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

**Held in Darnhall Village Hall on Tuesday 26th January 2016 at 7.30pm**

Members of the public present: None

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

1. **Apologies for absence**

CWAC Cllr Burns

1. **Disclosure of declaration of interest**

None

1. **Chairman’s opening remarks**

The chairman welcomed everyone to the meeting and wished them all a happy new year.

We are still waiting to hear the decision on the planning application for houses in Darnhall.

The chairman then welcomed the new clerk – Sue Langley and explained a bit about the work she already does for the Village Hall, community and Darnhall Show. Sue will be the 4th clerk whilst Cllr Jinks has been chairman.

The chairman also mentioned an article he had read in the Daily Express about a book by Ruth Binney on the Countryside and it mentioned the Marton Oak at Maccs where the acorn came from for our oak tree on the centre of Cheshire.

1. **Minutes**

**To approve the minutes of the ordinary parish council meeting held on Tuesday 17th November 2015. 1/16 resolved that the council approved the minutes of the ordinary meeting held on Tuesday 17th November 2015.**

1. **Matters arising from the minutes of the ordinary meeting on 17th November 2015.**
	1. Cllr Strachan confirmed the date for the decision on the houses in Darnhall is 28th

January 2016.

1. **Clerks report and correspondence received.**

6.1 Cllr Davenport and Cllr Langley to attend a planning meeting held at Cheshire View on Tuesday 23rd February 2016 6.30pm.

6.2 Clerk to attend training on Clerks and Councillor Induction at Congleton on 3rd February 2016 and Cllr Langley will also attend.

Clerk also to attend training on Powers, duties and Precept at Tarvin on 15th June 2016.

Any other councillors wishing to attend any of the training sessions during the rest of the year to let the clerk know.

6.3 Clerk has paid the membership of £53.00 to the SLCC. There are various information booklets available on their website, a monthly clerk’s magazine and help via phone or email at any time for councillors and clerk.

6.4 The clerk has received details from Antoinette Sandbach which are in the notice board

6.5 Notice boards – The community notice board outside the hall needs new plastic in the door so you can see through it. Action: Clerk

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 The parish council notice board is difficult to open at the moment due to the damp weather and it is difficult to pin notices in it on the hard board, suggest the board is changed. Action: RL

6.6 Cllr Davenport to attend a meeting by John Dwyer on Tuesday 9th February at Community Centre, Frodsham at 6.30pm.

6.7 Voting paper for CW&C Standards Parish Representative our votes have been sent in

6.8 Cheshire Community Action – Community Pride Competition 2016. Clerk suggested that we try to enter this next year and look at what sections we might be able to take part in and get ready later this year for next year. Cllr Strachan said we would need more people to take part in this.

6.9 Cllr Jinks, Cllr Langley and the clerk had a brief meeting at the Star Pub along with several other people to meet the new leader of CWAC Cllr Dixon. Whilst at this meeting she asked about the Raven Inn and what was happening with it and for details to be sent to Aleta Steele. Cllr Jinks has given the details of the owner to the clerk who has since passed them onto Aleta Steele, Senior Manager – Localities for CWAC to see if they can do anything.

6.10 Details of the Lord Mayor of Chester banquet were read out. No one wished to attend.

6.11 This year is the Queens 90th birthday at it was felt that the parish council should do something to mark the occasion. The official party date seems to be the 11th June 2016. Suggestion made that we have some kind of party in the village hall on the afternoon of the 11th where people come along and bring their own food and drink.

Clerk to book village hall for now and see who is interested in coming along.

1. **Planning, Neighbourhood plan or Parish Plan.**
	1. There were no planning applications this month.
	2. Cllr Strachan presented the council with a form to be filled in to ‘Designate the area for the neighbourhood plan as per the parish boundary’ this will be the first step towards the neighbourhood plan. **2/16 agreed that Cllr Strachan should fill in the form on behalf of the council and send it in.**

We will then need to form a steering group and management committee. We only need a few councillors to be part of the neighbourhood plan committee the rest will be made up from people in the parish. A letter will go out with the next newsletter to all the residents to let them know we are thinking about doing a neighbourhood plan and ask if they would like to join the committee. Hopefully this will get some feedback.

The draft letter to be ready for our next meeting which is March 29th 2016.

1. **Finances.**

8.1 The bank statement for the current account showed a balance of £12,143.08. There are 4 cheques to be made out totalling £1177.95 leaving a new balance in the current account of £10,965.13. **3/16 agree to the following payments being made:-**

8.2 Pay the Clerk £50 to start off a petty cash book/account for expenses

8.3 Pay the donation to Darnhall Village Hall of £1000

8.4 Pay Chalc for The Good Councillors Guide £2.95 as requested by Cllr Davenport

8.5 Also pay Chalc for the 3 x training sessions booked @£30 added to 8.4

8.6 Pay membership to ICO of £35 (information commissioner’s office) freedom of information and data protection

 8.7 New bank mandate. The clerks signature needs to be added to the list so she can make enquires about the account, request information and sign a cheque in an emergency with another councillor. Cllr Langley requested that he came off the list as the clerk is his wife and he felt it wasn’t right for him to sign cheques. Cllr Strachan was asked if he would replace Cllr Langley.

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**4/16 agreed that the Clerk and Cllr Strachan be added to the list of signatories for the bank and Cllr Langley come off all other authorised signatories in the current mandate will remain the same.** Proposed by Cllr Langley and Seconded by Cllr Davenport.

It was also noted that the previous clerk Marjorie Sherry is still on the list of authorised signatures. As she has requested to become a councillor, as long as she is voted on, her signature will remain on the list.

8.8 New clerk’s wages. A lengthy discussion was held over the new clerks wages. The councillors were presented with the 2014 -2016 National Salary Award as provided by SLCC (society for local council clerks) and NALC. This gives a guide to the full time clerks pay and part time clerks pay per hour. As the new clerk is fully qualified this can increase the hourly rate she is paid. As Cllr Langley and Bownes are related to the clerk they were asked to leave the room whilst a decision was made.

**5/16 agree to pay the clerk £100 per month from Jan – March 2016. Then to seek advice on what her hourly rate should be and pay her accordingly from April 2016 to March 2017.**

Proposed by Cllr Davenport and seconded by Cllr Strachan

Cllr Langley and Bownes came back into the room.

8.9 Pay previous clerks wages, expenses and broadband. **6/16 agreed to pay the previous clerk ¾ of her wages, expenses and broadband.** Wages will be subject to tax being deducted.

8.10 Agree the budget and precept for 2016/17. The budget was presented to the council and various amendments were made (see attached balance sheet) **7/16 agreed that the total budget for 2016/2017 will be £5810 made up of £4000 from the precept and the balance from the current bank account.**

8.11 New Homes Bonus. A letter has been received from CWAC, Cllr Armstrong regarding the News Homes Bonus to say this years money had been put in the bank account and the new homes bonus was going to cease. The council have been asked to fill in a form to say if we agree or disagree to this. The clerk also circulated a letter from Chalc regarding the New Homes Bonus and this was read out at the meeting. **8/16 agreed to fill in the form to say we disagree with the proposal to cease the discretionary payment of 20% of New Homes Bonus.** The clerk will see to the form being filled in and returned before the closing date of 5th February 2016.

1. **Discuss the two vacancies that we have on Darnhall Parish Council and how we go about filling them**

The official notice was placed in the parish council notice board on 22nd December 2015 to advertise the vacancies following the guide lines set out by Chalc and the Electoral Registration Officer. We have received two applications and no one has requested an election takes place so the council can therefore co-opt. The two applications were read out at the meeting Cllr Langley proposed we accept Marjorie Sherry and this was seconded by the chairman and Cllr Strachan proposed we accept Tony Bostock and this was agreed by Cllr Bownes. **9/16 agreed that the council accept the two applications received and co-opt Tony Bostock and Marjorie Sherry as the new councillors.** The chairman will phone the two new councillors after the meeting and the clerk will officially write to them.

1. **Update on the Website**

Cllr Langley has been looking at various ideas for the website and keeping in touch with Cllr Strachan. Cllr Langley proposed that he and Cllr Strachan call to see David Roston who does

the website for Whitegate Parish Council. This is a free website to set up and is easy to manage. **10/16 agreed that Cllr Langley and Cllr Strachan along with the clerk go to have a look at how this website works. Cllr Langley to arrange the meeting.**

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The clerk has also been in touch with CWAC who host our current website but no reply. The clerk has also contacted the lady who helped set up our website but she no longer does it.

Our website is currently being updated by Wincomp in Winsford but this is been done as a favour and is not always updated straight away.

Due to the transparency rules that came in we need a better website etc. and there is some funding available for this. The clerk with the help of Cllr Langley will look into this further and apply for necessary funding and report back to the next meeting.

1. **Parish Assembly**

The clerk has been in touch with a local lady called Rosie Lee from Dairy House Farm in Darnhall. Rosie has done a lot of conservation work at the farm and has kindly agreed to come along to the parish assembly to give us a talk for about 40 mins.

Also at the parish assembly we will be presenting the previous councillors and the clerk with their gifts

1. **Phone kiosk – what are we going to do with it?**

The clerk has asked a local company Simply Signs to quote for new signs in the top of the phone box and possible notice board ideas on the side of the phone box.

The phone box also needs painting.

**11/16 agreed the clerk can order the new signs for the box at a cost of £29 each plus vat, to say ‘Darnhall’ in them and enquire about the cost of the new notice board.**

The painting of the box will wait until the weather is better.

1. **Speed limit on Swanlow Lane**

The chairman read out the report about the speed limit assessment for the area on Swanlow Lane which suggested a limit of 50mph. The local resident who complained about this stretch of road and the parish council had hoped for 40mph.

It has been suggested in an email from Jerry Gibbs of CWAC that we need to have over 50% support from the local community and 50% funding of the cost of the works before they could take the proposals forward. Therefore it was **12/16 agreed that a separate letter be written and put in with the next newsletter to ask local residents about speed problems in the parish.** Any comments could then be sent back to the clerk or given to councillors and discuss it at the parish assembly as well.

Suggestion also made that the local police officer be invited to the parish assembly.

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

Cllr Langley listed the fund raising events for the year. There are not as many this year due to lack of support.

An idea for more notice boards was mentioned at the last fund raising meeting so that regular hall users can have their own board. One would be available for the parish council. **13/16 agreed that the parish council would like their own notice board.**

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

The chairman mentioned a meeting of local councils that he went to in Tarporley along with Cllr Langley and the clerk. The meeting was informative and more are scheduled for the year.

Cllr Langley and the chairman will be attending the Chalc meeting on Wednesday 27th January 2016 at Malpas and they will report back at our next meeting.

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The meeting closed at 10.35pm

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

Dated ……………………………………………………………………………………………………………..

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