowton Hall Hotel regarding refreshments

18. 150th Anniversary of Rowton Methodist Church

The Church in celebration of the above is to hold an Open Day on Sunday 12 July 2015. Councillors are invited to join in celebrations.

It was agreed that a representative of the Council would attend the 150th celebration. Clerk to obtain timings and forward to Council.

19. To discuss proposal to prepare Parish Council Annual Work Plan

Cllr Newbury proposed an annual work plan listing the key dates and associated activity. Cllr Newbury also suggested that the agenda be listed in order of priority and contain an information only section. It was also suggested that the dates of meetings be publicised in advance.

Action: Clerk to bring forward to next meeting draft work plan and also to forward a list of meetings dates for the forthcoming year.

20. Communication to Parish Council Members

Following discussion of the number of emails sent to Councillors, the Clerk confirmed, that apart from ongoing Council issues, the only external emails forwarded were CWaC Member Briefings, weekly Police reports from Inspector Keith Curbishley, Police Action Fraud alerts and anything else of significant importance.

21. Issues for Future Discussion/Consideration Issues can be discussed but no decision made

Cllr Tony Smith advised that he will be standing down this year.

22. Correspondence

Clerks & Councils Direct May 2015

NHS re opening of pharmacy in Guy Lane, Waverton

23. Date of Next Meeting

Monday 13 July 2015