

**Minutes of Duddon and Burton Parish Council  
at Duddon, Clotton & District Memorial Hall  
on Thursday 22<sup>nd</sup> September 2022 at 7.00pm**

**PRESENT:**

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

Cllr J Warburton

**Members of the Public: 1**

**CLERK:** Mrs T Ryall-Harvey (Clerk)

**APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr H Tonge, CWaC Ward Councillor.

**DECLARATION OF PECUNIARY INTERESTS**

No declarations were received.

**PUBLIC PARTICIPATION**

A trustee representing the Tarporley War Memorial Board thanked the Parish Council for allowing him to attend the meeting and provide an update. He confirmed it has been a difficult two year for the War Memorial Hospital due predominantly to the pandemic and problems recruitment and retention clinical staff. The staff reductions highlight to the Trustees a potential safeguarding issue for the services that were offered at Tarporley Cottage hospital. Therefore, the board of trustees made the difficult decision to suspend the clinical services and look to consult on how to provide services and secure the building's future. It was confirmed after a period of consultation that the COCH Foundation Trust have now signed a lease for three years to utilise 75% of the building.

It was reported that the first phase of the services being rolled out by the Countess of Chester Hospital Trust will include services such as a hospital to home team and rapid response team and the refurbishment of the first floor has been completed by CoCH to support these services.

The second phase of the refurbishment by the CoCH is to the ground floor of the premises and will be providing clinical outpatients facilities which will include; Orthopaedic, Urology and Plastic.

It was reported that the physiotherapy services will continue on site, as well as the GP minor injuries facility and Ultrasound services. It was also reported that the Tarporley War Memorial Board will continue to manage some multi-purpose rooms to allow community groups to use the site.

It was confirmed that the annual cashflow is in balance – which has not been the case for several years. The role of trustees moving forward is to secure and protect the future of the facilities.

*Member of the public left the meeting.*

**MINUTES OF THE MEETING OF 14<sup>th</sup> JULY 2022**

**RESOLVED 22/025:** That the minutes of the meeting of 14<sup>th</sup> July 2022 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 8<sup>th</sup> September 2022 and noted the following application that had been received in since the last meeting:-

22/02019/FUL – 16 Back Lane, Duddon, Chester CW6 0EZ – Single storey rear flat roof kitchen extension and rear side extension to garage (utility and WC) – the Parish Council had not objections to this application.

Following the reporting to Planning Enforcement of the mature tree that had been removed on New Road, Duddon a response from Planning Enforcement was received and noted.

## **ACCOUNTS**

### Cashbook

**RESOLVED 22/026:** that the YTD Cashbook dated 22<sup>nd</sup> August 2022 be approved and the Outturn against Budget be noted.

### Bank Reconciliation

**RESOLVED 22/027** – that Cllr Green signs the Bank Reconciliation and Bank Statements.

### Bank Account Update

Following the amended mandate form that was submitted early August, the Clerk had contacted Lloyds bank to confirm if there was no further information they required from the Parish Council and the account opening application was awaiting review.

The Chairman had a telephone meeting recently with HSBC business to undertake a Safeguarding Review to avoid the HSBC account being closed.

### External Auditors Report

The External Auditors report for 2021/22 and Certificate was received and comments made by auditor were as follows:-

*The smaller authority was issued a public interest report (PIR) for non-submission of the AGAR for the 2020/21 year on 22/09/2021. Where a PIR is issued the Local Audit and Accountability Act 2014 requires, the authority to consider the PIR at a public meeting within one month of the date it was issued. From the minutes of the smaller authority's website we see the meeting was held on 02/12/21. Hence the response to Section 1, Assertion 3 should have been 'No'.*

The Parish Council noted this comment and reported that the delay in holding the Parish Council meeting was due to the Clerk's ill health.

*The AGAR has been approved in accordance with the Accounts and Audit Regulations 2015. The minute reference indicate Section 2 was approved before Section 1 and there were no minutes from the meeting where the AGAR was approved to enable us to verify the order of approval.*

The Parish Council noted this comment and reported that this was an administrative error by the current clerk who completed the AGAR by referencing the Section 2 and Section 1 resolutions incorrectly. The minutes have also now been put onto the website – the delay for this was due to a new website being created.

It was therefore **RESOLVED 22/028** that the Notice of Conclusion of Audit for the Annual Governance & Accountability Return for year ended 31<sup>st</sup> March 2022 be published.

### Clerk's Salary

It was **RESOLVED 22/029** that the Clerk's salary be increased by one SCP point following the completion of her CILCA qualification.

### Authorisation of Payments

**RESOLVED 22/030:** that the following expenses be approved for payment:-

|                                |         |
|--------------------------------|---------|
| Bank Charges for June          | £5.80   |
| Bank charges for July          | £7.80   |
| Bank Charges for August        | £7.40   |
| Clerk's Salary for Tax Point 5 | £225.96 |

|                                                 |         |
|-------------------------------------------------|---------|
| HMRC payment                                    | £56.40  |
| Clerk's Salary for Tax Point 6                  | £225.76 |
| HMRC Payment                                    | £56.60  |
| Clerk's Expenses                                | £226.49 |
| PKF LittleJohn LLP                              | £240.00 |
| Visual (Sales & Service) Ltd T/A Linux Internet | £225.46 |

## THE COMMUNITY

Following the Community Survey that was undertaken in August the responses were noted and it was agreed that the following actions be undertaken:-

- Seek confirmation if CWaC have agreed to plant additional wildflowers in supplied locations for 2023.
- Look to budget for production and delivery of a yearly newsletter for 2023.
- Planting of daffodils – the Parish Council have already agreed to purchase daffodils for planting in green spaces throughout the village – look to budget in for this to continue for 2023.

It was noted that several comments were received in, in relation to speeding and general tidiness of the village gullies, footpaths and roads it was agreed that as these areas were not the responsibility of the Parish Council however the Parish Council should continue to press the relevant bodies to improve the facilities.

**ACTION:** Write to the Police and Crime Commissioner with regards to highlighting the A51 as having speeding issues.

**ACTION:** Contact CHALC to find out more information in relation to the Averaging Speed Camera Pilot.

## PARISH COUNCIL MATTERS

### CWaC Report It Items

A list of all items that had been reported to CWaC since the last meeting was circulated.

It was reported that Weed Control around the village had been reported to CWaC and confirmation that the weeds had been sprayed however further correspondence with CWaC had been sent due to further works required following the weed spraying to clear the worst areas.

### Website

It was reported that the website hosting had now been transferred to Linux Internet and further work had been undertaken to add an Accessibility Statements, GDPR information at an additional cost of £50 + VAT.

Therefore, subject to no further information being needed to update the website the future cost should be approximately £60 per year.

### Policies

The following policies were presented to the meeting:-

- Grievance Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Information and Data Protection Policy
- Scheme of Delegations

**RESOLVED 22/031** to adopt the above documents and review again annually.

## CORRESPONDENCE

Refreshing the Police and Crime Plan – it was noted that the Police and Crime Commissioner had launched a public consultation on his proposed refresh of the Police and Crime Plan and was now looking for feedback before publishing the final plan later in the year. Consultation closes on 28<sup>th</sup> September 2022.

Neighbourhood Pride Scheme – it was reported that CWaC had recently proposed an additional funding stream for Neighbourhood Pride initiatives – the proposals are to allow small environmental improvement projects to be undertaken across the wards. Applications were sought from Parish Councils by 30<sup>th</sup> September 2022.

It was agreed that an application should be requested from Harry and John for the tidying, siding, removal of weeds and brushing of footpaths on A51. Subject to Clotton Hoofield Parish Council agreement with the following proposal:-

Contribute £2,000 from your members budget (however this project could be split between Duddon & Burton and Clotton Hoofield) so it would be as if you were contributing £1,000 per parish council.

And also £2,500 each from the Neighbourhood Pride Scheme

Total amount contributed from you both would be £9,000 - There then should be enough money to undertake a weeks' worth of clearing and siding back etc.

Correspondence from Resident - it was reported that following an email from a resident requesting that action be taken by the Parish Council to improve the gutters and pavements within the village, deal with the overhanging hedges, chase CWaC for street lighting that has been reported to them in February but still not resolved and put pressure the relevant authorities with regards to the speeding on A51 at night. The Parish Council confirmed that they have reported weeds in gutters and pavements to CWaC. The Clerk had also undertaken a walk around with the resident to identify hedges that required work and then undertook to report them to CWaC, Street lights had been chase and was still being chased; and the speeding on the A51 it had been agreed earlier in the meeting to write to the Police and Crime Commissioner.

#### **DATE OF NEXT MEETING**

The next meeting of Duddon and Burton Parish Council would be held on Thursday 24<sup>th</sup> November 2022 at 7.00pm at Duddon Village Hall.

Meeting finished: 19.53