

**Minutes of The Annual Meeting of Antrobus Parish Council on Monday 18 May 2020 on an online ZOOM meeting**

Present

Mr S Barker (starting Chairman)      Mr S Batey                      Mr A Dunkley  
Mr C Wright                                      Mrs C Bailey                      Mr P Harrison  
Mrs C Bunn                                        Cllr P Marshall (Ward)  
Mr S Palmer (Clerk)

**Open forum.** No villagers joined ZOOM.

**The meeting started at 7:41pm**

**1. Election of Chairman**

- 1.1. **(20/26) RESOLVED** to elect Simon Batey as Chairman
- 1.2. The Chairman's Declaration of Acceptance of Office will be received by email.

Thanks were expressed for the considerable contribution made by Stephen Barker in his 6 years of office.

**2. Declarations of Acceptance of Office – see items 1 and 3**

**3. Election of Vice-Chairman**

- 3.1. **(20/27) RESOLVED** to elect Carol Bailey as Vice-Chairman
- 3.2. The Vice-Chairman's Declaration of Acceptance of Office will be received by email

**4. Apologies for unavoidable absence** were received from H Metcalfe.

**5. To receive Members' Declarations of Interest – all members to send updates by email or confirm no change.**

**(20/28) RESOLVED to elect the following groups and representatives:**

**Working Groups:**

Finance (S Batey, C Bailey, P Harrison, Clerk)  
Media & Communications (H Metcalfe, P Harrison, C Bunn, Clerk)  
Planning (S Batey, C Bailey, C Wright, Clerk)  
Land Drainage (C Wright, H Metcalfe, villager, Clerk)  
Traffic (C Bunn, P Harrison, villager)

**Representatives for organisations:**

Village Hall (S Batey)  
Burleyman (C Wright, C Bunn)  
Playground Inspections (C Bunn, C Wright, H Metcalfe)  
Police / Homewatch (P Harrison)  
Assoc. of Local Councils (S Batey)  
Defibrillator checking (H Metcalfe)

The Meeting continues with items from the Annual Parish Meeting which cannot be held this year due to Covid restrictions:

**6. Chairman's Report** on activities of the past year – a report was received by email.

**7. Annual accounts at 31st March 2020** – were received from the Financial Officer

Opening Balance	£ 27,232.45
Income	£ 13,499.33
Expenditure	£ 10,802.07
Closing balance	£ 29,929.71

A precept of £11,577.00 has been set for 2020-21.

The Meeting continues with the normal monthly meeting agenda:

**8. Minutes of the meeting held on 20 Apr 2020 - (20/29) RESOLVED** to accept the minutes as a correct record of the meeting.

**9. Matters Arising**

Covid Crisis. The remarkable response of the villagers continues. Thanks were expressed for villager's continued and excellent support.

280 Sanitisers have been hand delivered to all homes in the village followed by many expressions of thanks. **(20/30) RESOLVED** that the cost will be born by the Council, further contributions to the cost are not expected. Any excess items will be available for sale in the shop.

Neighbourhood Area designation – the go ahead from the Village Hall trustees has been received. A letter from the Shop Management Committee is awaited before the council write to CW&C.

Enforcement powers – P Marshall confirmed these powers, covering litter, graffiti and fly tipping, are not imposed on Parish Councils.

Fault Reporting App – the new app is available on App Store and Play store under 'Cheshire West and Chester'. It allows quick and easy reporting in situ of any highways fault with a photo. All are encouraged to use it. A guide will be on the website.

War memorial – the gilding has been completed to a high standard. On advice, the Parish Council agreed to oversee correct maintenance of the memorial: 2 village volunteers will be trained in the correct cleaning procedure.

**10. Planning**

- 10.1. Planning decisions were noted appendix 3.
- 10.2. Enforcement – Advice on Hedge removal was received.  
AppleJacks over-wide gate onto New Road is having its hedges restored.

**11. Highways - Pavement surface treatment**

The village has waited 3 years for attention to dangerous uneven pavements but this outcome is not the quality hoped for. It is bumpy and already cracking in places. To ask Highways for a site visit. Use of private CCTV – clerk to get clarification from the Cheshire West to be passed to the concerned villager.

**12. Open forum – no villagers joined.**

**13. Ward Councillors update –** Furlough is hoped to include to part-time working to help businesses get moving again. The Northgate development in Chester will be approved for a car park and leisure. A review of bus services will include school and college transport. Ward councillors plan to start ZOOM open surgeries from June.

**14. Playground**

14.1. Inspection, repairs & insurance – The junior swings have been closed. Orders will be placed.

**15. Accounts & Finance**

15.1. To note the accounts in Appendix 1

15.2. **(20/31) RESOLVED** to approve the payments list Appendix 2

15.3. **(20/32) RESOLVED** to note the Internal Auditors report 2019-20, start a sequential book for purchase orders and amend AGAR 'staff costs' according to its new definition.

15.4. Annual Governance and Accountability Return Part 2 (AGAR) for the year ended 31 March 2020:

15.4.1. **(20/33) RESOLVED** to approve the Certificate of exemption which avoids the requirement for a limited assurance review by the External Auditor.

15.4.2. **(20/34) RESOLVED** to approve the Annual Governance statement and the Accounting Statements

**16. Insurance renewal - (20/35) RESOLVED** to change brokers and place 1 years insurance from 1 June 2020 with BHIB for £519.56. Additional personal accident cover will be investigated.

**17. Representatives & Working Groups -** To receive reports from R Betts will be thanked for his work in providing rural broadband to parts of the village.

**18. Notable Correspondence**

HS2 ground investigations. HS2 announcement by Government. Ward councillors meeting with local council chairmen. A thank you letter has been received from the Chair of School Governors for a donation to the 'barefoot trail'. Pickmere Council offer to talk to us about 'Plastic free village'.

**The Meeting ended at 10:10pm**

The next meeting of the Parish Council will be **held on Monday 15 June 2020 at 7.30 pm** by ZOOM video conferencing. Open Forum **at 7:15 pm**.

## Appendix 1 Accounts 31 Apr 2020

Current account	£ 19,117.81	Reserve 31 Mar	£ 24,490.52
Cash book	£ 17,738.13	Reconciliation:	6 cheques

Note: income received £1,126 CIL 1 April; £11,577 Precept 8 April.

## Appendix 2 Payments

Clerk – expenses	£ 30.63	1188	LGA 1972 s111
Prism Parfums Ltd - Sanitisers	£ 1,485.00	1189	LGA 1972 s137
North West Murals Ltd – War Memorial	£ 2,500.00	1190	LGA 1948 s133
ICO – data protection – approve continuation of direct debit	£ 40.00/yr	-	LGA 1972 s111
JDH Business Services Ltd – Internal audit	£ 216.00	1191	LGA 1972 s111
Andrew Lawless – Spray (Play area & alleyway) Grass cut (Centre)	£ 120.00	1192	LGA 1972 s111

## Appendix 3 Recent planning decisions by CW&amp;C

[Key: PC Parish Council; PWG Planning Working Group, CW&C Cheshire West]

**FOR PC CONSULTEE comment, or noting:**

No new planning applications.

**RECEIVED CWAC DECISION SINCE LAST MEETING:**

19/01202/FUL Land Adjacent To Foxley Brow Farm School Lane - Proposed agricultural and residential access including new gate. - PC 21/10 The Parish Council object to the current application because the purpose of the change is inadequately explained. The application says it wants to move the gateway 'for domestic/agricultural traffic'. The current access is perfectly wide enough for all farm machinery and private vehicles to access the property. It is not clear what the boundary of the application is and should be edged in red or other land in the same ownership which should be edged blue. – CWAC 27/4 Approval

20/00986/LDC Oak Lodge Barbers Lane CW9 6JT - Single storey side extensions and two storey rear extension – PC 20/4 No comment. – CWAC 7/5 Approval

**AWAIT CWAC DECISION:**

20/01173/S73 - Nook House Farm Nook Lane CW9 6LA - Removal of Condition 3 (Annexe Accommodation) of 18/02188/FUL – PC 20/4 The Parish Council objects...

20/00682/FUL & 20/00683/LBC Park Moss Farm Arley Road CW9 6NS - 3 storey extension and single storey annexe to the rear, new gravel driveway to the rear of the property utilising an existing access from Arley road. Internal and external alterations. – PC 16/3 No objections