

ACTON BRIDGE PARISH COUNCIL

Minutes of the meeting held on Monday 2nd Sept 2019 at 7-30pm in the Parish Rooms.

Present

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

Apologies - None

1 Public Matters

There was one member of the Public (Ms Heywood) present.

The Chairman introduced and welcomed the new Clerk (Mrs Carole Robinson) to the meeting. Terms and conditions of employment had been agreed and duplicate letters of appointment were duly signed by the Clerk and the Chairman. The present Clerk (Mrs Holt) and the new Clerk will operate a transfer period for the one month of September.

The Chairman also welcomed and introduced newly co-opted and appointed Parish Councillor Mr David Edwards. Pre-meeting Mr Edwards had completed the associated forms for Acceptance of Office and the Declaration of Members Interests with the Clerk. The forms have been forwarded to ChALC and Clr Edwards has been duly registered as a Council Member.

Following the retirement of Clr Pardoe from the Parish Council and his wish to relinquish management of the web site, a large amount of background work has been done to facilitate hand-over and the construction of a new web site.

Clr Brocklebank and a volunteer resident (Ms Georgina Heywood) have researched requirements to establish a structure and content to give legal compliance of the new site. Clr Brocklebank outlined the issues regarding accessibility, GDPR and transparency requirements. He said that the operation of the site would cost in the region of £10 to £20 per month.

Ms Heywood then gave a detailed description of the proposed new site. The Members were shown the visual presentation and the structure of the site together with suggested content. Ms Heywood explained the development that had been put into the proposals and the research into other Parish Council web sites. She also explained the possible interfaces with related sites for the Village. It was agreed that the Parish Council web site would 'stand-alone' and not incorporate the sites for other organisations in the Village but could include the Joint Cemetery Committee and the charity Weaverham & Acton Bridge Trust.

There was an informative question and answer discussion including operation and update of the site and security aspects. It was decided that direct access to the site to add or remove material will be limited to the Clerk, Chairman and Vice-chairman plus Ms Heywood and that all additions / deletions would be via the Chairman.

It was agreed by all Members that the proposals were very pleasing and satisfactory, giving a compliant and comprehensive coverage of Parish Council communications and obligations. Ms Heywood was requested to proceed with the fully worked up web site.

The Members gave a vote of thanks to Ms Heywood and Clr Brocklebank for all their efforts in developing the web site.

Members and the Clerk were photographed for addition to the web site.

2 Approval of Minutes

The minutes of 1st July 2019 were accepted and signed.

3 Matters Arising

July Meeting

b). The speed indicating sign at Hill Top Road has been repaired by TWM. Action C R Holt Completed. Members commented on the latest set of data that has been downloaded and the very concerning high speed of vehicles that has been recorded.

The Chairman said he has reported the findings to the PCSO and also queried the installation of a permanent speed camera. Members supported the installation of a permanent camera. It was said that the speed van has been seen on Station Road on a number of occasions recently.

The Chairman said he would contact Highways about which body is responsible for installing speed cameras. **Action Clr Holt**

Post Meeting Note

Clr Fifield attended a meeting with the Police Crime Commissioner where vehicle speeding was discussed. Clr Fifield has circulated notes of the meeting. He asked about criteria for Static speed cameras however the PCC in essence said it had to be a very busy road where deaths had occurred as often the worst speeders just slow down for the camera and then speed up.

c). Mention was made of a report in the local Guardian newspaper of an incident where an attempt had been made to bundle a young girl into a car. There was nothing further known on the matter.

d). The Clerk has notified Mr David Edwards of his election to the Parish Council and has arrange for the necessary paperwork to be completed. **Action Clerk Completed**

The Clerk has also notified and thanked the unsuccessful applicant.

Action Clerk Completed

June Meeting

Public Matters

a) Nursery on Station Road – there has not been any news on the ownership of the land.

May Meeting

Part 1 New Parish Council Administration

8. Financial Arrangements

8.3 Internal Audit

The appointment of a new Internal Auditor is on-going. Mrs Robinson will ask the Internal Auditor of the JCC if he is willing to take on the work. **Action Mrs Robinson.**

8.4. Bank Account – appointment of new signatories

Following the agreement to add three signatories, Clrs Ballantyne-Roberts, Forbes and Hall to Clr Bayley, making a total of four of which any two can sign. The necessary forms had been completed and sent to the Co-operative Bank. The Bank had requested further detail and as Clr Forbes was on holiday only Clrs Ballantyne-Roberts and Hall have been added.

Further forms have been obtained from the Bank for Clr Forbes and for the new Clerk which will be forwarded to the Bank.

Part 2 Ordinary Meeting May 2019

3c) Dog fouling – Waste Bins

Subsequent to the approval of the grant from the Members Budgets for the provision and the emptying of a bin for dog waste in Chapel Lane together with emptying of the litter bin on the Parish Room car park, it had been confirmed that the Chapel Lane bin has been installed and CW&C invoices have been paid.

The Chairman reported that subsequently the Clerk had received correspondence for payment of the invoices from a Department in CW&C. The Clerk was able to confirm that the invoices had been paid and, in fact, taken from the Parish Council account. This lack of efficiency and contact between Departments was not satisfactory.

Clr Ballantyne-Roberts offered to check if the bins were being emptied.

Action Clr Ballantyne-Roberts

9 Correspondence

Further to the Maypole Inn there is no information on the new owners.

10 Village Matters

a). The official amendment of the path and route under the Town and Country Planning Act has been received from CW&C.

b) 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 again and is chasing CW&C to have the weeds treated.

Action Cllr Williams - Ongoing

4 Planning Applications

During the Summer break the following applications had been received;

19/02641/FUL | Replacement roof over existing lounge, 12 Milton Rough Acton Bridge.

Supporting comments have been sent by neighbours. No additional comments by the Parish Council.

19/02343/NMA | Amendment to application 17/00686/FUL for the relocation of garage outbuilding (scale to remain the same) and footpath fencing 2M tall. Land to the North West of Hill Top Farm Hill Top Road, Acton Bridge.

The repositioning of the garage was to clear the new fence bordering the public footpath. There were no comments by the Parish Council.

19/02417/FUL | 2 metre tall fencing adjacent to Hilltop Road to be retained for a temporary time period | Hilltop Farm Hill Top Road Acton Bridge.

The following comments were submitted;

a) The Parish Council would like a time period set for the construction of the replacement wall and removal of the temporary fence.

b) The Parish Council request that checks are made to ensure that the height and position of the replacement wall are the same as the existing wall.

5 Planning Decisions

19/02641/FUL | Replacement roof over existing lounge, 12 Milton Rough Acton Bridge.

The application has been approved.

19/02343/NMA | Amendment to application 17/00686/FUL for the relocation of garage outbuilding (scale to remain the same) and footpath fencing 2M tall. Land to the North West of Hill Top Farm Hill Top Road, Acton Bridge.

The application has been approved.

19/02417/FUL | 2 metre tall fencing adjacent to Hilltop Road to be retained for a temporary time period | Hilltop Farm Hill Top Road Acton Bridge.

The application has been approved. A time limit of 22nd March 2020 has been stated.

19/02238/HHE. Single storey extension to rear | Rose Cottage 12 Milton Rough

The application has been approved.

6 Financial Matters

6.1 Authorisation of Cheques

There were no cheques to be authorised. The Clerk had circulated an interim statement of income and expenditure for the current financial year. It was mentioned that there has not been a payment to the JCC, Mrs Robinson said that it is likely that there will not be a request this year.

6.2 Financial Regulations.

An updated and amended copy of Financial Regulations had been issued by NALC. This had been reviewed and adapted to suit the Parish Council by the Chairman and circulated to all Members. The proposed Financial Regulations were adopted by the Parish Council.

7 CWAC Ward Councillors

a) Cllr Williams said he would make a list of the litter bins / dog waste bins in the Village and which the Parish Council paid for emptying. He would enquire about the emptying. **Action Cllr Williams**

b) Cllr Edwards and Williams had reported on problems with illegal parking on Warrington Road. There has been parking problems for some time and CW&C had proposed a system of enforcement that would have impacted on residents. The parking enforcement was suspended while meetings were held with residents and CW&C.

Cllr Edwards said that double yellow lines will be applied and residents will be asked to park in the lay-by across the road. Anyone parking on double yellow lines will be ticketed. A discussion took place with a number of proposals. It was suggested that a scheme of 'Resident Parking Permits' could be introduced.

c) The scheme to plant and to encourage wildflowers on verges was again mentioned and that mowing of verges will not be done if flowers are present. Suggestions were requested for possible sites. Cllr Williams said that if seeds are required he can supply contact details.

The Councillors mentioned subjects currently being reviewed. These are;

Cycleways and walk-ways are being reviewed especially at present in urban areas.

Play street schemes are being discussed by CW&C and PCSO services.

d) Further to subject concerning provision of pedestrian crossings, Cllr Fifield said that the cost of fully compliant zebra crossings is very high. Enquiries and possible trials of cheaper versions are to be tried in other areas.

e) Cllr Edwards said that she is progressing the supply of a replacement 'Community Notice Board' for the Parish Rooms.

f) A bulb planting scheme was mentioned. Cllr Williams said that Weaverham are taking part and that there is a special tool that can be used to assist planting the bulbs. He will enquire if it is available for use in Acton Bridge.

Action Cllr Williams

g) Woodland Trust will partly fund the planting of trees.

8 Reports from other meetings

Cllr Ballantyne-Roberts gave a report of the recent JCC meeting. She mentioned that landscaping plans are out to tender, the next meeting is the AGM and that a further Member is required to represent Acton Bridge. Members were asked to consider volunteering for the JCC, the meetings are approximately every two months.

9 Correspondence

An invitation has been received from LNWR to attend a conference in the West Midlands. Correspondence received by email has been circulated.

10 Village Matters

a). The latest data that had been downloaded has been circulated. The resident operating the system has asked if the full download is required or are the summary sheets sufficient. The meeting agreed that the summary sheets gave the necessary information.

b). Cllr Ballantyne Roberts reported that footpath 24 (part of the Petal Walk route) is again overgrown. Cllr Fifield will urge further cutting.

Action Cllr Fifield

c). It was reported that the ticket machine at the Station is broken. It was also reported that plants had been stolen from the planter at the Station.

11 A.O. B

The Chairman reported that the Minister from the Methodist Chapel in Chapel Lane had been in touch to confirm that the Village could take possession of the memorial plaques in the Chapel. The Chairman has contacted residents who will remove the plaques. It is proposed to relocate the plaques in the Parish Rooms. The Minister from the Chapel has said he will be happy to conduct a rededication of the plaques when they are installed.

12 Date of next meeting

The next meeting will be on Monday 7th October 2019, starting at 7-30pm.