

# BOSTOCK PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Wednesday 17<sup>th</sup> February 2016  
Held at The Hayhurst Arms (private meeting room)  
Public Open Forum 7.00 – 7.15pm, Council Meeting 7.15pm**

**Present** Cllr. Williamson (Vice-Chair)  
Cllr. Curry  
Cllr. Beswick

Parish Clerk Vicky Stock

Richard Thresh (Cheshire Community Action Group)

No members of the public were present

**Apologies:** Cllr. Brewood and Cllr. Morvan

## 1) Public Session

Cllr. Williamson opened the meeting and welcomed all present.

There were no members of the public present.

## 2) Apologies and Declarations of Interest

Apologies for absence – Cllr. Brewood and Cllr. Morvan (holiday commitments)

Declaration of Interest – None.

## 3) Approval of Minutes

### 3a) To review and approve the Minutes of the previous Parish Council Meeting 18<sup>th</sup> November 2015

The above minutes were not available for review due to Cllr. Brewood not being at the meeting but will be available at the next parish council meeting for approval. **AP1**

### 3b) Recap and update on Actions from previous minutes.

As above.

## 4) Finance and Administration

### 4a) To approve Monies for payment and 4c) to review Insurance document

Councillors agreed were happy with the insurance schedule and quotation received from Came and Company (a specialist parish council insurance company approved by ChALC) and therefore approved the following payment:

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>CHQ No</u>	<u>NET £</u>	<u>VAT £</u>	<u>GROS S £</u>
17/02/16	Came and Company	Bostock Parish Council Insurance Cover	100423	164.25	0.00	164.25

**Proposed by Cllr. Williamson. Seconded by Cllr. Beswick. All Councillors present voted to approve this payment.**

As at 23<sup>rd</sup> December 2015, the reconciled Bank Balance totalled **£9,111.20** in credit.

### 4b) To review minutes from recent additional meeting of the Parish Council (budget and precept discussion) held on Thursday 4<sup>th</sup> February 2016.

The above minutes were approved by councillors present at the meeting. Proposed by Cllr. Beswick and Seconded by Cllr. Curry.

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## 4d) to complete/sign bank forms for new signatories.

Cllrs Curry and Williamson were given a bank form to complete and take to the bank. A further mandate form needs to be signed by new and current signatories. **ACTION: The clerk to bring the mandate to the next meeting to hopefully get all councillors to sign and move forward with this. AP2**

## 5) Planning and Highways Matter

### 5a) Review details of any planning applications received.

None received.

### 5b) Neighbourhood Plan Information

Richard Thresh from Cheshire Community Action Group attended the meeting to give the council some information on the option of writing a Neighbourhood Plan.

Cllr. Williamson said that due to the information received at a recent joint parish council meeting regarding Call for Site for the Local Plan part 2, Bostock Parish council had become alarmed at some sites in Bostock being put forward by land owners.

Richard explained that a Bostock Neighbourhood Plan would not necessarily prevent developments in Bostock however it would give Bostock a say in what it would like the development to be e.g. style/type of housing etc. The Neighbourhood plan however would take considerable time and hard work and that Bostock Parish Council should ask the wider community to help with this. It would also be worth talking to Tatton estates to ask for their support too. An initial consultation/coffee morning with residents would be the first starting point to engage with residents and to ask their views on starting a Neighbourhood Plan. Gathering opinions this way would enable Bostock Parish Council/Neighbourhood Plan working group to create a vision for the future of the village. Bostock it was agreed would in fact be a desirable place for developers to look at.

Neighbourhood Plans are costly but grants of up to £8,000 are available to apply for and this should cover the majority if not all of the cost.

First steps on the road to creating a Neighbourhood Plan would be to:

- register the area with CWAC
- consult the community and ask for opinions on this

Richard Thresh will send links to the clerk next week to allow Bostock to register for a Neighbourhood Plan. There are no time limits on this so it would still be worth registering whether or not we go ahead with this or not.

Bostock Parish Council to discuss this further at the next meeting and will add to the agenda.

### 5c) Village Entry Signs

CWAC have provided artwork and costs for three village entry signs (e.g. Welcome to Bostock sign). The costs given are £1,600 for supply and installation including VAT. Councillors feel this will give Bostock an identity as at present there is no indication on the road that people are travelling through Bostock.

Looking through files Councillors cannot find any evidence of this being funded in any other way.

If nothing can be found out by the next meeting then we will have to fund this from reserves to finally put Bostock on the map. **Proposed Cllr. Wilson. Seconded. Cllr. Curry. All approved.**

**ACTION: The Clerk will double check with Ward Councillors/Veolia to see if there is any evidence of part funding this if not will go ahead as above. AP3**

### 5d) Speed Indicator Device (SID) Training

SID training is free and we can have the SID for a week or two if required. After discussion it was decided that we wait until we get the results of the traffic survey recently carried out by CWAC for data collection.

## 6) Update from recent meeting with Cheshire Crime Commissioner John Dwyer

Cllr. Williamson recently attended a public meeting hosted by Cheshire Crime Commissioner. The evening was informative however nothing at present had any relevance for Bostock.

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## 7) Transparency Code

**7a) The clerk to give a brief update on what Bostock Parish Council need to do to comply with the Transparency Code.**

The clerk is currently reviewing what Bostock Parish Council need to do in order to comply with the Transparency Code (new government legislation). To start the process the website urgently needs to be up and running as documents and contact details need to be made public. The website needs to include minutes, agendas, financial information, contact details, declarations of interest, standing orders, and insurance details. Cllr. Curry brought some BPC historical documents for scanning. **ACTION: Cllr. Williamson to scan the documents in and forward to the clerk/webengineering. AP4.**

## 8) Tea on the Green

**8a) To discuss the event plan and funding for 2016**

Cllr. Beswick has spoken to Tatton Estates regarding a community fund that was previously available and it seems that it was a separate entity to the parish council. After discussions with Tatton Estates the monies in the community fund were used up and the account closed. When the events committee was dissolved the money was given to charities and £700 was left in the account which was then used for the last fete event. Tatton Estates did get permission from all involved at the time. For Tea on the Green we therefore need to start from scratch. Tatton Estates are donating £500 to help put on the event. It was agreed at the last meeting (4<sup>th</sup> Feb) that £1000 would be used from parish council funds. £500 funding/£500 loan to put the event on for the community. Receipts will need to be given to the clerk. There will be a £2 entry fee but Bostock residents will get in to the event free of charge. Cllr. Beswick is organising this event and will ask for help as required.

## 9) Standing Orders

9a) Cllr Williamson will review the model Standing orders sent by ChALC and he will endeavour to have these ready for review/approval at the next parish council meeting. **AP5**

## 10) Website Update

**10a) Where are we with this and how can we move things forward?**

As mentioned above, we need to scan documents in and get some training done on the website. We need the following actions carried out by the next meeting at the very latest.

### **ACTIONS (AP6 & AP7):**

- **The clerk will speak to Craig from Webengineering re: training to get the website up and running**
- **We need a personal statement from each councillor**
- **The file containing declarations of interest needs to be forwarded to the clerk**
- **Camera needs to be brought to the meeting to take photos of the councillors at the next meeting**
- **Any photos of Bostock in general that can be added to the website**
- **Newsletter content is needed urgently to be sent out as soon as website is live. We can then tell residents about the website.**
- **Newsletter content needed from councillors – Tea on the Green information, HS2, Call for sites information, speed issues, Neighbourhood Plan, Clerk /Councillor contact details.**
- **To look into coat of arms for Bostock Parish Council.**

## 11) Correspondence

**11a) to review correspondence received.**

None received.

## 12) Urgent Matters

**12a) Urgent matter raised of ordering a laptop and Scanner for the Clerk to help comply with the Transparency code.** At the last meeting (4<sup>th</sup> Feb) a Toshiba laptop with software package was discussed and a scanner/printer. BPC have applied for a grant to cover the cost of these items. The clerk would like to go ahead and order these items asap.

Proposed by Cllr. Curry. Seconded by Cllr. Beswick. All in attendance approved for the clerk to go ahead with the laptop and printer/scanner as discussed.

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## **13) To confirm date of next meeting and to agree dates for the year ahead.**

13a) Dates for future meeting were agreed as follows:

Wednesday 23<sup>rd</sup> March 2016

Wednesday 20<sup>th</sup> April 2016

Wednesday 4<sup>th</sup> May 2016 (AGM and Annual Parish Meeting)

Wednesday 13<sup>th</sup> July 2016

Wednesday 21<sup>st</sup> September 2016

Wednesday 16<sup>th</sup> November 2016 (Finance Meeting)

## **14) Public closure of the meeting**

The meeting closed at 21.05pm.