POULTON & PULFORD PARISH COUNCIL

Minutes of meeting held on 29th July 2020 using Microsoft TEAMS

PRESENT : Cllr Pryce (Chairman) : Cllr West : Cllr Ewins : Cllr Arya : Cllr Board
Cllr Fair : Cllr Evans :
1 member of the public joined the meeting

Items in RED added before Minutes were issued

1 – Apologies –Cllrs Higgins sent their apologies as they were on holiday

2 – Adoptions and Appointments
2.1 – Register of Interest – none
2.2 – Cllr Pryce stated she was standing down from the position of Chairman with immediate effect but would continue on the Parish Council until after the April 2021 meeting. It was assumed Vice Chairman Tony Higgins would take on the role of Chairman. Cllr Pryce has agreed to continue as Vice Chairman.

3 – Suspension of Standing Orders
3.1 – Resident requested details of the footpath closure ref item 9.1. The Clerk explained it was to do with Network Rail's work on the Chester to Wrexham railway line..
3.2 – Resident requested details of Pulford Approach access rights. Cllr Fair explained that the PA was owned by his family and the Grosvenor Estate had access rights from the gate on The Green
3.3 – Resident asked what agreement is there with the Grosvenor Estate to reinstate the grass verge and wild flowers adjacent to No 10 Old Lane. It was agreed that resident would pursue this with Grosvenor Estate and the PC would assist if required
3.4 – Resident asked what measures were underway to curb speeding on Old Lane between No 10 and the Spinney. It was explained that Highways had rejected a speed limit reduction to 20 mph. The planned use of SIDS could be used to deter speeding and the PC will also contact Highways and the PCSO for advice – **Action Clerk**

4 – Minutes of April 2020 meeting – approved

5 – Progress Reports
5.1 – Police – the report of Crimes May to July 2020 was received and noted.
5.1.1 **Crime Commissioner meeting** – Cllr Pryce summarised the main points : -
* a PCSO and PC will be attached to our area plus a dedicated sergeant to improve contact with the public.
* There will be a team of local response officers to tackle anti-social behaviour
* There is funding in place for e g youth projects that the community could apply for – up to £1000 per project – **Action All**
***** DNA stickers recommended to deter property thieves
5.2 – Community Park –
5.2.1 – #gardening reviewed further m'ce work – tidying up hedges and shrubbery. There will be a charge for weed killer which will be put down late in the evening – c/f
5.2.2 – Remaining ditch clearance on hold till required if flooding occurs – c/**f**
5.2.3 – Park reopened – with appropriate signage and social distancing measures
5.2.4 – FOP meeting scheduled to discuss tree planting and other improvements

6 – Planning

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6.3 – Woodfield Farm touring caravan has been removed but transit van and 2 statics remain – c/f

7 – Finance

The following items were approved : -

7.0 - £2405.14+£525+£525 Pulford Village Hall refurbishment contribution
7.1 - £ 498.09 Vat rebate 2019/20
7.2 – **£0.05** HSBC Interest
7.3 - £ 35.29x3 ref 121.4,121.5,121.6 BT VH service May to July 2020
7.4 - £ 150 x3 ref 132.2, 132.3, 132.4 #gardening Community Park m'ce May to July 2020
7.5 - £ 45 ref 132.4 #gardening Village Hall and War memorial m'ce July 2020
7.6 - £ 41.40 ref 135.1 – Autela Payroll Svces inv 4322 – see note **7.19**
7.7- £ 698.19 ref 140 - Zurich Insurance inv 44043321
7.8 - £ 164.16 ref 137 CHALC Affiliation fee
7.9 - £ 2405.14 ref 143.1 A Gosmore inv 2444 VH refurbishment
7.10 - £ 1050 ref 143.2 Henderson re VH refurbishment
7.11 - £ 35 by DD ICO Annual Fee
7.12 - £ 97.56 ref 133.1 Clerk's Net Pay Apr-June 2020
7.13 - £ 64.80 ref 134.1 HMRC Apr-June 2020
7.14 - £ 137 ref 144 JDH Business Svces inv 3784
7.15 - £ 35.40x3 ref 121.7-121.9 BT VH service
7.11 - £ 97.56 ref 133.2 Clerk's Net Pay July-Sept 2020 est payable in Sept 2020
7.12 - £ 64.94 ref 134.2 HMRC July-Sept 2020 est payable in Sept 2020
7.13 - £ 25 ref 135.2 Autela Payroll Services July-Sept 2020 est payable in Sept 2020
7.14 - £ 150x3 ref 132.5-132.7 #gardening Community Park maintenance – Aug- Oct 2020
7.15 - £ 45x3 ref 132.5-132.7 #gardening VH and War memorial m'ce Aug-Oct 2020
7.16 - £ 855.25 PWLB repayment re Church Bank
7.17– Financial Summary July 2020
7.18 – Schedule of Payments **rev 14** (attached)
7.19 – Credit note from Autela for duplicate payment
7.20 – Internal Audit report 2019/20 – list of potential projects : -

REF	ACTIVITY & ESTIMATED COSTS From Reserves **£ 16,196**	PRTY – HIGH £	PRTY – MED £	PRTY – LOW £
1	C Park extra rev £ 4935 est to 2026/27	4935		
2	VH refurbishment contribution £ 500	500		
3	Old Lane Lighting upgrade £ 2000 to £ 3000 + investigate lighting on the Green in Poulton	2500 ?		
4	Parking B5445 in Pulford – lines/bollards		?	
5	Tree Planting Initiative			?
6	Measures to curb speeding Old Lane/St Mile		2500	
7	Provision of notice board in Poulton £ 500			500
8	Planters - one in Pulford and one in Poulton			1000
9	Speed limit on B5445 £ 1500		1500	
10	Community park transfer of ownership/managing trustees £ 1500 +			deleted
11	Fly tipping notices / cameras £ 120 (static) £ 320 (360 degree) plus solar panel £ 360 lots of other battery powered units !	100 notices	1000 cameras	
12	Repay PWLB currently £ 3334.76 saving £ 85 interest payments		3335	

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14	EST TOTALS >	8,035	8,335+	1,500+

8 – Correspondence for Information – no comments

9 – Clerk's Reports & Queries
9.1 – Footpath diversion issue – closed till 30th Sept 2020 – c/f
9.2 – New Parish Notice Board in Poulton – thankyou letter sent to Dave Roberts
9.4 –Traffic monitoring on Old Lane and St Mile (SIDS)– a/w Highways to agree locations. Training of volunteers to be organised for Sept 2020 – **Action Clerk**
9.5 – Parking on B5445 – Hotel are considering additional parking so action deferred – **c/f**
9.6 – Lighting on Old Lane – Highways to produce lighting plan. Also to be consulted re lighting on The Green – **Action Clerk**
9.7 – Speeding on B5445 – request Highways to review again and request Police to monitor speeds – **Action Clerk**
9.8 – Web Content Accessibility Guidelines – draft being produced. Agreed to adopt e-mango recommendations re upgrading the web site **– Action Clerk**
9.9 – Risk Assessment Checklist 2020/21 agreed
9.10 – Hedge maintenances reminders – in hand **- Action Clerk**
9.11 – Fly tipping – agreed to investigate signage and cameras **– Action Clerk**

10 - Councillors Reports, Future Agenda Items, Any Other Business
10.1 – Risk Assessment Reports –. Cllr Board stated the Bus Shelter on the B5445 will require painting in 2021 – c/f
10.2 – VH rebuild cost – the rebuild insurance is £ 732K
10.3 – VH Refurbishment status – Heating work scheduled to start 10th Aug. Basic hand towel dispensers, towels and hand gels have been ordered. Furniture for committee room will be delivered post heating upgrade. Discussions ongoing re curtain replacements. A copy of the constitution will be forwarded to David Ewins very soon and he will become the 3rd VH trustee – **Action Cllr West**
10.4 – Tree Planting in the Parish- c/f **- Action Cllr Evans**
10.5 – Lockdown review – c/f pending further restrictions
10.6 – Views on Highway's Service – **Clerk** to produce draft response
10.7 – Community Planters – Cllr Evans described the options available – c/f
10.8 – Cllr West advised the PC that this year's marathon has been cancelled
10.9 – Cllr Fair, on behalf of the PC, thanked Cllr Pryce for her contribution to the work of the Council and expressed the regret of everyone about her planned departure.

11 – Dates for next Meeting in 2020 – from 7 pm. Venue to be notified.

Oct 28th 2020

ref 7.18 Apr 2020 AGENDA plus additions

SCHEDULE of EXPECTED PAYMENTS (exc Vat unless stated) – **rev 14**

RED = PAID

NO	AGENDA/ MIN REF	EST DATE	PAYEE	EST £ PD £

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132.1		April 20	#gardening re Community Park	150
132.2		May 20	/\	150
132.3		June 20	/\	150
132.4		July 20	/\	195
132.5		Aug 20	/\	195
132.6		Sept 20	/\	195
132.7		Oct 20	/\	195
133.1		25 June 20	Clerk's Net Pay Apr-June 2020	97.56
133.2		25 Sept 20	Clerk's Net Pay July-Sept 2020	97.56
133.3		25 Dec 20	Clerk's Net pay Oct-Dec 2020	97.16
133.4		25 Mar 21	Clerk's Net Pay Jan-Mar2021	97.56
134.1		25 June 20	HMRC Apr-June 2020	64.80
134.2		25 Sept 20	HMRC July-Sept 2020	64.80
134.3		25 Dec 20	HMRC Oct-Dec 2020	65.20
134.4		25 Mar 21	HMRC Jan-Mar2021	64.80
135.1		25 June 20	Autela Payroll Svces Apr – June 2020	41.40
135.2		25 Sept 20	Autela Payroll Svces July-Sept 2020	25
135.3		25 Dec 20	Autela Payroll Svces Oct-Dec 2020	25
135.4		25 Mar 21	Autela Payroll Svces Jan-Mar 2021	25
136		Apr 20	Pulford Village Hall (2019/20)	66 est
137		Apr 20	CHALC Affiliation Fee	164.16 est
138		Apr 20	Cheshire Community Action membership	20
139		Apr 20	Cheshire County Playing Fields sub	18
140		May 20	Zurich Insurance Renewal	698.19
141		Apr 20	PWLB repayment	855.25
		Oct 20	/\	855.25
142		June 20	ICO Annual Fee	35
143.1		3-5 June 20	VH Lighting inv 2444	2405.14
143.2		11 June 20	VH Roller shutter (50%)	525
		16 July 20	/\	525
144		8 July 20	JDH Business Services inv 3784	137

DATE	NAME	SIGNATURE
JULY 2020		
JULY 2020		

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