

1  
**CHAPEL AND HILL CHORLTON PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING held on  
TUESDAY 8<sup>th</sup> January 2019 at 7:30pm**

**Present:**

**Councillors:** Mrs V Follwell. (Chairman), D. Mayer, J. Neal, D. Sant.  
County Councillor: P. Northcott.

**001.01/19 To receive apologies for absence.**

Parish Councillors, C. Follwell, P. Hunt,  
Borough Councillor D. Harrison,

**002.01/19 To receive Councillors declarations of Pecuniary Interest in items on the agenda.**

None were declared.

**003.01/19 Public Participation:**

There were no members of the public present.

**004.01/19 To consider approving and signing the minutes of the last regular meeting held on 11<sup>th</sup> December 2018.**

The minutes from 11<sup>th</sup> December 2018 were confirmed as a true record and signed.

**005.01/19 Application for the role of Co-opted Councillor.**

It was resolved to accept Mr. Richard Montague as the new co-opted Parish Councillor for Chapel and Hill Chorlton Parish Council.

**006.01/19 Acceptance of Declaration of Office.**

The Acceptance of Office was signed by Mr. Montague and witnessed by the Clerk.

It was **resolved** to accept the Declaration of Office.

**007.01/19 To consider matters arising from the minutes not included elsewhere on the agenda.**

a. Overgrown hedges and footway from Rose Cottage to Chapel Bend. SCC had been chased again by the Clerk but no progress had been made. The pavement was impassable in places and no further action had been taken by SCC. It was **resolved** to submit an official complaint on lack of progress. **Clerk**

b. Coombsdale-there had been no further updates. Cllr J.Neal to send correct reference number to Clerk to chase outstanding job. **JN**

**008.01/19 Borough and County Councillor Reports.**

1. **Borough:**

- Complaint from a Hill Chorlton resident about household bin not being fully emptied by staff of the smaller collection vehicle was investigated and resolved.
- Investigated a complaint from a Baldwins Gate resident regarding Waste & Recycling collections inconsistencies.
- Investigated a complaint re planning enforcement-no breach of planning had been made.

Borough Council Updates

- A new presentation was given by the HS2 team to the Economy, Environment & Place Scrutiny Committee on 13<sup>th</sup> December providing updated details on planned improvements to Junction 15 of the M6 Motorway and the interchange with the A500 and A519 at Hanchurch. There were also planned improvements for the A51/A53 junction at Blackbrook. These upgrades were generally welcomed by the Committee Members.

- A new vision for growth and development in the borough over the next decade has been unveiled. The Growth Deal outlines the priorities that can be achieved including economic growth, accelerated housing development, improved jobs and skills and development of the borough's distinctive identity.
- The Council's updated Medium Term Financial Strategy (MTFS) and Efficiency Plan for 2019/20 to 2023/24 were approved by Cabinet on 17 October 2018; a budget "gap" of £2.159m in respect of 2019/20 was estimated. However, the first draft of detailed savings plans for 2019/20 has been reviewed by the Finance, Assets and Performance Scrutiny Committee (FAPS) and referred back to Cabinet for further consideration. The draft savings plan includes £2.407m of savings..
- Partners are to be asked to support plans to significantly upgrade the CCTV system in Newcastle town centre. The proposal comes as a result of a comprehensive review of the existing CCTV arrangements.
- The current appeal in Loggerheads against refusal of housing will be viewed as a test of the five--year land supply policy.
- Sixteen house development in Ashley was turned down as unsustainable.
- Referendum on Loggerheads Neighbourhood Plan scheduled for 10th January 2019.
- An interim head of strategic planning had been appointed by NBC with a priority of looking to progress the Joint Local Plan.

**County:**

- There had been 8 reports of Highways defects and 12 repairs had been completed.
- Jobless figures were down compared to the national and regional level.
- County had been offered £9m from Central Government to tackle Highways issues including potholes. County Councillors had some of their highways monies restored but staffing difficulties meant there were issues in delivering projects.
- Following the collapse of Allied Health Care, residents in the Newcastle area had been transferred to other providers.
- Flooding at Bent Lane by the railway bridge had now drained away.
- A parishioner had informed the Clerk that traffic monitoring equipment had been installed in Hill Chorlton on A51. County Cllr Northcott unsure whether this was as a result of his earlier request or whether it was HS2 monitoring the road. It was noted that the resulting information could only be shared with the consent of the monitoring owner.

**009.01/19**

**Planning Applications.**

- a. 18/00945/FUL-Woodside Bungalow, Woodside Hill-proposed first floor extension over existing garage to form two bedrooms.

Signature

Date

<http://publicaccess.newcastle-staffs.gov.uk/online-applications/PLAN/18/00945/FUL>

- b. 18/00991/FUL-, Woodside Villas, Woodside Hill-proposed car barn and Tool shed.

<http://publicaccess.newcastle-staffs.gov.uk/PLAN/180091/FUL>

There were no objections to the above two applications.

**010.01/19 Neighbourhood Development Plan.**

- a. The Parish Council acknowledged the receipt of the final draft of the Neighborhood Development Plan as circulated on 21<sup>st</sup> December 2018
- b. It was **resolved** to approve the final draft of the Neighborhood Development Plan.
- c. It was **further resolved** to approve that the final draft be submitted to Newcastle Borough Council in accordance with Regulation 15 of the Neighborhood Planning (General) Regulations 2012.

**011.01/19 Defibrillator in BT Box**

The Clerk was just waiting receipt of funding in the bank account prior to placing any orders.

**012.01/19 Installation of SIDs in Hill Chorlton**

The Clerk was also waiting receipt of money into the account as in 011.01/19

**013.01/19 Confirmation of Parish Council Policies.**

The Parish Council confirmed that the following policies had been previously agreed and were in place:

- a. Risk Management Scheme. Approved February 2018; due for review February 2019.
- b. Register of assets. Approved March 2018.
- c. Up to date insurance policy. Due for renewal 1<sup>st</sup> June 2019.
- d. Disciplinary and Grievance Procedures. Approved November 2018.
- e. Contract of employment for staff. Reviewed, amended and signed June 2018.
- f. Training policy for new staff and Councillors. Approved December 2018.
- g. Record of all training undertaken by staff and Councillors during the year. Record held by the Clerk from November 2017.
- h. Clerk and professional development points. 12 achieved during the year.

It was noted that an annual appraisal needed to be put in place for the Clerk. Cllr J Neal to lead.

**Clerk/  
JN**

**014.01/19 Local Council Award Scheme and Draft Training Policy**

All of the policies and procedures had been put into place over the preceding 12 months. **It was resolved** to approve the application of submission to NALC for the Local Council Award Scheme, Foundation Level.

**015.01/19 Parish Appearances and Highways.**

There had been an enquiry from a parishioner as to how the ground outside of the church in Chapel Chorlton could be resurfaced, as there was quite a dip in it that filled with water. It was agreed that the Clerk would pass the contact details onto Cllr D Sant, who would in turn forward to the parishioner so the request could be made directly.

**Clerk/  
DS**

It was noted that a tree inspection would be needed for the two trees on the village green. Clerk to ask The Tree Brothers for a cost to inspect. Clerk also to ask NBC whether a tree preservation order was in place for the Oak tree on the Green.

**Clerk**

It was noted that there had been some road works on Kennels Lane by BT Outreach but that appeared to have finished.

No volunteers had come forward to help to maintain the flower beds at the end of Kennels Lane. However, a volunteer had come forward to maintain the flower tubs in Hill Chorlton.

**016.01/19 Financial Matters.**

- a. The Clerk had circulated the budget options as agreed at the December meeting. There was a great deal of discussion. It was noted that best practice supported 3-9 months of operating costs should be kept in reserves and a further amount should be ring fenced for any potential by elections. It was noted that the Parish Council were engaging in more activities and introducing new services such as the defibrillator and SIDs that would need maintaining. It was agreed that a sum of money needed to be set aside for tree inspections and any potential work that may arise from the inspections. It was also noted that staffing costs were a significant proportion of the budget due to an increase in the Clerks hours as agreed in June 2018. It was further noted that there had not been a rise in the precept request for a number of years, whilst the concurrent funding from Newcastle Borough Council had reduced by 75% over the last three years resulting in a £1000 cut in income by April 2020. With all of these factors in place it was **resolved** to approve the budget as in appendix B.
- b. Having resolved to approve the budget, it was then **resolved** to set the Precept on the Rating Authority at £4379.
- c. It was **resolved** to approve the payments orders, receipts and transfers as in appendix A
- d. It was **resolved** to approve and sign the bank reconciliation statement to 31<sup>st</sup> December 2018.
- e. It was **resolved** to approve Mrs. Clare Withington as the internal auditor for the accounts ending 31<sup>st</sup> March 2019.

**017.01/19 Clerks Report.**

The Clerks report had been previously circulated and the contents had been noted.

**018.01/19 Equality and Crime and Disorder Statement.**

Councillors appreciated no decisions had been taken during the Meeting which were affected either by Race and Equality legislation, or by the Crime and Disorder Act 1998.

**019.01/19 Councillors Planned Absence**

No absences were noted.

**020.01/19 Date of the next regular meeting will be Tuesday 12<sup>th</sup> February 2019, commencing at 7:30pm.**

In Copeland Cottage, Haddon Lane.

The Chairman thanked the Councillors for their attendance, and there being no further business, closed the Meeting at 9:00pm.

**Appendix A Payment Schedule.**

<b>NO.</b>	<b>BACS/CHQ</b>	<b>TO WHOM PAID</b>	<b>DETAILS</b>	<b>Total inc VAT</b>
038/18/19		Mrs. J Simpson	Salary December 2018, office expenses and mileage	213.70
039/18/19		HMRC	PAYE December 2018 for Mrs. J Simpson	3.80
040/18/19		Mrs. J Simpson	Reimbursement of payment for key cutting Hill Chorlton board.	4.99
<b>Total</b>				<b>222.49</b>

Signature

Date

## Appendix B Approved Budget 2019-20

	Budget	Budget
	2018/19	2019/20
<b><u>PAYMENTS</u></b>		
<b>GENERAL ADMINISTRATION</b>		
Clerks salary	1156	2160
Room Hire	100	120
Office Expenses	173	325
Stationery:	30	80
Subscriptions	131	170
LCAS Registration	0	0
Mileage	180	240
Training	200	55
Parish Office/Furn:		
Web site support	60	60
<b>STATUTORY REQUIREMENTS</b>		
Internal Audit	0	60
Insurance	305	300
<b>GRANTS</b>		
Poppy Appeal	60	60
<b>REPAIRS/MAINTENANCE</b>		
Tree inspection and maintenance	0	300
Grass Cutting	473	600
Notice Boards	400	0
Benches (incl new one)	100	265
Flower tubs	96	50
BT Box	200	25
<b>TOTAL PAYMENTS</b>	<b>£3,664</b>	<b>£4,870</b>

	Budget	Budget
	2018/2019	2019/20
<b><u>RECEIPTS</u></b>		
Precept	3010	<b>4379</b>
Bank Interest	3	
ctsg	190	190
106 Grant - Grass cut final year	394	191

Signature

Date

Landfill rent	100	100
Grazing rent	0	10
<b>TOTAL RECEIPTS</b>	<b>£3697</b>	<b>£4,870</b>

Signature

Date