

CHAPEL AND HILL CHORLTON PARISH COUNCIL

Minutes of the Regular Meeting of Chapel and Hill Chorlton Parish Council held on 8 September 2021

Present:

Parish Councillors: Tom Davies (Acting Clerk), Tom Davy, Mark Humphries, Richard Oppenheimer (Chairman).

Two members of the public were present.

066.09/21 To receive and approve apologies for absence

Apologies were received from Amy Davis and Richard Montague.

067.09/21 To consider any applications for co-option or resignations

There were no applications for co-option or resignations. The borough's advice will be sought on the procedure to be followed regarding Rosemary Bardell's resignation earlier in the summer.

068.09/21 To receive Councillors' declarations of pecuniary interest in items on the agenda

There were no declarations of pecuniary interest.

069.09/21 To consider approving and signing the Minutes of the Regular Meeting

The minutes to be amended to note that any reports from the councillors were emailed in. The chairman signed the Minutes of the Regular Meeting held on 14 July 2021.

070.09/21 Public participation (open forum)

There were no Public Participation items.

071.09/21 Reports from Borough and County Councillors

Borough Councillor Graham Hutton had emailed to say that he had nothing to report. No report was received from County Councillor Paul Northcott.

072.09/21 Correspondence received

No correspondence had been received.

073.09/21 Financial matters

Appointment of Responsible Financial Officer: It was proposed by Cllr Davies and seconded by Cllr Davy that Cllr Humphries be appointed as Responsible Financial Officer. Passed unanimously.

Financial report: Cllr Humphries presented a review of the Council's income and expenditure during the previous 3 years (2018–2021) and the current year. In previous years the majority of administrative expenditure was on the clerk's salary. There has been a significant rise in the precept income (from £3594 in 2018/19 to £6377 in 2021/22); other payments from Newcastle Borough Council (e.g. for concurrent functions) are no longer received.

This year's current income of £6924 comprises a precept of £6377, rents and an insurance claim. The current bank balance and reserves are £11885. In the past a reserve was set aside to pay for an election. None of neighbouring parish councils holds a reserve for elections and the historic cashbooks show that the Council has never been charged for an election.

The Council has three bank accounts, including a savings account paying a minimal amount of interest; small sums are moved over to the current account. A higher balance could be run in the current account.

The Council can now look toward setting a budget for the rest of the current year.

There are specific procedures for parish councils to claim repayment of VAT.

074.09/21 Approval of Cllr Humphries as a bank signatory, and with access to online banking

Proposed by Cllr Davies and seconded by Cllr Davy.

“It was resolved that:

- *The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories. And the current mandate will continue as amended.”*

The resolution was passed unanimously by the four members present in the meeting. Cllr Humphries signed the application as the new Authorised Signatory. The application was countersigned by Cllrs Oppenheimer and Montague.

075.09/21 Parish appearance

Replacement of noticeboard in Hill Chorlton: The noticeboard was vandalised in July and has been replaced with a board identical to the one in Chapel Chorlton

Mowing contracts and grass management strategy: A proper strategy needs to be put together for 2022–23. Mowing of Chapel Chorlton Green was originally done by a local farmer and more recently by a local contractor. For the last three years it has been done by Glendales of Leek. Noted that Glendales had wanted to mow 7 times in the season because of the limitations of its equipment; and that £630 for x4 cuts is expensive. A balance between cost and results is needed; how Chapel Chorlton residents would like the green to look is also a question.

Parish improvement document: To put on the agenda for the next meeting; to include footpaths issues.

076.09/21 Highways matters

SIDS and traffic figures: The westbound pole has been moved to the opposite side of road; the SID was left in position for 1 week. An eastbound pole has been installed to the west of Sandy Lane junction; the SID has now been relocated there. In both locations there was a noticeable reduction in vehicles driving over the limit, although there is no reduction in numbers driving over 70mph. A second SID is needed as a road safety issue and should be a priority for expenditure.

Resolved: It was proposed by Cllr Humphries and seconded by Cllr Davy to investigate if grants are available immediately or retrospectively. If no grants are available, to go ahead and purchase a new SID from Council funds. Passed unanimously.

Village signs for Stableford and Hill Chorlton: The new signs are awaiting approval from County Highways. A quote of £1100 has been received for 2 new signs for Stableford and 2 replacement signs for Hill Chorlton. Quotes will be obtained for a contractor to supply and install poles at Stableford and the western approach to Hill Chorlton. It is hoped to approve the expenditure at the next meeting.

Withdrawal of 27 November 2020 report “Speeding on the A51”: It was agreed unanimously to withdraw the report.

077.09/21 Town and Country Planning

Planning application: Fairview, Haddon Lane, proposed replacement dwelling with garages and access improvements, 21/00818/FUL: There is no objection in principle. Noted that the planning statement does not refer to the Neighbourhood Plan (NP) and NP policies.

Policy DC2 Sustainable Design: The finished ridge height is not identified on the submitted plans. It should be measured off from the plans and listed as a condition in the planning consent. Exterior brickwork and roof tiles should complement materials used in the surrounding local area. Block paving in the access should be of a natural stone finish appropriate to the local environment.

Policy DC5 Exterior Lighting: The application provides no details. Only essential external lighting should be provided. Measures should be included to avoid light spillage beyond the application site.

Policy DC7 Renewable Energy: The application provides no details. The applicants are encouraged to adopt suitable renewable energy technologies. Suitable applications on this site are ground source heat pump and solar PV.

Report on meeting with Borough planning officers: A meeting of the head of planning and the planning policy officer with representatives of Whitmore and Chapel and Hill Chorlton parish councils and the NP Steering group took place in July, spurred by the expected application for 200 new houses in Baldwins Gate. The officers are open to working with the parishes. To key aspects where NPs can influence planning are numbers and design. Newcastle does not have enough brownfield sites to accommodate the 7000 dwellings needed under 2020–2040 Local Plan. Officers will be meeting with the NP groups in the borough to consult on how the numbers can be allocated across the borough.

Newcastle-under-Lyme Local Plan: The Local Plan Strategic Options document is expected to go to 6-week public consultation in the autumn. The document is currently available in the Planning Committee Agenda Report for 31 August and will be circulated. To put on the agenda for the next meeting.

078.09/21 Public engagement

Newsletter: The draft September 2021 Newsletter was approved for distribution.

Website: Work on building the new website is ongoing.

079.09/21 Councillor training

Places will be booked on the “Be a Better Councillor” course (two sessions, 4 and 12 October) and for courses on parish council finances.

080.09/21 To confirm the date of the next meeting as 13 October 2021

The Meeting closed at 9.24pm.

Signed

CHAIR

Minutes 8 September 2021

Income & Expenditure 2018 - 2022

	2018-2019	2019-2020	2020-2021	2021-2022
Income	£8100 £3594 Precept + NBC £3180 SIDS grant £725 Ins claim	£5071 £4760 Precept + NBC £110 rent £182 VAT reclaim	£5889 £4569 Precept + NBC £790 VAT reclaim £526 donation & Rent	£6824 £6377 Precept £437 Ins claim £10 rent
Administration	£3440	£3846	£3583 £577 £60 donation	£737
Concurrent Functions	£ 365 Grass cutting x4	£590 Grass cutting x4	£975 £630 Grass cutting x4	£476 £439 Grass cutting x3
Assets	£1159	£4427 £1889 + £1027 SIDS £850 Phone box repair	£585	£520 notice board

Balance & Reserves: £ 11,885

8th September 2021

CHAPEL AND HILL CHORLTON PARISH COUNCIL – PAYMENT ORDER

We, the undersigned, being members of Chapel and Hill Chorlton Parish Council (the Council) authorise and request the Clerk and Responsible Finance Officer to make payment via cheque/Bacs to the person(s) hereunder mentioned of the amounts specified, in accordance with Financial Regulations adopted 8th October 2019

BACS/CHQ NO.	TO WHOM PAID	DETAILS	Total inc VAT
011/21/22	Glendales	Grass Cutting Jun 21 PAID DEL AUTH 02/08/21	146.34
012/21/22	Creative Solutions	New Notice Board - HillChorlton PAID DEL AUTH 18/08/21	519.43
013/21/22	Glendales	Grass Cutting Aug 21 PAID DEL AUTH 31/08/21	146.34
Total			812.11

Signed -----

Signed -----

Noted and to be agreed at the next regular meeting of the Parish Council

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BACS/CHQ NO.	TO WHOM PAID	DETAILS	Total inc VAT
017/21/22	EON	SID Poles	1076.78
018/21/22	SPCA	Book keeping Course	30.00
019/21/22	SPCA	VAT Course	30.00
020/21/22	Parish Online	ParishOnline	60.00
021/21/22	Poppy Shop	Wreath	60.00
022/21/22	Glendales	Grass Cutting Sept	146.34
016/21/22	Elan City	SID	2244.66
Total			3647.78

Signed

Signed

Noted and to be agreed virtually at the next regular meeting of the Parish Council