



The Parish Clerk, 13 Heywood Close, Alderley Edge, Cheshire. SK9 7PP

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ANNUAL MEETING OF CHORLEY PARISH COUNCIL

Wednesday 23rd May 2018

7.30pm at Lindow Community Primary School

MINUTES

Present: Cllr Barry Durbar (BD Chair of Chorley Parish Council), Cllr R Barraclough (RB), Cllr Margaret Rainey (MR), Cllr Kim Maxwell (KM) & Cllr Simon Watkins (SW)

Ward Cllr E Brookes

Also Present – Ashley Comiskey Dawson (Clerk)

No members of the public

- 1) To elect a Chair to Chorley Parish Council and sign the declaration of acceptance of office. **18/48**

Cllr Durbar was nominated by Cllr Maxwell and seconded by Cllr Watkins.

Resolved: Unanimously.

Cllr Durbar was duly elected as Chair of Chorley Parish Council and signed the declaration of acceptance of office.

- 2) Apologies for absence: **18/49**

None.

- 3) To receive Declarations of interest and requests for dispensation to discuss, or discuss and vote on a matter in which a Member or co-opted Member has a Disclosable Pecuniary or non-pecuniary interest (DPI): **18/50**

None.

- 4) **Parishioner's attendance:** Introduction and opportunity for attendees to share points of Parish interest & Open Forum-Comment and questions concerning items on this agenda may be put to the Council by the public during this period. The maximum time allotted for public speaking is 15 minutes: **18/51**

None.

- 5) To elect a Vice-Chair to Chorley Parish Council and sign the declaration of acceptance of office. **18/52**

Cllr Maxwell was nominated by Cllr Durbar and seconded by Cllr Rainey.

Resolved: Unanimously.

Cllr Maxwell was duly elected vice chair of Chorley Parish Council and signed the declaration of acceptance of office.

- 6) To elect a Chair to the Councils Planning committee. **18/53**

Cllr Rainey was nominated by Cllr Durbar and seconded by Cllr Maxwell.

Resolved: Unanimously.

- 7) Appointments to areas of responsibility **18/54**

- i. CHALC – Cllr Durbar.
- ii. Lindow Trust – Cllr Rainey.
- iii. The Police Forum – Cllr Durbar.
- iv. Footpaths and Tree Warden – Cllr Barraclough.
- v. Highways – Cllrs Maxwell & Watkins.
- vi. Chorley Chat /Website – Cllrs Maxwell & Watkins.

- vii. Airport Liaison – Cllr Rainey.
- viii. Planning – Cllrs Durbar, Barraclough, Maxwell, Rainey & Watkins.

8) To approve and sign the Minutes of the meeting held on the 18th April 2018: 18/55

Cllr Rainey proposed, seconded by Cllr Watkins to approve and sign the minutes of the meeting held of 18th April 2018.

Motion Carried: Four in favour and one abstention.

9) Matters Arising 18/56

- i. Cemetery Gatehouse – Peaks and Plains interest. – No Update.
- ii. Contact from Wilmslow Neighbourhood Plan Group regarding Lindow Moss. – No meeting arranged.

10) Highways Issues 18/57

- i. Consolidated List attached as a separate spreadsheet. – Updated

Noted that:

- CE highways had addressed a number of potholes in Chorley and these had been temporarily repaired.
- The clerk was asked to chase up the promised school signs with Simon Wallace.
- Noted that the issue with flooding on Foden Lane would be addressed by highways this financial year following sign off by members, clerk to email Ellie Brookes with this information.
- The councillors found the Highways response to cut the bracken back on Foden Lane multiple times a year, unsatisfactory and asked the clerk to contact Jeremy Hough.

11) To Review the Council's level of insurance provision. 18/58

The Parish Council agreed without a vote that the insurance provision would now be provided by Zurich Municipal and that the level of provision was satisfactory.

12) To review and agree the Parish Council's 2018/19 Risk Assessment. 18/59

Cllr Durbar proposed, seconded by Cllr Maxwell that the updated 2018/19 Risk assessment was agreed.
Resolved: Unanimously.

13) To receive and respond to the internal auditors report. 18/60

The internal auditors report was received by all councillors and agreed without a vote.

14) To review the Council's Standing Orders. 18/61

The Parish Council has now adopted its new Standing Orders as of 18th April 2018.

15) To review the Council's Financial Regulations. 18/62

Cllr Durbar proposed, seconded by Cllr Rainey to defer this item until a later meeting.
Resolved: Unanimously.

16) To appoint an Internal Auditor. 18/63

Cllr Maxwell proposed, seconded by Cllr Rainey to appoint JDH Business Services for the 18/19 internal audit.
Resolved: Unanimously.

17) To review the council asset register. 18/64

Councillors reviewed and agreed the council's asset register without a vote.

18) 16/5587M / 18/0003M: Land adjacent to 74 Knutsford Road and ongoing matters: 18/65

Cllr Maxwell informed the parish council that all the legal documents had been signed which tie the parish council into a 2.4m long and 2.6m high visibility splay on the common land. Also the £15,000.00 agreed had been transferred to be held by the parish council's solicitors. The money arrived 13 days ago and will be held until the planning permission is given and then transferred to the parish council. This would be a total of six weeks.

Cllr Maxwell noted that construction vehicles have been crossing the common land and approached the developer to express her displeasure. She has been given the contact details for the site manager and can contact him with any future concerns. Some posts have been installed to discourage further incursions.

The one outstanding issue concerning this item is a sign proposed to be included by the developer in the agreement.

The sign desired will be a new "Welcome to Chorley" sign. Cllrs agreed that the clerk contact the developer and ascertain what his expectations are, that it is to be sited in the same place as the existing one, retain the parish logo, and insist that there be no associated sponsorship with the sign.

19) MOTION: To discuss information received from CEC regarding replacement costs for Chorley Street Lighting and upgrading to adoptable standard. 18/66

A quote has been received from Ian Darlington at the Cheshire East street-lighting team. This quote is to upgrade all Chorley parish council owned street lights to adoptable standard with new LED fittings and to replace any old / defective / dangerous poles, the quote includes all planning permissions, testing and commissioning materials parts and labour. The quote is for £7,381.25.

Cllr Durbar proposed, seconded by Cllr Watkins to agree to proceed to instruct CE street lighting to upgrade all Chorley street lighting for the quoted sum of £7,381.25.

Resolved: Unanimously.

20) MOTION: To receive and ratify the council's recent GDPR Audit report and authorise the clerk and chair to take appropriate actions on the recommendations made. 18/67

Cllr Maxwell proposed, seconded by Cllr Rainey to agree a spend of up to £50 to make the necessary upgrades to the web hosting service to provide all councillors with an @chorley.org email address. Cllr Watkins to look into this.

Resolved: Unanimously.

Cllr Durbar proposed, seconded by Cllr Maxwell to receive and ratify the council's recent GDPR audit report and authorise the clerk and chair to take appropriate actions on the recommendations made.

Resolved: Unanimously.

21) MOTION: To adopt the new CPC privacy statement as recommended by the recent GDPR Audit. 18/68

Cllr Watkins proposed, seconded by Cllr Durbar to adopt the new CPC privacy statement as recommended by the recent GDPR audit.

Resolved: Unanimously.

22) MOTION: To adopt the new CPC Correspondence privacy policy as recommended by the recent GDPR Audit. 18/69

Cllr Durbar proposed, seconded by Cllr Rainey to adopt the new CPC correspondence privacy policy as recommended by the recent GDPR audit.

Resolved: Unanimously.

23) Planning

1) Decided List: 18/70

- a) **15/3851D** - COPPER BEECHES FARM, CHELFORD ROAD, CHORLEY, SK9 7TL -Discharge of Conditions 3 (materials samples) and 4 (landscape works) on appeal decision APP/R0660/A/14/2226833 - planning application 4/0563M Indoor Menage building – **Awaiting Decision.**
- b) **18/1078M** - THE CHALET WILLOW GROVE FARM, 60 KNUTSFORD ROAD, ALDERLEY EDGE SK9 7SF – Variation of condition 2 on approval 16/0546M – Demolition of existing dwelling and erection of replacement dwelling. – **Approved with conditions.**
- c) **18/1185M** – 7 KNUTSFORD ROAD, ALDERLEY EDGE SK9 7SD – Extensions and alterations – **Refused.**
- d) **18/1372M** – PLUM TREE COTTAGE, GORE LANE, ALDERLEY EDGE SK9 7SP – Proposed extensions to dwelling, erection of detached garage and provision of Granny annexe. – **Approved with conditions.**

2) New Applications: 18/71

- a) **18/1860M** – 13 KNUTSFORD ROAD, ALDERLEY EDGE SK9 7SD – New porch; single storey rear kitchen extension; side external store extension; dormer extension.
We, Chorley Parish Council, have no objections nor comments to make relating to Application No. 18/1860M
- b) **18/2043M** – BOX COTTAGE, UPCAST LANE, ALDERLEY EDGE SK9 7SE – Replacement House.
We, Chorley Parish Council have read through Planning Application No. 18/2043M and conclude that due to the incompleteness of the documentation we cannot add any real value in terms of comments nor can we support the Application for the following reasons.

The Application appears to refer to drawings for a previous Application for the property regarding lawfulness under Ref. 17/5987M which was granted on the 18.1.18.

No drawings showing the actual proposed development appear in the documents so it is difficult to establish what is intended.

From the documentation it suggests that this replacement dwelling will exceed the 30% increase in footprint but without actual drawings it is based on what is presented.

In the Planning Application document Item 11 the Applicant declares that the Foul Sewage disposal is unknown and that the intended process for the new dwelling to dispose of foul Sewage is also unknown. Given that this is a semi-rural location we feel that this should be established now and declared as part of the Application.

Weekly planning lists – circulated by email

24) Finance 18/72

- i. Cash Book and Bank Reconciliation for financial year 2018/19 to be agreed and signed
- ii. Order of payment of accounts & Cheques for May & June 2018 to be agreed and signed

The parish council agreed without a vote to remain members of ChALC for a further year, but this to be reviewed if membership benefits are not seen to be satisfactory.

Cllr Maxwell proposed, seconded by Cllr Rainey to approve and sign the order of payment of accounts for May and June 2018 totalling £1,543.33.

Resolved: Unanimously.

25) Notices & Correspondence 18/73

- i. All correspondence has been circulated to all councillors either by hand or via email

Cllr Maxwell noted that she had informed all councillors by email on the outcome of her visit to the SAPD meeting with Andrew House and Tom Evans held on 17th May.

Cllr Maxwell noted that a resident was keeping their dogs in a horsebox overnight and had contacted both environmental health and the RSPCA citing concerns over animal welfare.

26) Date of next meeting 18/74

The next meeting is scheduled for Wednesday 18th July 2018

Close of Meeting

Meeting closed at 8.59pm

Chairman of Chorley Parish Council
Cllr B Durbar
23rd May 2018