

# CLOTTON HOOFIELD PARISH COUNCIL MEETING

Thursday 16<sup>th</sup> July, 2020 at 19:00 via Zoom

## MINUTES

### PRESENT

Cllr Peter Manby, Cllr Geoffrey Bibby, Cllr Charles Kinsey, Cllr Richard Roberts

Public – 0

### APOLOGIES

Cllr Jane Nicholas, Cllr Charles Kinsey

### CLERK

21. **Resolved** – to appoint Mrs T Ryall-Harvey to the position of Permanent Clerk and RFO to Clotton Hoofield Parish Council.

**DECLARATION OF INTERESTS** - None

**PUBLIC PARTICIPATION** – No matters under Public Participation were raised.

### MINUTES

22. **Resolved** that the Minutes of the Parish Council Meeting held on 21<sup>st</sup> May, 2020 were accepted as a true record and signed by the Chairperson.

### ACTIONS SINCE LAST MEETING

The following actions were completed since the last meeting that were not otherwise on the agenda: -

- AGAR forms have been submitted to PKF Littlejohn and published on website.
- Exercise of Public Rights has been published on noticeboard and website.
- Meeting with CWaC Highways was held on 14<sup>th</sup> July.
- Adopted policies have been published on website.
- Vacancies for Clerk and Parish Councillors have been advertised.
- Meeting schedule for 2020-21 has been amended and circulated around the PC and published on website.
- Quotes for two new parish council noticeboards have been sought and an order placed.

### CO-OPTION

Include on the next Agenda for next meeting due to no applications received as yet. It was confirmed that this item had been included within the Newsletter.

**Action:** Clerk to forward email to Ward Councillors to Cllr Roberts to follow up

**Action following next meeting:** Suggest targeting business within the area to see if any business owners would be interested– review again in September.

Also suggest visiting the Manager at Iddenshall Care Home (Cllr Roberts to meet).

### PLANNING

The Planning Register dated 1<sup>st</sup> July 2020 was circulated for Parish Councillors consideration. New applications and actions on outstanding applications were noted.

23. **Resolved** - 20/01967/FUL - Park Hall Farm High Street, Clotton, Chester, Cheshire CW6 0EG – the Parish Council supported this planning application.

24. **Resolved** - 20/02250/TPO - Rear of 2 Yew Tree Bank, Clotton, Hoofield, Chester, Cheshire – the Parish Council was neutral on this TPO application.

Cllr Roberts sought clarification as to if it is the Parish Councillor's intention to respond to all planning applications that the Parish Council are asked to consult on. The Parish Council confirmed that they should in order to provide consistency.

## ACCOUNTS

25. **Resolved** to accept the cash book dated 01/07/20.  
26. **Resolved** to accept the income of £0.23, £0.34 from Bank Interest and £200 compensation from Lloyds Bank  
27. **Resolved** to accept the payments since the last meeting of: -

The Parish Noticeboard Co		£1,647.00
Came and Company	Insurance	£218.00
Clerk's Salary	Tax point 3 & 4	£431.32
Clerk's Expenses		£181.94
HMRC	Tax point 3 & 4	£107.80

### Budget against Actual YTD

28. The Budget against the Actual YTD was reported and it was **Resolved** to accept the overspend on the Noticeboards due to the investment of an additional Noticeboard to be placed in Hoofield – the total cost of the project was £3,294.

### Bank Reconciliation against Cashbook YTD

29. **Resolved** to approve the Bank Reconciliation as presented to the meeting dated 1<sup>st</sup> July, 2020.  
**Action:** Cllr Bibby asked for the Outturn spreadsheet to be able to also reconcile against the bank.

## NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Manby confirmed that there had been no further update due to the Covid-19 lockdown, however CWaC had reported that significant weight can be attached to Neighbourhood Plans awaiting referendum in decision making on planning applications. This was a change to the national guidance as a result of the referendum being delayed due to Covid-19.

## COMMUNITY COVID-19 RESPONSE

No-update following the last meeting. Cllr Roberts reported that now the lockdown had eased there was less call from the community for assistance. Cllr Roberts will review the need for this team at the next PC meeting.

## HIGHWAY ISSUES

Cllr Bibby reported upon the meeting that had been held with CWaC to review the condition of local roads, in particular Wood Lane and Corkscrew Lane. Cllr Bibby reported upon the grids that were found to be blocked on Corkscrew Lane, and additionally investigation around the area that floods frequently as CWaC believes there may be a drain that is hidden and may be blocked or collapsed. CWaC confirmed they would get the traffic stewards out to review and metal detect this area. On Wood Lane the CWaC representative highlighted where ditches may have been filled in by farmer and another area the drains were blocked – the CWaC representative undertook to take this back and follow-up.

CWaC confirmed that items should be reported via CWaC website and encouraged as many people as possible to report any issues to raise their profile.

Cllr Roberts reported upon calls they had received from residents living on the A51 due to speeding. Cllr Manby confirmed that a reduction in the speed limit should be imminent, he also reported upon recently speaking to the local PCSO following an incident when a highways lorry was driving with undue care. Cllr Manby confirmed that the speed camera van had been employed twice following his reporting of this incident.

It was suggested a way forward may be for the Parish Council to either borrow or purchase a speed camera and run a volunteer based monitoring system – however this would depend on getting enough volunteers to undertake this project.

**Action:** Ask the PCSO how we go about borrowing a camera and do we need training for it.

**Action:** Also contact the A51 Action Group – find out when they are going to next meet.

**Action:** The Parish Council felt that they would appreciate the presence of a Ward Councillor at future Parish Council Meetings so as to provide an update on the A51.

## ROLES AND RESPONSIBILITIES

The Councillors reviewed the roles and responsibilities, it was agreed to defer to the next meeting for further discussion: -

Cheque signatories – Cllr P Manby, Cllr J Nicholas, Cllr R Roberts, Cllr G Bibby  
Communications & Events – Cllr R Roberts  
Duddon CWM Hall – Cllr G Bibby  
Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey & Cllr R Roberts  
Highways Matters & A51 – for discussion  
Environment & Litter Picking – Cllr R Roberts & Cllr G Bibby  
Neighbourhood Plan – Cllr P Manby  
Public Transport – Cllr P Manby ??  
Local Public Transport Provision – Cllr R Roberts  
Planning – All Councillors  
Planning Responses – Cllr Manby & Cllr G Bibby  
Tarvin Educational Foundation – Cllr R Roberts  
Training - Clerk  
Facebook & Twitter – Clerk

## POLICIES UPDATE

### 30. **Resolved** to adopt the following policies: -

Complaints Procedure  
Information and Data Protection Policy  
Lead-Duties Protocols  
Subject Access Request Policy – Cllr Roberts reported upon a subject access request that had been received during the recruitment procedure and it was highlighted that we did not have a policy available.

Signage, Notices and Roadside Advertising Policy - Cllr Roberts reported upon the noticeboards and suggested we need a policy for Signage, Notices and Roadside Advertising. It was suggested that we support CWaC policy in respect of commercial advertising and signage placed on verges, trees, poles and bus shelters. Parish Council agreed to proactively monitor signage and temporary banners and acknowledge the importance of advertising signs for village businesses, but also consider the impact upon the appearance of the rural village environments in both Clotton and Hoofield within the legal parameters.

**Action:** Cllr Roberts will review and revise the proposal based on the feedback from Council.

**Action:** Cllr Manby to draw up a policy of what is to be allowed to be advertised within the Parish Council noticeboards.

## RECRUITMENT PROCESS

Cllr Roberts reported upon the recent recruitment process for the position of part-time clerk and RFO and the lessons learnt.

## DATE OF THE NEXT MEETING

The next meeting would take place on Monday 21<sup>st</sup> September, 2020 at 7.30pm at the Duddon War Memorial.

Signed ..... Dated .....

The meeting closed at 8.35pm

Trudy Ryall-Harvey, Clerk  
16/07/2020