

**Minutes of No Man's Heath & District
Parish Council Meeting
held using the ZOOM Platform
at 7.00 pm on Wednesday 5th May 2021**

PRESENT

Vice Chairman: Cllr Keith Done
Cllr Jan Birch Cllr Tony Day Cllr Trevor Parker
Cllr Peter Guildford Cllr Tim Harrop Cllr Paul Roberts
Cllr Stephen Roberts Cllr Carolyn Day.
Clerk - Mrs Ruth Shackleton
Members of the Public and Parish – 2.

1. CHAIRMAN 2021 - 22

Resolved - that Cllr Lithgow Smith be elected Chairman for 2021 - 22. Cllr Lithgow Smith is to sign the acceptance of office declaration.

Proposed by Cllr Parker and seconded by Cllr Done.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

2. VICE CHAIRMAN 2021 - 22

Resolved – that Cllr Done be elected Vice Chairman for 2021-22. Cllr. Done is to sign the acceptance of office declaration.

Proposed by Cllr Parker and seconded by Cllr Birch.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

3. APOLOGIES

Cllr David Lithgow Smith; Cllr Michael Voisey (who was unable to log in to join the meeting).

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. INTERNAL PROCEDURES

Resolved – that Council agreed to the following:-

- Adoption of the Code of Conduct.
- Adoption of the Standing Orders
- Adoption of the Financial Regulations.
- Adoption of the Risk Assessment.
- Confirmation of the appointment of Ruth Shackleton as the Responsible Financial Officer.

Proposed by Cllr Parker and seconded by Cllr Birch.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

The Clerk reminded Cllrs to update their Registration of Interests if so required.

6. PUBLIC PARTICIPATION

- Local resident Gwenneth Wylie introduced herself to the meeting, she is new to the area and expressed an interest in getting involved with ongoing issues e.g. flooding and the Neighbourhood Plan.

- Gareth Davies, Witney Lane resident, spoke to the meeting to support a reduction in the speed limit on Witney Lane from 30 mph to 20 mph.

7. MINUTES

RESOLVED:- that the minutes of the Parish Council meeting held Thursday 11th March 2021 be accepted as a true and proper record. The Chairman is to sign the minutes.

Proposed by Cllr Harrop and seconded by Cllr Guildford.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

8. CHAIRMAN'S REPORT AND ANNUAL AUDIT

8.1 Chairman's Report:-

RESOLVED:- The Council accepted the outgoing Chairman's Report as previously circulated.

The Council thanked Cllr Parker for his term as Chairman.

Proposed by Cllr Guildford and seconded by Cllr P Roberts.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

8.2 Annual Report:-

The Council agreed to print an Annual Report in My Village News.

9. POLICE

The police report was circulated previously.

10. REPRESENTATIVES REPORTS

10.1 Malpas Burial Board:- Cllr Parker advised there have been no meetings; a draft report has been circulated.

10.2 Bickerton Burial Board:- Cllr Lithgow Smith sent a report to advise he has attended all meetings held in the last 12 months; the Board is now on a sound financial footing; there are no requests for financial assistance.

10.3 Footpath Officer:- Cllr T Day advised there was little to report other than flooding issues. Cllr Done reported that the footpath from No Mans Heath to Malpas will hopefully be able to be progressed.

10.4 Cholmondeley Sports and Community Association:- Cllrs Done and Parker advised there have been no meetings.

10.5 Neighbourhood Plan:- The Council are updated as and when required.

10.6 Planning:- The Council are updated as and when required.

10.7 Community Land Trust:- Cllr P Roberts advised that there have been informal meetings and the Trust are monitoring Castle Hill.

11. SPECIAL RESPONSIBILITIES

The following special responsibilities were agreed

11.1 Malpas Burial Board – Trevor Parker

11.2 Bickerton Burial Board – David Lithgow Smith

11.3 Footpath Officer – Tony Day

11.4 Cholmondeley Sports and Community Association – Keith Done and Trevor Parker

11.5 Planning– All (all councillors to be notified of applications with information regarding whether applications are in conformity to the neighbourhood plan)

11.6 Neighbourhood Plan – Peter Guildford, Trevor Parker, Paul Roberts. Keith Done

11.7 Cheque Signatories - Peter Guildford, Trevor Parker, Keith Done, Paul Roberts and the Clerk, Ruth Shackleton

11.8 Community Land Trust – Trevor Parker, Paul Roberts.

RESOLVED:- That that the Council agree to the above special responsibilities.

Proposed by Cllr Done and seconded by Cllr S Roberts.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

12. ACCOUNTS AND PAYMENTS

12.1 Payments:-

| Chq. No. | Payee | Amount |
|----------|---|----------|
| 872 | Running Costs | £ 54.61 |
| 873 | HMRC (Apr - Jun 2021) | £ 224.40 |
| 874 | CHALC (annual subs) | £ 383.40 |
| 875 | CHALC (training) | £ 25.00 |
| 876 | UK City Images (website design & maintenance) | £ 600.00 |
| 877 | CW&C (chat bench cost) | £ 699.00 |
| 878 | BHIB Insurance | £ 311.76 |

The Clerk was paid by standing order.

12.2 Receipts:-

None have been received.

12.3 Bank Account:-

Reconciled balance of the Current Bank Account as at 1 April 2021:-
£1,185.93.

Balance of the Deposit Bank Account as at April 2021:- £ 9,659.14

RESOLVED:- that the Council accept the above payments and accounts circulated.

Proposed by Cllr Harrop and seconded by Cllr Done.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

13. AUDIT FOR FINANCIAL YEAR 2020 - 21

13.1 To agree to sign the Certificate of Exemption as neither the gross income nor incurred gross expenditure exceeds £25,000.00:-

RESOLVED:- That the Council agree to sign the AGAR Part 2 Certificate of Exemption as neither the gross income nor incurred gross expenditure exceeds £25,000.00. The Council are to certify themselves as exempt from a limited assurance review and are to submit a Certificate of Exemption to the External Auditor.

Proposed by Cllr S Roberts and seconded by Cllr P Roberts.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

13.2 To accept and approve the Annual Governance Statement:-

RESOLVED:- That the Council agree to accept and approve the Annual Governance Statement for the year ended 31st March 2021.

Proposed by Cllr Parker and seconded by Cllr Guildford.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

13.3 To accept and approve the Statement of Accounts 2020 – 21 and Annual Return for Audit purposes:-

Resolved:- That the Council agree to approve the Statement of Accounts and Annual Return for the year ended 31st March 2021.

Proposed by Cllr S Roberts and seconded by Cllr P Roberts.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

13.4 Internal audit:-

The audit is with the internal auditor. The Internal Auditors Report will be considered at the July meeting.

14. PLANNING

14.1 Planning Register:-

The Council noted the planning register and the observations as circulated.

14.2 Neighbouring Parish planning application:-

21/00354/REM - Approval of Reserved Matters following outline application 17/04664/OUT including details of layout, house types, landscaping, access details, phasing, greenspace and spine road connection for 57 dwellings at Land Off Chester Road Malpas.

The Council considered the impact the development will have on highways and flooding in the parish.

15. HIGHWAYS

15.1 Witney Lane:-

The Council considered the request to support and contribute towards a reduction in speed limit from 30 mph to 20 mph.

RESOLVED:- that the Council request that CW&C carry out the survey. The Council agreed to contribute 50% through funding options, including a request to the Members Budget, of the cost for the assessment and to implement any recommended change in the speed limit.

Proposed by Cllr P Roberts and seconded by Cllr S Roberts.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

15.2 Tilston Road:-

Cllr Birch circulated a detailed report regarding an updates on flooding, repairs and road safety signage on Tilston Road which is to be forwarded to CW&C. Cllr Birch has asked Ward Councillor Rachel Williams to assist with the report and Chris Whitehurst for his experience on planning, to support on the road safety issues in the parish.

The Council thanked Cllr Birch for the report.

16. CHAT BENCH

CW&C have confirmed that the bench has been ordered and that waiting times are longer than normal.

17. CELIA FIENNES MONUMENT

CW&C have advised that in terms of the brickwork, the same contractor will be doing the work so they will do this at the same time as they install the bench.

18. WEBSITE

The website is up and running, various amends / additions have been made.

19. NEIGHBOURHOOD PLAN

19.1 To discuss factoring the impact of flooding and road use into the NMH&D PC Neighbourhood Plan

19.2 Government White Paper:- to consider the effect of the Government White Paper on planning in the Neighbourhood Plan and to look at the impact.

The above issues are to be addressed by the Neighbourhood Plan Steering Group when the review takes place.

20. LAMPOST POPPIES FOR THE CENTENARY RBL100

RESOLVED:- That the Council purchase 20 poppies at a donation of £5.00 each towards the lamppost poppies for the Centenary RBL100. These will be distributed throughout the parish.

Proposed by Cllr Done and seconded by Cllr S Roberts.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, P Roberts, S Roberts.

Against:- None. Abstained:- None.

21. COMMUNITY RESILIENCE PLANS

Cllr S Roberts offered to draft a Community Resilience Plan. This would help to assist communities whenever an emergency strikes. It would also assist the Blue Lights Services by having an organised community response in place for when they arrive. The plan would be activated by the Council and where possible during the making, you would involve the community and advertise the existence of such a plan.

22. LOCAL AWARD SCHEME

Cllr Birch briefly updated the meeting regarding the Local Award Scheme. This is to be considered at a future meeting.

23. DOG FOULING

Cllr T Day requested permission to post an open letter to deter dog fouling on the Facebook page and the website.

24. CLERK'S REPORT

24.1 Problems with Fault Reporting to CW&C:-

CW&C have responded and will be reviewing each of the cases and why they were marked as resolved. It seems in some instances cases are being wrongly assigned to StreetCare and have been allocated to colleagues in Highways and the details on the service request was inaccurate in some cases.

24.2 A41 - request to tidy:-

CW&C have advised that as of 1st May high speed roads have come back to StreetCare for cleansing and mowing, due to risk assessments these roads still require traffic management.

The stretch of road is programmed for mowing shortly as they make their way down the A41, a team will give the stretch a litterpick beforehand to ensure litter isn't shredded during the mowing."

24.3 Bus Shelter:-

CW&C have confirmed that they will take on the responsibility for ongoing maintenance.

24.4 Enforcement issues:-

These have been forwarded to CW&C planning / highways issue.

25. CORRESPONDENCE

A list of correspondence received has been previously circulated.

The Annual Parish Meeting followed at 8.30 pm

Meetings of a parish meeting are a forum for parish councils to engage with the local electorate. The parish meeting of a parish must assemble annually on some day between 1st March and 1st June, in every year.

A parish meeting consists of the local government electors of a parish and the purpose of the meeting is to discuss parish affairs.

Parishioners are welcome to attend and raise any parish matters.

In the absence of any members of the public there was no consideration of this item.

Signed

Dated

Next Scheduled Parish Council Meeting

Thursday 8th July 2021

DATES FOR 2021 MEETINGS – venues to be confirmed

9th September 2021

11th November 2021