

MINUTES OF ROWTON PARISH COUNCIL ORDINARY MEETING

MONDAY 1 JUNE 2020 at 7.00pm

Held via Microsoft Teams Virtual Meeting

Present: Councillors Paul Shannon (Chair)
Howard Hopwood (Vice-Chair)
Glenys Harrison
Peter Thomas
Michael Smythe
Bob Knight

In attendance Clerk Christine Davies
Cllr Stuart Parker (left at 7.30pm)

1 Apologies

None

2 Declaration of Interest

None

3 To consider approval of the Minutes of the Ordinary Parish Council Meeting held on 09 March 2020

Minutes were signed as a true and correct record by Cllr Paul Shannon (Chair)

4 Matters Arising not covered elsewhere on the Agenda

Item raised by resident at last meeting re no Stop/Give way signage or road markings at Claypits Lane exit of Rowton Hall Hotel – no action taken due to Covid-19 Emergency.

Neighbourhood Plan: Although agreed to join Cheshire Community Action from 01/01/20 for £20 – no action taken due to Covid-19 Emergency.

Parish Laptop: Purchased HP Pavilion just before the lockdown. Clerk states she is very happy with it and it has been included in the Parish Council's list of Assets.

5 Public Participation

No members of the public requested to join virtual meeting. Cllr Stuart Parker stated that the focus of CWaC at this time is to help shielded and vulnerable people within the community and assist local commerce with business rates.

The first phase of the Northgate Development has been passed by CWaC and hopefully this will be a catalyst to revitalise the economy after the pandemic.

6 COVID-19 Emergency

A local resident Andrea Wright has set up Rowton Support Group – all the details have been posted on the Parish Council Website. Cllr Shannon is a member of its WhatsApp group and so far there has been no request from residents for emergency support. At the start of the pandemic the Parish Council successfully applied on behalf of Rowton Support Group for £200 from CWaC's COVID-19 emergency fund.

7 To receive Chair's Report

Normally at this time of year there would be an Annual Parish Council Meeting, but due to the Coronavirus pandemic, legislation has been passed which removes the requirement for a Parish Council to hold its Annual Parish Meeting in May 2020, thereby enabling the current appointment of Chair to carry on until next Annual Parish meeting in May 2021. The Chair, Cllr Paul Shannon, however, wished to outline the activities of the Parish Council for 2019/20 and presented his report which can be viewed on the website. It included the following:- Welcome to new Councillor, Michael Smythe, which now means the council has a full complement of 6 councillors. Matters connected with Highways such as flooding, drainage, pavement accessibility and uneven road surfaces have all been addressed during the year. Regarding issue of speeding traffic on A41, the Parish Council is delighted that, following a survey instigated by A41 Pedestrian Crossing Action Group, CWaC acknowledged the need for a signalled pedestrian crossing near intersection with Rowton Bridge Road. The Parish Council's Village Green Group continues to carry out light maintenance of the Green. The Parish Council's annual Carol's on the Green last December was enjoyed by a good number of local residents. The Parish Council is considering the possibility of producing a Neighbourhood Plan but this is now on hold until 2021. The Chair extended his thanks to the Clerk for her continued efficiency, CWaC Cllr Stuart Parker for advice and financial support and to his fellow Councillors for their commitment and willingness to act in the best interests of Rowton residents.

The full report can be viewed on website at www.rowtonparishcouncil.org.uk

Resolved: The Chair's report was accepted unanimously.

8 To receive Financial Report for year ending 31 March 2020

The Financial Report was received and accepted unanimously by all members which gave a breakdown of income and expenditure for the financial year 2019/20

The full report can be viewed on the website www.rowtonparishcouncil.org.uk

9 Finance

The following expenditure was approved:-

Payments	Amount	Cheque No	Statute Power
Christleton Parochial Church – Donation	£200.00	000756	LGA 1972 s139
CM Davies – reimbursement re purchase of laptop	£509.00	000757	LGA 1972 s111
Came & Co – Annual Insurance	£349.22	000758	LGA 1972 S112
CM Davies – March/April Salary	£358.54	000759	LGA 1972 s112
Bank Balance as at 05 May 2020	£8865.53		

Clerk’s Salary Increment: Resolved: Clerk’s Salary to be increased from SP13 to SP14 and backdated from 01 April 2020.

10 On-line Banking

The coronavirus crisis necessitated the Parish Council to apply for on-line banking with NatWest. The 3 authorised users of the account are to be the Parish Clerk, Christine Davies, Cllr Paul Shannon and Cllr Glenys Harrison. The application form was submitted on 17 May 2020. To date there has been no confirmation of receipt.

11 Annual Governance and accounting Return (AGAR) 2019/20

i) To receive and note the Annual Internal Audit Report.

The Annual Internal Audit Report was completed and signed by the Internal Auditor, Fil Prevc on 06 May 2020 and there were no outstanding issues.

ii) To approve the Annual Governance Statement (Section 1)

All questions on the Annual Governance Statement were read out and correctly answered and duly signed by the Chair and Clerk.

Resolved: The Annual Governance Statement 2019/20 was approved by all members present.

iii) To approve the Accounting Statement (Section 2)

The Annual Accounting Statement was circulated, duly approved and signed by the Chair and the RFO.

Resolved: The Annual Accounting Statement 2019/20 was approved by all members present.

iv) To Approve the Certificate of Exemption

Resolved: The Certificate of Exemption for 2019/20 was approved by all members present and signed by the Chair and the RFO.

v) The Responsible Financial Officer set the dates for the display of the Exercise of Public Rights Notice from 15 June 2020 to 24 July 2020.

12 Highways

Deterioration of road surface at junction of Moor Lane with A41: Issue re-reported via CWaC Highways Portal attaching photographic evidence. Awaiting inspection of the site.

A41 Pedestrian Crossing – Clerk requested to contact CWaC to ascertain current situation.

13 Planning

The following Planning Applications have been received and comments submitted:

20/00883/FUL – Land adjacent to The Drift, Moor Lane: Demolition of timber outbuildings and erection of single dwelling.

Comments submitted on 15/04/20: The drainage system is already overloaded and subject to flooding. Adding additional wastewater outflow will make this worse. There are already concerns about safety on Moor Lane due to traffic flow and a further driveway exiting at this location would be an additional traffic hazard.

20/01335/FUL – Clifford Lodge, Whitchurch Road CH3 7PB: Single storey rear extension to include terrace to first floor. Demolition of existing rear extension. No Comment submitted on 13/05/20

Planning Application Approvals:

19/02807/FUL – Claypits Manor, Claypits Lane CH3 6AX: Erection of young livestock and fodder storage building – Approved 28/04/20.

19/02730/FUL – Claypits Manor, Claypits Lane CH3 6AX: Erection of steel portal frame agricultural building to house livestock (retrospective) – Approved 28/04/20.

14 Website Accessibility Regulations

Antony Cartwright of ACC Business Solutions is currently working on website accessibility and will be updating the Clerk within the next week.

15 Hope House Children's Hospice

The Parish Council considered letter requesting donation to the Charity. It regretfully decided that it could not use public funds to make a donation.

Action: Clerk to advise Fundraising Officer of decision.

16 Issues for Discussion/Consideration

None

17 Date of Next Meeting – Monday 7 September 2020 at 19.00