

ACTON BRIDGE PARISH COUNCIL

Minutes of the meeting held on Monday 13th May 2019 at 7-30pm in the Parish Rooms.

Present R Holt Chairman
 C Ballantyne-Roberts
 H Bayley
 T Brocklebank
 C Fifield
 R Forbes
 D Hall
 Clr G Edwards CW&C
 Clr P Williams CW&C

Apologies None

One member of the public present.

This being the first meeting since the Local Elections for Borough and Parish Councils, the Chairman welcomed all members of the respective Councils. He congratulated Clr Edwards on being elected to CW&C and welcomed Clr Brocklebank to the Parish Council.

Again, this being the first meeting the Agenda had been separated into two parts. Part 1 was structured to cover the formalities and administration of the new Parish Council and Part 2 was in accordance with the standard format for ordinary meetings.

Part 1 New Parish Council Administration

1. Apologies for Absence

None

2. Declaration of Acceptance of Office

All members completed a Declaration of Office which was duly signed and witnessed.

3. Election of Chairman for the forthcoming year

There was a discussion on how the Post should be filled. Clr Fifield pointed out the need to set in place a system for succession of personnel in the Office and that the Vice-chairman should be prepared to take on the Chairman's position. The outgoing Chairman, Clr Holt, said that if it was agreed, he would continue in position to assist the completion of the initial administration and the issue of accounts process for a few months as needed but he would prefer not to serve for all the year. It was also discussed that as the Clerk had expressed a wish, at earlier meetings, to resign soon that it would help to assist transition to the new Clerk if the Chairman was to serve for a few months so that all administrative issues could be cleared before the new Clerk's appointment.

It was proposed by Clr Ballantyne–Roberts and seconded by Clr Bayley that Clr Holt continued to serve as Chairman. This was agreed by all Members

4. Election of Vice-Chairman for the forthcoming year

There were brief expressions and statements of personal circumstances by members regarding their availability to stand for Vice-Chairman.

It was proposed by Clr Hall and seconded by Clr Fifield that Clr Brocklebank be elected Vice- Chairman. This was agreed by all Members. Clr Brocklebank said he would be happy to serve and get to know the operation of the Parish Council. He said that he has gained experience as a Chairman of other outside bodies.

5. Completion of Notification of Members Interests

All Parish Councillors completed and signed their forms which were passed to the Clerk for forwarding to ChALC.

6. Adoption of the Code of Conduct

The Code of Conduct that was adopted for 2018-2019 has not been changed. It was agreed to re-date for 2019-2020 and to adopt the Code again.

7. Standing Orders

The Standing Orders that were adopted for 2018-2019 have not been changed. It was agreed to re-date for 2019-2020 and to adopt the Standing Orders again.

8. Financial Arrangements

8.1. Adoption of Financial Regulations

The Standing Orders that were adopted for 2018-2019 have not been changed. It was agreed to re-date for 2019-2020 and to adopt the Standing Orders again.

8.2. Appointment of Responsible Financial Officer

The Clerk is and was re-appointed as Responsible Financial Officer

8.3. Appointment of Internal Auditor

Mr Peter Young has stated that he wishes to relinquish the post of Internal Auditor after the 2018 – 2019 audit. The meeting discussed possible replacement people and agreed to canvass availability.

8.4. Bank Account – appointment of new signatories

Two members who were signatories have left the Parish Council. It was agreed to add three signatories making a total of four of which any two can sign. Clr Bayley remains a signatory and Clrs Ballantyne-Roberts, Forbes and Hall are to be added.

8.5 Parish Council Insurance

It was agreed to continue the insurance with Zurich.

8.6. Risk Assessments

The previous Risk Management has been updated to include the insurance of the interactive signs and equipment. The Risk Management document approved and signed by the Clerk and the Chairman

8.7. Register of Assets

The Register of Assets has been updated to include the interactive signs and equipment and the per-capita equivalent value of the Gorstage Cemetery assets. It was agreed to approve the Register of Assets

8.8. Councillors Request for Dispensation

The CW&C form for Request for Dispensation was completed and signed by all Members and witnessed by the Clerk.

9. Co-Option of Members

Further to the recent Local Elections, there is a vacancy for one member of the Parish Council. The Clerk has obtained information and a form from CW&C to advertise the vacancy. The vacancy has to be advertised for fourteen days, after which, if no resident with endorsement of ten voters has requested an election, the Parish Council can co-opt a member. It was agreed to follow the procedure and to start the process to find a new member. **Action Clr Holt**

10. Correspondence Received

Notices received from CW&C have been displayed. Notice of Unopposed election has been displayed. Members have received individual letters of their election. Forms re election expenses to be completed and returned to CW&C by all members.

11. Future Meetings

The clerk presented a list of future meeting dates up to March 2020. This was agreed and will be published.

Part 2 Ordinary Meeting May 2019

1 Public Matters

There were no Public Matters

2 Approval of Minutes

2.1 Minutes of the AGM

The minutes of the AGM had been circulated. The minutes were accepted and will be signed at the 2020 AGM. There were no actions to be addressed.

2.2 Minutes of the April 2019 meeting

The minutes were reviewed, with minor corrections were approved and were signed by the Chairman.

3 Matters Arising

From November 2018 meeting

a) Item 1 Public Matters – Meeting with Vicky Cropper - London Northwestern Rail (LNR)

The launch of the new timetable of trains and the unveiling of the children's artwork in the Station foyer had taken place on 27th April. The event had been very well attended with approx. 55 people present. Artwork had been produced by children of Crowton Primary School and the Acton Bridge Pre-School. The artwork had been photographed by Helen Rae and had then been prepared for display by LNR.

Vicky Cropper opened the event and gave details of the new timetable. The Parish Council Chairman unveiled the artwork. He thanked Vicky and all at both the Schools for the lovely displays.

It was reported that two new planters are to be provided at the Station. Health and Safety matters are to be cleared before they can be installed. It was noted that there is to be a 'Work Day' at the Station on the 18th May.

It was also noted that there is work in progress at the Station. There appears to be new track being fitted to give an additional line at the Station.

b) Item 10 Village Matters

It was reported that the 'No Through Road' sign at the entrance to Strawberry Lane was almost at ground level and additionally obstructed by the hedge. Cllr Fifield offered to enquire about relocation of the sign. Cllr Fifield said that he has checked and has been informed a new sign will be provided.

Action Cllr Fifield – Completed

Post Meeting Note

Highways have told Cllr Fifield that the sign will be installed in June.

c) The Chairman reported that an Enforcement Officer from CW&C has visited the site at the rear of 25 Chapel Lane. Although the Enforcement Officer had said that the new buildings within the property curtilage were to required standards and that the stable had previously been approved in 2017, it was not clear if the statements included the building in the field. This will be rechecked.

Action Cllr Holt Ongoing

From October 2018 Meeting

Item 3(a) Footpaths and Public Right of Way

FP 24 - CW&C have said that they will only undertake one cut per year, which is inadequate, as this is a strategic part of the Petal Walk. Cllr Fifield will press for FP24 to be prioritised, with at least two cuts per year. It was agreed that it will be necessary to keep urging CW&C to carry out more than one cut. Members will keep a check on the condition of the path.

3(c) Dog fouling – Waste Bins

Subsequent to the approval of the grant from the Members Budgets, fresh contact had been made with the CW&C representative on the provision and the emptying of the bin together with emptying of the litter bin on the Parish Room car park. The Chairman said that he has sent emails and contacted 'Streetscene' to urge action and CW&C has at last acknowledged the work and action. It was agreed to chase again for progress to be made.

Action Cllr Holt - Ongoing

Cllr Williams offered to contact CW&C on this matter together with the replacement of the litter bin at the corner of Cliff Road / Wetton Lane (recorded at 10b below).

3(e) Interactive Signs (ISIDs)

There was a general review of the performance and effectiveness of the signs. There was full agreement that the project had been worthwhile and that there has been a difference in the rate and numbers of speeding vehicles. Cllr Forbes mentioned the need to establish a new regime for the processing and downloading of data now that Cllr Pardoe had left the Parish Council. It was believed that the resident who had shown interest to Cllr Pardoe was more interested in producing the statistics from the data once it had been downloaded.

Cllr Holt agreed to contact Cllr Pardoe to explore a way forward.

Action Cllr Holt

Post Meeting Note

A second resident has shown interest in the downloading of the data. Cllr Ballantyne-Roberts and Mr Pardoe have met the person and it could be that the resident could take on the downloading. The processing of the data could then be done by the first resident.

10 Village Matters

a) The Chairman reported that there has been further email correspondence with CW&C on the topic of the width of the PRW at Hill Top Farm and the stipulated width of 2.5m given on the approved plan. CW&C state that there are ongoing discussions with the owner

b) Further to the comments that were made on the high wooden fence erected in front of part of the boundary wall at Hill Top Farm that borders on Hill Top Road it has been reported to the Parish Council that Planning Permission will be required for the fence. As yet there is nothing related to this on the CW&C web site.

- c) On the item of street cleaning, complaints have been received about the growth of weeds in the gutters. Cllr Williams said he has picked this up and is chasing CW&C to have the weeds treated.
- d) A litter bin has been removed from the corner of Cliff Road and Wetton Lane. Enquiries had been made with CW&C as to why this has been done and if it will be replaced. The Chairman reported that 'Streetscene' have agreed that the bin will be replaced. Action Cllr Holt – Completed
It was noted that the bin has not yet been replaced and this will be chased with Item 3(c) above.
- e) **Town Farm Quarry.** Cllr Fifield had reported at an earlier meeting that there has been a change in the management of the Town Farm quarry and that the new owners had requested a meeting with Parish Councils and other parties to discuss actions to complete the workings at the quarry.

Cllr Fifield reported on a meeting that had taken place on 6th May between the Action Group and Mr Charnley. The new operators are anxious to leave the site. The Action Group have indicated five subjects that they wish to have assurances on. It is known that the existing survey is wrong. Also, that there are excess amounts of material in some locations. There is a conflict as to how best to complete the site as a new Restoration Plan requiring more material would mean more lorry activity through the Village. It was agreed that it was preferable to use as much of the overfill as possible to restore the site.

11 AOB

The updating of the Parish Council website had been raised by Cllr Pardoe in anticipation of his retirement from the Council. It had been mentioned that Cllr Brocklebank might be interested in taking on the task as it was believed he has IT ability.

Cllr Brocklebank generously agreed to have a look at the scope and to assess if he could do it and take it on. The Chairman will contact Mr Pardoe and request he contacts Cllr Brocklebank. **Action Cllr Holt**
The Chairman mentioned that it was perhaps a task that a new Clerk could take on.

4 Planning Applications

There were two new applications this month.

- a) 19/00944/FUL. Replacement bungalow, Syringa, Chapel Lane, Acton Bridge
The existing bungalow is vacant at present due to the death of the former owner and sole resident. The son and next of kin of the owner wishes to carry out a complete rebuild. The Parish Council considered the plans and decided that there were no comments or observations.
- b) 19/01449/LDC Proposed single storey extensions to sides and rear. Rose Cottage 12 Milton Rough Acton Bridge
Previous plans to enlarge the property had been refused by CW&C. The Parish Council discussed the proposed single storey extensions and decided that there were no comments or observations.

5 Planning Decisions

The following Planning Decisions have been received.

- a) 18/03713/FUL - Replacement bowls store building | Acton Bridge Bowling and Tennis Club Parish Room Hill Top Road Acton Bridge Store. The change to the position of the doors has been approved. The new store has been installed and looks good. There is a problem with the electricity supply from the Parish Room and this is being progressed by ABCA.
- b) 19/01372/NMA - Amendment to application 17/02150/FUL to amend the zinc cladding to the dormers with tiles to match the existing roof and horizontal tongue and groove cladding - 125mm Eurocell Shiplap External Cladding Anthracite Grey (RAL 7016) to replace the zinc cladding to the vertical side dormer walls | Hill Cliffe Acton Lane Acton Bridge Northwich Cheshire CW8 3QE. This amendment was approved directly by Planning.
- c) 19/01171/NMA - Non material amendment to planning permission 13/03195/FUL| Rose Cottage 24 Cliff Road Acton Bridge. This amendment was for alteration to the garden at the rear of the property and was approved directly by Planning.
The Chairman mentioned that there is no news yet on the application for the new build at 71 Cliff Rd.

6 Financial Matters

6.1 Authorisation of Cheques

The Clerk mentioned that an invoice has been received from Zurich for next year's premium. She has spoken to Zurich and explained the situation regarding authorised signatories on the account. They accepted the delay and have noted the situation.

6.2 To confirm sections 1 and 2 of the Annual Governance and Accountable Returns for 2018 - 2019

The Figures from the approved annual accounts had been transferred into Sections 1 and 2 by the Clerk and circulated to members. The Sections 1 and 2 statements were approved.

The Clerk has passed the accounts to the Internal Auditor for his review and comments. When the process has been completed the Clerk will advertise the option for residents to view the accounts.

6.3 The Clerk reported that the precept money of £5,045.00 has been received from CW&C.

7 CWAC Ward Councillors

The three newly elected Ward Councillors were present. It was stated that the composition of the Council is 35 Labour, Conservative 28 and Independent/Others 7 making up the 70 members of the new Wards.

Clr Fifield said that Norley Parish Council are interested in obtaining interactive speed signs and would like information from Acton Bridge. The Chairman said he would be willing and agreed that Clr Fifield could pass his contact details to Norley.

8 Reports from other meetings

Clrs Bayley and Ballantyne – Roberts reported on a meeting of the Joint Cemetery Committee (JCC) held on the 25th April. There have been talks for some time about obtaining extra land. The JCC Clerk is to contact the landowner again as there now appears to be prospects of progress.

It was also reported that the gates to the Cemetery have been repaired.

9 Correspondence

Notification has been received from HM Courts Tribunal Service that Punch Partnerships have appealed the granting of the Maypole Inn the status of Asset of Community Value. It was agreed that the Parish Council would send written evidence requesting refusal of the appeal.

A letter from former Clr Pardoe, sent to the Chairman and Clerk, was read to the meeting and his sentiments were much appreciated.

Correspondence received by email has been circulated.

Commercial brochures and general items will be passed by hand between Councillors.

10 Village Matters

a) Clr Forbes mentioned that the 'For Sale' has been taken down from the Nursery Site on Station Road. It is not known if a sale has been completed.

b) Clr Forbes also mentioned that he has the spare key and other items for the speed signs

c) The Clerk has indicated at earlier meetings her wish to retire from the Post. The Clerk will be happy to remain in Post until the present accounts process has been completed. It was anticipated that the exercise of Public Rights to view the accounts would be completed in July. It was also mentioned that as there is no meeting in August it would be prudent to start the recruitment soon to enable an overlap of take place. The Chairman will prepare a 'Job Specification' for review by the Parish Council. **Action Clr Holt**

d) The three planters, one located at each of Station Road, Milton Rough and Acton Lane, are to continue to be maintained by Clrs Bayley and Forbes with Mr Oliver. Plants will be obtained from CW&C Council. The volunteers were thanked for their continued efforts.

11 A.O.B

There was no AOB.

12 Date of next meeting

The next meeting will be on Monday 3rd June 2019, starting at 7-30pm.