

**Minutes of the Meeting of Duddon and Burton Parish Council
at Duddon Village Hall
on Thursday 2nd December 2021 at 7.00pm**

PRESENT:

Cllr G Goulbourne Chairman
Cllr A Green
Cllr Lightfoot
Cllr C Cummins

Cllr H Tonge – CWaC Ward Member

Members of the Public: 1

CLERK: Mrs T Ryall-Harvey (Temporary Clerk)

APPOINTMENT OF TEMPORARY CLERK

Following the resignation of the Clerk Sandie McBennett it was **RESOLVED 21/001:** that the appointment of Mrs T Ryall-Harvey as Temporary Clerk and RFO for six months from 7th November 2021 be approved. The contract for the position was signed by the Chairman and Mrs T Ryall-Harvey.

WELCOME AND APOLOGIES FOR ABSENCE

RESOLVED 21/002: Apologies for absence received from Cllr J Warburton and Cllr J Leather were accepted.

DECLARATION OF PECUNIARY INTERESTS

No declarations were received.

PUBLIC PARTICIPATION

Cllr Tonge reported that Cllr Leather was unable to attend the meeting this evening due to a civic engagement he was attending. Cllr Leather is due to become Mayor next year

Cllr Tonge reported on consultations that CWaC were currently running these include:- the Consultation on Land Action plan: for the climate and nature emergencies; Revision of the Parking Standards Supplementary Planning Document; the budget for 2022-23 still open for consultation until the 12th December and proposal on Carers and how people are supported. Cllr Tonge also reported that CWaC was holding it's first face to face Full Council meeting on 13th December 2021 and everyone was welcome to dial in to this meeting.

Rev Friend thanked Cllr Goulbourne for attending the recent Remembrance Service and representing the Parish Council.

ANNUAL BUSINESS

Policies

RESOLVED 21/003: that the policies be adopted for 2021-22

Risk Assessment

RESOLVED 21/004: that the Risk Assessment as circulated at the meeting was approved.

Asset Register

RESOLVED 21/005: that the Asset Register be approved as circulated for 2020-21.

ANNUAL ACCOUNTS AND GOVERNANCE 2020-21

PKF Littlejohn

RESOLVED 21/006: that the correspondence from PKF Littlejohn was received and noted. The Parish Council acknowledged that due to the delay in completing the 2020-21 Annual Accounts and Governance Statement the consequence will be that the Parish Council will not be able to exempt themselves from an External Audit for 2021-22.

Certificate of Exemption for 2020-21

RESOLVED 21/007: that the Certificate of Exemption from external audit be signed for 2020-21 by the RFO and Chairman of the Parish Council

Annual Internal Audit Report – it was noted at the meeting the Annual Internal Audit Report that was completed by the Internal Auditor.

Annual Governance Statement

RESOLVED 21/008: was reviewed, completed and approved by the meeting and signed by the Chairman and Clerk.

Accounting Statement

RESOLVED 21/009: was reviewed and approved by the Parish Council and signed by the Responsible Financial Officer and Chairman of the meeting.

Explanation of Variances

RESOLVED 21/010: that the Explanation of Variances were noted and approved.

Notice of Public Rights and Publication of Annual Governance & Accountability Return for Year Ended March 2021

RESOLVED 21/011: that the Notice of Public Rights and Publication of Annual Governance & Accountability for Year ended March 2021 be announced on 3rd December 2021 for publication from 6th December 2021 to 21st January 2022. It was noted that this inspection period did not include the first 10 working days of July as required by the Accounts and Audit Regulations 2015.

MINUTES OF THE MEETING OF 21st JANUARY 2021

RESOLVED 21/012: That the minutes of the meeting of 21st January 2021 be confirmed as a correct record and signed by the Chairman.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting dated 9th November 2021.

21/03264/LDC – Laurel Farm, Tarporley Road, Duddon – Creation of 3 Dwelling – The Parish Council had no objections to this application.

ACCOUNTS

Internal Audit Report

The internal Audit Report was noted at the meeting and the comments from the Internal Auditor highlighting the need to comply with the Transparency Code – that the Council should publish their documents including meeting papers,

- all items of expenditure above £100.
- End of Year accounts,
- Annual Governance Statement
- Internal Audit Report
- Minutes, Agenda and Meeting Papers of formal Meeting

RESOLVED 21/013: that the Clerk undertook to include the information request on the website in future.

Cashbook

RESOLVED 21/014: that the YTD Cashbook dated 17th November 2021 be approved.

Authorisation of Payments

RESOLVED 21/015: that the following payments be approved for payment:-

Clerk Salary	£1600.00
(to agree if appropriate to pay clerk on sick leave and for how long)	
Clerks Expenses – for cutting hedges	£50.00
HMRC - PAYE	£258.36
SHIRES Accountants (Payroll)	£133.80
Came & Company Insurance	£835.16
CHALC Annual Subscription	£154.44
INTOUCH (website and domain provider)	£377.27
St Peter's Church Duddon – churchyard grant	£1,532.00
Mrs W Wright (Internal Auditor)	£48.00
Clerk's Expenses	£139.41
Temporary Clerks Salary for November	£182.46

ACTION: Contact Stuart Stock-Davis re website and domain provider.

ANNUAL PLAY INSPECTION

It was confirmed that the annual play inspection had been completed on 19th November 2021 and the recommendations would be brought to the next meeting.

ACTION: Bring to the next meeting.

BUDGET FOR 2022-23

The Clerk requested items/project for consideration for inclusion in the budget for 2022-23. The Clerk undertook to draft the budget a bring to the next meeting for approval.

Include Hedge cutting - £50.00

CORRESPONDENCE

Consultation on Cheshire West and Chester Council's "Land Action Plan; for the climate and nature Emergencies" – consultation is open until 12th December 2021 and was noted by the Parish Council.

Impact of Covid on Council Business October 2021 – circulated by CHALC was noted by the Parish Council.

Notice of Making a Public Path Diversion Order – CWaC – The Parish Councillors agreed that the diversion was a positive improvement to the current footpath.

Clotton & Hoofield Parish Council - have asked if there is an opportunity to work together for a joint Queens Platinum Jubilee Event in June 2022 – to consider and respond.

Rev Friend reported that the Church were looking to celebrate the Queens Platinum Jubilee event in February as the anniversary of when she succeeded to the throne due to the Platinum Jubilee being during half term in June 2022.

ACTION: Cllr Goulbourne to speak with members of the Village Hall to see if a celebration could be organised.

Consultation on Parking Standards Supplementary Planning Document – CWaC's consultation was noted.

Police & Crime Commissioner for Cheshire – the police and Crime Plan for 2021-24 was circulated around the meeting.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Thursday 20th January 2022 at 7.00pm at Duddon Village Hall.

Duddon and Burton Parish Council Planning Register 2021

Received	Number	Location	Description	PC Response	Result
Mon 26 Apr 2021	21/01798/FUL	Meadow Bank Farm Duddon Hook Lane Duddon Chester Cheshire CW6 0EN	First floor front extension above existing porch		Approved
Mon 24 May 2021	21/02223/FUL	Holly Farm Burton Road Burton Chester Cheshire CW6 0ER	Erection of a Slurry Store		Awaiting decision
Tue 17 Aug 2021	21/03460/FUL	The Beeches Well Lane Duddon Chester CW6 0HG	Single storey rear orangery, alterations and extension to existing garage		Awaiting decision
Mon 02 Aug 2021	21/03264/LDC	Laurel Farm Tarporley Road Duddon Chester Cheshire CW6 0EW	Creation of 3 dwellings		Awaiting Decisionn

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses
 REF - Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
 11-01-2022

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2020-21

STATEMENT DATE	Description	Cheque No	Power	People & Expenses	Professional Services	General Services	Admin	Grants	Projects	VAT	Receipts	Totals	Comments	Resolved	No.
EXPENDITURE excluding VAT															
07/04/2021	CWaC										1,532.00	1,532.00	Churchyard Grant		
08/04/2021	CWaC										7,600.00	7,600.00	Precept		
19/11/2021	Came and Co	100767	3		-835.16							-835.16	Annual PC Insurance	21/015	
07/12/2021	S McBennett	100776	7						-50.00			-50.00	Hedgecutting	21/015	
07/12/2021	T Ryall-Harvey	100775	1				-129.18			-10.23		-139.41	Mileage, Stationery etc	21/015	
07/12/2021	Sandra McBennett	100773	1	-1,600.00								-1,600.00	Clerk's Salary for Apr - N	21/015	
08/12/2021	HMRC PAYE	100777	1	-258.36								-258.36	PAYE Payment		
08/12/2021	Shires Accountants	100770	1		-111.50					-22.30		-133.80	Payroll for 2021/22	21/015	
												0.00			
Uncleared Cheques															
	St Peters Church - Duddon	100768	9					-1,532.00				-1,532.00	Churchyard Grant	21/015	
	Ann Wright	100769	9		-40.00					-8.00		-48.00	Internal Auditor	21/015	
	CHALC	100771	8		-154.44							-154.44	Membership for 2021/22	21/015	
	InTouchNow	100772	4		-314.39					-62.88		-377.27	Domain Name Hosting	21/015	
	PKF Littlejohn	100778	9		-288.00							-288.00	External Audit Fine		
	T Ryall-Harvey	100774										0.00	Cheque declined		
	T Ryall-Harvey	100780	1	-182.49								-182.49	Clerk's Salary for Nov	21/015	
	T Ryall-Harvey	100779	1	-288.00								-288.00	Clerk's Salary for Dec		
												0.00			
												3,245.07			
TOTALS				-2,328.85	-1,743.49	0.00	-129.18	-1,532.00	-50.00	-103.41	9,132.00				

RECONCILIATION

Current Account	£19,499.40	Year to date balance	£3,245.07
		Balance Brought Forward	£11,202.56
TOTAL	£19,499.40	Balance	£14,447.63
Less Uncleared Payments	£0.00		£5,051.77
TOTAL	£19,499.40		
		S137 Limit for 2020	£3,678.36

Statutory Powers

- 1 Local Government Act 19 Local Government Act 1972, s112 - Power to employ & remunerate
- 2 Local Government Act 19 Local Government Act 1972, s175 - Training
- 3 Local Government Act 19 Local Government Act 1972, s140 - Insurance
- 4 Local Government Act 19 Local Government Act 1972, s.142 - Power for councils to have their own website
- 5 Local Government Act 19 Local Government Act 1972, s142 - Room Hire
- 7 Open Spaces Act 1906, ss Open Spaces Act 1906, ss10 - Power to maintain land
- 8 Local Government Act 19 Local Government Act 1972, s143 - Power to pay subscriptions
- 9 Local Government Act 19 Local Government Act 1972, S137 - Free Resource

Clerk: *T Ryall-Harvey*

11/01/2022

Duddon and Burton Parish Council

BUDGET 2022-23

Budget Element		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2022-23 Budget	2021-22 Budget	Variance	Commentary
EXPENDITURE																	Costs include VAT
<u>People & Expenses</u>																	
Clerk & HMRC Tax		282	282	282	282	282	282	282	282	282	282	282	282	3,388	3,000	388	
Expenses			100		100		100		100		100		100	600		600	Clerk expenses
Training		200			50			50			50			350		350	
<u>Professional service</u>																	
Insurance			835											835	600	235	
Internal Audit			50											50	100	-50	
External Audit			240											240	0		
Payroll		12	12	12	12	12	12	12	12	12	12	12	12	144	77	67	
<u>General Services</u>																	
Website							378							378	375	3	
Village Hall Room Hire											150			150	150	0	
<u>Admin</u>																	
Membership/Subscriptions		165									40			205	165	40	CHALC & SLCC
Data Protection fee				40										40		40	
<u>Grants</u>																	
Village Hall Room Hire														0		0	
<u>Projects</u>																	
Lengthsman															1,300		
Village Enhancements													500	500	500	0	
Playground Annual Inspection										200				200	200		
Ad Hoc Beneficial items (S137)				500			500							1,000	1,000	0	£500 towards Queens Jubilee, £500
Inflation %	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0		0	
Contingency % of above	1.00%	7	15	8	4	3	13	3	4	5	6	3	9	81		81	
TOTAL CASH OUT		666	1,535	843	449	297	1,285	348	398	499	641	297	903	8,161	7,467	694	
RECEIPTS																	
Precept	7926 1.00%	8,005												8,005	7,600	405	
Bank Interest													150	150		150	
VAT recovery				0										0		0	
CWAC contribution														0		0	
Other														0		0	
TOTAL CASH IN		8,005	0	0	0	0	0	0	0	0	0	0	150	8,155	7,600	555	
Transaction Cash flow		7,339	-1,535	-843	-449	-297	-1,285	-348	-398	-499	-641	-297	-753	-6			



**Annual Inspection carried out at
Duddon Close Play Area, Duddon
on 19th November 2021
on behalf of Duddon and Burton PC**

by

**Alan Dymond, RPII Annual Inspector
(No. 1056A)**



Name of Play Area: Duddon Close

Date: 19/11/2021

Inspector: AD



General Comments

The play area is a local sized facility, sited on open green at the back of residential housing. There have been no real changes to the site since last year's annual inspection.

Consideration should be made for the removal of the fence lining and access gates. They are serving no purpose in its current condition and remains damaged year on year.

Weather: Sunny

Time of Inspection: 10:21

Design

The play area has been designed for children aged 2+.

The following have been inspected and found to be in good order:

Design Age
Minimum Space

Failures:

Orientation/Traffic (Movement) Clashes - 2 sets of flat swings run into each other – monitor.

The access gate to the slide chute on the new Junior Multi Play Unit – monitor. When open lies on the periphery of the fall space of the slide.

The Multi Play Unit to the adjacent cradle swing – monitor.

Ancillary Items

The following have been inspected and found to be in good order:

Access/Pathways
Cleanliness
Litter Bin
Picnic Table
Ownership/Information Sign

Work required:

Access Gates x 2 – both gates are not self closing – catching on the surface – lower grass levels.

Timber Fencing – Support posts loose in ground – secure. Timber slats missing and left on the ground – replace. Protruding nails evident – remove.

Old Ownership/Information Sign - support post loose in ground – remove the sign – it has no information or benefit to the site.

Seats x 2 – Protruding fixing bolts evident – crop off and file down to nut level.

General Surfacing – Grass – Funghi growth on site – remove.

Equipment

(1) Swing 2.0m High, 1 Bay/1 Seat (Cradle)



Unknown

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in satisfactory condition and no work is required at this time.

Surfacing

Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(2) Swing 2.0m High, 1 Bay/2 Seat (Flat)



Unknown

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in satisfactory condition and no work is required at this time.

Surfacing

Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(3) Swing 2.0m High 1 Bay/2 Seat (Flat)



Unknown

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in satisfactory condition and no work is required at this time.

Surfacing

Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(4) Yellow Climbing Frame



Unknown

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

Rust/corrosion evident – rub down, treat and re-paint.

Surfacing

Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(5) Slide



Record

The item fails to meet the requirements of BSEN 1176 in the following respect:

Barrier spacing width is between 89-230mm - monitor.

Surfacing

Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(6) Net Climber and Tunnel



RSS

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

Paint flaking – rust evident - rub down, treat and re-paint.

Rope is worn – steel cord showing - tape up – tape up short term.

Surfacing

Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(7) Gullwing Seesaw



Record The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

Fixing bolts are loose on one seat – seat loose – secure.

Surfacing Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(8) Spring Seesaw



Ledon The item fails to meet the requirements of BSEN 1176 in the following respect:

Foot rests fail ring gauge test – end diameter less than 44mm – monitor.

Surfacing Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(9) Spring Rocker - Car



Ledon The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

Moss growth evident on the item – remove and clean.

Surfacing Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(10) Roundabout



Record

The item fails to meet the requirements of BSEN 1176 in the following respect:

The ground clearance between the underside of the platform and surfacing is greater than 110mm - monitor.

Surfacing

Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(11) Junior Multi Play Unit



Ludus Leisure

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in good condition and no work is required at this time.

Surfacing

Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

Risk Assessment

Ancillary Items and Environmental/Other Hazards

<u>Ancillary Item</u>	<u>Risk Score (Severity x Probability)</u>	<u>Comment</u>	<u>Action or Control</u>
Seats	2 x 2 = 4 (Low)		See Report
Litter Bins	1 x 2 = 2 (Very Low)		See Report
Fencing	5 x 1 = 5 (Low)		See Report
Access Gates	2 x 2 = 4 (Low)		See Report
Ownership/Information Signs	1 x 2 = 2 (Low)		See Report
Access/Pathways	1 x 2 = 2 (Low)		See Report

Picnic Table	1 x 2 = 2		See Report
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<u>Environmental/ Other Hazards</u>	<u>Risk Score (Severity x Probability)</u>	<u>Comment</u>	<u>Action or Control</u>
Minimum Space	1 x 2 = 2 (Very Low)		See Report
Traffic (Movement) Clashes	3 x 2 = 6 (Low)		See Report
Design Defects	3 x 2 = 6 (Low)		See Report
Adjacent Roads	5 x 1 = 5 (Low)		See Report
Informal Supervision	1 x 2 = 2 (Very Low)		See Report
General Surfacing - Grass	1 x 2 = 2 (Low)		See Report

Equipment

<u>No.</u>	<u>Equipment Item</u>	<u>Surfacing</u>	<u>Risk Score (Severity x Probability)</u>	<u>Action, Control or Comment</u>
1	Swing (Cradle)	Grass Mats	2 x 2 = 4 (Low)	See Report
2	Swing (Flat)	Grass Mats	3 x 2 = 6 (Low)	See Report
3	Swing (Flat)	Grass Mats	3 x 2 = 6 (Low)	See Report
4	Climbing Frame	Grass Mats	3 x 2 = 6 (Low)	See Report
5	Slide	Grass Mats	3 x 2 = 6 (Low)	See Report
6	Net Climber and Tunnel	Grass Mats	2 x 2 = 4 (Low)	See Report
7	Gullwing Seesaw	Grass Mats	2 x 2 = 4 (Low)	See Report
8	Spring Seesaw	Grass Mats	2 x 2 = 4 (Low)	See Report
9	Spring Rocker	Grass Mats	1 x 2 = 2 (Very Low)	See Report
10	Roundabout	Grass Mats	3 x 2 = 6 (Low)	See Report
11	Junior Multi Play Unit	Grass Mats	3 x 2 = 6 (Low)	See Report

THE ASSESSED LEVEL OF RISK FOR THE PLAYGROUND AT THE TIME OF THE INSPECTION IS – LOW.

DEVELOPMENT PROGRAMME

Initial Views

The play area is a local sized facility, sited on an enclosed recreational field. It provides reasonable play activity and value.

Proposals

Remove the fence lining and access gates.

Monitor, maintain and inspect.

Ensure any future development of the site in terms of equipment, ancillaries and access embraces the ethos of the DDA and allows accessibility for all.

Cost Implications (Ballpark Figures)

Low to medium

Duddon and Burton Parish Council Comments:

From: Chris Willcocks <chris@rareearthdigital.com>
Sent: 07 January 2022 17:13
To: BTSRG PC Clerks
Cc: BTSRG Ward Councillors; Michael Flynn; Ray Mould; gordon ibbotson; Benjamin Barker; Dan; garyv; Carol Spencer
Subject: Beeston Station Re-Opening Project

A Happy New Year to you all and a short update from the station re-opening group (BTSRG).

In the second half of 2021 we reached out to all Ward and PC's to seek help in the face of the absence of same from CWaC and CE. We have received support from you all, and financial help from nearly all and we could not be more grateful, thank you to one and all, and those of you that contributed funds, thank you.

All funds, 100%, go to progress the project, nothing else. And with the funds promised from central government we now have enough to cover the next phase, a formal business case and an outline design. To this end we have appointed a rail consultant (Arup) who have commenced work and with your permission will likely be in touch as part of their work.

Having now finally built a distribution to cover you all, our key stakeholders, we will provide you with regular updates and if you have any questions please feel free to ask.

Thanks again and wishing you all a Happy New Year.

Kind regards

Chris

Chris Willcocks
Beeston and Tarporley Station Reopening Group

+44 7799 132065
chris@t3man.co.uk



From: Police Crime Commissioner <Police.Crime.Commissioner@cheshire.police.uk>
Sent: 06 January 2022 08:16
To: Police Crime Commissioner
Subject: Budget Consultation 2022/23
Attachments: Your Budget 2022-23 infographic.jpg

Dear Clerk,

I hope you enjoyed the Christmas break and I'd like to take this chance to wish you all the best for the year ahead.

At this time of year, Police and Crime Commissioners must consult with the public and other stakeholders on the proposed police budget and precept for the coming financial year.

I have set out my priorities for the budget, my proposal for the precept, and a short survey for people to give me their views here: www.surveymonkey.co.uk/r/yourpolicebudget2022-23

This budget has been developed following feedback from the public since I took office back in May, along with clear trends that have been identified in the preliminary results of my Autumn Survey, which was the largest consultation ever carried out by Cheshire's Police and Crime Commissioner with over 18,000 responses.

This budget will put 120 more officers on Cheshire's streets, increasing visible policing and taking us closer to the goal set by me and the Chief Constable to have the highest establishment of officers in Cheshire in modern times – 2,345. It will also put 63 more frontline staff in departments like the Force Control Centre, where we'll have more call handlers waiting to reduce response times and help people in their hour of need.

There will also be an increased focus on tackling anti-social behaviour that can often make people feel unsafe in their community, and further action on making our county's roads safer.

To support this, the proposal I am putting to residents is for an increase in the police precept of approximately 83p per month for the average Band D property.

It is crucial that, like in my Autumn Survey, I get the views of as many people from as many communities as possible across Cheshire, covering all characteristics of age, ethnic background, gender, sexuality and disability.

Please do share this survey throughout your networks and with your Councillors and local residents so that as many people as possible can have their say.

If you'd like any hard copies of the survey (which can be returned via freepost) or have any further questions about the budget, please get in touch at pcc@cheshire.police.uk

Yours sincerely

John Dwyer
Police & Crime Commissioner for Cheshire

Office of the Police & Crime Commissioner
01606 364000

