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

**Held in Darnhall Village Hall on Tuesday 15th January 2019 at 7.30pm**

Members of the public present: Robin Wood

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

The meeting started at 7pm to allow councillors to discuss the interview of the new clerk. Emma Haspell was the only applicant that we received. Emma was to join us at 7.15pm for an interview. The role may need to be split whilst Emma gains experience in the role of clerk, this would mean the existing clerk staying on for a while. The current salary would also have to be split. This has not been decided yet as to what the split will be.

Emma arrives at 7.15pm and joins the Councillors.

She is given a brief interview and allowed to stay at the meeting to get a feel as to how we work. The split in wages was mentioned and suggested that a formal offer would be sent to Emma after the meeting. Emma can then decide if she wishes to take the role or not.

1. **Apologies for absence**

None

1. **Disclosure of declaration of interest**

None

1. **Chairman’s opening remark**

Chairman welcomes the Emma to the meeting and Robin. The chairman said that Emma will be the 5th clerk that he has worked with since he started.

On 6th December the WREN application was approved. Prime Construction have been appointed to do the work.

Warmingham have a new village hall. It seats 150 and has fully equipped kitchen. It was funded via the big lottery and WREN.

1. **Minutes**

**To approve the minutes of the ordinary parish council meeting held on Tuesday 20/11/18 130/19 resolved that the council approved the minutes.**

1. **Matters arising from the minutes of the ordinary meeting on Tuesday 20/11/18**

* Guest speaker for the parish assembly. Robin Wood has been in touch with Chester Zoo. They have sent a form for us to fill in. Looks promising. We would need to inform as many people as possible that they were coming, once this has been confirmed, in hope of getting a good turnout. They have asked for a donation and something to cover their costs.
* Terms of reference re – caretaker and limit on spends. The terms of reference need to be amended to say £500 in 1 month with a maximum of £2000 in a year. The caretaker is to have written authority to spend a maximum of £250 in one go, anything more than this permission will have to be sort from the parish council.
* Cutting of hedge by bus stop on Swanlow Lane. Cllr Jinks has checked into this. Highways have said that it is not on a footpath and therefore does not need cutting.

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It is not a problem at the moment as there are no leaves on the branches but in spring/summer you cannot see.

* Allotments idea. We have had two people apply. Clerk has been in touch with Darnhall Estate to enquire about a suitable piece of land for an allotment site. We await their reply.
* Nomination papers and how it works. Clerk did look into this but as is mentioned in item 8.8 below the clerk has been sent details of how this works and a meeting run by Cheshire West will take place at Wyvern House on the 4th March to discuss the process. Suggest that Emma attends.

1. **Clerks report**

* Accident book and first aid kit in village hall. We do not have an accident book and the first aid kit needs someone to look after it to make sure it is fully stocked at all times. **131/19 suggest that the caretaker is asked to look after this and keep the accident book.** The clerk will inform the caretaker
* Defibrillator. Training has still not been sorted. A date needs to be arranged and sort out who will attend. Arrange something and mention it at the parish assembly
* Recycling boxes. The ones at the village hall still need replacing. Cllr Sherry has spare ones and will bring them across.
* Raven Inn and the future of it. Cllr Jinks have spoken to the owner but there is no update as to its future at the moment.
* Letter sent to PRS PPL re music licence and payment not cashed. Waiting reply.
* Gardner’s insurance was out of date. Clerk asked for a new one which has now been received.
* Clerk has been looking into getting the bank accounts set up for direct debits, bacs payments/receipts etc. This would apply to all three accounts and would make things much better. Clerk has emailed Chalc and is would seem that our Financial Standing orders need to be changed. The clerk will see to these changes taking place and email them to councillors. Once they agree to them the clerk will make the necessary changes to the bank accounts.

1. **Planning, Neighbourhood Plan (NP)**
   1. Planning application 18/04301/FUL Style Farm, Swanlow Lane, Darnhall Winsford for erection of agricultural building, replacing part of unsuitable existing building. The council’s comments needed to be in by 7th January. All councillors were emailed and no objections or comments were made on this application.

7.1a The clerk received an application before the meeting for 18/04887/ful Pool Head Farm, Woodford Lane West, Winsford, Cheshire. For conversion of traditional agricultural barn into two dwellings and associated works including demolition of an existing modern barn.

Councillors had no objections for comments on this application.

* 1. update on the Neighbourhood plan. The draft policy is still in progress. Reference keep being made to a parish plan and we don’t have one
  2. Parish Development Plan. This has been written by Cllr Davenport and copies were presented to everyone at the meeting. **132/19 all agreed to the parish plan for 2019-2022. Proposed by Cllr Sherry and seconded by Cllr Davenport.** Further updates at the parish assembly.

Order of agenda was changed to allow items 9, 11 and 13 to be discussed sooner as Robin Wood and Cllr Bostock needed to leave.

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1. **Update on the Darnhall Village Hall Project.**

Robin Wood was invited to speak on this matter and update us on his progress so far.

Prior to the meeting Robin had sent out an email to all the councillors.

Timing of the works – originally the works had been set to start in April this year but it was felt if might be better if the work was done in summer holidays instead. Robin will suggest this to WREN and if they agree we will change the date. Robin will also discuss this with the builder.

Also to clarify, the project belongs to Darnhall Parish Council and is our responsibility. All councillors **133/19 agreed to Robin continuing with is role as Project Manager.** Proposed by Cllr Jinks and seconded by Cllr Langley

* The total budget for the job at £66,000 for the construction and repairs and a further £1000 for permits and Platt White
* Wren have agreed £65,956.80. this does not include any general provision nor does it include any allowance for inflation between the original quote and the job being done
* The project manager is authorised to sign and authorise payment of invoice providing that they are within the agreed budget
* Upon receipt of a signed authorised invoice, a designated councillor is authorised to countersign the invoice. It would then be forwarded to WREN for payment direct to the supplier. The council need to elect a councillor to sign invoice. **134/19 agreed this should be the chairman, Cllr Jinks.** Proposed by Cllr Strachan and seconded by Cllr Sherry.
* If any costs exceed the budget the project manager must obtain approval from the designated Cllr before those costs are incurred.
* The councillors also **135/19 agree an additional budget of up to £1000 to be spent on permits.** This would be for building control and with Platt White to ensure that the works are carried out to the required quality and regulatory standards
* The vat is still to be sorted
* Robin will provide a report to our meetings regarding the spends as we go along

1. **Village Hall car park used by hunt – another complaint**

The booking clerk had received an email about the hunt using the car park. This is something that has been done for years. A booking form and fee are received for this just like any other booking that we receive.

This item was discussed amongst councillor and our response will be sent in an email by the clerk.

1. **War memorial – history of those named on the memorial**

There has been no response from the website regarding any updates on missing information. Leave it for now. The information that Cllr Bostock has put together will now be put in the local library and a copy by the memorial in the Village Hall.

Cllr Bostock leaves the meeting at 9.25pm

1. **Finances**
   1. Receive the Natwest bank statement and agree the figures with the bank reconciliation.

Balance at the end of November was £10,391.79 there are 3 cheques made out totalling £575.00 leaving a closing balance of £9,816.79.

Petty cash is still the same at £7.85.

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* 1. To receive the invoice from Platt White for the drawings and specification for remedial works to the village hall £534.00 this has already been paid.
  2. To receive the invice from Mellor Speakman for the licence fee (rent) for the Village Hall £1.00 already paid
  3. To pay the ICO for the Data Protection fee £40.00
  4. To receive the Barclays bank statement for the Village hall and agree the figures with the bank reconciliation. The bank at the end of November was £5091.63, we have received £9,920.86 and spent £7,324.84 leaving a new balance of £7,687.65. this matches the bank reconciliation. Money was up due to the £2000 donation from parish council and the £7090.36 transferred from deposit account to current account to pay for the WREN deposit.

The deposit account had £15,873.86 in it but we have now spent £7,090.36 on WREN. The new balance is therefore £8,783.50.

* 1. Paid FCC Recycling (UK) Ltd the deposit for WREN of £7,090.36.
  2. To receive the Barclays bank statement for the 200 club and agree the figures with the bank reconciliation. The balance on the bank statement was £1,482.00. The clerk still needs to obtain all the bank statements, cheque book and pa in book to reconcile the account up properly.
  3. May 2019 election information. The clerk has received a letter from CWAC regarding the election this year and the paperwork. There will be a cost for Darnhall PC to pay with a maximum of £547.50. This figure has been added to our budget. There is an election briefing taking place on 4th March at Wyvern House at 5pm for clerks and councillors. The clerk had suggested that she went or our new clerk to understand how the election paperwork works.
  4. Discuss items for the new budget and prepare the precept request. New clerk wages to stay the same but to be split between the new and existing clerk. Election costs added. Additional broad band allowance added one for new clerk and one for existing. The rest stays the same. Our budget request is therefore £6,200 this is around a 3% increase on last year. **136/19 all councillors agreed to this figure.** The clerk will send the request in as the deadline is 1st February.

1. **200 club**

The licence form needs filling in with the revenue received and money paid out during the year. Licence renewal form has been given to the clerk but has got lost somewhere. New one needs to be applied for.

1. **Banner on Village Hall to advertise the hall for hire.**

A banner has been put on the village hall to advertise hall for hire and contact details. There seems to have been a mix up with this. The clerk checked notes from previous meetings with Village Hall committee, parish council meetings and parish assembly and it had been mentioned several time to have a banner and for the booking clerk to arrange one. The banner can stay up. The cost was £50 plus vat. Paid out of village hall funds.

1. **Meetings attended by councillors**

A meeting was held at the Darnhall Mill by Sarah from the Estate and all the councillors. It was a chance for all the councillors to look at the state of the building and the surrounding area.

The mill is in need of a lot of work to restore it. After a brief discussion it was suggested that we meet up with the owners again to discuss things further. Clerk to arrange this.

1. **Update on Village Hall Fundraising**

Film night has been arranged for this Saturday. £2.00 donation suggested.

The committee have lots of new ideas just need to sort out who’s doing what.

Dog walks are working well.

1. **Darnhall Village Hall working group**

Need to arrange another meeting. Nothing to report at the moment.

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

Cllr Jinks suggested that a list of key holders is kept by the parish council. Clerk to arrange this.

Laptops - Cllr Langley mentioned that he does the website but should it really be on a parish council owned one due to various rules etc. everyone agreed for him to carry on using his own computer for now.

Meeting Closed at 10.05pm

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

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