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

**Held in Darnhall Village Hall on Tuesday 16th July 2019 at 7:30pm**

Members of the public present: Cllr Malcolm Gaskill

Members of the council present: Cllr Jinks (Chairman), Cllr Davenport, Cllr Langley, Cllr Sherry, Cllr Lee & Cllr Strachan.

1. **Open Forum**

There were no comments.

1. **Apologies for absence**

Cllr Bownes – on holiday

1. **Disclosure of declaration of interest**

None

1. **Chairman’s opening remarks**

The Chairman opened the meeting by thanking Winsford Sailing Club for their hospitality in allowing Council to meet there that evening whilst the village hall commenced renovations and thanked FCC Communities Foundation Ltd (formally WREN) for their generosity in funding the project.

The fifth Darnhall Show took place on the 7th July, by kind permission of John Bownes, was a good success. The Chairman thanked everyone who helped and Cllr Malcolm Gaskill for his support. Further thanks was given to Cllr Langley and wife Sue for organising the day. The Chairman went on to confirm the date for next years’ show would be held on Sunday, 5th July 2020 and thereon the first Sunday in July every year.

1. **Minutes - To confirm, approve and sign the minutes of the previous ordinary meeting held on 23/05/2019**

The minutes were confirmed as a true and accurate record of the meetings.

Proposed by Cllr Langley Seconded by Cllr Davenport.

The Chairman signed the minutes.

1. **To confirm, approve and sign the minutes of the previous Extra Ordinary Meeting held on 18/06/2019**

The minutes were confirmed as a true and accurate record of the meetings.

Proposed by Cllr Langley Seconded by Cllr Davenport

The Chairman signed the minutes.

1. **Matters arising from the previous meetings dated 23/05/19 and 18.06.2019.**

There were none.

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1. **Clerks report**

Communications:

Letter sent to Mr Ashley, Vale Royal Ground Maintenance, requesting a copy of a renewed Insurance Certificate. The current one expired on 21.06.2019.

Communication from CW&C Public Health for wellbeing. Future posters will be put on the Village Hall noticeboards.

Northwich & Winsford District Advisory Panel – Next Meeting 23.10.2019, Venue etc. TBA.

Invitation to Councillors to meet with David Keane, Police & Crime Commissioner – 06.08.2019 at Cheshire Constabulary HQ, Winsford (6:30pm).

Communication from CE Planning notification of Church Minshulls’ Neighbourhood Plan Consultation.

Other:

Finance Training – Finance training delivered by Chalc was received by Clerk last week.

Finance Software - Clerk received an overview of financial software via specialist provider ‘Scribe’.

1. **Planning**

|  |  |  |  |
| --- | --- | --- | --- |
| 18/04930/FUL | Dairy House Farm CW7 4EE | Barn Conversion to Create Farm Educational Centre | Approval 12.06.2019 |
| 19/00811/LBC | Dairy House Farm CW7 4EE | Listed Building Consent | Approval 12.06.2019 |
| 18/04887/FUL | Land at Pool Head Farm, Woodford Lane | Barn Conversion into Two Dwellings | Approval 09.07.2019 |

|  |  |  |  |
| --- | --- | --- | --- |
| 19/00803/FUL | Knobs Farm CW7 4DB | Replacement Equine Building | Not Yet Determined |
| 19/00815/FUL | Knobs Farm CW7 4DB | Extension to Manage and Erection of Flood Lights (Replace Existing) | Not Yet Determined |
| 19/00912/LDC | Weaver Hall Farm CW7 4EB | Continued Use of Garden & Parking Area | Not Yet Determined |
| 19/00718/FUL | Park Farm CW7 4BP | Creation of Two Ponds & Surrounding Marsh | Not Yet Determined |
| 19/01975/FUL | Ash House Farm CW7 4DQ | Extension to Existing Boarding Kennels | New Application Rc’d 11.07.2019 – Not Yet Determined |

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There were no comments from Council on any of the above planning applications.

1. **Finances**
   1. To receive the Natwest bank statement and agree the figures with the bank reconciliation. The bank balance from the June statement was £15,775.86.
   2. To receive the Barclays bank statement for the Village Hall and agree the figures with the bank reconciliation. The bank balance from the June statement was £6,643.83.
   3. To receive the Business Premium Account balance from the June statement was £8,797.01.
   4. To receive the Barclays bank statement for the 200 club and agree the figures with the bank reconciliation. The bank balance taken from the June statement was £780.00.

The Clerk informed Council that;

* John Henrys’ (Auditor) advice is for Council to operate one bank account;
* she is unable to undertake any amendments with any of the bank accounts as she is not a signatory;
* the Barclays Bank mandate had been returned, as it was missing information, and therefore will have to be amended and returned back to Barclays;
* having attended recent finance training, Councils are being encouraged to reduce their financial risk by, minimising the use of cheques and seeking to make payments by direct debit and/or standing order;
* the sooner the accounts are ‘sorted’ then it will be clearer to put together a detailed budget and thus improve the management of the finances in preparation of setting next years’ budget and precept in November 2019.

**Refer to Item 17. To agree to set up a finance committee**

1. **Darnhall 200 Club**

The Chairman reported that forms have been distributed to current members. 4 draws will take place during August 2019. All members have been notified.

1. **Darnhall Village Hall Project**

Robin Wood had emailed Council and Parishioners to update them on the Village Hall lease and the appeal to the Secretary of State against Verdin Estates building 184 houses in the Parish. He went on to say that the newly elected CW&C and local Councillors are against the building of the houses as it goes against the Neighbourhood Plans.

Cllr Sherry confirmed to Council that all donations to the Village Hall floor have been used for floor renovations.

1. **Darnhall Show 2019**

Cllr Langley reported that the show had taken place on 7.7.2019. It was well supported but once again there was a lack of volunteers, especially locals. Monies are still coming in but the profit is looking to be around £2,500. Overheads are still a cause for concern and requested if the fundraising committee and show committee could join.

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Cllr Langley thanked Cllr Gaskill and others for their Sponsorship. Vintage Cars were especially well supported this year and this is an area the show is looking to expand.

Arrangements for Darnhall Show 2020 are underway with the first meeting being held in St. David’s Church, Wettenhall on Wednesday 24th July 2019 at 7:30pm.

It was agreed that the Fundraising Committee and Show Committees would merge.

1. **Village Hall Fundraising**

Cllr Sherry reported that there were at least seven items scheduled to take place later in the year. Events included dog walking, quiz night and the annual Turkey and Tinsel party. There are also plans for a Choir to perform at the hall.

1. **Darnhall Village Hall Advisory Committee**

The Committee met on Thursday, 27th June 2019. The next meeting is scheduled for Thursday 5th September at 7pm with a back- up date of Thursday, 3rd October should the 5th not take place due to hall renovations.

The Village Hall Health Check was agreed and when the report received would be used as a baseline for governance and compliance. It would further be used as a guidance tool for the Committee.

1. **Parish Paths – Update, Complaints etc.**

One complaint had been received about a blocked path (bridge over Ashbrook off Smithy Bank).

It was agreed that Cllr Davenport would contact CW&C Council PROW team to report and follow up.

1. **To agree to set up a finance committee**

Following discussion, it was agreed to set up a ‘task and finish’ finance working group to streamline the bank accounts to one account as recommended by John Henry, Council auditor.

It was agreed that Cllrs Strachan and Lee to take the lead with this.

1. **General Data Protection Regulations**

Cllr Langley to speak with Mark Bailey, Clerk of Winsford Town Council for advice.

1. **To Agree and Adopt A Data Protection Policy**

Already available but requires a date and disclaimer on the home page of the Council website.

1. **To Agree to the re-siting of the Calor gas tank and to obtaining costs to undertake this**

Council agreed this should happen as soon as possible as machinery is already at the village hall that could potentially be used to undertake the re-siting and thus reduce costs.

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It was agreed the Chairman and Cllr Langley would look at this.

The Clerk informed Council that this would also be an opportunity to look at the costs paid for LPG as these can vary and cost savings can be made. LPG did not have to be bought from Calor.

It was agreed the Clerk would email over the Calor Contract to Cllr Langley.

1. **To agree to operating a key safe/remote control system for access to the village hall and to obtaining costs to undertake this**

Following discussion, it was agreed to operate a key safe/remote control system for access to the village hall. Costs of between £5-7,000 have been received by a supplier known to Robin Wood (Robin Wood Associates).

It was agreed to detail the accounts before committing to such a system.

1. **To agree to obtaining an asbestos report and to obtaining costs to undertake this**

The report had been requested by Verdin Estates.

Following communications with Cheshire Action, the Clerk informed Council that Verdin Estates would be responsible for such a report as they own the building (Village Hall). Refer to Item 32a.

1. **To agree to obtaining an electric report and obtaining costs to undertake this**

The report has been requested by Verdin Estates.

Cllr Langley to arrange this with the Councils Electrician.

1. **To agree to formulate risk assessments for the village hall**

These would be addressed as part of the Village Hall Health Check.

1. **VE Day – 75th Anniversary Celebrations (8th – 10th May 2020)**

It was agreed Council should support these Celebrations.

It was agreed Cllr Sherry would raise with D&W WI and the Fundraising Committee to discuss the details of the event.

1. **Village Halls Week 20th – 26th January 2020**

It was agreed Council should support this especially after the recent work undertaken on the Village Hall.

It was agreed Cllr Sherry would raise with D&W WI as it is their Centenary in February 2020 to discuss the detail of the event.

1. **VJ Day - 75th Anniversary Celebrations (15th August 2020)**

It was agreed Council should support these Celebrations.

It was agreed Cllr Sherry would raise this with D&W WI and the Fundraising Committee.

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1. **Cheshire Action – Free Village Hall Health Check (15.07.2019)**

This was undertaken yesterday by Claire Jones and the Clerk. A full report will be published by Cheshire Action to Council in the next few days.

1. **CW&C Dog Warden Consultation – Public Space Protection Orders**

Council and members of the public have been asked to submit their opinions on changes to the current dog warden provisions. An extension to the current service would be beneficial particularly as the parish actively promotes dog walking and keeps the parish paths clear.

1. **Speed Limits Within the Parish**

The Chairman reported that on 02.07.2019 he received a telephone call from a parishioner who informed him that their dog had been hit by a car and killed on Smithy Bank.

It was agreed that the Clerk would contact Verdin Estate to request the 10mph signs be replaced.

The Clerk informed Council that she had seen comments on social media about speeding in the area around The Raven Public House. Councillors discussed and expressed concern about the 50mph speed limit. The Chairman stated the 30mph signs were “in the wrong place” and “should be moved back to the boundary” towards Church Minshull.

It was agreed that Councillor Gaskell will raise this issue (again) with Winsford Town Council. He confirmed the Ward Police did monitor/speed check the area on a regular basis.

1. **Air Quality Within the Parish**

Council have been made aware of two separate complaints from residents relating to dust from local highways.

It was agreed that Council will keep this under review for now. Refer to Item 32a.

1. **Items for Information and Discussion only**
2. Following a meeting with Verdin Estates last August, all Council members agreed to meet with Verdin Estates annually. The Chairman will look to arranging this.
3. CW&C Highways to be contacted about the white lines at the junction with Darnhall Knobbs (Hall Lane/Moors Lane). The Clerk will address this.
4. CW&C Highways to be contacted for an update about the lights at the bridge. The Clerk will address this.
5. Cllr Langley to arrange defibrillator training with Community Responders when the village hall re-opens later in the year.

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Neighbourhood Plan - Cllr Strachan informed Council that the final draft of the Neighbourhood Plan had been sent to CW&C Council. This would hopefully be returned by the end of August 2019 then formal consultation to stakeholders would commence.

Cllr Gaskill left the meeting at 9:50pm.

Meeting Closed at 9.55pm

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

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

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