

Minutes of Cherry Willingham Parish Council held at 7.30pm
On 6th September 2022 held at The Vine, Cherry Willingham

Present: Cllr J Robinson, Cllr J Trahearn, Cllr I Lacy, Cllr S Brylewski, Cllr I Fleetwood, Cllr M Palmer, Cllr D Bates, Cllr Andy Burge, Cllr Angela Burge, Cllr B Robinson, Cllr V Houghton.

No members of the public or District Councillors in attendance.

The meeting commenced at 7.30pm

2022-107 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

Cllr Bridgwood, Cllr Bucke & Cllr Scott –**RESOLVED** unanimously to accept reasons for non-attendance.

Cllr Mellor – no apology received

DCllr Welburn - absence noted

DCllr Darcel- absence noted

DCllr Hill – no apology received

2022-108 To receive any declarations of interest in accordance with the Localism Act 2011 and consider any requests for dispensations in relation to Disposable Pecuniary Interests or other interests as outlined in the Council's Code of Conduct.

- i) Cllr Lacy declared an interest in Item 11 as is a volunteer for Oasis.
- ii) Cllr J Robinson & Cllr B Robinson declared a personal interest in item 14.
- iii) Cllr Trahearn declared an interest in item 9 as she is the editor of Cherry News.
- iv) Cllr Fleetwood declared an interest in item 12d regarding a proposal by the VIC to offer a grazing licence.

2022-109 To receive the notes of the Council meeting held on 18th July 2022 and the Extraordinary meeting held on 25th July 2022 and agree for them to be signed as a true record.

Council **RESOLVED** to accept the notes as a true record and agreed for them to be signed.

2022-109 To receive reports from outside bodies, including the Police, District and County Councillors (if any) and agree actions as required.

- i) Report from DCllr Welburn had been circulated earlier.
- ii) Cllr Fleetwood in his role as CCllr advised that there are some roadworks that are having an impact on the local area and there has been a flooding issue outside the old post office which LCC has been made aware of.

2022-110 To receive a report on actions taken regarding the security and safety of the Bleak Farm site and agree any further actions as required.

Clerk advised HSE had been contacted and stated that they have decided not to take any action as there is currently no work being done on the site and suggested CWPC contact the Local Authority.

Council **RESOLVED** unanimously to ask the Clerk to:

- i) Write to the police to make them aware of their concerns with the site, especially with regard to anti-social behaviour.

- ii) Write to residents adjacent to the site advising them of the Council's actions and suggest they make wish to also contact the police to notify them of any anti-social behaviour.
- iii) Write to the owner of the site to request a site visit and to advise what action the Council has taken and as all avenues have been exhausted to remind the owner that liability will lie with them in the event of any accidents.
- iv) Write to local schools to ask that pupils are asked not to enter the site.

(ACTION – Clerk)

2022-111 To receive a report from the Chair.

- i) To receive a report on the siting of the condolence book in the event of the death of a senior figure, and in light of the new information approve the amendment of the policy to reflect the new arrangements.

RESOLVED unanimously to amend the policy to show that the condolence book provided by the Parish Council will be available at The Vine during library opening hours. **(ACTION- Clerk)**

2022-112 To receive a report from the Clerk.

Report had been circulated earlier. The Chair expressed her thanks to the Clerk for the report and asked for them to be noted.

2022-113 To consider & approve the GDPR documentation.

RESOLVED unanimously to approve the GDPR documentation. The Chair expressed her thanks to the Clerk for the work done.

2022-114 To resolve that in future items published in Cherry News relating to CWPC are published under a CWPC heading together with a list of work that has been completed in that month.

- i) **RESOLVED** to request that Cherry News attempts to put all CWPC news together where possible and appropriate. CW news will ensure that they make it clear which items are the parish councils. **(ACTION- Cllr Trahearn)**
- ii) **RESOLVED** committees will offer a regular summary of work undertaken (one abstention on each vote). **(ACTION-All)**

Cllr Fleetwood expressed his thanks to Cllr Trahearn as Editor of Cherry News for all the work done on the magazine. It was **RESOLVED** to pass the Council's thanks to the Editor, staff, and volunteers for all the hard work done to produce and deliver a quality magazine. (One abstention). **(ACTION-Cllr Trahearn)**

2022-115 Financial matters.

- i) To receive the schedule of receipts and payments for July & August 2022
RESOLVED to receive and accept schedule of receipts and payments for July & August 2022,
- ii) Notification that the 2021/22 audit has been successfully concluded and documentation published. Noted.
- iii) To consider and approve a new 3-year contract with EON if one is available and agree action to be take in the event that only a one-year contract is offered.
RESOLVED unanimously to defer to the October FCM to allow for a new contract to be offered. **(ACTION-Clerk)**
- iv) To receive an update on the refund request for the Bouncy Castle for the cancelled Jubilee event and resolve any action to be taken.

RFO advised that despite numerous emails and a telephone call and the agreement that a refund would be made none has been forthcoming. **RESOLVED** for Clerk to write to owner requesting payment within 14 days or consideration to be given to taking the matter further. (**ACTION** – Clerk)

- v) To receive a report from the RFO on the insurance renewal and approve the RFO and Chair to agree the insurance quote for 2022-2023.

RESOLVED unanimously to delegate powers to Clerk & Chair to agree the insurance quote. (**ACTION**- Clerk & Chair)

- vi) To receive a report from the RFO on the central external auditor arrangement and agree action to be taken.

RESOLVED unanimously to opt-in to the SAAA central audit appointment for the period 2022/23-2026/27.

2022-116 To receive a report on progress with the new draft Oasis tenancy and agree and actions as required.

Cllr Lacy provided a report:

- i) Draft version number three has been circulated to all councillors to review, which resulted in only one amendment required.
- ii) Significant changes centred on permitted use and educational requirements.
- iii) The lease will be reviewed annually with a formal review three months prior to the five-year point.

The Chair expressed her thanks for the work done. It was mentioned that previously the Council had signed a Memorandum of Agreement to place a shed on the land used by Oasis. Chair suggested that the lease map be adjusted to remove the area where the shed is sited to remove any potential issues. This was agreed. **RESOLVED** for draft lease to be sent to the YMCA for their comments (one abstention).

2022-117 To receive reports and recommendations (if any) concerning the business of the Council and its Committees, Sub-committees etc, and agree any actions accordingly: (Note: queries from minutes please see the individual Chairs or members outside of the Full Council meeting to expedite the meeting.)

a) Planning matters – Chair: Cllr Bridgwood

- i) To receive a report on any recent planning application
- ii) To approve the actions of the Planning Committee (if any)

Cllr Lacy as Vice -Chair of Planning advised that the only significant planning matter was the application to demolish 11 Church Lane and replace it with new builds. The Planning Committee had commented on the proposal expressing concerns over the number of proposed dwellings on the site. **RESOLVED** unanimously to approve the Planning Committee's actions.

b) Leisure & Amenities Committee (L&A) – Chair: Cllr J Robinson

- i) To receive a report from the meeting held on 30th August and approve any recommendations made.

Cllr J Robinson provided an update. **RESOLVED** unanimously for Clerk to write to the Cricket Club requesting an update and reminding them that play cannot take place next year unless the nets are in place. (**ACTION**-Clerk)

c) Cherry Fields Committee (CFC) – Chair: Cllr J Robinson

- i) To receive a report from the meeting held on 5th September and approve any recommendations made.

Cllr J Robinson provided an update:

- i) The CFC has applied for a grant for £300 from LCC Wildlife to purchase ferns.

- ii) Cllr Fleetwood has made CFC aware of the Wickes Community Programme. Application to be made from the Parish Council in order that other committees may be able to benefit.
 - iii) The water levels in the lagoon have been raised.
 - iv) Have discussed holding a community haymaking day. Will be dependent on weather and timings but could be advertised on Facebook.
 - v) Have been offered a memorial bench which has been accepted. Family have been made aware of the type of bench required. They will be responsible for costs. Consideration to be given to extending this to others.
 - vi) Considered running a picnic event next year. To be discussed at the October FCM.
 - vii) Work to repair the path running from the Oasis to the Delph Bridge has been completed.
 - viii) Looking at providing QR codes which are linked to a 'Just Giving' page to allow visitors to provide a donation.
- e) Village Improvement Committee (VIC) – Chair: Cllr Andy Burge**
- i) To receive a report from the meeting held on 1st September and approve any recommendations made.
Cllr Fleetwood gave a report on an opportunity that has arisen to provide grazing to horses and ponies on part of the land opposite the allotments for a 6-month period starting from 1st October at the cost of £120 per month, with tenant providing own fencing, water and cctv. After discussion it was **RESOLVED** to purchase a grazing licence for the sum of £20 for a 6-month trial at the cost of £120 per month. Cllr's will then arrange a meeting with the proposed tenant. It was **RESOLVED** that if required the VIC will call an Extraordinary meeting. (One abstention).
 - ii) To consider payment of up to £400 from balances to pay for the 'Tommy'.
Cllr Palmer advised that DCllr Welburn has offered £200 from her WLDC CIF fund towards the 'Tommy'. **RESOLVED** unanimously to take £400 from balances and purchase up to three 'Tommy's. (**ACTION-RFO**)
- f) Allotments Implementation Task & Finish Group– Chair: Cllr Barry Robinson**
- i) To receive an update on progress and agree to any actions as required.
Planning application for access not yet determined but as the consultation ended on 26th August it is due soon. It is hoped work can commence by the end of September.
To date thirty-four people have expressed an interest in having an allotment and some have requested a double plot. Of those twenty-nine live in the parish, five are from outside but most have links to the parish.
The draft tenancy agreement has been agreed and will be passed to the FCM for consideration in October.
Applicants will be required to pay a £10 deposit which will be deducted from their first annual payment.
RESOLVED to join the Allotment Society at a cost of £50 per annum. (**ACTION- Clerk & Cllr B Robinson**). (Two abstentions) Cllr B Robinson expressed his thanks to Cllr Andy Burge & Cllr Trahearn for all their work in preparing the plot marker posts.

2022-118 To approve the arrangements for the Autumn Annual Parish Meeting and consider for the agenda.

- i) Clerk to contact the school to ensure the event has been booked.
(**ACTION-Clerk**)

- ii) Chair to provide the Clerk with all the detailed requirements for the event. (**ACTION-** Chair)
- iii) **RESOLVED** unanimously for Cllr Angela Burge & Cllr Palmer to provide the catering and have permitted expenditure up to the sum of £60. (**ACTION-**Clerk, Cllr Angela Burge, Cllr Palmer)

To approve Christian's Together Carols on the Green event on The Parade on 20th December and a Christmas Treasure Trail around Cherry Fields and the village starting in the w/c 10th December.

RESOLVED to approve. (Two abstentions).

2022-119 To consider amending Standing Orders item 3e to state that the 15 minutes public participation will be before the arranged start date of the Full Council or committee meetings. i.e., meeting to start at 7.30pm the public participation would be 7.15pm-7.30pm.

RESOLVED unanimously to amend Standing Orders so all future meetings will commence at 7pm with the first 15 minutes for public participation if required.

2022-120 Councillor's matters for report/notice of items to be included in the October 2022 agenda.

To discuss a fundraising committee.

2022-121 TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTERS.

RESOLVED unanimously to move into closed session.

- i) To receive the nominations for The Stead award and resolve who the recipient for 2022 will be.

RESOLVED unanimously for Standing Orders to be suspended to allow the following items to be discussed.

HUMAN RESOURCES COMMITTEE (HR) – Chair: Cllr LACY

- ii) To receive a report on the job application for the post of Assistant to the Clerk/RFO and ratify the appointment.
- iii) To consider and approve the draft Pay Policy.

2022-122 To confirm date of next meeting as Monday 17th October 2022 at 7.00pm. Location to be confirmed.

Next meeting date is confirmed as Monday 17th October 2022 at 7.30pm. Agenda items are required to be sent to the Clerk no later than 12 noon Thursday 6th October 2022.

Meeting ended 9.36pm.

Please be aware that these are draft notes until accepted at the October meeting.

Signed.....Cllr J Robinson (Chair)