**Capenhurst and Ledsham Parish Council**

**Minutes of Parish Council**

**Annual General Meeting**

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| Date | Tuesday 6th May 2025 |
| Time | 7pm |
| Attended | Councillors: Ann Clowes (Chair), Tania Foster, Joyce Tomlinson, Gareth Baker, Colette Francis, Jamie Davies, Colette Francis, Cllr Simon Eardley.  Members of the public: Mike Farwell, Jo Farwell, Bob Davies, Carol Davies |
| Location & Details | Capenhurst Village Hall |

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| 1 | a) Apologies received from Councillors Mark Brassington, Christine Pemberton, Tracey Royle.  b) Declarations of Interest – none declared. New forms to be completed in the coming week Clerk to email a copy for everyone to complete and sign.  c) Chairman’s Report – see attached.  d) RFO’s Report – see attached. AGAR presented to council and agreed; D1 & D2 statements have been signed.  e) Chair and Vice Chair stood down.  f) One nomination for Chair put forward for Ann Clowes, TF proposed and seconded by CF, All Councillors agreed. AC accepted the position.  g) One nomination for Vice Chair received for Tania Foster, proposed by AC and seconded GB, All councillors agreed and TF accepted the position.  h) Jamie Davies, Mark Brassington and Gareth Baker would continue to cover Highways Sub Committee. Jamie Davies and Tracey Royle to cover Events. Joyce Tomlinson, Ann Clowes, Tania Foster and Tracey Royle would continue to cover Planning with Christine to be the main point of contact for Capenhurst Primary School and continue with the organisation of the litter picks and notice boards . All present agreed.  i) Representation to outside bodies - none  (j) Urenco Local Liason Committee – Tracey Royle and Christine Pemberton to continue to represent the council.  k) Acceptance of the minutes of the AGM held on 7th May 2024 – acceptance of the minutes had already been completed and it was agreed this had already been dealt with at a previous ordinary meeting.  (I) Matters arising from AGM meeting of the Council Tuesday 7th May 2024. None  (m) Review and Accept Policies – All policies emailed on 5th May 2025   1. Financial Regulations – It was agreed that there is an updated version of this policy which will be sent out shortly by the Clerk, however in the meantime, the 2019 version which is correct has been emailed with the update to follow imminently – all agreed 2. Transparency Code – no changes all agreed 3. Standing Orders – no changes all agreed 4. Member Code of Conduct – no changes all agreed 5. Risk Assessment – no changes all agreed   All present agreed to the re-adoption of the policies.  n) Date of the next AGM – Tuesday 5th May 2026 in the Capenhurst Village Hall.  o) Finance Expenditure   1. Bank – TF proposed that we implement dual authorisation on the banking and suggested Pippa who will be taking over as RFO and her be the two signatories. seconded AC. TF also suggested that we may need to change banking provider as although our current provider, NatWest now offers the service due to historical issues with NatWest, it may be easier to arrange it with a new bank. Lloyds and Barclays were considered with Lloyds being the preferred option due to there being a local branch in Ellesmere Port. 2. Audit - TF proposed we apply for an exemption from an external audit as our funds are less than £25,000. JD seconded. 3. Audit – TF proposed to retain JDH Limited in Mold for our Internal Audit seconded AC. 4. Payroll – TF proposed to retain Diane Malley for the purposes of Payroll GB seconded. 5. Payroll – TF proposed a standing order is set up for the Clerk’s salary on the 1st of each month, any overtime would be billed separately and in the following month there will also be an employment contract drawn up, CF seconded. Pippa is in agreement. 6. Insurance – TF informed everyone the insurance payment is the same as last year with the present provider (£383.26 p.a) and proposed that we continue with this provider. CF seconded. 7. ChALC – TF proposed to remain members and pay the fees, JT seconded. 8. VAT – TF proposed to submit an annual VAT return GB seconds. 9. Accounting Package Scribe – TF Proposed we continue with this package at a cost of £34.80 per month, AC seconded. 10. Website – TF proposed we continue with Easyweb as our email and website provider, AC seconded.   (p) Proposed actions for reserved funds – TF proposed that the 3 reserved pots (currently Britain in Bloom, Events and Village Plans) are amalgamated into one fund for Village Enhancements to ensure funds were not sitting dormant in separated reserves. JT seconded. | AC  PM    AC  PM  TF |
| **1** | Ordinary Meeting of the Parish Council on Tuesday 6th May 2025 in Capenhurst Village Hall.  Present: Councillors: Ann Clowes (Chair), Tania Foster, Joyce Tomlinson, Gareth Baker, Colette Francis, Jamie Davies, Colette Francis, Cllr Simon Eardley.  Members of the public: Mike Farwell, Jo Farwell, Bob Davies, Carol Davies  Procedural Matters  a) a) Apologies received from Councillors Mark Brassington, Christine Pemberton and Tracey Royle.  b) No declarations of interest declared.  c) The minutes of the last meeting held on 04/03/2025 agreed, proposed by Ann and seconded Tania all Councillors present agreed. Matters arising from them, Colette confirmed we will not be participating in Britain in Bloom for this year. .  d) Dates of Future Meetings -  Tuesday 8th July 2025, Capenhurst Court, Urenco  Tuesday 2nd September 2025, Capenhurst Court, Urenco  Tuesday 4th November 2025, Capenhurst Court, Urenco  Tuesday 6th January 2026, Capenhurst Court, Urenco  Tuesday 3rd March 2026, Capenhurst Court, Urenco    All meetings begin promptly at **7pm**, for those wishing to attend the meetings at Urenco, please inform the Clerk prior to attendance and **bring photo ID.**  Notice of any urgent Any Other Business - Ann suggested we need a backup protocol and we need to look into a cloud based system for backing up the data held. | AC |
| **2** | Visiting Officers:  Simon Eardley   * · Concerns have been raised regarding dogs being exercised on land in the vicinity of the former Malpas Tractors, off Capenhurst Lane. This has been logged with CWaC Planning Enforcement to determine, in due course, whether a ‘change of use’ application might be necessary and activity in this location regularised in some way. Advice has been given to residents who are concerned about the impact of noise on their residential amenity (directed to the relevant sections of the CWaC website). * · Ledsham Lane matters: * Various sites from Ledsham village through to the Rectory Lane, Capenhurst area have been marked up by CWaC Highways for repair – some 20 individual locations. The time frame for repairs is not yet known. * Concerns have been raised with SE around ongoing speeding challenges along the lane. SE to obtain most recent ‘speed survey’ undertaken. Comment – unlikely to change the current speed limit and queries raised as to the effectiveness of doing so anyway as the key to meaningful change is effective Police enforcement. * · Miscellaneous reports: * Capenhurst Lane potholes, various, logged with CWaC on 23/04/25 (CE708446946). * Ledsham village potholes, various, logged with CWaC on 23/04/25 (CE708448499). * Chapel Lane, Ledsham. Planning permission has recently been granted for this ‘dog exercise’ facility but there remains an outstanding enforcement issue relating to container infrastructure on site. SE is liaising with the site owner and CWaC Planning. * Traveller sites across the Saughall & Mollington Ward are challenging at present, including on land a Dunkirk off the A5117 (just outside the parish). A verbal update was given and suggestion made that residents with concerns remain vigilant of potential unauthorised activity, log issues with CWaC Planning and follow advice SE recently posted on his councillor Facebook page as to the best course of action to take. * Devolution for Cheshire & Warrington. A series of roadshow events and opportunities for residents to ‘have their say’ on this potential major change to local government arrangements will be held during May 2025. Details will appear here: **https://www.cheshireandwarringtondevolution.com/** * Welsh Road – culvert repair works have now been completed and the location appears to have returned to normal. * SE reminded parish councillors that his 2025/26 Member Budget was now available and open to supporting small community projects. Parish Council to consider and get in touch with any suggestions. * Feedback was invited on a comprehensive email sent to parish councillors and residents in respect of ongoing drainage concerns in the Capenhurst Lane to Powey Lane area. A copy of this was also sent to the Clerk for reference.   It contained an update on a number of specific issues, including culvert maintenance works undertaken by National Highways, pending culvert works to be undertaken by CWaC in the Powey Lane area and news that the safety fence replacement at Powey Lane (logged last August) had now been resolved and a good quality one erected. | SE |
| **3** | **Members of the Public Speaking Time -**  Councillor Eardley confirmed CWAC National Highways have paid for works to be completed along the A540 but it is suspected this has not yet taken place member Mike Farwell will be checking manhole covers in the next few weeks to see if anything has been done. | All |
| **4** | **Planning –**  Application for property at Springfield there was an objection as it was thought to have been agricultural land, the objection has since been withdrawn.  There has been an application for an extension at 16 Penfold Close and a change of use from commercial laundry to residential at Inglewood Manor Hotel  CF confirmed the application for her property has now been appointed a Planning Officer. | AC |
| **5** | **Finance**  **Total balance:** £13,266.44  **Income received:** £500 from Enrichment Tech Limited, £5,500 Precept £300 from Councillor Eardley’s members budget toward our match funding of £607.73 for litter picking equipment | **TF** |
| **6** | **Members information** TF attend new Planning course provided by CHALC and communicate to the Planning Committee | AC |
| **7** | **Members speaking time** – Nothing to raise | AC |
| **8** | **VE Day –** TR has arranged singing at the local care home and cakes on Thursday 8th May. Also a competition for the school and pre-school | AC |
| **9** | **Emergency Plan –** Christine will review the emergency plan in the near future. | CP |
| **10** | **Britain in Bloom –** CF confirmed she has not entered us for the competition this year. | CF |
| **11** | **Ditches and Gulleys maintenance –** this is ongoing and residents confirm the situation is getting worse. CWAC have liaised with National Highways as they are the responsible authority for the gulleys concerned and have confirmed they are to complete works to help ease the situation. Residents are awaiting the results and are unsure if works have been completed yet. | All |
| **12** | **Meeting closes at 9pm** |  |

Minutes Approved ………………………………………….

Date of Meeting…………………………………………….