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

**Held in Darnhall Village Hall on Tuesday 18th September 2018 at 7.30pm**

Members of the public present: None

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

1. **Apologies for absence**

Cllr Bownes – not well

1. **Disclosure of declaration of interest**

None

1. **Chairman’s opening remarks**

Due to there being a lot to discuss at the meeting the chairman didn’t make any opening remarks.

1. **Minutes**

**To approve the minutes of the ordinary parish council meeting held on Tuesday 17/08/18 and the extra meeting held on 28/08/2018. 118/18 resolved that the council approved the minutes of both meetings.**

1. **Matters arising from the minutes of the ordinary meeting on Tuesday 17/08/18**

The guest speaker for the parish assembly next may has not been sorted yet. Robin Wood didn’t have chance to sort it before he went on holiday. He will look into it again when he gets back.

The hedge over the path opposite Knobbs Farm has still not been cut. Cllr Davenport has now sent some photos of the hedge and also mentioned the condition of the path to highways.

1. **Clerks report**

* Hedge at bus stop opposite Weaver Chapel has still not been cut. The council are allowed 6 weeks to do the work from the time the job is logged. The 6 weeks are now up. The clerk has chaised this again and it is now with the contractor.
* Clerk emailed Paul Tudor regarding the work to be done on the bridge. The reply came back to say that a bat survey on the trees needed to be done, as some trees may need to be removed. The survey requires a full road closure to protect the safety of the surveyor and the public. Work may take place during half term between 9.30 and 15.30hrs. When they know for definite they will get back in touch with us.
* A meeting had been arranged for the management/working group. This had to take place at the clerk’s house due to the hall been booked up.

Meeting on the agenda.

* Clerk received a £20 donation from Ian Davenport for a picture he sold. This is to go towards the Darnhall Show profit.

There is still one lot of money due in. The profit for the show is now £2865.

The clerk has also had to fill in a CWAC members budget evaluation form for the funding for the marquee. To say what the money was spent on and a copy of the invoice.

**Page 85/18**

1. **Planning, Neighbourhood Plan (NP)**

7.1 No update on the neighbourhood plan. There will be a meeting this week on Thursday.

The planning consultant, Richard Thresh, has now left Cheshire Community Action. Therefore, they need to appoint a new one as we still need a consultant to complete the neighbourhood plan.

7.2 Land Off Darnhall School Lane, Cllr Strachan reported that the meeting at Chester still recommended to oppose the application, unanimously. CWAC to defend the application.

7.3 land adjacent to The Bungalow, Weaver Hall Lane for erection and use of Agricultural Barn (Retrospective) An appeal has been made to the secretary of state and further representation had to be in by 3rd September 2018. There were no further updates on this.

7.4 Weaver Wood – clerk received an email on 4/9/2018 to say this was going to be recommended for approval. Still not heard anything for definite yet.

1. **Finances**
   1. To receive the Natwest bank statement and agree the figures with the bank reconciliation. The balance at the end of July was £13,003.79 there are 2 cheques made out totalling £344.00 leaving a closing balance of £12,659.79

Petty cash had a balance of £27.72 the clerk has bought some paper for £19.87 leaving a balance of £7.85. The petty cash will need topping up again.

* 1. Refund to Groundwork for £244.00 for the money not used on the Neighbourhood Plan
  2. Pay HMRC for late PAYE £100. Agree to pay this for now and the clerk will look into this and find out why there was a penalty for late payment charge.
  3. 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 July was £5308.41. We have received £1445.00 during the last 2 months and spent £2198.18 leaving a new balance of £4555.23.

The deposit account still has a balance of £15,865.70.

* 1. Pay the caretaker £500 less tax. Clerk will put the wages though on line end of the month.
  2. To receive the Barclays bank statement for the 200 club and agree the figures with the bank reconciliation. There haven’t been any bank statements since our last meeting. Some cheques have now been issued for prizes won over the last few months. The clerk will obtain and update the cheque book and present the figures at the next meeting. The balance in the account at the moment therefore remains the same as last month £1838.00
  3. Clerk received an email from the external auditors requesting more information to complete the accounts.

The assets register has several items on it that were donated, bought ages ago etc and have recently been added to the register at zero cost. They should have all had a value of £1.00 put against them. They will except it for now but the changes will have to be made and accounted for next year.

The bank rec had to be re-done. The auditors sent a form and wanted one filling in for each account we have.

An explanation was required to explain why there was large reserves at the year end. This was mainly due to money in the Village Hall deposit account, earmarked for hall repairs/works. The Parish Council account also had a large amount of money left in the account at year end. This was due to money earmarked for various items but not spent.

**Page 86/18**

At our next PC meeting we will look at various money left in the account, what they are for and when they are going to be spent.

There is some surplus money from housing bonus that has not been used. Suggestions made for some electrical work, training on how to use the defibrillator and a screen and projector.

1. **Update on the Darnhall Village Hall Project.** 
   1. Vat on building work – clerk has made enquiries with our internal auditor and Society of Local Clerks (SLCC).

Our internal auditor suggested the clerk contacted SLCC, which she did.

SLCC came back asking if we were a member of SLCC but we aren’t. There would be a fee for their advice which would be £200.

They said that we should be able to recover all the VAT without any problems and if we had to split the work over two years we shouldn’t have to wait a year to reclaim it back.

* 1. The WREN application has now been sent in. We have a reference number for our application. WREN will consider our application on the 5th December 2018 and inform us within 2 weeks after if we have been successful or not.
  2. To complete the WREN application, the clerk needed to send in an email to confirm that we had raised the £2982.00 to pay for the survey work.

1. **Allotment in Darnhall**

Need to put out a letter/survey to see if there is a need/interest for allotments in Darnhall then we can further it with the Estate.

**119/18 suggested that we mention the allotments idea in the newsletter, Facebook and website.** There will be a closing date of 31st October 2018 so we can discuss it again at our next meeting in November.

1. **200 Club – the running of it**

The lottery licence needs renewing by the end of the year and as Cllr Jinks will no longer be doing this we need to appoint a new promotor. **120/18 suggestion made that we approach the fund raising committee to see if they can appoint someone.**

1. **Advertise for a new clerk – job description and salary**

Cllr Strachan has spoken to Robin Wood about this and the lady who helped to fill in the WREN application may be interested.

We will also put an advert on the CHALC website, our website, contact local parish councils to see if their clerks wish to do two clerks jobs and also mention it in the newsletter. Closing date 31st October 2018.

If it helps at all the job can be taken over gradually, starting in January with the new clerk doing the agenda and minutes.

1. **JDH Business services Ltd – GDPR service by our internal auditor**

John Henry from JDH Business services, our internal auditors, had been in touch with us regarding offering the council a GDPR service. An email, outlining what the service and fees would be was distributed to all councillors prior to the meeting.

At this meeting it was discussed and **121/18 agreed that we would not need this service and if we required any information we would contact CHALC at that time.**

1. **Meeting with Landlord**

On the 29th August 2018 a meeting was held in the village hall between parish councillors, James Verdin, Peter Wain and Sarah Carden.

**Page 87/18**

This meeting was held to discuss our application to WREN for the next phase of work on the village hall and to seek permission from the Darnhall Estate to allow us to do the work.

We also asked that if the WREN application was successful and the lease needed to be extend would they agree to this.

Whilst at the meeting we also asked about the possibility of extending the car park, repairing the track on Smith Bank, the idea of restoring the Mill and Walled Gardens and idea of allotments.

We were also informed that the stable yard development would start again. Part of the old stable yard has already been converted and the rest has not yet been finished. Work should start again soon to complete this.

1. **Darnhall News letter**

Cllr Davenport had emailed everyone before the meeting with a draft copy of the newsletter. A few amendments were suggested and a 2nd draft will be sent out shortly after this meeting. Then the newsletter will go to print to be distributed as soon as possible.

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

Cllr Langley and the clerk attended a meeting held by Cheshire Community Action at Tarvin Community Centre to do with Recipro, Big Lottery and Allied Westminster insurance.

Recipro – this is a company that can offer much cheaper paint and building materials should we need them. Plus, things like new kitchens. Something to bear in mind for the future.

The Big Lottery – there are two lottery funding programmes, under £10,000 and above £10,000. The under £10,000 was a much easier one and could be used for small projects that we had also raised funds for. Over £10,000 had more paperwork to do and a longer process.

Allied Westminster Insurance – one of the biggest village hall insurers. Went through various insurance issues some of which we can make use of.

1. **Update on Village Hall Fundraising**

There is a quiz booked for 13th October, Christmas market on 25th November and Turkey and Tinsel dinner on 8th December.

There hasn’t been a lot of fundraising this year due to lack of time and support.

A new committee will be formed and they meet in October to discuss a plan of events for next year.

Cllr Sherry has been appointed the new chairperson for these meetings and in future will report back to the parish council what fund raising has been done.

1. **Darnhall Village Hall working group**

A meeting was held on Monday 10th September to discuss the finances and increase in regular user’s rents.

The financial situation of the village hall was discussed, the outcome of which was that the hall needs to be hired out more during the day and the regular users (guides, brownies, WI and dancers) will have to have their rents increased to cover running costs.

After some discussion at the meeting it was agreed that the regular users would have their rent increased by £2.00 per hour.

**Page 88/18**

1. **Update on Weaver Chapel recent accident**

As reported at the August meeting there was an accident involving a car leaving the car park at Weaver Chapel.

When you leave the car park to can’t see. **122/18 suggest the clerk contacts highways to report the accident and see if the sign for bend in road can be uncovered and also see if a concealed entrance sign can be put up.**

1. **Old Raven Inn – tidy up the site**

As discussed at the August meeting the liquid lounge property in Winsford has had a untidy land notice issued on it and the question raised was could the Raven Inn have a similar notice put on it.

**123/18 agreed that the clerk should contact the land owner for an update on what he is doing with the site.**

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

There was nothing further to discuss.

Meeting Closed at 9.40pm

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

**Page 89/18**