

**MINUTES OF A MEETING OF MOULTON PARISH COUNCIL held at MOULTON VILLAGE HALL on MONDAY 10<sup>th</sup> SEPTEMBER 2012 at 7.30pm**

**Present:** Cllr. A. Rigby (Chair)  
Cllrs. A. Aston (Vice Chair), A. Burgess, D. Hough, J. Kershaw,  
N. Harris, P. Vernon, D. Watkinson and A. Wood.

**Also In Attendance:** P. Sanders – Parish Clerk. CWAC Cllr. H Weltman. 13 Members of the Public (names recorded).

**12.09.01 Apologies for Absence and Declarations of Interest**

**Resolved:** to accept apologies from Cllr. Bowie (on holiday).

**12.09.02 Public Open Session**

Richborough Estates Proposed Development

The Parish Clerk read out the following statement:-

“Members of the Parish Council met with representatives from Richborough Estates on Thursday 6 September 2012. This Meeting was arranged at the request of Richborough.

Richborough have spent much of the last two months undertaking various surveys – traffic, ecological; drainage etc – all designed to give them a better understanding of the site on which they are considering a new development.

It is anticipated that these Surveys will be fully completed by the end of this month, at which time initial plans for the proposed development will be finalised. These plans will then be unveiled at a Public Consultation Meeting, to be held within the village, towards the end of October/early November. This will give all interested parties the opportunity to engage with Richborough and voice opinions.

Richborough confirm that public feedback is welcome and will be taken into account before any Planning Permission request is submitted to Cheshire West and Chester Council.

The Parish Council has expressed a wish to remain in close contact with Richborough throughout the process and has received assurances that this will be the case. As promised previously we will keep you advised of key developments”.

Several Parishioners raised issues relating to the development which were responded to by Councillors and the Parish Clerk. These are summarised as follows:-

Q. The recent public consultation exercise by How Developments in Davenham did not include any experts for specific issues. Will RE bring experts along to their Public Consultation Meeting?

A. We understand that they will.

Q. Will the Parish Council work with Residents Groups opposed to the development?

A. The Parish Council will arrange for representatives to attend Residents Meetings. However, the Parish Council has to remain impartial until the point where it gives its' views on any Planning Application put forward.

Q. A number of Residents have volunteered their services to become members of the Neighbourhood Plan Working Group (NPWG), but have heard nothing as yet. What is the position?

A. The Parish Council is still learning about the Neighbourhood Plan process, the next step being to apply to CWAC to create a Neighbourhood Plan – a Resolution being passed later tonight in this meeting will commence the formal process. Once permission to create a Plan has been obtained the NPWG will be formulated. CWAC are currently working on the formulation of the CWAC Local Plan. Until this Plan has been formally adopted – projected for 2014 - no Neighbourhood Plan can become adopted. This has taken away some of the urgency to undertake the exercise as soon as possible.

Q. Some residents don't appear to be aware of the development, suggesting that information is not readily available for all. Would Newsletters help?

A. To date the Parish Council has made as much information as possible available to all. Notices and copies of correspondence have been placed on the PC and MoultonVillage Web Sites and the Public Notice Board adjacent to the Co-Op store. In terms of

increasing village-wide awareness of the development, RE have advised that they will write to every residence in the village in the lead up to the Public Consultation Session. The Parish Council, which re-iterates its' commitment to transparency throughout the whole exercise, will consider whether Newsletters are an appropriate vehicle to cascade further information as matters develop.

Q. It is understood that RE met with the School Head Teacher last week offering to fund the building of extra classrooms.

A. Yes they did. A final decision on such issues will rest with the School Governors and CWAC Education Department.

Q. What is involved in the Planning Process and who does what?

A. A Planning Application is submitted to CWAC Planning Department, who assess the finer details of the request, and consult with local residents including the Parish Council. The decision on whether to grant Planning Permission rests with CWAC. A decline by CWAC may result in an Appeal by the Applicant. Given the complexity of a large development this process can be lengthy.

Q. Does CWAC have a new build target and are RE, and other developers, aware of this?

A. Yes, it does and it is currently behind target. Developers are aware of this and that is reflected in the number of new developments being sought throughout the County. The new CWAC Local Plan referred to earlier will, once adopted, detail where the new builds are likely to occur.

Q. Are RE aware of the traffic problems within the village?

A. Yes, they are. They have undertaken their own traffic surveys which will form part of the Planning Application. CWAC Highways will review these figures as part of the overview process. RE have been advised that increased traffic flow will almost certainly create knock-on problems beyond the immediate vicinity of the proposed development, including Main Road.

#### **12.09.03 PCSO's Monthly Report**

PCSO Kat Stock was unable to attend. Her Report was read out by the Parish Clerk. Since the last Parish Council Meeting in July there have been 49 recorded incidents, including 11 crimes (4 thefts from the Co-Op; 1 theft of fishing equipment; 1 theft of push bikes; 1 domestic related assault; 1 assault; 3 anti-social behaviour incidents). Kat also advises a change of landlord at The Travellers Rest (Susan Furlong).

Kat has recently been away from work for a lengthy period. Her absence was not advised to the Parish Council beforehand, contrary to the Agreement in place. The Parish Clerk will write to the Police pointing out this situation.

#### **12.09.04 Minutes**

**Resolved:** that the minutes of the meeting held on 9<sup>th</sup> July 2012 be agreed and signed as a correct record.

#### **12.09.05 To welcome Tabitha Blackwood as a Co-Opted Council Member**

On behalf of all Councillors Cllr. Rigby welcomed Mrs. Blackwood as a new Council Member. The Parish Clerk confirmed that the Statutory Declaration of Office had been signed prior to the commencement of the Meeting.

#### **12.09.06 Clerk's Report**

**Resolved:** that the Clerk's Report relating to progress on a number of current matters be received; Arising from the report:

- The Parish Clerk advised that the Best Kept Garden judging has been completed by Chris Shaw of Northwich Town Council. The presentation of Prizes will be undertaken at the start of Octobers' Parish Council Meeting.
- The deadline for submission of Community Grant Applications has been extended to 24 September 2012. To date 5 Applications have been received. The Finance Committee will review all Applications at its' next Meeting on 11 October 2012.
- The Councils' Fixed Rate Deposit with the Co-Operative Bank – in the sum of £29,790.70 + accruing Interest – matures on 28 September 2012. It was agreed to re-invest £20,000 for a further 12 months, the balance being placed to Current Account to cover projected capital expenditure.

- Neither CWAC nor WVHT will accept responsibility for maintenance of the pathway at the top of Hillside Lane. The recent Questionnaire responses from residents indicate a preference for removing the fence and cutting back the grass verge at regular intervals. It was agreed to approach HM Land Registry seeking to “adopt” the strip of land. If this situation can be brought about then ongoing maintenance can be added to the existing contract with Northwich Town Council.
- Northwich Town Council have provided Quotations for various improvements to the War Memorial Area. Supply and install Notice Board and Flagpole - £654+VAT; Reduce size of hedge on field - £250+VAT; Infill hedge to side of Car Park - £55+VAT; Replace existing trees and ground shrubs with 4 trees/shrubs, 3 bedding areas and a permanent Christmas Tree - £2,546+VAT; Install Electric Supply to a socket near the Christmas Tree - £550+VAT.  
**Resolved:** to ask Northwich Town Council to proceed with the above, initially discussing finer points of layout with the Parish Clerk. Flag Pole to have internal rope mechanism. To also quote for a stone plinth on which to mount the QEII FIT Plaque.
- CHAMP have not returned to the Parish Council regarding the new Constitution.  
**Resolved :** to write to the Committee confirming that the Parish Council will no longer be covering the cost of the Village Hall Gas and Electricity Supply from 1 September 2012. This situation will remain until the new Constitution is finalized to the Parish Councils’ satisfaction.
- The Parish Clerk has obtained Call Out Rate Quotes from both Northwich Town Council (£94min) and Gary Steele (£16 ph) to cover urgent, out of hours cleaning/repair work at the Play Areas.  
**Resolved:** to ask Gary Steele to become the main point of contact for out of hours calls as soon as practicable.
- BAM Nuttall have quoted £4,083.70 + VAT to tarmac the access road within the Regent Street Garages area. Additionally, they have advised a figure of £802.96 + VAT to create 2 x Disabled Parking Areas (yellow lining and signage). It was felt that this was too great an expense. The Parish Clerk will discuss the provision of disabled spaces with Gary Steele.
- Gary Steele is currently sourcing a supply of road planings to infill existing potholes within the Garages Area. Total charge will be £140 to G Steele, plus skip hire and planings. It is hoped that this work will be undertaken within the next 2/3 weeks.

## 12.09.07 Reports

### (a) Planning

**Resolved:** that the following be noted

- i) 12/03133/FUL – 8 Meadow Lane, Moulton – Front Porch. No objections.  
12/03271/MIN – Land Shaft 4, Jack Lane, Bostock – various extensions and alterations to existing surface buildings relating to hazardous waste handling. No objections.
- ii) 12/03133/FUL – 8 Meadow Lane, Moulton – Front Porch. Permission Granted.
- iii). None.
- iv). The previously raised points regarding communication of RE’s proposed development were discussed. It was felt that, at this stage, it is best to continue broadcasting updates via the two Web Sites and the Village Notice Board. Concern was expressed that Newsletters take time to produce and print and can very quickly become out of date in what is likely to become a very fluid, fast changing situation. The broader question of village wide communication can be discussed with the Residents Group in due course.
- v). The Parish Clerk advised that the Parish Council needs to make a formal application to CWAC to create a Neighbourhood Plan Area. The first stage of the process is to resolve to create such a plan and to agree the Terms of Reference of any Working Group instigated to assist in the process.  
**Resolved:** to begin the process of creating a Neighbourhood Plan Area, setting up a Neighbourhood Plan Working Group and utilising support from villagers and other relevant bodies.  
**Resolved:** to adopt the following Terms of Reference for the Neighbourhood Plan Working Group:-
  - i). To work solely on issues relating to the creation of a Neighbourhood Plan.
  - ii). To liaise as appropriate with Parishioners and other relevant bodies in the creation of the Plan.
  - iii. To meet as deemed necessary, with non Working Group Members allowed to attend if they wish.
  - iv). The Group has no authority to make decisions on behalf of the Parish Council.
  - v). To report progress, and make recommendations, to the monthly Parish Council Meetings.

### (b) Community

**Resolved:** that the following be noted:-

- i). The potential for Community IT Training Programmes was further discussed and it was decided to focus initially on Internet Based Topics. The School Head Teacher, Jane Birch, has intimated that she

would be happy to make the School IT Suite available for such sessions. Councillors Rigby and Aston, along with the Parish Clerk, would be happy to run any events. It is now a question of gauging demand from within the village. The Parish Clerk is meeting with Jane Birch later this month and will report back on the discussion at the next Parish Council Meeting.

ii). The Parish Clerk confirmed that the Christmas Tree Lights Switch On Event is scheduled for Saturday 24 November 2012. A Tree has been ordered through The Hollies and Barnton Silver Band has confirmed a Booking to provide Music. The Parish Clerk will approach Rev. Gordon Kegg for confirmation that the Christmas Tree can again be sited on the Village Green. The Parish Clerk will approach the School to see if they wish to become involved in any capacity. Mary Mitchell and the two Jubilee Princesses will be invited to switch on the lights. Cllrs. Rigby and Aston will again attend to refreshments.

iii). The Parish Clerk confirmed that a Community Meal has been arranged for Sunday 21 October 2012. This will take the form of a Buffet, with accompanying entertainment, followed by an opportunity to see a full Dress Rehearsal of Moulton Drama Group's production of Blood Brothers. Admission, which will be free, will be by invitation only – members of the Jubilee Events Organising Group will personally invite residents. The Event will be jointly funded by Alan Fitton, who has agreed to cover £500 of food and entertainment expenses, and from the £188.11 surplus currently held by the Parish Council from the Jubilee Beacon Pledges and Bucket Collection.

Additionally, Moulton Facebook Group is organizing a Family Fun Day on the Playing Fields on Saturday 13 October 2012. This will involve various attractions, culminating in a closing Firework Display. The Parish Clerk will arrange a grass cut in the preceding week.

**(c) Administrative Issues**

i). **Resolved:** to adopt the new Code of Conduct as issued by Cheshire West and Chester Council. Members also handed in completed Notification of Interests Forms for subsequent passing on to ChALC.

**12.09.08 Correspondence**

a) **Resolved:** that the correspondence received as below be noted and the following action be agreed.

Item 1 (6) – Cllr. Harris will review the Document and will start formulating the Parish Councils' observations/feedback.

Item 2 (1) - Cllr. Rigby and the Parish Clerk will attend.

Item 2 (5) – Cllr. Harris will complete and forward on to ChALC.

Item 7 – Cllrs. Harris and Wood and the Parish Clerk are attending.

1	Cheshire West and Chester Council	Various	Various briefing notes for Elected Members ( <i>e-mailed 16 Jul, 20 July, 27 July, 13 August, 24 August, 31 August, 7 September</i> )	To note
		Various	'Altogether Better' - updates ( <i>e-mailed 10 July, 17 July, 2 August, 24 August</i> )	To note
		Various	Bulletins for Town and Parish Councils ( <i>e-mailed 19 July, 20 August</i> )	To note
		Various	E-mails relating to School Planning – Transport Charges ( <i>e-mailed 19 July, 20 July</i> )	To note
		Various 31 August 5 Sept	Partnership Bulletins ( <i>e-mailed 13 August, 24 August</i> ) CWAC Local Plan – Consultation Document Northwich and Rural North Area News ( <i>e-mailed 5 September</i> )	To note To discuss To note
2	ChALC	11 July	Notice of ChALC Vale Royal Area Meeting on 27 September 2012	To discuss
		31 July	Various Update ( <i>e-mailed 31 July</i> )	To note
		21 August	E-Bulletin ( <i>e-mailed 21 August</i> )	To note
		14 August 31 August	Newsletter ( <i>e-mailed 14 August</i> ) Survey regarding land use over the next 20 years	To note To discuss
3	Cheshire Community Development Trust	Various	Moulton Play Scheme Updates	To note
4	Veolia Environmental Trust	Various 16 August	Site Development Meeting Notices ( <i>e-mailed 3 August, 5 August</i> )	To note
			Newsletter	To note
5	PCSO	26 July	E-mail relating to Vandalism at Weaver Road Playing Field	To note

6	Cheshire Playing Fields Assoc.	24 July	The Playing Field – Summer 2012	To note
7	Planning Aid England	14 August	Notice of Neighbourhood Planning Events on 12 & 18 Sept	To discuss
8	Audit Commission	31 August	Appointment of External Auditors (BDL LLP) from 2012/13	To note
9	VREN	Various	Newsletters ( <i>e-mailed 31 August, 7 September</i> )	To note
10	Clerks and Councils Direct	8 Sept	September 2012 edition	To note

#### 12.09.09 Accounts – Net Payments / Income

##### Payments:

PAYEE	DETAILS	AMOUNT
P Sanders	Salary August (and July hours increase back pay) – Clerk	*779.43
HMRC	PAYE + NI for PS August 2012	123.16
GJ Steele	Litter Clearing and Playground Inspections – July 2012	*187.50
Cheshire Community Dev Trust	Donation – Moulton Summer Play Scheme	500.00
Office Essentials Ltd	Stationery	^62.04
Office Essentials Ltd	Stationery	^48.54
Northwich Town Council	Contract – Playing Fields	423.00
Northwich Town Council	Contract – Church and Playschool	282.00
ChALC	Chairmanship Course	30.00
Audit Commission	Audit Fee 2011/12	342.00
Cheshire West and Chester Council	Cleansing Service – Apl to Jun 2012	*300.00
P Sanders	Salary September – Clerk	*589.94
HMRC	PAYE + NI for PS September 2012	146.49
P Sanders	Expenses – July/Aug/Sept	252.50
Aviva	Insurance Renewal Premium	2,368.74
GJ Steele	Litter Clearing and Playground Inspections – August 2012	*150.00
K Hitchen	Internal Audit Fees	64.00

^55% rechargeable to DPC and T&TF PC  
\*retrospective

##### **Resolved: that**

i). The above accounts be approved for payment. Proposed by Cllr. Watkinson. Seconded by Cllr. Vernon.

##### Income:

Noted receipt of the following income since the last meeting:

	£
Bank Interest	2.91

#### 12.09.10 Councillors' Reports

The following were highlighted for report, action or to note:

- Cllrs. Vernon and Kershaw highlighted two overgrown hedges that are impeding pedestrians and motorists on Main Road. The Parish Clerk confirmed that Reports have already been submitted to CWAC and acknowledged.
- Cllr. Aston highlighted the existence of Community Interest Companies, feeling that it might be a suitable vehicle through which the Parish Council could operate local community initiatives such as IT Training. Cllr. Watkinson will review the technical documentation prior to the next Parish Council Meeting.
- Cllr. Watkinson advised that new Legislation is now in place preventing continuous ploughing on Ancient Monuments, such as the Burial Mound. It was agreed to monitor the situation.
- Cllr. Burgess advised that the hedge bordering the Electricity Sub Station on Main Road is in need of trimming. The Parish Clerk will liaise with Scottish Power accordingly.

- It was agreed to review the notes from the Crow Fair at the next Meeting. The Parish Clerk will distribute along with the usual pre-meeting papers.
- It was agreed to approach CWAC Recreation Department to enquire whether the Parish Council could take over the management of the run down Weaver Road Playing Area.

#### **12.09.11 Next Meeting**

Noted the next meeting of the Council will be held on Monday 8<sup>th</sup> October 2012 at 7.30pm at Moulton Village Hall (Back Room). There will be a 15 minute public participation session at the outset.

Also:-

Moulton Jubilee Events Group Meeting – 25 September 2012 – British Legion – 7.30pm.

Garages Committee Meeting – 26 September 2012 – Village Hall (Back Room) – 7.30pm.

Finance Committee (Grant Application Review) – 11 October 2012 – Village Hall (Back Room) – 7.30pm.

There being no further business the meeting closed at 9.53pm.