

**MINUTES OF ROWTON PARISH COUNCIL MEETING
MONDAY 11 JULY 2016**

Present: Councillors Karen Newbury (Vice-Chair)
Morfudd Salmon
Glenys Harrison
Paul Shannon
Bob Knight

In attendance: Clerk Christine Davies
PCSO Jon Hurst (7.30 – 8.10pm)

Cllr Karen Newbury Chaired the meeting

1. Apologies

Cllr Pat Fitton (holiday) and Cllr Stuart Parker (CWaC meeting)

2. Declaration of Interest

Cllr Paul Shannon declared an interest in Item 11.

3. To consider the approval of the minutes of the Annual Parish Meeting held on 16 May 2016

Resolved: Minutes approved and signed as a true record by Cllr Morfudd Salmon.

4. Matters Arising from Minutes not covered elsewhere on Agenda

None

5. To consider the approval of the minutes of the Ordinary Meeting of the Parish Council held on 16 May 2016

Resolved: Minutes approved and signed as a true record by Cllr Morfudd Salmon

6. Matters arising from Minutes not covered elsewhere on Agenda

Insurance: Clerk confirmed that the Hiscox cover for Internet/Email concerned hacking.

7. Public Participation

No members of the public were present

8. Highways

Speed Aware Programme: PCSO Jon Hurst introduced himself as part of the Local Neighbourhood Team covering Malpas/Farndon/Tattenhall. PCSO Hurst said that for the initiative to be successful it needed willing volunteers possibly 6 - 8, however, a minimum of 2 would be considered. Once volunteers have been confirmed then the Parish Council would contact Highways at CWaC who would visit the location i.e. Moor Lane. A risk assessment would be carried out to assess health and safety re safe positioning. Full training would be given as well as advice on conflict management (i.e. dealing with unco-operative drivers). CWaC would also supply the equipment, Speed Indicator Devices (SID), as well

as insurance. Once the volunteers have been trained they would then be able to operate the equipment and record the date, time, speed, registration number of the speeding vehicle and pass this information on to the Police, who in turn would send a warning letter to the offender. A neighbouring scheme in Saighton has been operating and volunteers usually operate the SID during school dropping off/collecting hours. PCSO Hurst said that if operated, the scheme would have a positive effect on speeding in Moor Lane and would “send out the right message”. He advised contacting Traffic Management Officer Chris Burnham as the point of contact to initiate the scheme. Thanks were given to PCSO Hurst who then left the meeting.

During discussion of the scheme Councillor Glenys Harrison said she was willing to volunteer. The Parish Council, in principle agreed to its operation, however this required another volunteer in order to take the scheme forward.

Resolved: Request for volunteers to be uploaded to the website as well as contacting Jan Nowland to enquire if she would be willing to volunteer.

Action: Clerk to action this item

A41 Speed Reduction Clerk read out email correspondence from Christleton PC who have had detailed meetings with Highways and unfortunately traffic conditions do not warrant a speed reduction to 30mph. HGV’s travelling between the hours of 19.00 to 7.00 are noted as regularly exceeding the 40mph speed limit and a suggestion has been made by Christleton PC for households along the A41 to take the date, time, registration number and company name on the HGV and report these to the Police.

A41 – Overhanging Branch The Chair, Cllr Pat Fitton, had received a request from the householder at The Hald, Whitchurch Road for the overhanging hedge at the adjoining property of Woodbank to be cut back as this was a danger to pedestrians, particularly school children.

After discussing the issue, the Parish Council, decided that the best way to resolve this neighbour issue would be to contact CWaC and ask them to request the residents of Woodbank to cut back the hedge.

Resolved: Clerk to obtain contact details from Cllr Fitton to pass on to CWaC. Clerk to contact Highways to request overhanging branches obscuring “Welcome to Rowton” sign to be cut back.

9. Finance

The following expenditure was approved:-

Payments	Amount	Cheque No
CM Davies – May Sal 175.73 + 35.73 Expenses	211.46	000644
CM Davies – June Sal 158.40 + 23.45 Expenses	181.85	000645
ChALC – Training – Cllr P Shannon	30.00	000646
Bank Balance as at 05/07/16	6275.73	

ChALC Training– It was agreed that Cllr Glenys Harrison would also attend the training session with Cllr Paul Shannon. Clerk to arrange booking.

2016-2018 National Salary Award The Parish Council approved the new salary scales. The first new pay scale for 2016-2017 to be implemented immediately and backdated to 1 April 2016 and the second new pay scale for 2017-2018 to be implemented from 1 April 2017.

Automatic Pension Enrolment

Clerk confirmed that an employer will be required to automatically enrol any employee who is 22 to state pension age, earning above £833 monthly or £192 weekly that is not part of a qualifying scheme. Anyone outside of the above criteria will be considered an employee who can join a pension scheme if they ask. There is no obligation to set up a pension scheme until the employee requests it.

As the Clerk annual earnings are below the qualifying criteria she does not wish to request to join a pension scheme. Within five months of the Parish Council's Staging Date – February 2017 – it must make a 'declaration of compliance' to the Pensions Regulator confirming that it has complied with its duties.

10. Transparency Code Fund

Clerk confirmed that the Transparency Code funding has re-opened. Councils who applied for funding in the last round can apply again as long as they do not apply for the same equipment twice. The final date for application is 15 March 2017. Discussion took place and the one area where it was felt the Parish Council could possibly apply for funding was the backing up of files/folders onto a separate hard drive. Prices range from £90 to £250 for separate portable hard drives. However, the Clerk does currently save most files/folders to One Drive which is a free cloud based storage system. It was agreed that the Clerk should continue to save all Parish files/folders to the cloud storage for ease of future access. Any additional suggestions for future funding applications to be brought to future meetings before March 2017.

11. Planning

To receive Planning Application No: 16/0326/FUL – Darley House, Rowton Lane: Demolition of timber flat-roofed garage and rebuilt in brickwork with pitch roof. The Parish Council (excluding Cllr Paul Shannon) had no comment to make about this application.

12. Procedure for Submission of Planning Applications

Circulated procedure was agreed subject to the addition of requesting a time-extension for the submission date to CWaC for contentious planning issues that required further scrutiny.

Resolved: Ascertain from CWaC how long they are prepared to give a time-extension to a Planning Application.

Action: Clerk to action this item

13. Draft Annual Plan

Circulated Draft Annual Plan for 2016-17 was approved.

14. Information Only

Village Green Clerk confirmed that grass cutting is scheduled for every 3 weeks, weather permitting.

Bus Shelter on A41 CWaC have replaced the demolished wooden one with a see-through plastic shelter.

15. Keys for Rowton Hall Noticeboard

Resolved: To purchase second set of keys from John Woods, locksmiths, Chester

Action: Clerk to action this item

16. Parking – Moor Lane

Cllr Harrison had noted on several occasions a car parked on the pavement outside her property causing inconvenience and restrictions to pedestrians. It was agreed that in future any parking infringement be reported to Traffic Management Officer, Chris Burnham, stating registration number, date, time etc.

17. Issues for discussion/Consideration

Finance Change of signatory for signing of cheques (Cllr A Smith to be removed, Cllr Karen Newbury to be added)

18. Correspondence

ChALC Newsletter May 2016

Clerks & Councils Direct July 2016

Glasdon Product Brochure

Realise Futures Eco furniture leaflet

Cheshire Community Development Trust – re DBS checking & payroll service facility

Came & Co – change of trading style

Clerk Magazine July 2016

19. Date of next Meeting – Monday 12 September 2016