

POULTON & PULFORD PARISH COUNCIL
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To Members of Poulton & Pulford Parish Council

You are duly required to attend the next meeting of Poulton & Pulford Parish Council on
Wednesday October 25th 2023 - meeting to be held in Pulford Village Hall from 7 PM

Signed

J B Evans

Clerk to Poulton & Pulford Parish Council

Agenda - amendments in RED

1 – Apologies

1.1: To receive apologies and to approve reasons for absence – Cllr West unable to attend

2 – Adoptions and Appointments

2.1 – Register of Interests - Councillors are reminded of the need to complete their register of interests, to declare any personal and/or prejudicial interest in items on the agenda and their nature

3 – Suspension of Standing Orders

Electors are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the rest of the Parish Council meeting except at the discretion of the Chairman

3.1 – Cheshire Elite 10K Road Race 2024 – Michael Harrington (Race Director)

3.2 – Proposed solar panels at Bell Meadow – ref 23/02390/FUL. Please note no Case Officer has yet been allocated. **Simon Jeffrey has agreed to attend the PC meeting on behalf of the Business Park landlord. Cllr Hynes has offered to brief the meeting on potential problems/issues – Action Cllr Hynes**

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4 - Minutes

To consider the approval of the minutes of the last meeting of the Parish Council (attached)

5 – Progress reports

5.1 – **Police Reports – PCSO Jamie Carpenter**

5.1.1 Security app development progress -c/f

5.2 – **Community Park report – see aattachment – Action Cllr Franklin**

5.2.1 – Direction signage – **Cllr Franklin**

5.2.2 – Recruitment of additional safety officer – **Cllr Franklin**

6 – Planning – [ref www.cheshirewestandchester.gov.uk/planning](http://www.cheshirewestandchester.gov.uk/planning) - for full details

	REF	RECEIVE DATE	ADDRESS & DESCRIPTION	STATUS as at 15 th Oct 23
6.1	19/00245/EMCOU	Dec 19	Woodfield Farm, Straight Mile – notice applies to 2 caravans (1 removed) and transit van (removed)	JW reported 16 Aug caravan removed

6.2	23/01693/FUL	25 May 23	Brookside Farm, single storey rear extension, resubmission of 22/03354/FUL	Approved
6.3	23/02027/FUL	6 July 23	Grosvenor House, Dodleston Lane, conversion of existing outbuilding garage	Approved
6.4	22/02542/PAA	1 Aug 23	10 Old Lane, Pulford	Appeal allowed ref 1 Aug 23
6.5	23/02308/LDC	1 Aug 23	Grosvenor Pulford hotel, seeking confirmation of implementation of LPA ref 19/01846/FUL	Pending
6.6	23/02162/FUL	10 Aug 23	Oakfield, Wrexham Rd, , widen property entrance onto B5445	Approved
6.7	23/02400/FUL	21 Aug 23	7 Burganey Court, Pulford, replace 13 wooden windows and 3 doors with UPC	Pending
6.8	23/02636/CAT	22 Aug 23	Wooded copse Sth of Church Pulford, tree m'ce	Pending
6.9	23/02640/TPO	22 Aug 23	School House, Pulford, Oak tree m'ce	Pending
6.10	23/01046/FUL	14 Sept 23	20 Belgrave Garden Mews, Pulford, add new garage door to carport	Approved
6.11	23/02390/FUL	9 Oct 23	Bell meadow, install ground mounted solar array with connecting cables, battery and control kit	Pending
6.12	23/00423/EOPDEV/	25 Sept 23	Installation of gates from Pulford Court onto Castle Close	Case opened - Pending
6.13	23/03096/FUL	17 Oct 23	Land At Wrexham Road Pulford, Erection of a free range egg production unit with associated feed bins, hardstandings, underground dirty water tank, drainage attenuation pond, access track and upgraded highway access	Pending – no Case Officer allocated

7 – Finance– for information/approval

7.1	On web site		Detailed spreadsheet for 2023/24 showing RECEIPTS, PAYMENTS, ANNUAL RTN 2022/23, and ASSET REGISTER
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Finance Status	2 Bank £ 15 Oct 23	3 o/s recurring payments £ to Mar 24	4 CP Ringfenced £ to 26/27	5 Further Income £ est 23/24	6 Other One-off Payments £ 23/24
7.2	5398.61	1841.61	3211.01 as at 1Apr 23	75 recurring receipts	Tattenhall FR £ 100 Church Bank ? Av funds est £320.99 exc CB

7.3 -A review is needed on CP ringfenced funds as grass cutting and other payments have all been made from PC account and the costs have significantly increased – **Action Cllr**

Franklin & Clerk

7.3.1 - The 2024/25 precept request needs to take account of the increase in general costs see attached note – **Action Clerk**

7.4 - £ 4647.55 available for Infrastructure improvements in the Community Park but an application would need to be made to get access to these funds. Awaiting receipt of draw down for £ 2268 to pay School Playgrond Specialists leaving £ 2379.55 unallocated – **Action Cllr Franklin**

7.5 – Donation to Tattenhall First Responders (£100) – approval required

8 - Correspondence for Information

Any comments

9 - Clerk's Reports and Queries

9.1 – Ivy Court road surface, SB notified – ref HW256724200

9.2 – Road surface B5445/Dodleston Lane junction – ref 520721610

9.3 – Successful Defibrillator Refresher course taken place

9.4 - Old Lane additional lighting installation – c/f

9.5 – Remembrance Service at Pulford War Memorial – which wreath should be ordered ?
(see e-mail from RG)

9.6 – Thankyou note required to Dave Roberts for providing the VH Hanging Baskets –

Action Clerk

10 - Councillors Reports, future agenda items, any other business

10.1 – Risk assessment Problem Reports – **see table below** -

LOCATION	RESPONSIBILITY	CONFIRM DATE CHECKED	ANY PROBLEMS ?
Community Park	Cllr Franklin		
Church Bank	Cllr Ewins		
VH Defibrillator	Cllr West		
Bus Shelter	Cllr Board		
Pulford Notice Boards (2)	Cllr Franklin		Defibrillator notice to be moved
Poulton Notice Board	Cllr Evans		
Cuckoos Nest Notice Board	Kate Fairhurst		
Poulton Defibrillator	Cllr Evans		

10.2 – VH report – **Cllr David Ewins**

10.3 – Grosvenor Estate – update on Pulford Woods operations – **Cllr Ewins**

10.4 – Church Bank refurbishment – surface, Planter and bollards – **Cllr Ewins**

11 – Date for Next Meeting in 2024 : - at Pulford Village Hall from 7 pm

Jan 24th or 31st (?)

DATE	NAME	SIGNATURE
OCTOBER 2023		
OCTOBER 2023		

REFERENCE -EMAILS / WEBSITES/DOCUMENTS

Section	Date	Folder	From	Title/Details
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FINANCE and PRECEPT NOTE FOR PC MEETING – 25TH Oct 2023

The following points should be considered at the PC meeting on Oct 25th (ref 7.3.1) : -

1 – INTRODUCTION

For the past 2 financial years the Parish Council precept request has been kept unchanged at £ 18.45. This equated to a precept of £ 6227 and is 0.856% of the Parish Council Tax for 2023/24. There has been significant demands on the Parish Finances which have used up any reserves. In particular a payment of £ 1455.25 was made for the Pulford 50mph limit plus an increase in the grass cuts in the Community Park all of which have been funded by the Parish Council . Therefore a decision will be needed on an increase in the precept request for 2024/25 – see the analysis below.

2 – GRASS CUTS

Up till this year the PC has funded most of the CP expenditure without dipping into the contingency (£ 3211). The PC budget till the end of the financial year 2023/24 leaves no funds available to supplement the precept for 2024/25. The major recent reason is the big increase in the number of grass cuts up from 10 in the 2020 ITT to 28 actual cuts this year.

Therefore the contingency should start to be used with a contribution to the funds for 2024/25 and also the precept request increased.

We need an estimate of the number and cost of cuts for 2024/25 to plug into the precept request. The quote for 2024/25 for the number of cuts is 14 which compares with 28 cuts this year.

For information the table below shows the costs/visits to maintain the CP and VH surroundings since 2019 : -

YEAR	CONTRACTOR	NO OF VISITS/CUTS	AMOUNT PAID £
2019	SODEXO	9	
2020	#gardening	15	1135
2021	#gardening	14	1470
2022	#gardening	28	2170
2023	#gardening	28	2770 inc 3x£200 extra

Also it may be worth exploring the availability of the remaining Infrastructure funds to fund some of the increase – this would be £ 4647.55 - £ 2268 = £ 2379.55

3 – SIMPLY GREEN

They visit the park 4x per year at £ 60 per visit. Is this required or should the visits be reduced/stopped ?

4 – CONIFER HEDGE

The 2020 ITT states the requirement to cut the conifer hedge. The residents have requested this is done. In Dec 2021 this was cut by Treefellers at a cost of £ 625

5 – RECURRING & ONE-OFF EXPENDITURE ESTIMATES

The table below shows the recurring estimates for 2023/24, possible one-off payments and a projection for 2024/25

REF	ITEM	2023/24 £	2024/25 £ PROJECTION	NOTES
RP1	Clerk's Gross Pay and Expenses	770.04	770.04	Depends on min wage
RP3	Renewals : CHALC,CCA,CCPL,ICO	241.72	241.72	
RP4	Insurance : Zurich	835.19	880.00	Inf applied
RP5	Audit : JDH and PKF	415.00	450.00	Inf applied
RP6	Inspection : ROSPA	45.00	45.00	
RP7	Donations : RBL, Church, VH Hire	599.50	599.50	
RP8	Software : Antivirus, Web, Office, PDF	437.00	437.00	
RP9	Payroll : Autela	140.99	155.00	Inf applied
RP10	CP : #gardening > #gardening VH VISITS > Simply Green (x4) >	(28) >2350.00 420.00 240.00	(14) > 2842.00 none 240.00	< 28 vs 14 cuts in 2024/25
RP11	VH INTERNET	Paid by VH	Paid by VH	
RP12	Bank charges : HSBC	96.00	96.00	
	TOTALS >	6590.44	6756.26	
	RECURRING PAY TOTALS EXC RP10 >	3580.44	3674.26	

Precept 2023/24 = £ 6227 : Sundry payments to date in 2023/24 = **£ 692** :

To Pay in 2023/24 - Tattenhall First Responders donation = £ 100

To Pay in 2023/24 – Church bank m'ce = ?

To Pay in 2023/24 - CP Hedge m'ce est = £ 625 (in 2021) – to pay from CP contingency ?

Therefore in 2024/25 with the same sundry payments as in 2023/24 the minimum amount required to fund recurring expenses is 3674.26 + 692 = **£ 4366.26** .

In addition the CP m'ce will require a minimum of **£ 3082** for 14 cuts and 4 Simply Green visits

Therefore there is a minimum requirement of £ 7448.26 which must be funded from the CP contingency and/or an increase in the Precept request.

As an example the table below show the increase in the Council Tax attributable to an increased precept request : -

Taxbase 2023/24	Precept	Band D charge	Increase	Monthly increase payable by residents
337.50	£6,227.00	£18.45		
337.50	£7,000.00	£20.74	£2.29	£0.23

In the above example there would be a shortfall of £448.26 which would increase if additional cuts were needed and other sundry payments were required !

Friends of Poulton & Pulford Community Park

17th October 2023 – Venue: Pulford Village Hall

1/ Committee members in attendance: Nick, Kate, Glenys, Anna, Pat, Jan, Jane, Jean

2/ Apologies from those unable to attend: Peter and Howard

3/ Adoption of previous meeting's minutes

3:1/ Proposed by Glenys & Seconded by Anna

4/ Financial report (current bank balance) – Peter sent a statement in absentia.

The current bank balance stands at £1,802.58

5/ Secretary's report – Jean had no general issues to report.

6/ Safety Officer's report? John M has confirmed that regular inspections continue to be done. No safety issues were highlighted but he has subsequently advised that the basket swings be replaced as they have splits in the rubber which allows moisture in to the fasteners and accelerates corrosion which could pinch a child's skin.

AP

7/ Chair's report - Nick

Three quotes for future grass cutting were obtained and assessed by Nick and Jean. Ashtree were the cheapest at £203.00 plus vat per cut. It was agreed to request that they text Nick after each cut for accuracy in making payment.

Quotes have also been obtained to provide colourful play graphics for the pathway and a STOP sign on Old Lane. These were installed by SPS and are proving popular. Funding is to be claimed via s106 monies from CWAC.

Park maintenance issues

The fortnightly boules sessions during the summer were well attended and successful.

Dog fouling in the park appears to have ceased.

Vandalism – one picnic table has had graffiti carved into the top and the wooden panel at the side of the yellow gate has been kicked in, which Nick has now re-instated.

Moss under the tables and swings has been treated and several overhanging branches removed by Nick and David Ewins. The plan is to have the paths sprayed quarterly by the new grass cutting contractor.

A successful tidy-up of the park was carried out on September 1st. Nick thanked all the attendees.

Willy West is doing a great job of edge trimming the paths in the park, a huge job. Ongoing: a dead tree in the bottom left corner of the park needs removing. It was agreed not to replace it.

The fenced boundary with the Grosvenor Estate needs attention due to overgrown trees, hedges and undergrowth. Nick will weed kill the undergrowth in spring.

c/f we need to revisit treatment of wooden equipment footings after strimmer damage.

The maintenance contractor has suggested cutting a circle of grass away from the base of each tree to avoid further strimmer damage. He also suggested pruning any base shoots and mulching the beds. **AP**

8/ AOB

Jane has noticed the goal nets need repair/replacing – to be investigated. **AP**

The conifer hedge needs to be cut on the side and top – quotes required. **AP**

The new planting at the park entrance was complimented.

Date of next QUARTERLY meeting: Tuesday 16th January 2024.

Date of next FUNDRAISER meeting: Saturday 2nd December 2023

AP (Action Points) x 4 highlighted in bold capitals

Friends planning meeting 17.10.2023

Fundraiser in aid of Dementia UK on 02.12.2023

Village Christmas Tree

Who will order and what size?

Glenys and Anna will order an 8-9 foot tree from the Grosvenor Garden Centre to be delivered to The Grange before the end of November.

Which day do we set it up?

The tree will be set up and decorated on Friday 1st December at 10.00 in readiness for lighting on Saturday 2nd December.

Who will set it up? Jan, Willy Jane, Jean and David starting at 10.00.

Sunset will be 15.57. Tree lighting: 4pm.

Who will light it? Nick will invite Charlie White to light the tree.

Event

Agreed time 13.00 to 16.00, Saturday 2nd December

1.The Village Hall Committee will discuss buying Xmas decorations for the hall.

We may need to hang them.

2. Posters need to go on notice boards 3/4 weeks in advance. Flyers 3 weeks prior. Volunteers:

Nick. Burganey and Ivy Courts.

Kate. Wrexham Road (and Belgrave Garden Mews?)

Jane. Castle Hill and Church Bank.

Pat. Straight mile.

Jan. Pulford Court, Castle Close and Fairmeadow.

Peter. Old Lane?

Jean. Dodleston Lane and possibly Old Lane.

Ashley. Brookside? To be asked.

Glenys and Anna. Poulton.

Some flyers are requested for after remembrance service.

4. Printing. Jean and David with Kate doing any neat handwriting required.

5. The banner will be hung on the VH railings on Sunday 26th November by Jean and David.

6. We will start setting up at 21.30 on Friday 1st Dec as before. Anyone who can.

7. Donations. Jane will approach local businesses for donations. Kate will write out the large donation boards.

8. Number of hampers: 3

Number of stalls: approx. 8

9. Peter can provide a card reader.

Please give Peter expenses in advance of the event if possible.

Peter to arrange pre- and post- event counting house.

10. Christmas background music. David.

11. Press release. ?

Stalls and jobs

Master of Ceremonies - Peter?

Tesco and 'guess the name' shopping Jean and Kate. We ask Tesco to donate tea, coffee, cordial plus bottles for tombola.

Donation requests - Jane will ask local businesses. Everyone to ask for home produce donations.

Raffle making up and stallholders: Nick and Jean will make up hampers. Jane and Mavis will sell raffle tickets.

Guess the name: possibly Sandra again.

Frog in the Bog: Nick

Memory tree: David and possibly Trevor.

Jigsaws: Kate and Gill.

Cake/home produce stall both eat-in and takeaway: Glenys and Anna who will also decide pricing.

Tea/coffee/cordial/hot chocolate and savouries stall: Jan and Jean. Pat cashier.
(bacon baps and nut roast baps)

Bottle tombola: We have some bottles left from last year. Howard?

Auction: Peter?

Stallholders' refreshments: Jan

Washer uppers: The wonderful bells/darts ladies.

Dirty dish collection: trolley to be left next to the hatch for dirty dishes/waste.

Clearing up: All hands on deck!!!!

In the event Peter is not well enough to help, we will need to reshuffle duties.

Next meeting: to be advised.