

**Capenhurst and Ledsham Parish Council**  
**Minutes of Parish Council**  
**Annual General Meeting**

Date	Tuesday 7th May 2024
Time	7pm
Attended	Ann Clowes, Tania Foster, Joyce Tomlinson, Tracey Royle, Gareth Baker, Colette Francis, Christine Pemberton, Jamie Davies, Neil Hardwick, Alison Griffiths, Lynn Fletcher, Emma Simpson, Carol Daniels Leanne Walton, Gina Stewart, Mike Farwell, Bob Dasslets
Location & Details	Capenhurst Village Hall

1	<p>a) Apologies received from Mark Brassington, Simon Eardley and Neil and Julie of Urenco.</p> <p>b) No declarations of interest declared.</p> <p>c) Chairman's Report – see attached.</p> <p>d) RFO's Report – see attached. Proposed by Ann Clowes and seconded by Tracey Royle</p> <p>e) Chair and Vice Chair stood down.</p> <p>f) Only one nomination for Chair put forward for Ann Clowes, Tracey Royle proposed and seconded by Colette Francis, All Councillors agreed. Ann Clowes accepted the position.</p> <p>g) One nomination for Vice Chair received for Tania Foster, proposed by Tracey Royle and seconded by Christine Pemberton, All councillors agreed and Tania Foster accepted the position.</p> <p>h) Jamie Davis, Mark Brassington and Gareth Baker would continue to cover infrastructure. Christine Pemberton would cover Litter Picking, Joyce Tomlinson, Ann Clowes, Tania Foster and Tracey Royle would continue to cover Planning with Colette Francis covering BiB and Village enhancements. All present agreed.</p> <p>i) Urenco Local Liason Committee – Tracey Royle and Christine Pemberton to continue to represent the council.</p> <p>k) Acceptance of the minutes of the AGM held on 16th May 2023 – acceptance of the minutes proposed by JT and seconded by CF, all Councillors agreed to their adoption.</p> <p>l) Readoption of policies</p> <p>1) Financial Regulations – no changes, TF proposed and AC seconded</p> <p>2) Transparency Code – no changes, GB proposed and CP seconded</p> <p>3) Standing Orders – no changes, JT proposed and TR seconded.</p> <p>4) Code of Conduct – no changes, CF proposed and GB seconded.</p> <p>5) Risk Assessment – no changes, TR proposed and CP seconded</p> <p>All present agreed to the re-adoption of the policies.</p> <p>m) Date of the next AGM – Tuesday 6<sup>th</sup> May 2025 in the Capenhurst Village Hall.</p>	
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1	<p>Ordinary Meeting of the Parish Council on Tuesday 7th May 2024 in Capenhurst Village Hall.</p> <p>Procedural Matters</p> <p>a) a) Apologies received from Mark Brassington and Neil and Julie of Urenco.</p> <p>b) No declarations of interest declared.</p> <p>c) The minutes of the last meeting held on 5/3/2024 agreed, proposed by TR and seconded by CP, all Councillors present agreed. Matters arising from them, BiB competition had been entered for Capenhurst and Ledsham with the starting of the planting of the Orchard, there followed a discussion over the spend for this and the process for payment. TF confirmed the process outlined by the Chair was correct, the spend needed to be agreed at a Council meeting before it progressed. There was a discussion regarding the State of the roads in the area and the potholes, all villagers to be encouraged to report any to the Council Portal.</p> <p>d) Dates of Future Meetings -  Saturday 15<sup>th</sup> June 11am – 1pm, Surgery at the Village Hall  Tuesday 2<sup>nd</sup> July, 7pm, Council Meeting at Capenhurst Court, Urenco  Tuesday 3<sup>rd</sup> September, 7pm, Council Meeting at Capenhurst Court, Urenco.  Saturday 5<sup>th</sup> October, 11am – 1pm Surgery at the Village Hall.  Tuesday 7<sup>th</sup> November, 7pm, Council Meeting at the Village Hall</p> <p>All meetings begin promptly at <b>7pm</b>, for those wishing to attend the meetings at Urenco, please inform the Clerk prior to attendance and <b>bring photo ID</b>.</p> <p>Notice of any urgent Any Other Business - None</p>	CB
2	<p><b>Community Engagement and Communications.</b></p> <p>a) Police – see attached report</p> <p>b) Visiting Members – Cllr Simon Eardley  See attached Report.</p> <p>c) Urenco – No report due to the Councillors being updated at a meeting with Urenco.</p> <p>d) Members of the Public speaking time.  Dog Park – Residents have contacted TR and TF regarding the Footpath being blocked, as it is a public footpath it cannot be locked. The owner (Happy Tails) stated that she unlocks it when she is there, pointed out that legally she cannot do that. It was agreed that this would be an agenda item for the next meeting.  Rio Planning Application – several members of the Public wanted to know what the Council are doing about this application. It was pointed out that the application was for Lawful Development so the Council had no say however we had contacted the officer to raise concerns regarding the application. The response was very negative from him.</p> <p>e) Website Update – A quote has been obtained from Easy Web for a fully compliant website, with support, training, Domain Name, email address and a helpline at a cost of £30.80 per month. It was agreed that they be</p>	

	invited to the next meeting.	
<b>3</b>	<b>Planning</b> – Few applications received but included a new entry for Quaint Farm which would improve visibility. A Barn at Foxes Riding School which was approved, a Communication Mast at Bank Farm which was queried due to Enforcement issues, awaiting clarification from CWaC and Urenco a temporary move of offices.	
<b>4</b>	<b>AGAR</b> – the RFO is applying for an exemption for the Council after it being confirmed that the council is entitled too. Proposed by TR and seconded by GB, all councillors agreed.	
<b>5</b>	<p><b>Finance – See attached sheet</b></p> <p>Proposal – That the RFO would research a new bank account that allows for two signatories possibly Lloyds, proposed by TF and seconded by TR all present agreed.</p> <p>Proposal - Audit – That the RFO would apply for an exemption again this year as the Council meet the criteria. Proposed by TF seconded by JT all present agreed.</p> <p>Proposal – that JDH would be used again as the Councils auditor and that the fee be paid by the RFO when invoice received, Proposed by TF and seconded by TR all present agreed.</p> <p>Proposal – That the payroll would continue under the provider, with the fee being paid when due. TF proposed and AC seconded, all present agreed.</p> <p>Proposal – that the Clerk would continue to be paid monthly, proposed by TF and seconded by GB, all present agreed.</p> <p>Proposal – that the Insurance for the Council continue under the provider already used and that the RFO had the councils permission to pay this years premium.</p> <p>Proposal – CHALC Membership, that the Council would renew its membership with the RFO paying the membership fee. TF proposed and seconded by JT, all present agreed.</p> <p>Proposal – VAT would be reclaimed by the RFO on behalf of the Council, Proposed by TF and seconded by JT.</p> <p>Proposal – That the Council would subscribe to the accounting package provided by SCRIBE. This item was postponed until the next meetings.</p> <p>Proposal – that the two amounts held within the council that were ring fenced would remain ring fenced. Proposed by TF and seconded by GB</p>	
<b>6</b>	<p><b>Members info</b></p> <p>TR would attend the training for new councillors provided by CHALC and then pass down to the other councillors.</p>	
<b>7</b>	<p><b>Members speaking time</b> – Wagons had been reported to councillors again going through the village to the National Grid Yard. Clerk to write to National Grid and Polaric. TF to supply addresses.</p> <p>CWaC to be invited to attend future meetings TF to invite.</p>	
<b>8</b>	<b>D Day</b> – all plans in hand and progressing, the Fish man had been paid, 100 meals to be provided in the evening on Saturday 8 <sup>th</sup> June. The WI would be providing refreshments in the Village Hall. The school	

	<p>competition winners would be announced and a raffle was also being run. TR asked for prizes. Bunting and the flag would be put up on the 3<sup>rd</sup> to the 9<sup>th</sup> June. Any veterans names in the area to be included on a plaque. Afternoon tea would be provide and served at the Residential home with entertainment and crafts. Two competitions were to be held in the school and all children to be provided with a memento.</p>	
<b>9</b>	<p><b>Britain in Bloom</b> – CF provided three quotes for the works in Ledsham, Jacksons - £1,564.33 plus delivery but no compost  Primrose - £1,879.33, free delivery but no compost  Premier - £967.96, delivered and included compost  Proposed by CF and seconded by GB, all present agreed.  Money to come from the Ring fenced amount.  Capenhurst to hold a tidy up party of the Village Green prior to D Day</p>	
<b>10</b>	<b>Notice Board</b> – to be installed on the Urenco Entrance.	
<b>11</b>	<b>Speed Reduction</b> – to go ahead.	
<b>12</b>	<b>Emergency Plan</b> – All but finished but still requires some input from GB, can be published and added to later. JD and AC to put on the Website.	
<b>13</b>	<b>Wildflowers</b> – It was pointed out that they are lovely when in bloom but are messy at other times. TR suggested putting them back to grass, CF to speak to the people concerned.	
<b>14</b>	<b>Sports Ground Entrance</b> – Urenco has said ‘this is going to happen’ but the situation is actually getting worse and there will be a serious accident there before long. CP to talk to the Police about it.	
<b>15</b>	<b>Ditches and Gulleys</b> – this is ongoing with it getting worse, CWaC are supposed to have cleared but it hasn't been done. There has been massive support from residents but needs a digger to go in and clear more. The clerk wrote to the two adjoining PCs with little success.	
	The meeting closed at 8.55pm	

Minutes Approved .....

Date of Meeting.....

## Capenhurst & Ledsham Parish Council AGM 07/05/2024

Thank you all for coming to this Annual General Meeting of the Capenhurst & Ledsham Parish Council.

I would like to start by giving my sincere thanks to all the councillors who have given so freely of their time and talents and for their dedication to the community we serve. Grateful thanks also to our clerk for the work she has done for us over the past year.

We are so fortunate to have Cllr Simon Eardley, as our ward councillor. His generosity in helping to fund many of our projects, using his members budget, is very much appreciated too.

He is also unstinting in his dedication to his constituents and relentless in his efforts to assist us in navigating the sometimes difficult and frustrating processes we must endure with some CWAC departments.

Looking back over the year, I think that frustration is the dominant feeling I have because of the speed and sometimes apparant reluctance of CWAC to deal with our generally simple requests.

To use an example, to find a site for a Parish Council notice board in the environs of Ledsham village, which we have a legal obligation to have. The saga has been ongoing for nearly two years and still we are expected to jump through hoops and to comply with their demands which would be too costly. So we have graciously accepted the offer from URENCO to site it on their private property. The area will be developed in conjunction with Britain in Bloom and will become a peaceful place to sit and catch up with village activities.

But, I must not dwell on frustrations ! We must celebrate our successes and we have had quite a few this year. Britain in Bloom continued under the direction of Cllr Colette Francis and gained the Silver Gilt award. The villages were enhanced with the planting of a variety of fruit trees, other plants and seeds and there was great community participation in this.

We are very fortunate to have the support from URENCO, who are always happy to help and engage with the Parish Council on community ventures, and we do not take this for granted. We would incur far greater expenses if it weren't for them and for Simon, as stated earlier and we are always very grateful.

The Christmas Tree lighting event was well attended and we were treated to some lovely singing from a small group of friends of our events champion Cllr Tracey Royle. Tracey is busy organising a D-day anniversary weekend celebration for the villages and is the driver behind the poppies and bunting which appear at the appropriate times of remembrance and celebrations and the Pumpkin Trail which we are trying to develop.

In a response for help from residents the parish council have contacted all land owners in the area and asked them to keep their ditches and culverts cleaned out and in good repair. Cllrs Baker, Brassington and Davies have been busy liaising with local residents and CWAC and are busy creating up to date maps so that these culverts can be located and ownership assigned.

Cllr Tania Foster, our Responsible Financial Officer and Deputy Chair, has worked tirelessly to get our finances and records up to first class standard. She has also been liaising with the new Public Rights of Way Officer in an attempt to improve conditions of the many footpaths we have around the villages and we are pleased to say that much more progress is now being made than has been made in the past. Cllr Christine Pemberton is coordinating the production of our Emergency Plan for the villages, which, once completed, will be made available to all residents and will contain useful information and emergency contact details to hopefully cover our needs should such incidents arise.

Cllr Pemberton is also the litter picking champion who arranges these events in conjunction with the councillors, the local school, residents and URENCO. The amount of rubbish collected is always amazing and we are all so grateful for the combined efforts. There is always a real sense of community when we see everyone working together.

Planning applications take up a lot of our time and we have a planning sub group which takes the initial look at the applications and where appropriate, visit the sites. This group consists of myself, Cllr Foster, Cllr Royle and Cllr Tomlinson. We meet every time applications are sent in and although a lot of coffee and cake is consumed, a lot of work is done too. We then send our report to the rest of the councillors for their input. We have had very positive feedback from the CWAC planning department for the way we handle these applications. I wish I could say that was mutual but sadly that is where some of my frustrations lie, but I won't dwell there.

In response to a few residents' concerns, we have introduced Parish Council surgeries on certain Saturdays throughout the year. These are held in the village hall between 11am and 1pm. They give residents who can't attend the regular, more formal, PC meetings, an opportunity to drop in for a chat and cuppa in an informal atmosphere. We invite our Ward Councillor and representatives of the community police to join us and they do so when their schedules allow. These surgeries have proved to be very enjoyable occasions and we are all benefitting from the increased engagement of the community.

Your councillors are all volunteers and we work very hard for the good of the community in which we live. We can't always get the results we would like but we always try our best to do so.

Lastly, but not least, I would like to thank our clerk, Carol Britnell for keeping us on track during meetings and creating the all-important minutes and being the conduit for e mails from the website and from CHALC. She may be the quietest member of the PC but never-the-less she is a very important one!

Ann Clowes Cllr.

Chair of Capenhurst & Ledsham Parish Council

Capenhurst & Ledsham Parish Council  
7th May 2024  
RFO report

Our present bank balance stands at £12,394.32. £1148.92 and £2,276.05 (a total of £3,424.97) of that remains ring fenced for specified projects.

Income since our last meeting:

- £1070 donation towards our D-Day event from Urenco
- £5,500 precept from CWaC

Expenditure as agreed at our last meeting:

- £89.07 paid to the WI for the bunting
- £65 fee for our entry into the Britain in Bloom competition
- £60 for our payroll service
- £160 for hall hire
- £800 for the fish & chips on the 8th June

Regular Payments, as agreed at the AGM:

- £169 wages
- £100 domain fees

Expenditure requiring agreement:

- Colette has asked for an agreement to pay expenses out of the ring fenced funds for the lay-by in Ledsham.

Expenditure not requiring agreement:

- None

Please request to see the full accounts should you need to at any time.

Sadly I haven't been able to submit the AGAR to our internal auditor as yet. I am ensuring all the documentation will be available to him prior to submitting it. I am hopeful that when we are able to send it it will be acceptable to him. I also have advised that the council self exempt from an external audit as we are within our rights to do.

I have taken advantage of a free trial of a software package called scribeLite designed for running the financial side of the Parish Council. It would cost the council £12 per month for this package or £36 per month for the more in-depth package. I have been using this package for nearly the month now and whilst it appears to make things easier in some areas, it doesn't deal with the budget and I would like to do further research on it and report back at the next meeting.

I would like to propose that this report is accepted by councillors.

## Notes for Capenhurst & Ledsham Parish Council from Simon Eardley

07 May 2024

- Flooding matters - Capenhurst Lane and surrounding properties. I am copied into correspondence between residents and council contacts on these matters and am pleased to see that dialogue is ongoing. However, I note that there remain outstanding actions as of the most recent email exchange towards the end of April. I am more than happy to intervene to support residents on this should that be required and will await to hear further from the parish council if they wish me to intervene.
- Ledsham Lane highways works. Colleagues will be aware that a notice was received earlier this year indicating that comprehensive highways repairs were to be undertaken on Ledsham Lane. I note that there has been some extensive patching work in the area towards the Welsh Road but that this is just that, patching, rather than extensive resurfacing. I have enquired whether we might see more works undertaken here and will advise in due course.
- Pending highways works. There remain numerous locations around the parish which are the subject of concern in terms of the condition of the highway. Capenhurst Lane (heading out of the village towards Parkgate Road) and Rectory Lane, Dunkirk Lane and the Ledsham village section of Ledsham Lane being the most obvious. I have been advised of works on the following which are due in the coming days but as usual, these will be 'patch repairs' rather than the comprehensive attention that is undoubtedly needed in several areas.
  - Capenhurst Lane – closure in force on 10<sup>th</sup> May for a maximum of five days. Works expected to last 1 day only.
  - Rectory Lane - closure in force on 10<sup>th</sup> May for a maximum of five days. Works expected to last 1 day only.
- A550 improvement scheme. I attach a presentation I have been sent by National Highways in respect of road safety improvements that they are undertaking on this road which will be of interest to the parish.
- Miscellaneous reports.
  - Ledsham Lane potholes. Reported on 18/02/24. Ref. TR587841377.
  - Flytipping. Capenhurst Lane. Reported on 20/01/2. Ref. TR579234963.
  - Capenhurst Lane potholes. Reported on 25/04/24. Ref. TR609025518.
- Member Budget. My annual small grants budget is now open (from 7<sup>th</sup> May) to support projects in the parish. I have already allocated £500 towards the Badgers Rake Lane speed limit changes which are pending and to be implemented imminently but would be happy to consider any other small project ideas that you might wish me to support. Do give this some consideration.



**Chester Local  
Parish Council**

**Policing Unit  
Update**

**Local Officers -**  
Sergeant – Gemma Ashton  
Beat Manager – Harry Whinnett  
Police Community Support Officer – Wendy Leason

**Crime Update –**  
Ledsham May

Capenhurst and  
2024

(The monthly crime update will include information relevant to the local community)

**CRIME TYPE**

	DATE	LOCATION	RELEVANT INFORMATION
BURGLARY Other than a dwelling			
Burglary Other Than A Dwelling			
BURGLARY			
THEFT			
CRIMINAL DAMAGE			
OTHER/SUSPICIOUS ACTIVITY	23/04	Capenhurst Lane	Landscaper doing some gardening work at the property caused the owner some concerns.
Suspicious Activity	10/04	Ledsham Lane	Drone flying over business and storage facility at 05:00
ASB			
Violence	01/04	Inglewood Manor	Male sees a Male stealing a bike, when challenged the offender threatens the Male with a knife before fleeing in a vehicle leaving the bike behind. No CCTV or VRM to progress.

Please refer to the Cheshire Police website for full breakdown of crime statistics for you area  
[Saughall, Mollington and Elton](#) | [Chester](#) | [Cheshire Constabulary](#) | [Cheshire Constabulary](#)



**Road Safety/Speed Engagement –**  
**Seahill Road Saughall**

**Surgery Dates –**  
**Saturday 11<sup>th</sup> May 10-11**  
**Outside Saughall Co Op**  
**Saturday 11<sup>th</sup> May 11:30-12**  
**Farmers Market Saughall**

**Other News -**



**Residents Voice** - It is important to us that we know about the issues that cause you concern. We have set up a survey where you can tell us about the things you would like us to focus on in your area.  
Please complete the survey by following this link - [Resident's voice](#) | [Cheshire Constabulary](#)

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**Please  
remain  
vigilant**

and report any crime/suspicious activity via 101 or via Cheshire Police website -  
[www.cheshire.police.uk](http://www.cheshire.police.uk) **999** in an emergency.