

POULTON & PULFORD PARISH COUNCIL

Minutes of meeting held on 27th October 2021

PRESENT : Cllr A Higgins (Chair) : Cllr West : Cllr Ewins : Cllr Board : Cllr Evans : Cllr Franklin :

1 member of the public attended the meeting

Items in RED added before Minutes were issued

1 – Apologies – Cllr L Higgins was unable to attend the meeting

2 – Adoptions and Appointments

2.1 – Register of Interest – none

2.2 – Recruitment – Cllr Higgins has written to ex Cllr Fay. The Council will seek to recruit additional members to fill the present vacancies – Action Higgins then Cllr West

3 – Suspension of Standing Orders

4 – Minutes of July 2021 meeting – approved

5 – Progress Reports

5.1 – Police –Police Surgery at Pulford Village Hall scheduled for 3rd Nov noon to 1 pm.

Notice to be issued – **Action Clerk**

5.2 – Community Park – Cllr Higgins read out the report prepared by Dave Roberts (mins of 28 Oct mtg attached).

5.2.1 Cllr Ewins expressed concern on the state of the grass cuttings. #gardening have indicated this should not be a problem after the last cut of the season.

5.2.3 Cllr Board urged the completion of the Captain Tom trail now that the grants have been received. **Clerk to contact Simon Pryce**

5.2.4 The paving work at the Park entrance has still not commenced – c/f

5.2.5 No further action planned on Park visitor parking

6 - Planning

6.1 – Woodfield Farm transit van and 2 statics remain. Enforcement action underway by CW&C – c/f

7 – Finance and Audit

The following items were approved : -

	Paid In £	Paid Out £	
7.1	387.50	465	Funds for VH Refurbishment : Fortress Windows ref VH219
7.2		78	Defib Shop ref 220
7.3		50	Simply Green Lawns ref 206.2
7.4	191.88	230.26	Funds for VH Refurbishment : Huws ^ Gray ref VH221
7.5		30	Autela Payroll services -inv 6656
7.6		210 x 3	#gardening July/Aug/Sept 2021
7.7		47.76 52.56 5.94	Aug 2021 BT service at VH Sept 2021 Oct 2021 – new 2yr contract £25.99/mth – broadband only inc refunds
7.8	78.82	94.58	Funds for VH Refurbishment : Huws ^ Gray ref VH222
7.9		36.50	Ink via Clerk ref 223

7.10	100	240	External audit fee contribution from VH : External audit fee ref 224
7.11		166.86	Clerk's Gross Pay July to Sept 2021
7.12	11		VH wifi contribution Oct 2021
7.13	34.45	41.34	Funds for VH Refurbishment : Huws ^ Gray ref VH225
7.14	2697.80		CW&C S106 grant for Captain Tom trail
7.15		30	Autela Payroll Services ref 202.2
7.16	250		Active Leisure Marathon donation to PC
7.17		855.25	PWLB Oct payment
7.18	0.41		HSBC Interest July to Oct 2021
7.19	On web site		Detailed spreadsheet for 2021/22 showing RECEIPTS, PAYMENTS, ANNUAL RTN 2020/21, and ASSET REGISTER

Finance Status	Bank £ 19 th Oct 21	Recurring payments £ to Mar 22	CP Funds £ Donations + S106 grant	CP Ringfenced £ to 26/27	Unallocated PC Funds £ exc FI >	Further Income £ est 21/22
7.20	22,148.80	2,125.36	D = 6,034.41 S106 = 2,697.80	4,935.00	6,356.23	592 vat refund 75 recurring 1500 CIL

7.21 – External Audit report - approved

7.22 – HSBC charging for Bank Accounts – discussions planned with Santander re opening Treasurer's Current Account – **Action Clerk**

7.23 – The total amount expected from the Community Infrastructure Levy (CIL) is c £ 6,800. The Clerk indicated there is a Government website which details the options for using CIL monies –

ref www.gov.uk/guidance/community-infrastructure-levy

8 – Correspondence for Information – no comments

9 – Clerk's Reports & Queries

9.1 – Revised Standing Orders, Financial Regulations, Procurement and Risk Assessment Procedures agreed

9.2 – Traffic monitoring - Teams training session arranged for 8th Nov – **Action Clerk**

9.3 – Parking on B5445 – Council agreed to fund double yellow lines. **Clerk** to contact Highways with this offer

9.4 – Speed limit petition – Highways have reviewed and plan to increase the prominence of the 30 mph signage – c/f

9.5 – .50 mph Speed limit on B5445 Pulford to A483 – implementation scheduled – c/f

9.6 – Average speed limit trials – Council have registered their interest – c/f

9.7 – Street Scene have scheduled the clean up of the shrubbery around the B5445/Dodleston Lane junction. **Clerk** to inform them that Mr Homer has been warned he could face a bill for this work

9.8 – Children Safety Notice Old Lane/Fairmeadow – no further incidents observed

9.9 – Maintenance of Church cemetery grounds – resolved

9.10 – Remembrance Day arrangements – Sue **Payne** to be informed of details – **Action Clerk**

9.11 – Thankyou letters agreed for Cllr Pryce and Fair – **Action Clerk**

9.12 – Cheshire Fire Authority Plan – no action planned

10 - Councillors Reports, Future Agenda Items, Any Other Business

10.1 – Risk Assessment Reports – no problems reported apart from possible water ingress into VH Defibrillator cabinet – **Action Cllr West**

10.2 – Cllr Higgins has not received an update on the proposed path through Pulford woods. – c/f

10.3 – Poulton Footpath issues – The Clerk updated the Council on recent actions by W Fair and Co and the issues relating to the status of the Pulford Approach. It was decided to await the outcome of the proposed Pulford woods path before considering any action on this. No decision was reached on subscribing to Open Spaces Society. The Clerk offered to take Cllr Franklin on a tour of the current Poulton Rights of Way – **Action Clerk**

10.4 – Spinney hedges – Street Scene have been tidying them up

10.5 – VH report – Cllr West gave an update. VH users pleased with current refurbishments. Lady Edna committee room opening ceremony planned for 2022, Access will be via separate entrance. More use to be made of the VH Page on the website. Timetable of Hall bookings to be displayed on Notice Board. Next major refurbishment will be the Toilet area – c/f

10.6 – Pulford Christmas Tree ordered. Other decorations in hand – c/f

10.7 – Chester Zoo Nature Recovery Corridor – Residents to be informed via Notice Board and Website – **Action Clerk**

10.8 – Additional snowdrops for Poulton agreed – **Action Cllr Evans**

10.9 – Concern on Status of Pulford Brook. **Clerk** to notify Environment Agency

10.10 – Cllr Board reminded everyone of the Queens Jubilee celebrations in 2022. Plans being considered by Community Park Committee – **Action All**

11 – Date for Meetings in 2022 – agreed - from 7 pm. details to be notified.

Jan 26th : April 27th : July 27th : Oct 26th

DATE	NAME	SIGNATURE
OCTOBER 2021		
OCTOBER 2021		

Friends of Poulton and Pulford Community Park

Minutes of meeting held in Pulford Village Hall on 28th October 2021

1. Those attending – Dave Roberts (chairman), Peter Gosmore (treasurer), Kate Fairhurst (secretary), Glenys Evans (horticulture advisor), Jean Ewins, Pat Shore, Jane Yeoward, Jan West and Nick Franklin.

2. Apologies – Simon Pryce

3.

Chairman's report

Having recently taken over the chairmanship of the community park from the previous chairman Simon Pryce, Dave thanked Simon for the work he has done as chairman. He also welcomed Jean Ewin and Nick Franklin as new members of the committee.

3.3 Progress has been made regarding the projects listed below:-

- (1) The paved area in front of the main gate of the park (Dave Roberts managing this). Despite 3 site meetings with the contractor John Ramsey, the work has not yet started.
- (2) The installation of adult exercise equipment (the Captain Tom Trail) has not yet been started. Simon Pryce who is project manager is waiting for a third quote for the job. It is becoming more pressing that a contract for this work is put into place as we are informed by the Parish Council that if the grant for this project is not taken up by March 31st we will lose it. The committee feels that a contract needs to be in place by DEC 1st.

3.4 Considerable work was undertaken by volunteers on Sunday, 10th Oct within the park. It was decided to approach professional contractors to undertake remedial work. Glenys has arranged to employ hedge cutters who hopefully will shred existing branches lying around and Simply Greea to spray weedkiller by the fencing.

Concern has been raised about grass being left in situ after cutting. The contractor does not have the equipment nor facility for removing these. He recommends cutting the grass weekly instead of fortnightly would help to solve this problem. This would add an extra cost of £800 a year on top of what we already pay.

Glenys will liaise with him about his flexibility in this matter and then a decision, in consultation with the Parish Council can be made.

Painting/preserving of park furniture will take place next spring.

- 4 Financial report by Peter Gosmore.

4.1 The amount in the charity/community account with the Nat West Bank is £3,393.92.

4.2 The Parish Council is in control of a ringfenced sum of money that was donated when the park was set up. Barrie Evans, the PC clerk is in a better position to explain how much is left in this fund and how much is earmarked for park projects.

6 Safety within the park

Simon has not reported any major structural problems, however he does wish to pass on the responsibility to another. Dave to ask John Mckinnie if he would be prepared to be responsible for the health and safety aspect of the park. We need to be aware of what qualifications are needed to undertake this role.

7. Key to far gate.

Dave expressed concern that the gate belongs to the park and that although the land beyond belongs to the local residents who have a key, we as custodians of the park do not have a key to the gate which is kept locked. If only from the aspect of health and safety this is not a situation which can be tolerated. It was suggested that a solution would be that a key should be kept in a key safe located in an inconspicuous place in the park by the gate.
For information the code for the main gate is 4949.

8. Events within the park for 2022

The committee were keen for events to recommence in the park in 2022. In their enthusiasm exciting suggestions were made. The City of Chester Brass Band has already been booked for SUNDAY, 19th JUNE 2022. The chairman asked members to think of what events we could put on, and to bring their ideas to the next meeting

9. Village Christmas Tree.

9.1 The Parish Council will provide a Christmas Tree.

9.2 The Friends of the Park will decorate the tree as they did in 2020.

9.3 The committee agreed that a small celebration will take place when the lights are switched on

9.4 The Friends will provide mince pies, gluhwein, soft drinks, beverages, and possibly background music perhaps the Handbells/ PA system. It is hoped that this will take place on Friday 3rd Dec at 6pm (if the Christmas Tree has been delivered and decorated).

10 The current members of the committee are those recorded in 1 and 2 of these minutes.

12. The next meeting is on THURSDAY 25th NOV at 7pm in the Village Hall.