

Acton Bridge Parish Council Meeting minutes Pandemic Crisis Management Team

Date & time	8 th June at 19:30	Location	Teleconference
Attendees	R Holt (Chairman), T Brocklebank, Mrs C Robinson (Clerk to the Parish Council)		
Apologies	None		
Absent			
Minutes written by	Mrs C Robinson (Clerk)		

The discussion commenced at 20:15

Note – This meeting is the third 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.

Agenda Item	Notes & Actions
1. Apologies	Apologies for Absence – None as noted above
2. Declarations of interest	There was no disclosable pecuniary interest
3. Minutes of meeting held on 4th May 2020	The minutes of the meeting held on 4 th May 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.
4. Matters arising: a review of May minutes	
Flooding – Station Road	Cllr G Edwards followed up after the last meeting minutes which resulted in Highways attending the site on 5 th June. Cllr Forbes met with a representative of Highways who understood the problem to potentially be blocked connections between grids. He has agreed to attend on the next planned visit by Highways engineers, to ensure the work of clearing blocked grids. The Engineers next visit is pending.
Bank Account signatories	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. C/F Action Mrs Robinson
Wildflowers	Currently on hold. C/F
Remembrance Plaque	The Remembrance plaques are now in place at the entrance to the Parish rooms. One resident installed on his own, with assistance from Yoxall Joinery, Northwich (they provided wood and did the machining). A letter has been sent on behalf of the village thanking them. Reverend Simms will do a rededication when lockdown restrictions have been relaxed.
Warrington Road residents	No further update C/F
Ward Member budget applications	Raised with ABCA at the last meeting, they have projects that they will want to apply for funding.
Station Road Nursery	Application still pending with Cheshire West and Chester Planning department. Cllr G Edwards advised that some planning applications are taking 12 months to be processed.

The Clerk to enquire if there has been any progress on the application.

Action Mrs Robinson

Removal of hedge	Nothing further heard from Planning enforcement about the removal of the hedge adjoining Acton Hall Farm. C/F
Neighbourhood plan	Any further discussion on Neighbourhood plans will go on hold until the full Parish Council can meet again and get consultation with the Council. C/F
Gorstage Cemetery	The Clerk advised that the improvements works at Gorstage Cemetery have been completed, but the Consecration has unfortunately been postponed.
Pandemic Contingency Plan Policy	<p>a) As we are now beginning to move out of lockdown, The Pandemic Recovery Plan – Policy and Procedure will need to be reviewed especially if meetings can be held remotely using technology such as Zoom.</p> <p>b) Cllr Brocklebank gave an update on the COVID19 Community help available in Acton Bridge: it has gone much quieter with relaxation in lockdown with only 1 enquiry in the last week.</p>
Speed data	<p>Thanks were extended for supplying March and April's data.</p> <p>Milton Rough - There is no significant difference between the average speed for these two months (32.4 mph) and the normal average (32.0 mph). Station Road – there was a significant increase in the average speed for April (38.0 mph) compared to the normal average (36.5mph). Cllr Forbes witnessed the PCSO recording traffic speeds on Station Road at 10:00 am on 28th May. She informed there are future visits planned. Latest updates have also been sent to Highways and the police</p>
Footpath in Hazel Wood	Cllr Forbes raised the issue of the poor condition of the footpath with the local farmer, following the work undertaken to clear the ditches. He was unaware of this and had not been contacted by 'operations, Woodland Trust'. To his credit, he has re-visited the site and rectified the problem by removing all the broken glass, as well as levelling and seeding the path.
20/01210/FUL 9 Hilltop Road	A letter has been sent from the Parish Council sent to applicant of 9 Hilltop Road following emails to the Clerk voicing concerns over the Parish Council consultee comments.
20/00796/FUL Menage on 25 Chapel Lane	The Chairperson has received a copy of a letter has been received that is from solicitors for the previous owner, to the applicant solicitors, detailing what can/can't be done. There is a covenant preventing building on the land.
5. Planning Applications	<p>Two applications have been received and distributed to the Parish Council:</p> <p>20/01741/S73 Variation of 19/00944/FUL Syringa, Chapel Lane Another application has been received, asking for condition 2 to be amended so that the position of the building is moved. The Parish Council have approved the plans for the building previously so will comment on condition 2 (pointing out the footprint residue) as well as conditions 4 & 5 relating to access etc which are also affected. Letter to be circulated to Parish Council for review. Action Chairperson Cllr Holt</p> <p>20/01694/FUL (Resubmission of 20/00208/FUL) Treefield Cottage, Milton Rough Another application received showing the original plans are being re-applied for. The Parish Council can re-submit previous letter. Action Chairperson Cllr Holt</p> <p>Plus there is a Planning application in Weaverham that appears in the Acton Bridge list of planning applications:</p>

20/01666/OUT Land adjacent Mere view Road – Clerk to contact Planning to see why this appears in the Acton Bridge list and make sure the Consultee is Weaverham PC

Action Mrs Robinson

Development of the Maypole Inn - Parish Council members have been consulted to determine if the Parish Council should co-operate with the Agent, acting on behalf of the Maypole Inn, to canvas the Village to establish if there is any private purchaser interested to buy the Maypole as a Community Facility. It was agreed that the Parish Council will publish material produced by the Agent on the PC web site and also place a notice on the Village Facebook that information can be found on the PC web site. It was also agreed that all communication / correspondence on the potential purchase would be with the Agent.

6. Planning Decisions

There are two decisions received:

20/00906/FUL - 52 Cliff Road, Rear first floor extension, the size of the extension was modified due to the 45 degree rule that the Parish Council commented. **APPROVED**

19/04585/FUL Land at Maypole Inn, erection of one dwelling and detached double garage. **REFUSED**

7. Financial Matters

a) Authority for signing cheques

There is one cheque requiring signature, it is for Information Commissioners Office (ICO) for GDPR Data Protection Act, the same as last year, £40. There is also the option to complete a Direct Debit instead, which was agreed would be the better option going forward, saving administration. **Action Mrs Robinson**

b) Year end audit

Further to the approval of the accounts and completion of the AGAR in May, everything for the 2019/20 year end is with the new internal auditor, Mr David Frith. The Clerk will inform the Parish Council of the Audit Outcomes as soon as she has received the feedback from Mr Frith. **Action Mrs Robinson**

8. Correspondence

Nothing in addition to the copy of the Solicitor's letter re 25 Chapel Lane.

9. AOB

Cllr Ballantyne-Roberts had raised 2 items for discussion prior to the PCMT meeting:

- there was loss of water supply to many in the village on 6th June for over 4 hours, caused by the building work opposite the Parish Rooms. There continues to be disruption today. When the road was closed and dug up last time the workmen told Cllr Ballantyne-Roberts that a lack of coordination meant that it would have to be dug up again when with better organisation the work could have been done in one session. Cllr Fifield will raise with Highways to understand what happened. **Action Cllr Fifield**
- There was a serious fire at a house on Old Lane at 3 am on Saturday. The house is no longer habitable, the owners have been offered emergency accommodation and clothing. Cllr Fifield offered to find out via the Council whether a message could be sent to them on behalf of the Parish Council. **Action Cllr Fifield**

The Chairperson, Cllr Holt raised:

- At the ABCA meeting it was raised that the end gable of the new extension of the Parish Rooms, that is covered in tongue and groove timber, needs renewing (after 30 years). Quotes are being obtained. The lease shows the Parish Council is responsible for outside decoration, the cladding is also for weatherproofing. The initial estimate may be in region of £2k. As the cladding is 50/50 decorative/weatherproofing the Parish Council will offer to pay 50% of the costs as there is provision in the budget.

10. Date of Next Meeting

The next Parish Council meeting should be 6th July. Doing a remote video conferencing meeting should be a good option to include all the Parish Council and the public could also join if they inform they want to attend beforehand. The AGM has also been postponed from 4th May, and in previous years the monthly Parish Council meeting has been conducted in advance and post the AGM. The PCMT will keep under review in line with Govt. guidelines, review the options for video conferencing, and advise of meeting plans as soon as possible.

The discussion closed at 20.45

Signed (Chairman)

Date.....