**Minutes of the ordinary meeting of Darnhall Parish Council**

**Held in Darnhall Village Hall on Tuesday 27th March 2018 at 7.30pm**

Members of the public present: None

Members of the council present: Cllr Jinks (chair), Cllr Bostock, Cllr Bownes, Cllr Davenport, Cllr Langley, Cllr Sherry & Cllr Strachan.

1. **Apologies for absence**

No apologies.

Cllr Stephen Burns attended this meeting.

1. **Disclosure of declaration of interest**

None

1. **Chairman’s opening remarks**

Chairman welcomes Paul Tudor to the meeting.

There have been 2 accidents the first one at the end of February, was by the old Raven Inn and Weaver Chapel. A Bentley limo driven by a young person clipped a mini bus, which ran into the bus stop and uplifted it across the road. The axle came off the car. The road was closed for 2 hours.

The second accident on 14th March was a light aircraft which crash landed in the field where house are proposed to be being built.

The chairman congratulated Cllr Strachan on progress with the Neighbourhood Plan and work done so far.

Village Hall has been quiet through the winter. The hall needs to be hired out more during the day to help increase revenue.

1. **Minutes**

**To approve the minutes of the ordinary parish council meeting held on Tuesday 30/01/18. 89/18 resolved that the council approved the minutes of the ordinary meeting held on Tuesday 30/01/18.**

1. **Matters arising from the minutes of the ordinary meeting on Tuesday 30/01/18.**

Salt box – Mr Duxbury has a pallet of salt in his yard, D R Fabrications, and he is happy to let residents use it. This will of course only be during business hours.

We could also buy salt to store at his yard or store at the back of the Village Hall.

1. **Clerks report**

After redoing the accounts for the Village Hall the clerk has put in the VAT claim for £841.09. The VAT office have been in touch, just to confirm the bank details. Hopefully the refund will be paid into the Village Hall Barclays account soon.

Fly tipping on New Lane. Clerk reported this and had a reply to say it had been done, but the rubbish is still there. Clerk to ask again.

Cllrs also reported that there is further fly tipping just off Glebe Green Drive in the hedge of a local farmer’s field. Clerk will also report this.

**Page 63/18**

Clerk had checked if the NFU could insure both the Village Hall and Parish Council. They can’t. Clerk will look into further insurance quotes for the Parish Council.

1. **Planning, Neighbourhood Plan (NP)**
   1. The policies are now being done for the Neighbourhood plan. There will be a meeting in 6 weeks’ time. A meeting is to be arranged with Dr Rachel Giles.

Some money has been saved by doing some of the work ourselves.

Remove the questionnaire off the website now.

New update to go on the website. Cllr Strachan will send Cllr Langley a new update.

* 1. 17/05332/ful Weaver Hall Farm, Weaver Hall Lane, Darnhall for erection and use of agricultural barn (retrospective) – Refusal

There is a possibility that CWAC will ask for the building to be demolished. More details to follow.

* 1. Boundary commission. Email off Cllr Burns and letter off the Boundary Commission

The Swanlow and Dene Wards are to be split and Darnhall will be kept with Swanlow Ward and not moved into Tarporley as first thought.

1. **Finances**
   1. To receive the Natwest bank statement and agree the figures with the bank reconciliation. The bank balance at the end of January was £11,937.07. There are 10 cheques to be made out totalling £5,167.70 leaving a balance of £10,59.31.
   2. Money received off Ground Work for £3824.00 to go towards the Neighbourhood Plan. This money will be used over the next few month.
   3. Pay Chalc Affiliation fees £63.36
   4. Pay Cllr Langley for the Weebly website fee £26.40 for 2 years.
   5. Pay Cheshire Wildlife Trust for work done towards Neighbourhood Plan £1068.00, this will come out of the Ground Work grant.
   6. Pay Cheshire Community Action Consultation fees towards Neighbourhood Plan £2070.00, this will come out of the Ground Work grant.
   7. Pay clerks wages £1200 Plus the extra £500 for accounts work £1700 less £340 tax.
   8. Pay HMRC £340 tax and update payroll
   9. Pay the clerk broadband £90
   10. Pay Darnhall Brownies their donation of £50
   11. Pay Darnhall Guides their donation of £50
   12. Pay Darnhall Dancers their donation of £50, this will be paid out of the Chairman’s fund
   13. Sort out vat claim. The claim will be £121.25 for parish council and £739.79 for the Village Hall.
   14. Check standing orders, financial reg and asset register for yearend accounts. Clerk to present councillors with any changes at the AGM
   15. Update any risk assessments for year end. Any changes to be made and agreed at the AGM.
   16. Start to prepare the year end accounts. Clerk will see to the accounts being prepared on excel spread sheets to be sent to the internal auditor.
   17. Appoint the internal auditor **90/18 agree to appoint John Henry as the internal auditor.**
   18. To receive the Barclays bank statement for the Village Hall and agree the figures with the bank reconciliation. The bank balance at the end of January was £4,042.69. We have received £305.00 during the past 2 months and spent £1069.57. Balance at the end of March is £3,278.12. The CCTV has still not been installed and the memorial plaque still needs restoring.

**Page 64/18**

The deposit account has £18,522.66 in it.

* 1. Pay Caretakers wage £400 this is due in April. This has been mentioned now as we do not have a meeting in April. Clerk will see to the new wages and tax been paid in the new tax year.
  2. Pay tax on caretaker’s wage £100. Again due in April.
  3. To receive the Barclays bank statement for the 200 club and agree the figures with the bank reconciliation. The bank balance at the end of January was £394.00. One payment has been made for the lottery licence of £20.00. this leave a balance in the account of £374.00. The 200 club will start again soon. Two prizes, 1st £50 and 2nd £25
  4. Since our last meeting Cllr Langley has found another company to do the notice board at a lot less. Quote for new notice board off Simply signs for £469.00 plus vat. **91/18 agreed to purchase this notice board instead.** Cllr Langley will see to the new board being ordered and installed.
  5. Precept request for £6021 has been excepted by CWAC.
  6. Quotes received for groundwork maintenance at the village hall. The clerk sent out 4 tenders for the groundwork for the Village Hall but only got 2 back.

Each of the tenders were read out and it was **92/18 agreed we would except the quote from Jim Ashley of Vale Royal Ground Maintenance. Proposed by Cllr Bostock and seconded by Cllr Strachan.** The clerk will inform him and ask him to start work straight away.

1. **Update on the Darnhall Village Hall Project. (this item to be discussed near the start of the meeting)**

Robin Wood had sent an email out before the meeting with an update on where he is up to. The Chairman read this out. The hall may need to be underpinned. Tree roots are the cause of the floor lifting. Suggest that the floor be re-laid on a proper concrete base which would also contain a membrane which would accommodate increases in moisture in the future. These works would stabilise the hall and stop the problems with the floor lifting. This would therefore be less costly the originally thought.

It is hoped that be the end of April we should be in a position to send a tender specification to builders in order to obtain quotes from them.

By mid-May we should have a pretty good fix on the cost and preferred builder.

1. **Update on any other meetings attended by Councillors.**

Chalc meeting on 6th February regarding accounts and what records to keep. Attended by the clerk and Cllr Langley.

If accounts are between £25k and £200K under the transparency code accounts will be managed by external audit.

On the website – list all councillors and what they do on the council.

Keep risk assessment and asset registers up to date.

Computers – personal computers should not be used for parish council work and parish council computer should not be used for personal work.

Should have a data protection officer on the council.

Data protection meeting on 5th March at Tarporley Community Centre. Attended by Cllr Langley and the clerk.

New changes coming in on 25th May

Will need to change how we store data. Privacy notice to go onto website.

Claire Jones from Cheshire Community Action will forward the Acre guide regarding Data Protection.

**Page 64/18**

1. **Cllr Langley to update on Village Hall Fundraising**

No updates at the moment. Show meeting to be held soon.

1. **Darnhall Village Hall working group**

Meeting held on 19th February. Terms of reference handed out and agreed to. Cllr Langley explained that the group had to be made up of 4 parish councillors (Cllrs Davenport, Jinks, Langley and Sherry) 2 non parish council members and the parish clerk to attend to take notes. The new agreement for the care taker was signed by Angela Clarke.

Broad band to be installed in the hall and may help when hiring out the hall.

All hire for the hall must have an invoice for it. Even regular users.

Hire hall out during the day – look/advertise for keep fit classes/art groups/ coffee morning and see if we can get any bookings.

Discussed ideas for fund raising.

1. **Darnhall Bridge**

This items was discussed at the start of the meeting.

Paul Tudor introduced himself and gave us some brief history on the bridge. It is believed that the bridge was built around the late 1700 early 1800.

November – cracks were noted in the arch on each side and side wall (wing walls) are moving away. This is due to age and use. The bridge is 4.5 metres wide.

Temporary lights have been installed for now and the sides of the bridge have been narrowed with bollards so only single file traffic can pass over the bridge.

The repairs to be carried out are – under pin the bridge and put in a new base with a ‘saddle’ over the old bridge.

This summer work will start under the bridge. This in turn will mean the bridge will be closed for a number of weeks.

Then in the summer of 2019 the final works will be done.

Cllr Jinks requested that whilst the road was closed, could all the pot holes and sides of the road be repaired. Paul said he would mention this when he got back to the office.

The bridge may end up with lights permanently installed at a cost of around £80,000 to CWAC.

1. **Annual parish assembly**

The date has already been set for Tuesday 29th May.

Clerk suggested that we have a Neighbourhood Plan update and incorporate Cheshire Wildlife as they have done a lot of work for the Neighbourhood Plan.

Also suggested that Rosie Lee be asked as she has been involved with conservation work at her farm.

Plus, further suggested that Martin Tomlinson be asked to come to the meeting as he has filmed around the flashes with a Drone.

Cllr Strachan to contact Cheshire Wildlife, Rosie Lee and Martin Tomlinson.

**Page 66/18**

Clerk also to invite all regular hall users to the meeting.

Refreshments this year will be done by donations of cakes etc.

1. **Items for information and discussion only**

Cllr Langley requested that the date for the meeting be changed. Due to work commitments for him and the clerk the last week in the month is always busy. Suggested that we move the date to the 3rd Tuesday in the month. Cllr Sherry said this would suit her better as well.

This will have to be agreed at the AGM

Clerk will inform the booking clerk of the date changes for the calendar.

Cllr Bownes has been contacted by Scottish Power regarding the replacement of telegraph poles in the area and the transformer box.

Cllr Bownes also mentioned that he has been contacted by a local group of farmers regarding a badger cull campaign in the area. They need enough farmers to sign up for the campaign to go ahead.

Cllr Sherry reported that there are now 2 empty houses on Smithy Bank.

Cllr Davenport has started to put together a newsletter. A draft copy was presented to councillors at the meeting and Cllr Davenport requested additional information and changes be sent to her asap.

Defibrillator – the electricians should be installing this soon.

Meeting Closed at 9.30pm

Signed by the Chairman ……………………………………………………………………………………………………..

Dated ………………………………………………………………………………………………………………………………

**Page 67/18**