

## Acton Bridge Parish Council Meeting minutes Pandemic Crisis Management Team

<b>Date &amp; time</b>	6 <sup>th</sup> April at 19:30	<b>Location</b>	Teleconference
<b>Attendees</b>	R Holt (Chairman), T Brocklebank, Mrs C Robinson (Clerk to the Parish Council)		
<b>Apologies</b>	None		
<b>Absent</b>			
<b>Minutes written by</b>	Mrs C Robinson (Clerk)		

The discussion commenced at 19:40

**Note** – This meeting is the first of the Pandemic Crisis Management Team (PCMT). The PCMT has been established under The Pandemic Contingency Plan Policy to manage the business of the Parish Council during the restrictions imposed by the Government to control the Coronavirus pandemic.

The structure and duties of the PCMT have been agreed by all Parish Council Members. The Agenda for the meeting has been circulated to all Members and has been published on the Parish Council web site.

<b>Agenda Item</b>	<b>Notes &amp; Actions</b>
<b>1. Apologies</b>	Apologies for Absence – None as noted above
<b>2. Declarations of interest</b>	There was no disclosable pecuniary interest
<b>3. Minutes of meeting held on 4th March 2020</b>	The minutes of the meeting held on 4 <sup>th</sup> March 2020 were amended: Section 5 Neighbourhood plan: ‘It was agreed that clarification was needed from CW&C Planning before the Parish Council could make decisions on possible further action.’ was added to the start of the last paragraph. Section 10, second bullet point: “aerated” added after “rolled,” and before “cut”. Section 10; last paragraph: an “e” was added to “meting”. Section 11, second line: “erected” not “erecting”. The minutes were then accepted as a true and correct record and will be signed by the Chairman and returned to the Clerk at the first opportunity.

### **Matters arising: a review of March minutes**

<b>Flooding – field on Station Road</b>	Cllr Fifield has been pursuing the cleaning of the gullies and drains by email, no response seen as yet. C/F	<b>Action Cllr Fifield</b>
<b>Bank Account signatories</b>	The Clerk will send NS&I forms by post to signatories, Cllr Bayley, Hall and Ballantyne-Roberts to sign and forward to NS&I for change of address.	<b>Action Mrs Robinson</b>
<b>Wildflowers</b>	Currently on hold.	
<b>Remembrance Plaque</b>	Work was going on in the entrance of the Parish rooms to reposition the notice boards for the plaque to be placed on the wall but works have been forced to stop due to supplies etc not being available.	
<b>Warrington Road residents</b>	No further update. C/F	
<b>Speeding signs</b>	The sign outside the Parish rooms has been repaired and is working.	
<b>Ward Member budget applications</b>	No further update C/F	
<b>Overgrown hedges</b>	On hold until September when hedges can be cut again.	

<b>Station Road Nursery</b>	Application still pending with Cheshire West and Chester Planning department.
<b>Removal of hedge</b>	No further notifications from Planning Enforcement about the removal of the hedge adjoining Acton Hall Farm. Sad news had been received that Fiona Hore from CWAC Planning had passed away.
<b>Neighbourhood plan</b>	Any further discussion on Neighbourhood plans will go on hold until the full Parish Council can meet again.
<b>Acton Bridge Parish Council Website</b>	All updates have been done.
<b>Gorstage Cemetery</b>	The Clerk advised that the improvements works at Gorstage Cemetery were ongoing, the contractors were able to continue working and follow Government guidelines.
<b>Footpath on hilltop Road</b>	A good job has been completed in repairing the potholes, resurfacing the footpath and clearing the overgrown hedges.
<b>Crewe to Liverpool trains</b>	Repairs to the train arches are included in Planning Applications (20/00945/LBC).

**4. Pandemic Contingency Plan Policy**

- a) The Pandemic Contingency Plan Policy has been circulated to the Acton Bridge Parish Council by email and all have endorsed. The motion to adopt the policy has been unanimously approved. A draft of the Pandemic Recovery Plan – Policy and Procedure needs to be circulated to the Parish Council to review and adopt.

**Action Mrs Robinson**

- b) Cllr Brocklebank gave an update on the COVID19 Community help available in Acton Bridge: There are currently 12 residents that are being supported in the village, but there may well be others in the future. There are 20 volunteers, all known to someone else within the support network. They are using a WhatsApp group to communicate and are careful to work within GDPR legislation. The feedback has been good and there is peace of mind for those that either require it now, or possibly in the future, that there is support locally. The Chairman extended a vote of thanks to Cllr Brocklebank and the volunteers, they are an asset to the village and a focal point for those requiring support.

**5. Planning Applications**

**Three applications have been received and distributed to the Parish Council:**

**20/00821/FUL** Menage 30 x 50. Grange Brook Farm Sandfield Lane, no comments apart from requesting a switch-off time for the floodlights be added (this has been done for others in the Village). Comments were added by the Clerk to the Planning portal.

**20/00906/FUL** Rear First Floor Extension and Balcony. 52 Cliff Road, - an issue in that the upper extension conflicts with the 45 degree rule sight line from neighbouring property. The houses are very close together and the extension could cause obstruction to the neighbours, who unfortunately cannot be consulted at this time. A draft letter to the Planning Dept. has been circulated to the Parish Councillors to review.

**Action All Cllrs**

**20/00796/FUL** | Menage 30m x 60m | 25 Chapel Lane, Application states menage but the plans also show very large stables that extend behind No. 27 and 29. More investigation is required on permitted size of stables for domestic equine use, also the legal position regarding the land and the proposed location behind neighbours property. The Parish Council response needs to be lodged by 24<sup>th</sup> April.

**Action Chairman**

**Plus one additional application spotted on the website (LBC vs FUL)**

**20/00945/LBC** Repair to the voussoir to the arch soffit of Arch number 2, Dutton Viaduct Cliff Lane Acton Bridge. It is noted that the application is LBC and will be covered by others. No comment from Parish Council.

**6. Planning Decisions**

There is one approval.

**20/00134/FUL** | Conversion of garage to living space and erection of detached garage to side | 36 Cliff Road

**7. Financial Matters**

**a) Authority for signing cheques**

Cheques are a problem as two signatures are required. There are two cheques requiring signature, Clerks salary that needs to be brought up to date for the end of March and the associated tax for HMRC. Cheques will be sent by post to the signatories. The new speed sign will be delayed for the time being. **Action Mrs Robinson**

The purchase and installation of the new speed sign will be delayed for the time being as TWM Ltd staff are on furlough.

**b) Year end audit**

Correspondence has been received from PJ Littlejohn (external auditors) stating that they are awaiting Government guidance on completing this years accounts. ChALC have forwarded the following information from NALC: After the completion of the accounts and AGAR at the close of the financial year (31 March), they must be certified by the responsible financial officer (RFO) of the authority, considered and approved by full council by no later than 29 June, published before 1 July to comply with the public rights period, with any external auditor report and certificate published by 30 September. Local councils will start receiving their AGAR forms from auditors next week. We are confident that there will be government guidance soon on how the completion of accounts and AGAR can be conducted without the need for a physical council meeting. We will provide updates as soon as we know more.

**8. Correspondence**

- A circular on playground equipment received from 'Creative Play'.
- Letter from HMRC for year end PAYE actions required.

**9. AOB**

- 1.The Parish Council thank the resident who took on the speed signs data downloading but has had to hand-over due to ill health. The Parish Council are very pleased that the task has been taken on by the son of a Councillor. Information has been forwarded by TWM to assist change-over.
2. The Acton Bridge response for the weekly Clap for carers has been very impressive and seemed to be the whole village.

**10. Date of Next Meeting**

Next meeting should be the AGM as well as the usual monthly meeting. The PCMT will await further guidance on what has to be done, and circulate to the wider Parish Council. The next Parish Council meeting and AGM had been due to take place 4<sup>th</sup> May 2020.

The discussion closed at 20.30

Signed ..... (Chairman)

Date.....