

## Acton Bridge Parish Council Meeting minutes

<b>Date &amp; time</b>	6 <sup>th</sup> July at 19:00	<b>Location</b>	Video conference
<b>Attendees</b>	R Holt (Chairman), T Brocklebank, C Ballantyne-Roberts, H Bayley, R Forbes, D Hall, D Edwards Cllr C Fifield CW&C, Cllr G Edwards CW&C, Mrs C Robinson (Clerk to the Parish Council)		
<b>Apologies</b>	Cllr P Williams CW&C		
<b>Absent</b>			
<b>Minutes written by</b>	Mrs C Robinson (Clerk)		

The discussion commenced at 19:20

**Note** – This meeting has been held using Zoom conferencing facilities. The structure of this meeting has 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, members of the public were invited to join by contacting the Clerk for meeting invite details.

<b>Agenda Item</b>	Notes & Actions
<b>1. Apologies</b>	Apologies for Absence – as noted above
<b>2. Declarations of interest</b>	There was no disclosable pecuniary interest
<b>3. Public Open Forum</b>	There were no members of the public present.
<b>4. Minutes of PCMT meeting held on 8th June 2020</b>	The minutes of the PCMT meeting held on 8 <sup>th</sup> June 2020 were accepted as a true and correct record with two amendments: 'Everything for the 2019/20 year end is with the new internal auditor, Mr David Frith. The Clerk with inform ' Amended to: '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 '. Under Footpath in Hazel Wood – contactacted changed to contacted. The minutes will be signed by the Chairman and returned to the Clerk at the first opportunity.
<b>5. Matters arising: a review of June minutes</b>	
<b>Flooding – Station Road</b>	Nothing further to report. C/F
<b>Bank Account signatories</b>	The Clerk has tried to contact NS&I, but phone lines very difficult to get through (on hold for over an hour), can't do online (not even download the correct forms), and can't get all signatories to re-sign forms just now. <b>Action Mrs Robinson</b>
<b>Wildflowers</b>	Currently on hold. C/F
<b>Remembrance Plaque</b>	Proposed date for Reverend Simms to do a rededication is Remembrance Day - November 11 <sup>th</sup> .
<b>Warrington Road residents</b>	Enforcement of parking restrictions have been suspended during the pandemic.
<b>Ward Member budget applications</b>	Following on from the discussion at the June PCMT meeting, ABCA will be looking for funding for the costs for the tongue and groove timber on the gable end of the Parish rooms that needs replacing.

<b>Station Road Nursery</b>	<p>The Clerk has contacted CWAC Planning dept. for an update, no response as yet. Cllr G Edwards will also contact to see if she can get an update.</p> <p style="text-align: right;"><b>Action Cllr G Edwards/Mrs Robinson</b></p>
<b>Removal of hedge</b>	Nothing further heard from Planning enforcement about the removal of the hedge adjoining Acton Hall Farm. C/F
<b>Neighbourhood plan</b>	Any further discussion on Neighbourhood plans are on hold until the Parish Council can get consultation with the Council Planning members. C/F
<b>Gorstage Cemetery</b>	The Clerk advised that the Consecration will probably be in September.
<b>Pandemic Contingency Plan Policy</b>	<p>The Pandemic Contingency Plan Policy needs to be reviewed now full Parish Council meetings are possible. Acton Bridge Parish Council seems to have been quite progressive during the lockdown compared to some other local Parish Councils. The next PC meeting is due in September when it could be possible to have a face to face meeting in the Parish rooms with suitable social distancing. ABCA are currently going through a detailed review and risk assessments to ensure safe re-opening of the Parish rooms from September 1<sup>st</sup>.</p>
<b>Speed data</b>	<p>Cllr Ballantyne-Roberts advised there has been another hitch this month getting access to the data, and so far has been unable to get it despite speaking to contact. The site is very troublesome, and even difficult at non-busy times. It is a frustrating exercise, but they will try and get data and circulate this week.</p> <p style="text-align: right;"><b>Action Cllr Ballantyne-Roberts</b></p>
<b>Maypole Inn</b>	No further progress.
<b>Planning applications - 20/01666/OUT Land adjacent Mere view Road</b>	The Clerk contacted CWAC Planning dept who confirmed that Weaverham PC are the Consultee, but no explanation as yet, as to why this planning application appeared in the list for Acton Bridge planning applications.
<b>Year End Audit</b>	<p>A Memorandum to the Members of Acton Bridge Parish Council has already been circulated by the Clerk to the Parish Council confirming completion of the internal audit confirming records are a fair and accurate reflection of Acton Bridge's financial affairs.</p> <p>The Clerk circulated notes from the audit for review prior to the Meeting. The Clerk flagged 2 items specifically – should the PC have a fireproof safe for confidential documents and the peppercorn rent from ABCA wasn't received last year.</p> <p>The Certificate of Exemption has been submitted to PJ Littlejohn and the statutory financial records have been posted on the Parish Council website as well as the public access notice <b>3<sup>rd</sup> August – 11<sup>th</sup> September 2020</b>, by application to the Clerk. This has also been posted on the Parish Council notice board.</p>
<b>Loss of water supply to Acton Bridge</b>	<p>Cllr Fifield advised he contacted Highways and got a response, that he will send to Cllr Ballantyne-Roberts and the Clerk. They admitted accidental damage that was resolved as quickly as possible and the works have now been completed. Lockdown has had an impact on what Highways can oversee. Highways are doing some sort of consultation. Cllr Holt (Chair) will collate any comments for them.</p> <p style="text-align: right;"><b>Action Cllr Holt</b></p>
<b>House fire Old Lane</b>	Cllr Fifield advised he tried to get a contact with no success, Cllr Ballantyne-Roberts advised the residents are covered by their insurance and are now in rented accommodation with immediate needs being looked after.

**6. Planning Applications**

None received in the last month

**7. Planning Decisions**

There are two decisions received:

**20/00821/FUL** Proposed menage, Grange Brook Farm Sandfield Lane - **APPROVED**

**20/01210/FUL** Two storey rear extension, 9 Hill Top Road – **APPROVED** after plans amended from original submitted plans.

**8. Financial Matters**

**a) Authority for signing cheques**

There are 5 cheques that were approved for signature:

- Internal Auditor David Frith £120 (10 hours at £12 per hour)
- Clerk Salary April/May/June (As at 1<sup>st</sup> May/June/July) - £360
- HMRC (income tax for Clerk April/May/June) - £90
- CPRE (The countryside charity) - £36
- Cheshire Community Action - £20

In addition the Clerk has paid a Zoom monthly subscription £11.99 + Vat = £14.39 to be C/F pending decision on how long to continue on Zoom and whether the Joint Cemetery Committee might split the costs.

**b) Bank Balances**

**Total Balances as at 15<sup>th</sup> June 2020**

	<b><u>DR -ve</u></b>	<b><u>CR +ve</u></b>
Current A/c		8999
National Savings A/c		913
Unpaid Chqs	257	
		<b><u>9,654</u></b>

**Summary**

Total Balance B/Fwd @ 01/04/2020 (Excl. JCC)	4,893
Plus total receipts	<u>5,019</u>
<b>Total Balance C/fwd to 16/06/20</b>	<b><u>9,654</u></b>

The Parish Council had previously agreed to proceed with the purchase of the final speed indicator sign once the precept was received. However, it is not clear if the manufacturing and installation areas are still furloughed. Cllr Ballantyne- Roberts will make enquiries when she tries to get the data. **Action Cllr Ballantyne-Roberts**

**9. CW&C Ward Councillors**

Cllr G Edwards gave an update:

- Things are still relatively quiet, but services are being re-instated all the time.
- Wildflowers - still on hold
- Cllr G Edwards has been asked by residents about more bins being placed around the village. Streetscene think there could be too many bins around the village. They may also charge for more bins.
- Cllr G Edwards was working with Enforcement on protecting the livestock signs prior to lockdown. Initially they are in digital format, possibly with scope to be printed. These should be available for next Spring.
- Cllr G Edwards has been working with the Cheshire Food Hub. It is a centralised food warehouse in Winsford that community groups and individuals can access. It's cheaper for larger groups to buy in bulk, frozen and chilled food. The food is sourced from supermarkets, often surplus that would otherwise have been wasted.
- Cllr G Edwards is also on the Bus Review Committee, and she would welcome thoughts from the Parish Council on missing services etc, to make sure there is adequate rural provision.

Cllr Fifield gave an update:

- Pedestrian crossings – Cllrs Fifield and Edwards took a motion about pedestrian crossings to Council last year which was amended, but not much heard since. Funding from Government post lockdown is being used on projects such as this, so they are trying to push through again. One could be placed in Acton Bridge close to the train station and the Hazel Pear. Email to be distributed with more detail for Parish Council to review for discussion, and an email address to respond to.
- Town & City Centre Commission - Cllr Fifield has put something on Facebook. It is a re-working of something done 6 years ago, but he would like to encourage different points of view on how to improve town centres such as Northwich.

**10. Reports from other Meetings**

Joint Cemetery Committee – urgent matters are being dealt with by the Pandemic Crisis Management team. The Cemetery has been relatively quiet. Planning permission for a new car park is now being looked into.

**11. Correspondence**

Cllr Bayley has sent her resignation from the Parish Council due to her anticipated move out of the Parish. The Clerk has contacted CW&C and the process for replacing Cllr Bayley is being started.

The Pensions Regulator has sent another chasing letter for enrolling in workplace pensions, this only relates to the Clerk. The deadline for response is September.

Following urgent requests for the Parish Council to write to the residents at Wall Hill Farm due to safety concerns, the Clerk wrote to the residents requesting they cut the hedge (All Parish Councillors received a copy of the letter). The hedge has now been cut.

The Clerk has received a request from CWAC for completion of survey on actions taken to support residents due to pandemic to be completed by 17<sup>th</sup> July. **Action Cllr Brocklebank**

**12. Village Matters**

Cllr Brocklebank raised 2 matters:

- Some discussions are taking place locally (not the Parish Council) as to whether the Maypole could be a community centre, before this option is completely ruled out. The Clerk hasn't received anything from the agent for display on the Parish Council website.
- The drain at the end of his drive is potentially going to cause an issue for local transport. Cllr Fifield looking into as it is an accident waiting to happen, but welcomed any further residents complaints to support his concerns.

Cllr Forbes advised the grass verges on Station Road are not being cut. Cllr G Edwards will contact Streetscene. **Action Cllr G Edwards**

**13. AOB**

None raised

**14. Date of Next Meeting**

There will be no meeting in August, Monday 7<sup>th</sup> September 19:30. Format to be advised. This meeting will include election of a new Chairman for next 12 months, or next AGM.

The discussion closed at 20.00

Signed ..... (Chairman)

Date.....