

**MINUTES OF ROWTON PARISH COUNCIL ORDINARY MEETING
MONDAY 16 MAY 2022 at 7.15pm
held at Rowton Methodist Church, Moor Lane, Rowton**

Present: Councillors Howard Hopwood
 Bob Knight
 Paul Shannon
 Glenys Harrison
 Melanie Fildes

In attendance Clerk Christine Davies
 PCSO Linda Bailey (7.35pm – 8.10pm)

1 Apologies

Cllr Peter Thomas (work)

2 Declaration of Interest

None.

3 To consider the approval of the Minutes of the Ordinary Parish Council Meeting held on 14 March 2022

Resolved: Minutes were approved and signed as a true and correct record by the Chair, Cllr Howard Hopwood.

4 Matters Arising not covered elsewhere on the agenda

None

5 Public Participation

No members of the public in attendance.

PCSO Linda Bailey gave a brief overview of her role within the rural community of Chester Villages and works in conjunction with the local Beat Officer PC Rob Boulton. She said the area has an incredibly low crime rate and to help maintain this the new Police and Crime Commissioner is encouraging local Neighbourhood Watch. Both Cllrs Glenys Harrison and Melanie Fildes have registered to be Neighbourhood Watch co-ordinators for their local area within the Parish. She regularly uses the TruCam at designated locations, including the A41, to record and monitor speeding vehicles. She encouraged the use of the speed gun and litter picking equipment which has recently been purchased on behalf of Chester Villages. She said she was looking forward to attending forthcoming local Platinum Jubilee celebrations and Summer events and asked the Clerk to keep her informed.

6 Highways

- i) Moor Lane – Flooding outside The Hollies and Byways. Cllr Harrison reported that the level of the kerb has been raised and the pavement tarmaced. It has since rained substantially and there was no flooding. No more action as issue resolved.
- ii) Moor Lane Drainage issues. Clerk confirmed that this is with regard to the recent Planning Application for erection of a 2-storey block of 4x1 bedroom apartments and overload to the drainage system. To date still waiting for response from Wastewater Developer Services from United Utilities.
- iii) Dip in A41 by BP Garage. Issue together with photographic evidence forwarded to Highways. Matter to be kept under review.

7 Finance

The following retrospective expenditure for April and May was approved:-

Payments	Amount	Cheque No/Online Payment	Statute Power
CM Davies – Mar Sal 309.60 + 14.29 exp	£323.89	OP	LGA 1972- Sec 111
Penny Lane Accountants - Payroll	£5.00	OP	LGA 1972- Sec 112
CHaLC – Annual Affiliation Fee	£132.48	OP	LGA 1972- Sec 112
Rowton Methodist Church – Room Hire	£250.00	OP	LGA 1972- Sec 112
CM Davies – Apr Sal 203.20 +23.74 exp	£226.94	OP	LGA 1972- Sec 111
Penny Lane Accountants – Payroll	£5.00	OP	LGA 1972- Sec 112
ChALC – Planning Training – Cllr Hopwood	£30.00	OP	LGA 1972- Sec 112
Mid-Cheshire Footpath Society – Annual Sub	£8.00	OP	LGA 1972- Sec 112
Bank Balance as at 05/05/22	£12,198.47		

Glenys Harrison verified and signed reconciliation sheet from Electronic Cash Book.

8 Audit 2021/22

- i) To approve the Certificate of Exemption
Resolved: The Certificate of Exemption was approved and signed by the Chair and Responsible Financial Officer.
- ii) To agree and note Annual Internal Audit Report
Resolved: The Annual Internal Audit Report was received, agreed and noted by all members.
- iii) To approve and signed the Annual Governance Statement
All questions on the Annual Governance Statement were read out, correctly answered and duly signed by the Chair and Clerk.
Resolved: The Annual Governance Statement 2021/22 was approved by all members present.

iii) To approve and sign the Annual Accounting Statement 2021/22
The Annual Accounting Statement was circulated, duly approved and signed by the Chair and Responsible Financial Officer.

Resolved: The Annual Accounting Statement 2021/22 was approved by all members present.

iv) Notice of Public Rights and Publication of Annual Governance & Accountability Return.

Clerk confirmed the dates for publication as Monday 13 June to Friday 22 July 2022.

9 Insurance Renewal

3-year long term agreement due to expire on 31/5/22 with Gallaghers who have taken over from Came & Co. Renewal quotation of £424.23 received from Gallagher. Alternative quotes received from Zurich Insurance of £366.34 and £353.51 for 3-year long term agreement.

Resolved: Unanimously agreed to accept 3-year long term agreement quote of £353.51 with Zurich from 1 June 2022.

10 Planning

The following decisions have been received: 21/02908/LDC – Rowton Moor Nurseries, Promised Land Lane: C3 dwelling house – completed and occupied as a single dwelling for over 10 years. Withdrawn 04/04/22
22/00445/S73 – Rowton Moor Nurseries, Promised Land Lane: Removal of Condition 6 (agricultural occupancy) of application 07/01102/FUL. Approved 04/04/02.

11 Weatherproof Storage Box

Cllr Thomas has informed that he is awaiting quotations for the laying of the concrete base.

12 Litter Picking Volunteer Group

No action can be taken as this is dependent on the installation of the weatherproof storage box.

13 FTTP Broadband

Cllr Shannon has nothing further to report and encourages everyone to register interest with CityFibre.

14 Queen's Platinum Jubilee Celebrations

Proposal to contribute up to £125 towards cost of subsidising ice cream at Waverton Parish Council's celebratory event on 05/06/22.

Resolved: Unanimously agreed to donate £125 to Waverton Parish Council towards cost of ice cream sales.

15 Clerk's Home Office

Currently Clerk stores all files and folders in understairs cupboard at home. However, cupboard is to be removed due to house renovation. Clerk has sought advice from Jackie Weaver regarding the retention period for documents. Minutes are to be kept indefinitely, accounts/invoices for 6 years and insurance policies for 40 years. Clerk requires a suitable two-drawer filing cabinet which can adequately hold lever-arch files and has located a suitable two-drawer desk high side filer cabinet for £331.20 incl VAT. The Parish Council agreed in principle to the purchase of a filing cabinet but asked for provision of two further quotes so that a decision could be made. Regarding remuneration for heating, lighting and electricity Clerk was requested to check HMRC website for guidance.

Resolved: Clerk to forward two further quotations for a two-drawer side filer cabinet.

16 Items for Discussion

Village Green – Request by local resident to plant tree in commemoration of Queen's Platinum Jubilee. Unfortunately, because of close proximity of Oak tree and its roots system the planting of another tree is not viable. Explore other ways to commemorate this momentous event. Item to be included on next meeting's agenda.

Other items to be included on next meeting's agenda: Grass cutting of the Village Green and organising a suitable community event.

17 Date of Next Meeting – Monday 18 July 2022 (note new date)

Meeting finished at 9.20pm