

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

<b>Date &amp; time</b>	4 <sup>th</sup> May 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 19:30

**Note** – This meeting is the second 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 6th April 2020</b>	The minutes of the meeting held on 6 <sup>th</sup> April 2020 were 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 – Station Road</b>	The Culvert under 46 Station Rd is now running. This was due to the commendable intervention of a local farmer, who cleared the drainage pipe of tree roots at the back of No 4 6. Unfortunately, despite Councillor Fifields interventions, still nothing has been done to resolve the blocked surface water drains/grids that run down Station Rd. Cllr G Edwards has now offered to arrange for the gullies to be cleared again. <b>Action Cllr G Edwards</b>
<b>Bank Account signatories</b>	The Clerk still needs to 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. C/F
<b>Remembrance Plaque</b>	No further update C/F
<b>Warrington Road residents</b>	No further update C/F
<b>Ward Member budget applications</b>	No further update C/F
<b>Station Road Nursery</b>	Application still pending with Cheshire West and Chester Planning department.
<b>Removal of hedge</b>	Nothing further heard from Planning enforcement about the removal of the hedge adjoining Acton Hall Farm.

<b>Neighbourhood plan</b>	Any further discussion on Neighbourhood plans will go on hold until the full Parish Council can meet again. C/F
<b>Gorstage Cemetery</b>	The Clerk advised that the improvements works at Gorstage Cemetery were due to be finished in about a week.
<b>Pandemic Contingency Plan Policy</b>	<p>a) The Pandemic Recovery Plan – Policy and Procedure has been circulated to the full Parish Council and no further comments have been received. The Pandemic Recovery plan – Policy and Procedure has therefore been adopted.</p> <p>b) Cllr Brocklebank gave an update on the COVID19 Community help available in Acton Bridge: The initiative is going well and continuing to help and support a number of residents. Following a FaceBook update new people joined the support group. Many of those self-isolating in Acton Bridge are being well supported by family and friends but the feedback has been that they are very appreciative there is a safety net, for the occasions that it is needed.</p>
<b>Cheque signing</b>	The 2 cheques approved at the last Acton Bridge PC PCMT meeting have been signed ‘remotely’ by Cllrs Hall and Ballantyne-Roberts and returned to the Clerk.
<b>Speed signs data</b>	The resident who has taken over the speed signs data downloading has successfully liaised with TWM and the data is being downloaded again. The information has been circulated to the Parish Councillors.
<b>Weekly clap for carers</b>	The Acton Bridge residents’ response continues to be impressive and even seems to be getting louder.
<b>4. Planning Applications</b>	<p><b>Two applications have been received and distributed to the Parish Council:</b></p> <p><b>20/01210/FUL</b> 9 Hilltop Road - Two storey rear extension. The application details have been circulated to the Parish Council and comments have been collated into a letter that has been submitted to the Planning Dept. The Parish Council found the size and position of the extension contravenes the 45’ rule for line of sight from neighbouring properties. Also, there are additional grounds for refusal pertaining to the Cheshire West and Chester Local Plans 1 &amp;2 and the referenced policies in the draft Supplementary Planning Document for House Extensions and Domestic Outbuildings.</p> <p><b>20/01365/FUL</b> 2 Station Road – Demolition of existing garage and erection of a single storey rear and two storey side extension. The extensions look good and comply with style and shape required by the Supplementary Planning Document (SPD). However, rough calculations put the increase in floor space above the 30% guideline, so it complies with planning but is in excess of permitted area increase. The Chairman will circulate a draft letter to Councillor Brocklebank. The Parish Council response needs to be lodged by 22<sup>nd</sup> May. <b>Action Chairperson Cllr Holt</b></p>
<b>5. Planning Decisions</b>	<p>There is one approval. <b>19/04501/FUL</b> Acton Methodist Church, Chapel Lane, change of use from Chapel to one dwelling.</p>
<b>6. Financial Matters</b>	
<b>a) Authority for signing cheques</b>	<p>There is one cheque requiring signature, it is for Zurich Insurance and is the same amount as last year £257.60. Cllrs Holt and Brocklebank approved the expenditure and asked the Clerk to send the cheque to the Parish Councillors to sign. <b>Action Mrs Robinson</b></p>

**b) Year end audit**

The Clerk has circulated detailed figures for the 2019/20 year end to all Parish Councillors to review prior to the information being sent to the Internal Auditor. The Clerk is liaising with the Internal Auditor to agree a date for the Audit. No comments have been received and Chairperson Cllr Holt and Vice Chair Cllr Brocklebank have agreed they are happy with the figures to go to the Internal Auditor.

Local council audit timeframes final regulations were published on 7 April and will come into force on 30 April. These extend the statutory audit deadlines for 2019/20. The Parish Council has until 31<sup>st</sup> August to complete all required documentation, including setting the commencement date for the exercise of public rights.

Email received from PJ Littlejohn (external auditors) asking for the Parish Councils to complete a survey on when the PC are hoping to complete the end of year Audit. The Chairperson and the Clerk have responded and allowed plenty of time by giving an estimated date of July for submitting the figures.

**7. Correspondence**

Two letters received from the same resident:

- Asking the Parish Council to object to planning application 20/00796/FUL – Menage 30m x 60m
- Complaint about the height of a hedge of a neighbouring property – but the Parish Council can't ask for it to be pruned until after the bird nesting season is over.

Letter received from Chester West and Chester concerning a charity for Children's hospices.

**8. AOB**

Cllr Forbes requested 2 items be raised under AOB:

1. Please could the speeding data be produced in the form it was previously produced in by whoever is now responsible for collating this. It would be very interesting to see if lockdown has made any significant difference to the recorded speeds. The data has now been distributed for review.
2. The clearing of the field drainage ditches adjacent to Hazel Pear wood, undertaken by the local farmer, has caused some issues with path in the Northeast corner of the wood. He has successfully dredged the ditch, but unfortunately dumped all the residue (including broken glass and bottles from an old dump) completely obliterating the footpath. Cllr Forbes has reported this to operations@woodlandtrust, who have responded by saying they will investigate.

**9. Date of Next Meeting**

The next Parish Council meeting should be 8<sup>th</sup> June, the AGM has also been postponed from 4<sup>th</sup> May. Guidance has now been received to allow Parish Council Meetings to be held remotely. The Government are due to make announcements re- relaxation of lockdown measures within the next week – so the PCMT will keep under review and advise of meeting plans as soon as possible.

The discussion closed at 20.05

Signed ..... (Chairman)

Date.....