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**Minutes from the Parish Council Meeting held 10<sup>th</sup> July 2017 at Hartford Village Hall, 244 Chester Road, Hartford, CW9 1LW at 7.15pm**

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Attended by: Cllr Herbert (Chair); Cllr Hollens (Vice Chair); Cllr Dickerson; Cllr Llewellyn; Cllr Jones; Cllr Farrell; Cllr Lamb & J O'Donoghue (Clerk)  
 Also attended by: 1 member of the public & Cheshire West and Chester Councillor Patricia Parkes

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**1. To receive apologies**

**Resolved:** Apologies were received and accepted from Cllrs Kaur and Cllr Loftus

**2. Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Hartford Parish Council's Code of Conduct.

**Noted:** All councillors confirmed that they understood the information circulated by the Clerk in respect of disclosure of interests: what constitutes a Disclosable Pecuniary Interest, Other Disclosable Interest and any other interest in an item on the agenda; the need to register a DPI on their Register of Interests; the requirement to withdraw from a meeting where an item relates to a DPI.

*No councillor disclosed any (a) Disclosable Pecuniary Interests or, (b) Other Disclosable Interests or interest as required under Chapter 7 of the Localism Act 2011 and Hartford Parish Council's Code of Conduct.*

**3. Public Open Forum**

- a) Members of the public are invited to address Councillors and raise issues of concern. This session will last no longer than 15 minutes.

**Noted:** Trish Parker attended as a representative of Hartford Bowls & Tennis Club regarding the request to trim trees surrounding the tennis courts and it was noted that this was on the agenda under agenda item 13a.

**4. PCSO**

- a) To receive report from PCSO Alex Haskell

**Noted:** PCSO Haskell was unable to attend the meeting and circulated a report prior to the meeting by email (Appendix A)

**5. Cheshire West & Chester Council**

To receive reports from elected Councillors

**Noted:** Cllr Parkes attended the meeting and provided a report. The parking proposals were noted.

**6. Minutes**

- a) To approve and sign the Minutes of the Parish Council Meeting held 12<sup>th</sup> June 2017

**Resolved:** It was proposed by Cllr Hollens, seconded by Cllr Farrell and unanimously agreed to approve and sign the Minutes of the Parish Council Meeting held 12<sup>th</sup> June 2017 with amendments to the draft minutes as initialled in the minute book and as follows:

**12/06/2017/2** Cllr Hollens declared an interest in item 25(a) on the agenda as required under as required under Chapter 7 of the Localism Act 2011 and Hartford Parish Council's Code of Conduct.

**12/06/2017/11(b)** It was also noted that there has been some limited interest from allotment holders

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Signed:



Date:

## 7. Finance and Administration

- a) To approve and sign monthly bank reconciliation June 2017

**Resolved:** It was proposed by Cllr Llewellyn, seconded by Cllr Farrell and unanimously resolved to approve and sign monthly bank reconciliation June 2017

- b) To approve and sign the accounts for payment July 2017

**Resolved:** It was proposed by Cllr Jones, seconded by Cllr Llewellyn and unanimously resolved to accept the accounts for payment July 2017 and to cancel the SITA bin currently located at Hartford Village Hall.

Salaries	£1,424.63
HMRC	£ 354.70
Cheshire Pension Fund	£ 419.02
SITA (30707840)	£ 152.18
Adele (00215)	£ 595.00
Adele (00213)	£ 165.00
Caddis (A1921)	£1,440.00
Viking Office (243153)	£ 155.98
Viking Office (328412)	£ 61.72
Northwich Town Council (2313)	£1,705.20
P Herbert	£ 20.00
Island Fire Protection Ltd (63215)	£ 345.60
Bentham Ltd (SIN492474)	£ 374.94
BT (HVH)	£ 63.84
<b>TOTAL</b>	<b>£7,277.81</b>

**ACTION: JO**

- c) To note monthly budget figures against projected annual budget

**Noted:** The figures were noted.

- d) To agree date for Human Resources Committee Meeting

**Resolved:** The meeting will be held on Monday 31<sup>st</sup> July 2017 at 6pm at Hartford Village Hall, small meeting room.

**ACTION: JO/COMMITTEE MEMBERS**

- e) To agree date for Finance Committee meeting

**Resolved:** The meeting will be held on Tuesday 8<sup>th</sup> August 2017 at 6pm at Hartford Village Hall, small meeting room.

**ACTION: JO/COMMITTEE MEMBERS**

## 8. Vacancy

- a) To approve co-option policy and process as recommended by Cllr Hollens and J O'Donoghue

**Resolved:** It was proposed by Cllr Jones, seconded by Cllr Dickerson and unanimously resolved to approve the co-option policy and to publish on the website.

**ACTION: JO**

- b) To note current vacancy and expressions of interest

**Noted:** It was noted that there have been 2 expressions of interest and 1 formal application.

Signed:



Date:

## 9. Business Plan

- a) To receive report from Cllr Hollens

**Noted:** It was noted that the Business Plan has been printed and that it will form the basis of an ongoing working document. Cllr Herbert requested a vote of thanks to Cllr Hollens and Jones.

- b) To agree action to be taken

**Resolved:** Clerk to publish plan on the website.

**ACTION: JO**

## 10. Website

- a) To receive report from Cllr Hollens

**Noted:** Cllr Hollens provided a report and requested a working group be established to consider the website and report back at the September meeting.

- b) To agree action to be taken

**Resolved:** It was proposed by Cllr Jones, seconded by Cllr Hollens and unanimously agreed to set up a working group and appoint Cllrs Llewellyn and Lamb to the group.

**ACTION: MLL/LL**

## 11. Hartford News

- a) To receive report from Cllr Farrell

**Noted:** Cllr Farrell provided a report and it was noted that a total of 2,162 copies were hand delivered which represents 80% of the village. There is no August edition.

- b) To agree action to be taken

**Noted:** Cllr Farrell will continue to work on improving the delivery system.

**ACTION: SF**

## 12. Parking Restrictions

- a) To note implementation of road traffic order

**Noted:** It was noted that the road traffic order will be implemented within 6 weeks.

- b) To note letter sent to residents by Cheshire West and Chester Council

**Noted:** It was noted that a letter has been sent to residents who raised objections to the parking proposals.

## 13. Hartford Tennis Club

- a) To note request from Club for council to arrange to prune all trees overhanging the tennis courts

**Noted:** The request was noted.

- b) To agree action

**Noted:** To consider at the September meeting, Clerk to obtain quotation for works

**ACTION: JO**

## 14. Meetings Attended

- a) To receive report from Cllr Hollens following attendance Hartford Civic Society meeting

**Noted:** Cllr Hollens provided a report and it was noted that: there has been no further progress with provision of outdoor gym equipment and the Clerk has received a quotation which will be provided to Cllr Hollens, HCS has produced a leaflet to be included in the welcome pack; a new walk has been published and the walnut tree on Walnut Lane will be shortly replaced; there is no August meeting and a social event is to be held in Royalty Wood.

Signed:



Date:

### 15. Football Pavilion - The Green

- a) To receive report from Cllr Farrell following meetings to discuss future use of the pavilion

**Noted:** It was noted that the working group has not met to consider any further and that an informal request has been made to Cllr Farrell from JM Academy regarding use of the Green Field (grassed area only with no access to pavilion or parking) for outside sports activities during the summer holiday period. No official request has yet been made.

- b) To agree action to be taken

**Resolved:** It was proposed by Cllr Farrell, seconded by Cllr Jones and unanimously agreed to provide a letter of authority for use of the field to JM Academy when an official request for use is received subject to conditions above. **ACTION: JO**

### 16. Welcome Pack

- a) To receive report from Cllr Hollens

**Noted:** Cllr Hollens provided a report and it was noted that the pack is almost complete.

- b) To agree action

**Noted:** No further action was agreed.

### 17. Flags & Flag Pole

- a) To receive report from Cllr Herbert

**Noted:** Cllr Herbert provided a report and it was agreed to consider installation of a flag pole at the village hall.

- b) To agree action to be taken

**Resolved:** Cllr Herbert to provide details and quotation at the September meeting of council. **ACTION: PH**

### 18. Picnic in the Park

- a) To receive report from Cllr Farrell

**Noted:** Cllr Farrell provided a report and it was noted: the event was a great success and came well within budget at less than £1,000; village groups had gained great exposure and a fund raising opportunity; £175 was received from stall holders in donations; the spring on the gate nearest to the Leslie Martin building needs replacing. Cllr Hollens proposed a vote of thanks to Cllr Farrell.

- b) To agree action

**Resolved:** It was proposed by Cllr Farrell, seconded by Cllr Hollens and unanimously agreed to: hold the £175 donation to be put towards future events; replace spring on gate; make a donation of £50 to Hartford Cricket Club for use of facilities during the event; make a donation of £50 to ATC in thanks for attending the event. **ACTION: JO**

### 19. Mornant Twinning 23<sup>rd</sup> July 2017

- a) To receive report from Cllr Herbert

**Noted:** Cllr Herbert reported that he will be attending the reception and unveiling the plaque.

### 20. Village Hall

- a) To receive report from Cllr Herbert/Hollens regarding improvements to pedestrian access

**Noted:** Cllr Herbert provided a report and it was noted that the council approved, in principle, installing an independent pedestrian access which would involve removal of a section of hedge and installation of a gate and Cheshire railings.

Signed:



Date:

- b) To agree action to be taken

**Resolved:** It was unanimously agreed that Cllrs Hollens and Herbert will obtain 2 quotations for the above works to be considered at the September meeting of council. **ACTION: RH/PH**

## 21. Planning

To agree response to the following applications:

- a) 17/01600/FUL | Demolish existing single storey rear and side extension and erection of single storey side and rear extension | 6 Thorn Lane Hartford Northwich Cheshire CW8 1NX (ext agreed to response date)

**Resolved:** It was proposed by Cllr Hollens, seconded by Cllr Farrell and unanimously agreed to make no objection to the proposal however note that no location plan was provided. Clerk to respond to CWAC. **ACTION:JO**

- b) 17/02660/FUL | Demolition of Existing House and Garage, Erection of New Dwelling and Detached Garage Outbuilding. | 10 The Crescent Hartford Northwich Cheshire CW8 1QS

**Resolved:** It was proposed by Cllr Dickerson, seconded by Cllr LLewellyn and unanimously agreed to make no objection to the proposal. **ACTION:JO**

- c) Cheshire West and Chester Council's Development Management (Planning) Team has received amendments / additional information in respect of the following: 17/00865/FUL | Two storey extension to south east side, single storey extension to north west side, single storey rear extension, porch and alterations. | Whitehall Lodge Whitehall Drive Hartford Northwich CW8 1SJ

**Resolved:** It was proposed by Cllr Hollens, seconded by Cllr LLewellyn and unanimously agreed to object to the proposal on the grounds of overdevelopment of the site which is within the curtilage of a listed building. Clerk to respond to CWAC. **ACTION:JO**

- d) 17/02817/FUL | Single Storey Rear Extension | 5 King Street Hartford Northwich Cheshire CW8 1NR

**Resolved:** It was proposed by Cllr Dickerson, seconded by Cllr Hollens and unanimously agreed to make no objection to the proposal.

- e) 17/02818/FUL | Pitched roof to replace flat roof to rear | 3 King Street Hartford Northwich Cheshire CW8 1NR

**Resolved:** It was proposed by Cllr Jones, seconded by Cllr Dickerson and unanimously agreed to make no objection to the proposal.

- f) 17/02789/FUL | Erection of one new dwelling together with external works to extend existing private drive, form turning and parking area and provide concrete sectional garage | 64-66 Beach Road Hartford Northwich Cheshire CW8 3AD

**Resolved:** It was proposed by Cllr Dickerson, seconded by Cllr LLewellyn and unanimously agreed to make no objection to the proposal however it was agreed that there were concerns with regard to access. Clerk to respond to CWAC. **ACTION: JO**

## 22. Allotments

- a) To receive report from Cllr Farrell

**Noted:** Cllr Farrell provided a report and it was noted that: the allotments were included in the NSPCC Open Gardens event and were well received; requests have been received to fence off the allotments behind the football pavilion; manure has been delivered for use by all allotment holders and local residents.

- b) To agree action to be taken

**Noted:** Clerk to obtain quote for fencing off the allotments for consideration at the next meeting **ACTION: JO**

Signed:



Date:

**23. Any other Business**

Please note that this item is for information only and no decisions can be made. This item is scheduled to last no more than 15 minutes.

**Noted:** Cllr Hollens noted that a formal request for grant funding will be sent from Hartford Manor School. It was noted that Cllr Jones and Dickerson do not have lanyards and this will be rectified.

**24. Close of meeting**

**Noted:** The meeting closed a 8.40pm

**APPENDIX A  
PCSO REPORT - A HASKELL - PCSO 22299**

**Hartford ASB/Crime figures**

**ASB** – 4 Incidents Only two involving youths causing issues. Of those there is nothing of any note

**Theft from motor vehicle** - 1 incident whereby an offender has entered and stolen items from an insecure vehicle.

**Criminal damage** – Damage to Marque at Hartford cricket club. Currently being investigated by Neil.

**Drugs** – Residents of St Vincents Dr have been complaining of youths taking drugs on the grass land between them and the A556. The grass in the area is very overgrown and is perfect for hiding. Could we look at some preventative measures to make it a less appealing area?

**\*\*PRIORITY\*\***

Current Priority for me is the issues with youths at St Vincents Drive, I am paying passing attention to the area and the local residents know I have been there on a number of occasions. One of the residents is a special PC and has stated he will keep an eye out as well.

The other priority is speeding in the village in particular on School Lane and on Chester Road by the Speed indicator device. I am putting together some evidence to get enforcement at both locations and I am in talks with the decisions makers on getting this done as soon as possible. I have also been shown the best locations on School lane to get results and can confirm I have nearly doubled the amount of hits I have been getting so thank you for that.

**PCSO update/Looking forward**

Quick word from me on the stuff I haven't covered above.

Picnic in the park was a great success from our point of view. There was great engagement from the families and kids who loved looking round the van and having their fingerprints taken. I would like to thank you all for involving me in the event and I would like to put in a special mention to Steve who was fantastic and worked really hard for the day.

I would like to touch on an issue with the shrubbery at the top of the cricket ground. I have found drug paraphernalia and empty beer bottles at the location. If possible could something be looked at to block the area off permanently or cut back the bushes to make it a less attractive area to hide?

Sir Leslie Martin day nursery have complained to me about School children from Hartford High School using the cricket ground and the bushes just off to the side of nursery as somewhere to smoke. Obviously this is not good for the kids at the nursery so the staff have asked them to move which has been met with abuse. I would like to consider thinning out the bushes so that the area can be seen from the road with the intention of moving the kids to a different location.

That's all from me. Any questions please let Jo know and she can forward them on to me. Please could you let me know if you get the chance to discuss the issues I have broached above.

Signed:



Date: